

**GROTON BOARD OF EDUCATION
REGULAR MEETING
MONDAY, SEPTEMBER 23, 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
 - Presentation of the Summer Fellowship Program – Rachel Lorinser, Lisa Lambert, Laura Irace
- 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
- B. Reports and Information from the Staff
 - 1. Assistant Superintendent
 - Presentation of the spring 2019 District SBAC and SAT data (Attachment #1)
 - 2. Business Manager Report
 - Object Code Summary (Attachment #2)
 - Health Insurance Report (Attachment #3)
 - FY 21 Budget Timeline (Attachment #4)
 - 3. Director of Buildings and Grounds
 - Groton 2020

V. COMMITTEE REPORTS

- | | |
|---|---|
| A. Policy
B. Curriculum
C. Finance/Facilities | D. Other: <ul style="list-style-type: none">- Negotiations- 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 August 26, 2019 (Attachment #5)
 2. Approval of Gifts
 - A donation was made through the Donor's Choose Program to the following schools:
 - Catherine Kolnaski School (Ben Moon) for the purchase of a STEAM Lab vinyl cutter in the amount of \$285.00.
 - Claude Chester (Sherri Facas) for the purchase of "Sensory Tools", inflatable peapod and a trampoline, in the amount of \$120.00.
- B. Old Business
1. Discussion and possible action regarding a second reading of policy P 5141.31 Physical Examinations – Students (Attachment #6)

MOTION: To approve as a second reading of policy P 5141.31 Physical Examinations – Students
 2. Discussion and possible action regarding a second reading of policy P 4118.5 Acceptable Computer Network Use and regulations R 4118.5 Acceptable Computer Network Use Form (Attachment #7)

MOTION: To approve as a second reading of policy P 4118.5 Acceptable Computer Network Use and regulations R 4118.5 Acceptable Computer Network Use Form
 3. Discussion and possible action regarding a second reading of policy P 4118.4 Appropriate Technology Use and regulations R 4118.4 Appropriate Technology Use (Attachment #8)

MOTION: To approve as a second reading of policy P 4118.4 Appropriate Technology Use and regulations R 4118.4 Appropriate Technology Use
 4. Discussion and possible action regarding a second reading of policy P 6141.3271 Voice Assistance Devices (Attachment #9)

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

C. New Business

1. Discussion and possible action regarding a first reading of policy P 6146 Graduation Requirements (Attachment #10)

MOTION: To approve as a first reading of policy P 6146 Graduation Requirements

2. Discussion and possible action regarding Custodial Workers Recognition Day

MOTION:

WHEREAS, Custodial workers and maintenance men provide service in multiple settings for the upkeep of the Groton Public Schools; and

WHEREAS, the support and services provided by custodial workers and the maintenance department are integral to the continued upkeep of our school facilities; and therefore, be it

RESOLVED, that the Board of Education and the Superintendent of Schools, recognize the many contributions of the custodial workers and the maintenance department and acknowledges October 2, 2019 as Custodial Workers Recognition Day.

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

Oct. 7, 2019	Policy - CANCELLED	C.O., Rm. 5	5:00 p.m.
Oct. 15, 2019	Board Retreat	C.O., Rm. 11	5:00 p.m.
Oct. 17, 2019	Groton Scholarship	FHS	5:00 p.m.
Oct. 21, 2019	COW	C.O., Rm. 11	6:00 p.m.
Oct. 23, 2019	BOE/GEA/AGSA Liaison	C.O., Rm. 11	4:15 p.m.
Oct. 28, 2019	BoE Meeting	THA, CR 1	6:00 p.m.

MEETING DATES WITH TOWN BODIES

Oct. 2, 2019	TCC/RTM/BoE	C.O., Rm. 11	5:30 p.m.
Oct. 3, 2019	PSBC	THA, CR 2	6:00 p.m.
Oct. 17, 2019	PSBC	THA, CR 2	6:00 p.m.

- B. Suggested Agenda Items

IX. ADJOURNMENT

2018-19 SBAC & SAT Report

Monday, September 23, 2019

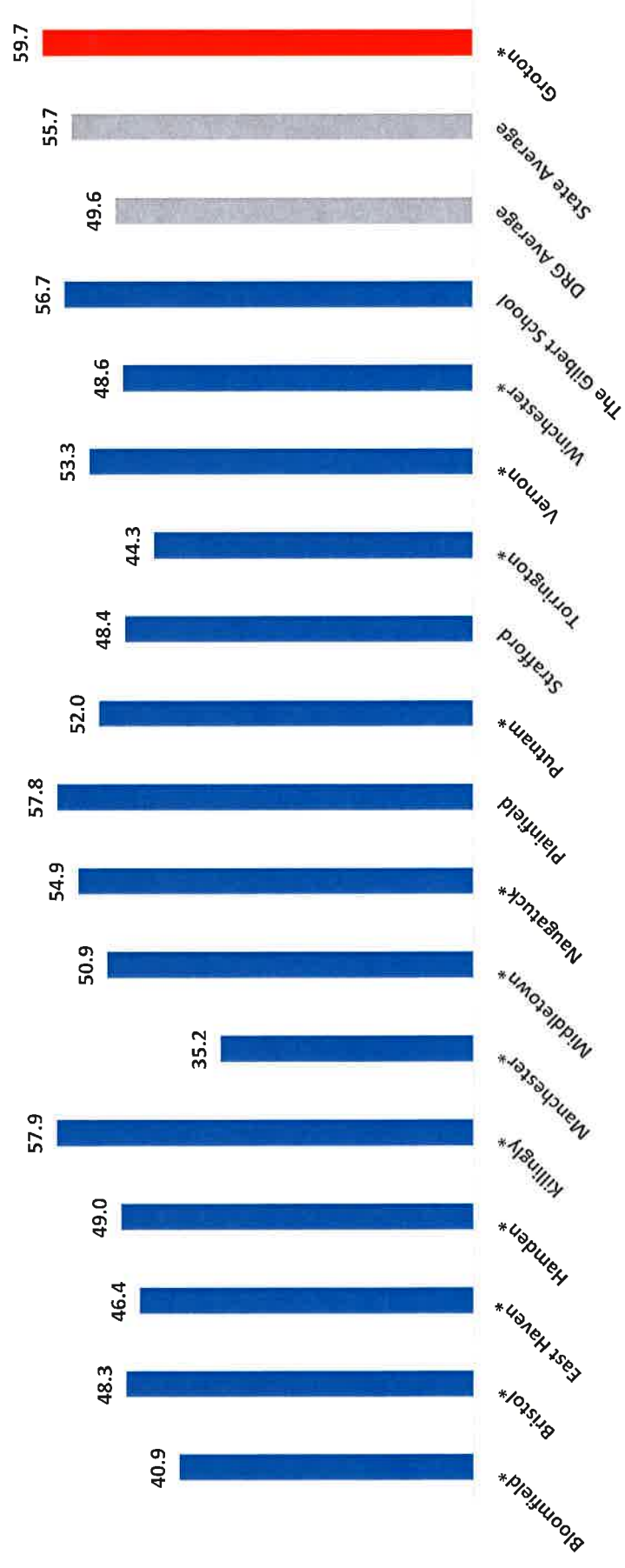
Achievement Level	Descriptors for ELA and Math	
Level 4	Exceeds the Achievement Standard	The student has exceeded the achievement standard for ELA or Math
Level 3	Meets The Achievement Standard	The student has met the achievement standard for ELA or Math
Level 2	Approaching the Achievement Standard	The student has nearly met the achievement standard for ELA or Math
Level 1	Does Not Meet the Achievement Standard	The student has not yet met the achievement standard.



2019 SBAC
Percent at Level 3 or Above
by
District Reference Group (DRG)
and Local Districts

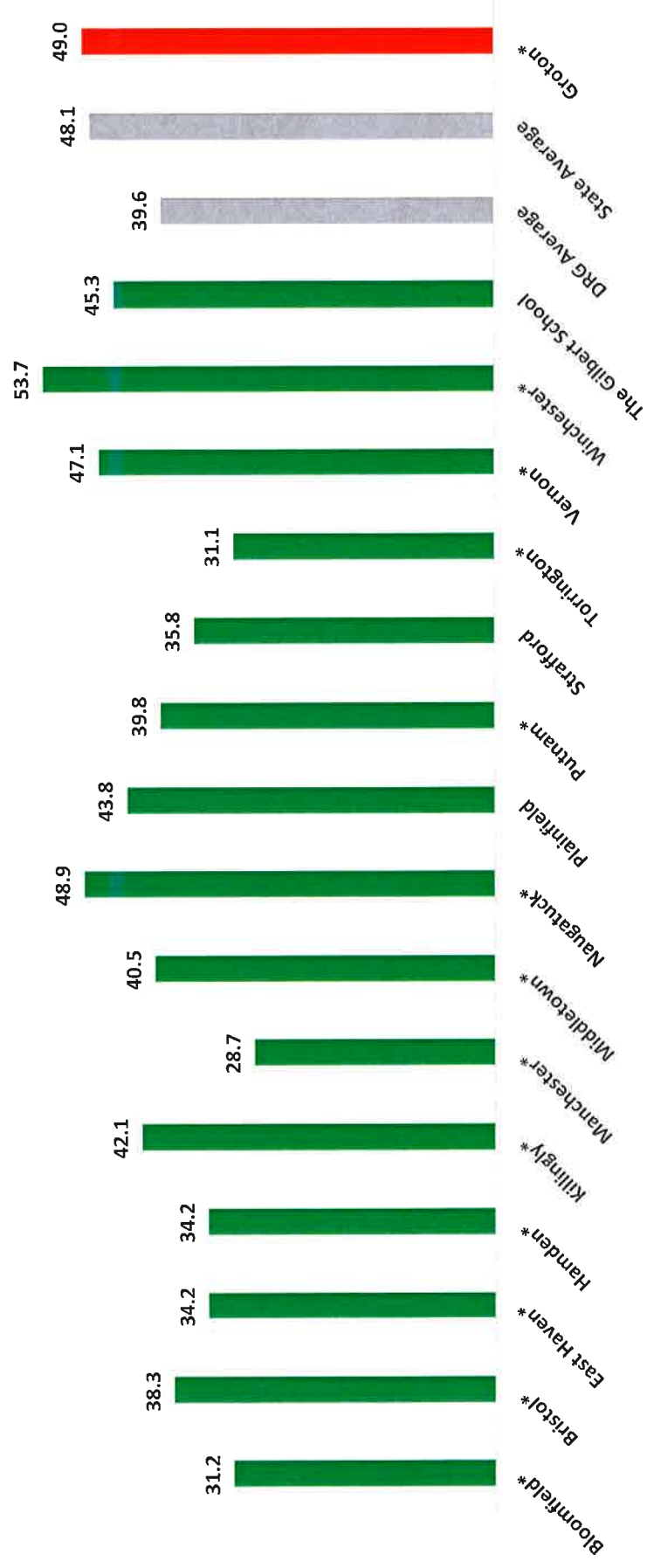
Percent at Level 3 or Above in ELA
District Reference Group (DRG)

* Alliance Districts

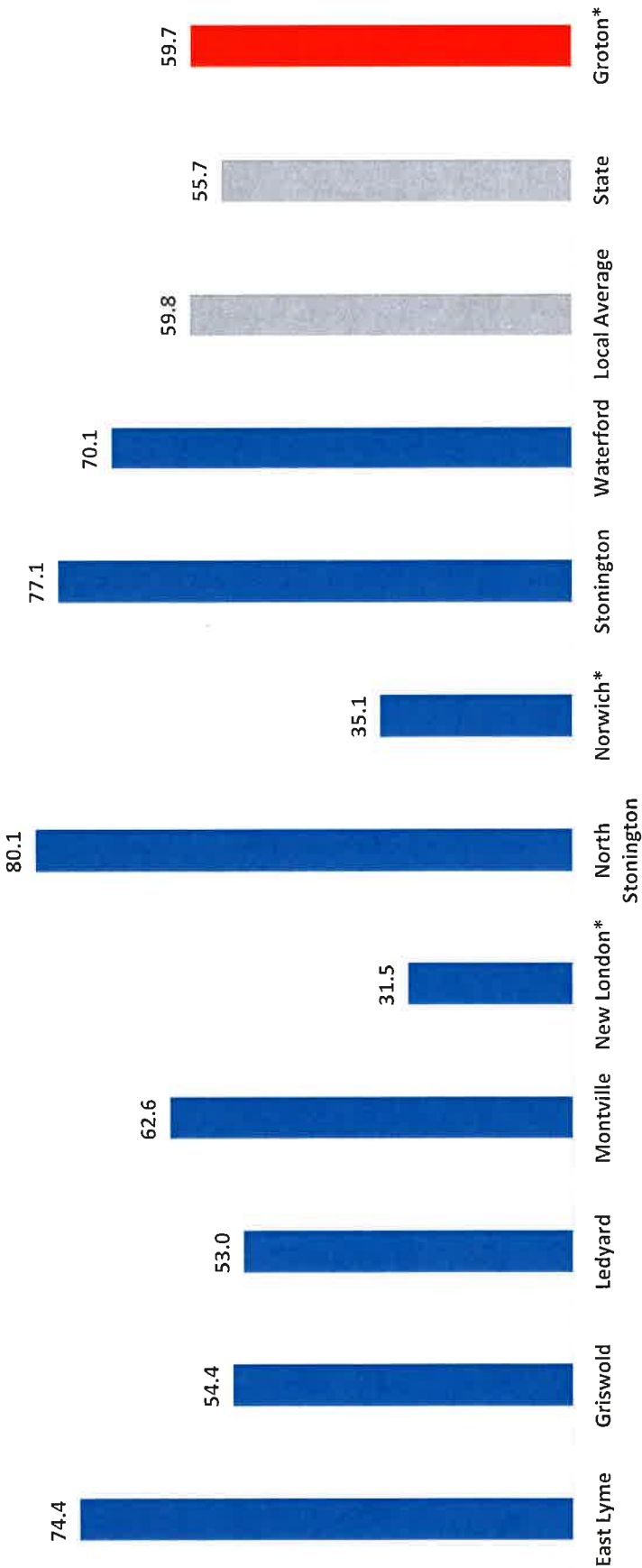


Percent at Level 3 or Above in Math
District Reference Group (DRG)

