

**GROTON BOARD OF EDUCATION
REGULAR MEETING
MONDAY, AUGUST 26, 2019 @ 6:00 P.M.
TOWN HALL ANNEX, CR 1**

Mission Statement: Our mission is teaching and learning.

Board Goals: (1) Provide Dynamic Rigorous Curriculum, (2) Ensure Effective and Engaging Instruction,
(3) Embrace Excellent Learning Environment

AGENDA

I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Recognition and Participation of Visitors and Delegations
- C. Comments from Citizens re: Agenda Items and Other Subjects of Concern That Lie Within the Jurisdiction of the Board of Education - This is the portion of the agenda where the Board welcomes comments from citizens. Each presentation should be limited to five minutes or less, and citizens should, if possible, submit written comments. Presentations should be related to matters pertinent to Groton. Board members will only ask questions in order to clarify the speaker's presentation and cannot respond during the Comments from Citizens' portion of the Board meeting. Citizens should make their presentations from the podium and state their names and addresses for the record.

II. RESPONSE TO COMMENTS FROM CITIZEN

III. STUDENT REPRESENTATIVE REPORT

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

- A. Superintendent Report
 - 1. School Opening Report
 - 2. Update on proposed FY 21 CIP
 - 3. Treehouse Presentation
 - 4. Update re: FHS post-graduation party
- B. Reports and Information from the Staff
 - 1. Assistant Superintendent
 - 2. Business Manager Report
 - Object Code Summary (Attachment #1)
 - Health Insurance Report
 - 3. Director of Buildings and Grounds
 - Groton 2020
 - Update re: water testing
 - Update re: NEA air quality

V. COMMITTEE REPORTS

- | | |
|-----------------------|------------------------|
| A. Policy | D. Other: |
| B. Curriculum | - Negotiations |
| C. Finance/Facilities | - LEARN |
| | - BoE/TCC/RTM Liaison |
| | - BoE/AGSA/GEA Liaison |
| | - Trails Liaison |
| | - Groton Scholarship |

VI. ACTION ITEMS

- A. Consent Agenda – all matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. Points of clarification will be allowed.
1. Approval of the Regular Meeting minutes of July 22, 2019 (Attachment #2)
 2. Approval of Gifts
 - United Way has made a donation of 200 headphones/ear buds, for use with standardized testing, to the Groton Public Schools.
 - Union Baptist Church has made a donation of \$825.00 to be used for the 2019-2020 Breakfast Bags program at Claude Chester School.
- B. Old Business
- C. New Business
1. Discussion and possible action regarding 2019-2020 Tuition Rates (Attachment #3)

MOTION: To approve the 2019-2020 Tuition Rates
 2. Discussion and possible action regarding budget function transfers

MOTION: To approve the budget function transfer for the FY20 Fitch High School site budget
 3. Discussion and possible action regarding a first reading of policy P 5141.31 Physical Examinations – Students (Attachment #4)

MOTION: To approve as a first reading of policy P 5141.31 Physical Examinations – Students
 4. Discussion and possible action regarding a first reading of policy P 4118.5 Acceptable Computer Network Use and regulations R 4118.5 Acceptable Computer Network Use Form (Attachment #5)

MOTION: To approve as a first reading of policy P 4118.5 Acceptable Computer Network Use and regulations R 4118.5 Acceptable Computer Network Use Form

5. Discussion and possible action regarding a first reading of policy P 4118.4 Appropriate Technology Use and regulations R 4118.4 Appropriate Technology Use (Attachment #6)

MOTION: To approve as a first reading of policy P 4118.4 Appropriate Technology Use and regulations R 4118.4 Appropriate Technology Use

6. Discussion and possible action regarding a first reading of policy P 6141.3271 Voice Assistance Devices (Attachment #7)

MOTION: To approve as a first reading of policy P 6141.3271 Voice Assistance Devices

VII. INFORMATION AND PROPOSALS (Non-Action Items)

- A. Letters, communications, and comments by Board members on meeting items and any other items in their jurisdiction.

VIII. ADVANCE PLANNING

- A. Future Meeting Dates and Calendar Items for Board Attention

Sept. 3, 2019	Policy	C.O., Rm. 5	5:00 p.m.
Sept. 9, 2019	COW	C.O., Rm. 11	6:00 p.m.
Sept. 16, 2019	Special Curriculum	C.O., Rm. 5	5:00 p.m.
Sept. 16, 2019	COW	C.O., Rm. 11	6:00 p.m.
Sept. 19, 2019	Groton Scholarship	FHS	5:00 p.m.
Sept. 23, 2019	BoE Meeting	THA, CR 1	6:00 p.m.

MEETING DATES WITH TOWN BODIES

Sept. 4, 2019	TCC/RTM/BoE	C.O., Rm. 11	5:30 p.m.
Sept. 5, 2019	PSBC	THA, CR 2	6:00 p.m.
Sept. 19, 2019	PSBC	THA, CR 2	6:00 p.m.

- B. Suggested Agenda Items

IX. ADJOURNMENT

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
8/21/19 3:16 PM									
Account	Object #s	FY20 Budget 2018-2019	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 08/21/2019	Under/(Over)
Salaries									
1 Administrators	105-108	4,285,962	656,091	3,726,107	4,382,198	(96,236)	(2.2%)	4,319,640	(33,678)
2 Teachers	101-104, 109, 123-127	34,948,037	45,855	0	45,855	34,902,182	99.9%	35,010,553	(62,516)
3 Non-Cert Aides	110-111, 130-131, 136, 139	3,453,175	51,818	0	51,818	3,401,357	98.5%	3,473,881	(20,706)
4 Substitute - Cert & Non-Cert	120-121	952,083	0	0	0	952,083	100.0%	952,083	0
5 Clerical	112-114, 132-134, 144	1,836,139	194,181	985,227	1,179,408	656,731	35.8%	1,836,139	0
6 Custodial/Maintenance/Techs	117-118, 129, 137-138, 147-148	3,501,382	438,496	343,284	781,781	2,719,601	77.7%	3,501,382	0
7 Campus Security/Supervision	128	94,640	0	0	0	94,640	100.0%	94,640	0
8 Total Salaries	100	49,071,418	1,386,442	5,054,618	6,441,060	42,630,358	86.9%	49,188,317	(116,899)
Benefits									
9 Health Insurance	201-202	8,127,848	1,505,569	0	1,505,569	6,622,279	81.5%	8,127,848	0
10 Workers Comp & Town Pension	211, 213	934,557	0	0	0	934,557	100.0%	934,557	0
11 Social Security & Medicare	212, 214	1,409,823	147,130	0	147,130	1,262,693	89.6%	1,417,459	(7,636)
12 Other Benefits	222-227	262,000	26,835	0	26,835	235,165	89.8%	207,509	54,491
13 Total Benefits	200	10,734,228	1,679,534	0	1,679,534	9,054,694	84.4%	10,687,373	46,855
Purchased Services									
14 Instructional Services	321-324	150,979	64,490	495	64,985	85,994	57.0%	153,156	(2,177)
15 Professional Services	331	204,726	18,201	1,632	19,833	184,893	90.3%	204,726	0
16 Other Prof Services	332	615,797	29,406	0	29,406	586,391	95.2%	615,797	0
17 OT & PT Services	333	603,231	0	0	0	603,231	100.0%	603,231	0
18 Legal	334	85,000	0	0	0	85,000	100.0%	85,000	0
19 Athletic Officials & Other Athletic Serv	341-342	79,200	15,835	7,209	23,044	56,156	70.9%	79,200	0
20 Computer Network Services	343	125,453	35,543	46,950	82,493	42,960	34.2%	125,453	0
21 Total Purchased Services	300	1,864,386	163,475	56,286	219,762	1,644,624	88.2%	1,866,563	(2,177)
Property Services									
22 Water & Sewer	410-411	98,326	2,538	0	2,538	95,788	97.4%	98,326	0
23 Trash & Snow Removal	421-422	176,000	5,063	77,556	82,618	93,382	53.1%	176,000	0
24 Repair/Maintenance	430-435, 490-491, 499	461,150	58,044	55,552	113,596	347,554	75.4%	464,403	(3,253)
25 Rental	441	84,468	7,593	37,964	45,557	38,911	46.1%	84,468	0
26 Total Property Services	400	819,944	73,238	171,072	244,310	575,634	70.2%	823,197	(3,253)
Transportation, Insurance, Communications, Tuition									
27 Transportation: Schools	510-513	4,767,335	5,312	0	5,312	4,762,023	99.9%	4,767,335	0
28 Transportation: Student Activities	587-596	165,150	3,383	16,977	20,361	144,789	87.7%	168,431	(3,281)
29 Transportation: Staff	580-584	108,220	4,482	449	4,931	103,289	95.4%	108,301	(81)
30 Insurance	522, 525	293,913	289,770	0	289,770	4,143	1.4%	289,770	4,143
31 Communications	530-552	126,647	6,934	229	7,163	119,484	94.3%	126,647	0
32 Tuition: Special Education	561-563, 566	4,550,000	13,445	112,497	125,942	4,424,058	97.2%	4,550,000	0
33 Tuition: Other	564-567	1,350,000	207,000	0	207,000	1,143,000	84.7%	1,347,000	3,000
34 Total Trans, Ins, Comm, Tuition	500	11,361,265	530,326	130,153	660,479	10,700,786	94.2%	11,357,484	3,781
Supplies									
35 Instructional Supplies	601-609, 613-619, 622-623, 626	543,546	13,828	66,994	82,822	460,724	84.8%	431,714	111,832
36 Computer Supplies	610-612	612,059	243,775	219,814	463,589	148,470	24.3%	660,743	(48,684)
37 Electricity & Heating	631-633	1,329,186	60,930	4,015	64,945	1,264,241	95.1%	1,317,568	11,618
38 Transportation Supplies	634, 656	308,068	7,949	1,600	9,549	298,519	96.9%	308,068	0
39 Textbooks & Library Books	640-642, 645, 647	205,380	505	21,561	22,067	183,313	89.3%	216,055	(10,675)
40 Facility/Maintenance Supplies	650, 652-655, 657, 659	364,974	42,318	4,100	46,419	318,555	87.3%	316,051	48,924
41 Other Supplies (staff dev., etc.)	621, 624-627, 660	64,455	3,582	1,728	5,310	59,145	91.8%	65,307	(852)
42 Total Supplies	600	3,427,668	372,888	321,812	694,700	2,732,968	79.7%	3,315,504	112,164
Equipment									
43 Instructional Equipment	730, 735	52,365	372	8,109	8,481	43,884	83.8%	58,474	(6,109)
44 Non-Instructional Equip	731, 736	30,250	0	0	0	30,250	100.0%	1,287	28,963
45 Total Equipment	700	82,615	372	8,109	8,481	74,134	89.7%	59,761	22,854
46 Total Dues & Fees	800	76,566	46,528	9,879	56,407	20,159	26.3%	76,566	0
47 GRAND TOTAL		77,438,090	4,252,803	5,751,930	10,004,733	67,433,357	87.1%	77,374,766	63,324

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
8/21/19 3:16 PM									
Account	Object #s	FY20 Budget 2018-2019	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 08/21/2019	Under/(Over)
Salaries									
Administrators									
48 Admin	105	1,014,569	151,296	836,691	987,987	26,582	2.6%	1,015,355	(786)
49 Principals	106	1,391,250	211,647	1,309,860	1,521,507	(130,257)	(9.4%)	1,438,094	(46,844)
50 Asst. Principals	107	1,756,784	274,170	1,475,175	1,749,345	7,439	0.4%	1,742,832	13,952
51 Dean	108	123,359	18,978	104,381	123,359	0	0.0%	123,359	-
52		4,285,962	656,091	3,726,107	4,382,198	(96,236)	(2.2%)	4,319,640	(33,678)
Teachers									
53 Classroom Teachers	101	24,699,135	35,273	0	35,273	24,663,862	99.9%	24,768,096	(68,961)
54 Sp.Ed Certified	102	7,513,477	(4,580)	0	(4,580)	7,518,057	100.1%	7,505,032	8,445
55 Media Specialist	103	725,018	0	0	0	725,018	100.0%	725,018	-
56 Guidance	104	1,050,760	2,714	0	2,714	1,048,046	99.7%	1,050,760	-
57 Athletic Director	109	11,769	0	0	0	11,769	100.0%	11,769	-
58 Summer School	123	7,981	7,825	0	7,825	156	2.0%	7,981	-
59 Adult Ed	124	37,121	0	0	0	37,121	100.0%	37,121	-
60 Tutors	125	490,096	4,622	0	4,622	485,474	99.1%	490,096	-
61 Coach Stipends	126	333,907	0	0	0	333,907	100.0%	333,907	-
62 Other Student Activities	127	78,773	0	0	0	78,773	100.0%	80,773	(2,000)
63		34,948,037	45,855	0	45,855	34,902,182	99.9%	35,010,553	(62,516)
Non-Cert Aides									
64 Reg Ed Teacher Aides - Kindergarten	110 & 130	398,996	0	0	0	398,996	100.0%	431,992	(32,996)
65 Sp.Ed Aides - Para I	111	823,184	0	0	0	823,184	100.0%	935,549	(112,365)
66 Sp.Ed Aides - Para II	131	1,828,649	20,438	0	20,438	1,808,211	98.9%	1,703,994	124,655
67 School Bus Aides	136	394,146	26,016	0	26,016	368,130	93.4%	394,146	-
68 Other Aides	139	8,200	5,364	0	5,364	2,836	34.6%	8,200	-
69		3,453,175	51,818	0	51,818	3,401,357	98.5%	3,473,881	(20,706)
Substitute									
70 Substitute Sp.Ed Certified	121	80,000	0	0	0	80,000	100.0%	80,000	-
71 Substitute Reg.Ed Certified	120	872,083	0	0	0	872,083	100.0%	872,083	-
72		952,083	0	0	0	952,083	100.0%	952,083	0
Clerical									
73 Clerical	112/113/114/132/133/134/143/144	1,836,139	194,181	985,227	1,179,408	656,731	35.8%	1,836,139	0
Custodial/Maintenance/Techs									
74 Custodial	117 & 137	1,897,867	237,894	60,778	298,672	1,599,195	84.3%	1,897,867	-
75 Maintenance	118 & 138	805,481	104,713	61,624	166,336	639,145	79.3%	805,481	-
76 Technicians	129 & 149	692,668	94,028	220,883	314,910	377,758	54.5%	692,668	-
77 Custodial Overtime	147	86,292	1,608	0	1,608	84,684	98.1%	86,292	-
78 Maintenance Overtime	148	19,074	254	0	254	18,820	98.7%	19,074	-
79		3,501,382	438,496	343,284	781,781	2,719,601	77.7%	3,501,382	0
Security									
80 Security/Supervision	128	94,640	0	0	0	94,640	100.0%	94,640	-
81 Total Salaries		49,071,418	1,386,442	5,054,618	6,441,060	42,630,358	86.9%	49,188,317	(116,899)
Benefits									
Health Insurance									
82 Group Ins. Prof	201	6,235,419	1,395,590	0	1,395,590	4,839,829	77.6%	6,235,419	-
83 Group Ins. Other	202	1,892,429	109,979	0	109,979	1,782,450	94.2%	1,892,429	-
84		8,127,848	1,505,569	0	1,505,569	6,622,279	81.5%	8,127,848	0
Workers Comp & Town Pension									
85 Worker's Compensation	211	530,857	0	0	0	530,857	100.0%	530,857	-
86 Town Pension	213	403,700	0	0	0	403,700	100.0%	403,700	-
87		934,557	0	0	0	934,557	100.0%	934,557	0
Social Security & Medicare									
88 Social Security	212	698,287	55,116	0	55,116	643,171	92.1%	702,760	(4,473)
89 Medicare	214	711,536	92,014	0	92,014	619,522	87.1%	714,700	(3,164)
90		1,409,823	147,130	0	147,130	1,262,693	89.6%	1,417,459	(7,636)
Other Employee Benefits									
91 Retirement Awards	222	105,000	14,423	0	14,423	90,577	86.3%	50,509	54,491
92 Unemployment	223	50,000	0	0	0	50,000	100.0%	50,000	-
93 Tuition Reimb Certified	224	106,000	12,412	0	12,412	93,588	88.3%	106,000	-
95 Mentor Stipend	227	1,000	0	0	0	1,000	100.0%	1,000	-
96		262,000	26,835	0	26,835	235,165	89.8%	207,509	54,491
97 Total Benefits		10,734,228	1,679,534	0	1,679,534	9,054,694	84.4%	10,687,373	46,855

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
8/21/19 3:16 PM									
Account	Object #s	FY20 Budget 2018-2019	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 08/21/2019	Under/(Over)
Purchased Services									
Instructional Services									
98 Instructional Services	321 & 323	116,179	57,457	0	57,457	58,722	50.5%	118,356	(2,177)
99 Instruct Improvement Services	322 & 324	34,800	7,033	495	7,528	27,272	78.4%	34,800	-
100		150,979	64,490	495	64,985	85,994	57.0%	153,156	(2,177)
Professional Services									
101 Professional Services	331	204,726	18,201	1,632	19,833	184,893	90.3%	204,726	-
102 Other Professional Services	332	615,797	29,406	0	29,406	586,391	95.2%	615,797	-
103 OT & PT Services	333	603,231	0	0	0	603,231	100.0%	603,231	-
104 Legal Services	334	85,000	0	0	0	85,000	100.0%	85,000	-
105		1,508,754	47,608	1,632	49,239	1,459,515	96.7%	1,508,754	0
Athletic Officials & Other Athletic Services									
106 Athletic Officials	341	65,200	15,035	0	15,035	50,165	76.9%	65,200	-
107 Other Athletic Services	342	14,000	800	7,209	8,009	5,991	42.8%	14,000	-
108		79,200	15,835	7,209	23,044	56,156	70.9%	79,200	0
Computer Network Services									
109 Computer Network Services	343	125,453	35,543	46,950	82,493	42,960	34.2%	125,453	-
110 Total Purchased Services		1,864,386	163,475	56,286	219,762	1,644,624	88.2%	1,866,563	(2,177)
Property Services									
Water/Sewer									
111 Water	410	64,559	2,538	0	2,538	62,021	96.1%	64,559	-
112 Sewer	411	33,767	0	0	0	33,767	100.0%	33,767	-
113		98,326	2,538	0	2,538	95,788	97.4%	98,326	0
Trash & Snow Removal									
114 Trash Removal	421	84,500	5,063	77,556	82,618	1,882	2.2%	84,500	-
115 Snow Removal	422	91,500	0	0	0	91,500	100.0%	91,500	-
116		176,000	5,063	77,556	82,618	93,382	53.1%	176,000	0
Repair/Maintenance									
117 Equipment Repairs	430	107,419	3,616	8,297	11,913	95,506	88.9%	110,672	(3,253)
118 Grounds Repairs	431	155,682	42,856	19,965	62,821	92,861	59.6%	155,682	-
119 General Bldg Repairs	432	50,408	1,973	4,900	6,873	43,536	86.4%	50,408	-
120 Painting	433	8,932	3,480	2,636	6,116	2,816	31.5%	8,932	-
121 Heat & Plumbing	434	45,382	2,318	0	2,318	43,064	94.9%	45,382	-
122 Electrical	435	11,829	732	0	732	11,097	93.8%	11,829	-
123 Extermination Services	490	12,147	1,154	9,393	10,547	1,600	13.2%	12,147	-
124 Bldg Fire Protection	491	45,444	483	8,777	9,260	36,184	79.6%	45,444	-
125 Other Purch Services	499	23,907	1,432	1,585	3,017	20,890	87.4%	23,907	-
126		461,150	58,044	55,552	113,596	347,554	75.4%	464,403	(3,253)
Rental									
127 Rental	441	84,468	7,593	37,964	45,557	38,911	46.1%	84,468	-
128 Total Property Services		819,944	73,238	171,072	244,310	575,634	70.2%	823,197	(3,253)
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
129 Reg.Ed Pupil Transportation	510 & 516	2,882,845	0	0	0	2,882,845	100.0%	2,882,845	-
130 Sp.Ed - Trans - STA	511	981,394	0	0	0	981,394	100.0%	981,394	-
131 Sp.Ed - Trans - Curtin	512	891,096	5,010	0	5,010	886,086	99.4%	891,096	-
132 Pupil Transp Reimbursement	513	12,000	303	0	303	11,697	97.5%	12,000	-
133		4,767,335	5,312	0	5,312	4,762,023	99.9%	4,767,335	0
Transportation: Other									
134 Transportation - Athletics	587	103,900	508	12,000	12,508	91,392	88.0%	105,516	(1,616)
135 Transportation - Field Trips	588	32,060	0	4,978	4,978	27,082	84.5%	32,901	(841)
136 Entry Fees - Athletics	591 & 592	14,910	2,875	0	2,875	12,035	80.7%	15,735	(825)
137 Admission Fees	595	14,280	0	0	0	14,280	100.0%	14,280	-
138		165,150	3,383	16,977	20,361	144,789	87.7%	168,431	(3,281)
Transportation: Staff									
140 Travel - Education	580 & 581	10,650	0	0	0	10,650	100.0%	10,650	-
141 Travel - Admin	582 & 583	30,500	4,239	0	4,239	26,261	86.1%	30,500	-
142 Travel - Conferences	584	67,070	242	449	691	66,379	99.0%	67,151	(81)
143		108,220	4,482	449	4,931	103,289	95.4%	108,301	(81)
Liability & Accident Insurance									
144 Liability Insurance	522	278,041	275,360	0	275,360	2,681	1.0%	275,360	2,681
145 Accident Insurance	525	15,872	14,410	0	14,410	1,462	9.2%	14,410	1,462
146		293,913	289,770	0	289,770	4,143	1.4%	289,770	4,143

