

**GROTON PUBLIC SCHOOLS
GROTON, CONNECTICUT**

(*Attachments are available upon request from the Superintendent's Office.)

Regular Meeting

April 23, 2018

The regular meeting of the Groton Board of Education was held on April 23, 2018, in CR 1 of the Town Hall Annex.

1. CALL TO ORDER

The meeting was called to order by Mrs. Kim Watson, Board Chairperson, at 6:05 p.m.

The first order of business was the Pledge of Allegiance to the flag by Cindy Fan

PRESENT

ABSENT

Mrs. Kim Shepardson Watson
Dr. Andrea Ackerman
Mrs. Katrina Fitzgerald
Mrs. Jane Giuliani (arrived at 6:15 p.m.)
Mrs. Gretchen Newsome
Mrs. Rosemary Robertson
Mrs. Rita Volkmann
Mrs. Lee White
Mr. Jay Weitlauf

Dr. Michael Graner, Superintendent of Schools
Ms. Susan Austin, Assistant Superintendent of Schools
Mr. Samuel Kilpatrick, Director of Buildings and Grounds
Mr. Ken Knight, Business Manager
Miss Cindy Fan, Student Representative
Mr. Daniel Gaiewski, Student Representative

B. RECOGNITION AND PARTICIPATION AND DELEGATIONS

NONE

C. COMMENTS FROM CITIZENS

NONE

II. RESPONSE TO COMMENTS FROM CITIZENS

NONE

III. STUDENT REPRESENTATIVE REPORT

The Student Representatives reported:

- On Thursday, April 12, 2018, FHS students attended a presentation called Choices Matter by Chris Sandy. Chris discussed the decisions he made in life and encouraged students not to make the same mistakes he made.
- Seniors Fundraisers:
 - Fitch Parent/Teacher Conferences Bake Sale & Drawstring Bag sale on Wednesday, April 25, 2018, from 6:00 p.m. to 7:30 p.m.
 - Chili's Fundraiser on Monday, April 30, 2018, from 4:00 p.m. to 9:00 p.m.
 - Custom Candy Fundraiser during the month of May.
 - Applebee's Fundraiser on Tuesday, May 8, 2018, from 11:00 a.m. to 12:00 a.m.
- Juniors Fundraisers:
 - Will be hosting a Tag and Vendor Sale on Saturday, April 28, 2018, 10:00 a.m. to 2:00 p.m., at Fitch High School.
 - Vendors included are Love Sick, Costal Crag, Rodon + Fields, 31 Bags, Arbonne, Lu La Rue, Hook Line and Sweater, Pampered Chef Wood Turned Bowls, Mary Kay, Sweet Tents, and many more!
 - Junior Prom will be held on Saturday, May 19, 2018, starting at 7:00 p.m. in the FHS Small Gym.
- Sophomores Fundraisers:
 - Will be selling Class Shirts.
 - Will be having a class chocolate bar fundraiser.
- SAT Day and Practice PSAT Day is tomorrow, Tuesday, April 24, 2018. It will be an early dismissal day for students.
- Parent/Teacher Conferences is on Wednesday, April 25, 2018, from 6:00 p.m. to 7:30 p.m., at FHS.
- AP Exams will start on Monday, May 7, 2018 and will continue through Friday, May 28, 2018.
- IB Exams will start on Friday, April 27, 2018 and continues through Friday, May 18, 2018.
- A schedule of the exams is located on the FHS Website.
- Falcon Theater will be presenting their show "Anxiety Sux:" on Thursday, April 26, 2018, Friday, April 27, 2018; and Saturday, April 28, 2018, at 7:00 p.m. and on Sunday, April 29, 2018, at 1:00 p.m., in the FHS Auditorium.
- CorePlus will be sponsoring another financial aid information night on Tuesday, May 8, 2018, at 6:30 p.m., in the FHS Auditorium. All students and parents are invited.

III. STUDENT REPRESENTATIVE REPORT – cont.

- The Fitch High School Concert Band, Jazz Band, and Percussion Ensemble will be having their Spring Concert on Wednesday, May 2, 2018, at 7:00 p.m., in the FHS Auditorium.
- The Fitch High School Music Department will be hosting recital night on Friday, May 4, 2018, at 6:30 p.m., in the FHS Band Room.
- The Fitch High School Music Department will be having their 5th annual Dinner Dance Fundraiser on Friday, May 11, 2018, at 7:00 p.m., in the FHS Cafeteria. Pre-sale tickets cost is \$10.00 for adults and \$5.00 for kids. At the door tickets cost \$12.00 for adults and \$7.00 for kids.
- The Fitch High School Pops Concert is on Wednesday, May 23, 2018, at 7:00 p.m., in the FHS Auditorium.
- Thursday, May 24, 2018 – Underclassmen Awards Night – 6:30 p.m., in the FHS Auditorium.
- Thursday, June 7, 2018 – Honor Cord Night – 6:30 p.m., in the FHS Auditorium.
- Thursday, June 14, 2018 – Senior Scholarship Night – 6:30 p.m., in the FHS Auditorium.

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

1. Alliance District Update

Dr. Graner noted that he is not getting much information on the status of the Alliance District. However, he stated that the draw down date is May 10, 2018.

A. REPORTS AND INFORMATION FROM THE STAFF

1. Assistant Superintendent Report [ATTACHMENT #1]

- Ms. Austin gave a presentation of the Pre-Algebra, Algebra Assessment Data.

2. Business Office Report [ATTACHMENT #2, 3]

- **Object Code Summary**
Mr. Knight gave an overview of the Object Code Summary of the FY 18 Budget Summary dated April 18, 2018 that shows an unexpended balance of \$294,857.
- **Health Insurance Report**
Mr. Knight noted the Health Insurance Report dated April 23, 2018.

3. Director of Buildings and Grounds Report

- **Groton 2020:** Mr. Kilpatrick noted that Rick Norris, Architects, and himself worked on the budget. Also, he noted that he, Gary Schneider, 2 Arcaيدا representatives met to discuss the Construction Manager at Risk for the two elementary schools.

A. REPORTS AND INFORMATION FROM THE STAFF – cont.

- **Water Quality Update:** Dr. Graner and Mr. Kilpatrick gave an update on the water quality in the district.

IV. COMMITTEE REPORTS

1. Finance/Facilities Committee:
There was no report.
2. Policy Committee:
There was no report.
3. Curriculum Committee:
There was no report.
4. Negotiations Committee:
There was no report.
5. LEARN:
Mrs. Volkmann noted that the LEARN Board met last week. The Director of Student Support Services, Bridgette Gordon-Hickey, who gave a presentation of LEARN's Student Support Services and discussed the opening of the Ocean Avenue Learning Center, which will open in November, for students K through age 21; the proposal recommended by New London and Waterford to explore regional transportation.
6. Town & City Councils/RTM/Board Liaison Committee:
There was no report.
7. GEA/AGSA/BOE Liaison Committee:
There was no report.
8. Groton Scholarship:
There was no report.
9. CABA
There was no report.
10. Trails Liaison:
There was no report.
11. Ad Hoc Middle School Program Review:
There was no report.

V. ACTION ITEMS

A. CONSENT CALENDAR

1. RESOLUTION ACCEPTING BOARD MINUTES

RESOLVED, that the regular meeting minutes of March 26, 2018, and the special meeting minutes of April 2 & 9, 2018, are hereby accepted and approved.

MOTION: Volkmann, Robertson: To approve the Consent Calendar.

PASSED - UNANIMOUSLY

B. OLD BUSINESS

1. Discussion and possible action regarding approval as a second reading of policy P 5113 Attendance. [ATTACHMENT #4, 5]

MOTION: Fitzgerald, Robertson: To approve as a second reading of policy P 5113 Attendance.

**YES – Weitlauf, Robertson, White,
Volkmann, Watson, Giuliani,
Fitzgerald
NO – Ackerman, Newsome**

PASSED

2. Discussion and possible action regarding approval as a second reading of policy P 5131 Conduct. [ATTACHMENT #6]

MOTION: Newsome, White: To approve as a second reading of policy P 5131 Conduct.

PASSED - UNANIMOUSLY

B. OLD BUSINESS – cont.

3. Discussion and possible action regarding approval as a second reading of policy P 5144.1 Use of Physical Force. [ATTACHMENT #7]

MOTION: Giulini, Fitzgerald: To approve the removal of policy P 5144.1 Use of Physical Force that will be replaced with policy P 5223.

PASSED - UNANIMOUSLY

C. NEW BUSINESS

1. Discussion and possible action regarding recognition of National Teacher Day and National Teacher Appreciation Week.

MOTION: Volkmann, Robertson: To recognize May 8, 2018 as National Teacher Day and May 6-12, 2018 as National Teacher Appreciation Week, and to direct the Superintendent of Schools to send a letter of appreciation to the teachers.

PASSED – UNANIMOUSLY

2. Discussion and possible action regarding recognition of National School Nurse Day and Week.

MOTION: Robertson, White: To recognize May 9, 2018 as National School Nurse Day and May 6-12, 2018 as National School Nurse Week, and to direct the Superintendent of Schools to send a letter of appreciation to the nurses.