* Alliance Districts



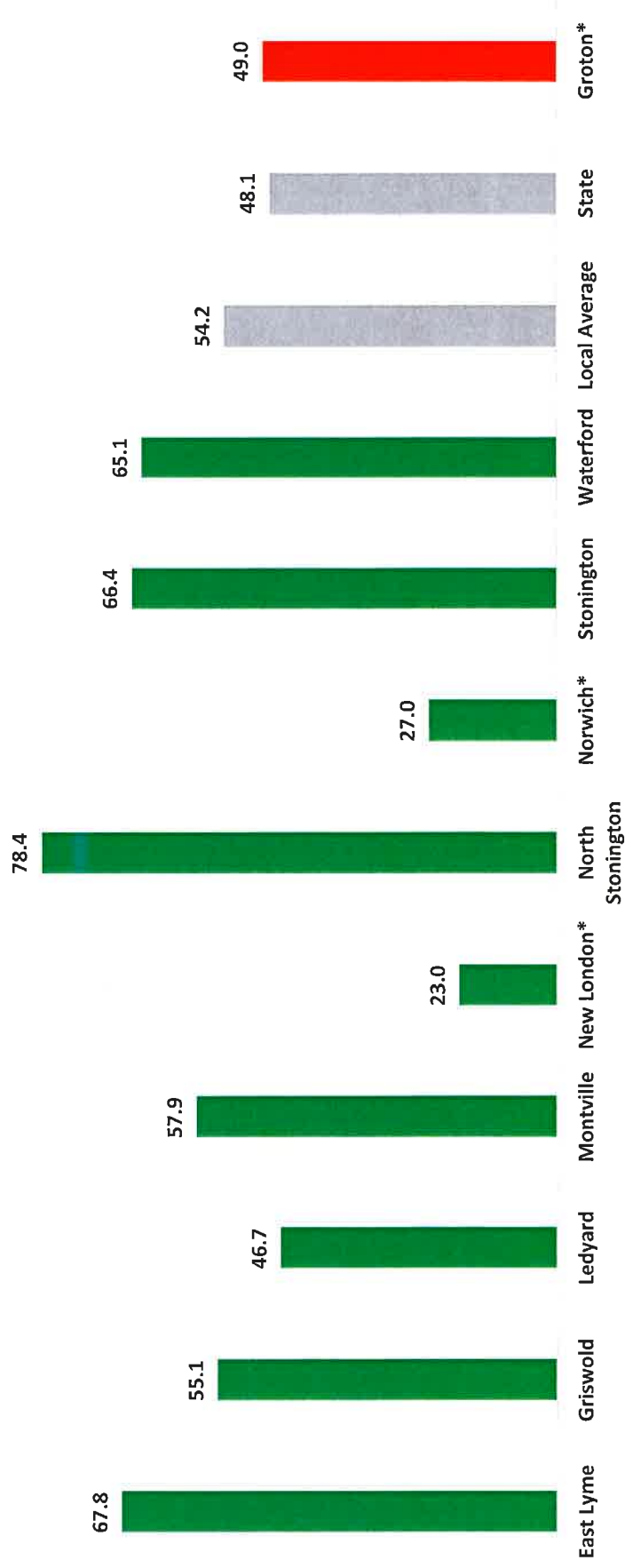
Percent at Level 3 or Above in ELA
Local School Districts
* Alliance Districts



Percent at level 3 or Above in Math

Local Districts

* Alliance Districts



2019 SBAC

Average Percentage of Target Achieved

in the

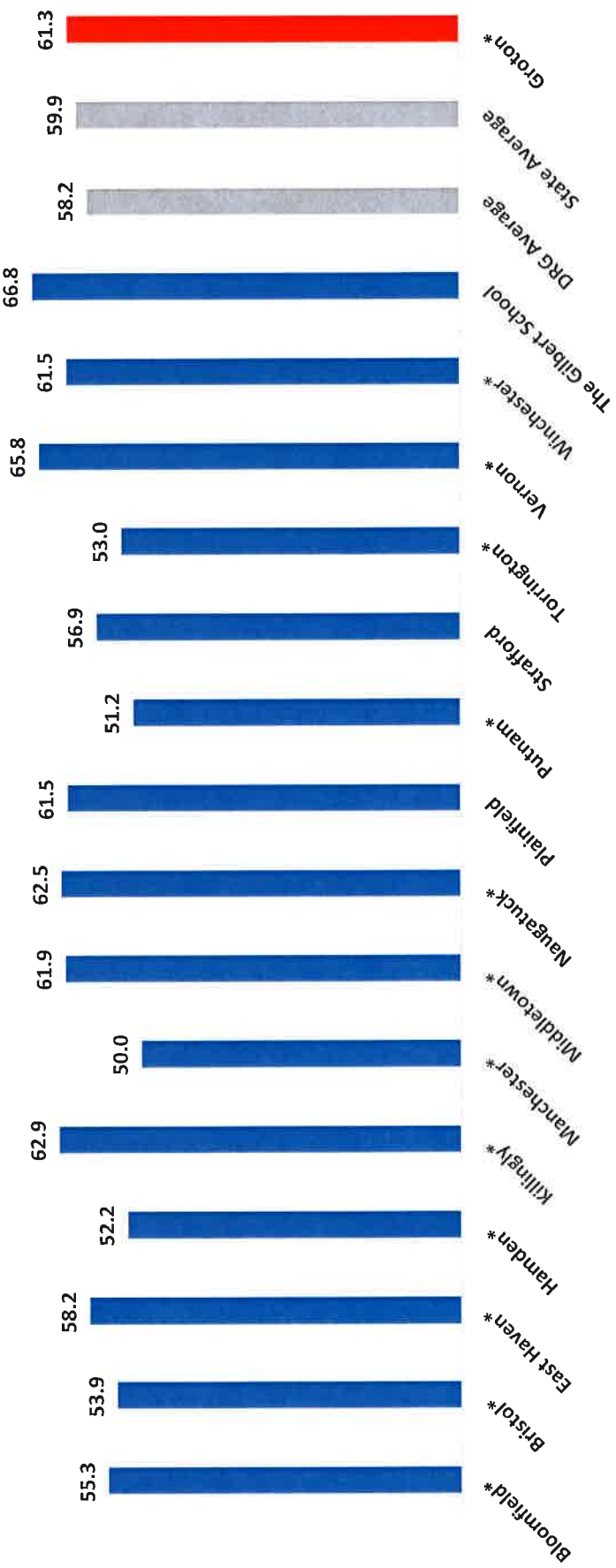
District Reference Group (DRG)

and Local Districts

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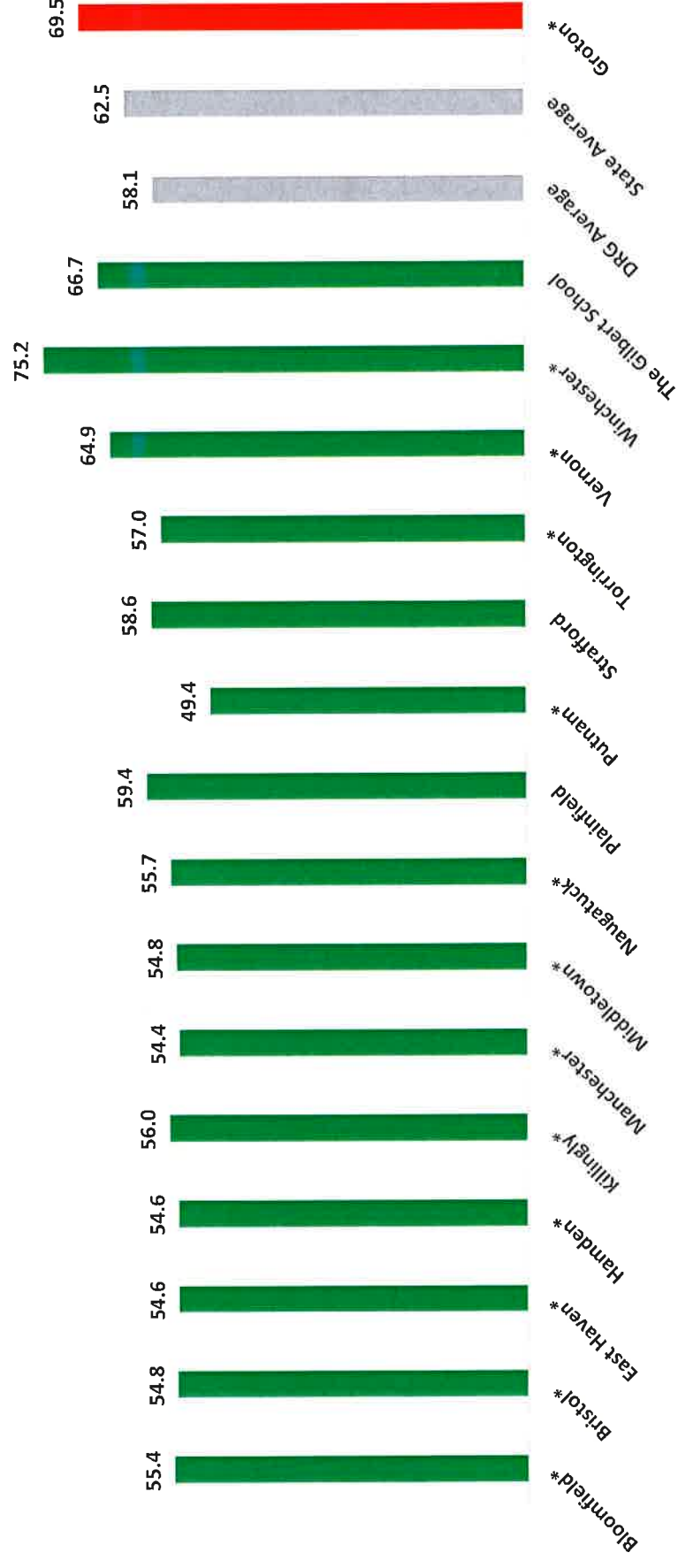


Average Percentage of Target Achieved in ELA
District Reference Group (DRG)
* Alliance Districts



Average Percentage of Target Achieved in Math District Reference Group (DRG)