Groton Public Schools

Date prep: 8/21/19 3:16 PM		FY20 Budget Summary Review							
Account	Object #s	FY20 Budget 2018-2019	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 08/21/2019	Under/(Over)
Communications									
147 Telephone, Telephone Repairs	530	67,197	2,443	0	2,443	64,754	96.4%	67,197	-
148 Postage	531	39,450	3,795	229	4,024	35,426	89.8%	39,450	-
149 Advertisement	540	5,000	696	0	696	4,304	86.1%	5,000	-
150 Minority Recruitment	541	5,000	0	0	0	5,000	100.0%	5,000	-
151 Printing Admin	550	5,500	0	0	0	5,500	100.0%	5,500	-
152 School Publications	551 & 552	4,500	0	0	0	4,500	100.0%	4,500	-
153		126,647	6,934	229	7,163	119,484	94.3%	126,647	0
Tuition: Special Education									
154 Sp Ed Vocational	561	450,000	0	3,935	3,935	446,065	99.1%	450,000	-
155 Sp Ed BoE Placements	562	2,250,000	10,489	98,400	108,889	2,141,111	95.2%	2,250,000	-
156 Sp Ed State Placements	563	600,000	0	6,610	6,610	593,390	98.9%	600,000	-
157 Sp Ed Magnet Choice	568	1,250,000	2,956	3,552	6,508	1,243,492	99.5%	1,250,000	-
158		4,550,000	13,445	112,497	125,942	4,424,058	97.2%	4,550,000	0
Tuition: Other									
159 Adult Ed	564	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
160 Magnet Tuition	566	1,000,000	0	0	0	1,000,000	100.0%	1,000,000	-
161 Vo Ag Reg Ed Tuition	567	140,000	0	0	0	140,000	100.0%	140,000	-
162		1,350,000	207,000	0	207,000	1,143,000	84.7%	1,347,000	3,000
163 Total Transportation, Insurance, Communication, Tuition		11,361,265	530,326	130,153	660,479	10,700,786	94.2%	11,357,484	3,781
Supplies									
Instructional Supplies									
164 General Classroom	601	198,311	3,936	8,595	12,532	185,779	93.7%	79,811	118,500
165 Science	602	34,275	63	9,118	9,181	25,094	73.2%	34,275	-
166 Arts & Crafts	603	21,360	0	10,256	10,256	11,104	52.0%	21,360	-
167 Phys. Ed	604	7,925	831	1,758	2,590	5,335	67.3%	9,683	(1,758)
168 Music	605	18,000	1,207	2,883	4,090	13,910	77.3%	18,204	(204)
169 Kindergarten	606	3,250	971	353	1,325	1,925	59.2%	4,075	(825)
170 Pupil Tests	607	54,500	4,380	14,693	19,073	35,427	65.0%	57,512	(3,012)
171 Tech. Ed	609	8,500	931	5,130	6,061	2,440	28.7%	8,561	(61)
172 Home Ec Supplies	613	13,000	104	0	104	12,896	99.2%	13,000	-
173 Sp Ed Supplies	615	56,300	1,288	1,248	2,536	53,764	95.5%	56,300	-
174 Athletic Supplies	616	67,250	0	11,170	11,170	56,080	83.4%	67,834	(584)
175 Math Supplies	617	16,500	0	2,693	2,693	13,807	83.7%	16,725	(225)
176 Health Supplies	618	1,650	0	0	0	1,650	100.0%	1,650	-
177 Other Supplies	619	3,000	0	581	581	2,419	80.6%	3,000	-
178 Health Serv Pathogen	622	6,000	0	0	0	6,000	100.0%	6,000	-
179 School Library Supplies	623	5,000	0	412	412	4,588	91.8%	5,000	-
180 Food, Drink, Snacks	628	28,725	116	104	220	28,505	99.2%	28,725	-
181		543,546	13,828	68,994	82,822	460,724	84.8%	431,714	111,832
Computer Supplies									
182 Computer Supplies	610 & 611	113,575	8,518	33,964	42,482	71,093	62.6%	113,575	-
183 Software	612	498,484	235,257	185,850	421,107	77,377	15.5%	547,168	(48,684)
184		612,059	243,775	219,814	463,589	148,470	24.3%	660,743	(48,684)
Electricity & Heating									
185 Electricity	631	896,572	55,240	4,015	59,255	837,317	93.4%	896,572	-
186 Propane/Natural Gas	632	200,249	5,690	0	5,690	194,559	97.2%	200,249	-
187 Heating Oil	633	232,365	0	0	0	232,365	100.0%	220,747	11,618
188		1,329,186	60,930	4,015	64,945	1,264,241	95.1%	1,317,568	11,618
Transportation Supplies									
189 Diesel for School Buses	634	266,960	7,949	0	7,949	259,011	97.0%	266,960	-
190 Gas for Maintenance	656	41,108	0	1,600	1,600	39,508	96.1%	41,108	-
191		308,068	7,949	1,600	9,549	298,519	96.9%	308,068	0
Textbooks & Library Books									
192 Textbooks	640	148,175	505	13,814	14,319	133,856	90.3%	154,917	(6,742)
193 Workbooks	641	33,475	0	7,476	7,476	25,999	77.7%	37,407	(3,932)
194 Textbook Rebind	642	250	0	0	0	250	100.0%	250	-
195 Library Books	645	18,267	0	71	71	18,196	99.6%	18,267	-
196 Periodicals	647	5,213	0	201	201	5,012	96.1%	5,213	-
197		205,380	505	21,561	22,067	183,313	89.3%	216,055	(10,675)

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
8/21/19 3:16 PM									
Account	Object #s	FY20 Budget 2018-2019	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 08/21/2019	Under/(Over)
Facility/Maintenance Supplies									
198 Equipment Repair	650	28,504	598	1,032	1,629	26,875	94.3%	28,504	-
199 Grounds Supplies	651	18,490	1,750	84	1,835	16,655	90.1%	18,490	-
200 General Bldg Repair	652	65,771	13,539	374	13,914	51,857	78.8%	65,771	-
201 Painting	653	1,704	2,391	858	3,250	(1,546)	(90.7%)	3,250	(1,546)
202 Heat & Plumbing	654	33,387	7,771	0	7,771	25,616	76.7%	33,387	-
203 Electrical	655	29,590	8,060	1,404	9,464	20,126	68.0%	29,590	-
204 Safety Supplies	657 & 659	11,910	5,000	0	5,000	6,910	58.0%	11,844	66
205 Custodial Supplies	658	175,618	3,209	347	3,556	172,062	98.0%	125,215	50,403
206		364,974	42,318	4,100	46,419	318,555	87.3%	316,051	48,924
Other Supplies									
207 Sup Serv Guild Imp Ins	621	19,000	474	87	561	18,439	97.0%	19,000	-
208 Audio Visual	624 & 625	6,752	1,395	0	1,395	5,357	79.3%	8,147	(1,395)
209 General Admin Supplies	626	13,610	724	165	889	12,721	93.5%	13,067	543
210 School Admin Supplies	627	10,718	565	1,120	1,685	9,033	84.3%	10,718	-
211 Professional Materials	690	14,375	424	356	780	13,595	94.6%	14,375	-
212		64,455	3,582	1,728	5,310	59,145	91.8%	65,307	(852)
213 Total Supplies		3,427,668	372,888	321,812	694,700	2,732,968	79.7%	3,315,504	112,164
Equipment									
Instructional Equipment									
214 Replace Instr Equip	730	26,475	372	0	372	26,103	98.6%	26,475	-
215 Add Instr Equipment	735	25,890	0	8,109	8,109	17,781	68.7%	31,999	(6,109)
216		52,365	372	8,109	8,481	43,884	83.8%	58,474	(6,109)
Non-Instructional Equipment									
217 Replace Non-Instr Equipment	731	30,000	0	0	0	30,000	100.0%	1,037	28,963
218 Add Non-Instr Equipment	736	250	0	0	0	250	100.0%	250	-
219		30,250	0	0	0	30,250	100.0%	1,287	28,963
220 Total Equipment		82,615	372	8,109	8,481	74,134	89.7%	59,761	22,854
Dues - Fees									
Dues/Fees									
221 Dues BoE	810	25,541	20,591	0	20,591	4,950	19.4%	25,541	-
222 General Admin Dues	811	17,750	10,363	309	10,672	7,078	39.9%	17,750	-
223 School Admin Dues	812	29,900	12,954	9,570	22,524	7,376	24.7%	29,900	-
224 Other Dues	819	3,375	2,620	0	2,620	755	22.4%	3,375	-
225 Total Dues/Fees		76,566	46,528	9,879	56,407	20,159	26.3%	76,566	0
226 Grand Total		77,438,090	4,252,803	5,751,930	10,004,733	67,433,357	87.1%	77,374,766	63,324

Groton Public Schools
FY20 Budget Review
Summary at Program Level III

Function No. Description		FY20			FY20	Remaining		08/21/2019	Increase
		Budget	Expended	Encumbered	Total			FY20	
		2019-2020	2019-2020	2019-2020	2019-2020	Balance	%	2019-2020	
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,109,132	139,341	16,440	155,781	12,953,351	98.8%	13,243,339	(134,207)
1102	FUNCTION-1102 ART	653,934	6,236	13,647	19,883	634,051	97.0%	657,819	(3,885)
1104	FUNCTION-1104 LANGUAGE ARTS	2,650,446	24,347	6,868	31,215	2,619,231	98.8%	2,613,850	36,596
1105	FUNCTION-1105 WORLD LANGUAGES	1,229,910	16,283	2,038	18,321	1,211,589	98.5%	1,247,066	(17,156)
1106	FUNCTION-1106 CONSUMER SCIENCE	157,443	1,477	0	1,477	155,966	99.1%	157,443	-
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	632,339	9,333	6,505	15,839	616,500	97.5%	633,775	(1,436)
1108	FUNCTION-1108 MATHEMATICS	2,335,900	22,900	2,225	25,125	2,310,775	98.9%	2,296,967	38,933
1109	FUNCTION-1109 MUSIC	715,402	8,550	12,141	20,691	694,711	97.1%	718,073	(2,671)
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,073,395	12,769	1,758	14,528	1,058,867	98.6%	1,100,454	(27,059)
1111	FUNCTION-1111 SCIENCE	2,485,895	85,052	10,464	95,516	2,390,379	96.2%	2,489,418	(3,523)
1112	FUNCTION-1112 SOCIAL STUDIES	2,132,175	16,873	1,071	17,944	2,114,231	99.2%	2,118,897	13,278
1114	FUNCTION-1114 HEALTH EDUCATION	323,165	1,159	0	1,159	322,006	99.6%	323,165	-
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	495	989	1,484	28,516	95.1%	30,000	-
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPER	0	0	0	0	0	0.0%	-	-
1117	FUNCTION-1117 INTERN. BACCALAUREATE	53,000	5,846	13,738	19,584	33,416	63.0%	59,675	(6,675)
1119	FUNCTION-1119 UNCLASSIFIED	925,332	500,350	3,220	503,570	421,762	45.6%	811,452	113,880
1121	FUNCTION-1121 BUSINESS EDUCATION	302,482	4,286	0	4,286	298,196	98.6%	302,482	-
1124	FUNCTION-1124 HEALTH OCCUPATIONS	112,718	1,343	2,808	4,151	108,567	96.3%	113,526	(808)
1260	FUNCTION-1260 ENRICHMENT	38,551	290	0	290	38,261	99.2%	38,551	-
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,852,962	22,580	0	22,580	2,830,382	99.2%	2,838,347	14,615
1412	FUNCTION-1412 SUMMER SCH HIGH SC CREDI	8,592	8,373	0	8,373	219	2.5%	8,592	-
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERV	1,165,993	29,460	95,002	124,462	1,041,531	89.3%	1,167,388	(1,395)
Total Regular Instruction		32,988,766	917,829	188,917	1,106,745	31,882,021	96.6%	32,970,766	18,000
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,115,477	13,370	0	13,370	1,102,107	98.8%	1,115,477	-
1210	FUNCTION-1210 SPED Summer School	20,290	26,151	0	26,151	(5,861)	(28.9%)	26,151	(5,861)
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTIO	771,334	8,391	0	8,391	762,943	98.9%	771,334	-
1230	FUNCTION-1230 SPECIAL EDUCATION	8,429,369	66,053	5,623	71,676	8,357,693	99.1%	8,307,831	121,538
1250	FUNCTION-1250 BLIND	111,650	759	0	759	110,891	99.3%	111,650	-
1280	FUNCTION-1280 HEARING IMPAIRED	119,388	219	780	999	118,389	99.2%	146,945	(27,557)
Total Special Instruction		10,567,508	114,943	6,403	121,346	10,446,162	98.9%	10,479,388	88,120
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	76,048	0	0	0	76,048	100.0%	76,048	-
1320	FUNCTION-1320 ADULT EDUCATION	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
Total Continuing Education		286,048	207,000	0	207,000	79,048	27.6%	283,048	3,000
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	791,949	34,139	30,521	64,661	727,288	91.8%	794,252	(2,303)
TOTAL INSTRUCTION		44,634,271	1,273,911	225,841	1,499,752	43,134,519	96.6%	44,527,454	106,817
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CC	910,006	117,371	542,007	659,378	250,628	27.5%	910,006	-
2110	FUNCTION-2110 SOCIAL WORK SERVICES	337,270	5,961	0	5,961	331,309	98.2%	384,497	(47,227)
2120	FUNCTION-2120 GUIDANCE SERVICES	1,530,178	29,529	0	29,529	1,500,649	98.1%	1,530,299	(121)
2130	FUNCTION-2130 HEALTH SERVICES	1,181,084	24,656	0	24,656	1,156,428	97.9%	1,181,084	-
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,238,128	20,078	9,847	29,925	1,208,203	97.6%	1,241,130	(3,002)
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,127,492	12,409	2,605	15,014	1,112,478	98.7%	1,127,492	-
Total Support Services - Pupils		6,324,158	210,005	554,459	764,464	5,559,694	87.9%	6,374,509	(50,351)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	96,218	10,369	55,050	65,419	30,799	32.0%	96,218	-
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	391,111	75,820	23,274	99,093	292,018	74.7%	395,255	(4,144)
Total Support Services - Staff		487,329	86,189	78,324	164,513	322,816	66.2%	491,473	(4,144)
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERV	30,241	20,591	0	20,591	9,650	31.9%	30,241	-
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SE	1,485,033	162,759	783,876	946,635	538,398	36.3%	1,485,033	-
2313	FUNCTION-2313 BUSINESS OFFICE	888,122	79,872	406,014	485,886	402,236	45.3%	887,579	543
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,162,951	524,551	2,555,987	3,080,538	1,082,413	26.0%	4,199,821	(36,870)
Total General Support Services		6,566,347	787,773	3,745,877	4,533,650	2,032,697	31.0%	6,602,674	(36,327)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENA	6,924,528	896,345	389,584	1,285,929	5,638,599	81.4%	6,832,342	92,186
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,501,715	61,133	96,764	157,897	5,343,818	97.1%	5,501,715	-
2540	FUNCTION-2540 COMPUTER SUPPORT SERVIC	1,642,242	398,333	552,519	950,852	691,390	42.1%	1,687,100	(44,858)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	0	0	0	2,500	100.0%	2,500	-
Total Operational Services		14,070,985	1,881,480	1,038,867	2,920,347	11,150,638	79.2%	14,023,657	47,328
TOTAL SUPPORT SERVICES		27,448,819	2,965,447	5,417,527	8,382,974	19,065,845	69.5%	27,492,312	(43,493)
Community Services									
3710	FUNCTION-3710-NONPUBLIC SCHOOL	115,000	0	0	0	115,000	100.0%	115,000	0
Non-Programmed Charges									
4100	TUITION PAYMENTS	5,240,000	13,445	108,562	122,007	5,117,993	97.7%	5,240,000	0
GRAND TOTAL		77,438,090	4,252,803	5,751,930	10,004,733	67,433,357	87.1%	77,374,766	63,324
									0.08%

**GROTON PUBLIC SCHOOLS
GROTON, CONNECTICUT**

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

Regular Meeting

July 22, 2019

The regular meeting of the Groton Board of Education was held on July 22, 2019, in the CR 1 of the Town Hall Annex.

I. ALL TO ORDER

The meeting was called to order by Mrs. Kim Watson, Board Chairperson, at 6:07 p.m.

The first order of business was the Pledge of Allegiance to the flag by Beth Horler.

PRESENT

ABSENT

Mrs. Kim Shepardson Watson
Dr. Andrea Ackerman
Mrs. Katrina Fitzgerald
Mrs. Jane Giulini
Mrs. Rosemary Robertson
Mrs. Rita Volkmann
Mrs. Lee White
Mr. Jay Weitlauf

Mrs. Gretchen Newsome

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
Mrs. Laurie LePine, Director of Human Resources
Miss Addie Clark, 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

NONE

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

Dr. Graner noted that the district had lead problems in the water, and that \$50,000 was appropriated by the Town for a study of the problem. Dr. Graner stated that the funds are no longer needed. Mr. Kilpatrick explained the efforts of his staff, Paul Tedeschi and Bill Johnson, to resolve this issue. Further testing indicated that now the water is below the “actionable” level. Mr. Kilpatrick stated that this was accomplished within his operation budget.

Dr. Graner noted that he will inform the Town that funds are no longer needed for this issue. The Board concurred.

A. REPORTS AND INFORMATION FROM THE STAFF

1. Assistant Superintendent Report [ATTACHMENTS #1, 2, 3, 4, 5]

Ms. Austin noted:

- a. The Summer Curriculum Writing of the 5 core subjects;
- b. STEM and Writing Camp;
- c. The Summer Learning Opportunities;
- d. Screening for Transition K;
- e. Teaching and Learning – PD, Hiring, Tech help;
- f. Heather Dalton, teacher at CB, has written her first book.

2. Business Office Report [ATTACHMENTS #6, 7]

➤ Object Code Summary

Ken Knight gave an overview of the Object Code Summary dated July 18, 2019 showing an unexpended balance of \$32,528.

➤ Health Insurance Report

Ken Knight reviewed the Health Insurance Report for the month of May.

3. Director of Buildings and Grounds Report

➤ Groton 2020: Mr. Kilpatrick noted:

- That work is progressing
- He met with the Architect regarding HVAC systems.
- He will be meeting with the Architect regarding doors.
- The fuel tank at WSM has been removed.
- The relocation of the sewer line at CMS will begin any day.