PASSED – UNANIMOUSLY

3. Discussion and possible action regarding recognition of Administrative Professionals Day and Week.

C. NEW BUSINESS – cont.

MOTION: White, Robertson: To recognize April 25, 2018 as Administrative Professionals Day and April 22-28, 2018 as Administrative Professionals Week, and to direct the Superintendent of Schools to send a letter of appreciation to the administrative professionals.

PASSED - UNANIMOUSLY

4. Discussion and possible action regarding the 2017-2018 School Calendar (end-of-school date).

MOTION: Weitlauf, Volkmann: To establish June 22, 2018 as the final day of school for students and June 25, 2018 as a professional development day for teachers.

PASSED - UNANIMOUSLY

VI. INFORMATION AND PROPOSALS

A. LETTERS, COMMUNICATIONS, AND COMMENTS

1. Mr. Weitlauf noted:
 - a. That he attended the Food Services Vendor Sale at FHS.
 - b. That he attended the RTM Education meeting.
2. Mrs. Robertson noted:
 - a. That she attended the Food Services Vendor Sale.
 - b. That she attended the RTM Public Hearing.
 - c. That she spoke at the FHS students in the NBA program on her profession of being a nurse.
3. Mrs. White noted:
 - a. The Dr. Graner is being honored at the Norwich Inn regarding *Men Standing Up Against Domestic Violence*.
 - b. She recommended that Board members take the time to view the *Little Pink House*.

A. LETTERS, COMMUNICATIONS, AND COMMENTS – cont.

4. Mrs. Volkmann noted:
 - a. The 535 students falling short on their accounts regarding lunches and asked what the Board can do to help this issue.
 - b. She asked Mr. Weitlauf to speak about the activity at the Library regarding the reserving of books.
5. Mrs. Giulini noted:
 - a. The donation from Rotary and the activity she and Mrs. Fitzgerald attended at WSM. She noted the outstanding reception from the students for the donation.
6. Dr. Ackerman noted:
 - a. That she attended RTM Education meeting.
7. Mrs. Newsome noted:
 - a. The Aluminum Falcons being district Champions.
 - b. That she is closely following the RTM Education Committee.
8. Mrs. Fitzgerald noted:
 - a. That she wanted to thank Ms. Austin regarding the Sandy Hook Promise programs and the approval for the 2 programs.
9. Mrs. Watson noted:
 - a. That she attended the same meetings and received the same e-mails as other Board members.

VII. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items

As noted in the agenda.

Mrs. Volkmann noted the AGSA/GEA/Board Liaison meeting on May 24, 2018.

B. Suggested Agenda Items

NONE

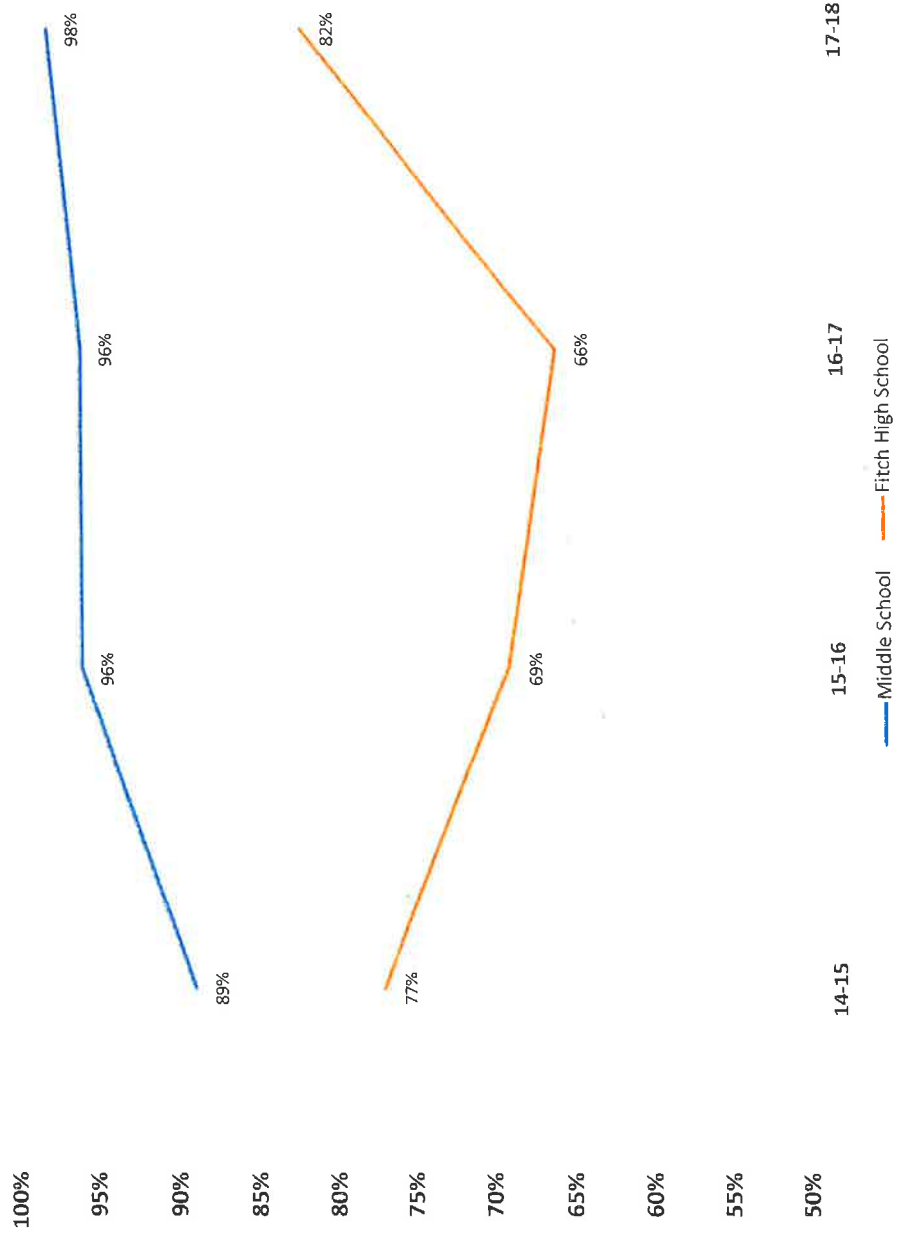
VIII. ADJOURNMENT

MOTION: Ackerman, Weitlauf:

To adjourn at 8:03 p.m.

