

**NEWINGTON BOARD OF EDUCATION  
131 CEDAR STREET  
NEWINGTON PUBLIC SCHOOLS  
NEWINGTON, CT 06111**

Newington Town Hall  
Helen Nelson Meeting Room  
Wednesday, February 26, 2020  
7:00 p.m.

**REGULAR MEETING**

**AGENDA**

A. Call to Order

Pledge of Allegiance

B. Presentations of Awards/Proclamations

Everyday Hero – Allison Rezendes & Wayne Corriveau – Martin Kellogg

C. Public Participation on Any Matter Related to Board Responsibilities

**(In Person/Via Telephone: 860-665-8736)**

D. Consent Agenda

1. Approval of Minutes – January 29, 2020
2. Approval of Minutes – January 29, 2020 - Special
3. Approval of Minutes – February 5, 2020
4. Approval of Minutes – February 11, 2020
5. Approval of Minutes – February 12, 2020
6. Approval of Minutes – February 19, 2020

E. Superintendent of Schools' Report

- Presentation - School Climate and Restorative Practices at John Wallace Middle School

F. New Business

1. Report – Health Benefits Fund Performance Fiscal 2019-2020
2. Discussion /Adjustments/Possible Transmittal of 2020-2021 Board of Education Budget To Town Manager
3. Action – PSCIP Transfer Request

G. Public Participation on Any Matter Related to Board Responsibilities

**(In Person/Via Telephone: 860-665-8736)**

H. Remarks by Board Members

I. Adjournment

FEB 26 2020

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

Newington Town Hall  
Helen W. Nelson Meeting Room  
Wednesday, January 29, 2020  
7:00 p.m.

**REGULAR MEETING**

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

ABSENT: Michael Branda

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

A. Call to Order

Chairperson Paul Vessella called the Regular Meeting of the Newington Board of Education to order at 7:00 p.m.

Pledge of Allegiance

B. Presentation of Awards/Proclamations

Everyday Hero – Mercy Hetherington – Districtwide

Board member Beth Manke Hutvagner arrived at the meeting at 7:03 p.m.

C. Public Participation on Any Matter Related to Board Responsibilities

D. Consent Agenda

1. Approval of Minutes – Board Retreat – December 5, 2019
2. Approval of Minutes – Regular Meeting – December 11, 2019
3. Approval of Minutes – Informational Meeting – January 15, 2020

MOTION: Steven Silvia moved to approve the consent agenda as presented.  
Robert Tofeldt seconded. The motion passed unanimously.

E. Superintendent of Schools' Report

1. Educational Technology Coding (Jay Salerno)

**BOARD OF EDUCATION - NEWINGTON PUBLIC SCHOOLS**

Regular Session

January 29, 2020

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F. New Business

1. Action – Adopt Board Priorities 2019-2021

MOTION: Robert Tofeldt moved the Board of Education adopt the 2019-2021 Board of Education priorities discussed at the December 11, 2019 and January 15, 2020 Board of Education meetings. Emily Guion seconded. The motion passed unanimously.

2. Action – Revision Policy #0200 – School District Goals and Objectives

MOTION: Cindy Stamm moved the Board of Education approve the revisions to Policy #0200 – School District Goals and Objectives as recommended. Jessica Weaver seconded. The motion passed unanimously.

3. Action – Revision Policy #3010 – Business – Non-Instructional – Goals & Objectives

MOTION: Beth Manke Hutvagner moved the Board of Education approve the revisions to Policy #3010 – Business – Non-Instructional – Goals & Objectives as recommended. Cindy Stamm seconded. The motion passed unanimously.

4. Action – Revision Policy #3171.1 – Non-Lapsing Education Fund

MOTION: Jessica Weaver moved the Board of Education approve the revisions to Policy #3171.1 – Non-Lapsing Education Fund as recommended. Emily Guion seconded. The motion passed unanimously.

5. Action – Revision Appendix #3171.1 – Memorandum of Agreement – Non-Lapsing Account

MOTION: Bruce Fletcher moved the Board of Education approve the revisions to Policy #3171.1 – Appendix – Memorandum of Agreement – Non-Lapsing Account as recommended. Steven Silvia seconded. The motion passed unanimously.

6. Action – Revision Policy #3516 – Safe and Secure School Facilities, Equipment & Grounds

MOTION: Emily Guion moved the Board of Education approve the revisions to Policy #3516 – Safe and Secure School Facilities, Equipment & Grounds as recommended. Bruce Fletcher seconded. The motion passed unanimously.

7. Action – Revision Policy #4119 – Personnel – Certified/Non-Certified – Staff Conduct

MOTION: Steven Silvia moved the Board of Education approve the revisions to Policy #4119 – Personnel – Certified/Non-Certified – Staff Conduct as recommended. Robert Tofeldt seconded. The motion passed unanimously.

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8. Action – Revision Policy #4131 – Professional Learning/Development

MOTION: Robert Tofeldt moved the Board of Education approve the revisions to Policy #4131 – Professional Learning/Development as recommended. Cindy Stamm seconded. The motion passed unanimously.