4. Director of Human Resources

➤ Staffing Update – hiring/retirements

Mrs. LePine stated that there has been 8 retirements and 2 administrative retirements, and 5 resignations. Mrs. LePine stated that most of the positions were filled by the end of June. However, there has been a recent resignation of a Math teacher at the middle school. Mrs. LePine noted a new program that will help non certified staff get certified. This program, is being applied in the special education area. Lastly, Mrs. LePine noted we are informing hires of the upcoming consolidation of staff at the middle school level.

IV. COMMITTEE REPORTS

1. Finance/Facilities Committee:
Mr. Weitlauf noted that the Finance/Facilities Committee met and generated several items that are on the agenda, i.e. MOA for Unified Sports; still do not have the final report regarding air quality.
2. Policy Committee:
Mrs. White noted that the Policy Committee tonight and is cancelling the August meeting.
3. Curriculum Committee:
Dr. Ackerman noted that the Curriculum Committee met. Ms. McGuire attended to reaffirm and answer questions from the committee.
4. Negotiations Committee:
Mrs. Watson noted that the Negotiations Committee has completed negotiations with the Paraprofessionals and now the contract needs to be ratified by the Paraprofessional and then by the Board.
5. LEARN:
Mrs. Volkmann noted that the LEARN is continuing to meet with the Executive Director. She noted that the new Director, Katie Ericson shared her goals.
6. Town & City Councils/RTM/Board Liaison Committee:
There was no report.
7. GEA/AGSA/BOE Liaison Committee:
Mrs. Watson noted that GEA/AGSA/BOE Liaison Committee will meet again in October.
8. Groton Scholarship:
There was no report.
9. Trails Liaison:
There was no report.

V. ACTION ITEMS

A. CONSENT CALENDAR

1. RESOLUTION ACCEPTING BOARD MINUTES

RESOLVED, that the regular meeting minutes of June 24, 2019, is hereby accepted and approved.

MOTION: Ackerman, White:

To approve the Consent Calendar.
PASSED - UNANIMOUSLY

B. OLD BUSINESS

1. Discussion and possible action regarding the turnover of Pleasant Valley School to the Town.

MOTION: Fitzgerald, White: To approve the turnover of Pleasant Valley School to the Town.
PASSED - UNANIMOUSLY

2. Discussion and possible action regarding a second reading of policy P 6141 Curriculum Design/Development. (Attachment #8)

MOTION: Giulini, Robertson: To approve as a second reading policy P 6141 Curriculum Design/- Development.
PASSED - UNANIMOUSLY

3. Discussion and possible action regarding a second reading of policy P 5141.3 Health Assessments and Immunizations and regulations R 5141.3 (Attachment #9)

MOTION: Robertson, Giulini: To approve as a second reading policy P 5141.3 Health Assessments and Immunizations and regulations R 5141.3.
YES – Robertson, White, Volkmann, Watson, Ackerman, Giulini, Fitzgerald
NO - Weitlauf
PASSED

4. Discussion and possible action regarding a second reading of policy P 5112.2 Admission Requirements. (Attachment #10)

MOTION: White, Robertson: To approve as a second reading policy P 5112.2 Admission Requirements.
PASSED - UNANIMOUSLY

5. Discussion and possible action regarding a second reading of policy P 3542.43 Food Service Charging. (Attachment #11)

MOTION: White, Robertson: To approve as a second reading policy P 3542.43 Food Service Charging.
PASSED - UNANIMOUSLY

B. OLD BUSINESS – cont.

6. Discussion and possible action regarding a second reading of policy P 6161 Equipment/-Books/Materials: Provision/Selection. (Attachment #12)

MOTION: Volkmann, Giulini: To approve as a second reading policy P 6161 Equipment/Books/Materials: Provision/Selection.
PASSED - UNANIMOUSLY

C. NEW BUSINESS

1. Discussion and possible action regarding the More Than Words Advisor stipend of \$2,000.

MOTION: Fitzgerald, Robertson: To approve the More Than Words Advisor stipend of \$2,000.
PASSED - UNANIMOUSLY

2. Discussion and possible action regarding the proposed Unified Sports stipend per MOA with the Groton Education Association.

MOTION: Giulini, Ackerman: To approve the Unified Sports stipend per MOA with the Groton Education Association.
PASSED - UNANIMOUSLY

3. Discussion and possible action regarding the English Language Learner Assessment Coordinator stipend per MOA with the Groton Education Association.

MOTION: Volkmann, Ackerman: To approve the English Language Learner Assessment Coordinator stipend per MOA with the Groton Education Association.
PASSED - UNANIMOUSLY

4. Discussion and possible action regarding the Superintendent's evaluation and compensation. (It is anticipated that this discussion will be held in executive session. The Board may or may not take action when it returns to open session.)

A. LETTERS, COMMUNICATIONS, AND COMMENTS

1. Mr. Weitlauf highlighted the Transition Academy's Hot Dog and Nibbles Stand at Poquonnock Plains Park.
2. Mrs. Robertson noted that she attended the Sound Community Services meeting and the Policy meeting.

A. LETTERS, COMMUNICATIONS, AND COMMENTS cont.

3. Mrs. Volkmann noted that a RTM member had asked her about the Board supporting a concession stand at Esker Point Beach.
4. Mrs. Fitzgerald noted attending Committee and Board meetings.
5. Mrs. Giuliani noted attending the various committee meetings and Paraprofessional Negotiations.
6. Dr. Ackerman noted attending the funeral for Shelby Olson and that she will be attending a meeting with the RTM regarding curriculum.
7. Mrs. Watson noted the Volunteer Data – 2,260 volunteers and 16,575.89 volunteer hours.

VII. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items

As noted in the agenda.

B. Suggested Agenda Items

Mrs. Fitzgerald requested discussion at a COW meeting regarding the vetting of proposed policies.

VIII. EXECUTIVE SESSION

MOTION: Ackerman, Watson: To go into Executive Session at 7:35 p.m. for the purpose of discussing the Superintendent's evaluation and compensation.
PASSED – UNANIMOUSLY

The Superintendent's evaluation and compensation was discussed. No action was taken.

MOTION: Watson, Ackerman: To return to Open Session at 8:20 p.m.
PASSED – UNANIMOUSLY

MOTION: Ackerman, Weitlauf: To approve the Superintendent's evaluation and compensation as follows:

- His current contract would be extend by one year (until June 2022);
- His salary would be increased by 2%;
- He will accrue vacation days at the rate of 3 days per month;

PASSED – UNANIMOUSLY

MOTION: Ackerman, Weitlauf: To adjourn at 8:21 p.m.
PASSED - UNANIMOUSLY

GROTON PUBLIC SCHOOLS
GROTON, CT

2019 SUMMER CURRICULUM WRITING

Curriculum	Dates	Location	Facilitator(s)
K-5 ELA	July 8, 11 & 12 (follow up 8/21; prep for 8/27)	Central Office, Room 11	Jamie Giordano & Kathie Miner Susan Austin
K-5 Math	July 8, 9 & 10 (follow up 8/21; prep for 8/27)	Central Office, Room 11	Steve Wheeler & Seth Danner Susan Austin
K-5 Science	July 15, 16 & 17 (follow up 8/21; prep for 8/27)	Catherine Kolnaski Magnet	Chris Dauphinais Susan Austin
K-5 Social Studies	July 17 & 18 (follow up 8/21; prep for 8/27)	Central Office, Room 11	Steve Armstrong Susan Austin
6-12 ELA; 9-12 HS drafting new courses	June 20 & 21; July TBD (follow up 8/22; prep for 8/27)	Fitch High School	Matt Brown & Amy McKenna
6-12 Math	June 20 & 21; July TBD (follow up 8/22; prep for 8/27)	Cudler Middle School FHS	Clare Wurm, Peter Bass Caitlyn Kennedy
6-12 Science	June 20 & 21 (follow up 8/22; prep for 8/27)	Central Office, Room 19	Tammy Mockus & Jason England; Susan Austin
6-12 Social Studies	June 20 & 21; July TBD (follow up 8/22; prep for 8/27)	Central Office, Room 11	Steve Armstrong & Carnita Hodge
6-12 World Language	June 24, 25, 26, 27, & 28 (follow up 8/22; prep for 8/27)	Central Office, Room 19	Lisa Dragoli & Kate Serio Sarah Steverman, Greg Duncan Susan Austin

In addition, Summer 2019 Curriculum writing/PD in the following areas: MS Advisory will be reviewed, authorized courses for FY 19, International Baccalaureate MYP, CP, DP, Advanced Placement Mathematics, Health/PE, & Elementary and Middle School Mathematics (New Perspectives in Mathematics, Michigan State University)

Groton students learn about STEM at new summer academy



BUY PHOTO

First-grader Madison Farwell creates a bracelet with beads that are sensitive to ultraviolet light while studying the sun and light Wednesday, June 26, 2019, during the summer STEM Academy at Charles Barnum Elementary School. After making their bracelets the students went outdoors to see the white beads turn colors in reaction to the sunlight. (Dana Jensen/The Day)

By **Kimberly Drelich** (/apps/pbcs.dll/personalia?ID=k.drelich) Day staff writer

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(<http://www.twitter.com/KimberlyDrelich>)

Groton — About a dozen first-graders shouted in wonderment as they stepped outside of Charles Barnum Elementary School on Wednesday and the bracelets of white beads they were wearing turned into a rainbow of colors in the bright sunlight.

Teacher Jane Potts then ushered them back indoors to see what would happen when the bracelets were without sunlight.

"Let's see what it does," said Potts, a first grade teacher at Mary Morrisson Elementary School. "Is it going to stay the same color?"

The students saw the colors of the beads, made of materials sensitive to ultraviolet light, fading when indoors during the lesson about ultraviolet light.

Groton kindergarten through fifth-grade students were participating this week in a four-day Summer STEM — science, technology, engineering and math — Academy at Charles Barnum Elementary School, which the district is offering for the first time this year as part of a Department of Defense Education Activity grant. In addition to the Summer STEM Academy, the five-year \$750,000 grant, **announced in the fall** (<https://www.theday.com/article/20181006/NWS01/181009568>), also provides STEM enrichment programs during the year, professional development for teachers in Next Generation Science Standards and supports Project Lead the Way and an International Baccalaureate Career-related program at the high school, Assistant Superintendent Susan Austin said.

The new STEM Academy is modeled after the district's Summer Writing Academy, which is offered to students in kindergarten through fifth grade and also has a component for middle school students. The writing academy is funded through a Department of Defense Education Activity **grant the district received four years ago** (<https://www.theday.com/article/20150803/NWS01/150809781>). The teachers received training from a program through Columbia University's Teachers College, said Val Nelson, project manager for the language arts grant.

The summer programs, both held this week, bring together students from schools throughout the district for four days of enrichment taught in small classes by Groton Public Schools teachers, said Nelson and Carol Marsiglio, the district STEM grant project director.

A total of 386 students are participating in the academies this week, with 102 participating in writing only, 75 participating in STEM, and 209 participating in both, Nelson said.

In STEM classes this week, students used pool noodles to construct roller coasters for marbles and built prototypes of boats, and went outdoors to explore topics from solar energy to pollination in the school's garden. All the activities involve hands-on, project-based learning, Marsiglio said.

In a fifth grade classroom on Wednesday, students worked on helmets to protect eggs that were to be dropped from different heights, under the guidance of Jacques Beriau, an eighth grade science teacher at Cutler Arts and Humanities Middle School. The students said they were learning about how engineers design helmets and about speed and momentum.

"I like everything about science and STEAM, so I wanted to come here because it sounded like a lot of fun," said Kenzie Gulluscio, 10, adding that she likes doing engineering projects such as this one because it's fun to use her ideas in the real world. STEAM includes the arts.

"I love science," said Jeremiah Shafer, 11, who excitedly talked about the experiment they did on Tuesday, when the students built boats and tested how many marbles the vessels could carry. The top score for the morning class was 200 marbles, he said.

Divya Varadharajan, 10, said she loves engineering, which requires a big process to follow before getting to the last step of building something that stays strong and safe.

In writing classes, students were equally engaged, writing autobiographies, making book boxes and listening to Jason Deeble, the author of the children's book "Sir Ryan's Quest," talk about his creative process, among other activities.

Danielle Deeble, who is a teacher at Claude Chester Elementary School and is married to Jason Deeble, said the second-grade students she's teaching in the academy love to write and want a lot of time to work and improve. She said having a small group of students allows her to sit down with them individually and help them grow their writing skills.

"Even though it's only been two and a half days, I'm already seeing incredible progress, and they're just so excited to be here and so passionate," she said.

Nelson noted that more than 300 students come to the program and want to write in the summer. She said many of them have attended in previous years, as well.

Austin said the school district is always looking for ways to ignite a child's inquisitiveness and curiosity, and the teachers have developed creative lessons.

"Teaching is such a creative endeavor and the teachers really take some time to develop this camp experience and enrichment programs before and after school, and they really have so much fun with the ideas and the activities they're doing with the children," Austin said. "It makes for wonderful summer learning."

More information on learning opportunities throughout the district this summer is available at [grotonschools.org](https://www.grotonschools.org) (<https://www.grotonschools.org>).

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STORIES THAT MAY INTEREST YOU



Kindness in Real Life: RSVP program offers personal help (/local-news/20190723/kindness-in-real-life-rsvp-program-offers-personal-help)

An appreciation for southern cooking, especially grits, is a shared interest between volunteer Jo Carol Wood and Dwayne, the gentleman she shops with each week.



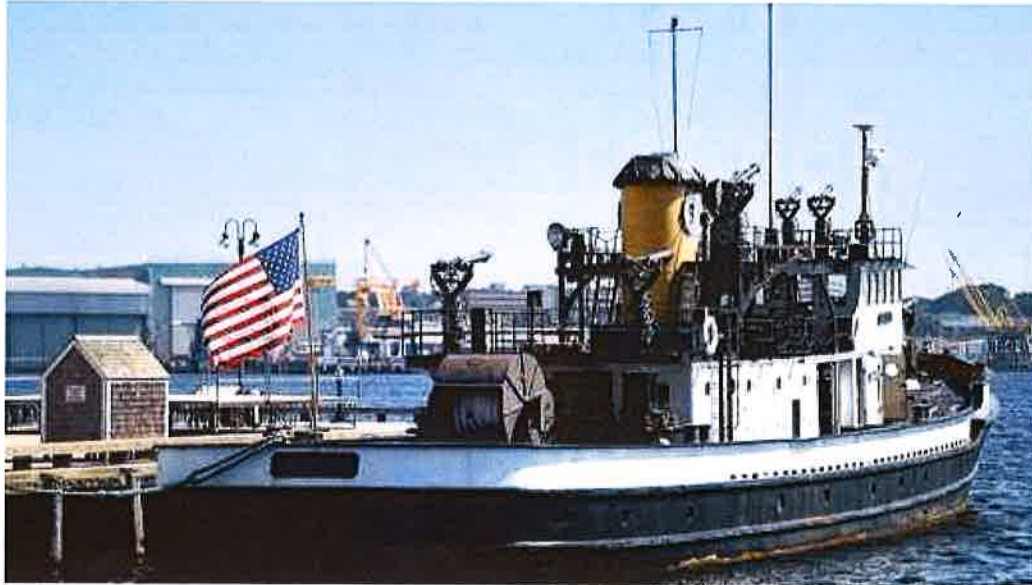
Let's Go: New London County 4-H hosts annual expo (/local-news/20190723/lets-go-new-london-county-4-h-hosts-annual-expo)

Run almost entirely by youth members, the weekend will include exhibits and activities for all ages.



Puerto Ricans in New London call for resignation of island's governor (/local-news/20190722/puerto-ricans-in-new-london-call-for-resignation-of-islands-governor)

Waving flags, holding signs and chanting, more than 100 members of the city's Puerto Rican community rallied on Monday to call for the resignation of Puerto Rican Governor Ricardo Rossello.



Maritime festival again setting sail with corporate, state support (/local-news/20190722/maritime-festival-again-setting-sail-with-corporate-state-support)

Connecticut Maritime Heritage Festival, set for Sept. 12-15, gets backing from Orsted, Eversource, partners in the New London offshore wind project and related State Pier improvements.

Groton Summer Learning Opportunities

Summer Reading

Attachment #3

Elementary Schools

Catherine Kolnaski Magnet Elementary School
Charles Barnum Elementary School
Claude Chester Elementary School

Mary Morrisson Elementary School
Northeast Academy Magnet Elementary School
S. B. Butler Elementary School

Middle School

Carl C. Cutler Middle School
West Side Middle School

High School

- Summer Reading
- Summer Reading Blog

Community Partners

Mystic & Noank Library

- Children's Summer Reading
- Teen's Summer Reading

Groton Public Library

- Summer Reading

Naval Subbase New London Library

Bill Memorial Library



THE COMMISSIONER'S
2019 SUMMER
MATH
CHALLENGE





Groton Public Schools Transition Kindergarten

Groton Public Schools will provide a Transition Kindergarten Program (TK) for the 2019-2020 school year.

Our goal is to prepare our youngest students, who are still four years old and eligible for kindergarten, by providing a developmentally appropriate program as they begin their schooling.

Our mission is to provide support so students will have a smooth transition into kindergarten the following year.

Transition Kindergarten is a full day program with transportation, using the early learning standards as well as an introduction to the Connecticut Core standards.

Criteria: Children who may qualify for Transition Kindergarten:

- Age eligible for kindergarten
- Birthdays after September 1st
- Limited preschool experience



We are inviting your child to come for an additional screening based on the criteria. Please call 860-572-2175 to schedule a screening appointment by July 24th, 2019.

Dates and locations of screening:

- 7/31 @ Charles Barnum
- 8/7 @ Claude Chester & Hess Center
- 8/8 @ SB Butler



A four-year-old will be a four-year-old only once. Concentrate on meeting his present needs. Don't foist future academics on him. If he's allowed to truly play now—spontaneous play with room for running, leaping, ka-powing, crying, dancing, painting, spilling and creative problem-solving—then he will be ready for academics later. When children gain social and emotional skills and confidence in the preschool years, academic learning naturally follows.

Heather Shumaker

(It's OK Not to Shave and Other Daringgate Rules for Raising Competent and Compassionate Kids.)

Ledyard author's novel a community effort




7/22/2019

The Day - Ledyard author's novel a community effort - News from southeastern Connecticut

Dalton will be at the Bill Library in Ledyard from 11 a.m. to 1 p.m. on Saturday selling and signing copies of "Tanglewood," which she said she hopes to turn into a trilogy and print through a national publishing house. For more information, visit heatherdaltontanglewood.wordpress.com.
a.hutchinson@theday.com

Published July 16, 2019 8:08AM

By **Amanda Hutchinson** (/apps/pbcs.dll/personalia?ID=a.hutchinson) Day staff writer

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Heather Dalton's book "Tanglewood" started with a [pink slip](#) and ended with a classful of enthusiastic youth writers and \$1,000 for an orphanage and school in Haiti.

Dalton, a resident of Ledyard, currently works as a fifth-grade teacher at Charles Barnum Elementary School in Groton. In 2017, when she was teaching up the road at Pleasant Valley, her position was cut as part of the school's closure, and that summer she took to writing.

"When I got that pink slip, it kind of got me thinking, 'Well, what else am I going to if I can't find a job?'" she said. "And writing was really a way for me to escape. It was an outlet for me."

"Tanglewood" was the product of that summer of writing. The novel follows a girl named Eden as her survival skills are put to the test in a fantasy land. Dalton said she enjoys fantasy stories, and Eden shares her three daughters' love of nature.

When Dalton was rehired at Charles Barnum, she wanted to share her manuscript with her class as a way to [teach writing](#) and literacy skills. Fantasy writing is part of the students' English curriculum, including exploring the use of symbolism and themes.

"As I was working through it with them, they were giving me creative suggestions and ideas on how to revise things, so it was cool because it was almost like a collaborative project," she said.

Among the ideas that made it into the final draft: use of the first person, a new and more suspenseful ending and more dragons.

She said she wanted to appeal to all kids — she had 13 boys and six girls in her class — so she included both action-packed fight scenes and romantic interests, as well as coming-of-age issues and other real-life struggles readers can relate to. She also consulted her 11-year-old daughter for age-level feedback as well as her former Fitch High School English teacher Daneen Roth.