PASSED – UNANIMOUSLY

Proficiency



14-15

Fitch High School
Middle School

77%
89%

23%
11%

15-16

Fitch High School
Middle School

69%
96%

31%
4%

16-17

Fitch High School
Middle School

66%
96%

34%
4%

17-18

Fitch High School
Middle School

82%
98%⁰%

18%
2%

A/B/C D/F

A B C D F

14-15

Fitch High School

Algebra I

Algebra II

86	107	112	66	23
19	31	34	36	7
67	76	78	30	16

77% 23%
66% 34%
83% 17%

Middle School

223	261	155	46	31
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89% 11%

Cutler Middle School

Pre-Algebra 7

Algebra I 8

Algebra II 8

Pre-Algebra 8

102	124	55	15	18
32	39	22	3	
50	49	20	6	4
9	9	2		
11	27	11	6	14

89% 11%
97% 3%
92% 8%
100% 0%
70% 30%

West Side Middle School

Math 7

Algebra I 8

Algebra II 8 not offered

Pre Algebra 8

Pre-Algebra 7

121	137	100	31	13
41	36	41	10	6
50	49	20	6	4
8	36	36	13	3
22	16	3	2	

89% 11%
88% 12%
92% 8%
0% 0%
83% 17%
95% 5%

Average

309 368 267 112 54

85% 15%

15-16

Fitch High School

Algebra I

Algebra II

	A	B	C	D	F
	75	108	136	89	54
	30	54	65	65	33
	45	54	71	24	21

A/B/C D/F

69% 31%
60% 40%
79% 21%

Middle School

	219	231	78	20	13
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96% 4%

Cutler Middle School

Pre-Algebra 7

Algebra I 8

Algebra II 8

Pre-Algebra 8

	91	113	34	10	10
	27	29	13	3	1
	35	37	9		
	13	11			
	16	36	12	7	9

92% 8%
95% 5%
100% 0%
100% 0%
80% 20%

West Side Middle School

Algebra I 7

Algebra I 8

Algebra II 8

Pre Algebra 8

Pre-Algebra 7

	128	118	44	10	3
	29	34	11	3	
	35	37	9		
	13	11			
	40	24	14	5	3
	11	12	10	2	

96% 4%
96% 4%
100% 0%
100% 0%
91% 9%
94% 6%

Average

294 339 214 109 67

83% 17%

16-17

Fitch High School

Algebra I

Algebra II

	A	B	C	D	F
	53	66	96	57	55
	25	44	41	24	37
	28	22	55	33	18

A/B/C D/F

66% 34%
64% 36%
67% 33%

Middle School

	233	219	73	19	4
--	-----	-----	----	----	---

96% 4%

Cutler Middle School

Pre-Algebra 7

Algebra I 8

Algebra II 8

Pre-Algebra 8

	83	95	41	14	4
	21	14	3	3	1
	23	30	8	3	
	20	21	4		
	19	30	26	8	3

92% 8%
90% 10%
95% 5%
100% 0%
87% 13%

West Side Middle School

Algebra I 7

Algebra I 8

Algebra II 8

Pre Algebra 8

Pre-Algebra 7

	150	124	32	5	
	49	24	4		
	27	30	8	3	
	18	21	4		
	45	33	10	2	
	11	16	6		

98% 2%
100% 0%
96% 4%
100% 0%
98% 2%
100% 0%

Average

286 285 169 76 59

85% 15%

High School 17-18

Fitch High School

Algebra I

Algebra II

A	B	C	D	F
102	107	65	34	25
53	57	44	25	12
49	50	21	9	13

A/B/C D/F

82% 18%
81% 19%
85% 15%

Middle School

175	151	37	8	1
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98% 2%

Cutler Middle School

Pre-Algebra 7

Algebra I 8

Algebra II 8

Pre-Algebra 8

75	101	28	3	
16	19	6		
12	27	11	1	
14	18	4		
33	37	7	2	

99% 1%
100% 0%
98% 2%
100% 0%
97% 3%

West Side Middle School

Algebra I 7

Algebra I 8

Algebra II 8

Pre Algebra 8

Pre-Algebra 7

100	50	9	5	1
15	1	0		
21	6	1	1	
23	4	1		
34	29	6	3	1
7	10	1	1	

96% 4%
100% 0%
97% 3%
100% 0%
95% 5%
95% 5%

Average

277 258 102 42 26

90% 10%

Freshman- MATH 9th PSAT	Fitch	FHS % Approach	FHS % Bench	CT % Bench
	433	7	44	37
Sophomores- MATH 9th PSAT 10th PSAT	Fitch	FHS % Approach	FHS % Bench	CT % Bench
	420 452	6 11	37 36	33 37
Juniors- MATH 10th PSAT 11th PSAT	Fitch	FHS % Approach	FHS % Bench	CT % Bench
	451 474	14 10	38 38	38 38

Student growth and achievement in middle school and high school mathematics; next steps . . .

- Algebra 1 course aligned as college level course for middle school and high school with common assessments to be reviewed this summer.
- Algebra 2 and Geometry courses modeled after Algebra 1 with dashboard and common assessments to be worked on this summer. Will review both college level and honors level.
- Pre-Algebra in middle school to go under curriculum review this summer; full review of middle school mathematics grades 6-8.
- Professional development and embedded PD through DoDEA math grant for ongoing training with Connected math project and new perspectives in middle school and high school.

#2

Date Prep: 4/18/18
3:12 PM

Groton Public Schools FY 2018 Budget Summary									
		FY18 Approved Budget	04182018		FY18 Total	Remaining	%	FY18 Estimated	Budget vs. Estimate
Account	Object #s	2017-2018	Expended	Encumbered	Exp & Enc	Balance	Inc (Dec)	4/18/18	Under (Over)
Salaries									
1 Administrators	105,106,107	4,110,445	3,201,687	817,411	4,019,098	91,347	2.22%	3,991,721	118,724
2 Teachers	101-104,109,123-127	33,856,231	21,787,326	11,034,024	32,821,350	1,034,881	3.06%	33,555,525	300,706
3 Non-Cert Aides	110,111,119,129,130,131,136	3,724,899	2,538,771	44,584	2,583,356	1,141,543	30.65%	3,649,125	75,774
4 Substitute- Cert & NonCert	120,121	944,000	664,743		664,743	279,257	29.58%	944,000	
5 Clerical	112-114,132-134,144	1,841,550	1,458,283	213,082	1,671,365	170,185	9.24%	1,820,500	21,050
6 Custodial/Maintenance	117,118,137,147,148	2,865,933	2,118,974	26,738	2,145,712	720,221	25.13%	2,655,588	210,345
7 Campus Security	128	96,094	94,422		94,422	1,672	1.74%	119,525	(23,431)
8 Total	100	47,439,152	31,864,207	12,135,839	44,000,046	3,439,106	7.25%	46,735,984	703,168
Benefits									
9 Health Insurance	201-202	8,524,045	7,588,280		7,588,280	935,765	10.98%	8,524,045	
10 Other Benefits	211-227	2,455,571	2,552,381	56,675	2,609,055	(153,484)	(6.25%)	2,994,106	(538,535)
11 Total	200	10,979,616	10,140,660	56,675	10,197,335	782,281	7.12%	11,518,151	(538,535)
Purchased Services									
12 Instructional Services	321	87,354	57,226		57,226	30,128	34.49%	87,354	
13 Instruct Improve Services	322	33,300	45,303	4,408	49,711	(16,411)	(49.28%)	53,042	(19,742)
15 Legal	334	85,000	23,589		23,589	61,411	72.25%	55,589	29,411
16 Computer Network Services	343	53,897	100,494	10,552	111,046	(57,149)	(106.03%)	119,205	(65,308)
17 Ath. Officials & Other Ath Serv	341 & 342	70,745	68,332		68,332	2,413	3.41%	70,745	
18 OT & PT Services	333	595,000	99,374	483,925	583,299	11,702	1.97%	629,000	(34,000)
19 Prof Services	331	176,390	224,724	22,558	247,282	(70,892)	(40.19%)	247,715	(71,325)
20 Other Prof Services	332	552,838	421,792	5,700	427,492	125,346	22.67%	592,838	(40,000)
21 Total	300	1,654,524	1,040,833	527,143	1,567,977	86,547	5.23%	1,855,488	(200,964)
Property Services									
22 Repair/Maintenance	430-435,490,491,499	675,830	275,617	53,196	328,813	347,017	51.35%	655,830	20,000
23 Rental	441	67,058	63,591	9,365	72,956	(5,898)	(8.80%)	75,956	(8,898)
24 Water/Sewer	410 & 411	88,000	55,997		55,997	32,003	36.37%	88,000	
25 Trash & Snow Removal	421 & 422	180,500	61,385	26,138	87,524	92,976	51.51%	180,500	
26 Total	400	1,011,388	456,591	88,699	545,290	466,097	46.08%	1,000,286	11,102
Transportation, Insurance, Communications, Tuition									
27 Transportation: Schools	510 - 516	4,568,988	3,261,045		3,261,045	1,327,943	28.94%	4,628,441	(39,453)
28 Trans: Athletic & Field Trips	587-588	190,420	74,861	38,678	113,539	76,881	40.37%	190,420	
29 Travel - Prof & Prof Dev	580 - 584	129,280	54,012	2,618	56,630	72,630	56.19%	129,280	
30 Fees - Entry & Admission	591,592,595	28,423	19,065		19,065	9,357	32.92%	39,653	(11,230)
31 Liability & Accident Ins	522,525	285,814	268,613		268,613	17,201	6.02%	268,613	17,201
32 Telephone, Telephone Repair	530	50,200	52,293		52,293	(2,093)	(4.17%)	72,255	(22,055)
33 Postage	531	47,533	21,638		21,638	25,895	54.48%	47,533	
34 Advertisement & Minority Rec	540 - 541	15,200	5,815	685	6,500	8,700	57.24%	15,200	
35 Printing	550,551,552	20,338	4,477	2,727	7,204	13,135	64.58%	12,179	8,160
36 Tuition	581-584, 586	5,899,065	4,505,291	845,151	5,350,442	548,623	9.30%	5,445,042	454,023
37 Total	500	11,255,240	8,267,110	889,860	9,156,969	2,098,271	18.64%	10,848,595	408,645
Supplies									
38 Instructional Supplies	601 - 619,622,623,628	779,945	357,134	42,559	399,693	380,252	48.75%	779,945	0
39 Software	612	394,052	350,943	52,387	403,329	(9,278)	(2.35%)	465,252	(71,200)
40 Textbooks & Workbooks	640-642	272,455	41,993	14,363	56,356	216,098	79.32%	272,455	
41 Library Books, Periodicals	643, 645, 647	26,530	3,393	1,273	4,666	21,864	82.41%	26,530	
42 Professional Materials	690	18,107	7,226	779	8,005	10,102	55.79%	18,107	
43 Maintenance Supplies	650, 652 - 654, 657, 659	250,500	121,426	6,815	128,241	122,259	48.81%	250,500	
44 Custodial Supplies	658	166,750	147,571	3,246	150,817	15,933	9.56%	166,750	
45 Ground Supplies	651	20,000	8,289	496	8,784	11,216	56.08%	20,000	
46 Electricity	631	852,975	656,455	1,567	658,022	194,953	22.86%	852,975	
47 Heating Oil	633	355,880	192,442		192,442	163,438	45.92%	288,880	67,000
48 Propane	632	20,000	103,190		103,190	(83,190)	(415.95%)	115,000	(95,000)
49 Transportation Supplies	634 & 658	284,867	168,466	2,729	171,195	113,672	39.90%	264,867	20,000
50 Other (staff dev., etc.)	621, 624, 626-627	84,366	23,612	2,757	26,369	57,997	68.74%	84,366	
51 Total	600	3,526,426	2,182,139	128,969	2,311,108	1,215,317	34.46%	3,605,626	(79,200)
Equipment									
52 Instr Equipment Replace	730	13,350	23,699	76,651	100,350	(87,000)	(651.68%)	100,350	(87,000)
53 Instr Equipment New	735	143,715	54,684	671	55,355	88,360	61.48%	67,064	76,651
54 Non-Instr Equip Replace	731	297,733	2,880		2,880	294,853	99.03%	297,733	
55 Non-Instr Equip New	736	73,275	1,471		1,471	71,804	97.99%	73,275	
56 Total	700	528,073	82,735	77,322	160,056	368,017	69.69%	538,422	(10,349)
57 Dues & Fees	800	73,821	65,043	4,200	69,243	4,578	6.20%	70,831	2,990
58 GRAND TOTAL		76,468,239	54,099,318	13,908,708	68,008,026	8,460,213	11.06%	76,173,382	294,857