9. Action – Revision Policy #4212.5 – Security Check and Fingerprinting

MOTION: Cindy Stamm moved the Board of Education approve the revisions to Policy #4212.5 – Security Check and Fingerprinting as recommended. Jessica Weaver seconded. The motion passed unanimously.

10. Action – Revision Policy #5118.1 – Homeless Students

MOTION: Beth Manke Hutvagner moved the Board of Education approve the revisions to Policy #5118.1 – Homeless Students as recommended. Emily Guion seconded. The motion passed unanimously.

11. Action – Revision Policy #5141.21 – Administering Medications

MOTION: Jessica Weaver moved the Board of Education approve the revisions to Policy #5141.21 – Administering Medications as recommended. Bruce Fletcher seconded. The motion passed 7 - 1.

12. Action – Revision Policy #5141.21 FORM A – Administering Medications

MOTION: Bruce Fletcher moved the Board of Education approve the revisions to Policy #5141.21 FORM A – Administering Medications as recommended. Beth Manke Hutvagner seconded. The motion passed unanimously.

13. Action – Revision Policy #5141.21 FORM B – Administering Medications

MOTION: Emily Guion moved the Board of Education approve the revisions to Policy #5141.21 FORM B – Administering Medications – Authorization for the Application of Sunscreen as recommended. Bruce Fletcher seconded. The motion passed unanimously.

14. Action – Revision Policy #5144 – Student Discipline

MOTION: Steven Silvia moved the Board of Education approve the revisions to Policy #5144 – Student Discipline as recommended. Robert Tofeldt seconded. The motion passed unanimously.

15. Action – Revision Policy #6171 – Special Education

MOTION: Robert Tofeldt moved the Board of Education approve the revisions to Policy #6171 – Special Education as recommended. Jessica Weaver seconded. The motion passed unanimously.

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G. Public Participation on Any Matter Related to Board Responsibilities

H. Remarks by Board Members

I. Adjournment

MOTION: Robert Tofeldt moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

**PUBLIC PARTICIPATION**

None

FEB 26 2020

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

Newington Town Hall  
Helen W. Nelson Meeting Room  
Wednesday, January 29, 2020  
8:00 p.m.  
or Immediately Following Regular  
Board of Education Meeting

**SPECIAL MEETING**

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

ABSENT: Michael Branda

ADMINISTRATION: Dr. Maureen Brummett

A. Call to Order

Chairperson Paul Vessella called the Regular Session of the Newington Board of Education to order at 8:14 p.m.

B. Public Participation on Any Matter Related to Board Responsibilities

C. Executive Session

1. Personnel Review – Mid-Year Goal Setting for the Superintendent of Schools

MOTION: Cindy Stamm moved to adjourn to Executive Session. Robert Tofeldt seconded. The motion passed unanimously.

The Executive Session was called to order at 8:15 p.m.

MOTION: Steven Silvia moved to adjourn to Regular Session. Robert Tofeldt seconded. The motion passed unanimously.

The Regular Session was called to order at 8:50 p.m.

D. Public Participation on Any Matter Related to Board Responsibilities

E. Remarks by Board Members

F. Adjournment

MOTION: Jessica Weaver moved to adjourn. Emily seconded. The motion passed unanimously.

The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

**PUBLIC PARTICIPATION**

FEB 26 2020

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

Newington Town Hall  
Helen W. Nelson Meeting Room  
Wednesday, February 5, 2020  
7:00 p.m.

**SPECIAL MEETING**

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

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

A. Call to Order

Chairperson Paul Vessella called the Special Meeting of the Newington Board of Education to order at 7:00 p.m.

Pledge of Allegiance

B. Public Participation on Any Matter Related to Board Responsibilities

C. New Business

1. Presentation of Superintendent of Schools' 2020-2021 Budget to Board of Education

Board member Steven Silvia arrived at the meeting at 7:16 p.m.

Board member Cindy Stamm arrived at the meeting at 7:18 p.m.

D. Public Participation on Any Matter Related to Board Responsibilities

E. Remarks by Board Members

F. Adjournment

MOTION: Dr. Bruce Fletcher moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 7:44 p.m.



**BOARD OF EDUCATION - NEWINGTON PUBLIC SCHOOLS**

Special Meeting

February 5, 2020

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Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

**PUBLIC PARTICIPATION**

None

FEB 26 2020

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

Newington Town Hall  
Helen Nelson Meeting Room  
Tuesday, February 11, 2020  
6:00 p.m.

**BUDGET WORK SESSION**

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

ABSENT: Michael Branda

ADMINISTRATION: Dr. Maureen Brummett, Wendy Crouse, Stephen Foresi,  
Lou Jachimowicz, Karen Cyr, Kristen Freeman, Craig Holland,  
Seth Korn, Christopher Meyers, Jay Salerno

A. Call to Order

Chairperson Paul Vessella called the Budget Work Session of the Newington Board of Education to order at 6:00 p.m.