Also part of the Charles Barnum environment is the 10 "superpowers" of clothing company Life Is Good, and around the time Dalton finished the book, the school was focusing on the power of compassion. Her church, Groton Bible Chapel, has a Haiti mission, helping an orphanage and school in Wangouman, and she decided she wanted to donate all of the profits from the sale of "Tanglewood" to support the teachers and their [students](#); \$15 of the \$20 book cost goes to Wangouman, and the remaining \$5 goes to shipping and processing.

Her students contributed \$40 to the cause, and through the sale of her books — she said Groton assistant superintendent Susan Austin purchased several copies for the district's libraries — she has raised more than \$1,000. She said GBC missions pastor Andy Bonner regularly travels to Wangouman to deliver money and supplies.

Dalton said her students were very excited when they found out they met the \$1,000 goal, cheering and getting teary-eyed. Many of them also found a love of writing, going from loathing the lessons at the beginning of the year to writing their own fantasy stories outside of class.

"I think the most exciting thing is not just the money raised for Haiti but the excitement built around writing and to see that your writing can impact the world and make global changes," she said.

Attachment #6

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
7/18/19 8:46 AM									
Account	Object #s	FY20 Budget 2018-2019	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 07/16/2019	Under/(Over)
Salaries									
1 Administrators	105-108	4,285,962	164,683	4,073,413	4,238,096	47,866	1.1%	4,358,614	(72,652)
2 Teachers	101-104, 109, 123-127	34,948,037	(870)	3,797,188	3,796,318	31,151,719	89.1%	35,046,691	(98,654)
3 Non-Cert Aides	110-111, 130-131, 136, 139	3,453,175	1,151	0	1,151	3,452,024	100.0%	3,486,171	(32,996)
4 Substitute - Cert & Non-Cert	120-121	952,083	0	0	0	952,083	100.0%	952,083	0
5 Clerical	112-114, 132-134, 144	1,836,139	25,425	1,078,974	1,104,399	731,740	39.9%	1,836,139	0
6 Custodial/Maintenance/Techs	117-118, 129, 137-138, 147-148	3,501,382	67,294	390,363	457,657	3,043,725	86.9%	3,501,382	0
7 Campus Security/Supervision	128	94,640	0	0	0	94,640	100.0%	94,640	0
8 Total Salaries	100	49,071,418	257,684	9,339,938	9,597,622	39,473,796	80.4%	49,275,720	(204,302)
Benefits									
9 Health Insurance	201-202	8,127,848	8,052	0	8,052	8,119,796	99.9%	8,127,848	0
10 Workers Comp & Town Pension	211,213	934,557	0	0	0	934,557	100.0%	934,557	0
11 Social Security & Medicare	212,214	1,409,823	35,448	0	35,448	1,374,375	97.5%	1,415,262	(5,439)
12 Other Benefits	222-227	262,000	0	0	0	262,000	100.0%	193,086	68,914
13 Total Benefits	200	10,734,228	43,501	0	43,501	10,690,727	99.6%	10,670,753	63,475
Purchased Services									
14 Instructional Services	321-324	150,979	0	3,345	3,345	147,634	97.8%	150,979	0
15 Professional Services	331	204,726	11,592	841	12,433	192,293	93.9%	204,726	0
16 Other Prof Services	332	615,797	7,964	0	7,964	607,833	98.7%	615,797	0
17 OT & PT Services	333	603,231	0	0	0	603,231	100.0%	603,231	0
18 Legal	334	85,000	0	0	0	85,000	100.0%	85,000	0
19 Athletic Officials & Other Athletic Serv	341-342	79,200	0	0	0	79,200	100.0%	79,200	0
20 Computer Network Services	343	125,453	0	82,493	82,493	42,960	34.2%	125,453	0
21 Total Purchased Services	300	1,864,386	19,556	86,679	106,235	1,758,151	94.3%	1,864,386	0
Property Services									
22 Water & Sewer	410-411	98,326	0	0	0	98,326	100.0%	98,326	0
23 Trash & Snow Removal	421-422	176,000	0	82,618	82,618	93,382	53.1%	176,000	0
24 Repair/Maintenance	430-435, 490-491, 499	461,150	14,481	68,108	82,589	378,561	82.1%	463,302	(2,152)
25 Rental	441	84,468	0	45,557	45,557	38,911	46.1%	84,468	0
26 Total Property Services	400	819,944	14,481	196,283	210,764	609,180	74.3%	822,096	(2,152)
Transportation, Insurance, Communications, Tuition									
27 Transportation: Schools	510-513	4,767,335	1,095	0	1,095	4,766,240	100.0%	4,767,335	0
28 Transportation: Student Activities	587-596	165,150	0	6,250	6,250	158,900	96.2%	166,073	(923)
29 Transportation: Staff	580-584	108,220	1,982	0	1,982	106,238	98.2%	108,220	0
30 Insurance	522,525	293,913	0	289,770	289,770	4,143	1.4%	289,770	4,143
31 Communications	530-552	126,647	696	2,229	2,925	123,722	97.7%	126,647	0
32 Tuition: Special Education	561-563, 568	4,550,000	0	0	0	4,550,000	100.0%	4,550,000	0
33 Tuition: Other	564-567	1,350,000	0	0	0	1,350,000	100.0%	1,350,000	0
34 Total Trans, Ins, Comm, Tuition	500	11,361,265	3,773	296,250	302,023	11,059,242	97.3%	11,358,045	3,220
Supplies									
35 Instructional Supplies	601-609, 613-619, 622-623, 628	543,546	0	27,250	27,250	516,296	95.0%	444,163	99,383
36 Computer Supplies	610-612	612,059	143,370	236,144	379,514	232,545	38.0%	612,558	(499)
37 Electricity & Heating	631-633	1,329,186	0	4,380	4,380	1,324,806	99.7%	1,329,186	0
38 Transportation Supplies	634,656	308,068	0	0	0	308,068	100.0%	308,068	0
39 Textbooks & Library Books	640-642, 645, 647	205,380	0	8,303	8,303	197,077	96.0%	208,422	(3,042)
40 Facility/Maintenance Supplies	650, 652-655, 657, 659	364,974	3,287	10,883	14,171	350,803	96.1%	314,571	50,403
41 Other Supplies (staff dev., etc.)	621, 624-627, 600	64,455	374	2,624	2,998	61,457	95.3%	65,850	(1,395)
42 Total Supplies	600	3,427,668	147,031	289,585	436,616	2,991,052	87.3%	3,282,818	144,850
Equipment									
43 Instructional Equipment	730, 735	52,365	0	1,702	1,702	50,663	96.7%	53,695	(1,330)
44 Non-Instructional Equip	731, 736	30,250	0	0	0	30,250	100.0%	1,485	28,765
45 Total Equipment	700	82,615	0	1,702	1,702	80,913	97.9%	55,180	27,435
46 Total Dues & Fees	800	76,566	30,329	12,254	42,583	33,983	44.4%	76,566	0
47 GRAND TOTAL		77,438,090	516,355	10,224,691	10,741,047	66,697,043	86.1%	77,405,564	32,526

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
7/18/19 8:46 AM									
Account	Object #s	FY20 Budget 2018-2019	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 07/16/2019	Under/(Over)
Salaries									
Administrators									
48 Admin	105	1,014,569	38,762	957,985	996,747	17,822	1.8%	1,014,569	-
49 Principals	106	1,391,250	52,819	1,320,478	1,373,297	17,953	1.3%	1,463,902	(72,652)
50 Asst. Principals	107	1,756,784	68,357	1,676,336	1,744,693	12,091	0.7%	1,756,784	-
51 Dean	108	123,359	4,745	118,614	123,359	0	0.0%	123,359	-
52		4,285,962	164,683	4,073,413	4,238,096	47,866	1.1%	4,358,614	(72,652)
Teachers									
53 Classroom Teachers	101	24,699,135	(1,449)	2,783,617	2,782,167	21,916,968	88.7%	24,724,074	(24,939)
54 Sp Ed Certified	102	7,513,477	(1,876)	824,772	822,895	6,690,582	89.0%	7,587,192	(73,715)
55 Media Specialist	103	725,018	0	79,963	79,963	645,055	89.0%	725,018	-
56 Guidance	104	1,050,760	668	107,479	108,147	942,613	89.7%	1,050,760	-
57 Athletic Director	109	11,769	0	1,358	1,358	10,411	88.5%	11,769	-
58 Summer School	123	7,981	1,039	0	1,039	6,942	87.0%	7,981	-
59 Adult Ed	124	37,121	0	0	0	37,121	100.0%	37,121	-
60 Tutors	125	490,096	748	0	748	489,348	99.8%	490,096	-
61 Coach Stipends	126	333,907	0	0	0	333,907	100.0%	333,907	-
62 Other Student Activities	127	78,773	0	0	0	78,773	100.0%	78,773	-
63		34,948,037	(870)	3,797,188	3,796,318	31,151,719	89.1%	35,046,691	(98,654)
Non-Cert Aides									
64 Reg Ed Teacher Aides - Kindergarten	110 & 130	398,996	0	0	0	398,996	100.0%	431,992	(32,996)
65 Sp Ed Aides - Para I	111	823,184	0	0	0	823,184	100.0%	823,184	-
66 Sp Ed Aides - Para II	131	1,828,649	0	0	0	1,828,649	100.0%	1,828,649	-
67 School Bus Aides	136	394,146	1,151	0	1,151	392,995	99.7%	394,146	-
68 Other Aides	139	8,200	0	0	0	8,200	100.0%	8,200	-
69		3,453,175	1,151	0	1,151	3,452,024	100.0%	3,486,171	(32,996)
Substitute									
70 Substitute Sp Ed Certified	121	80,000	0	0	0	80,000	100.0%	80,000	-
71 Substitute Reg Ed Certified	120	872,083	0	0	0	872,083	100.0%	872,083	-
72		952,083	0	0	0	952,083	100.0%	952,083	0
Clerical									
Sp Ed Clerical	112 & 132	94,631	1,834	90,918	92,752	1,879	0.0%	94,631	-
School Clerical	113	649,699	2,848	0	2,848	646,851	99.6%	649,699	-
Admin Clerical	114 & 134	1,044,151	20,665	988,056	1,008,720	35,431	3.4%	1,044,151	-
School Clerical	133	14,008	0	0	0	14,008	0.0%	14,008	-
Clerical Overtime	143 & 144	33,650	79	0	79	33,571	99.8%	33,650	-
73 Clerical	112 113 114 132 133 134 143 144	1,836,139	25,425	1,078,974	1,104,399	731,740	39.9%	1,836,139	0
Custodial/Maintenance/Techs									
74 Custodial	117 & 137	1,897,867	34,549	69,066	103,614	1,794,253	94.5%	1,897,867	-
75 Maintenance	118 & 138	805,481	16,805	70,027	88,832	718,649	89.2%	805,481	-
76 Technicians	129 & 149	692,668	15,940	251,270	267,211	425,457	61.4%	692,668	-
77 Custodial Overtime	147	86,292	0	0	0	86,292	100.0%	86,292	-
78 Maintenance Overtime	148	19,074	0	0	0	19,074	100.0%	19,074	-
79		3,501,382	67,294	390,363	457,657	3,043,725	86.9%	3,501,382	0
Security									
80 Security/Supervision	128	94,640	0	0	0	94,640	100.0%	94,640	-
81 Total Salaries		49,071,418	257,684	9,339,938	9,597,622	39,473,796	80.4%	49,275,720	(204,302)
Benefits									
Health Insurance									
82 Group Ins. Prof	201	6,235,419	8,052	0	8,052	6,227,367	99.9%	6,235,419	-
83 Group Ins. Other	202	1,892,429	0	0	0	1,892,429	100.0%	1,892,429	-
84		8,127,848	8,052	0	8,052	8,119,796	99.9%	8,127,848	0
Workers Comp & Town Pension									
85 Worker's Compensation	211	530,857	0	0	0	530,857	100.0%	530,857	-
86 Town Pension	213	403,700	0	0	0	403,700	100.0%	403,700	-
87		934,557	0	0	0	934,557	100.0%	934,557	0
Social Security & Medicare									
88 Social Security	212	698,287	12,718	0	12,718	685,569	98.2%	700,533	(2,246)
89 Medicare	214	711,536	22,730	0	22,730	688,806	96.8%	714,729	(3,193)
90		1,409,823	35,448	0	35,448	1,374,375	97.5%	1,415,262	(5,439)
Other Employee Benefits									
91 Retirement Awards	222	105,000	0	0	0	105,000	100.0%	36,086	68,914
92 Unemployment	223	50,000	0	0	0	50,000	100.0%	50,000	-
93 Tuition Reimb Certified	224	106,000	0	0	0	106,000	100.0%	106,000	-
94 EAP	226	0	0	0	0	0	-	-	-
95 Mentor Stipend	227	1,000	0	0	0	1,000	100.0%	1,000	-
96		262,000	0	0	0	262,000	100.0%	193,086	68,914
97 Total Benefits		10,734,228	43,501	0	43,501	10,690,727	99.6%	10,670,753	63,475

Groton Public Schools

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Account	Object #s	FY20 Budget 2018-2019	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 07/16/2019	Under/(Over)
Purchased Services									
Instructional Services									
98 Instructional Services	321 & 323	116,179	0	862	862	115,317	99.3%	116,179	-
99 Instruct Improvement Services	322 & 324	34,800	0	2,483	2,483	32,317	92.9%	34,800	-
100		150,979	0	3,345	3,345	147,634	97.8%	150,979	0
Professional Services									
101 Professional Services	331	204,726	11,592	841	12,433	192,293	93.9%	204,726	-
102 Other Professional Services	332	615,797	7,964	0	7,964	607,833	98.7%	615,797	-
103 OT & PT Services	333	603,231	0	0	0	603,231	100.0%	603,231	-
104 Legal Services	334	85,000	0	0	0	85,000	100.0%	85,000	-
105		1,508,754	19,556	841	20,397	1,488,357	98.6%	1,508,754	0
Athletic Officials & Other Athletic Services									
106 Athletic Officials	341	65,200	0	0	0	65,200	100.0%	65,200	-
107 Other Athletic Services	342	14,000	0	0	0	14,000	100.0%	14,000	-
108		79,200	0	0	0	79,200	100.0%	79,200	0
Computer Network Services									
109 Computer Network Services	343	125,453	0	82,493	82,493	42,960	34.2%	125,453	-
110 Total Purchased Services		1,864,386	19,556	86,679	106,235	1,758,151	94.3%	1,864,386	0
Property Services									
Water/Sewer									
111 Water	410	64,559	0	0	0	64,559	100.0%	64,559	-
112 Sewer	411	33,767	0	0	0	33,767	100.0%	33,767	-
113		98,326	0	0	0	98,326	100.0%	98,326	0
Trash & Snow Removal									
114 Trash Removal	421	84,500	0	82,618	82,618	1,882	2.2%	84,500	-
115 Snow Removal	422	91,500	0	0	0	91,500	100.0%	91,500	-
116		176,000	0	82,618	82,618	93,382	53.1%	176,000	0
Repair/Maintenance									
117 Equipment Repairs	430	107,419	196	7,008	7,204	100,215	93.3%	109,571	(2,152)
118 Grounds Repairs	431	155,682	14,286	48,535	62,821	92,861	59.6%	155,682	-
119 General Bldg Repairs	432	50,408	0	0	0	50,408	100.0%	50,408	-
120 Painting	433	8,932	0	0	0	8,932	100.0%	8,932	-
121 Heat & Plumbing	434	45,382	0	2,318	2,318	43,064	94.9%	45,382	-
122 Electrical	435	11,829	0	0	0	11,829	100.0%	11,829	-
123 Extermination Services	490	12,147	0	10,247	10,247	1,900	15.6%	12,147	-
124 Bldg Fire Protection	491	45,444	0	0	0	45,444	100.0%	45,444	-
125 Other Purch Services	499	23,907	0	0	0	23,907	100.0%	23,907	-
126		461,150	14,481	68,108	82,589	378,561	82.1%	463,302	(2,152)
Rental									
127 Rental	441	84,468	0	45,557	45,557	38,911	46.1%	84,468	-
128 Total Property Services		819,944	14,481	196,283	210,764	609,180	74.3%	822,096	(2,152)
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
129 Reg Ed Pupil Transportation	510 & 516	2,882,845	0	0	0	2,882,845	100.0%	2,882,845	-
130 Sp Ed - Trans - STA	511	981,394	0	0	0	981,394	100.0%	981,394	-
131 Sp Ed - Trans - Curtin	512	891,096	1,095	0	1,095	890,001	99.9%	891,096	-
132 Pupil Transp Reimbursement	513	12,000	0	0	0	12,000	100.0%	12,000	-
133		4,767,335	1,095	0	1,095	4,766,240	100.0%	4,767,335	0
Transportation: Other									
134 Transportation - Athletics	587	103,900	0	0	0	103,900	100.0%	103,900	-
135 Transportation - Field Trips	588	32,060	0	4,835	4,835	27,225	84.9%	32,758	(698)
136 Entry Fees - Athletics	591 & 592	14,910	0	1,415	1,415	13,495	90.5%	15,135	(225)
137 Admission Fees	595	14,280	0	0	0	14,280	100.0%	14,280	-
138 Misc Fees	590 & 596	0	0	0	0	0	-	-	-
139		165,150	0	6,250	6,250	158,900	96.2%	166,073	(923)
Transportation: Staff									
140 Travel - Education	580 & 581	10,650	0	0	0	10,650	100.0%	10,650	-
141 Travel - Admin	582 & 583	30,500	1,982	0	1,982	28,518	93.5%	30,500	-
142 Travel - Conferences	584	67,070	0	0	0	67,070	100.0%	67,070	-
143		108,220	1,982	0	1,982	106,238	98.2%	108,220	0
Liability & Accident Insurance									
144 Liability Insurance	522	278,041	0	275,360	275,360	2,681	1.0%	275,360	2,681
145 Accident Insurance	525	15,872	0	14,410	14,410	1,462	9.2%	14,410	1,462
146		293,913	0	289,770	289,770	4,143	1.4%	289,770	4,143