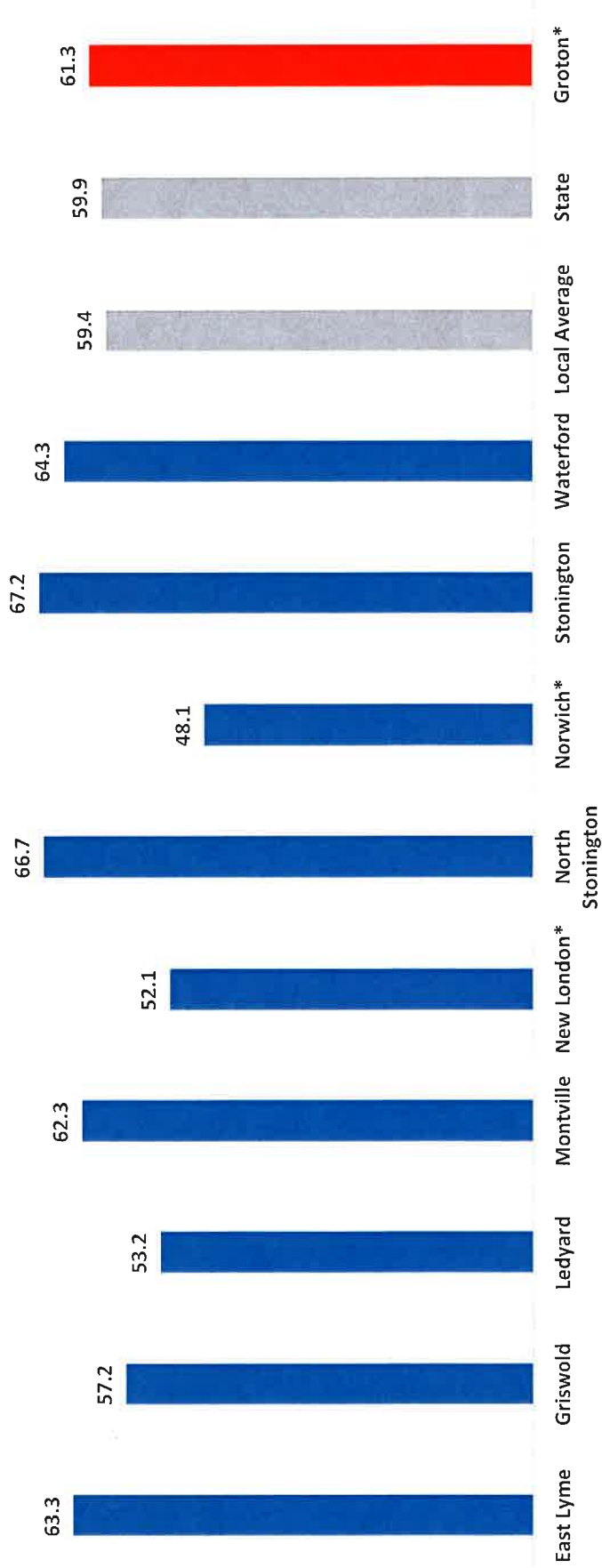
* Alliance Districts



Average Percentage of Target Achieved in ELA

Local Districts

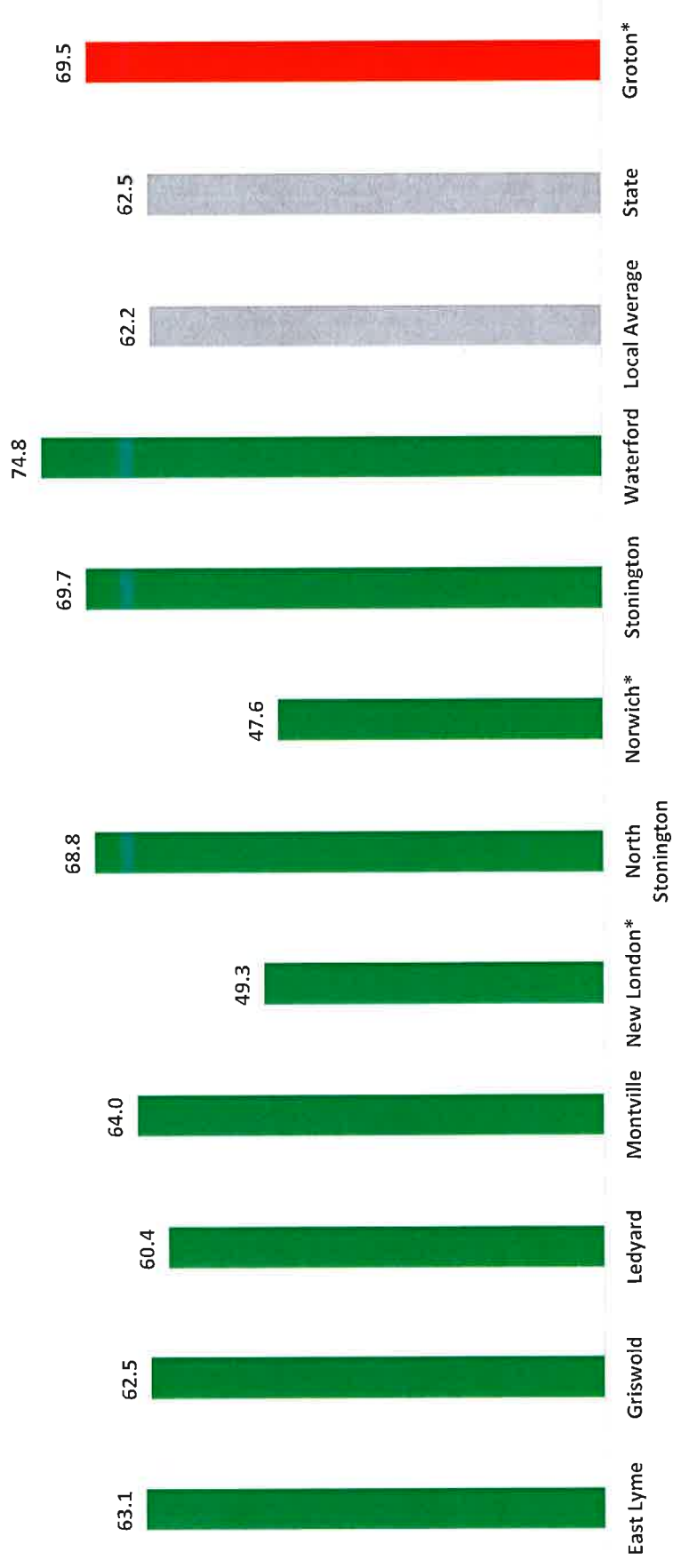
* Alliance Districts



Average Percentage of Target Achieved in Math

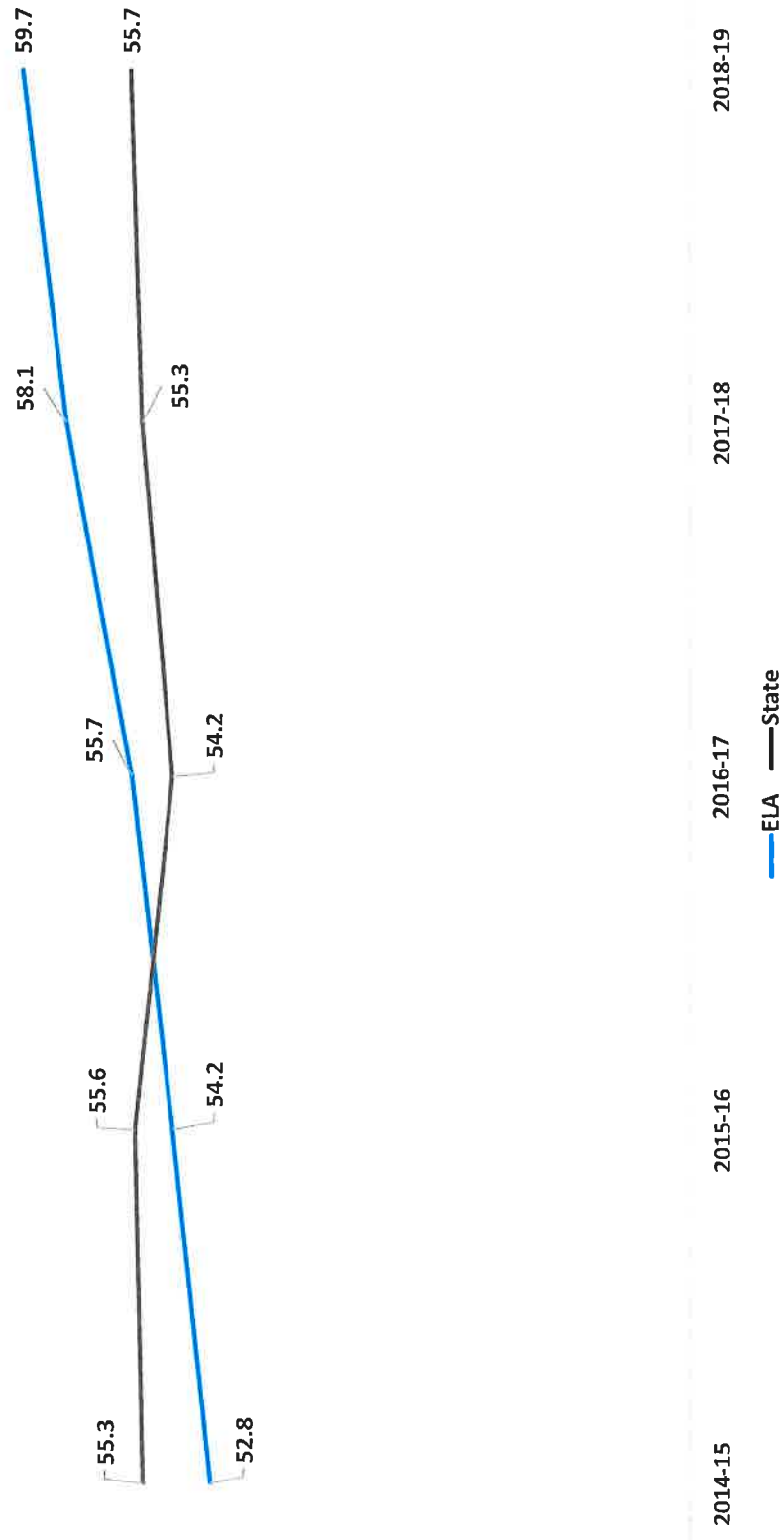
Local Districts

* Alliance District

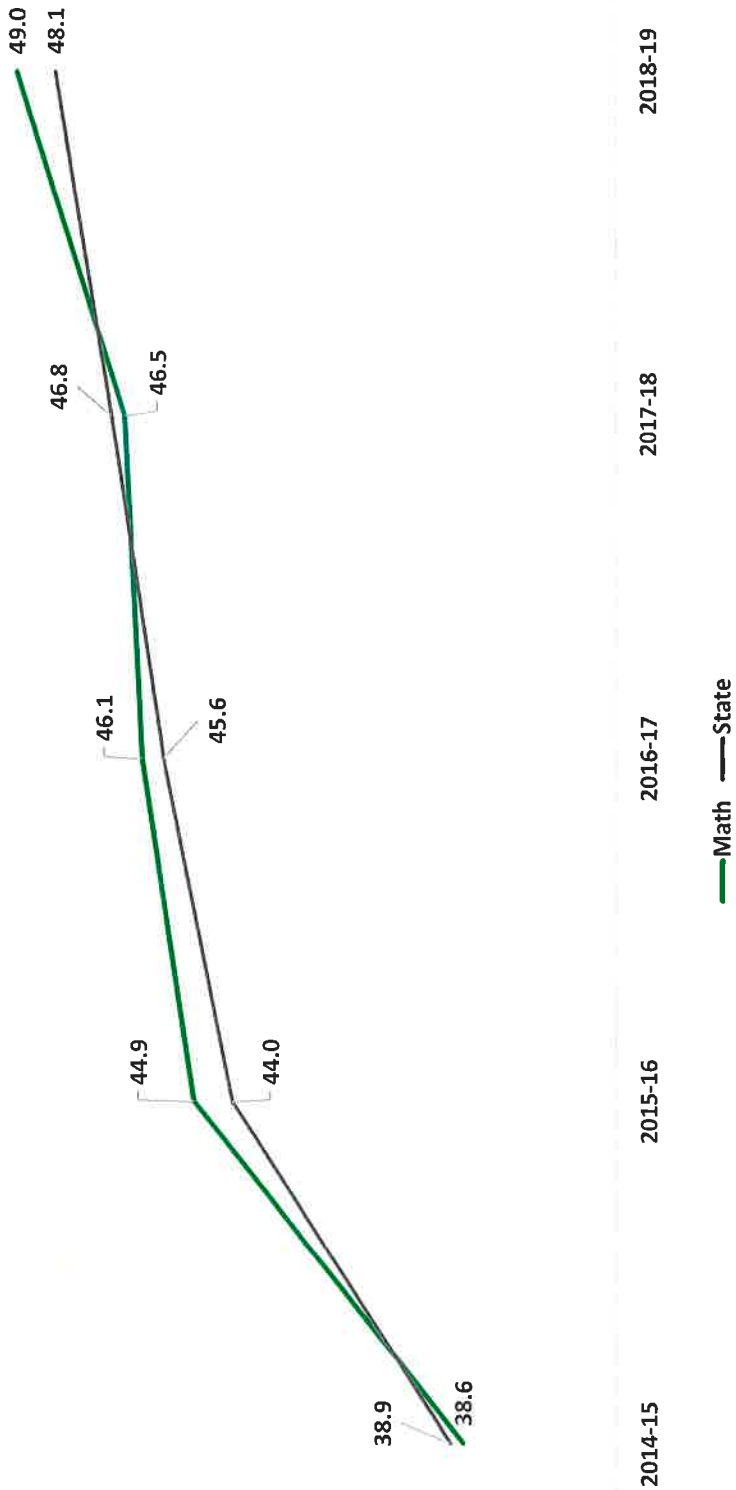


Groton and State Trends In ELA and Math

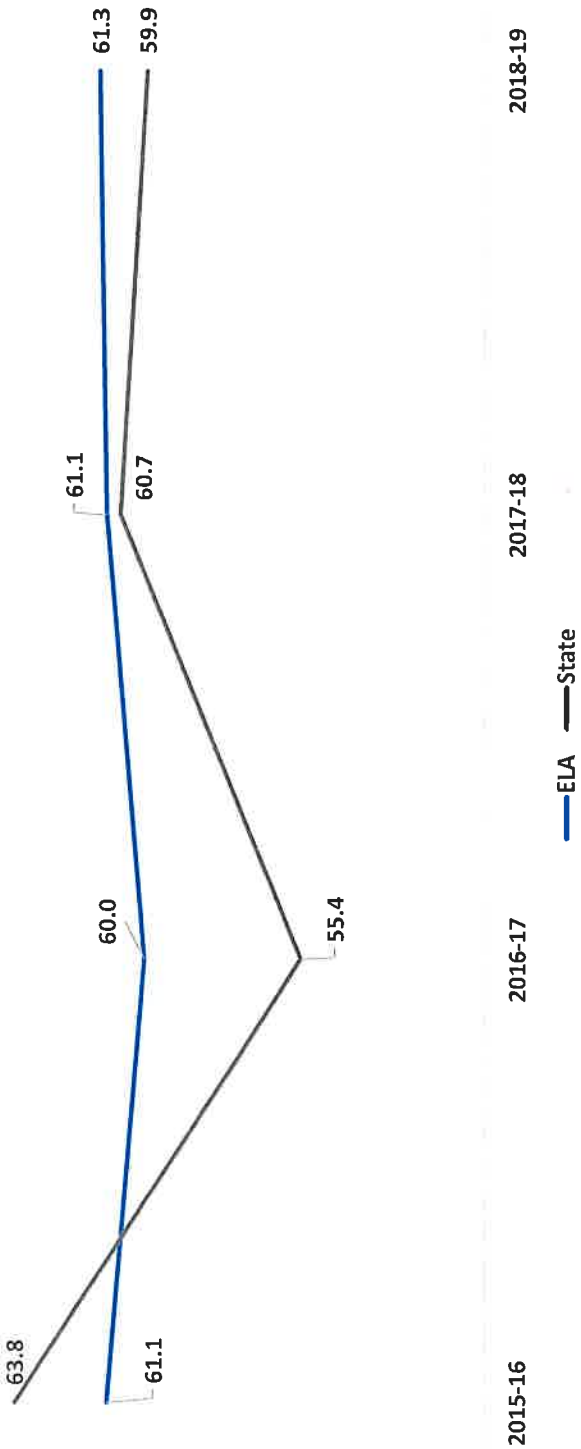
Percent at Level 3 or Above in ELA
Five-Year Trend



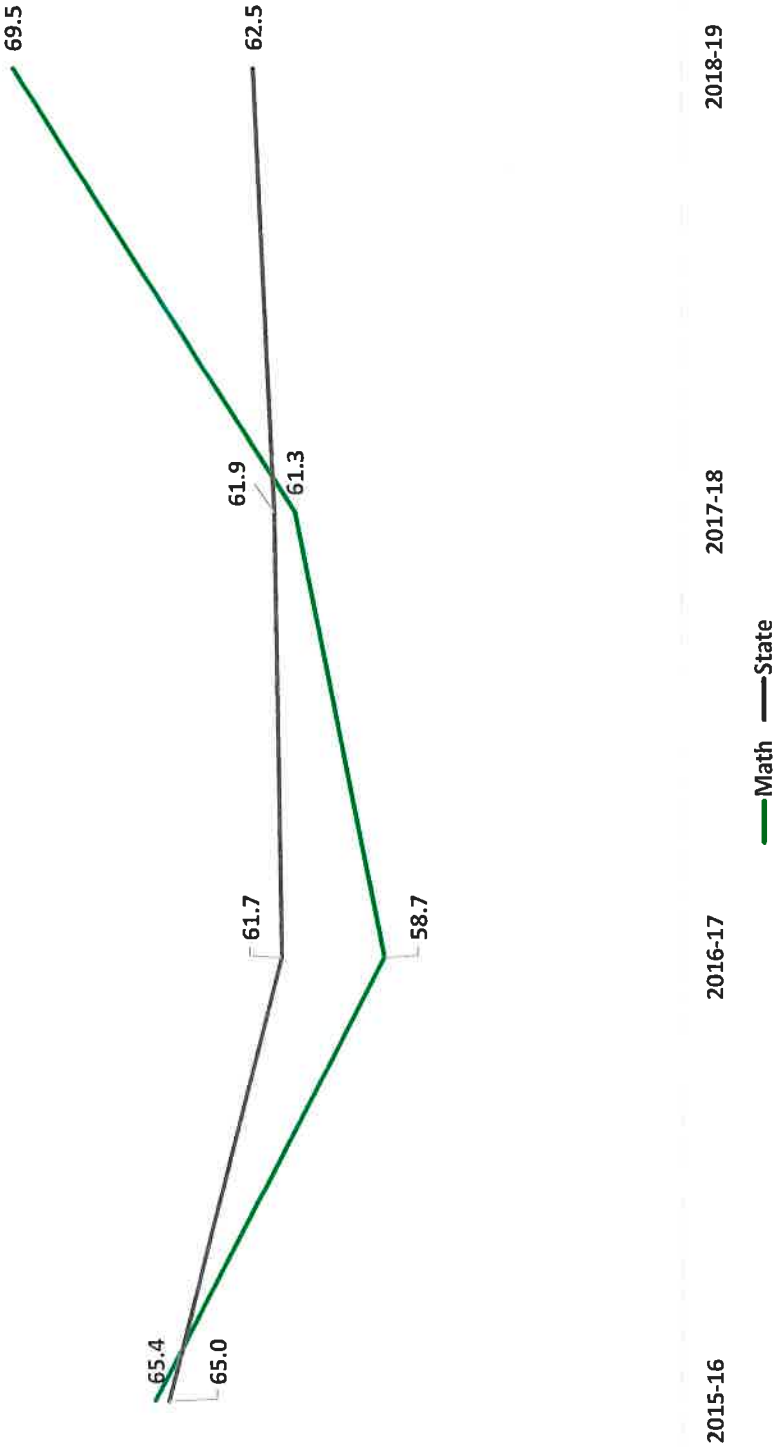
Percent at Level 3 or Above in Math
Five-Year Trend