**Groton Public Schools
FY 2018 Budget Summary**

Date Prep: 4/18/18
3:12 PM

		FY18	04182018		FY18	Remaining Balance	% Inc (Dec)	FY18	Budget vs. Estimate Under (Over)
Account	Object #s	Approved Budget 2017-2018	Expended	Encumbered	Total Exp & Enc			Estimated 4/18/18	
Salaries									
Administrators									
59 Admin	105	976,964	771,228	210,428	981,656	(4,692)	(0.48%)	956,873	20,091
60 Principals	106	1,319,006	1,039,744	253,825	1,293,570	25,436	1.93%	1,296,154	22,852
61 Asst. Principals	107	1,669,418	1,294,947	330,356	1,625,303	44,115	2.64%	1,620,125	49,293
62 Dean	108	145,057	95,767	22,802	118,569	26,488	18.26%	118,569	26,488
63 Administrators		4,110,445	3,201,687	817,411	4,019,098	91,347	2.22%	3,991,721	118,724
Teachers									
64 Classroom Teachers	101	24,358,411	15,642,742	8,127,343	23,770,085	588,326	2.42%	24,054,368	304,043
65 SPED Cert	102	7,013,960	4,523,042	2,369,960	6,893,002	120,958	1.72%	7,026,677	(12,717)
66 Media Spec	103	705,829	395,129	208,799	603,928	101,901	14.44%	629,890	75,939
67 Guidance	104	951,535	607,534	327,922	935,456	16,079	1.69%	935,456	16,079
68 Athletic Dir.	109	12,155	7,695		7,695	4,460	36.69%	11,769	386
69 Summer School	123	4,672	4,886		4,886	(214)	(4.58%)	4,886	(214)
70 Adult Ed	124	37,121	34,425		34,425	2,696	7.26%	37,121	
71 Tutors	125	405,000	356,909		356,909	48,091	11.87%	438,738	(33,738)
72 Coach Stipends	126	295,391	203,671		203,671	91,720	31.05%	348,862	(53,471)
73 Other Stud Act	127	72,157	11,294		11,294	60,863	84.35%	67,758	4,399
74 Teachers		33,856,231	21,787,326	11,034,024	32,821,350	1,034,881	3.06%	33,555,525	300,706
Non-Cert Aides									
75 Reg. Teacher aides-Office,etc.	110								
76 SPED aides-Para I	111	897,585	761,438		761,438	136,147	15.17%	972,233	(74,648)
77 Reg. Teacher aides-Kindergarten	130	379,059	266,431		266,431	112,628	29.71%	367,251	11,808
78 SPED aides Para II	131	1,513,279	673,233		673,233	840,046	55.51%	1,270,206	243,073
79 Computer Techs	129,149	596,314	518,646	44,584	563,230	33,084	5.55%	640,736	(44,422)
80 School Bus aides	136,139	338,662	319,024		319,024	19,638	5.80%	398,699	(60,037)
81 Non-Cert Aides		3,724,899	2,538,771	44,584	2,583,356	1,141,543	30.65%	3,649,125	75,774
Substitutes									
82 Substitute SPED Certified	121	80,000	47,098		47,098	32,902	41.13%	80,000	
83 Substitute Certified	120	864,000	617,645		617,645	246,355	28.51%	864,000	
84 Substitutes		944,000	664,743		664,743	279,257	29.58%	944,000	
Clerical									
85 Clerical	112-114,132-134,144	1,841,550	1,458,283	213,082	1,671,365	170,185	9.24%	1,820,500	21,050
Custodial/Maintenance									
86 Custodial	117	1,785,734	1,310,867	13,277	1,324,144	461,590	25.85%	1,624,436	161,298
87 Maintenance	118	827,949	619,288	13,461	632,749	195,200	23.58%	767,034	60,915
88 Custodial Part Time	137,138	150,000	118,996		118,996	31,004	20.67%	153,338	(3,338)
89 Custodial Overtime	147	83,750	51,671		51,671	32,079	38.30%	83,750	
90 Maintenance Overtime	148	18,500	18,152		18,152	348	1.88%	27,030	(8,530)
91 Custodial/Maintenance		2,865,933	2,118,974	26,738	2,145,712	720,221	25.13%	2,655,588	210,345
92 Security	128	96,094	94,422		94,422	1,672	1.74%	119,525	(23,431)
93 Total Salaries		47,439,152	31,864,207	12,135,839	44,000,046	3,439,106	7.25%	46,735,984	703,168
Benefits									
Health Insurance									
94 Group Ins. Prof	201	6,363,399	6,196,292		6,196,292	167,107	2.63%	6,363,399	
95 Group Ins. Other	202	2,160,646	1,391,988		1,391,988	768,658	35.58%	2,160,646	
96		8,524,045	7,588,280		7,588,280	935,765	10.98%	8,524,045	
97 Worker's Compensation	211	445,000	571,538		571,538	(126,538)	(28.44%)	571,538	(126,538)
98 Town Pension	213	235,242	309,900		309,900	(74,658)	(31.74%)	309,900	(74,658)
Social Security & Medicare									
99 Social Security	212	632,693	487,931		487,931	144,762	22.88%	646,944	(14,251)
100 Medicare	214	691,636	518,570		518,570	173,066	25.02%	660,891	30,745
101		1,324,329	1,006,501		1,006,501	317,828	24.00%	1,307,835	16,494
102 Unemployment	223	50,000	21,391		21,391	28,609	57.22%	50,000	
103 Tuition Reimb Certified	224	106,000	53,642		53,642	52,358	49.39%	106,000	
Other Employee Benefits									
104 EAP	226	9,000				9,000	100.00%		9,000
105 Mentor Stipend	227	1,000	250		250	750	75.00%	3,000	(2,000)
106		10,000	250		250	9,750	97.50%	3,000	7,000
107 Retirement Awards	222	285,000	589,159	56,675	645,833	(360,833)	(126.61%)	645,833	(360,833)
108 Total Other Benefits		2,455,571	2,552,381	56,675	2,609,055	(153,484)	(6.25%)	2,994,106	(538,535)
109 Total Health Insurance & Other Benefits		10,979,616	10,140,660	56,675	10,197,335	782,281	7.12%	11,518,151	(538,535)