Groton Public Schools

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Communications									
147 Telephone, Telephone Repairs	530	67,197	0	0	0	67,197	100.0%	67,197	-
148 Postage	531	39,450	0	2,229	2,229	37,221	94.3%	39,450	-
149 Advertisement	540	5,000	696	0	696	4,304	86.1%	5,000	-
150 Minority Recruitment	541	5,000	0	0	0	5,000	100.0%	5,000	-
151 Printing Admin	550	5,500	0	0	0	5,500	100%	5,500	-
152 School Publications	551 & 552	4,500	0	0	0	4,500	100.0%	4,500	-
153		126,647	696	2,229	2,925	123,722	97.7%	126,647	0
Tuition: Special Education									
154 Sp Ed Vocational	561	450,000	0	0	0	450,000	100.0%	450,000	-
155 Sp Ed BoE Placements	562	2,250,000	0	0	0	2,250,000	100.0%	2,250,000	-
156 Sp Ed State Placements	563	600,000	0	0	0	600,000	100.0%	600,000	-
157 Sp Ed Magnet Choice	568	1,250,000	0	0	0	1,250,000	100.0%	1,250,000	-
158		4,550,000	0	0	0	4,550,000	100.0%	4,550,000	0
Tuition: Other									
159 Adult Ed	564	210,000	0	0	0	210,000	100.0%	210,000	-
160 Magnet Tuition	566	1,000,000	0	0	0	1,000,000	100.0%	1,000,000	-
161 Vo Ag Reg Ed Tuition	567	140,000	0	0	0	140,000	100.0%	140,000	-
162		1,350,000	0	0	0	1,350,000	100.0%	1,350,000	0
163 Total Transportation, Insurance, Communication, Tuition		11,361,265	3,773	298,250	302,023	11,059,242	97.3%	11,358,045	3,220
Supplies									
Instructional Supplies									
164 General Classroom	601	198,311	0	6,229	6,229	192,082	96.9%	96,479	101,832
165 Science	602	34,275	0	0	0	34,275	100.0%	34,275	-
166 Arts & Crafts	603	21,360	0	1,842	1,842	19,518	91.4%	21,360	-
167 Phys. Ed	604	7,925	0	1,758	1,758	6,167	77.8%	9,683	(1,758)
168 Music	605	18,000	0	3,373	3,373	14,627	81.3%	18,000	-
169 Kindergarten	606	3,250	0	569	569	2,681	82.5%	3,819	(569)
170 Pupil Tests	607	54,500	0	6,174	6,174	48,326	88.7%	54,621	(121)
171 Tech. Ed	609	8,500	0	3,973	3,973	4,527	53.3%	8,500	-
172 Home Ec Supplies	613	13,000	0	0	0	13,000	100.0%	13,000	-
173 Sp Ed Supplies	615	56,300	0	1,732	1,732	54,568	96.9%	56,300	-
174 Athletic Supplies	616	67,250	0	1,251	1,251	65,999	98.1%	67,250	-
175 Math Supplies	617	16,500	0	0	0	16,500	100.0%	16,500	-
176 Health Supplies	618	1,650	0	0	0	1,650	100.0%	1,650	-
177 Other Supplies	619	3,000	0	0	0	3,000	100.0%	3,000	-
178 Health Serv Pathogen	622	6,000	0	0	0	6,000	100.0%	6,000	-
179 School Library Supplies	623	5,000	0	349	349	4,651	93.0%	5,000	-
180 Food, Drink, Snacks	628	28,725	0	0	0	28,725	100.0%	28,725	-
181		543,546	0	27,250	27,250	516,296	95.0%	444,163	99,383
Computer Supplies									
182 Computer Supplies	610 & 611	113,575	0	42,466	42,466	71,109	62.6%	113,575	-
183 Software	612	498,484	143,370	193,678	337,048	161,436	32.4%	498,983	(499)
184		612,059	143,370	236,144	379,514	232,545	38.0%	612,558	(499)
Electricity & Heating									
185 Electricity	631	896,572	0	4,380	4,380	892,192	99.5%	896,572	-
186 Propane/Natural Gas	632	200,249	0	0	0	200,249	100.0%	200,249	-
187 Heating Oil	633	232,365	0	0	0	232,365	100.0%	232,365	-
188		1,329,186	0	4,380	4,380	1,324,806	99.7%	1,329,186	0
Transportation Supplies									
189 Diesel for School Buses	634	266,960	0	0	0	266,960	100.0%	266,960	-
190 Gas for Maintenance	656	41,108	0	0	0	41,108	100.0%	41,108	-
191		308,068	0	0	0	308,068	100.0%	308,068	0
Textbooks & Library Books									
192 Textbooks	640	148,175	0	1,516	1,516	146,659	99.0%	148,175	-
193 Workbooks	641	33,475	0	6,586	6,586	26,889	80.3%	36,517	(3,042)
194 Textbook Rebind	642	250	0	0	0	250	100.0%	250	-
195 Library Books	645	18,267	0	0	0	18,267	100.0%	18,267	-
196 Periodicals	647	5,213	0	201	201	5,012	96.1%	5,213	-
197		205,380	0	8,303	8,303	197,077	96.0%	208,422	(3,042)

Groton Public Schools

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Account	Object #s	FY20 Budget 2018-2019	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 07/16/2019	Under/(Over)
Facility/Maintenance Supplies									
198 Equipment Repair	650	28,504	0	272	272	28,232	99.0%	28,504	-
199 Grounds Supplies	651	18,490	0	30	30	18,460	99.8%	18,490	-
200 General Bldg Repair	652	65,771	122	828	949	64,822	98.6%	65,771	-
201 Painting	653	1,704	0	95	95	1,609	94.4%	1,704	-
202 Heat & Plumbing	654	33,387	3,166	1,087	4,253	29,134	87.3%	33,387	-
203 Electrical	655	29,590	0	5,167	5,167	24,423	82.5%	29,590	-
204 Safety Supplies	657 & 659	11,910	0	0	0	11,910	100.0%	11,910	-
205 Custodial Supplies	658	175,618	0	3,404	3,404	172,214	98.1%	125,215	50,403
206		364,974	3,287	10,883	14,171	350,803	96.1%	314,571	50,403
Other Supplies									
207 Sup Serv Guid Imp Ins	621	19,000	0	586	586	18,414	96.9%	19,000	-
208 Audio Visual	624 & 625	6,752	0	1,395	1,395	5,357	79.3%	8,147	(1,395)
209 General Admin Supplies	626	13,610	0	83	83	13,528	99.4%	13,610	-
210 School Admin Supplies	627	10,718	0	560	560	10,158	94.8%	10,718	-
211 Professional Materials	690	14,375	374	0	374	14,001	97.4%	14,375	-
212		64,455	374	2,624	2,998	61,457	95.3%	65,850	(1,395)
213 Total Supplies		3,427,668	147,031	289,585	436,616	2,991,052	87.3%	3,282,818	144,860
Equipment									
Instructional Equipment									
214 Replace Instr Equip	730	26,475	0	372	372	26,103	98.6%	26,475	-
215 Add Instr Equipment	735	25,890	0	1,330	1,330	24,560	94.9%	27,220	(1,330)
216		52,365	0	1,702	1,702	50,663	96.7%	53,695	(1,330)
Non-Instructional Equipment									
217 Replace Non-Instr Equipment	731	30,000	0	0	0	30,000	100.0%	1,235	28,765
218 Add Non-Instr Equipment	736	250	0	0	0	250	100.0%	250	-
219		30,250	0	0	0	30,250	100.0%	1,485	28,765
220 Total Equipment		82,615	0	1,702	1,702	80,913	97.9%	55,180	27,435
Dues - Fees									
Dues/Fees									
221 Dues BoE	810	25,541	20,591	0	20,591	4,950	19.4%	25,541	-
222 General Admin Dues	811	17,750	9,413	300	9,713	8,037	45.3%	17,750	-
223 School Admin Dues	812	29,900	325	11,954	12,279	17,621	58.9%	29,900	-
224 Other Dues	819	3,375	0	0	0	3,375	100.0%	3,375	-
225 Total Dues/Fees		76,566	30,329	12,254	42,583	33,983	44.4%	76,566	0
226 Grand Total		77,438,090	516,355	10,224,691	10,741,047	66,697,043	86.1%	77,405,564	32,526

**Groton Public Schools
FY20 Budget Review**

Summary at Program Level III

Function No. Description		FY20			FY20	Remaining Balance		07/16/2019	Increase
		Budget	Expended	Encumbered	Total			FY20	
		2019-2020	2019-2020	2019-2020	2019-2020			Estimated 2019-2020	
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,109,132	5,313	1,155,102	1,160,415	11,948,717	91.1%	13,087,381	21,751
1102	FUNCTION-1102 ART	653,934	231	61,055	61,287	592,647	90.6%	653,934	-
1104	FUNCTION-1104 LANGUAGE ARTS	2,650,446	(1,000)	234,442	233,442	2,417,004	91.2%	2,652,715	(2,269)
1105	FUNCTION-1105 WORLD LANGUAGES	1,229,910	514	109,822	110,336	1,119,574	91.0%	1,229,910	-
1106	FUNCTION-1106 CONSUMER SCIENCE	157,443	56	11,621	11,677	145,766	92.6%	157,443	-
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	632,339	293	66,930	67,223	565,116	89.4%	632,725	(386)
1108	FUNCTION-1108 MATHEMATICS	2,335,900	1,001	212,225	213,225	2,122,675	90.9%	2,335,900	-
1109	FUNCTION-1109 MUSIC	715,402	253	73,259	73,512	641,890	89.7%	717,393	(1,991)
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,073,395	437	93,838	94,276	979,119	91.2%	1,100,454	(27,059)
1111	FUNCTION-1111 SCIENCE	2,485,895	981	208,091	209,072	2,276,823	91.6%	2,486,741	(846)
1112	FUNCTION-1112 SOCIAL STUDIES	2,132,175	871	195,050	195,921	1,936,254	90.8%	2,133,246	(1,071)
1114	FUNCTION-1114 HEALTH EDUCATION	323,165	149	31,101	31,250	291,915	90.3%	323,165	-
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	0	1,484	1,484	28,516	95.1%	30,000	-
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPER	0	0	0	0	0	0.0%	-	-
1117	FUNCTION-1117 INTERN. BACCALAUREATE	53,000	229	51,952	52,181	819	1.5%	53,229	(229)
1119	FUNCTION-1119 UNCLASSIFIED	925,332	8,052	3,116	11,169	914,163	98.8%	812,073	113,259
1121	FUNCTION-1121 BUSINESS EDUCATION	302,482	119	25,518	25,637	276,845	91.5%	302,482	-
1124	FUNCTION-1124 HEALTH OCCUPATIONS	112,718	49	13,095	13,144	99,574	88.3%	113,583	(865)
1260	FUNCTION-1260 ENRICHMENT	38,551	290	0	290	38,261	99.2%	38,551	-
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,852,962	1,231	271,624	272,855	2,580,107	90.4%	2,852,962	-
1412	FUNCTION-1412 SUMMER SCH HIGH SC CREDI	8,592	1,107	0	1,107	7,485	87.1%	8,592	-
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERV	1,165,993	2,841	189,355	192,196	973,797	83.5%	1,167,388	(1,395)
Total Regular Instruction		32,988,766	23,118	3,030,198	3,053,317	29,935,449	90.7%	32,889,867	98,899
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,115,477	411	86,349	86,760	1,028,717	92.2%	1,115,477	-
1210	FUNCTION-1210 SPED Summer School	20,290	0	0	0	20,290	100.0%	20,290	-
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTIO	771,334	916	18,804	19,720	751,614	97.4%	771,334	-
1230	FUNCTION-1230 SPECIAL EDUCATION	8,429,369	201	447,848	448,048	7,981,321	94.7%	8,429,369	-
1250	FUNCTION-1250 BLIND	111,650	49	10,449	10,498	101,152	90.6%	111,650	-
1280	FUNCTION-1280 HEARING IMPAIRED	119,388	54	11,961	12,015	107,373	89.9%	146,945	(27,557)
Total Special Instruction		10,567,508	1,631	575,411	577,041	9,990,467	94.5%	10,595,065	(27,557)
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	76,048	0	0	0	76,048	100.0%	76,048	-
1320	FUNCTION-1320 ADULT EDUCATION	210,000	0	0	0	210,000	100.0%	210,000	-
Total Continuing Education		286,048	0	0	0	286,048	100.0%	286,048	0
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	791,949	7	17,019	17,026	774,923	97.9%	789,758	2,191
TOTAL INSTRUCTION		44,634,271	24,756	3,622,628	3,647,384	40,986,887	91.8%	44,560,738	73,533
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	910,006	30,408	616,066	646,474	263,532	29.0%	910,006	-
2110	FUNCTION-2110 SOCIAL WORK SERVICES	337,270	182	33,906	34,088	303,182	89.9%	384,497	(47,227)
2120	FUNCTION-2120 GUIDANCE SERVICES	1,530,178	2,058	107,600	109,658	1,420,520	92.8%	1,530,299	(121)
2130	FUNCTION-2130 HEALTH SERVICES	1,181,084	3,214	0	3,214	1,177,870	99.7%	1,181,084	-
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,238,128	5,288	113,645	118,933	1,119,195	90.4%	1,238,128	-
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,127,492	499	109,073	109,572	1,017,920	90.3%	1,127,492	-
Total Support Services - Pupils		6,324,158	41,649	980,291	1,021,940	5,302,218	83.8%	6,371,506	(47,348)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	96,218	1,441	62,574	64,014	32,204	33.5%	96,218	-
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	391,111	1,098	26,289	27,387	363,724	93.0%	391,111	-
Total Support Services - Staff		487,329	2,539	88,863	91,401	395,928	81.2%	487,329	0
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERV	30,241	20,591	0	20,591	9,650	31.9%	30,241	-
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SE	1,485,033	38,842	894,838	933,681	551,352	37.1%	1,485,033	-
2313	FUNCTION-2313 BUSINESS OFFICE	888,122	12,278	456,863	469,141	418,981	47.2%	888,122	-
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,162,951	115,750	2,745,672	2,861,422	1,301,529	31.3%	4,238,459	(75,508)
Total General Support Services		6,566,347	187,462	4,097,374	4,284,836	2,281,511	34.7%	6,641,855	(75,508)
Operational Services									
2510	FUNCTION-2510 OPERATION AND MAINTENAN	6,924,528	83,426	724,672	808,098	6,116,430	88.3%	6,842,679	81,849
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,501,715	6,256	110,053	116,309	5,385,406	97.9%	5,501,715	-
2540	FUNCTION-2540 COMPUTER SUPPORT SERV	1,642,242	170,268	600,811	771,079	871,163	53.0%	1,642,242	-
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	0	0	0	2,500	100.0%	2,500	-
Total Operational Services		14,070,985	259,950	1,435,536	1,695,486	12,375,499	88.0%	13,989,136	81,849
TOTAL SUPPORT SERVICES		27,448,819	491,600	6,602,063	7,093,663	20,355,156	74.2%	27,489,826	(41,007)
3710	FUNCTION 3710-NONPUBLIC SCHOOL	115,000	0	0	0	115,000	100.0%	115,000	0
4100	TUITION PAYMENTS	5,240,000	0	0	0	5,240,000	100.0%	5,240,000	0
GRAND TOTAL		77,438,090	516,355	10,224,691	10,741,047	66,697,043	86.1%	77,405,564	32,526
									0.04%

Cost vs Budget Dashboard - data through May 2019

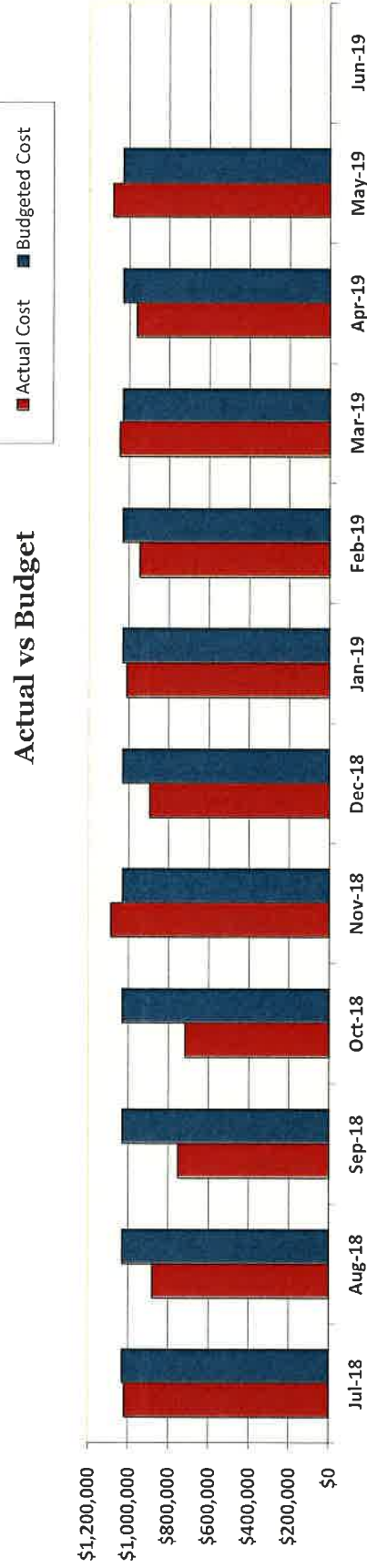
BOE Groups Active & Retired

Self Insured - All Coverages
All Enrollees

Date	Net Medical Paid				Dental Paid		Total Net Paid		Total Fixed Costs		Total Cost		BOE Monthly		Variance - Total	
	Lives	Claims	Rx Paid	Claims	Claims	Claims	Claims	Claims	Claims	Claims	Claims	Claims	Budget*	Budget	Cost vs BOE	Actual/Estimated BOE Budget
Jul-18	734	\$729,980	\$138,554	\$138,554	\$42,359	\$910,892	\$108,271	\$1,019,163	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$11,620)	98.9%
Aug-18	730	\$573,961	\$148,212	\$148,212	\$49,678	\$771,851	\$107,681	\$879,532	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$151,251)	85.3%
Sep-18	731	\$476,773	\$138,817	\$138,817	\$29,068	\$644,657	\$107,828	\$752,486	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$278,298)	73.0%
Oct-18	728	\$391,525	\$188,079	\$188,079	\$30,326	\$609,930	\$107,386	\$717,316	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$313,467)	69.6%
Nov-18	718	\$753,536	\$200,120	\$200,120	\$28,945	\$982,602	\$105,911	\$1,088,513	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$57,729	105.6%
Dec-18	715	\$541,587	\$219,010	\$219,010	\$28,619	\$789,216	\$105,468	\$894,684	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$136,099)	86.8%
Jan-19	649	\$702,752	\$178,919	\$178,919	\$32,431	\$914,102	\$95,733	\$1,009,835	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$20,949)	98.0%
Feb-19	648	\$584,900	\$234,311	\$234,311	\$31,467	\$850,678	\$95,585	\$946,263	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$84,520)	91.8%
Mar-19	641	\$639,997	\$269,736	\$269,736	\$41,650	\$951,384	\$94,553	\$1,045,936	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$15,153	101.5%
Apr-19	642	\$639,860	\$196,093	\$196,093	\$31,552	\$867,505	\$94,700	\$962,205	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$68,578)	93.3%
May-19	642	\$659,350	\$302,232	\$302,232	\$25,229	\$986,811	\$94,700	\$1,081,511	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$50,728	104.9%
Jun-19						\$0	\$0	\$0			\$0				\$0	
YTD	7578	\$6,694,221	\$2,214,083	\$2,214,083	\$371,325	\$9,279,629	\$1,117,816	\$10,397,445	\$11,338,617	\$11,338,617	\$11,338,617	\$11,338,617	\$11,338,617	\$11,338,617	(\$941,172)	91.7%

Budget vs. Actual Cost

Actual vs Budget



BOE monthly budget based on amount provided by Laurie LePine at Groton on 5/4/18.

Instruction

Curriculum Design/Development

The curriculum is the cornerstone of the Groton Public Schools instructional program and reflects philosophical beliefs about what children need to know and what they should be able to do. It is designed to ensure that students will succeed in the work place, be prepared for advance education, and become lifelong learners. Curricula shall include all instructional activities of the Groton Public schools; and shall provide for the continuous growth and development of each student throughout his/her school experience. The curriculum reflects the philosophy and goals of the Groton Board of Education, i.e., ~~all students can learn~~; all students can learn at higher levels than commonly recognized or expected; high but reasonable standards must be established for all students in all courses; learning is lifelong; a strong curriculum and adequate support resources are necessary conditions for academic success; and ~~that~~ a curriculum must prepare students for life in a ~~technologically-rich~~ global society.

As outlined in the Groton Public Schools Curriculum Handbook, new courses and major course revisions which propose a major change in the objectives for a course or program or in instructional materials shall be:

1. Presented to the Superintendent or Assistant Superintendent for approval
2. Presented to the Board of Education Curriculum Subcommittee for review and recommendations
3. Presented to the Committee of the Whole (COW) for approval of drafting curriculum
4. Upon approval, curriculum is written
5. Board of Education Curriculum Subcommittee will review.
6. Curriculum is then presented to the Board of Education for final approval

The Board of Education has responsibility and authority for the District's curriculum, subject to any limits specified by the State.