B. Pledge of Allegiance

C. Public Participation

D. New Business

1. Review Instructional Programs

a. Education Technology/Information Technology

Stephen Foresi arrived at the meeting at 6:10 p.m.

Craig Holland and Jay Salerno left the meeting at 6:18 p.m.

b. Art

c. School Counseling Services

Seth Korn left the meeting at 6:25 p.m.

d. Student Activities Non-Athletic

e. Student Activities Athletic

Chris Meyers left the meeting at 6:42 p.m.

f. Continuing/Adult Education

**BOARD OF EDUCATION – BUDGET WORK SESSION**

February 11, 2020

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- g. Career Technical Education
- h. World language
- i. Music
- j. Wellness
- k. Science
- l. STEM
- m. Social Studies

Kristen Freeman left the meeting at 7:30 p.m.

- n. Mathematics
- o. Reading

Board member Robert Tofeldt left the meeting at 7:35 p.m. and returned at 7:38 p.m.

Lou Jachimowicz left the meeting at 7:35 p.m. and returned at 7:38 p.m.

- p. English/Language Arts
- q. Media/Library Services

Chairperson Paul Vessella called for a break at 7:50 p.m. The meeting resumed at 8:00 p.m.

- r. Curriculum & Assessment
- s. Homebound K-12
- t. Staff Development & Evaluation
- u. Other Salaries

Remaining instructional programs will be discussed at next Board of Education meeting on Wednesday, February 12, 2020.

E. Public Participation

Board remarks went around the table.

F. Adjournment

MOTION: Dr. Bruce Fletcher moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Steven Silvia  
Secretary

Debra O. Craig  
Board Clerk

**PUBLIC PARTICIPATION**

None

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

Newington Town Hall  
Helen W. Nelson Meeting Room  
Wednesday, February 12, 2020  
7:00 p.m.

**REGULAR MEETING**

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

ABSENT: Michael Branda

ADMINISTRATION: Dr. Maureen Brummett, Wendy Crouse, Stephen Foresi,  
Lou Jachimowicz, Dean Barnes, Marilena Gulioso

A. Call to Order

Chairperson Paul Vessella called the Regular Meeting of the Newington Board of Education to order at 7:02 p.m.

Pledge of Allegiance

B. Presentation of Awards/Proclamations

C. Public Participation on Any Matter Related to Board Responsibilities

D. Standing committee Information Item

1. Report – Finance Committee (January 13, 2020; February 3, 2020)
2. Report – Facilities Committee
3. Report – Student Policy Committee
4. Report – Curriculum Committee (January 15, 2020)
5. Report – Executive Committee
6. Report – Student Representatives

E. New Business

1. Presentation – Social Emotional Learning – Martin Kellogg Middle School
2. Review of Instructional Programs for 2020-2021 Budget (continued)
  - a. Special Education
  - b. Psychological Services
  - c. Speech/Hearing Services
  - d. Health/Nursing Services

**BOARD OF EDUCATION - NEWINGTON PUBLIC SCHOOLS**

Regular Session

February 12, 2020

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Marilena Gulioso left the meeting at 8:10 p.m.

- e. General Supplies
- f. Central Direction
- g. Building Direction
- h. Maintenance
- i. Plant Operations
- j. Transportation

Wendy Crouse left the meeting at 8:47 p.m. and returned at 8:54 p.m.

Dean Barnes left the meeting at 8:47 p.m.

- k. Insurance
- l. Benefits/Employee

Board Member Robert Tofeldt left the meeting at 8:54 p.m. and returned at 9:02 p.m.

- m. Community Services
- n. Board of Education

Dr. Maureen Brummett followed up the Review of Instructional Programs with a summation of the budget and instructions to the Board if they had any further questions.

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

G. Public Participation on Any Matter Related to Board Responsibilities

H. Remarks by Board Members

I. Adjournment

MOTION: Dr. Bruce Fletcher moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

**PUBLIC PARTICIPATION**

None

FEB 26 2020

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

Newington Town Hall  
Helen W. Nelson Meeting Room  
Wednesday, February 19, 2020  
7:00 p.m.

**SPECIAL MEETING**

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

ABSENT: Michael Branda, Cindy Stamm

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

A. Call to Order

Chairperson Paul Vessella called the Special Meeting of the Newington Board of Education to order at 7:00 p.m.

Pledge of Allegiance

B. Public Participation on Any Matter Related to Board Responsibilities

C. New Business

1. Discussion/Possible Adoption/Adjustments/Possible Transmittal of 2020-2021 Board of Education Budget To Town Manager

MOTION: Emily Guion moved the Newington Board of Education adopt the Superintendent of Schools' Proposed Budget for 2020-2021 of \$77,355,846. Jessica Weaver seconded. The motion passed unanimously.

D. Public Participation on Any Matter Related to board Responsibilities

E. Remarks by Board Members

F. Adjournment

MOTION: Dr. Bruce Fletcher moved to adjourn. Emily Guion seconded. The motion passed unanimously.