Average Percentage of Target Achieved in ELA
Four-Year Trend

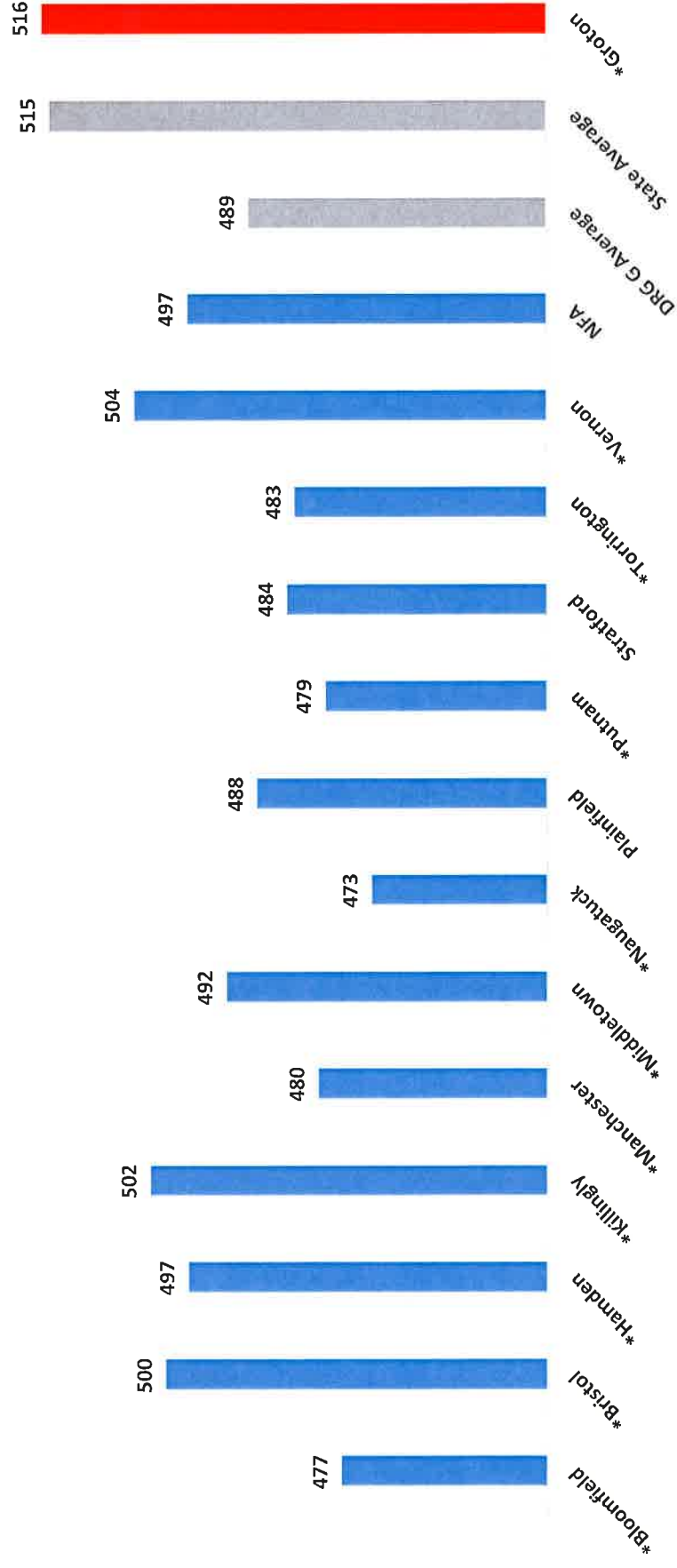


Average Percentage of Target Achieved in Math
Four-Year Trend

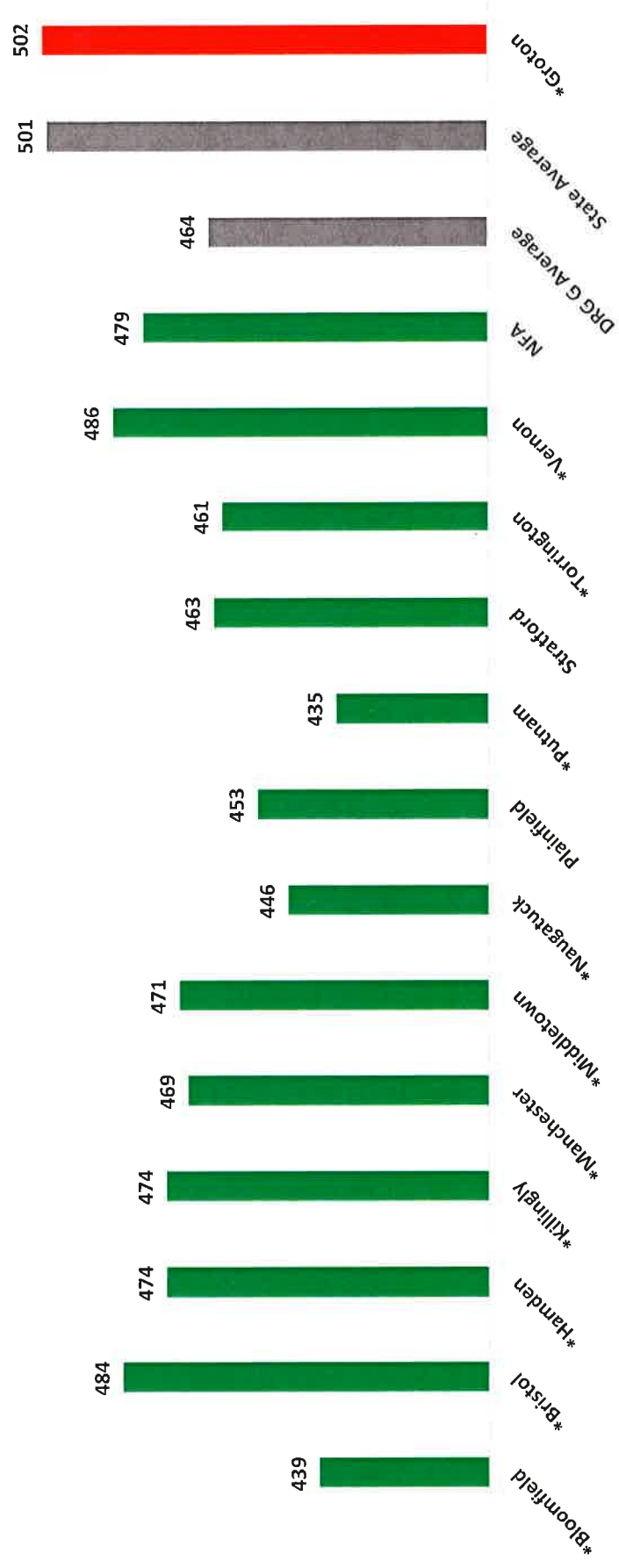


SAT Report
By
District Reference Group
and
Local Districts

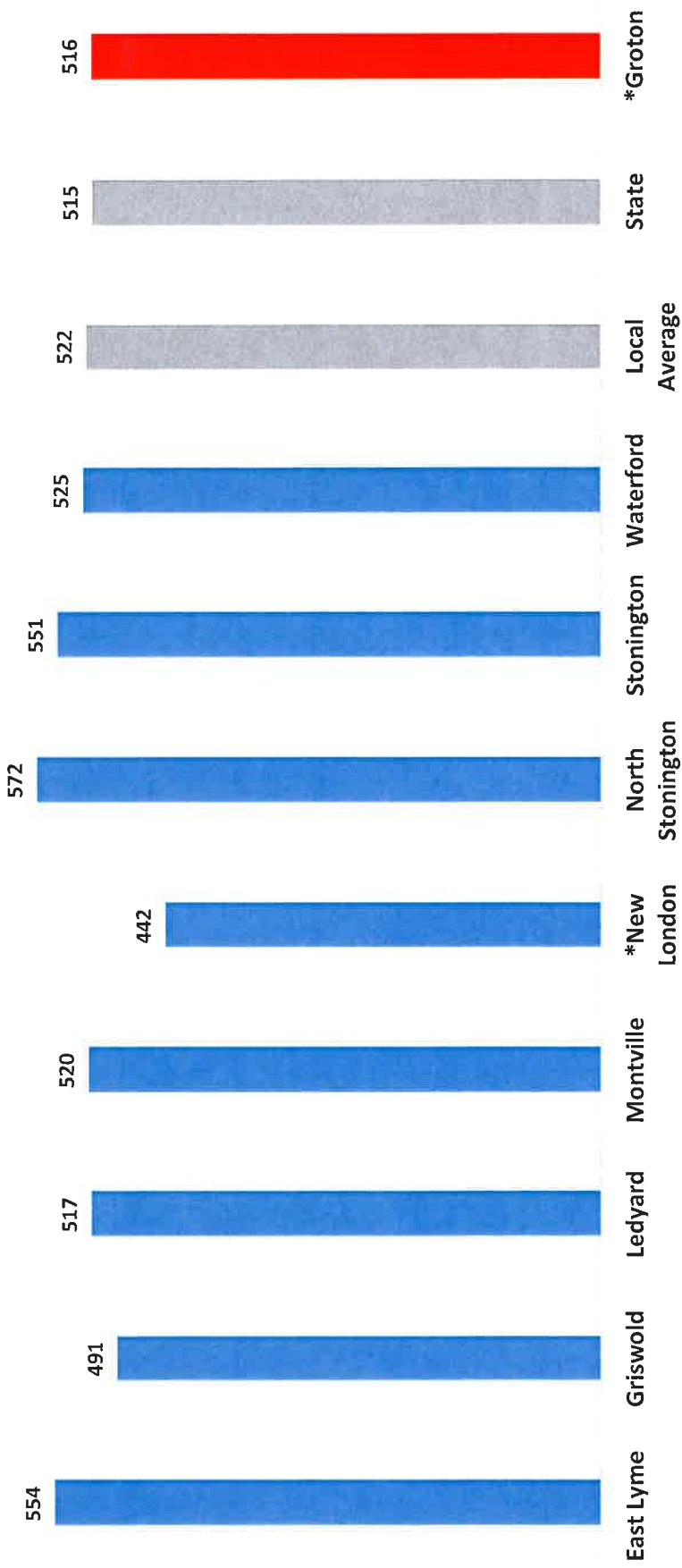
SAT Averages in ELA
District Reference Group (DRG)
*Alliance District



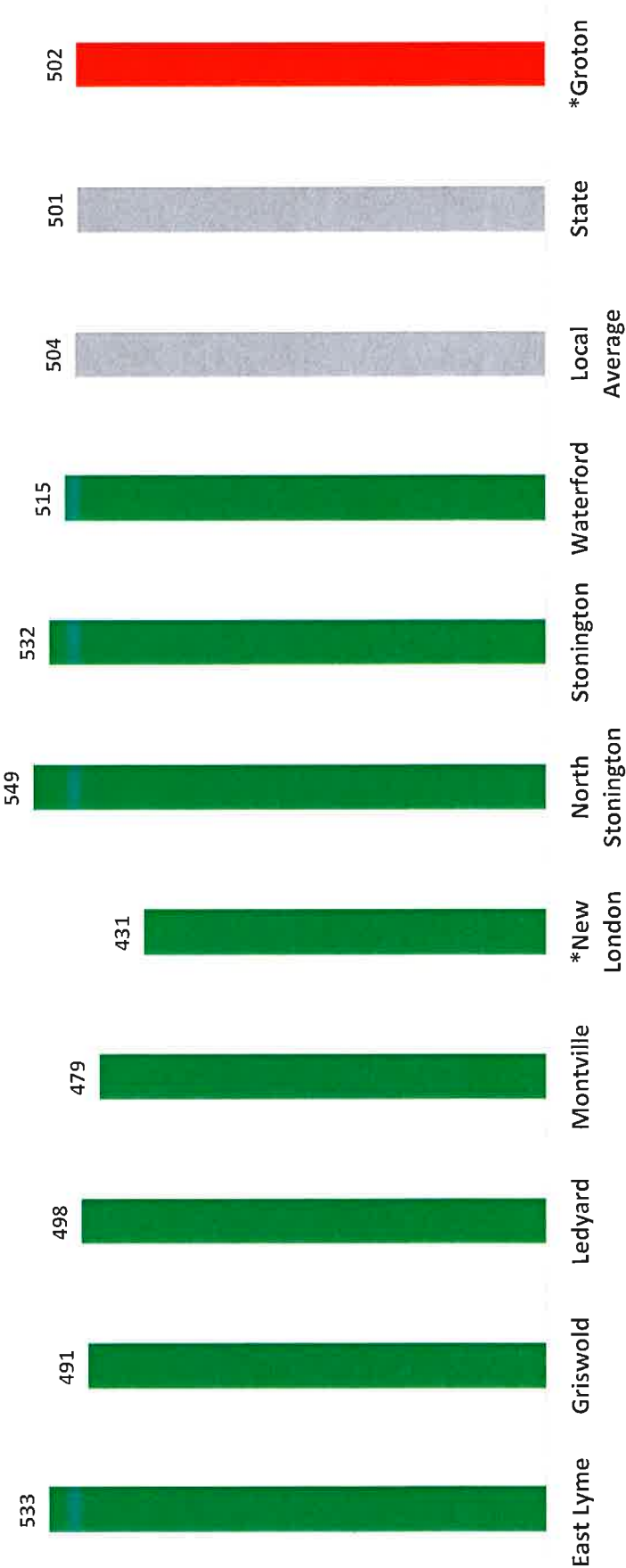
SAT Averages in Math
District Reference Group (DRG)
*Alliance Districts



SAT Averages in ELA
Local Districts
*Alliance Districts



SAT Averages in Math
Local Districts
*Alliance Districts



Groton Public Schools

Date prep: 9/19/19 3:26 PM									
FY20 Budget Summary Review									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 09/19/2019	Under/(Over)
Salaries									
1 Administrators	105-108	4,285,962	1,009,049	3,482,654	4,491,703	(205,741)	(4.8%)	4,343,721	(57,759)
2 Teachers	101-104,109,123-127	34,948,037	2,710,903	31,381,733	34,092,637	855,400	2.4%	35,009,458	(61,421)
3 Non-Cert Aides	110-111,130-131,136,139	3,453,175	315,099	0	315,099	3,138,076	90.9%	3,485,733	(32,558)
4 Substitute - Cert & Non-Cert	120-121	952,083	46,770	0	46,770	905,313	95.1%	952,083	0
5 Clerical	112-114,132-134,144	1,836,139	357,464	938,167	1,295,631	540,508	29.4%	1,836,563	(424)
6 Custodial/Maintenance/Techs	117-118,129,137-138,147-148	3,501,382	696,057	311,873	1,007,930	2,493,452	71.2%	3,501,382	0
7 Campus Security/Supervision	128	94,640	8,959	0	8,959	85,681	90.5%	94,640	0
8 Total Salaries	100	49,071,418	5,144,301	36,114,427	41,258,729	7,812,689	15.9%	49,223,579	(152,161)
Benefits									
9 Health Insurance	201-202	8,127,848	2,060,361	0	2,060,361	6,067,487	74.7%	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	250,493	0	250,493	1,159,330	82.2%	1,419,826	(10,003)
12 Other Benefits	222-227	262,000	88,794	0	88,794	173,206	66.1%	207,509	54,491
13 Total Benefits	200	10,734,228	2,399,648	0	2,399,648	8,334,580	77.6%	10,689,740	44,488
Purchased Services									
14 Instructional Services	321-324	161,179	65,535	825	66,360	94,819	58.8%	163,906	(2,727)
15 Professional Services	331	197,726	19,495	740	20,235	177,491	89.8%	175,576	22,150
16 Other Prof Services	332	615,797	84,752	26,166	110,917	504,880	82.0%	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	6,145	0	6,145	78,855	92.8%	85,000	0
19 Athletic Officials & Other Athletic Serv	341-342	79,305	20,906	7,749	28,655	50,650	63.9%	79,314	(9)
20 Computer Network Services	343	125,453	40,238	42,255	82,493	42,960	34.2%	115,577	9,876
21 Total Purchased Services	300	1,867,691	237,071	77,735	314,807	1,552,884	83.1%	1,838,401	29,290
Property Services									
22 Water & Sewer	410-411	98,326	7,266	0	7,266	91,060	92.6%	98,326	0
23 Trash & Snow Removal	421-422	176,000	11,905	70,713	82,618	93,382	53.1%	176,000	0
24 Repair/Maintenance	430-435,490-491,499	467,150	101,498	65,726	167,224	299,926	64.2%	470,642	(3,492)
25 Rental	441	92,238	11,389	38,310	49,699	42,539	46.1%	92,807	(569)
26 Total Property Services	400	833,714	132,058	174,749	306,807	526,907	63.2%	837,775	(4,061)
Transportation, Insurance, Communications, Tuition									
27 Transportation: Schools	510-513	4,767,335	119,018	0	119,018	4,648,317	97.5%	4,767,335	0
28 Transportation: Student Activities	587-596	176,060	3,383	36,710	40,093	135,967	77.2%	184,299	(8,239)
29 Transportation: Staff	580-584	107,020	9,693	4,317	14,010	93,010	86.9%	108,193	(1,173)
30 Insurance	522-525	293,913	289,770	0	289,770	4,143	1.4%	289,770	4,143
31 Communications	530-552	129,847	17,445	914	18,359	111,488	85.9%	129,847	0
32 Tuition: Special Education	561-563,568	4,550,000	58,235	913,206	971,441	3,578,559	78.6%	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	11,374,175	704,545	955,147	1,659,692	9,714,483	85.4%	11,376,444	(2,269)
Supplies									
35 Instructional Supplies	601-609,613-619,622-623,628	565,721	47,809	67,444	115,253	450,468	79.6%	453,816	111,905
36 Computer Supplies	610-612	611,609	346,681	166,757	513,438	98,171	16.1%	586,794	24,815
37 Electricity & Heating	631-633	1,329,186	163,909	3,650	167,559	1,161,627	87.4%	1,317,568	11,618
38 Transportation Supplies	634,656	308,068	9,549	0	9,549	298,519	96.9%	308,068	0
39 Textbooks & Library Books	640-642,645,647	168,330	6,328	21,135	27,463	140,867	83.7%	178,910	(10,580)
40 Facility/Maintenance Supplies	650,652-655,657,659	364,974	65,947	7,507	73,454	291,520	79.9%	316,939	48,035
41 Other Supplies (staff dev., etc.)	621,624-627,690	63,955	5,895	8,925	14,821	49,134	76.8%	65,102	(1,147)
42 Total Supplies	600	3,411,843	646,118	275,419	921,537	2,490,306	73.0%	3,227,196	184,647
Equipment									
43 Instructional Equipment	730,735	32,175	4,145	4,749	8,893	23,282	72.4%	38,954	(6,779)
44 Non-Instructional Equip	731,736	30,250	2,601	2,640	5,241	25,009	82.7%	5,491	24,759
45 Total Equipment	700	62,425	6,745	7,389	14,134	48,291	77.4%	44,444	17,981
46 Total Dues & Fees	800	82,596	57,698	129	57,827	24,769	30.0%	83,296	(700)
47 GRAND TOTAL		77,438,090	9,328,186	37,604,995	46,933,181	30,504,909	39.4%	77,320,877	117,213

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
9/19/19 3:26 PM									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 09/19/2019	Under/(Over)
Salaries									
Administrators									
48 Admin	105	1,014,569	235,559	847,419	1,082,978	(68,409)	(6.7%)	1,015,355	(786)
49 Principals	106	1,391,250	324,996	1,199,276	1,524,272	(133,022)	(9.6%)	1,462,175	(70,925)
50 Asst. Principals	107	1,756,784	420,027	1,341,068	1,761,095	(4,311)	(0.2%)	1,742,832	13,952
51 Dean	108	123,359	28,467	94,892	123,359	0	0.0%	123,359	-
52		4,285,962	1,009,049	3,482,654	4,491,703	(205,741)	(4.8%)	4,343,721	(57,759)
Teachers									
53 Classroom Teachers	101	24,699,135	1,954,040	22,861,509	24,815,549	(116,414)	(0.5%)	24,766,656	(67,521)
54 Sp.Ed Certified	102	7,513,477	581,039	6,998,115	7,579,154	(65,677)	(0.9%)	7,505,032	8,445
55 Media Specialist	103	725,018	50,032	601,481	651,513	73,505	10.1%	725,018	-
56 Guidance	104	1,050,760	78,478	909,419	987,897	62,863	6.0%	1,050,760	-
57 Athletic Director	109	11,769	934	11,208	12,142	(373)	(3.2%)	11,769	-
58 Summer School	123	7,981	7,825	0	7,825	156	2.0%	7,981	-
59 Adult Ed	124	37,121	2,515	0	2,515	34,606	93.2%	37,121	-
60 Tutors	125	490,096	36,040	0	36,040	454,056	92.6%	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%	81,118	(2,345)
63		34,948,037	2,710,903	31,381,733	34,092,637	855,400	2.4%	35,009,458	(61,421)
Non-Cert Aides									
64 Reg Ed Teacher Aides - Kindergarten	110 & 130	398,996	24,129	0	24,129	374,867	94.0%	431,992	(32,996)
65 Sp.Ed Aides - Para I	111	823,184	65,284	0	65,284	757,900	92.1%	935,549	(112,365)
66 Sp.Ed Aides - Para II	131	1,828,649	170,829	0	170,829	1,657,820	90.7%	1,715,846	(112,803)
67 School Bus Aides	136	394,146	49,493	0	49,493	344,653	87.4%	394,146	-
68 Other Aides	139	8,200	5,364	0	5,364	2,836	34.6%	8,200	-
69		3,453,175	315,099	0	315,099	3,138,076	90.9%	3,485,733	(32,558)
Substitute									
70 Substitute Sp.Ed Certified	121	80,000	1,814	0	1,814	78,186	97.7%	80,000	-
71 Substitute Reg Ed Certified	120	872,083	44,956	0	44,956	827,127	94.8%	872,083	-
72		952,083	46,770	0	46,770	905,313	95.1%	952,083	0
Clerical									
73 Clerical	112113114132133134143144	1,836,139	357,464	938,167	1,295,631	540,508	29.4%	1,836,563	(424)
Custodial/Maintenance/Techs									
74 Custodial	117 & 137	1,897,867	360,553	55,253	435,806	1,462,061	77.0%	1,897,867	-
75 Maintenance	118 & 138	805,481	161,788	56,021	217,810	587,671	73.0%	805,481	-
76 Technicians	129 & 149	692,668	146,931	200,599	347,530	345,138	49.8%	692,668	-
77 Custodial Overtime	147	86,292	5,373	0	5,373	80,919	93.8%	86,292	-
78 Maintenance Overtime	148	19,074	1,411	0	1,411	17,663	92.6%	19,074	-
79		3,501,382	696,057	311,873	1,007,930	2,493,452	71.2%	3,501,382	0
Security									
80 Security/Supervision	128	94,640	8,959	0	8,959	85,681	90.5%	94,640	-
81 Total Salaries		49,071,418	5,144,301	36,114,427	41,258,729	7,812,689	15.9%	49,223,579	(152,161)
Benefits									
Health Insurance									
82 Group Ins. Prof	201	6,235,419	1,851,584	0	1,851,584	4,383,835	70.3%	6,235,419	-
83 Group Ins. Other	202	1,892,429	208,777	0	208,777	1,683,652	89.0%	1,892,429	-
84		8,127,848	2,060,361	0	2,060,361	6,067,487	74.7%	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	105,667	0	105,667	592,620	84.9%	704,150	(5,863)
89 Medicare	214	711,536	144,827	0	144,827	566,709	79.6%	715,676	(4,140)
90		1,409,823	250,493	0	250,493	1,159,330	82.2%	1,419,826	(10,003)
Other Employee Benefits									
91 Retirement Awards	222	105,000	40,844	0	40,844	64,156	61.1%	50,509	54,491
92 Unemployment	223	50,000	0	0	0	50,000	100.0%	50,000	-
93 Tullion Reimb Certified	224	106,000	47,950	0	47,950	58,050	54.8%	106,000	-
95 Mentor Stipend	227	1,000	0	0	0	1,000	100.0%	1,000	-
96		262,000	88,794	0	88,794	173,206	66.1%	207,509	54,491
97 Total Benefits		10,734,228	2,399,648	0	2,399,648	8,334,580	77.6%	10,689,740	44,488

Groton Public Schools

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Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 09/19/2019	Under/(Over)
Purchased Services									
Instructional Services									
98 Instructional Services	321 & 323	116,179	58,007	0	58,007	58,172	50.1%	118,906	(2,727)
99 Instruct Improvement Services	322 & 324	45,000	7,528	825	8,353	36,647	81.4%	45,000	-
100		161,179	65,535	825	66,360	94,819	58.8%	163,906	(2,727)
Professional Services									
101 Professional Services	331	197,726	19,495	740	20,235	177,491	89.8%	175,576	22,150
102 Other Professional Services	332	615,797	84,752	26,166	110,917	504,880	82.0%	615,797	-
103 OT & PT Services	333	603,231	0	0	0	603,231	100.0%	603,231	-
104 Legal Services	334	85,000	6,145	0	6,145	78,855	92.8%	85,000	-
105		1,501,754	110,392	26,906	137,298	1,364,456	90.9%	1,479,604	22,150
Athletic Officials & Other Athletic Services									
106 Athletic Officials	341	65,500	19,002	540	19,542	45,958	70.2%	65,500	-
107 Other Athletic Services	342	13,805	1,904	7,209	9,113	4,692	34.0%	13,814	(9)
108		79,305	20,906	7,749	28,655	50,650	63.9%	79,314	(9)
Computer Network Services									
109 Computer Network Services	343	125,453	40,238	42,255	82,493	42,960	34.2%	115,577	9,876
110 Total Purchased Services		1,867,691	237,071	77,735	314,807	1,552,884	83.1%	1,838,401	29,290
Property Services									
Water/Sewer									
111 Water	410	64,559	5,304	0	5,304	59,255	91.8%	64,559	-
112 Sewer	411	33,767	1,962	0	1,962	31,805	94.2%	33,767	-
113		98,326	7,266	0	7,266	91,060	92.6%	98,326	0
Trash & Snow Removal									
114 Trash Removal	421	84,500	11,905	70,713	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	11,905	70,713	82,618	93,382	53.1%	176,000	0
Repair/Maintenance									
117 Equipment Repairs	430	113,419	12,610	4,540	17,150	96,269	84.9%	115,567	(2,148)
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	9,448	4,900	14,348	36,061	71.5%	50,408	-
120 Painting	433	8,932	10,276	0	10,276	(1,344)	(15.0%)	10,276	(1,344)
121 Heat & Plumbing	434	45,382	9,745	22,323	32,068	13,314	29.3%	45,382	-
122 Electrical	435	11,829	732	0	732	11,097	93.8%	11,829	-
123 Extermination Services	490	12,147	2,183	8,539	10,722	1,425	11.7%	12,147	-
124 Bldg Fire Protection	491	45,444	6,062	5,460	11,522	33,922	74.6%	45,444	-
125 Other Purch Services	499	23,907	7,585	0	7,585	16,322	68.3%	23,907	-
126		467,150	101,498	65,726	167,224	299,926	64.2%	470,642	(3,492)
Rental									
127 Rental	441	92,238	11,389	38,310	49,699	42,539	46.1%	92,807	(569)
128 Total Property Services		833,714	132,058	174,749	306,807	526,907	63.2%	837,775	(4,061)
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
129 Reg.Ed Pupil Transportation	510 & 516	2,882,845	42,359	0	42,359	2,840,486	98.5%	2,882,845	-
130 Sp Ed - Trans - STA	511	981,394	67,435	0	67,435	913,959	93.1%	981,394	-
131 Sp Ed - Trans - Curtin	512	891,096	8,922	0	8,922	882,174	99.0%	891,096	-
132 Pupil Transp Reimbursement	513	12,000	303	0	303	11,697	97.5%	12,000	-
133		4,767,335	119,019	0	119,018	4,648,317	97.5%	4,767,335	0
Transportation: Other									
134 Transportation - Athletics	587	101,600	508	29,598	30,106	71,494	70.4%	105,914	(4,314)
135 Transportation - Field Trips	588	33,950	0	6,972	6,972	26,978	79.5%	36,000	(2,050)
136 Entry Fees - Athletics	591 & 592	14,435	2,875	140	3,015	11,420	79.1%	16,310	(1,875)
137 Admission Fees	595	26,075	0	0	0	26,075	100.0%	26,075	-
139		176,060	3,383	36,710	40,093	135,967	77.2%	184,299	(8,239)
Transportation: Staff									
140 Travel - Education	580 & 581	10,650	48	0	48	10,602	99.5%	10,698	(48)
141 Travel - Admin	582 & 583	30,300	6,338	0	6,338	23,962	79.1%	27,345	2,955
142 Travel - Conferences	584	66,070	3,307	4,317	7,624	58,446	88.5%	70,150	(4,080)
143		107,020	9,693	4,317	14,010	93,010	86.9%	108,193	(1,173)
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

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Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 09/19/2019	Under/(Over)
Communications									
147 Telephone, Telephone Repairs	530	67,197	11,988	0	11,988	55,209	82.2%	67,197	-
148 Postage	531	40,150	4,760	229	4,990	35,160	87.6%	40,150	-
149 Advertisement	540	5,000	696	685	1,381	3,619	72.4%	5,000	-
150 Minority Recruitment	541	5,000	0	0	0	5,000	100.0%	5,000	-
151 Printing Admin	550	8,000	0	0	0	8,000	100.0%	8,000	-
152 School Publications	551 & 552	4,500	0	0	0	4,500	100.0%	4,500	-
153		129,847	17,445	914	18,359	111,488	85.9%	129,847	0
Tuition: Special Education									
154 Sp Ed Vocational	561	450,000	1,628	0	1,628	448,372	99.6%	450,000	-
155 Sp Ed BoE Placements	562	2,250,000	23,696	580,236	603,931	1,646,069	73.2%	2,250,000	-
156 Sp Ed State Placements	563	600,000	26,404	332,970	359,374	240,627	40.1%	600,000	-
157 Sp Ed Magnet Choice	568	1,250,000	6,508	0	6,508	1,243,492	99.5%	1,250,000	-
158		4,550,000	58,235	913,206	971,441	3,578,559	78.6%	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		11,374,175	704,545	955,147	1,659,692	9,714,483	85.4%	11,376,444	(2,269)
Supplies									
Instructional Supplies									
164 General Classroom	601	206,386	11,848	4,232	16,081	190,305	92.2%	80,001	126,385
165 Science	602	32,275	5,478	3,330	8,808	23,467	72.7%	33,083	(808)
166 Arts & Crafts	603	19,610	2,565	7,494	10,059	9,551	48.7%	19,610	-
167 Phys. Ed	604	12,925	1,815	1,192	3,007	9,918	76.7%	12,925	-
168 Music	605	19,750	2,639	6,264	8,904	10,846	54.9%	22,247	(2,497)
169 Kindergarten	606	3,250	1,267	0	1,267	1,983	61.0%	4,017	(767)
170 Pupil Tests	607	71,500	5,214	19,979	25,192	46,308	64.8%	78,275	(6,775)
171 Tech. Ed	609	9,500	2,221	3,934	6,155	3,345	35.2%	9,500	-
172 Home Ec Supplies	613	12,750	1,072	256	1,328	11,422	89.6%	12,750	-
173 Sp Ed Supplies	615	56,300	1,554	6,152	7,706	48,594	86.3%	56,389	(89)
174 Athletic Supplies	616	61,100	9,993	10,503	20,495	40,605	66.5%	61,684	(584)
175 Math Supplies	617	14,500	0	2,693	2,693	11,807	81.4%	16,725	(2,225)
176 Health Supplies	618	1,650	0	0	0	1,650	100.0%	1,650	-
177 Other Supplies	619	4,000	0	581	581	3,419	85.5%	4,000	-
178 Health Serv Pathogen	622	6,000	0	83	83	5,917	98.6%	6,000	-
179 School Library Supplies	623	5,000	304	0	304	4,696	93.9%	5,000	-
180 Food, Drink, Snacks	628	29,225	1,840	751	2,591	26,634	91.1%	29,961	(736)
181		585,721	47,809	67,444	115,253	450,468	79.6%	453,816	111,905
Computer Supplies									
182 Computer Supplies	610 & 611	111,125	13,725	58,033	71,758	39,367	35.4%	97,036	14,089
183 Software	612	500,484	332,956	108,725	441,680	58,804	11.7%	489,758	10,726
184		611,609	346,681	166,757	513,438	98,171	16.1%	586,794	24,815
Electricity & Heating									
185 Electricity	631	896,572	140,491	3,650	144,141	752,431	83.9%	896,572	-
186 Propane/Natural Gas	632	200,249	13,113	0	13,113	187,136	93.5%	200,249	-
187 Heating Oil	633	232,365	10,305	0	10,305	222,060	95.6%	220,747	11,618
188		1,329,186	163,909	3,650	167,559	1,161,627	87.4%	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	1,600	0	1,600	39,508	96.1%	41,108	-
191		308,068	9,549	0	9,549	298,519	96.9%	308,068	0
Textbooks & Library Books									
192 Textbooks	640	111,025	3,349	16,206	19,556	91,469	82.4%	117,729	(6,704)
193 Workbooks	641	33,575	2,912	4,564	7,476	26,099	77.7%	37,451	(3,876)
194 Textbook Rebind	642	250	0	0	0	250	100.0%	250	-
195 Library Books	645	18,267	66	0	66	18,201	99.6%	18,267	-
196 Periodicals	647	5,213	0	366	366	4,847	93.0%	5,213	-
197		169,330	6,328	21,135	27,463	140,867	83.7%	178,910	(10,580)

Groton Public Schools

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Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 09/19/2019	Under/(Over)
Facility/Maintenance Supplies									
198 Equipment Repair	650	28,504	1,954	195	2,149	26,356	92.5%	28,504	-
199 Grounds Supplies	651	18,490	1,835	401	2,236	16,254	87.9%	18,490	-
200 General Bldg Repair	652	65,771	15,910	1,340	17,250	48,521	73.8%	65,771	-
201 Painting	653	1,704	4,043	95	4,138	(2,434)	(142.8%)	4,138	(2,434)
202 Heat & Plumbing	654	33,387	12,457	194	12,651	20,736	62.1%	33,387	-
203 Electrical	655	29,590	12,001	3,000	15,001	14,589	49.3%	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	12,747	2,281	15,029	160,589	91.4%	125,215	50,403
206		364,974	65,947	7,507	73,454	291,520	79.9%	316,939	48,035
Other Supplies									
207 Sup Serv Guid Imp Ins	621	18,500	1,059	1,878	2,937	15,563	84.1%	18,500	-
208 Audio Visual	624 & 625	6,752	1,473	0	1,473	5,279	78.2%	8,147	(1,395)
209 General Admin Supplies	626	13,610	964	3,010	3,974	9,636	70.8%	13,067	543
210 School Admin Supplies	627	11,818	1,235	3,494	4,729	7,089	60.0%	11,857	(39)
211 Professional Materials	690	13,275	1,165	544	1,709	11,566	87.1%	13,531	(256)
212		63,955	5,895	8,925	14,821	49,134	76.8%	65,102	(1,147)
213 Total Supplies		3,411,843	646,118	275,419	921,537	2,490,306	73.0%	3,227,196	184,647
Equipment									
Instructional Equipment									
214 Replace Instr Equip	730	16,375	372	0	372	16,003	97.7%	15,045	1,330
215 Add Instr Equipment	735	15,800	3,772	4,749	8,521	7,279	46.1%	23,909	(8,109)
216		32,175	4,145	4,749	8,893	23,282	72.4%	38,954	(6,779)
Non-Instructional Equipment									
217 Replace Non-Instr Equipment	731	30,000	2,601	2,640	5,241	24,759	82.5%	5,241	24,759
218 Add Non-Instr Equipment	736	250	0	0	0	250	100.0%	250	-
219		30,250	2,601	2,640	5,241	25,009	82.7%	5,491	24,759
220 Total Equipment		62,425	6,745	7,389	14,134	48,291	77.4%	44,444	17,981
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	10,713	59	10,772	6,978	39.3%	17,750	-
223 School Admin Dues	812	34,100	23,654	70	23,724	10,376	30.4%	34,800	(700)
224 Other Dues	819	5,205	2,740	0	2,740	2,465	47.4%	5,205	-
225 Total Dues/Fees		82,596	57,698	129	57,827	24,769	30.0%	83,296	(700)
226 Grand Total		77,438,090	9,328,186	37,604,995	46,933,181	30,504,909	39.4%	77,320,877	117,213

Groton Public Schools

FY20 Budget Review

Summary at Program Level III

		FY20			FY20			05/15/2019	
Function		Budget	Expended	Encumbered	Total	Remaining		FY20	
No.	Description	2019-2020	2019-2020	2019-2020	2019-2020	Balance	%	Estimated	Increase
		2019-2020	2019-2020	2019-2020	2019-2020	Balance	%	2019-2020	(Decrease)
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,109,132	1,135,546	9,662,791	10,798,337	2,310,795	17.6%	13,241,933	(132,801)
1102	FUNCTION-1102 ART	652,934	57,046	497,758	554,804	98,130	15.0%	656,818	(3,884)
1104	FUNCTION-1104 LANGUAGE ARTS	2,648,946	209,546	1,845,260	2,054,806	594,140	22.4%	2,611,114	37,832
1105	FUNCTION-1105 WORLD LANGUAGES	1,213,355	111,484	974,363	1,085,847	127,508	10.5%	1,230,539	(17,184)
1106	FUNCTION-1106 CONSUMER SCIENCE	155,693	11,793	96,948	108,741	46,952	30.2%	155,693	-
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	632,739	61,815	517,993	579,808	52,931	8.4%	633,729	(990)
1108	FUNCTION-1108 MATHEMATICS	2,317,035	186,520	1,710,022	1,896,542	420,493	18.1%	2,280,867	36,168
1109	FUNCTION-1109 MUSIC	709,052	59,959	536,064	596,023	113,029	15.9%	713,707	(4,655)
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,070,395	92,542	804,333	896,875	173,520	16.2%	1,095,696	(25,301)
1111	FUNCTION-1111 SCIENCE	2,482,995	266,121	1,779,458	2,045,580	437,415	17.6%	2,488,334	(5,339)
1112	FUNCTION-1112 SOCIAL STUDIES	2,128,425	167,730	1,611,134	1,778,865	349,560	16.4%	2,115,417	13,008
1114	FUNCTION-1114 HEALTH EDUCATION	323,165	23,120	252,851	275,972	47,193	14.6%	323,165	-
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	1,394	90	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	81,895	16,951	5,037	21,988	59,907	73.2%	87,912	(6,017)
1119	FUNCTION-1119 UNCLASSIFIED	935,407	607,332	104	607,436	327,971	35.1%	817,403	118,004
1121	FUNCTION-1121 BUSINESS EDUCATION	302,532	28,419	238,391	266,810	35,722	11.8%	302,532	-
1124	FUNCTION-1124 HEALTH OCCUPATIONS	112,818	9,642	87,085	96,727	16,091	14.3%	113,571	(753)
1260	FUNCTION-1260 ENRICHMENT	38,551	875	0	875	37,676	97.7%	38,550	1
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,852,962	224,081	2,154,184	2,378,264	474,698	16.6%	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 SERVI	1,165,993	107,162	687,387	794,549	371,444	31.9%	1,167,938	(1,945)
Total Regular Instruction		32,972,616	3,411,181	23,705,018	27,116,200	5,856,416	17.8%	32,952,631	19,985
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,115,477	97,270	709,713	806,984	308,493	27.7%	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	58,334	154,607	212,941	558,393	72.4%	771,382	(48)
1230	FUNCTION-1230 SPECIAL EDUCATION	8,429,369	663,758	3,824,490	4,488,247	3,941,122	46.8%	8,320,589	108,780
1250	FUNCTION-1250 BLIND	111,650	8,492	85,093	93,585	18,065	16.2%	111,650	-
1280	FUNCTION-1280 HEARING IMPAIRED	119,388	8,677	92,372	101,049	18,339	15.4%	147,034	(27,646)
Total Special Instruction		10,567,508	862,682	4,866,275	5,728,958	4,838,550	45.8%	10,492,283	75,225
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	76,048	4,569	11,485	16,054	59,994	78.9%	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	211,569	11,485	223,054	62,994	22.0%	283,048	3,000
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	791,949	53,058	85,366	138,424	653,525	82.5%	797,331	(5,382)
TOTAL INSTRUCTION		44,618,121	4,538,491	28,668,144	33,206,635	11,411,486	25.6%	44,525,293	92,828
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	910,006	177,157	492,515	669,672	240,334	26.4%	910,006	-
2110	FUNCTION-2110 SOCIAL WORK SERVICES	337,270	40,430	346,142	386,572	(49,302)	(14.6%)	384,497	(47,227)
2120	FUNCTION-2120 GUIDANCE SERVICES	1,542,078	143,738	909,419	1,053,158	488,920	31.7%	1,542,078	-
2130	FUNCTION-2130 HEALTH SERVICES	1,181,084	74,517	83	74,600	1,106,484	93.7%	1,181,084	-
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,238,128	112,035	946,515	1,058,550	179,578	14.5%	1,245,015	(6,887)
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,127,492	94,056	865,304	959,360	168,132	14.9%	1,127,492	-
Total Support Services - Pupils		6,336,058	641,933	3,559,978	4,201,911	2,134,147	33.7%	6,390,172	(54,114)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	96,218	16,941	50,030	66,971	29,247	30.4%	96,218	-
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	391,111	147,541	1,274	148,815	242,296	62.0%	334,624	56,487
Total Support Services - Staff		487,329	164,481	51,304	215,786	271,543	55.7%	430,842	56,487
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERV	30,241	20,591	2,984	23,575	6,666	22.0%	30,241	-
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SE	1,485,033	264,231	757,632	1,021,863	463,170	31.2%	1,485,519	(486)
2313	FUNCTION-2313 BUSINESS OFFICE	888,122	129,224	369,858	499,082	389,040	43.8%	887,579	543
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,167,201	856,957	2,324,486	3,181,443	985,758	23.7%	4,230,430	(63,229)
Total General Support Services		6,570,597	1,271,003	3,454,960	4,725,963	1,844,634	28.1%	6,633,769	(63,172)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENA	6,924,528	1,362,000	382,519	1,744,519	5,180,009	74.8%	6,839,347	85,181
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,501,715	211,327	87,937	299,265	5,202,450	94.6%	5,501,715	-
2540	FUNCTION-2540 COMPUTER SUPPORT SERVIC	1,642,242	556,666	486,947	1,043,614	598,628	36.5%	1,642,238	4
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	0	0	0	2,500	100.0%	2,500	-
Total Operational Services		14,070,985	2,655,670	957,403	3,613,074	10,457,911	74.3%	13,985,800	85,185
TOTAL SUPPORT SERVICES		27,464,969	4,733,088	8,023,645	12,756,733	14,708,236	53.6%	27,440,584	24,385
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	56,607	913,206	969,813	4,270,187	81.5%	5,240,000	0
GRAND TOTAL		77,438,090	9,328,186	37,604,995	46,933,181	30,504,909	39.4%	77,320,877	117,213
									0.15%

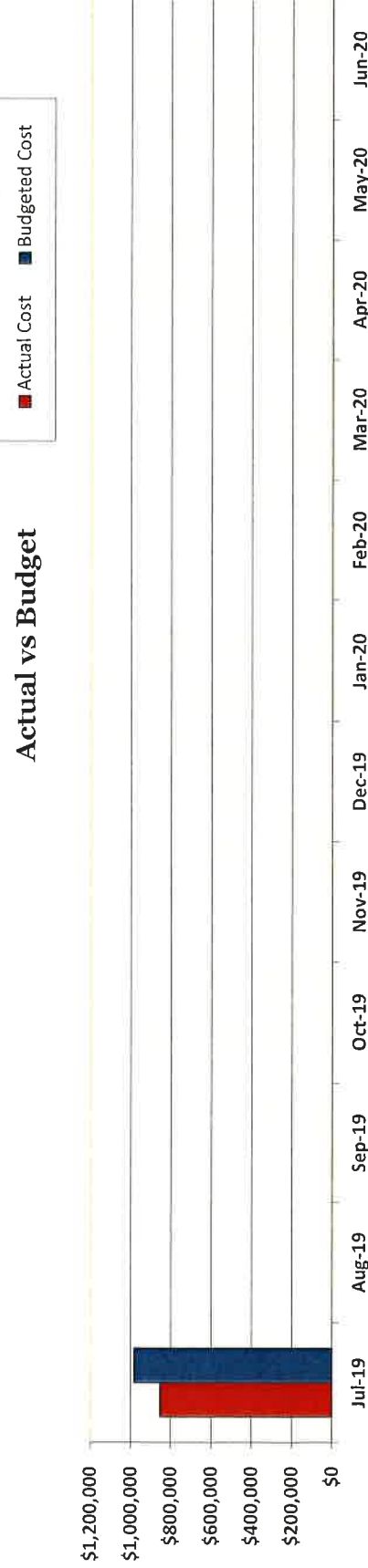
Cost vs Budget Dashboard - data through July 2019

BOE Groups Active & Retired

Self Insured - All Coverages All Enrollees											
Claim/Admin. Cost											
Date	Lives	Net Medical Paid Claims	Rx Paid Claims	Dental Paid Claims	Total Net Paid Claims	Total Fixed Costs	Total Cost	BOE Monthly Budget*	Variance - Total Cost vs BOE Budget	Actual/Estimated BOE Budget	
Jul-19	628	\$567,525	\$156,544	\$32,638	\$756,707	\$95,115	\$851,822	\$981,323	(\$129,502)	86.8%	
Aug-19											
Sep-19											
Oct-19											
Nov-19											
Dec-19											
Jan-20											
Feb-20											
Mar-20											
Apr-20											
May-20											
Jun-20											
YTD	628	\$567,525	\$156,544	\$32,638	\$756,707	\$95,115	\$851,822	\$981,323	(\$129,502)	86.8%	

Budget vs. Actual Cost

Actual vs Budget



Total fixed costs is taken from Anthem Report 4 dated 2/14/19 plus Network Access Fees of \$338,608

FY2020/2021 BUDGET CALENDAR

Tuesday, October 8, 2019	Administrators' meeting/Business Office begins preparing budgets for 2020/2021 school year
Tuesday, November 19, 2019	Principals submit budget data to Business Manager
Monday, November 25, 2019	Business Office enters 2020/2021 budget data and prepares draft documents
December 2 - 13, 2019	Superintendent and administrators review and discuss
Monday, December 9, 2019	Review with BOE Finance/Facilities Committee
Monday, January 6, 2020	Superintendent presents budget to the Board of Education
Monday, January 13, 2020	2020/2021 budget work session
Tuesday, January 21, 2020	Public Hearing/Board of Education Special Meeting on the budget & 2020/2021 budget work session
Monday, February 3, 2020	2020/2021 budget work session
Wednesday, February 5, 2020	Joint BOE/Town Council/RTM budget meeting & 2020/2021 budget work session
Monday, February 10, 2020	2020/2021 budget work session
Wednesday, February 19, 2020	2020/2021 budget work session
Monday, February 24, 2020	Board of Education adopts 2020/2021 budget
Friday, February 28, 2020	Business Office makes revisions and prepares adopted budget for submittal to Town Manager
By March 15, 2020	Printed budget book to Town Council & RTM (Town Manager transmits to Town Council by March 15)
March - April, 2020	Town Council budget review
By April 28, 2020	Town Council adopts 2020/2021 budget
April 2019	RTM budget review
By May 25, 2020	RTM adopts 2020/2021 budget

**GROTON PUBLIC SCHOOLS
GROTON, CONNECTICUT**

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

Regular Meeting

August 26, 2019

The regular meeting of the Groton Board of Education was held on August 26, 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

Mrs. Kim Shepardson Watson
Dr. Andrea Ackerman
Mrs. Gretchen Newsome
Mrs. Rosemary Robertson
Mrs. Rita Volkmann
Mrs. Lee White
Mr. Jay Weitlauf

ABSENT

Mrs. Katrina Fitzgerald
Mrs. Jane Giulini

Dr. Michael Graner, Superintendent of Schools
Ms. Susan Austin, Assistant Superintendent of Schools
Mr. Samuel Kilpatrick, Director of Buildings and Grounds
Mr. Ken Knight, Business Manager
Miss Addie Clark, Student Representative
Mr. Xavion Quito, Student Representative

B. RECOGNITION AND PARTICIPATION AND DELEGATIONS

Dr. Graner introduced the new Principal for Fitch High School, Ted Keleher.

C. COMMENTS FROM CITIZENS

1. Mrs. Portia Bodelon, 159 Shennecossett Parkway, who addressed the following:
 - a. She expressed her pleasure that lunch will be available to more students;
 - b. She expressed the hope that the program will be opened to the high school;
 - c. SBAC Scores – She noted that they were up and that we will be able to start early in preparation for the next round;
 - d. Field House and Grounds – She noted that the field house needed to be painted and that the grounds needed better upkeep;
 - e. Supplies - She noted the lack there of and hoped that sufficient books will be purchased for all classes at the high school.

II. RESPONSE TO COMMENTS FROM CITIZENS

NONE

III. STUDENT REPRESENTATIVE REPORT

Updates from Last Meeting:

- The Junior class of 2021 had a car wash fundraiser on July 28, 2019.
- Freshmen Orientation was on Thursday, August 22, 2019, and Friday, August 23, 2019, from 8:00 a.m. to 11:00 a.m. Freshmen were able to take tours around Fitch, be a part of different workshops, and were introduced to different clubs and sports around Fitch.
- Boys and Girls Cross Country had their first official practice on Thursday, August 22, 2019, and Football had its first official practice on Friday, August 23, 2019.

Class Council Update:

- Seniors: Seniors will be beginning to plan Homecoming and talk about upcoming fundraisers.
- Freshmen: Freshmen will be having elections near the beginning of the school year to elect their Class Officer.

Parking Lots at Fitch High School:

- Saturday, August 24, 2019, and Sunday, August 25, 2019, were both painting days for the Senior class to paint their parking spots.
- As of now, there will only be one more painting day on Sunday, September 8, 2019, from 2:00 p.m. to 6:00 p.m.
- Anyone who has not turned in their parking permit request form will not be allowed to paint a spot until they do so.
- There will also be a second lottery deadline on September 5, 2019 for students who want to paint their spot but missed the first deadline.

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

A. SUPERINTENDENT REPORT

1. School Opening Report
 - a. Dr. Graner shared the positive feedback regarding the institution of the CEP program at WSM, CC, and CK.
 - b. Dr. Graner noted the outstanding Convocation Ceremony held today. He noted that Teacher of the Year, Lizanne Johnson, spoke eloquently.
 - c. Dr. Graner noted that the new Principal at the high school will begin on Thursday, August 29, 2019.
2. Update on proposed FY 21 CIP
 - a. Dr. Graner noted that the CIP had been discussed at the Finance and Facilities Committee meeting last week. He noted that the portables will be removed at the end of the year; the retention of MM for overflow; and the retention of SBB for the use by Robotics Team.
3. Treehouse Presentation
 - a. Mrs. Nikki Salaun, Director of the Treehouse Program, shared the history of the Treehouse Program. She noted that presently there is four sites: CB, CK, NEA, SBB; there are over 220 students. She noted the enrichment activities provided and gave an overview of the Summer Camp.

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS – cont.

4. Update re: FHS post-graduation party
 - a. Dr. Graner noted that he had spoken with Addie Clark and Ms. Clare Rogers regarding the status of the post-graduation party and how we go forward. The class of 2020 will be surveyed regarding the post-graduation part and other possible alternatives.

B. REPORTS AND INFORMATION FROM THE STAFF

1. Assistant Superintendent Report

Ms. Austin noted:

- a. She noted the great Convocation and that she and Dr. Graner attended the Middle School Picnic held at Washington Park;
- b. That she met with elementary and middle school teachers who worked on curriculum this summer;
- c. She noted that Marc Brackett will be the guest speaker at PD on August 27, 2019;
- d. She noted that school based meetings will be held on Wednesday for teachers;
- e. She noted that Open Houses will be held on Wednesday.

2. Business Office Report [ATTACHMENTS #1, 2]

➤ **Object Code Summary**

Ken Knight gave an overview of the Object Code Summary dated August 21, 2019 showing an unexpended balance of \$63,324.

➤ **Health Insurance Report**

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

3. Director of Buildings and Grounds Report

➤ **Groton 2020:** Mr. Kilpatrick noted:

- Mr. Kilpatrick stated that the elementary sewer realignment at CMS has been completed as well as the fuel tank has been removed at WSM.
- He noted that teachers will continue to meet with the Architect.
- Groton Middle School continues to grow.
- He noted that the topping off ceremony will be held on August 30, 2019, at 12:00 p.m.
- Water Testing – All testing results can be found on the website.
- NEA Air Quality – The study is complete and lots of recommendations were made. He noted that the duct work has been cleaned.
- He noted that construction on the new elementary schools will start in the spring 2020.

IV. COMMITTEE REPORTS

1. Finance/Facilities Committee:
Mr. Weitlauf noted that the Finance/Facilities Committee met on August 19, 2019 and discussed the CIP; advertising on sports banner; future robotics location and storage; tuition rates; and Impact Aid account.
2. Policy Committee:
Mrs. White noted that the Policy Committee met and noted the policies on the agenda for a first reading. The next meeting will be Tuesday, September 3, 2019.
3. Curriculum Committee:
There was no report. The next meeting will be in September.
4. Negotiations Committee:
Mrs. Watson noted that there has been a problem getting dates for negotiations with the Administrators; Dr. Graner will coordinate the dates with the Board of Education attorney.
5. LEARN:
Mrs. Volkmann noted that the Executive Board of LEARN met. She noted that the new Director discussed her entry plan and goals.
6. Town & City Councils/RTM/Board Liaison Committee:
There was no report. The next meeting will be September 4, 2019.
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 July 22, 2019, is hereby accepted and approved.

A. CONSENT CALENDAR – cont.

2. RESOLUTION 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.

MOTION: Ackerman, Volkmann:

To approve the Consent Calendar.

PASSED - UNANIMOUSLY

B. OLD BUSINESS

NONE

C. NEW BUSINESS

1. Discussion and possible action regarding 2019-2020 Tuition Rates (Attachment #3)

MOTION: Weitlauf, Robertson:

To approve the 2019-2020 Tuition Rate.

PASSED - UNANIMOUSLY

2. Discussion and possible action regarding budget function transfers (Attachment #4)

MOTION: Weitlauf, White:

To approve the budget function transfer for the FY20 Fitch High School site budget.

YES – Robertson, White, Watson,

Ackerman, Weitlauf, Newsome

ABSTAIN – Volkmann

PASSED

3. Discussion and possible action regarding a first reading of policy P 5141.31 Physical Examinations – Students (Attachment #5)

MOTION: Newsome, White:

To approve as a first reading of policy

P 5141.31 Physical Examinations – Students.

PASSED - UNANIMOUSLY

C. NEW BUSINESS – cont.

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 #6)

MOTION: Robertson, White: 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.

PASSED - UNANIMOUSLY

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 #7)

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

PASSED - UNANIMOUSLY

6. Discussion and possible action regarding a first reading of policy P 6141.3271 Voice Assistance Devices (Attachment #8)

MOTION: Volkmann, White: To approve as a first reading of policy P 6141.3271 Voice Assistance Devices.

PASSED - UNANIMOUSLY

A. LETTERS, COMMUNICATIONS, AND COMMENTS

1. Mrs. Newsome noted several teachers has stated what a wonderful Convocation that was held.
2. Mr. Weitlauf noted that he participated in the selection of the new Principal for Fitch High School.
3. Dr. Ackerman noted:
 - a. That she met with a RTM member on how the district process curriculum;
 - b. That she participated in the selection of the new Principal for Fitch High School;
 - c. That she attended Equity Training at Avery Point;
 - d. That she attended the MYP Picnic at Washington Park;
 - e. She noted the Convocation and the outstanding job done by Linda Branche, Head Custodian, and her staff;
 - f. That she will be attending the Tuesday PD;
 - g. That she attended the Coast Guard Convocation;
 - h. That she attended her all class reunion in PA.

A. LETTERS, COMMUNICATIONS, AND COMMENTS – cont.

4. Mrs. Robertson noted:
 - a. That she attended a workshop on defeating unconscious bias held at Yale;
 - b. That she attended the Sound Community Board and Fundraising meeting;
 - c. That she attended the GASP meetings;
 - d. That she was invited to a social by the President of the University of St. Joseph where she met Coach Jim Calhoun.
5. Mrs. White noted:
 - a. That she attended an equity workshop last Wednesday and Thursday;
 - b. That she attended a hearing regarding putting solar panels in public buildings.
6. Mrs. Volkmann noted that the Convocation was inspiring.
7. Mrs. Watson noted:
 - a. That she attended Second Step Players last Thursday;
 - b. She urged Board members to read the *Hey Kiddo* book.

VII. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items

As noted in the agenda.

B. Suggested Agenda Items

NONE

VIII. ADJOURNMENT

MOTION: Ackerman, Weitlauf:

To adjourn at 7:40 p.m.

PASSED - UNANIMOUSLY

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	561-563,568	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	601-609,613-619,622-623,628	543,546	13,828	68,994	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.)	621,624-627,690	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	4,262,803	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	666,091	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	1,828,648	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

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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	-
139		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

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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	58,300	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

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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 Guid 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 Budget	Expended	Encumbered	FY20 Total	Remaining		08/21/2019 FY20	Increase
		2019-2020	2019-2020	2019-2020	2019-2020	Balance		%	
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	8,737	0	8,737	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 T	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%

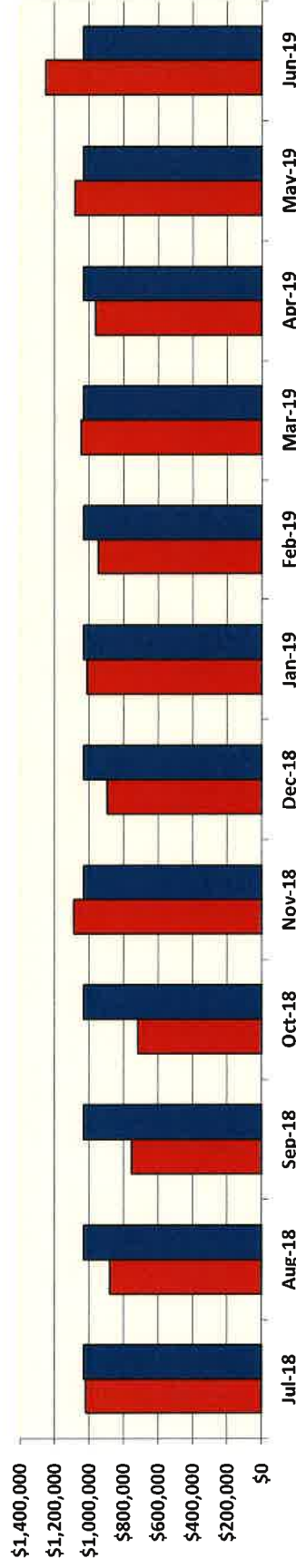
Cost vs Budget Dashboard - data through June 2019

BOE Groups Active & Retired

Self Insured - All Coverages All Enrollees														
Claim/Admin. Cost														
Date	Net Medical Paid			Dental Paid		Total Net Paid		Total Fixed Costs		BOE Monthly Budget*		Variance - Total Cost vs BOE Budget		Actual/Estimated BOE Budget
	Lives	Claims	Rx Paid Claims	Claims	Claims	Claims	Claims	Total Cost	Total Cost	Budget*	Cost vs BOE Budget			
Jul-18	734	\$729,980	\$138,554	\$42,359	\$910,892	\$108,271	\$1,019,163	\$1,030,783	\$11,620				98.9%	
Aug-18	730	\$573,961	\$148,212	\$49,678	\$771,851	\$107,681	\$879,532	\$1,030,783	(\$151,251)				85.3%	
Sep-18	731	\$476,773	\$138,817	\$29,068	\$644,657	\$107,828	\$752,486	\$1,030,783	(\$278,298)				73.0%	
Oct-18	728	\$391,525	\$188,079	\$30,326	\$609,930	\$107,386	\$717,316	\$1,030,783	(\$313,467)				69.6%	
Nov-18	718	\$753,536	\$200,120	\$28,945	\$982,602	\$105,911	\$1,088,513	\$1,030,783	\$57,729				105.6%	
Dec-18	715	\$541,587	\$219,010	\$28,619	\$789,216	\$105,468	\$894,684	\$1,030,783	(\$136,099)				86.8%	
Jan-19	649	\$702,752	\$178,919	\$32,431	\$914,102	\$95,733	\$1,009,835	\$1,030,783	(\$20,949)				98.0%	
Feb-19	648	\$584,900	\$234,311	\$31,467	\$850,678	\$95,585	\$946,263	\$1,030,783	(\$84,520)				91.8%	
Mar-19	641	\$639,997	\$269,736	\$41,650	\$951,384	\$94,553	\$1,045,936	\$1,030,783	\$15,153				101.5%	
Apr-19	642	\$639,860	\$196,093	\$31,552	\$867,505	\$94,700	\$962,205	\$1,030,783	(\$68,578)				93.3%	
May-19	642	\$659,350	\$302,232	\$25,229	\$986,811	\$94,700	\$1,081,511	\$1,030,783	\$50,728				104.9%	
Jun-19	639	\$865,750	\$258,607	\$32,976	\$1,157,333	\$94,258	\$1,251,591	\$1,030,783	\$220,807				121.4%	
YTD	8217	\$7,559,971	\$2,472,689	\$404,301	\$10,436,961	\$1,212,074	\$11,649,036	\$12,369,400	(\$720,364)				94.2%	

Budget vs. Actual Cost

Actual vs Budget



Attachment #2

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

Updated: 6/19/19

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

Groton Public Schools
FHS site budget
FY2020

Function	Function Name	FY20 Approved Site Budget	FY20 Proposed Site Budget	Variance
1102	Art	10,000	9,000	(1,000)
1104	Language Arts	8,000	6,500	(1,500)
1105	World Languages	26,905	10,350	(16,555)
1106	Consumer Science	14,500	12,750	(1,750)
1107	Technology Education	7,600	8,000	400
1108	Mathematics	24,865	6,000	(18,865)
1109	Music	23,350	17,000	(6,350)
1110	Physical Education	11,600	8,600	(3,000)
1111	Science	11,900	9,000	(2,900)
1112	Social Studies	5,950	2,200	(3,750)
1114	Health Education	7,500	7,500	-
1117	IB - DP	53,000	81,895	28,895
1119	Unclassified	28,750	38,825	10,075
1121	Business Education	2,980	3,030	50
1124	Health Occupations	2,000	2,100	100
1550	School Newspapers	500	500	-
1551	Amphora	4,000	4,000	-
1555	Other Activities	-	-	-
		243,400	227,250	(16,150)
2120	Guidance Services	3,600	15,500	11,900
2220	Educational Media	2,000	2,000	-
2410	School Administration	25,950	30,200	4,250
	Total	274,950	274,950	-

1100 & 1500	Regular Instruction	243,400	227,250	(16,150)
2100	Support Services for Pupils	3,600	15,500	11,900
2200	Support Services for Instructional Staff	2,000	2,000	-
2300 & 2400	General Support Services	25,950	30,200	4,250
	Total	274,950	274,950	-

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.

Technology Appropriate Use Policy

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.

Technology Appropriate Use Policy

- 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.

Technology Appropriate Use Policy

- 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,

Technology Appropriate Use Policy

- 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

Technology Appropriate Use Policy

- 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.

R 4118.4

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

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.

Technology Appropriate Use Policy

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 its 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.

Technology Appropriate Use Policy

- 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.

Technology Appropriate Use Policy

- 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,

Technology Appropriate Use Policy

- 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

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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

Technology Appropriate Use Policy

- 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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- 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

P 6146**Instruction****Graduation Requirements**

Graduation from Groton Public Schools implies (1) that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve, (2) that they have satisfactorily passed any examinations and satisfactorily demonstrated the district's performance standards established by the faculty and approved by the Groton Board of Education, and (3) that they have fulfilled the legally mandated number and distribution of credits. Graduation shall not be held until 180 days and 900 hours of actual school work are completed. The adopted school calendar shall indicate a graduation date which is no earlier than the 185th day. This may be modified after April 1 in any school year in conformity with applicable statute.

Graduation Requirements/Exit Standards

To qualify for a diploma from Fitch High School, the following requirements must be met:

All students must take a minimum of 8 credits per year with the exception of senior year whereby a student in good academic standing may opt to take 6 credits. *Early graduation for a senior who has met all of their graduation requirements must be approved by the Superintendent and building Administration.*

Class of 2020, 2021 & 2022: Total Credits Required for Graduation: 26

All students must meet the following requirements:

English	4 credits
Social Studies*	3 credits (Includes .5 credit in Civics and 1.0 credit US History)
Science	4 credits
Math	4 credits
Physical Education	1 credit
Health	½ credit
Applied Art	1 credit
Fine Art	1 credit
Electives	7.5 credits

TOTAL: 26 Required Credits

Class of 2023 & Beyond: Total Credits Required for Graduation: 26

All students must meet the following requirements:

Humanities:

4 years of English	4 credits
3 years of Social Studies*	3 credits (Must include Civics and US History)
1 year of World Language	1 credit
Other Humanities Credits	<u>2 credits</u>
(Including the Arts)	10 credits

Science, Technology, Engineering & Mathematics:

4 years of Science	4 credits
4 years of Math	4 credits
1 additional STEM credits	<u>1 credits</u>
	9 credits

Physical Education & Wellness	1 credit
Health & Safety Education	1 credit
Mastery-based diploma assessment	<u>1 credit</u>
	3 credits

Electives	4 credits
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TOTAL: 26 Required Credits

Credit by high school grade

Class of 2020, 2021 & 2022:

Twenty-six (26) credits are required for graduation. Students are promoted to the next higher grade according to the following accumulation of credits:

Grade 9 to Grade 10	6 credits
Grade 10 to Grade 11	12 credits
Grade 11 to Grade 12	18 credits

Class of 2023 and beyond:

Twenty-six (26) credits are required for graduation. Students are promoted to the next higher grade according to the following accumulation of credits:

Grade 9 to Grade 10	6 credits
Grade 10 to Grade 11	12 credits
Grade 11 to Grade 12	18 credits

A student's grade classification depends upon his/her actual earned credit status, not on the number of years he/she has been in high school.

Beginning with the graduating class of 2023, the Board of Education will provide adequate student support and remedial services for students beginning in grade seven. Such student support and remedial services shall provide alternate means for a student to complete any of the high school graduation requirements previously listed if such student is unable to satisfactorily complete any of the required courses or exams. Such student support and remedial services shall include, but not be limited to, (1) allowing students to retake courses in summer school or through an approved online credit recovery course; or (2) allowing students to enroll in a class offered at a constituent unit of the state system of higher education.

The Groton Public School's graduation requirements apply to all students, including students requiring Special Education Services except when the Planning and Placement Team exercises the right to adjust the standards of performance on an individual basis. Performance standards for students participating in a functional, life skills curriculum will be based on the student's IEP goals and objectives.

Credits

At Fitch High School, a credit is defined as a class of block time, per year, equivalent to 200 minutes per week. One-half credit is given for courses that complete work in one semester. A student shall be excused from the physical education requirement upon presentation of a certificate from a physician or advanced practice registered nurse indicating that participation in physical education is medically contraindicated because of the student's physical condition. The credit for physical education may be fulfilled by an online course or elective equivalent in this case. A student may also be waived from the world language requirement and/or mastery based learning credit through the decision of an IEP or 504 team. The credit will then be required to be fulfilled by an equivalent elective in this case.

Only courses taken in grades nine through twelve, inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education shall satisfy this graduation requirement except that a student may be granted credit (1) toward meeting the high school graduation requirements upon the successful demonstration of mastery of the subject matter content described in this section achieved through education experiences and opportunities that provide flexible and multiple pathways to learning, including cross-curricular graduation requirements, career and technical education, virtual learning, work-based learning, high school courses taken during middle school (with the appropriate forms completed), dual enrollment and early college courses, internships and student designed independent studies or (2) for the successful completion of coursework at an institution accredited by the Department of Higher Education or regionally accredited. One three-credit semester course, or its equivalent shall equal one high school credit.

***Note:** Fitch High School students desiring to take either a course at another educational institution or an on-line course for credit toward meeting the high school graduation requirements must receive prior approval from the Fitch High School administration to take the course to be eligible to receive the credit. Only designated courses at the middle school level within Groton Public Schools, with prior approval, will be accepted.*

A credit shall consist of not less than the equivalent of 200 minutes per week during the school year except for a credit or part of a credit toward high school graduation earned (1) at an institution accredited by the Board of Regents for Higher Education or State Board of Education or regionally accredited, or (2) through on-line course work through an approved provider (such as APEX or Virtual High School).

The Board shall create a student success plan for each enrolled student, beginning in grade 6 and ending in grade 12. Such student success plan shall include a students' career and academic choices in grades six to twelve, inclusive. The student success plans will include time designated during advisory periods and selected curriculum on Naviance. In addition, students are required to take the Connecticut SAT School Day and Next Generation Science Standards NGSS Assessment during their junior year, or a designated equivalent.

International Baccalaureate (IB) and Diploma

Groton Public Schools offers the opportunity for all students to participate in the International Baccalaureate Program. Students are able to take classes individually or select classes during their junior and senior year to be eligible for the IB Diploma. The International Baccalaureate (IB) Diploma Program is a challenging two-year curriculum for juniors and seniors designed to promote mastery of multi-disciplinary content, critical thinking skills, international mindedness, and personal growth. In order to earn the diploma, students must successfully complete assessments for 6 core subjects, plus Theory of Knowledge. Additionally, students write an extended essay of 3000-4000 words on a topic of their choosing. Also, students must complete a Creativity, Action, and Service project and report. Students that complete all requirements will receive an additional IB diploma.

Middle Years Program (MYP) and Requirements

The Middle Year Program (MYP) offers all Groton Public Schools students the opportunity to share a common learning experience, 6th – 10th grade. MYP is an instructional framework, not a curriculum. All schools use the curriculum and state standards established by Groton Board of Education. In the classroom, MYP shifts the instructional focus from the teacher to the student. Inquiry questions drive unit explorations and students are required to reflect on their learning and connect teacher support and feedback to their own learning goals and growth. Critical thinking, collaboration, and inquiry are at the heart of all professions and they help to create life-long learners who can adapt and grow outside of formalized educational settings. Students are required to complete a community project with an emphasis on collaboration and service at the end of their 8th grade year. Students are also required to complete a personal project with an emphasis on personal exploration and the ability to demonstrate their knowledge of the approaches to teaching and learning skills by the end of their 10th grade year.

Vision of the Graduate

Groton Public Schools is currently creating a Vision of the Graduate (VOG) at the high school level. When the VOG has been finalized, it will be added to the policy under this category.

Connecticut Seal of Biliteracy

Commencing with the graduating class of 2018, and for each graduating class thereafter, the Board of Education, utilizing criteria established by the State Board of Education, may affix the “Connecticut State Seal of Biliteracy” to a diploma awarded to a student who has achieved a high level of proficiency in English and one or more foreign languages. “Foreign language” means a world language other than English. The Board of Education shall include on such student’s transcript and diploma a designation that the student received the “Connecticut Seal of Biliteracy.”

Awards of High School Diplomas

Students who complete all graduation requirements shall receive a diploma at the June commencement. Individuals also may satisfy graduation requirements by the satisfactory completion of the following:

1. Successful completion of a summer course or summer courses comparable (as determined by the Principal) to the subject(s) in which the student was deficient.
2. Honorable discharge from the United States Armed Forces after a minimum of ninety days of active service during World War II for individuals who withdrew from school to join the Armed Forces and for veterans of the Korean Hostilities and for veterans of the Vietnam Era.
3. Honorable discharge from the United States Armed Forces for individuals who left high school prior to graduation and did not receive a diploma as a consequence of such service.
4. Withdrawal from high school prior to graduation to work on a job that assisted the war effort during World War II, December 7, 1941 through December 31, 1946, not receiving a diploma as a consequence of such work and has been a resident of Connecticut for at least fifty (50) consecutive years.
5. A student who is under expulsion from Fitch High School but has satisfactorily completed all of the graduation requirements shall receive a diploma. However, that student shall not attend the commencement ceremony.

LEGAL REFERENCE

Legal Reference: Connecticut General Statutes
10-5c Board examination series pilot program. Issuance of certificate (as amended by P.A. 13-247)
10-14n State-wide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by Section 115 of PA 14-217)
10-16(l) Graduation exercises. (as amended by P.A. 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students)
10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses Other Subject Areas), P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 135, An Act Concerning Implementation Dates for Secondary School Reform, P.A.13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes, P.A. 13-247, Budget Implementer Bill, P.A. 15-237 An Act Concerning High School Graduation.) and PA 17-42
10-233(a) Promotion and graduation policies.
P.A. 13-108 An Act Unleashing Innovation in Connecticut Schools
P.A. 13-247 An Act Implementing Provisions of the State Budget
P.A. 15-237 An Act Concerning High School Graduation.
P.A. 16-44(SS) (Section 310)

Policy Adopted: April 8, 1996
Revised: May 12, 1997
Revised: July 8, 2002
Revised: April 28, 2008
Revised: August 24, 2015
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Instruction

Graduation Requirements

~~A Fitch High School academic diploma shall be awarded to all students who meet, in full, all requirements for graduation as determined by Connecticut State Statutes and the Groton Board of Education.~~

~~To graduate from Fitch High School, a student must earn a minimum of 26 credits and must have met the credit distribution requirement.~~

~~Credit Distribution Requirement~~

~~The following credits must be earned:~~

a. English	4 credits
b. Mathematics	4 credits
c. Social Studies	3 credits (including 1.0 in U.S. History & .5 in Civics)
d. Science	4 credits
e. Physical Education	1 credit
f. Health	.5 credit
g. Applied Arts	1 credit
h. Fine Arts	1 credit
i. Electives	<u>7.5 credits</u>
	<u>26 credits</u>

~~Credit for Approved Courses Completed in Addition to Those at Fitch High School~~

~~Credit toward satisfying the graduation requirements at Fitch High School shall be granted in the following circumstances:~~

- ~~1. Credits earned from a public or private high school prior to enrollment at Fitch High School.~~
- ~~2. Credit toward meeting a specified course requirement upon successful completion in grade seven or eight of any course, the primary focus of which corresponds directly to the subject matter of a specified course requirement in grades nine to twelve.~~
- ~~3. Credit toward meeting high school graduation requirements upon the successful completion of a world language course (a) in grade six, seven or eight, (b) through on-line coursework, or (c) offered privately through a nonprofit provider, provided the student achieves a passing grade on an examination prescribed by the Commissioner of Education. No more than four credits earned in such manner shall be counted toward meeting the graduation requirements.~~
- ~~4. Credit toward meeting high school graduation requirements upon achievement of a passing grade on a subject area proficiency examination identified and approved by the Commissioner of Education, regardless of the number of hours the student spent in a public school classroom learning such subject matter.~~

Instruction

Graduation Requirements (continued)

Credit for Approved Courses Completed in Addition to Those at Fitch High School (continued)

- ~~5. Credit toward meeting high school graduation requirements upon the successful completion of coursework at an institution accredited by the Department of Higher Education or regionally accredited (see Note below). One three-credit semester course, or its equivalent, completed at such institution shall equal one-half (0.5) credit toward the graduation requirements.~~
- ~~6. Credit toward meeting high school graduation requirements upon the successful completion of on-line coursework offered through (a) a secondary school or other educational institution accredited by the Department of Education, or (b) an institution of higher learning that is accredited by the Department of Higher Education or regionally accredited (see Note below).~~
- ~~7. Credits earned for courses passed during participation in an approved foreign exchange program.~~
- ~~8. Credit earned for courses passed during participation in Independent Study.~~
- ~~9. Credit earned for courses completed in local colleges.~~

~~**Note:** Fitch High School students desiring to take either a course at another educational institution or an on-line course for credit toward meeting the high school graduation requirements (per sections 5 and 6 above) must receive prior approval from the Fitch High School administration to take the course to be eligible to receive the credit.~~

~~In cases where there is any disagreement between the student's parent/guardian and the Fitch High School administration regarding the granting of credit toward the graduation requirements, the Superintendent shall make the final determination.~~

Credit for Community Service

~~A student enrolled in any grade at Fitch High School may be awarded 1 credit for 120 hours toward the elective graduation requirement for the satisfactory completion of community service. The community service must be supervised by a certified school administrator or teacher, consist of not less than fifty hours of actual service that may be performed at times when school is not regularly in session, and require not less than ten hours of related classroom instruction. For the purpose of this credit, community service does not include partisan political activities.~~

Exemption from Physical Education Credit Requirement

~~Any student who presents a certificate from a physician stating that, in the opinion of the physician, participation in physical education is medically contraindicated because of the physical condition of such student shall be excused from the physical education requirement. In~~

Instruction

Graduation Requirements (continued)

Exemption from Physical Education Credit Requirement (continued)

~~such a case, the physical education credit requirement shall be fulfilled by an elective as determined by the Fitch High School administration. However, students shall not be excused from the physical education requirement based on a medical condition that the School Medical Advisor determines is temporary in nature. In such cases, the student shall be expected to satisfy the physical education credit requirement after he or she is no longer medically restricted.~~

Awarding of Diplomas

~~Students who meet all the graduation requirements of this policy shall receive a diploma at the June commencement ceremony.~~

~~A Fitch High School diploma shall be awarded upon request to any honorably discharged veteran who left high school prior to graduation in order to serve in the armed forces of the United States during World War II, the Korean or the Vietnam hostilities and did not receive a diploma as a consequence of such service.~~

~~A student who is under expulsion from Fitch High School but has satisfactorily completed all of the graduation requirements shall receive a diploma. However, that student shall not attend the commencement ceremony.~~

Legal References:	Connecticut General Statutes
	10-5 Connecticut General Statutes
	10-14n State-wide mastery examination.
	10-18 Courses in United States history, government and duties
	and responsibilities of citizenship.
	10-221 Boards of education to prescribe rules, policies and
	procedures.
	10-221a High school graduation requirements.
	10-223a Promotion and graduation policies. Basic skills
	necessary for graduation; assessment process.

Policy Adopted: April 8, 1996
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Groton, Connecticut