~~In order to ensure coordination with the Board's ultimate approval authority over curriculum, the Superintendent will present the plan for curriculum development/revision to the Board of Education's Curriculum Subcommittee for approval. If a pilot period is necessary, the superintendent will present the written curriculum and pilot plan to the Curriculum Subcommittee for approval. After completion of the district's Curriculum Development Process, (including any pilot period) the suggested revised and/or new curricula or materials shall be presented for review to the Board of Education's Committee of the Whole (C.O.W.) Curriculum Subcommittee. Once the curricula or instructional materials have been endorsed by the C.O.W. Board of Education's Curriculum Subcommittee, they will be submitted to the Board of Education for formal approval prior to implementation.~~

Legal Reference:

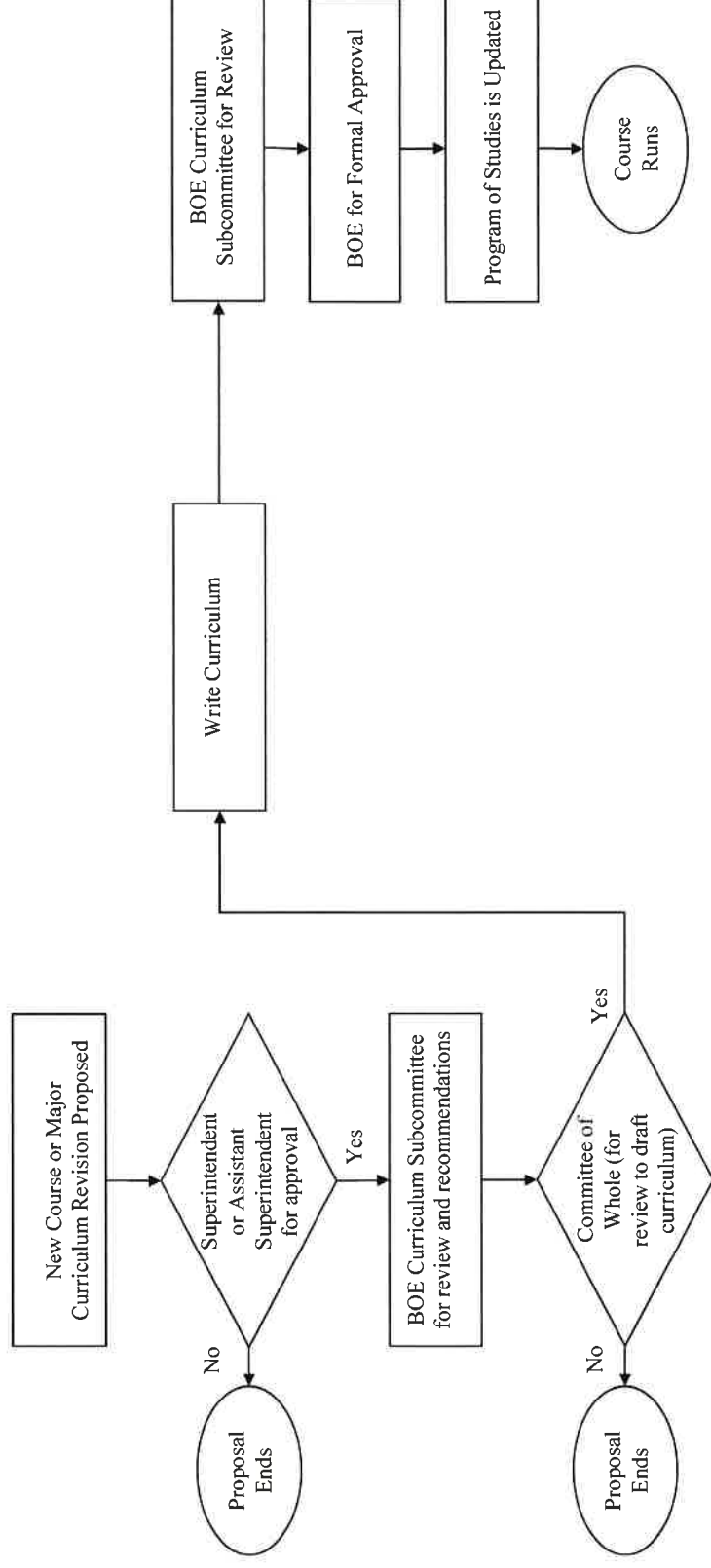
Connecticut General Statutes

- 10-15 Towns to maintain schools
- 10-15c Discrimination in public school prohibited
- 10-16b Prescribed courses of student
- 10-18 Courses in United States history, government and duties and responsibilities of citizenship
- 10-18a Contents of textbooks and other general instructional materials
- 10-19 Effect of alcohol, nicotine, or tobacco and drugs to be taught
- 10-221a High School graduation requirements

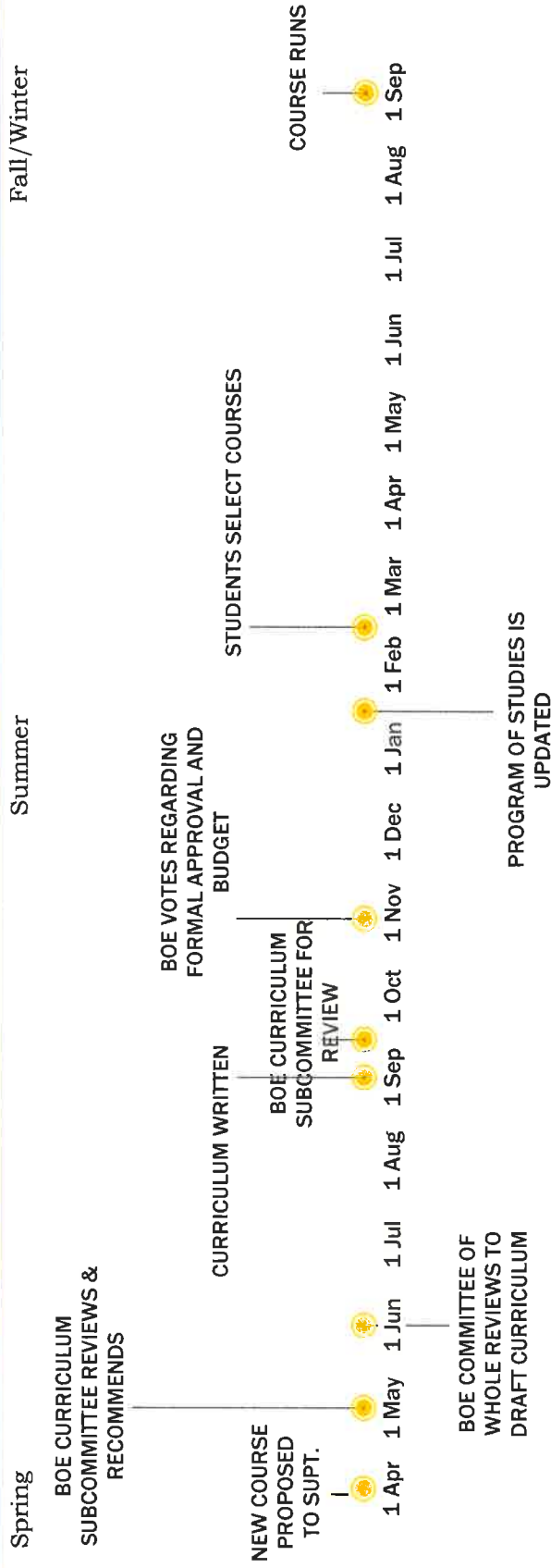
Policy Adopted: December 8, 2003
 Revised: April 26, 2010
 Revised:

GROTON PUBLIC SCHOOLS
 Groton, Connecticut

How New Courses/New Curriculum or Major Revisions are Approved



New Course Proposal Timeline



DETAILS

DATE	MILESTONE
4/1/2019	New Course Proposed to Supt.
5/1/2019	BOE Curriculum Subcommittee Reviews & Recommends
6/1/2019	BOE Committee Of Whole Reviews to Draft Curriculum
9/1/2019	Curriculum Written
9/15/2019	BOE Curriculum Subcommittee for Review
10/30/2019	BOE Votes Regarding Formal Approval and Budget
1/15/2020	Program of Studies is Updated
2/15/2020	Students Select Courses
9/1/2020	Course Runs

Students**Health Assessments and Immunizations**

The Board recognizes the importance of periodic health assessments, including oral assessments, according to state health regulations.

The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments, including oral health assessments. It is the policy of the Board of Education to ensure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.

To determine health status of students and to find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments when they start school.

There is no grace period to provide health and immunization; however, per the Interstate Commission on Educational Opportunity for Military Children and the McKinney-Vento Homeless Assistance Act for homeless students, there will be a 30 school day grace period for those students, from the first day the student attends school, to provide proof of the required health assessments and immunizations.

The Superintendent shall designate the school nurse to receive reports of health assessments and immunizations from health care providers.

Parents wishing their children exempted or excused from health assessments on religious grounds must present such exemption to the Superintendent of Schools, or his/her designee in writing. This request must be signed by the parent/guardian.

Parents/guardians wanting their children excused from immunizations on religious grounds (prior to kindergarten entry and grade 7 entry) must present a request for such exemption in writing to the Superintendent of Schools if such immunization is contrary to the religious beliefs of the child or of the parent/guardian of the child. The request must be officially acknowledged by a notary public or a judge; a clerk or deputy clerk of a court having a seal; a town clerk, a justice of the peace, a Connecticut-licensed attorney, or a school nurse.

According to State statutes (Connecticut General Statutes Sections 19a-7f and 10-204a), no child may be admitted to a licensed child care program or school without proof of immunization or a statement of exemption. Parents/guardians claiming a medical exemption on the bases that a given immunization is medically contraindicated should complete the Connecticut Department of Public Health Medical Exemption Certificate Statement and attach a letter signed by a physician licensed to practice medicine stating that, in the physician's opinion, such immunization is medically contraindicated and return it to the school. The letter must include the child's name, birth date, the vaccine(s) for which exemption is being file, the condition that contraindicates vaccination, and the physician's signature and contact information.

It is the responsibility of the principal to ensure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain in good order the immunization and health assessment records of each student enrolled.

Students born in high risk countries and entering school in Connecticut for the first time, should receive either TST (tuberculin skin test) or IGRA (interferon-gamma release assay). Any individual found to be positive shall have an

appropriate medical management plan developed that includes a chest radiograph.

Students not already known to have a positive test for tuberculosis should be tested if they meet any of the risk factors for TB infection, as described in the administrative regulations accompanying this policy.

No record of any student's medical assessment may be open to the public.

As required, the district will report, beginning in October 2017, on a triennial basis, to the Department of Public Health and to the local Health Director the asthma data, pertaining to the total number of students per school and for the district, obtained through the required asthma assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in either grade six or seven, and in grade ten or eleven. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form at the aforementioned intervals. The district, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

As required, the district will annually report to the Department of Public Health information required on the School Immunization Entry Survey.

The Superintendent of Schools shall give written notice to the parent/guardian of each student who is found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease and a recommendation that the student be examined by an appropriately licensed optometrist or ophthalmologist.

Note: PA 18-168 requires boards of education to request that students have an oral health assessment prior to public school enrollment, in grade 6 or 7, and in grade 9 or 10. The legislation establishes related requirements on providers authorized to perform the assessments, parental consent assessment forms, and records access. The specifics are detailed in the administrative regulation pertaining to this policy.

~~To determine health status of students, facilitate the removal of handicaps to learning, and find out whether some special adaptation of the school program may be necessary, the Board of Education may request that students have health assessments.~~

~~The Board of Education adheres to those state laws that pertain to school immunizations and health assessments. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206.~~

~~Parents wishing their children exempted or excused from health assessments may request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent or guardian. No record of any student medical assessment may be open to the public.~~

~~Parents or guardians wishing their children exempted or excused from the required immunization schedule required by Conn. General Statute §§ 10-204a and 19a-7f are required to present the **Religious Exemption Certification Statement** indicating that such immunizations would be contrary to the religious beliefs of such child or the parents or guardians of such child, which statement shall be acknowledged, in accordance with the provisions of sections 1-32, 1-34 and 1-35, by (A) a judge of a court of record or a family support magistrate, (B) a clerk or deputy clerk of a court having a seal, (C) a town clerk, (D) a notary public, a justice of the peace, (F) an attorney admitted to the bar of this state, or (G) notwithstanding any provision of chapter 6, a school nurse. Students who are already enrolled in school and who have religious exemptions already on file and are not entering seventh grade will not be affected by this policy.~~

Legal Reference: Connecticut General Statutes

10- 204a Required immunizations (as amended by P.A. 15-174 and P.A. 15-242)
10-204c Immunity from liability
10-205 Appointment of school medical adviser
10- 206 Health assessments (as amended by PA 17-146 and PA 18-168)
10-207 Duties of medical advisors
10-206a Free health assessments(
10-208 Exemption from examination or treatment
10-208a Physical activity of student restricted; board to honor notice
10-209 Records not to be public. Provision of reports to school.
10-212 School nurses
10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results. (as amended by PA 17-173)
Department of Public Health, Public Health Code, 10-204a-2a, 10-204a-3a, 10-204a-4
Section 4 of PA 14-231
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.
P.L. 93-568; codified as 20 U.S.C. 1232g
42 U.S.C. 1320d-1320d-8 P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)
PA 17-146 "An Act Concerning the Department of Public Health's Various Revisions to the Public Health Statutes," Section 5, effective 10/1/17
PA 18-168 An Act Concerning the Department of Public Health's Recommendations Regarding Various Revisions to the Public Health Statutes, Sections 7-9, 539 & 540

Policy Adopted: July, 1979
Revised: May 9, 1994
November 23, 2015

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Students**Health Assessments and Immunizations**

In accordance with Connecticut General Statutes 10-206, as amended, 10-204a, and 10-214, the following health assessment procedures are established for students in the district:

- 1) Proof of immunization shall be required prior to school entry. There is no grace period to provide health and immunization; however, per the Interstate Commission on Educational Opportunity for Military Children and the McKinney-Vento Homeless Assistance Act for homeless students, there will be a 30 school day grace period for those students, from the first day the student attends school to provide proof of the required health assessments and immunizations. A "school-aged child" also includes any student enrolled in an adult education program that leads to a high school diploma. This immunization verification is mandatory for all new school enterers and must include complete documentation of those immunizations requiring a full series. A required immunization record can be obtained from CT Department of Public Health.
- 2) Immunization requirements are satisfied if a student:
 - a) presents verification of the above mentioned required immunizations;
 - b) presents a certificate from a physician, physician assistant, advanced practice registered nurse or a local health agency stating that initial immunizations have been administered to the child and additional immunizations are in process;
 - c) presents a certificate from a physician stating that in the opinion of the physician immunization is medically contraindicated in accordance with the current recommendation of the National Centers for Disease Control and Prevention Advisor Committee on Immunization Practices because of the physical condition of the child;
 - d) presents a written statement officially acknowledged by a notary public or a judge, family support magistrate, clerk/deputy clerk, or a court having a seal, a town clerk, a justice of the peace, a Connecticut-licensed attorney, or a school nurse, or from the parents or guardian of the child that such immunization would be contrary to religious beliefs of the child or his/her parents/guardians;
 - e) he/she has had a natural infection confirmed in writing by a physician, physician assistant, advanced practice registered nurse or laboratory.

Health assessment and health screening requirements are waived if the parent/legal guardian of the student or the student (if he or she is an emancipated minor or is eighteen years of age or older) notifies the school personnel in writing that the parent, guardian or student objects on religious grounds. (CGS 10-204a)

Students failing to meet the above requirements shall not be allowed to attend school.

- 3) A physical examination including blood pressure, height, weight, hematocrit or hemoglobin, and a chronic disease assessment which shall include, but not be limited to, asthma, and which must include public health related screening questions for parents and other screening questions for providers. Screenings for hearing, vision, speech, and gross dental shall be required for all new school enterers and students in grade 6 and grade 9 or 10. This health assessment must be completed prior to school entry for new school enterers. For Military or homeless students, there is a 30 school day grace period. This assessment must be conducted within the school year for students in grade 6, 9 or 10. Parents of students in grade 6, 9 or 10 shall be notified in writing of the requirement of a health assessment and shall be offered an opportunity to be present at the time of assessment.

The assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia and test for lead levels in the blood when the Board of Education, after consultation with the school medical advisor and the local health department, determine such tests are necessary.

A test for tuberculosis, as indicated above, is not mandatory, but should be performed if any of the following risk factors prevail:

1. birth in a high risk country of the world (to include all countries in Africa, Asia, the former Soviet Union, Eastern Europe, Central and South America, the Dominican Republic, and Haiti, see list of countries in Appendix B) and do not have a record of a TST (tuberculin skin test) or IGRA (interferon-gamma release assay) performed in the United States.
2. travel to a high risk country staying at least one week with substantial contact with the indigenous population since the previously required examination;
3. extensive contact with persons who have recently come to the United States from high risk countries since the previously required examination;
4. contact with persons suspected to have tuberculosis; or
5. lives with anyone who has been in a homeless shelter, jail or prison, uses illegal drugs or has HIV infection.

The results of the risk assessment and testing, should be recorded on the State of Connecticut Health Assessment Record (HAR-3) or directly in the student's Cumulative Health Record (CHR-1).

Health assessments completed within one calendar year of new school entry or grade 6, 9 or 10 will be accepted by the school system. Failure of students to satisfy the above mentioned health assessment timeliness and/or requirements shall result in exclusion from school.

The District shall annually report on a triennial basis beginning October 1, 2017 to the Department of Public Health and to the local Health Director the asthma data pertaining to the total number of students per school, and in the district, obtained through school assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in either grade 6 or 7, and in either grade 9 or 10. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form at the aforementioned intervals.

- 4) Parents or guardians of students being excluded from school due to failure to meet health assessment requirements shall be given a thirty calendar day notice in writing prior to any effective date of school exclusion. Failure to complete required health assessment components within this thirty day grace period shall result in school exclusion. This exclusion shall be verified in writing by the Superintendent of Schools or his/her designee. Parents of excluded students may request administrative hearing of a health assessment related exclusion within five days of final exclusion notice. An administrative hearing shall be conducted and a decision rendered within fifteen calendar days after receipt of request. A subcommittee of the Board of Education shall conduct an administrative hearing and will consider written and/or oral testimony offered by parents and/or school officials.

- 5) Health screenings shall be required for all students according to the following schedule:

Vision Screening

Grades K, 1, 3, 4, 5

Audiometric Screening

Grades K, 1, 3, 4, 5

Postural Screening

Grades 5 and 7 for female students

Grades 8 or 9 for male students

The school system shall provide these screenings to students at no cost to parents. Parents shall be provided an annual written notification of screenings to be conducted. Parents wishing to have these screenings to be conducted by their private physician shall be required to report screening results to the school nurse. The district shall provide a brief statement to parents/guardians of students not receiving the required vision, hearing, or postural screening explaining why the student did not receive such screening(s).

- 6) Parents of students failing to meet standards of screening or deemed in need of further testing shall be notified by the Superintendent of Schools. A written notice shall be given to the parent/guardian of each student who is found to have any defect or disease and with a recommendation for the student to be examined by a licensed optometrist or licensed ophthalmologist. A written statement shall also be provided to the parent/guardian of any student who did not receive the vision screening with a brief statement explaining the reason.

Students eligible for free health assessments shall have them provided by the health services staff. Parents of those students choosing to have a health assessment conducted by medical personnel outside of the school system shall do so at no cost to the school system.

- 7) Health records shall be maintained in accordance with Policy #5125.
- 8) All candidates for all athletic teams shall be examined annually by their own physician or the School Based Health Center.

No candidate will be permitted to engage either in a practice or in a contest unless this requirement has been met, and he or she has been declared medically fit for athletics.

An athlete need not be re-examined upon entering another sport unless the coach requests it.

If a student is injured, either in a practice, a contest, or in an incident outside of school activities that requires him or her to forego either a practice session or contest, that student will not be permitted to return to athletic activity until the student's medical provider pronounces him/her medically fit for athletics.

Oral Health Assessments

Parents are encouraged to have oral health assessments for their child(ren) prior to public school enrollment, in grade 6 or 7, and in grade 9 or 10. Such assessment may be conducted by a dentist, dental hygienist, physician, physician assistant (PA), or an advanced practice registered nurse (APRN), if he or she is trained in conducting such assessments as part of a DPH-approved training program. When conducted by a dentist, the oral assessment must include a dental examination. If another such provider conducts the assessment, it must include a visual screening and risk assessment.

Parent/guardian consent is required prior to the oral health assessment. The assessment is to be made in the presence of the parent/guardian or another school employee. The parent/guardian must receive prior written notice and have a reasonable opportunity to opt his/her child out of the assessment, be present at the assessment, or provide for the assessment himself or herself.

A child's public school enrollment continued attendance shall not be denied for his/her failure to receive the oral health assessment.