**Groton Public Schools
FY 2018 Budget Summary**

Date Prep: 4/18/18
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		FY18 Approved Budget	04182018		FY18 Total	Remaining	%	FY18	Budget
Account	Object #s	2017-2018	Expended	Encumbered	Exp & Enc	Balance	Inc (Dec)	Estimated 4/18/18	vs. Estimate Under (Over)
Purchased Services									
Athl Officials & Other Athl Serv									
110 Athletic Officials	341	58,540	58,501		58,501	39	0.07%	58,540	
111 Other Athletic Services	342	12,205	9,831		9,831	2,374	19.45%	12,205	
112		70,745	68,332		68,332	2,413	3.41%	70,745	
Property Services									
Water/Sewer									
113 Water	410	60,000	35,050		35,050	24,950	41.58%	60,000	
114 Sewer	411	28,000	20,947		20,947	7,053	25.19%	28,000	
115		88,000	55,997		55,997	32,003	36.37%	88,000	
Repair/Maintenance									
116 Equipment Repair	430	137,330	89,185	1,428	90,613	46,717	34.02%	137,330	
117 Grounds Repair	431	130,000	66,470	42,855	109,325	20,675	15.90%	130,000	
118 Gen. Bldg. Repair	432	220,000	29,663		29,663	190,337	86.52%	220,000	
119 Painting	433	30,000	8,800		8,800	21,200	70.67%	10,000	20,000
120 Heat & Plumbing	434	45,000	22,027	882	22,909	22,091	49.09%	45,000	
121 Electric Repairs	435	25,000	8,659	389	9,048	15,952	63.81%	25,000	
122 Extermination Services	490	12,500	7,760	3,907	11,667	833	6.67%	12,500	
123 Bldg. Fire Protection	491	46,000	21,898	3,735	25,633	20,367	44.28%	46,000	
124 Other Prof Services	499	30,000	21,157		21,157	8,843	29.48%	30,000	
125		675,830	275,617	53,196	328,813	347,017	51.35%	655,830	20,000
Trash & Snow Removal									
126 Trash Removal	421	90,000	61,032	26,138	87,170	2,830	3.14%	90,000	
127 Snow Removal	422	90,500	354		354	90,146	99.61%	90,500	
128		180,500	61,385	26,138	87,524	92,976	51.51%	180,500	
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
129 Reg Ed Pupil Transportation	510	2,829,855	1,944,874		1,944,874	884,981	31.27%	2,829,855	
130 SPED - Trans - STA	511	943,285	722,773		722,773	220,512	23.38%	943,285	
131 SPED - Trans - Curtin	512	810,848	584,457		584,457	226,391	27.92%	844,708	(33,860)
132 Grasso Tech Transportation	513	5,000	8,941		8,941	(3,941)	(78.82%)	10,593	(5,593)
133		4,588,988	3,261,045		3,261,045	1,327,943	28.94%	4,628,441	(39,453)
Tuition									
134 Special Education Vocational	561	501,970	269,146	68,320	337,466	164,504	32.77%	367,955	134,015
135 SPED BOE Placements	562	1,707,637	1,512,620	435,870	1,948,490	(240,853)	(14.10%)	1,979,150	(271,513)
136 SPED State Placements	563	814,377	410,860	261,838	672,698	141,679	17.40%	577,069	237,308
137 Adult Ed	564	209,323	207,000		207,000	2,323	1.11%	207,000	2,323
138 Magnet Tuition	566	1,198,622	956,358		956,358	242,264	20.21%	1,013,739	184,883
139 VoAg Reg Ed Tuition	567	211,513	136,460		136,460	75,053	35.48%	144,648	66,865
140 SPED Magnet Choice	568	1,255,623	1,012,846	79,124	1,091,970	163,653	13.03%	1,155,481	100,142
141		5,899,065	4,505,291	845,151	5,350,442	548,623	9.30%	5,445,042	454,023
Trans: Athletic & Field Trips									
142 Trans - Athletics	587	98,170	55,082	30,673	85,755	12,415	12.65%	98,170	
143 Trans - Field Trips	588	92,250	19,779	8,005	27,784	64,466	69.88%	92,250	
144		190,420	74,861	38,678	113,539	76,881	40.37%	190,420	
Travel									
145 Travel - Reg Ed	580	4,500				4,500	100.00%	4,500	
146 Travel - SPED	581	10,450	5,658		5,658	4,792	45.85%	10,450	
147 Travel - Admin	582	20,880	13,063		13,063	7,817	37.44%	20,880	
148 Travel - Maint	583	7,800	6,540		6,540	1,260	16.15%	7,800	
149 Travel - Conferences	584	85,630	28,751	2,618	31,369	54,261	63.37%	85,630	
150		129,260	54,012	2,618	56,630	72,630	56.19%	129,260	
Fees - Entry & Admision									
151 Entry Fees	591	19,023	8,170		8,170	10,853	57.05%	19,023	
152 Greens Fees	592	1,200	1,200		1,200			1,200	
153 Admission Fees	595	8,200	9,695		9,695	(1,495)	(18.23%)	19,430	(11,230)
154		28,423	19,065		19,065	9,357	32.92%	39,653	(11,230)
Printing & School Pub									
155 Printing Admin	550,552	6,000	4,452	2,727	7,179	(1,179)	(19.64%)	7,179	(1,179)
156 School Publications	551	14,338	25		25	14,313	99.83%	5,000	9,338
157		20,338	4,477	2,727	7,204	13,135	64.58%	12,179	8,160

**Groton Public Schools
FY 2018 Budget Summary**

Date Prep: 4/18/18
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		FY18 Approved Budget	04182018		FY18 Total	Remaining	%	FY18 Estimated	Budget vs. Estimate
Account	Object #s	2017-2018	Expended	Encumbered	Exp & Enc	Balance	Inc (Dec)	4/18/18	Under (Over)
Advertisement & Minority Recruit									
158 Advertisement	540	10,200	5,016	685	5,701	4,499	44.11%	10,200	
159 Minority Recruit	541	5,000	799		799	4,201	84.02%	5,000	
160		15,200	5,815	685	6,500	8,700	57.24%	15,200	
Liability & Accident Ins									
161 Liability Insurance	522	264,714	251,992		251,992	12,722	4.81%	251,992	12,722
162 Accident Insurance	525	21,100	16,621		16,621	4,479	21.23%	16,621	4,479
163		285,814	268,613		268,613	17,201	6.02%	268,613	17,201
Supplies									
Maintenance Supplies									
164 Equipment Repair	650	33,000	12,832	-	12,832	20,168	61.11%	33,000	
165 Gen Bldg Repair	652	87,000	55,836	2,250	58,086	28,914	33.23%	87,000	
166 Painting	653	8,000	1,104	-	1,104	6,896	86.20%	8,000	
167 Heat & Plumbing	654	30,000	22,626	4,063	26,689	3,311	11.04%	30,000	
168 Electrical	655	80,000	19,856	503	20,359	59,641	74.55%	80,000	
169 Safety Supplies/Clothing Allow	657,659	12,500	9,170	-	9,170	3,330	26.64%	12,500	
170		250,500	121,426	6,815	128,241	122,259	48.81%	250,500	
Transportation Supplies									
171 Diesel for School Buses	634	234,867	150,765	-	150,765	84,102	35.81%	234,867	
172 Gas for Maintenance	656	50,000	17,700	2,729	20,429	29,571	59.14%	30,000	20,000
173		284,867	168,466	2,729	171,195	113,672	39.90%	264,867	20,000
Instructional Supplies									
174 Gen Classroom	601	264,388	75,999	8,965	84,965	179,424	67.86%	212,512	51,876
175 Science	602	54,148	8,759	217	8,976	45,172	83.42%	58,733	(4,585)
176 Arts & Craft	603	25,000	11,514	1,266	12,780	12,220	48.88%	29,950	(4,950)
177 Phys. Ed	604	13,900	4,100	1,165	5,265	8,635	62.12%	22,235	(8,335)
178 Music	605	20,850	21,624	1,096	22,720	(1,870)	(8.97%)	25,728	(4,878)
179 Kindergarten	606	1,800	1,191	-	1,191	609	33.86%	2,570	(770)
180 Pupil Tests	607	81,380	38,216	2,079	40,295	41,085	50.49%	91,380	(10,000)
181 Tech Ed	609	13,000	7,401	-	7,401	5,599	43.07%	21,750	(8,750)
182 Computer & Business	610,611	89,000	75,601	14,023	89,623	(623)	(0.70%)	92,620	(3,620)
183 Home Ec	613	22,000	12,188	-	12,188	9,812	44.60%	26,800	(4,800)
184 Sped Supplies	615	60,300	26,271	2,263	28,534	31,766	52.68%	60,300	
185 Athletic Supplies	616	67,130	45,478	10,156	55,635	11,496	17.12%	67,130	
186 Math Supplies	617	13,600	1,244	311	1,555	12,045	88.57%	15,240	(1,640)
187 Health Supplies	618	3,900	-	-	-	3,900	100.00%	4,485	(585)
188 Other Supplies	619	19,730	9,199	485	9,684	10,046	50.92%	16,369	3,361
189 Health Serv Pathogen	622	8,500	1,315	128	1,443	7,057	83.03%	8,500	
190 School Library Supplies	623	2,925	1,113	234	1,347	1,578	53.94%	4,289	(1,364)
191 Media Services	625	-	-	-	-	-	-	-	-
192 Food, Drink, Snacks	628	18,395	15,922	171	16,093	2,301	12.51%	19,354	(960)
193		779,945	357,134	42,559	399,693	380,252	48.75%	779,945	0
Textbooks & Workbooks									
194 Textbooks	640	216,497	33,821	14,363	48,185	168,312	77.74%	216,497	
195 Workbooks	641	55,958	8,171	-	8,171	47,786	85.40%	55,958	
196 Textbook Rebind	642	-	-	-	-	-	-	-	-
197		272,455	41,993	14,363	56,356	216,098	79.32%	272,455	
Library Books, Periodicals									
198 Library Books	645	21,430	978	1,264	2,242	19,188	89.54%	21,430	
199 Periodicals for Pupils	647	5,100	2,415	9	2,424	2,676	52.47%	5,100	
200		26,530	3,393	1,273	4,666	21,864	82.41%	26,530	
Other Supplies									
201 Sup Serv Guide Imp Ins	621	40,891	7,713	628	8,341	32,550	79.60%	40,891	
202 Audio Visual	624	7,150	597		597	6,553	91.65%	7,150	
203 Gen Admin Supplies	626	16,000	7,276	38	7,314	8,686	54.29%	16,000	
204 School Admin Supplies	627	20,325	8,026	2,092	10,118	10,207	50.22%	20,325	
205		84,366	23,612	2,757	26,369	57,997	68.74%	84,366	
Dues - Fees									
206 Dues BoE	810	25,835	20,541		20,541	5,294	20.49%	20,541	5,294
207 Gen Admin Dues	811	16,100	14,512		14,512	1,588	9.86%	16,100	
208 School Admin Dues	812	29,728	26,520	4,000	30,520	(793)	(2.67%)	30,520	(793)
209 Other Dues	819	2,158	3,470	200	3,670	(1,512)	(70.06%)	3,670	(1,512)
210		73,821	65,043	4,200	69,243	4,578	6.20%	70,831	2,990

Groton Public Schools
 BOE Health Insurance Reserve
 FY2018 estimated as of 4/23/18

	06/30/2017 BOE Health Ins Reserve Per Town	Anticipated BOE FY18 activity*	Projected 6/30/2018 BOE Health Ins Reserve**
Total Health Insurance Reserve	5,931,720	(361,218)	5,570,502
Corridor Funding			
Expected Claims per MDG (02/16/2018)	12,850,028		
	25%		
	<u>3,212,507</u>		<u>(3,212,507)</u>
Net Health Insurance Reserve	2,719,213	(361,218)	2,357,995

* Assuming 95% of budgeted claims plus OPEB

** Assuming no change in Corridor Funding

- A \$100,000 change in expected claims increases corridor by \$25,000

Students

Attendance

The Groton Board of Education recognizes that regular attendance in school is fundamental to a child's achievement. Instructional experiences that occur in school are meaningful and essential components of the learning process. Time lost from class is irretrievable. It shall be the policy of the Groton Public Schools to encourage regular, daily attendance by all students.

Connecticut State Board of Education policy states that, *"A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., a field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent."* According to this policy, a student who is not "in attendance" is considered absent.

In order to identify those students who are chronically absent and at risk of becoming truant and to provide clear guidance to school districts for complying with truancy laws and reporting student truancy statistics, the State Board of Education has adopted the following definitions and guidance regarding student absences:

Disciplinary Absences – Absences that are the result of school or District-level disciplinary action (e.g., out-of-school suspension and expulsion) are excluded from State-level accounting and will not be counted against the student for the purpose of this policy.

Excused Absences – A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten (10) school days of the student's return to school, or the absence is in accordance with section 10-210 of the Connecticut General Statutes (exclusion for medical reasons), and student's absence meets the following criteria:

- A. For absences one through nine (1-9), a student's absences from school are considered excused when the student's parent/guardian approves such absence, regardless of the reason, and submits appropriate documentation; and
- B. For the tenth and subsequent absences, a student's absences are considered excused for the following reasons:
 - 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional for the absence to be excused, regardless of the length of the absence);
 - 2. Student's observance of a religious holiday;
 - 3. Death in the student's family or other emergency beyond the control of the student's family;
 - 4. Mandated court appearances (additional documentation required);

Students

Attendance (continued)

5. The lack of transportation that is normally provided by a school district other than Groton (no parental documentation is required for this reason); and
6. Extraordinary educational opportunities pre-approved by the Principal, or his/her designee, per the guidance in this policy.

Unexcused Absences – A student's absence from school shall be considered unexcused unless it meets the definition of an excused absence (including the documentation requirements) or the absence was a disciplinary absence.

Note that the State Board of Education's policy only considers a student absent when he/she misses half or more of the normal school day. A student missing less than half the school day will be considered tardy; student tardiness shall be dealt with at the school building level.

Documentation of Student Absences

The State Board of Education requires careful and thorough documentation of all student absences. Parent or guardian notes and other documentation are central to determining whether a student's absence is excused or unexcused. While a written note from a parent or guardian will likely be the most common form of documentation, other methods of reporting a student's absence are acceptable, such as a parent/guardian making a report in person to the designated school staff member, through an online system with controlled access, or via video chat. E-mail and texting do not meet the State's security requirements; however, e-mail may be used to deliver a scanned image of a note.

The school staff must be certain that the student's parent/guardian was the one providing the information regarding the student's absence in order for it to be excused should the absence meet all the applicable criteria specified herein.

School staff must receive or generate documentation for each instance of absence, which is one or more consecutive school days absent. Schools should only accept notes covering a series of absences for non-consecutive school days if the absences share a common cause.

Once a student has accrued a total of none (9) absences, including both excused and unexcused, additional documentation (besides the note from the student's parent/guardian) is required in order for absences resulting from illness or mandated court appearances to be excused:

- A. Students missing school for mandated court appearances must provide additional documentation such as a policy summons, a subpoena, a notice to appear, or a signed note from a court official.

Students

Attendance (continued)

- B. For absences resulting from illness, students must either provide a signed note from a medical professional who has evaluated the student confirming the absence and giving an expected return date or have the school nurse verify the student's absence with the medical professional treating the student. Families who lack health insurance and/or those with limited means may find it challenging to meet this requirement to obtain a note from a licensed medical professional. In these cases, school nurses can evaluate the ill student, either in person or over the telephone, and, where appropriate, provide the required documentation for an excused absence.

For parents/guardians who are not proficient in reading and writing English, the schools shall make efforts to help these parents report their child's absences, including accepting notes in languages other than English. For parents who are not proficient in writing in any language, schools should verbally inform them of the attendance requirements and that they may report a student's absence in person at the school.

Absences for Emergency Situations

For the purposes of the definition of excused absences, emergencies are generally significant events that are outside of the control of the student's family. They are normally short absences consisting of a few days at most. The only required documentation is a parental note clearly explain the emergency situation that result in the student's absence. Examples of emergencies include, but are not limited to:

- Family member who is very ill and close to dying;
- Student's home is lost to fire or eviction;
- Family's home being quarantined;
- Natural disaster;
- A student who is a parent and whose child needs to go to the hospital; or
- A family member's military deployment or return from deployment.

Absences for Extraordinary Educational Opportunities

From time to time, students may be presented with an exceptional opportunity for an experience of an educational nature. While these events may not be part of the student's normal schoolwork, they can provide an excellent chance to further their education. Students and their parents/guardians must understand that approval as an excused absence is made on a case-by-case basis, in consideration of a number of factors, and that opportunities approved for one student may not be approved for another. Under the specific criteria outline herein, the days devoted to these opportunities can count as excused absences:

Students

Attendance (continued)

- The opportunity must be education in nature and have a learning objective related to the student's coursework or plan of study;
- It must be an opportunity not ordinarily available to the student;
- It must be grade and developmentally appropriate; and
- The content of the experiences must be highly relevant to the student.

It is important that the school administration, the student, and the student's family all have a common understanding of the extraordinary educational opportunity that is being requested and approved. To that end, building-specific procedures implementing this policy shall include the following:

- All requests for approval of an exceptional educational opportunity as an excused absence must be submitted in writing prior to the event, bear the signature of the student and his/her parent or guardian, describe the learning objective of the opportunity, and detail how the objective is linked to the student's coursework or plan of study; include additional documentation as appropriate to support a full understanding of the opportunity.
- Approval of an exceptional educational opportunity as an excused absence should be in writing, detail any requirements placed upon the student as a condition of approval, include the specific days approved for the opportunity, and include the caveat that the school administration may withdraw its approval if the opportunity is canceled or the student fails to meet the mutually-agreed-upon requirements of the approval.

Within ten (10) days after the end of the approved period for the extraordinary educational opportunity, the student must submit all required documentation as specified during the approval process, or the time away from school will be considered an unexcused absence.

Truancy

Connecticut State law defines a "truant" as a child age five to eighteen years, inclusive, who is enrolled in Groton Public Schools and has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year. Studies have shown that students who are truant are in danger of having significant difficulty in making the same academic progress as their peers who regularly attend school.

Within ten (10) school days after a student's fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year, the school administration shall hold a meeting with the parent/guardian of the student who has become truant, or with such other person having control of the truant student, to review and evaluate the reasons for the child being truant.

Students

Attendance (continued)

If the truant student's parent/guardian, or other person having control of the truant student, fails to attend the required meeting or if such parent/guardian or other person otherwise fails to cooperate with the school administration in attempting to solve the truancy problem, the school administration will refer to recommendations from the Tiered Intervention document. ~~Superintendent shall file a written complaint with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. This written complaint shall be filed within fifteen (15) calendar days after the truant student's parents/guardians or other person having control of the child fails to attend the required meeting or fails to cooperate with the school administration in attempting to solve the truancy problem.~~

(See regulations and addendum.)

Investigating Student Absences

The Superintendent is authorized by the Board to designate one or more District employees to serve as an attendance officer for the purpose of investigating student absences. The role of an attendance officer is to gather/verify information so that school personnel may better understand the factors contributing to the student's absenteeism. This may include a visit to the student's residence.

When a principal believes that a student's absences, excused or not, are having a negative impact on the student's academic performance and that more information is needed regarding the factors behind the student's absenteeism, the principal shall recommend to the Superintendent that an attendance officer be assigned to further investigate the situation. Only the Superintendent, or her/his designee, may authorize the use of an attendance office in Groton Public Schools.

Implementation

The Superintendent is responsible for the development of District-wide and building-specific procedures to implement the requirements of this policy. All elementary schools shall use a common procedure regarding student tardiness, absenteeism, and truancy. These procedures shall provide for:

- the clear expectation among students and their parents/guardians regarding the need for regular, consistent attendance at school;
- a uniform understanding among staff, students, and their parents/guardians of the requirements for excused absences;
- the potential of consequences for unexcused absences; and
- the possibility that a student may be required to receive remedial assistance even when all absences are excused but potentially have negatively impacted their education.

Students

Attendance (continued)

The Board requires that District and building-level procedures developed to implement this policy contain the following specific elements:

1. Annually at the beginning of each school year and upon enrollment during the school year, the school administration shall inform students and their parents/guardians of the school attendance requirements, the building-specific procedures regarding absenteeism, and obtain a phone number or other means of contacting the parents/guardians during the school day. This and all subsequent notifications regarding student absenteeism shall be made in such a manner as to be easily understood by both students and their parents/guardians (for example, using an alternative language when the primary language in the home is not English).
2. Each school shall monitor individual student absences; additionally, Fitch High School will track student absences for each class.
3. Whenever a child enrolled in grades Kindergarten to eight fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or other person having control of the child is aware of the pupil's absence, school personnel shall make a reasonable effort to contact the student's parents/guardians by telephone in regard to the student's absence. If school personnel are unable to reach the student's parents/guardians via telephone, then a letter will be sent to the student's home address requiring the parents/guardians to contact the school. The letter shall include a warning that two (2) unexcused absences from school in a month or five (5) unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the child's family is a family with service needs.
4. The District and each school shall have procedures for coordinating services with and making referrals to community agencies providing child and family services. These organizations should be used to address, where appropriate, the student's personal or family issues that may be affecting his or her ability to attend school on a regular basis.
5. Student tardiness and unexcused absences may be used as factors in determining eligibility to participate in extra-curricular activities.
6. In an effort to prevent absenteeism from rising to the level that it affects a student's academic performance, building-level procedures implementing this policy shall include a tiered series of interventions designed to recognize the factors uniquely affecting a student's attendance and put in place various support actions that can have a positive effect on both their future attendance and academic performance.

Students

Attendance (continued)

Legal References:

Connecticut General Statutes

- Sec. 10-184. Duties of parents. School attendance age requirements.
- Sec. 10-198a. Policies and procedures concerning truants.
- Sec. 10-198b. State Board of Education to define “excused absence” for
“unexcused absence” for purpose of reporting truancy.
- Sec. 10-199. Attendance Officers. Duties.
- Sec. 10-210. Notice of disease to be given parent or guardian.
- Sec. 10-220. Duties of boards of education.

Connecticut State Boards of Education “*Guidelines for Excused and Unexcused Absences*” dated May 15, 2013

Policy Adopted: September 13, 1993
Revised: July 8, 1996
Revised: March 11, 2002
Revised: September 9, 2002
Revised: October 11, 2005
Revised: April 27, 2015

GROTON PUBLIC SCHOOLS
Groton, Connecticut

ADMINISTRATIVE REGULATIONS

Students

Attendance

Regular attendance at school contributes significantly to the academic and social growth of children. The administration, faculty, and staff shall affect a cooperative effort in each school to encourage the highest rate of student attendance. Connecticut State Law requires all parents/guardians to assure that their children attend school regularly. Administrators, faculty, and staff shall encourage and support parents/guardians in fulfilling this legal obligation. To fulfill these responsibilities, these administrative regulations shall detail the procedures to be followed in each school to implement board of education policy P5113.

Attendance Procedures

I. Definitions:

1. Absences

An absence is defined as a day, or any part of a regular school day, when a student is not in attendance at school, whether or not such non-attendance is with or without parent permission

2. Excused Absence

An excused absence is defined as non-attendance resulting from:

- Illness or injury
- a death in the family
- a religious obligation
- a court appearance
- a school sponsored activity
- suspension from school
- a personal emergency deemed legitimate by the building principal.

3. Unexcused Absence

An unexcused absence is defined as non-attendance resulting from any reason not delineated in #2 above.

4. Truant

Any student who has accumulated four (4) or more unexcused absences in a month or ten (10) or more unexcused absences in a school year shall be determined to be a truant.

(continued on next page)

Attendance Procedures (continued):

I. Definitions (continued):

5. Habitual Truant

Any student who has accumulated twenty (20) or more unexcused absences in a school year shall be determined to be a habitual truant.

6. Tardy

Any elementary school student who arrives at school after the announced starting time of the school day, and any secondary student who arrives after the announced starting time for homeroom period shall be determined to be tardy.

7. "Cutting"

Any student who absents himself/herself from class without prior approval of an appropriate school official shall be determined to be "cutting" the class.

II. Principal's Responsibility

Each building principal shall develop and publish school attendance plans that, as a minimum, shall include the following:

A) Regular Monitoring of Student Attendance – At the elementary level, attendance shall be taken both daily and at each session, a.m. and p.m. At the secondary level, attendance shall be taken daily and during each period of the school day.

B) Identification of Students with Attendance Problems – A daily monitoring of attendance logs shall be conducted to identify truant and habitual truant students.

C) Parent/Guardian Communications

c.1. Parent/guardians shall be advised annually in September of each year of their obligations under this attendance policy. Specifically, **parents must notify the principal of their child's absence on the first day of such absence.**

c.2. Parent contact – Principals shall obtain from each parent/guardian a telephone number or other means of contact during school hours where they may be reached. The principal's building plan shall detail how a reasonable effort will be made to notify parents/guardians of their child's tardiness, "cutting" of class, or absence from school. Parents must be notified daily by either telephone or in writing of their child's tardiness, "cutting" of class, or absence from school.

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Attendance Procedures (continued):

II. Principal's Responsibility (continued):

- c.3. Conferences – A meeting shall be conducted with parents/guardians of each child determined to be a truant. This meeting shall occur within ten (10) school days after the child's fourth (4th) unexcused absence within any month or tenth (10th) unexcused absence during the school year. At this meeting, the school shall be represented by an administrator and any other school personnel designated by the principal, e.g. counselor, social worker, teacher, etc. A written record of this meeting shall be taken and filed in the student's cumulative file. A composite record of all such conferences shall be maintained by the principal.
- c.4. Coordination of Services – Principals are authorized to refer families of truant and habitual truant families to community agencies where help may be provided. These approved agencies include:
 - A. Groton Youth and Family Services
 - B. Groton Social Services
 - C. Child and Family Agency of Southeastern Connecticut
 - D. Navy Family Services

In addition, parents/guardians who are also employees of the Groton Public Schools may also be referred to the district's Employee Assistance Program at Lawrence & Memorial Hospital Health Care, Inc. Parents/guardians may be referred to other community agencies with the approval of the superintendent of schools.

- c.5. Reporting – Principals shall file a monthly report of enrollment and attendance with the superintendent of schools. This report shall be file within five (5) school days of the end of each month.

Additionally, principals shall notify the superintendent of schools in writing upon the twentieth (20th) day of unexcused absence during the school year of any student.

- c.6. Tiered Series of Interventions to address attendance – see Addendum A.

III. Attendance Improvement

Each school shall develop and implement a plan to encourage regular and timely attendance at school and to reduce the "cutting" of classes. School plans shall include both incentives to encourage good attendance and appropriate disciplinary measures to discourage poor attendance. Incentives may include, but not be limited to, awards, student privileges, activities of recognition, etc. Disciplinary measures may include, but not be limited to, detention, in-school suspension, after-school suspension, exclusion from co-curricular and athletic activities. Academic grades may not be used for disciplinary purposes. No student's grade shall be reduced nor may any student be automatically dropped from a class solely for poor attendance.

(continued on next page)

Attendance Procedures (continued):

IV. Responsibilities of the Superintendent of Schools

The Superintendent of Schools shall:

- A. File a monthly report of enrollment and attendance with the Board of Education.
- B. File an annual report with the State Department of Education in compliance with C.G.S. 10-198a.
- C. File a written complaint with the superior court for each child determined to be a habitual truant. Such report shall allege that the acts of omissions of the child are such that his/her family is a family with service needs.

Policy Adopted: September 13, 1993
Revised: July 8, 1996

Tiered Series of Interventions To Address Attendance

<u>Strategy</u>	<u>Tier 1</u> <u>Universal</u> <u>Missing Less than</u> <u>10% of School</u> <u>Recommended</u> <u>Action Steps</u>	<u>Tier 2</u> <u>Chronic Absenteeism</u> <u>At Risk of Missing 10-</u> <u>19% of Days Enrolled</u> <u>During the School</u> <u>Year</u> <u>Recommended Action</u> <u>Steps</u>	<u>Tier 3</u> <u>Truancy</u> <u>At Risk of Missing</u> <u>20% or more Days</u> <u>Enrolled During the</u> <u>School Year</u> <u>Recommended</u> <u>Action Steps</u>
A. Monitor Data	<p>Create a school team that reviews PowerSchool attendance data for trends at least once per month.</p> <p>Develop a template for recording information on students identified as approaching chronic absenteeism or truancy.</p> <p>School team will Identify which students require tier 2 or 3 support.</p> <p>Establish a school - based plan for reducing absences based on an analysis of strengths and challenges (barriers to attendance) evidenced in attendance data trends.</p> <p>Share SRBI intervention plans with new schools</p>	<p>Review attendance data at least monthly or more often if necessary to identify trends.</p> <p>Use the template developed to Document students who are approaching 3 unexcused absences per month or 8-9 unexcused absences in one year and monitor their attendance and response to the interventions.</p> <p>Identify appropriate staff members to follow up on recommended action steps</p> <p>Establish a timeline for reporting back to the committee with updates on steps recommended.</p> <p>Review attendance data to identify cause of chronic absences</p> <p>Consider student for Tier 3 Truancy planning</p>	<p>Review attendance data frequently to identify trends and monitor the attendance of the Tier 3 students.</p> <p>Use the template developed to Document students who have 4 or more unexcused absences in one month or 10 or more in one school year and monitor their attendance and response to the interventions.</p> <p>Identify appropriate staff members to follow up on recommended action steps</p> <p>Establish a timeline for reporting back to the committee with updates on steps recommended.</p>

<p>B. Engage Students and Parents School climate encourages students to attend school</p>	<p>Parent outreach before school starts to reinforce the importance of attendance.</p> <p>Attendance policy is posted in the school's parent/student handbook.</p> <p>Automatic phone calls home daily when students are absent and no indication has been received by the school.</p> <p>Attendance Information shared with families at Open House including: how to report absence, expectations of attendance, policy, Attendance Works flyers, & law</p> <p>Monthly School Newsletters include attendance information for parent education</p> <p>Recognition of students who meet their goal (quarter/ trimester/ monthly/ week) in newsletters and in morning announcements</p> <p>Offer after school programs to engage students</p> <p>Enrichment activities: field trips, speakers, assemblies, dances, incentives, etc.</p> <p>Create visuals that reflect attendance messaging and post outside or in the foyer of the school</p>	<p>Parent Letter #1: Sent to Parents of students who have 4 unexcused absences in one month within 10 school days after the 4th unexcused absence. Letter outlines attendance policy including future absences can be excused by note (see policy above) and requests meeting with parent. Copy of letter added to student cumulative file and cc'd to school Principal.</p> <p>Parent Letter #2: Sent to Parents of students who have 10 unexcused absences in a school year within 10 school days after the 10th unexcused absence. Letter outlines attendance policy including future absences can be excused by note (see policy above) and requests meeting with parent. Copy of letter added to student cumulative file and cc'd to school Principal.</p> <p>If parent fails to respond to the written request for a meeting, a school representative shall contact parent via telephone to request a meeting.</p> <p>Develop an attendance plan at the parent meeting. Document the plan in writing after the meeting and distribute to all parties involved. Include a copy of the plan in the student's cumulative file.</p> <p>Staff document parent contact via PS entry log.</p> <p>After second parent cancellation or second failed attempt to contact the parent, notify parent that the team will be meeting to create attendance plan regardless of whether or not the parent</p>	<p>Parent Letter #3: Sent to Parents of students who have 10 or more unexcused absences in one year at monthly intervals. Letter outlines attendance policy including future absences can be excused by note (see policy above) and requests meeting with parent. Copy of letter added to student cumulative file and cc'd to school Principal & Superintendent.</p> <p>The Superintendent is notified in writing of Students who have 20 or more Unexcused absences. Schedule a meeting with the parent, students, school staff. Consider inviting the superintendent. Also consider inviting a student support staff member to the meeting.</p> <p>Develop an attendance plan at the parent meeting. Document the plan in writing after the meeting and distribute to all parties involved. Include a copy of the plan in the student's cumulative file.</p> <p>After second parent cancellation or second failed attempt to contact the parent, notify parent that the team will be meeting to create attendance plan regardless of whether or not the parent attends. Send parent copy of attendance plan.</p> <p>Assess student & family needs to identify outreach;</p>
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	<p>Opportunities for parental engagement & involvement</p> <p>Displays visuals to promote attendance expectations for students and parents</p>	<p>attends. Send parent copy of attendance plan.</p> <p>Consider a Referral to the school's SRBI team for interventions</p> <p>Personal contact with parents of students who have history of absences at Open House</p> <p>Encourage teachers in helping to reach out to chronically absent students</p> <p>Identify family needs (food pantry, clothes, clean clothes, mentoring, etc.</p> <p>Identify if academic deficiencies are a cause of absences. Assist the student to make up work.</p> <p>Discuss a referral to Youth Service Bureau with parent</p>	<p>provide list of community agencies.</p> <p>If family is connected to agency, have release signed to coordinate services.</p> <p>Share attendance data with agencies if permission is provided</p> <p>Consider an Initial Referral to the Planning and Placement Team</p> <p>Recommend a Wellness check with the SRO</p> <p>Consider a Home visit</p> <p>Consider a referral to the Juvenile Review Board</p> <p>Consider providing Homebound Instruction</p> <p>Consider a modified schedule</p> <p>Involve SRO</p> <p>For military families, consult with Military School Liaison Officer or other designated Point of Contact</p> <p>Student contract</p> <p>Consider completing Youth Service Bureau Referral (parent permission required to release information)</p> <p>Consider referral to DCF</p>
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C. Recognize Good & Improved Attendance	<p>Notation on report card for excellent attendance recognition</p> <p>Friendly competition among classrooms for meeting attendance goals</p> <p>School based rewards/ recognition of meeting student attendance goals</p> <p>Recognize students & parents at special assemblies</p>	<p>Development of student contract to establish individual student goals- recognize students as goals are met</p> <p>Engage students in tracking their daily attendance</p> <p>Identify barriers and develop strategies to address</p> <p>Provide Incentives to students who meet attendance goals. plans- include student/ parent input</p>	<p>Provide a daily incentive for attendance</p> <p>Daily parent communication to monitor attendance</p> <p>Incorporate appropriate positive reinforcements into plans for supporting the student's improved attendance</p>
D. Provide Personalized Early Outreach	<p>Call home each day student is absent</p> <p>Continue to communicate attendance information to parents</p> <p>Meet with new families in district to make sure they understand the attendance policies</p> <p>Integrate information about chronic absence into parent newsletters and on school websites</p>	<p>Assign student an attendance buddy to check in with the student and provide friendship</p> <p>Daily check-in & out with school staff member</p> <p>Recruit students for after school activities</p> <p>If parents do not answer, call emergency contacts</p> <p>Meet with student (secondary level)</p> <p>Work with students & families to develop strategies for improved attendance</p> <p>Contact parent to discuss a potential referral to the school's Section 504 Team.</p>	<p>Assigned personnel follows up with family</p> <p>Development of an attendance contract</p> <p>Conduct a Home Visit</p> <p>Contact School Resource Officer for Well Child Check or to verify residency</p> <p>Ensure continued positive & regular contact with family</p> <p>Accompany student and parent to intake appointment for mental health services</p> <p>Contact parent to discuss a potential referral to the school's planning and placement team.</p>

E. Remove barriers to attendance	<p>School breakfast program to address hunger and nutrition needs</p> <p>Clothing drive for winter clothing</p> <p>Adoption of school climate initiatives aimed at restorative practices to improve school climate</p> <p>Review your school's environment to assess the extent that it is welcoming</p> <p>Access to School Based Health Care Centers for flu shots and required vaccinations</p>	<p>Identify barriers to attendance: School bus, parent transportation, walking, health or housing.</p> <p>Involve school nurse with follow-up on medical related absences</p> <p>Connect families with school-based health care center</p>	<p>Connect students to mental health providers both in the community and in the School Based Health Care Center</p> <p>Seek parental consent for informal counseling for 6-8 weeks with school psychologist, school social worker, or school counselor</p>
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**GROTON PUBLIC SCHOOLS
GROTON, CONNECTICUT**

POLICY

P 5131

Students

Conduct

Areas of Responsibility

1. Board of Education

The Board of Education holds the certified personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school.

2. Superintendent

The Superintendent will oversee the necessary policies, procedures, rules, and regulations not inconsistent with applicable provisions of law to render effective the policies of the Board of Education relating to standards of student behavior.

3. Principal

The principal may implement necessary procedures and rules and regulations not inconsistent with applicable provisions of law to render effective the policies of the Board of Education relating to standards of student behavior. The principal may involve representatives of all areas of school personnel, students, parents, and citizens of the community.

4. Teachers

Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher's control.

5. Parents

Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful and chronic misbehavior of their children.

(continued over)

Students**Conduct****6. Students**

Students shall be properly instructed in rules and regulations of acceptable conduct; they shall then be responsible for understanding and complying with the standards of behavior described herein. Any student who fails to comply with these rules and regulations concerning student behavior is liable to suspension, in-school suspension, or expulsion.

Notification of Behavior Code

The Board of Education shall, at the beginning of each school year, notify the parent or guardian of minor students in the district of the rules of the district pertaining to student discipline by means of distribution of the student handbook or otherwise.

The principal of each school shall take steps to ensure that all rules pertaining to the discipline of students are communicated to students at the beginning of each school year and to transfer students at the time of their enrollment in the school.

Refer to P 5114 Suspension/Expulsion: Due Process

Legal References: Connecticut General Statutes
52-572 Parental Liability for torts of minors. Damage defined.

Policy Adopted: July 1979
Policy Revised: September 1986
Policy Revised: April 11, 1994

POLICY

P 5144.1

GROTON PUBLIC SCHOOLS
GROTON, CONNECTICUT

Students

Physical Restraint (Replaced with P 5223)

~~Physical force may not be used as a disciplinary measure.~~

~~Should a student become disruptive, reasonable physical force may be used, to the extent that a teacher or other person entrusted with the care and supervision of a minor for school purposes believes it necessary to:~~

- ~~A. Protect him/herself or others from immediate physical injury.~~
- ~~B. Obtain possession of a dangerous instrument or controlled substance, upon or within the control of such student.~~
- ~~C. Protect property from physical damage.~~
- ~~D. Restrain a student or remove student to another area to maintain order.~~

~~Legal Reference: ——— Connecticut General Statutes~~

~~————— 53a-18 Use of reasonable physical force or deadly physical force~~
~~————— generally; defense by teachers and certain other persons.~~

Policy Adopted: July 11, 1994