

February 26, 2012

Mr. John Kortze
Chairman, Board of Finance
Town of Newtown
Newtown, CT 06470

Dear Mr. Kortze,

I am writing this letter in response to the Newtown Patch article regarding the budget and the firehouse fairness issue. I made an appointment with First Selectman Pat Llodra to address my concerns on this very subject. This was something I felt I needed to do as Chief of 10 years of the Botsford Fire Department. Our meeting went well and she extended her support to us though decisions are made with the Board of Fire Commissioners.

There are numerous things that are not being done equally, frankly too many to list. To keep this letter brief, I have listed the top three that come to mind.

1. **Buildings** - Botsford, Dodgingtown and Hawleyville have all done extensive building renovations over the past 10 years, including new roofs. These expenses have fallen solely on themselves, and as far as our firehouse the mortgage cost was approximately \$400,000. Sandy Hook was given \$400,000 for renovations to their sub-station and currently given \$40,000 for a new roof.
2. **Command Vehicles** – Sandy Hook, Hook & Ladder and the Deputy Fire Marshall all received brand new command vehicles in a year. The following year Botsford, Dodgingtown and Hawleyville requested the same and were denied by the Board of Fire Commissioners. Botsford and Dodgingtown have since purchased their own with auto loans because the need was so great.
3. **Daytime Driver** – Again, Sandy Hook and Hook & Ladder both have had daytime drivers for 4 or 5 years. Every year I have put this into my Budget and have been denied by the Board of Fire Commissioners. This is a benefit to ALL fire departments in response time. As far as Botsford's district is concerned, with Masonicare, Lockwood Lodge, two schools and the growth of commercial properties I am frustrated with the lack of support given to us by the Board.

It is apparent that two of the five departments in town have been on the receiving end while the other three have been disregarded for years. I have been struggling with the Board of Fire Commissioners for one simple thing – **equal treatment for all 5 departments, nothing more.** Achieving this goal is similar to consistently banging my head against a brick wall.

I want to personally thank you for your time and I am available anytime to speak with you further. I can be reached at 203-948-8029 or my email: wciaccia@gmail .

Sincerely,

Wayne Ciaccia
Chief

cc: First Selectman Pat Llodra

From: Michele
Sent: Wednesday, February 29, 2012 7:18 AM
To: Kortze, John
Cc: Michele Assante
Subject: Please Approve the Board of Education Budget

Mr. Kortze:

I support the Board of Education's Budget as adopted by the board on January 31, 2012. I have been a resident of the town for 18 years (this April). I know there are some who disagree but times are changing, we need to do right by our students by keeping up with today's standards. Even if you don't believe in things like full day kindergarten, even if you are not a proponent of the current standards in education, or you think programs like music are a "nice to have", you still must agree that you are in the minority with those opinions - others all around us have perceived a benefit to this approach. Bottom line, Perception is Reality. And our reality is that we must compete with neighboring towns for property sales and at the end of the day. Newtown is behind all of its neighboring towns with respect to the services we offer. We can all ante up a little now, or continue to let our reputation erode, our families leave, our housing inventory bloat and pay a bigger price later.

Thank you for your attention and for your service.

Kind regards,
Michele Assante

Att. B (cont.)

FW: For the Board's Consideration

Tue 2/28/2012 3:11 PM

From: john.kortze@wellsfargoadvisors.com

To: susan.marcinek@newtown-ct.gov

Please add to correspondence.

From: MOODY, MEAGAHN

Sent: Tuesday, February 28, 2012 3:09 PM

To: swimjim11@gmail.com; jkearney19@aol.com; Kortze, John; roparowski@aol.com; james2785@sbcglobal.net; harrison.waterbury@sbcglobal.net

Cc: geisslerc@newtown.k12.ct.us

Subject: For the Board's Consideration

Dear BOF Members,

My name is Meagahn Moody and I write to you regarding the Board of Education's budget proposal. I am a resident of Sandy Hook and parent. Like many other residents, I live in an overvalued home, pay outrageous taxes and deal with a kindergarten program that is not meeting State standards. Please feel free to read my letter to the Board of Education below for more details. I am in full support the BOE budget as long as Full Day Kindergarten is a part of it.