The district may host a free oral health assessment event at which a qualified provider performs such oral health assessments. Parents/guardians will be given prior notice of such a free screening event, providing the parents/guardians the opportunity to opt their children out of the assessment event. If the parent/guardian does not do so, the child must receive an assessment free of charge. The child is prohibited by legislation from receiving any dental treatment as part of the assessment event without the parent's/guardian's informed consent.

The results of an oral health assessment shall be recorded on forms supplied by the State Board of Education. The provider performing the assessment must completely fill out and sign the form. Recommendations by the provider

shall be in writing. For any child who receives an oral health assessment, the results must be included in the child's cumulative health record.

Appropriate school health personnel shall review the assessment results. If it is determined that a child needs further testing or treatment, the Superintendent or his/her designee shall give written notice to the child's parent/guardian and make reasonable efforts to ensure that further testing or treatment is provided. Such efforts include determining whether the parent/guardian obtained the necessary testing or treatment for the child, and if not, advising the parent or guardian on how to do so. The results of the further testing or treatment must be recorded on the assessment forms and reviewed by school health personnel.

As with other school health assessments no records of oral health assessments may be open to public inspection; and each provider who conducts an assessment for a child seeking to enroll in a public school must provide the assessment results to the school district's designated representative and a representative of the child.

Legal Reference: Connecticut General Statutes

10-204a Required immunizations (as amended by P.A. 15-174 and P.A. 15-242)

10-204c Immunity from liability

10-205 Appointment of school medical adviser

10-206 Health assessments (as amended by June Special Session PA 01-4, PA 01-9, PA 05-272, PA 07-58 and PA 18-168)

10-206a Free health assessments

10-207 Duties of medical advisers

10-208 Exemption from examination or treatment

10-208a Physical activity of student restricted; board to honor notice

10-209 Records not to be public. Provision of reports to school.

10-212 School nurses

10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results, as amended by P.A. 17-173.

PA 18-168 An Act Concerning the Department of Public Health's Recommendations Regarding Various Revisions to the Public Health Statutes, Sections 7-9, 539 & 540

Regulation approved:

Students

Health Assessments and Immunizations

Appendix B: List of High Incidence¹ Tuberculosis Countries (Revised 1/2016)

Afghanistan	Guinea	Philippines
Albania	Guinea-Bissau	Poland
Algeria	Guyana	Portugal
Angola	Haiti	Qatar
Anguilla	Honduras	Republic of Korea
Argentina	India	Republic of Moldova
Armenia	Indonesia	Romania
Azerbaijan	Iraq	Russian Federation
Bangladesh	Iran	Rwanda
Belarus	Japan	Saint Vincent and the Grenadines
Belize	Kazakhstan	Samoa
Benin	Kenya	Sao Tome and Principe
Bhutan	Kiribati	Senegal
Bolivia (Plurinational State of)	Kuwait	Serbia
Bosnia and Herzegovina	Kyrgyzstan	Seychelles
Botswana	Lao People's Democratic Republic	Sierra Leone
Brazil	Latvia	Singapore
Brunei Darussalam	Lesotho	Solomon Islands
Bulgaria	Liberia	Somalia
Burkina Faso	Libyan Arab Jamahiriya	South Africa
Burundi	Lithuania	South Sudan
Cambodia	Madagascar	Sri Lanka
Cameroon	Malawi	Sudan
Cape Verde	Malaysia	Suriname
Central African Republic	Maldives	Swaziland
Chad	Mali	Syrian Arab Republic
China	Marshall Islands	Tajikistan
China, Hong Kong Special Administrative Region	Mauritania	Taiwan
China, Macao Special Administrative Region	Mauritius	Thailand
Colombia	Mexico	The former Yugoslav Republic of Macedonia
Comoros	Micronesia (Federated States of)	Timor-Leste
Congo	Mongolia	Togo
Côte d'Ivoire	Morocco	Trinidad and Tobago
Democratic People's Republic of Korea	Mozambique	Tunisia
Democratic Republic of the Congo	Myanmar (Burma)	Turkey
Djibouti	Namibia	Turkmenistan
Dominican Republic	Nauru	Tuvalu
Ecuador	Niue	Uganda
El Salvador	Nepal	Ukraine
Equatorial Guinea	Netherlands Antilles	United Republic of Tanzania
Eritrea	New Caledonia	Uruguay
Estonia	Nicaragua	Uzbekistan
Ethiopia	Niger	Vanuatu
Fiji	Nigeria	Venezuela (Bolivarian Republic of)
French Polynesia	Northern Mariana Islands	Vict Nam
Gabon	Pakistan	Wallis and Futuna Islands
Gambia	Palau	Yemen
Georgia	Panama	Zambia
Ghana	Papua New Guinea	Zimbabwe
Guam	Paraguay	
Guatemala	Peru	

¹ Incidence rate of $\geq 20/100,000$ Data available at: <http://www.who.int/tb/country/data/profiles/en/>

Students

Admission Requirements for Resident Students

Each child entering Groton Public Schools for the first time must present **legal evidence of age** ~~a birth certificate or other legal evidence of birth data~~, as well as proof of a recent health assessment and required immunizations, except for those students classified as homeless in accordance with Federal law. If the parents or guardians of any children are unable to pay for required immunizations or health assessments, the Board shall provide the required immunizations and/or health assessments without charge.

Documents accepted for proof of child's age
Hospital, Physician or Religious Certificate showing date of birth
Adoption Record
Birth Certificate
Previously verified school records

The Department of Children and Families and the Judicial Department shall provide to the Superintendent any educational records within their custody of a child seeking to enter, or to return to the District, from a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement, prior to the child's entry or return. However, receipt of the educational records shall not delay a child from enrolling in school. The Superintendent shall provide such information to the principal at the school the child will be attending. The principal shall disclose such information to staff members as is appropriate.

Residency Requirements

Groton Public Schools provides educational services to students who are residents of Groton and to those out-of-town students for whom the district has entered into an agreement with either their parent(s)/guardian(s) or their home Board of Education. Students who are not residents of Groton, except as mentioned above, may not attend Groton Public Schools. The Board may take legal action to recoup the cost of educating students found to have been illegally attending schools in the District. A student's parents/guardians ~~is~~ are required to notify the principal when they are no longer residents of Groton. In exceptional situations, the Superintendent may allow the student to complete the school year.

The student's parent/guardian must present proof of residency upon initial registration in Groton Public Schools and whenever requested by the principal.

Proof of Residency

Proof of residency can be verified by submitting:

- (a) one document from column A **OR**
- (b) two documents from column B.

Only those items listed **on the Documents for Proof of Residency table in this policy** ~~below~~ will be accepted as proof of residency. Each document submitted must specify the physical address of where the student lives; post office box addresses are not acceptable.

Students

Admission Requirements for Resident Students - continued

Documents for Proof of Residency	
Column A	Column B
<ul style="list-style-type: none"> • Rental or lease agreement • Purchase or escrow agreement • Letter of Intent for residency 	<p>Dated within past 30 days</p> <ul style="list-style-type: none"> • Utility bill (gas, electric, telephone, cable TV, etc.) • Letter from an approved government agency (assisted housing, food stamps, unemployment payment, etc.) • Payroll stub • Bank or credit card statement • Valid Connecticut driver's license • Current vehicle registration or insurance • Medical billing or insurance information <p>Dated within the past year</p> <ul style="list-style-type: none"> • Property tax bill

If the student's family is living with another family in Groton, then: (1) they must provide a notarized statement from the person they are living with stating that they and their children live there, the address, and for what period of time; (2) documents showing that the person they are living with resides within district and school boundaries (as specified above); and one of the documents from column B; above; showing that they live at the location. If the living situation is temporary, then once they have moved into their own residence, they will need to bring in proof of residency for their new address.

Placement

Children who apply for initial admission to the District's schools by transfer from nonpublic schools, or from schools outside the District, will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, **or and** the school principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the children.

Students

Admission Requirements – continued

- Legal Reference: Connecticut General Statutes:
- 10-15c. Discrimination in public schools prohibited. School attendance by five-year-olds.
 - 10-76a. Definitions.
 - 10-76d. Duties and powers of boards of education to provide special education programs and services. Determination of eligibility for Medicaid. State agency placements, apportionment of costs. Relationship of insurance to special education costs.
 - 10-186. Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. (As amended by Public Act 11-115 – An Act Concerning Juvenile Re-Entry and Education)
 - 10-204a. Required immunizations.
 - 10-226. Health assessments.
 - 10-206a. Free health assessments.
 - 10-220. Duties of boards of education.
 - 10-233a. Definitions.

Policy Adopted: June 23, 2014
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Business and Non-Instructional Operations

Food Service - Charging Policy

The goal of the food service program is essential in providing students with nutritious and healthy foods, through the district's food services program. The school nutrition program is an essential part of the education system. By providing good-tasting, nutritious meals in pleasant surroundings, we are helping to teach students the value of good nutrition.

The school nutrition program is an extension of the school's educational programs, and it is the district's vision to have a partnership among students, staff, school family, and the community in offering access to, and in providing nutritious meals, which are attractively presented at an affordable price.

The Board of Education has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the Federal and State guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced-price meals to eligible elementary and secondary students enrolled in the district's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced-price meals is completed and approved. All applications for free and reduced-price meals, and any related information, will be considered strictly confidential and not to be shared outside of the district's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the district's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

Funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff, or visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

Charging is not encouraged by the district, but on those occasions that a student does not have money, they will be offered an alternate meal. ~~Examples of alternate meals include, but are not limited to, the following:~~

~~A peanut butter and jelly sandwich and milk (lunch) or;
A sunbutter and jelly sandwich and milk (lunch) or;
A cheese sandwich and milk (lunch);
Cereal and milk (breakfast).~~

~~The cost of providing this alternate meal cannot be incurred by the school food service account, and the charge for this alternate meal will be \$.75 for breakfast and \$1.75 for lunch. The alternate meal is not part of the National School Lunch Program and is considered a chargeable a la carte item.~~

In order to sustain the district's food services program, the district cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services manager/director and/or the applicable school principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Food Service - Charging Policy – cont.

Definitions

~~"Alternate Meals" are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day's advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.~~

"Delinquent Debt" constitutes unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" ~~are~~ occurs when unpaid meal charges are not collected and are considered an operating loss. Such debt ~~must be considered an operating loss which~~ cannot be absorbed by the nonprofit school food service account, which must be restored using nonfederal funds.

Elementary Students

The district uses Meal Pay Plus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as make deposits, to their child's school meal account. Any student whose account has insufficient funds, (i.e., is at the charging limit), and does not bring a meal from home may charge any combination of meals up to a negative balance of \$10.00. When the charge limit is reached, ~~an alternate meal will be provided consisting of one or more of the alternate meal examples mentioned above until the charges are paid in full.~~ Negative balance status can be avoided by making a payment in the form of cash, check, or credit card to the Meal Pay Plus website. When a charge has occurred, a written notification shall be sent home to parents. All credited meals must be repaid. In situations in which a student is consistently without meal money, the principal or his/her designee should encourage the parent/guardian to apply for free or reduced-price meals.

Secondary Students

The district uses Meal Pay Plus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$10.00. No snacks or a la carte items may be charged. When the charge limit is reached, ~~an alternate meal will be provided consisting of one or more choices listed above until the charges are paid in full.~~ Negative balance status can be avoided by making a payment in the form of cash, check, or credit card to the Meal Pay Plus website. When a charge has occurred, a written notification shall be sent home to parents. All credited meals must be repaid. In situations in which a student is consistently without meal money, the principal or his/her designee should encourage the parent/guardian to apply for free or reduced price meals.

Food Service - Charging Policy – cont.

Districtwide

1. Parents are responsible for providing meals or meal money for their student. Repayment is expected without delay. Snack and a la carte purchases are cash only. At any time of the year, parents are encouraged to complete or update a free or reduced meals application.
2. Although not required by law, because of the district's participation in the school Child Nutrition Programs, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the superintendent to develop rules which address:
 - a. What can be charged;
 - b. The limit on the number of charges per student;
 - c. The system used for identifying and recording charged meals;
 - d. The system used for collection of repayments; and
 - e. Ongoing communication of the policy to parents/guardians and students.

Delinquent Debt and Bad Debt

The district's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, of the current school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be considered an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, on the district's website, and on the website of each school at the beginning of each school year.

This policy shall be provided to all school staff and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The district's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

Food Service - Charging Policy – cont.

Legal Reference:

Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"

SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"

SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"

SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

POLICY

P 6161

Instruction

Equipment/Books/Materials: Provision/Selection

The Board of Education shall provide educational materials and equipment that support and enrich the curriculum.

The review and selection of print or digital basic textbooks, ~~textbooks (the book(s) or set(s) of instructional materials~~ that serve as the foundation for the majority of the course content, ~~-shall be considered the basic textbook—hereinafter referred to simply as "textbooks")~~ will be continuously reviewed to keep current with the expansion of knowledge and rapid changes in the world and to present balanced views on international, national, and local issues and problems of the past, present, and future. Other instructional materials, such as supplemental texts, on-line resources, and reference books shall not be considered to be textbooks.

The administration will develop and maintain a procedure for selecting materials which meet the aforementioned criteria. Such procedure shall include the opportunity for professional staff to analyze, evaluate, and recommend primary learning materials for adoption.

All new textbooks used as the primary sources of information for courses will be reviewed ~~vett~~ed by the ~~Curriculum & Instruction Council~~ Curriculum subcommittee of the Board of Education and be presented to the Board of Education for approval. Adoption of new textbooks shall require a two-thirds vote of all the members of the Board.

Textbooks should:

1. Provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic, and ethical values.
2. Provide materials that will enable students to develop abilities in critical reading and thinking.
3. Provide materials that will develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
4. Provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, or physical disabilities.
5. Provide sufficient flexibility for meeting the special needs of individual students and groups of students.

Any text deemed to be controversial by the Superintendent of Schools shall be subject to automatic review ~~automatically~~ by the Board of Education.

A textbook may be retired as part of the curriculum review/revision process described in the Groton Curriculum Handbook. If grade level/content area teachers are interested in retiring a textbook series, they will complete the "Request for Textbook Retirement" form and submit it to the building principal, who will advise the Assistant Superintendent of the textbook retirement request.

Equipment, Books, and Materials: Provision/Selection – cont.

Legal Reference

Connecticut General Statutes

10-18a Contents of textbooks and other general instructional materials.

10-221 Boards of Education to prescribe rules.

10-222a Boards to have use of funds derived from repayment for school materials.

10-228 Free textbooks, supplies, materials and equipment.

10-229 Change of textbooks.

Policy approved: July 25, 2011
 Revised: February 27, 2017
 Revised:

GROTON PUBLIC SCHOOLS
 Groton, Connecticut

Form 6161

**Groton Public Schools
 Groton, CT
 New Textbook ~~Request~~/Review Form**

Grade level: Course Title	Copyright date/Edition:
Content Area:	Name of reviewer:
Book Title:	Date of Review:
Publisher: Author/Publisher	Author: Grade Level(s):

Rate the textbook by using the following scale of 1 to 5:
 (1 being the lowest score and 5 being the highest)

Score	Description
	Is the text aligned with the Common Core State Standards, Connecticut State Standards and National curriculum standards?
	Does the text support the content and objectives of the curriculum?
	Does the text reinforce critical thinking, problem solving, and higher order thinking skills?
	Is the style of writing interesting, clear, and appropriate for the students at this grade level?
	Are photographs, graphs, drawings, tables, diagrams, and charts used effectively to support students' interpretation of and access to the content?
	Is the text balanced in gender representation?
	Does the text provide a fair and balanced representation of diverse cultures in valued roles and positive situations?
	Does the text provide a sufficient quantity and quality of assessments?
	Does the text support writing within the content area?
	Does the text provide authentic problems, issues, or scenarios within and across the content areas for students to evaluate?
	Is there technology to support the text?
	Does the teacher's manual include specific teaching strategies and supplemental lessons to assist the teacher in meeting the needs of all students?

**Groton Public Schools
Groton, CT
New Textbook Review Form**

Does the text have an online version? ____ Yes ____ No

What is the Lexile level of the text? _____

What are the outstanding features of the text?

What are the shortcomings of the text?

Should the textbook be adopted? ____ Yes ____ No

Additional comments:

Signature of reviewer: _____

Date: _____

Request for Textbook Retirement Form

Name of Teacher(s): _____ Textbook title: _____

School: _____ Edition and copyright date: _____

Course/Grade Level: _____ ISBN: _____

Current inventory: _____

Is this textbook used across the district at the same grade level/course?

Rationale for discontinuing the use of the textbook:

Proposal for replacement textbook/resources:

Building Principal Signature: _____

Assistant Superintendent Signature: _____

Request Approved by Curriculum Department? Yes No

Business Office recommended disposal method: _____

Please return this form to the Teaching & Learning Office. Upon receipt of the form the Office of Teaching & Learning will arrange for the request to be added to the Curriculum & Instruction Council agenda to consider the appropriate course of action.

Groton Public Schools

FY20 Proposed tuition rates for Out of District students

Proposed
FY2020

Pre-K	\$ 7,400
Elementary School	\$ 14,800
Middle School	\$ 16,788
High School	\$ 16,712
IB Diploma Program	\$ 19,857

Special Education Program Costs

Pre-School	\$ 10,306
Regular Education, K-12	\$ 15,312
Academy Program - Elem & Secondary	\$ 30,700
ABA Program - Elem & Secondary	\$ 29,028
Multi Disabilities - Elem & Secondary	\$ 26,767
NBA	\$ 29,112
Transition Academy	\$ 28,051

Additional Services

OT/PT	Add \$ 3,060
Speech	Add \$ 3,060
Counseling/Social Skills	Add \$ 3,060
Resource Room	Add \$ 5,100

POLICY**P 5141.31****Students****Physical Examinations****Sports Physicals**

It is the Policy of the Board of Education to require physicals for participation in sports. Physicals for participation in sports for athletes shall be required within thirteen months prior to the date the student is to participate in interscholastic sports. Documentation of this physical must be placed in the student's health record.

The Board of Education recommends that all physicals be performed by the student's own physician. If, for some reason, this is not feasible, **the school will assist the parent in contacting the *School Based Health Center*.** ~~sports physicals will continue to be provided by the school physician or School Based Health Clinic. Annual written parental permission will be required before physicals can be performed by the school physician.~~

Mandated Physicals

It is the Policy of the Board of Education to require periodic health assessments prior to Kindergarten, Sixth and Tenth grades, unless objected to in writing on religious grounds by the parents or guardian of the student (or by the student if age 18 or over). No record of such medical examination shall be open to public inspection.

Legal References: Connecticut General Statutes 10-206, 10-208, 10-209

Policy Adopted: September 24, 1984
Policy Revised: February 23, 1987
Policy Revised: May 11, 1998
Policy Revised: January 24, 2000
Policy Revised: May 11, 2009
Policy Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Personnel

Acceptable Computer Network Use

The Board of Education provides computers, networks and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the school's ~~unit's~~ computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of a school computers is permitted as long as such use does not interfere with the employee's job duties and performance. ~~; with system-operations or other system-users.~~ "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Any employee who violates this policy and/or any rules governing use of the school's ~~unit's~~ computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school's ~~unit's~~ computers will also result in referral to law enforcement authorities.

All district computers remain under the control, custody and supervision of the school ~~unit~~. The school ~~unit~~ reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Guidelines for General use

It is important to recognize that ~~with increased~~ access to computers ~~and people all over the world also~~ comes the availability of controversial material that may not be considered of educational value in the context of the school setting. Further, the school district recognized the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by provide the following guidelines.

1. Any electronic ~~main~~ accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account.
2. All communications and information accessible via a network should be assumed to be public.
3. Any use of the district's computing resources or networks for illegal or inappropriate purposes accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Illegal activities shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.
4. Any use of telecommunication opportunities for commercial purposes, financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others, is prohibited.
5. Non-Groton Public School computers should not be connected to the Groton Public School local area network.

Each employee authorized to access the school's ~~unit's~~ computers, networks and Internet services is required to sign an acknowledgement form stating that they have read this policy. ~~and the accompanying regulations~~. The acknowledgement form will be retained in the employee's personnel file.