**BOARD OF EDUCATION - NEWINGTON PUBLIC SCHOOLS**

Special Meeting

February 19, 2020

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The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

**PUBLIC PARTICIPATION**

None

**DATE:** February 26, 2020

**February 26, 2020**  
**E**

**TO:** Members of the Board of Education

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

**SUBJECT: SUPERINTENDENT'S MONTHLY REPORT – FEBRUARY 2020**

### **ADMINISTRATION**

#### **Dr. Maureen L. Brummett, Superintendent of Schools**

- The John Wallace Middle School team will present School Climate and restorative practices at their school.
- Enrollment Summary: The enrollment summary as of February 1, 2020 is 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**

- Meetings are being held with the principals and curriculum supervisors to review our non-tenured staff. The district must determine by March 1<sup>st</sup> of each year whether non-tenured staff contracts will be continued. Staff assignments will be finalized after the school budget has been accepted and new positions are determined.
- Enrollment and staffing reports were developed to inform the 2020-2021 budget.
- Mrs. Davis attended a two day training on Frontline's Professional Learning Management (PLM) system. Topics include the finer points of managing users, unpacking and adjusting additional system rights based on organization needs, proactively managing approvals, using the available tools and reports to track professional development and how to support and engage learners and approvers in the process. The goal is to have all staff using PLM by the 2020-21 school year.
- Frontline Veritime training was held for non-certified staff over the week of January 6 and officially launched January 10th.
- Mr. Foresi facilitated an inaugural Workforce Diversity Plan Meeting on January 24, 2020. This team consists of teachers and leaders working with the State Department of Education and seven other districts to make radical improvements in efforts to improve workforce diversity. The basis for our work is the Guidebook for Hiring and Selection.
- Mr. Foresi participated in the Initial Meeting for Nurse Negotiations.
- Interviews were held during the month of January for the following positions: Special Education Teacher at John Paterson School, LT-4 Bus Drivers, Paraeducators, and Daily Substitutes.
- Mr. Foresi compiled mid-year data to finalize and submit the mid-year Open Choice report to the State Department of Education.
- The Office of HCD engaged in preparations for the upcoming AFSCME Secretarial, Custodial, Transportation, Food Service Worker and Maintenance negotiations.
- Mr. Foresi continued the process of policy review, submission and approval with the Board of Education. In addition, the district Field Trip process and forms are being reviewed and updated to reflect best practices.



- Substitute Orientation was held on January 6 and January 31.
- The Professional Development and Evaluation Committee (PDEC) met on January 3, 2020. The work session consisted of evaluating the current state of both the revised 2019-20 educator evaluation process and our professional learning system in order to provide informed recommendations and prioritize needs.
- Mr. Foresi compiled and forwarded information to support NHS subcommittee work focused on their upcoming NEAS&C Accreditation Report.

### **CURRICULUM, INSTRUCTION AND ASSESSMENT**

**Wendy Crouse, Assistant Superintendent of Curriculum & Instruction**

**Kristen Freeman, Director of Curriculum & Instruction**

**John (Jay) Salerno, Director of Educational Technology**

- Newington High School teacher, Jennifer Mehl's Writing Center Theory and Practice students were selected by the Connecticut Association of Public School Superintendents' (CAPSS) Innovation Committee to present at the 3rd Annual Innovation Conference "Innovation at the Core" at Sacred Heart University on March 13, 2020. Their proposal entitled, "We Built this Center..." focuses on the development of a student created and driven Writing Center that has been established this year at NHS.
- Newington High School teacher, Christopher Kerr, was selected to present Connecticut Computer Science Teachers Association Annual Computer Science in Education Summit on March 27, 2020 at Sacred Heart University. He submitted a proposal for his Student Teacher Assistant Program that was created and how he incorporates mastery based practices with habits of work in the Computer Science classroom.
- Elementary teachers are meeting by grade level to learn more about the Next Generation Science Standards (NGSS). Each grade level is launching a new unit of study in the spring that is aligned to the NGSS.

### **HEALTH SERVICES – Mercy Hetherington, Senior Nurse Administrator**

- Nurses in all the schools are working on acquiring the rest of the mandated physicals in 3rd, 6th, and 10th grade, as well as completing screenings.
- The elementary nurses are assuring compliancy with the CT State mandated influenza vaccines that are required for Pre-Kindergarten (Pre-K) students.
- The high school nurses are preparing for the spring sport season. Spring sport's physicals will be held at the high school, with Dr. MacGilpin, on March 10, 2020.
- According to the CDC, flu activity has been widespread through most of the country. Connecticut activity has been listed as widespread and continues to be so. At NPS we have 143 (was 52) verified flu cases to date for both students and staff members.
- As the cold and flu season continues to be widespread, and since it is our goal to keep students, teachers and staff healthy, an "All Staff" email was sent out in an effort to remind students and staff to do frequent hand washing, clean desks, keyboards, door knobs, etc. daily; to open their windows once a day, for 10 -15 minutes, to let some fresh air in; and to cover their coughs and sneezes!

**STUDENT SERVICES – Marilena Gulioso, Director of Student Services**

**Language, Speech & Hearing - Submitted by Tyyne Kelly**

- Speech Language Pathologists attended December conferences at the elementary level.
- Some district Speech Language Pathologists attended Dr. Brummett's meeting regarding special education.
- Some district Speech Language Pathologists attended a conference regarding preschool services being provided within the classroom setting instead of a pull-out setting.
- Speech Language Pathologists have been conducting annual reviews, re-evaluations, parent referral PPTs/evaluations, and handling Birth-to-Three transition meetings.

**English Language Learners - Submitted by Tom Myler**

- The EL teachers have attended a number of Professional Development opportunities:
  - November - ConnTESOL
  - December – Co-Teaching
  - January - Writers Workshop for EL, Rosetta Stone online training
- The EL survey: The EL department has been keeping track of the results from all the schools. We are planning to meet within the next week or so to determine which area we can work on to improve staff knowledge and understanding of how to best support our ELs.
- The EL department met on Friday, January 17th to participate in a Rosetta Stone webinar. We learned that Rosetta offers an additional program called English for Education, which we believe will help us to provide more customized learning supports for our newcomers. Some of the benefits of this program include a pretest for placement in a Rosetta unit, family resources, and summer options.
- LAS LINKS Testing; Las Links testing will occur between January 2, 2020 through March 6, 2020. The Las Links test is a measure of the EL students' English Language proficiency in the areas of Speaking, Listening, Reading, and Writing. This test is administered online utilizing touch Chromebook for Kindergarten and First Graders. Second through twelfth graders access the test within their individual Chromebook. The Speaking test takes approximately 20 minutes to complete. The Listening, Reading, and Writing tests take between 30-35 minutes. Testing sessions are scheduled at every school and make-up sessions are also required due to student absences and students that require additional testing time. During the month of February EL teachers concentrate on the administration of the Las Links state-mandated test.

**MAINTENANCE/CUSTODIAL SERVICES (Plant Operations) – Dick Vida – Supervisor**

- Our HVAC technician has done an outstanding job in responding to the many heating issues that have come up in the schools. His knowledge and expertise in trouble shooting and rectifying the problems is to be commended.
- We continue with our lighting retrofit program changing from T-8's to LED's which give us more lighting lumens, longer light life cycles and less energy consumption & cost.
- The recent school district burn run produced about one ton of paper being removed from the district.
- John Paterson gas valve replacement in the boiler room has been completed and back on line.

- Heating cable has been installed on the metal overhang roof at the main entrance at Ruth Chaffee School to eliminate ice build-up.
- New basketball backboard framing which was damaged has been repaired and functioning per code in our NHS gym.

**MAINTENANCE/CUSTODIAL SERVICES (Maintenance Department) Dick Vida - Supervisor**

- The custodial staff has done a fantastic job with the snow and ice removal this winter season. To date we have used approximately 17,000 pound of ice melt on our school walks and entrances.
- Kudos to the lead custodians for their quick responses to correct building problems that occur at their schools like roof leaks, boiler, heating, and vandalism reporting like breakage.

**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 December transportation was provided to 65 field trips. Transportation was also provided to 41 athletic trips and trips scheduled for non-school days. There were 28 transportation changes approved in January, 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 January 31, 2020 follows.

### Newington Public Schools Total Enrollment For 2/3/2020

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 2/3/20	Total 1/2/20	Change	Part Time *	Open Choice **
Elizabeth Green	5	2	48	55	58	67	54									289	290	-1	0	22
Anna Reynolds	10	15	75	73	68	77	87									405	403	2	5	0
Ruth Chaffee	0	3	63	62	60	74	58									320	321	-1	2	2
John Paterson	16	19	83	82	64	66	71									401	396	5	5	26
Martin Keillogg								142	159	162	164					627	628	-1	0	10
John Wallace								162	160	172	175					669	666	3	0	16
High School												339	324	312	328	1303	1308	-5	6	20
<b>IN DISTRICT TOTAL</b>	<b>31</b>	<b>39</b>	<b>269</b>	<b>272</b>	<b>250</b>	<b>284</b>	<b>270</b>	<b>304</b>	<b>319</b>	<b>334</b>	<b>339</b>	<b>339</b>	<b>324</b>	<b>312</b>	<b>328</b>	<b>4014</b>	<b>4012</b>	<b>2</b>	<b>18</b>	<b>96</b>

### Outplacement and Special Ed Magnet Student Enrollment For 2/3/2020

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 2/3/20	Total 1/2/20	Change	Part Time *	Open Choice **
SE Out of District DCF/DDS/Court Placement	0	0	0	0	0	0	0	0	0	0	0	2	2	1	0	5	3	2	0	0
SE Out of District LEA Placement	1	0	0	4	0	2	1	2	0	2	5	4	2	5	8	36	35	1	1	1
SE Out of District Parent (Magnet) Placement	1	2	3	2	1	1	0	4	2	2	3	0	0	0	0	21	22	-1	0	0
<b>SE OOD TOTAL</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>62</b>	<b>60</b>	<b>2</b>	<b>1</b>	<b>1</b>

\* 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
<b>RE OOD TOTAL</b>	<b>8</b>	<b>25</b>	<b>10</b>	<b>24</b>	<b>11</b>	<b>15</b>	<b>11</b>	<b>8</b>	<b>11</b>	<b>4</b>	<b>8</b>	<b>18</b>	<b>11</b>	<b>16</b>	<b>17</b>	<b>197</b>

† 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

Summary Expenditure Report 0 - Summary Format

Account No/Description	Original Budget		Y-T-D		Y-T-D		Y-T-D		Available Balance	Percent
	Budget	Adjusted Budget	Encumbrance	Period Expended	Expended	Expended				
1002 Art	785,349.00	740,844.00	374,565.91	52,954.90	333,473.76	333,473.76	32,804.33	95.57		
1006 Workforce Development	767,623.00	738,619.00	343,300.85	53,835.53	346,286.27	346,286.27	49,031.88	93.36		
1008 Education Technology	1,676,942.00	1,661,825.00	748,529.94	108,552.09	831,969.16	831,969.16	81,325.90	95.11		
1012 English/Language Arts	4,219,892.00	4,194,626.00	1,924,797.97	316,381.23	1,940,837.45	1,940,837.45	328,990.58	92.16		
1014 World Language	1,327,883.00	1,356,687.00	688,914.26	108,246.36	647,462.60	647,462.60	20,310.14	98.50		
1020 Mathematics	4,405,877.00	4,380,611.00	2,108,913.80	313,589.38	1,949,880.58	1,949,880.58	321,816.62	92.65		
1022 Music	1,204,568.00	1,207,168.00	598,991.96	89,691.96	549,155.69	549,155.69	59,020.35	95.11		
1024 Wellness	1,540,249.00	1,540,399.00	789,025.37	115,787.10	715,242.14	715,242.14	36,131.49	97.65		
1026 Reading	3,969,574.00	4,015,020.00	1,959,944.90	312,909.04	1,911,127.62	1,911,127.62	143,947.48	96.41		
1028 Science	3,463,739.00	3,462,300.00	1,746,605.17	258,911.90	1,591,179.49	1,591,179.49	124,515.34	96.60		
1029 STEM	636,253.00	603,645.00	298,320.74	42,890.36	269,984.28	269,984.28	35,339.98	94.15		
1030 Social Studies	3,510,703.00	3,516,575.00	1,783,756.81	263,676.71	1,633,456.68	1,633,456.68	99,361.51	97.17		
1190 Other Salaries	1,114,872.00	1,055,719.00	36,904.52	25,654.03	193,608.60	193,608.60	825,205.88	21.83		
1200 Special Education	10,098,767.00	10,096,334.00	5,361,435.62	761,152.58	5,192,750.20	5,192,750.20	-457,851.82	104.53		
1205 Homebound K-12	79,200.00	79,200.00	.00	8,156.50	35,512.25	35,512.25	43,687.75	44.84		
1300 Continuing/Adult Education	104,461.00	104,461.00	12,955.90	3,160.01	43,352.06	43,352.06	48,153.04	53.90		
2120 School Counseling Services	1,168,692.00	1,170,920.00	595,019.33	87,839.70	574,830.16	574,830.16	1,070.51	99.91		
2130 Health/Nursing Services	679,969.00	659,206.00	256,052.22	47,305.79	272,404.00	272,404.00	130,749.78	80.17		
2140 Psychological Services	1,126,964.00	1,257,029.00	612,047.99	90,138.36	523,751.77	523,751.77	121,229.24	90.36		
2150 Speech/Hearing	686,713.00	690,636.00	336,457.91	55,370.52	319,889.79	319,889.79	34,288.30	95.04		
2210 Curriculum & Staff Development	415,036.00	345,379.00	59,917.03	11,098.78	109,028.02	109,028.02	176,433.95	48.92		
2220 Media/Library Services	828,765.00	828,765.00	397,677.64	65,239.31	392,121.64	392,121.64	38,965.72	95.30		
2310 Board of Education	528,284.00	528,284.00	448,004.81	115,155.77	154,224.85	154,224.85	-73,945.66	114.00		
2320 Central Direction	1,766,776.00	1,834,997.00	637,977.19	125,747.65	943,649.25	943,649.25	253,370.56	86.19		
2410 Building Direction	3,886,310.00	3,893,527.00	1,562,184.59	276,696.57	2,029,620.72	2,029,620.72	301,721.69	92.25		
2590 General Supplies	269,367.00	269,357.00	112,086.95	14,593.44	87,703.25	87,703.25	69,566.80	74.17		
2610 Maintenance	2,215,422.00	2,215,045.00	498,141.01	167,625.12	944,389.34	944,389.34	772,514.65	65.12		
2620 Plant Operation	4,831,912.00	4,829,811.00	1,187,387.37	363,539.77	2,404,016.98	2,404,016.98	1,238,406.65	74.36		
2700 Transportation	3,238,539.00	3,271,712.00	968,640.61	229,595.27	1,383,779.98	1,383,779.98	919,291.41	71.90		
2810 Evaluation, Planning & Dev	94,210.00	94,210.00	7,320.16	12,054.51	51,165.09	51,165.09	35,724.75	62.08		
2900 Insurance	811,910.00	811,910.00	.00	287.00	459,993.20	459,993.20	351,916.80	56.66		
2950 Employee Benefits	12,449,188.00	12,449,188.00	227,975.84	1,132,871.90	7,370,612.20	7,370,612.20	4,850,599.96	61.04		
3210 Student Activities-Non-Athletics	169,571.00	169,571.00	819.47	232.30	58,054.36	58,054.36	110,697.17	34.72		
3220 Student Activities-Athletics	596,670.00	596,670.00	103,083.99	32,550.47	243,164.73	243,164.73	250,421.28	58.03		
3300 Community Services	97,761.00	97,761.00	.00	3,496.23	34,115.61	34,115.61	63,645.39	34.90		
10 General Fund	74,768,011.00	74,768,011.00	26,787,757.83	5,666,988.14	36,541,793.77	36,541,793.77	11,438,459.40	84.70		

FEB 26 2020

FI

DATE: February 21, 2020

TO: Members of the Board of Education

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

SUBJECT: **Health Benefits Fund Performance - Fiscal 2019/2020  
(Preliminary Report – Seven Months Actual)**

### **I. Background:**

In August 1996, the Town General Government and the Board of Education signed a formal agreement for the ongoing administration and funding of the self-insured health benefits program. As part of this agreement, the Board assumed responsibility to fund its portion of the health benefits program to the “projected cost” level identified by Blue Cross/Blue Shield in the annual renewal package. An additional provision of the HBF agreement calls for an interim financial review of the plan each year. This task is to be completed by March 20th each year. The financial review recalculates the “projected cost” for the current fiscal year and determines if contributions are trending above or below the revised “projected cost”.

The March 20<sup>th</sup> review takes the initial “projected cost” of the health benefits program and recalculates it based on a specific formula outlined in the Board/Town HBF Administrative Agreement. Based on a favorable March 20th revision to the “projected cost” of the plan, Article # 4 of the HBF Administrative Agreement allows the Board and/or Town to either, a) reduce monthly contributions to the HBF during the remainder of the current fiscal year, or b), carry the estimated “credit” forward to the next fiscal year and potentially reduce next year’s required contributions to the HBF (based on the final “settlement”).

The maximum amount that contributions can be reduced in any year is the differential between the original “projected cost” for the plan and the revised “projected cost”. The Town must be notified in writing no later than April 8th if the Board wishes to exercise its option and reduce contributions for the remainder of the current fiscal year. If the Board takes no action by April 8th, any “credit” that becomes available due to favorable performance of the HBF program will automatically be applied to the Board’s financial responsibility to the HBF for the next fiscal year.

Based on an unfavorable March 20th revision to the “projected cost” of the health benefits program, the Board would have no additional financial responsibility to the HBF for the current fiscal year beyond the original planned contributions.

In the event a reduction in contributions is authorized, the Board continues to maintain the responsibility for the financial performance of its portion of the HBF until the last day of the fiscal year. If claims should significantly increase during the last three months of the fiscal year, the Board is obligated to make the HBF whole for any shortages created by their actions. This would restore funding to the original planned contribution level for that fiscal year.

By October 1<sup>st</sup> each year, a comprehensive reconciliation of plan activities for the prior fiscal year is conducted. This “settlement” makes a final determination of any surplus or shortage on prior year operations. Any additional “credit” that is realized from this “settlement” will be applied against the “projected cost” of the HBF for the year in progress.

## **II. Health Benefit Fund Recap for 2019-2020:**

Through January 31, 2020, actual claims for the Board of Education portion of the HBF are running \$1,111,568 below anticipated costs. As of this date, there have been no claims that have already exceeded the stop loss threshold of \$175,000. Also, as of January 31, 2020, there are two claims on the BOE side of the plan that have reached 75% or are approaching the 75% of the stop loss threshold. These are 8 other cases with claim expenses of \$50,000 as of January 31, 2020. There is a chance that high cost cases may reach or exceed the stop loss limit. Stop loss insurance is in place to protect the plan from catastrophic claims in excess of the \$175,000 per person limit. No adjustment for stop loss recoveries are needed at this time.

The High Deductible Health Plan (HDHP) design is built around employee cost participation through a deductible schedule. Single individuals have a \$2,000 deductible while 2 Person or Families have a \$4,000 deductible. These deductibles need to be satisfied prior to the plan paying actual claims on behalf of the employee. Because of this, claims paid in the earlier months of the fiscal year will be less than the latter half of the year. Once the deductibles are reached, the plan pays a greater share of the costs. To illustrate this, in the 2018-2019 plan year, paid claims were \$3,403,224 through January 2019. By the end of the plan year, paid claims were \$7,401,359. As of January 31, 2019, only 46% of the total claims for the 2018-2019 plan year were paid. Each year, we should expect that plan year expenses will be greater during the final five months of the plan year.

The current positive position of \$1,111,568 for the plan year needs to reflect this possibility. Using the same trend factor of 46% through 7 months, and applying it to the interim results for 2019-2020, a similar claims history for the rest of the 2019-2020 plan year could yield a potential HBF Credit to be in the vicinity of \$400,000. Given that there are also 8 other cases where paid claims are greater than \$50,000 so far this fiscal year, actual claims for the last five months of the fiscal year may be higher than expected. If this occurs, the anticipated HBF credit would be lower.

Once February cost information is received, the actual claims of the first eight months of the current fiscal year (2019-2020) are then combined with the actual claims incurred during the last four months of the prior fiscal year (2018-2019). This total is then compared to the estimated cost for the plan for 2019-2020 to determine if the BOE cost trend is favorable or unfavorable to initial estimates.

Based on preliminary information, the potential credit calculated by formula will be positive when compared to the original estimate of plan costs. A positive result indicates that the actual plan costs are running better than estimated costs.

Please keep in mind that the volatile nature of claims could adversely impact the available credit in a very short time frame. Because of the uncertainty in forecasting an accurate final credit amount, a conservative approach is advised in the decision making process for use of the HBF credit.

The use of any funding from the HBF credit has varied in prior years. The Board of Education has, at times, taken a portion or all of the available funds from the HBF credit during the fiscal year in progress. The Board also has, at other times, carried the funds available from the HBF credit to the new fiscal year. Any funds that become available through the HBF credit have typically been redirected from Employee Benefits and then used to purchase items that were deleted from the new budget.

Any surplus in funding that is ultimately realized from the BOE 2019-20 HBF account calculation will be carried forward to the next fiscal year and be included as part of the October 2020 plan settlement with any credit being utilized to reduce current fiscal year funding for the HBF.

The Board will be asked to take action at the March 11, 2020 Board of Education meeting.



FEB 26 2020

F2

DATE: February 21, 2020

TO: Members of the Board of Education

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

SUBJECT: **2020-2021 BOARD OF EDUCATION BUDGET  
AND POSSIBLE SUBMISSION TO THE TOWN MANAGER**

The Board of Education has had an opportunity to review each of the program areas in the 2020-2021 Preliminary Educational Budget as submitted by the Superintendent of Schools. On Wednesday, February 19, 2020, the Board of Education met and adopted the Superintendent of Schools' Proposed Budget for 2020-2021 of \$77,355,846. This means the Board has taken over control of the budget.

At this time, the Board of Education can pass a series of additional motions to adjust the budget estimates. The process for adjustments involves a recommended motion by a Board member in the following format.

**Recommended Motion:**

Move the 2020-2021 Board of Education budget be adjusted by addition/subtraction of \$\_\_\_\_\_ in account \_\_\_\_\_ for \_\_\_\_\_.

Once the Board of Education has completed all adjustments to the budget, the funding proposal can be forwarded to the Town Manager. A recommended motion format would be as follows:

**Recommended Motion To Transmit Budget:**

Move the Board of Education transmit the 2020-2021 budget to the Town Manager in the amount of \$\_\_\_\_\_ which represents an increase of \_\_\_\_%.

FEB 26 2020

F3

DATE: February 21, 2020

TO: Members of the Board of Education

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

**SUBJECT: TRANSFER REQUEST – PUBLIC SCHOOL CAPITAL IMPROVEMENT PLAN**

At this time, Board of Education administration has identified that the cost of necessary FF&E items to outfit the new Board of Education offices at Newington Town Hall will be around \$700,000. The move will occur in three phases, 1) general offices on the 3<sup>rd</sup> floor, 2) HCD move from 66 Cedar Street, and 3) Transition Academy at the Senior Center. The 3<sup>rd</sup> floor move will most likely happen in July, HCD will move sometime after the start of the school year once hiring season is over, and the Transition Academy will move during the summer of 2021 once all site work and paving is completed on the west side of the new Town Hall.

Because of the State DEEP Grant that was received last year at this time, this potential funding source was not included in the 2019-2020 CIP proposal to the town. As a result, there is a significant amount of financial resources tied up on the “Undesignated Reserve” line within the Fund. Funds can only be moved from the “Undesignated Reserve” line to project accounts based on Town Council action. Actions of this type can be done anytime during the last 6 months of the fiscal year.

Based on the anticipated costs for FF&E for this project, it is necessary for the Board of Education to request that the Town Council take formal action transferring \$700,000 from the “Undesignated Reserve” line within the Public School CIP fund to PSCIP project 31193-88050, Town Hall FF&E.

It is requested that this item be placed on the March 10, 2020 Town Council agenda for potential action.

**Recommended Motion:**

Move that the Board of Education request that the Newington Town Council take action to approve the following transfer within the Public School CIP Fund to allow for the purchase of necessary FF&E items for Board of Education offices at Newington Town Hall. Move \$700,000 from the Undesignated Reserve line item to the Town Hall FF&E line item (31193-88050) within the Public School CIP Fund.