I have been through Newtown's ½ day program with one child, and I will not go through the same program again with my second child. While I am a firm believer that we are in an economic time where we must conserve and do more with less, we cannot take it out on the youngest members of the Town's public educational system. Newtown needs to go back to the drawing board and expand commercial development within our town to offset the tax burden on residents. Please endorse the BOE budget, so that the kids have a fighting chance to keep up with neighboring towns in Fairfield County and the State of CT.

If you have any questions, feel free to contact me directly.

Thank you for your consideration.

Meagahn

Meagahn Moody

Business Analyst/Manager - MD&E

AT&T Customer Experience Engineering

Rethink PossibleSM

On Wed, Jan 25, 2012 at 12:58 PM, MOODY, MEAGAHN

Dear Newtown BOE Members,

wrote:

My name is Meagahn Moody and I am a resident of Sandy Hook. I am a parent and support the educational system in Newtown.

Att. B (cont.)

I watched a video of Dawn Hochsprung's FDK presentation and was floored by the staggering stats. I conducted a simple analysis to see where Newtown falls in percentage calculations. Please reference my findings below:

* For Language Arts; 137.25 to 183 hours out of Common Core State Standards (CCSS) of 355 means Newtown is providing only 39% to 52% of what the State of CT says is needed instruction time for Kindergarteners

* For Math; 45.7 to 61 hours per year out of 155 hours of CCSS means Newtown is providing only 29% to 39% of State prescribed guidelines of time needed for Math

The net, net is there is simply NOT ENOUGH CLASSROOM TIME to teach these kids what they need to know to prepare for first grade. The standard operation today is to send that work home, and that becomes a burden on both child and parents. Regardless, what I got out of my first experience with a kindergartener in the Newtown system was a 5 year old that HATED SCHOOL by year's end, and how sad is that?

The Newtown Patch article describes the request as "an annual increase of around 5-percent, or more if full-day kindergarten is included". I cannot understand why the district favors planning for "new common core standards expected to take effect in 2015" with "two so-called instructional leaders for kindergarten through 12th grade", when they haven't met the CCSS that was adopted in July of 2010. The CCSS effectively rendered Newtown's ½ day Kindergarten program obsolete.

Obviously, a 5% increase is outrageous considering the economic times and means. I am sure most would agree, the first order of business is keeping the schools maintained, followed only by required raises etc. In my humble opinion, the wish list should start where Newtown is already seriously behind, and that is Full Day Kindergarten.

Thank you for your consideration of my perspective. If you have any questions, please feel free to contact me directly.

Meagahn Moody
Business Analyst/Manager - MD&E

AT&T Customer Experience Engineering
Rethink PossibleSM

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• An individual Wells Fargo Advisors financial advisor: Reply to one of his/her e-mails and type "Unsubscribe" in the subject line.

From: Kym Camputo

Sent: Thursday, March 01, 2012 3:40 PM

To: swimjim@gmail.com; jkearney@aol.com; Kortze, John; james2785@sbcglobal.net; harrison.waterbury@sbcglobal.net

Subject: Please Approve the Board of Education Budget

We support the Board of Education's budget as adopted on January 31, 2012. We have been resident's of Newtown since 2003. We know there are some who disagree but times are changing, we believe we need to keep up with today's standards on education and strongly believe in a full day kindergarten program for our school system.

We feel Newtown has lost its way during the past years and has fallen behind the surrounding towns in the services and attractions it offers to people who are already living here and paying high property taxes and for individuals considering moving here.

Newtown should be ahead of the curve in offering the services to its residents. We really need to start planning for the future of Newtown and decide what kind of town we would like to be.

Thank you for your attention and for your service.

Regards,

Kym & David Camputo

Att. C

E. Patricia Llodra
First Selectman

Newtown Municipal Center
3 Primrose Street
Newtown, Connecticut 06470
Tel. (203) 270-4201
Fax (203) 270-4205
first.selectman@newtown-ct.gov
www.newtown-ct.gov



TOWN OF NEWTOWN
OFFICE OF THE FIRST SELECTMAN

February 29, 2012

Ms. Debbie Leidlein, Chair
Newtown Board of Education
29 Little Brook Lane
Newtown, CT 06470

Dear Debbie,

The Board of Selectmen is very interested in meeting with you and other members of the schools-based Space Needs Committee to learn more about the conclusions of that group regarding the future use of school buildings. As you probably know, the Selectmen have been planning since 2010 to forward a study of municipal space needs and have held off on the project so that our work may be properly informed by the school-based research. We would like now to move ahead with our plan to assess future uses and needs for municipal facilities.

Therefore, the Board of Selectmen is pleased to invite you and/or your study group to join us at a regularly scheduled BoS meeting. I offer up the dates of April 2, May 7, or May 21 as possibilities. Please advise if any of these dates are acceptable.

Sincere thanks,

Pat Llodra
First Selectman

Cc: Selectmen Will Rodgers and Jim Gaston
John Kortze, Chair Board of Finance
Jeff Capeci, Chair Legislative Council

Full Day Kindergarten

Newtown Public Schools Proposal for Enhancing the K-12 Instructional Program

February 29, 2012
The Newtown Public Schools
Kindergarten Team & K-4 Principals

Why Full-Day Kindergarten?

- **The Common Core State Standards**
- **Connecticut State Departments of Education Position Statements on English Language Arts and Mathematics Education**
- **Connecticut State Department of Education Pacing Guides**

What We Are Doing AND What We Need To Do In Kindergarten

CONTENT AREA	DAILY MINUTES IN 2-3/4 HOUR PROGRAM	AVERAGE DAILY MINUTES IN PROGRAMS STUDIED	CONNECTICUT MINIMUM MINUTES
LANGUAGE ARTS	45-60	150	120 As per CSDE Position Statement on English Language Arts Education, 12/3/08
MATHEMATICS	15-20	60	60 As per CSDE Mathematics Specialist
SCIENCE, SOCIAL STUDIES, HEALTH	10-15	30	
MORNING MEETING/CALENDAR	10-15	30	
HANDWRITING	5	15	
COMPUTER LAB	>5	5-10	
UNIFIED ARTS (Music, Art, Physical Education, Library-Media)	20-25	40	
CENTERS	0-15	(included in academics)	
SNACK/LUNCH	10-15	40-50	
RECESS	0-5	25	Daily as per CT P.A. 04-224, S. 1. Sec. 10-221o. Lunch periods. Recess.
NPS AVAILABLE INSTRUCTIONAL TIME (includes transitions not noted above)	169 minutes	387 Minutes*	INSUFFICIENT As per the State of Connecticut

*Some full day program observed/interviewed had longer instructional days than NPS.

Current Status of Kindergarten in Newtown

- **In our 2-3/4 hour program, we cannot provide the number of instructional hours needed to teach the Common Core State Standards.**
- Common Core State Standards requires 155 hours per year of instructional time in kindergarten mathematics.
- Common Core State Standards require 355 hours of instructional time per year in kindergarten language arts.

www.corestandards.org

Proposed Daily Schedule

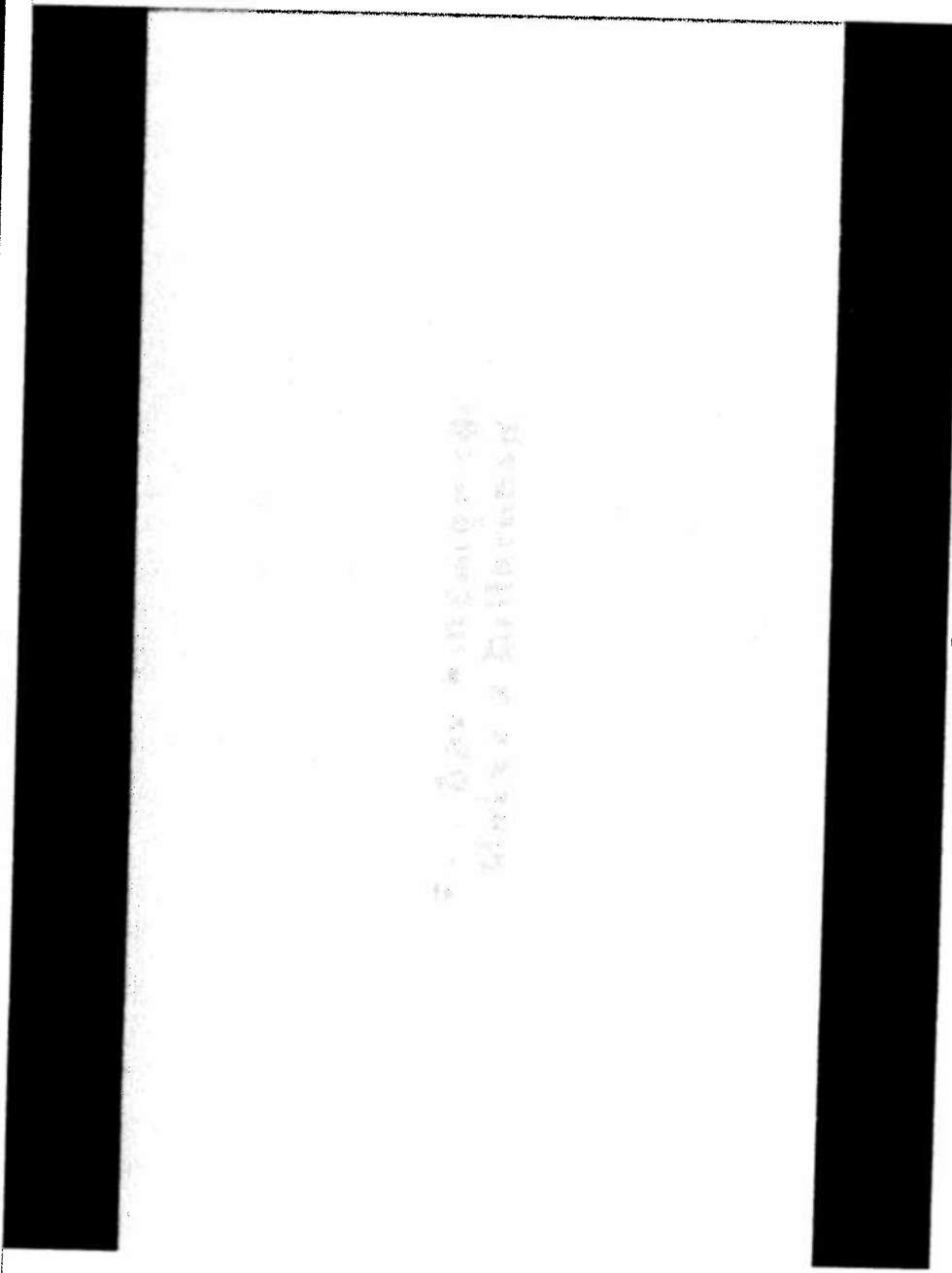
Typical Half-Day Kindergarten Schedule	Proposed Full Day Kindergarten Schedule	
9:05-9:25 Morning Meeting	9:05-9:35 Morning Meeting, Calendar	
9:25-9:45 Math, Science, Social Studies	9:35-12:00 Language Arts, Snack, Centers	
9:45-9:55 Calendar Activities	<p style="text-align: center;">COMPONENTS OF BALANCED LITERACY</p> <p><u>Whole Group Instruction</u></p> <ul style="list-style-type: none"> •Mini-lesson •Mid-lesson teaching point •Teaching share •Shared reading •Read aloud <p><u>Independent Reading</u></p> <p><u>Small Group Instruction</u></p> <ul style="list-style-type: none"> •Guided reading •Strategy Lesson •Interventions •Book clubs •Partner Reading <p><u>Writing Workshop</u></p> <p><u>Word Study</u></p>	
9:55-10:05 Snack		
10:05-10:30 Learning Centers		
10:30-11:00 Language Arts		
11:10-11:40 PE, Music, Art, Library (3-4 classes per week)		
11:40-11:54 Closure Activities, Dismissal		
		12:00-12:30 Lunch
		12:30-12:55 Recess
		12:55-1:55 Mathematics
		1:55-2:35 PE, Music, Art, Library (daily)
	2:35-3:20 Science, Social Studies, Centers	
	3:20-3:35 Closure Activities, Dismissal	

Current Research

- There are reports that achievement gains from FDK are “made up” by the time students reach 3rd grade.
- Many of these studies also state that resources are disproportionately allocated to students performing below grade level, resulting in the closing of this achievement gap.
- Experts in the field of early childhood education support FDK.
 - Kristie Kauerz, Ed.D.
The Harvard Graduate School of Education
 - Jerlean E. Daniel, Executive Director
National Association for the Education of Young Children

Thomas Shultz, Program Director

Next Generation Learners, Council of Chief State School Officials



Children's Defense Fund, June 2011

The Foundation for Child Development
June 2010 Policy to Action Brief, Pre-K – 3rd:
Putting Full-day Kindergarten in the Middle

“Fundamental and far-reaching changes in American society and in education require that full-day becomes the new standard for kindergarten.”

Newtown Board of Education Budget Presentation

February 29, 2012

Mission Statement

The mission of the Newtown Public Schools, a partnership of students, educatory and community, is to **INSPIRE EACH STUDENT TO EXCEL** in attaining and applying the knowledge, skills and attributes that lead to personal success while becoming a contributing member oa a dynamic global community. We accomplish this by creating an unparalleled learning environment characterized by:

- High expectations
- Quality instruction
- Continuous improvement
- Civic responsibility

BOE Goals

Goal 1. In pursuit of the Strategic Plan objective: *Within 5 years all students will perform at goal or above on all standardized tests*, the Board will develop programs to strengthen the 4 core subject areas, reading, mathematics, writing, and science.

Action plans should include:

Develop a plan for improvement of K-12 literacy achievement

Develop a plan for improvement of K-12 math achievement

Continue the writing initiative

Develop a plan for improvement of science achievement

In recognition of the evidence that professional development is the most cost effective way to improve performance, develop a plan to expand the highest quality professional development.

Goal 2. Implement full day kindergarten

Goal 3. Improve communication between the district and the community.

Goal 4. Develop a plan for preparation for the 2015 NEASC accreditation visit.

Goal 5. Develop a plan for coherent K-12 continuity of expectations and curriculum.

Same Services Increases

Salary increases	\$1,519,066
Behavioral therapist	56,989
Employee benefits	269,175
Tuition-out of district	93,676
Fuel oil	73,089
Fuel for vehicles and equipment	132,448
.50 hearing impaired teacher	28,628
.40 ELL teacher	22,902
Total	\$2,195,973

Contracted Increases

	2008-09	2009-10	2010-11	2011-12	2012-13
Administrators	3.75%*	3.4%	0%	2%	3.07%
Teachers	4.95%*	0%	3.6%	0%	2%
Secretaries	3.6%**	3.0%	2%	0%	0%
EAs	3.2%***	3.6%	2%	0%	2%
Nurses	3.6%***	3.4%	0%	0%	2%
Custodians	3.5%	(6.2% for licensed mechanics)			

* 5 day furlough

** voluntary furlough

*** 3 day furlough

**Reductions-due to new contracts or
adjustments to positions**

Transportation	(432,233)
Electricity	(154,854)
1.0 First grade teacher	(57,256)
.57 ESL tutor	(23,028)
Other	(20,360)
Total	(687,731)

Total Same Services Budget

2011-2012 Budget	67,971,427
Total required increases	2,195,973
Total reductions	(687,731)

Total same services budget	\$69,479,669
Percent of increase	2.22%

BOE Additions and Reductions

Full Day Kindergarten (Goal 2)	456,662
Professional Services – transitional (Goal 1)	25,000
Staff and program development (Goal 1)	57,277
Professional education services (Goal 1)	14,200
Wireless to HS A-wing (Goal 4)	23,369
MS guidance counselor (State mandate)	59,093
1.0 Transportation coordinator	(42,679)
STARR program technical adj.	(16,797)
Total	\$576,125

Resolution

- Board of Education resolves to move forward with the program of full day kindergarten and is providing requested funding in this budget to do so. However, prior to final implementation the board must understand complete and all final cost expenses, implementation schedule, the effect on the pre-k program, staffing, busing, curriculum as well as a full discussion of the pros and cons of the program. This information must be discussed in detail by the board and understood prior to implementing the full day kindergarten program. The purpose of this is to ensure that a complete understanding is held not only by the board of education but also by the public.

Budget Total

2011-12 Approved Operating Budget	\$67,971,427
2012-13 Requested Budget	\$70,055,794

Total Increase

\$ 2,084,367

Percent of Increase

3.07%

Approved Budget History

Budget Year	Percent Increase
2004-2005	6.86%
2005-2006	7.19%
2006-2007	6.06%
2007-2008	4.14%
2008-2009	5.00%
2009-2010	0.43%
2010-2011	1.33%
2011-2012	1.16%

Enrollment vs. FTE

	<u>Actual</u>	<u>+/-</u>	<u>FTE</u>	<u>+/-</u>
2000-2001	4,941			
2001-2002	5,018	77		
2002-2003	5,201	183		
2003-2004	5,399	198		
2004-2005	5,493	94	697.3	
2005-2006	5,648	155	708.61	11.31
2006-2007	5,668	20	728.25	19.64
2007-2008	5,628	(40)	741.18	12.93
2008-2009	5,601	(27)	740.58	(0.60)
2009-2010	5,490	(111)	736.15	(4.43)
2010-2011	5,451	(39)	727.57	(8.58)
2011-2012	5,298	(153)	716.77	(10.80)
2012-2013	5,209*	(89)	734.35**	17.58

*(projected) **(proposed)

Data from past budget books

Areas of continued scrutiny

- Insurance
- Energy
- Staffing
- Transportation

BOF QUESTIONS 2012

Staffing

#1 The Superintendent's presentation showed (on slides 21 & 22) a decrease in staff of 56.87 FTE over the last 4 years. How much staff was reduced due to the decrease in enrollment? Over the same period of time, how much staff was added?

Please refer to attached spreadsheet

#2 Last year, what did the Superintendent recommend for the EA reduction? How many EA's were reduced?

Superintendent recommended \$240,000 cuts (or approx 100 EA hours/week from each of the 4 elementary schools and Reed Intermediate.)

The following was cut:

HAW – 97 hrs/wk (4 EA positions were eliminated entirely and 3 EA positions were reduced)

SH – 101 hrs/wk (5 EA positions were eliminated)

MG – 103 hrs/wk (6 EA positions were eliminated and 1 position was reduced)

HOM – 101 hrs/wk (3 EA positions were eliminated and 4 EA positions were reduced)

RIS – 68.25 hrs/wk (3 EA positions were eliminated and 7 EA positions were reduced)

Total of 470.25 hrs/wk were reduced, which equates to approx. \$242,619.

**BOF QUESTIONS 2012
Staffing #1**

CERTIFIED STAFF REDUCTIONS (due to enrollment)

2005-06	HOM	.5 FTE	.5 K	
				0.5

2006-07	None			
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2007-08	HOM	1.0 FTE	Grade 4	
	RIS	1.0 FTE	Grade 6 (2 pos)	
				2

2008-09	None			
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CERTIFIED STAFF ADDITIONS

2005-06	HS	1.4 FTE	Psychol, .4 Music	
	MS	.5 FTE	PE	
	RIS	3.2 FTE	Spec Ed, Guidance, .6 Litercy, .3 Music, .3 PE	
	HAW	.5 FTE	.5 Early Intervention	
	SH	.5 FTE	.5 Early Intervention	
	MG	.1 FTE	.1 Early Intervention	
	HOM	.5 FTE	.5 Early Intervention	
	SPEC ED	3.0 FTE	Pre-school Spec Ed, Sp & Lang Path, Inclusion Facilitator	
				9.7

2006-07	HS	2.4 FTE	Business Ed, .5 Biology, .5 Chemistry, .4 Soc Studies	
	MS	1.2 FTE	Spec Ed, .2 Art	
	RIS	2.0 FTE	Grade 6 (2 pos)	
	SH	.5 FTE	.5 Reading	
	MG	1.5 FTE	Grade 4, .5 PE	
	HOM	1.0 FTE	Spec Ed	
				8.6

2007-08	HS	2.8 FTE	Earth Sci, Math, .8 Culinary	
	MS	1.5 FTE	Reading, .3 PE, .2 Music	
	RIS	.36 FTE	.26 Music, .1 Reading	
	HAW	.1 FTE	.1 PE	
	SH	.5 FTE	.5 Spec Ed	
	MG	1.5 FTE	Spec Ed, .5 K	
				6.76

2008-09	HS	2.2 FTE	Spanish, .6 PE, .4 FLEX Math, .2 Culinary	
	MS	.1 FTE	.1 Music	
				2.3

2009-10	HAW	1.0 FTE	Grade 2
	SH	1.0 FTE	Grade 1
	MG	1.0 FTE	Grade 3
	HOM	2.0 FTE	Grade 4, .5 K, .5 PE
		5	

2010-11	HAW	1.0 FTE	Grade 1
	SH	1.5 FTE	Grade 2, .5K
	HOM	2.0 FTE	Grade 1, Grade 2
	MS	1.0 FTE	Spanish
		5.5	

2011-12	SH	2.0 FTE	Grade 1, Grade 3
	HOM	1.0 FTE	.5 K, .5 Psychol.
		3	

2009-10	HS	5.4 FTE	Physics, Soc Studies, Chinese, Spec Ed. Guidance, .4 FLEX Math
	RIS	.14 FTE	.14 Advanced Math
		5.54	

2010-11	HS	1.4 FTE	Biology, .4 Latin
	RIS	1.68 FTE	Guidance Counselor, .46 Math, .22 Art
	HOM	1.5 FTE	Lead Teacher, .5 K
		4.58	

2011-12	HS	2.0 FTE	Earth Science, Soc Studies
	RIS	1.04 FTE	Literacy, .04 Advanced Math
	HOM	.2 FTE	.2 PE
		3.24	

Question under Staffing: Last year a guidance counselor was added to the Reed school to teach a 6th grade rotation class. Is that class still taught at Reed? Is the guidance counselor still on staff? If so, why? (Guidance counselor position added to the Middle School)

The additional school counselor at Reed was added:

- 1) to address the increasing academic, social and emotional/behavioral needs of our students and families in a school of 900 (1:300). With our current enrollment, our counselors are *each* responsible for nearly 290 students. [NMS currently has 3 counselors and a 4th counselor has been put forward in the current BOE budget for the same number of students.]
- 2) to facilitate the mandated RTI process for individual students. This includes meeting with cluster teachers, data collection and facilitation of team data analysis and action planning to help students progress in his/her area of need.
- 3) to implement Tier 2 and Tier 3 behavioral interventions for students.
- 4) to facilitate the mandated creation of individual student success plans for all students. This includes working with students and teachers to implement the new Naviance web-based program, as well as facilitate goal-setting in small groups for each sixth grade student.
- 5) to manage 504 student plans and required 504 parent meetings.
- 6) to better cover guidance curriculum in an authentic, cluster-oriented approach rather than in a rotation class.
- 7) to lead and implement mandated Safe School Climate initiatives in addition to implementing Positive Behavioral Interventions and Supports.
- 8) to facilitate a smooth and comprehensive transition for elementary students from four sending schools to Reed, and Reed students to Newtown Middle School's 7th grade.

In 2010-2011, the Social and Study Skills rotation class was a necessary solution to running a bare minimum schedule after the PE position and the Music Technology positions were cut from our budget. By March, the school counselors, principal and assistant principal reflected on the rotation class's effect and after careful consideration determined that the content was better taught by the counselors back in the clusters (as had always been done). Therefore, the social and study skills rotation content (from the guidance curriculum) is back to being taught by all school counselors to their assigned students within clusters throughout the year, not in a rotation class.

The third counselor at Reed is a necessity to meet the various needs of our many students and their families.

Newtown Public Schools Lead Teacher Job Description

The Lead Teacher fulfills numerous duties in cooperation with the building principal:

District Responsibilities

- ~Senior Leadership Team
- ~Safe School Climate Committee
- ~Lead Teachers/Assistant Principals (LTAP) Team
- ~TEAM
- ~Character Development Committee
- ~District Professional Learning Community Committee
- ~Teacher Growth Plan
- ~Administrators' Retreat
- ~Leadership Instructional Rounds

Instructional Responsibilities

- ~Support Certified Staff Members in creation of SMART Goals
- ~Model differentiated lessons for classroom teachers
- ~Coach classroom teachers in research-based instructional methods
- ~Teach small groups within the RtI/SRBI model in Math, Reading, and Writing
- ~Coordinate RtI/SRBI meetings and monitor RtI database on a weekly basis
- ~Provide professional development for Certified/Non-Certified Staff
- ~Attend PLCs and student conferences
- ~Attend CSTs and PPTs to prepare instructional plans

Scheduling Responsibilities

- ~Create Master Schedule to include PLC meeting times for each grade level
- ~Create Delayed Opening/Early Dismissal Schedules
- ~Create Duty Schedule for Certified/Non-Certified Staff
- ~Create District/Connecticut Mastery Testing Schedules
- ~Create schedule for all special events and assemblies within building

Discipline Responsibilities

- ~Handle most referrals to the office for disciplinary reasons
- ~Administer consequences for more serious offenses
- ~Log all referrals involving parental contact/serious offenses into PowerSchool
- ~Create behavior and support plans for students within the RtI/SRBI model

Hiring/Supervising Responsibilities

- ~Interview, hire, and supervise educational assistants
- ~Review Mid/End-of-Year Evaluations with all educational assistants
- ~Interview, hire, and supervise building substitutes (interns)
- ~Interview and hire other support staff as well as permanent substitutes when needed