Legal Reference: Connecticut General Statutes
 The Freedom of Information Act
 53a-182b Harassment in the first degree
 PA 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by
 Employers

Policy adopted: April 9, 2007
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

**Personnel—Certified
Rights, Responsibilities and Duties
Acceptable Computer Network Use**

Internet Use Agreement

Internet access is now available to certified staff in the School District.

The Board of Education believes the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to certified staff is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

Certified Staff Member:

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Signature _____ Date _____

School _____

P 4118.4

Technology Appropriate Use Policy

Appropriate Technology Use and Guidelines

Groton Public Schools (GPS) is committed to aiding students **to become globally aware, civically engaged, and capable. 21st-century learning environment. Therefore,** Groton Public Schools provides its students and staff access to a multitude of technology resources with the understanding that these resources provide opportunities to enhance learning and improve communication within our community and with the global community. The advantages of having access to these resources are far greater than the potential difficulties they may bring. However, with the privilege of access comes personal responsibility to use the resources appropriately.

The district's policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District's technology resources are to be used solely for educational purposes including use for classroom activities, educational research and professional or career development activities. The district makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit by maintaining a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA). Teachers and staff may have higher levels of access than students and are expected to utilize this access for the purpose of supporting their professional duties and in carrying out the district's education mission.

Digital Citizenship

As the Internet and electronic communication has become ubiquitous in the 21st century, GPS holds high expectations of all stakeholders to behave in a responsible and ethical manner in all digital interactions. Digital citizenship skills guide all stakeholders in communication and using information and technology in safe, legal, and responsible ways. Administration, teachers, and staff are expected to model digital citizenship skills for students in the same manner with which they model all expected behavior. A responsible digital citizen is one who:

- **Respects One's Self:** Users show respect for themselves through understanding online behavior is a reflection and representation of oneself. They select online names that are appropriate, consider the information and images that are posted online as public expressions of themselves, and do not post personal information.

Technology Appropriate Use Policy

- **Respects Others:** Users show respect for others online. They refrain from using technologies to bully, tease, insult, inflame, harass or discriminate and, in general, disrespect others. They do not visit sites that are degrading, pornographic, racist, or inappropriate in the school setting or otherwise detract from professionalism. They do not violate others' access to material or others' files, online spaces, or material and never borrow, use or misappropriate another's identity, online password/or another's work product.
- **Protects One's Self:** Users protect themselves by not posting any information that may put them at risk. Private information should not be shared. They report any attacks or inappropriate behavior directed at them or other abuse. They protect passwords, accounts and resources.
- **Protect Others:** Users protect others online by not putting others at risk and take care to not offend others. They report abuse and do not create, forward or disseminate in any manner inappropriate materials, communications or images. Users do not visit degrading, pornographic, racist or other inappropriate sites.
- **Respects Intellectual Property:** Users understand online resources are the creation of others. They request permission to use resources as necessary, suitably cite any and all use of websites, books, media, etc. and abide by fair use rules.
- **Protects Intellectual Property:** Users adhere to copyright laws and agreements. They request to use the software and media others produce and use with permission. They act with integrity when dealing with licensed music, software and other media.

Regulations

The Superintendent will develop accompanying regulations and guidelines to provide specific guidelines for staff in their use and use with their students of district technology and personal technology including the use of social media both in and outside of school.

Consequences for Violation

The Superintendent will set forth in the regulations consequences for violation of this policy and its regulations. The district reserves the right to cooperate in investigations involving illegal personal technology usage by employees where such personal use impacts employees' ability to perform their jobs, is detrimental to student welfare or otherwise impacts the Board or school district or where district cooperation is otherwise warranted.

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Legal References:

- U.S. Constitution, Amend. I
- Conn. Constitution, Article I, Sections 3, 4, 14
- Conn. Gen. Stat. § 31-48d Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.
- Conn. Gen. Stat. § 31-51q
- Conn. Gen. Stat. §§ 53a-182b Harassment in the first degree
- Conn. Gen. State §53a-183 Harassment in the second degree
- Conn. Gen. State §53a-196g Possessing child pornography: affirmative defenses
- Conn. Gen. State §§53a-250 et seq. re: computer related offenses
- 28 U.S.C. 2510 through 2520, Electronic Communication Privacy Act
- 20 U.S. C.254 Children's Internet Protection Act
- 20 U.S. C. 6751-6777 Enhancing Education through Technology Act
- Every Student Succeeds Act
- Title II, Part D 6777 Internet Safety
- 47 U.S.C. 254 Universal service discounts (E-rate)

Policy Adopted: **February 26, 2001**
Revised: **November 12, 2013**
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Technology Appropriate Use Policy

Appropriate Technology Use and Guidelines

Use of District Technology

The following guidelines cover use of all district technology resources regardless of where and when they are used or accessed including, but not limited to; the use or access at school, in the classroom, at a school related activity or function, or off school grounds or after school hours.

- Use of Groton Public Schools (GPS) technology resources (computers, mobile devices, software, online tools, network, etc.) is expected to be ethical, respectful, academically honest, and supportive of the district's mission and educational objectives.
- Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space in terms of privacy. All communications and information accessible via a network should be assumed to be public.
- The Groton Public School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of computer network including electronic mail and Internet access and other district technologies and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to; copyrighted material, licensed material and threatening, harassing, discriminatory or obscene material. Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Accessing in a public school environment any materials that are objectionable including those containing language that is deemed to be vulgar, degrading, or inflammatory in nature is prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of district technology resources for private or personal commercial activities, including the buying or selling of anything over the Internet, product advertisement, solicitation, for the purpose of personal gain or fundraising, religious proselytizing or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred. The Board of Education has no control over information on the Internet. Web filtering software is used to filter categories of websites, and the district will do it's best to maintain filters of inappropriate content. Use of any network, access point, website, proxy or other tool to circumnavigate district filters is strictly prohibited. Limited exceptions for educational purposes may be made with the express written and prior permission of the Superintendent.

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- Users need to maintain student and family privacy in all electronic communication in accordance with the Family Education Rights and Privacy Act.

Expectations for Internet / Media Publishing

The following guidelines should be utilized when publishing items on the district website, any other site, or any other form of media used for educational purposes.

- Maintain student privacy under the Family Education Rights and Privacy Act in regards to publishing photos and student work. Information designated by the district as directory information may be published; however, staff must first determine whether or not parents have elected to prohibit such disclosures.
- Electronic publication must be for educational purposes, and school administrators, teachers and staff shall monitor these materials to ensure compliance with GPS policies and standards.
- Under no circumstances would a student's home address, phone number or other personally identifying information such a student identification number or social security number be included in electronic publications.
- Identifiable images (picture or video) will never be accompanied by students' names.
- Pictures that are a part of student publishing will not include identifying information.
- Only first names will be used in published student work.
- Any replies or feedback to published student work will be gathered in an anonymous fashion or will use the sponsoring teacher's email address. Students' email addresses will not be used.
- In special circumstances, with parent-signed release, identifying information may be added.
- No sites are to be accessed using district provided student email accounts, unless approved by administrator or designee.
- Publications of any kind not meeting these standards will be removed without the need for prior notice.
- **When applicable, ALT-Text must be included for ADA Compliance.**

Expectations for Communication and Use of Personal Technology Devices for District Activity

For purposes of this policy and guidelines, personal device means a privately owned wireless and/or portable electronic piece of equipment that includes, but is not limited to, laptops, **computers netbooks**, tablets/slates, **iPod touches**, e-Readers, and **cell-and-smart mobile** phones.

- Staff will be permitted to access the District's wireless Bring Your Own Device (BYOD) network with their personal devices during the school day for academic purposes only; use and access by staff must be in accordance with acceptable use policies, regulations and guidelines and all other applicable district policies such as codes of conduct and anti-discrimination policies and in accordance with state and federal law. Staff must use the district's networks to access the Internet and are prohibited from using personal networks at school for district activity.

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- Personal electronic devices may be brought and used in the school for educational and instructional purposes only. Such use is a privilege. Accordingly, staff who engage in use of personal devices at school during the school day for inappropriate non-educational purposes or who otherwise violate Board policy or state or federal law in such use may be subject to restriction or loss of the privilege, and/or be subject to discipline up to and including termination in accordance state and federal laws and applicable district policies and collective bargaining agreements.
- When a personal device is not in use for educational purposes it must be properly stored away so it is not a distraction to others or the educational setting.
- Email communications with students must be through a district-approved email system not through personal email accounts. ~~Group District~~ email ~~accounts are~~ ~~is~~ available for this purpose.
- Teachers or coaches may from time to time offer personal contact numbers to assist students and parents with homework or other district academic activities and functions. Any Staff will not give out their private ~~cell~~ ~~mobile~~ phone or home telephone numbers without defining the need to do so and gaining prior approval of administration.
- If a teacher or coach wishes to communicate with an entire class via text message alert due to a cancelled event or practice, all contact by teachers and/or coaches should be sent to all students except for emergencies or if the student's health or safety is at risk.
- If a personal device is used to communicate with a student in an emergency situation or where a student's health or safety is at risk, ensure you inform an administrator of the incident. Any questions related to responding to a student text message should be directed to an administrator.
- Proper professional boundaries must be recognized at all times and all content and communication should be related to the educational or academic need. Inappropriate contact with students via e-mail, phone including text messaging or other technology is prohibited.
- Owners are encouraged to mark their devices in a manner to make them uniquely identifiable. However, responsibility to keep the device secure rests with the individual owner. GPS will not be held liable for loss, damage, or theft of personal devices ~~used on district property~~. If a device is stolen or damaged, it will be handled through the administrative office the same as other personal items that are stolen or damaged.
- Technology services will provide instruction for registering and/or connecting the personal device to the wireless network. Additional support for hardware and software related issues for a personal device will not be provided.
- To ensure appropriate network filters are enabled in adherence with the Children's Internet Protection Act, staff will only use the District's wireless network when using the device for educational purposes and will not attempt to bypass the network using a ~~cellular~~ ~~3G or 4G~~ network or any other personal network when conducting district activity.
- Devices may not be used for inappropriate purposes by staff, including, but not limited to: using applications outside of teacher instruction, storing or transmitting illicit or illegal material, harassing,

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- bullying or discriminating against others, sending inappropriate messages, cheating, hacking, viruses, Trojans, etc., or accessing non-school approved or established social media sites during school.
- Staff shall have no expectation of privacy while using district technology or personal technology devices accessed through the district networks ~~on school property during school and during work time~~. Where reasonable suspicion exists for administration to believe that a school rule, board policy or regulation or law has been violated, a staff member's personal device may be monitored, examined, searched and even confiscated in accordance with applicable Board policies including those related to search and seizure, acceptable use of technology and use of ~~mobile phones~~ ~~cellphones~~ and in accordance with applicable state and federal laws. If articulable facts give rise to a belief that a rule, law, or policy has been violated, the matter will be immediately referred to the Superintendent of Schools to determine the action to be taken.
- Where sexting or possession of pornography is suspected, caution should be exercised by school administration to ensure no further dissemination by downloading or storing images or text messages. Administration must be careful not to cross the boundary from investigator to possessor of pornography. This matter is to be referred immediately to the Superintendent of Schools.
- If a device is confiscated, it will be returned in accordance with applicable district policies and regulations. If found in violation with any part of the GPS Appropriate Use Policy, the privilege to use a personal device on the GPS network may be revoked.
- Personal devices should not require any special software to use it for district activity. If specific software is required it may be provided under special circumstances with the approval of the Superintendent or designee (IT Director).
- The camera in a personal device will not be used while on district property without specific permission from administration and any such use must be in accordance with school rules, applicable district policies and laws.

Additionally, all other guidelines and procedures defined in other areas of the GPS Appropriate Use document should be followed and applied when using personal devices.

Guidelines for Social Media

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will review the use of social media by employees including employee personal use of social media, when such use:

- 1) Interferes or disrupts the work of the school district
- 2) Is used to harass coworkers or other members of the school community
- 3) Creates a hostile work environment
- 4) Breaches confidentiality obligations of school district employees
- 5) Harms the goodwill and reputation of the school district in the community
- 6) Violates the law, board policies, or other school rules and regulations

Technology Appropriate Use Policy

The Board of Education therefore adopts the following guidelines for the use of social media by Board of Education employees.

Nothing in these guidelines should be construed as implicit permission to represent the Board of Education or the School District online. No employee has the right to represent or speak on behalf of the Board of Education unless they have been officially designated to do so by the Superintendent or the Board of Education.

Definitions:

Social Media, includes, but is not limited to; social networking websites, such as Twitter, Facebook, LinkedIn, YouTube, **Instagram**, **MySpace**, and other internet/web-related technologies.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Groton Public Schools Board of Education.

The importance of teachers, students, parents and staff engaging, collaborating, learning and sharing in digital environments is part of the 21st century learning. Social Media guidelines encourage employees to participate in online social activities. However, it is important to create an atmosphere of trust and individual accountability keeping in mind that information produced by Groton Public School staff is a reflection on the entire district and is subject to the district's appropriate use policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

The following guidelines are provided to give direction when participating in online social media activities.

Guidelines Concerning "District-Sponsored" Social Media Activity for Staff

An employee who seeks to use social media sites and related interactive technologies as an educational tool or in relation to extracurricular activities or programs of the school district may do so provided that the procedures below are followed and that the employee obtains the permission of the Superintendent and IT Director prior to setting up the site. All such work-related online sites must be authorized in writing and coordinated with IT support and direction. All content will be reviewed and approved before it is published by a designee set by the Superintendent. The employee's building principal and IT will also be provided access to any site that is established. No prior permission is required to search or monitor these sites and staff should have no expectation privacy in such sites.

- Let your administrator, fellow teachers, staff and parents know about your educational sites.
- Have a clear purpose and outcomes for the use of this educational tool and establish a code of conduct for use by all participants.
- Use will be limited to specific academic and/or school-related purposes.
- Sites used for these purposes must be closed in that the employee must set up **an approval process password-protected** access for the students and staff involved. **Sites may not be publicly available**. Site activity must be moderated, monitored and supervised. Only allow approved participants access to the site.
- Employees are required to use appropriately respectful speech on district-sponsored sites and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Proper professional boundaries must be recognized at all times and all content and communication should be related to the educational purposes. Communication that is sensitive or personal in nature has no place on these sites. We also suggest you do not post on anything that you would not say or do as a teacher in the

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- classroom or as an employee of the District. Employees must supervise student speech to ensure that it complies with the criteria above.
- Employees are required to comply with all Board of Education policies and procedures including applicable laws with respect to the acceptable use of computer equipment, networks or devices when accessing district-sponsored sites. Employees must also supervise students use to ensure compliance. Report any instance of inappropriate student communication to administration.
- The Board of Education reserves the right to monitor all employee use of district technology. An employee should have no expectation of personal privacy in any communication including text messages or post while using district computers, ~~mobile devices~~ ~~cellular or smart telephones~~, or other data devices or other district technology.
- All content and posts on district-sponsored sites must comply with the Board of Education's policies pertaining to confidentiality including the confidentiality of student information. If an employee is unsure about the confidential nature of information being considered for posting by him/her or by students, the employee shall consult with his/her building principal prior to making the post.
- An employee may not link a district-sponsored site or webpage to any personal social media sites or sites not sponsored by the school district. They will also inform students about the prohibited linking.
- An employee may not use district-sponsored sites for private or personal financial gain, political, commercial, advertisement, proselytizing, or solicitation purpose. They must also supervise student use to ensure that it complies.
- An employee may not use district-sponsored sites in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such. They must also supervise student use to ensure that it complies.

Guidelines Concerning “Personal” Social Media Activity for Staff

Staff is cautioned to use social media judiciously, to be mindful of the importance of proper decorum on line, and to refrain from conduct that would distract from or disrupt the educational process or reflect poorly on the district or a staff member’s professional standing or reputation.

- An employee may not mention, discuss, or reference the Board of Education, the school district, individual schools, programs, or teams on personal social networking sites unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education.
- Employees must refrain from mentioning other Board of Education employees or other members of the school community (*e.g.*, parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to the same.
- Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues and conduct themselves online in a manner consistent with in person professional behavior.
- We suggest you check your profile’s security and privacy settings. At a minimum, educators should have all privacy settings set to “only friends”. “Friends of Friends” and “Network and Friends” open your pages and content to a large group of unknown people who can view and share your information. People you classify as “friends” have the ability to download and share your information with other people. You do not have control over with whom they share your information. You and your family privacy may be at risk.

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Technology Appropriate Use Policy

- It is not appropriate for an employee to "friend" or communicate with a current student or otherwise establish special relationships with selected students through personal social media. It is not appropriate for an employee to give students access to personal postings.
- Employees are encouraged not to accept current student's parent and family members of students as friends and should consider whether it is advisable to friend or accept requests from former students. It is not advisable to "friend" former students who have siblings in the district when their sites may be accessed by current students and their families.
- Do not post or update your personal page or engage in personal social media of any kind during school hours.
- We suggest you post only what you want the world to see. Imagine your students, their parents or the community visiting your site. Once you post something on a social networking site, it may still be accessible even after it is removed from the site.
- Unless given written consent, employees may not use the Board of Education's logo or trademarks in their personal posts. Please note this prohibition extends to the use of logos and/or trademarks associated with individual schools, programs, or teams of the school district.
- Employees are requested to use appropriately respectful speech in their personal social media posts and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications including postings with sexual content or images, or those that advocate use of illegal drugs or alcohol. Such posts reflect poorly on the school district's reputation, on the professionalism of the employee, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
- Employees are individually responsible for their personal posts on social media websites. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Such activities are outside the scope of employment. Employees may be held personally liable for such claims.
- All posts on personal social media must comply with the Board of Education's policies concerning confidentiality including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her building principal prior to making the post.
- An employee may not link a personal social media site or webpage to the Board of Education's website ~~or the websites of individual schools, programs, teams or post Board of Education material on a social media site or webpage~~ without written permission from the Superintendent ~~or his/her designee~~.
- Employees are required to comply with all Board of Education policies and regulations with respect to the acceptable use of computer equipment, networks, and electronic devices when accessing the Internet. Use of technology must not interfere with an employee's duties at work.
- The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices. An employee should have no expectation of personal privacy in any communication or post on any website while using district computers, ~~mobile phones~~ ~~cellular telephones~~ or other electronic devices.
- All Board of Education policies regulating off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, criminal charges and protecting confidential information.

Disciplinary and Other Consequences

Violation of this policy and its regulations may lead to discipline up to and including termination of employment consistent with state and federal law and applicable bargaining agreements. Where applicable and allowable under law, money damages may be assessed and action taken against violators for damages incurred by the district from inappropriate use of technology by staff.

Technology Appropriate Use Policy

Policy Adopted: **February 26, 2001**
Revised: **November 12, 2013**

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Instruction**Electronic Resources****Voice Assistant Devices**

The Groton Public School District does not permit the use of voice-activated devices by teachers and students in District classrooms. This prohibition is based upon the privacy, legal and/or technology-related concerns they pose at the current time.

The Board of Education (Board) believes that the unauthorized use of voice-controlled personal assistants adversely affects students' ability to achieve academic success, is disruptive to effective classroom discipline and management and can lead to an invasion of staff and students safety and privacy rights. The Board desires to keep District schools free of any classroom interference by the unauthorized use of such voice assisted devices.

District technology shall be carefully selected and evaluated to ensure instructional value and compliance with District policy and regulations.

The Superintendent or his/her designee shall clearly communicate to all students, staff and parent/guardians, the District's policies and regulations related to the use of voice-controlled personal assistant devices in District classrooms.

Legal Reference: Connecticut General Statutes

1 19(b)(11) Access to public records. Exempt records.

10 15b Access of parent or guardians to student's records.

10 209 Records not to be public.

46b 56 (e) Access to Records of Minors.

53a-182b Harassment in the first degree: Class D felony. (as amended by PA 95-143)

Connecticut Public Records Administration Schedule V Disposition of Education Records (Revised 1983).

18 USC § 25 10-2522 Electronic Communication Privacy Act.

20 U.S.C. 254 Children's Internet Protection Act of 2000.

47 U.S.C. Children's Online Protection Act of 1998.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93 568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Policy adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut