

**GROTON BOARD OF EDUCATION  
REGULAR MEETING  
MONDAY, DECEMBER 16, 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
  - 2019 CABA Board of Distinction Award
- C. Comments from Citizens re: Agenda Items and Other Subjects of Concern That Lie Within the Jurisdiction of the Board of Education - This is the portion of the agenda where the Board welcomes comments from citizens. Each presentation should be limited to five minutes or less, and citizens should, if possible, submit written comments. Presentations should be related to matters pertinent to Groton. Board members will only ask questions in order to clarify the speaker's presentation and cannot respond during the Comments from Citizens' portion of the Board meeting. Citizens should make their presentations from the podium and state their names and addresses for the record.

II. RESPONSE TO COMMENTS FROM CITIZEN

III. STUDENT REPRESENTATIVE REPORT

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

- A. Superintendent Report
  - 1. NEASC Accreditation Visit Update
  - 2. Update re: Groton Middle School Schedule
- B. Reports and Information from the Staff
  - 1. Assistant Superintendent
    - Update re: Elementary Magnet Themes
  - 2. Business Manager Report
    - Object Code Summary (Attachment #1)
    - Update re: Health Insurance Reserve
  - 3. Director of Buildings and Grounds
    - Groton 2020
    - CC Engineering Inspection
    - Update re: State Dept. of Health proposal of water testing for schools

V. COMMITTEE REPORTS

- |                       |                        |
|-----------------------|------------------------|
| A. Policy             | D. Other:              |
| B. Curriculum         | - LEARN                |
| C. Finance/Facilities | - 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 November 25, 2019 (Attachment #2)
2. Approval of the Regular Meeting minutes of December 9, 2019 (Attachment #3)

B. Old Business

1. Discussion and possible action regarding a second reading of policy P 5141.214 Sunscreen (Attachment #4)

MOTION: To approve as a second reading of policy P 5141.214 Sunscreen

2. Discussion and possible action regarding a second reading of policy P 6163.32 Service Animals and regulations for policy P 6163.32 Service Animals (Attachment #5)

MOTION: To approve as a second reading of policy P 6163.32 Service Animals and regulations for policy P 6163.32 Service Animals

3. Discussion and possible action regarding a possible revision to the 2020-21 school calendar.

MOTION: To approve the 2020-21 school calendar to include a student start date of September 3, 2020.

C. New Business

1. Discussion and possible action regarding a first reading of policy P 5141.213 Emergency Administration of Naloxone (Attachment #6)

MOTION: To approve as a first reading of policy P 5141.213 Emergency Administration of Naloxone

2. Discussion and possible action regarding additional Early Retirement requests. (It is anticipated that this discussion will be held in executive session. The Board may or may not take action when it returns to open session.)

MOTION: To approve the additional Early Retirement requests.

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

Jan. 6, 2020	Policy	C.O., Rm. 5	5:00 p.m.
Jan. 6, 2020	Special Mtg. - Budget Work Session	C.O., Rm 11	6:00 p.m.
Jan. 13, 2020	COW - Budget Work Session	C.O., Rm. 11	6:00 p.m.
Jan. 16, 2020	Groton Scholarship	FHS	5:00 p.m.
Jan. 21, 2019	COW – CANCELLED	C.O., Rm. 11	6:00 p.m.
Jan. 21, 2020	Special Mtg. - Public Hearing on Budget	Sr. Ctr.	6:00 p.m.
Jan. 21, 2020	Special Mtg. - Budget Work Session	Sr. Ctr.	7:00 p.m.
Jan. 27, 2020	BoE Meeting	THA, CR 1	6:00 p.m.

MEETING DATES WITH TOWN BODIES

Jan. 2, 2020	PSBC	THA, CR 2	6:00 p.m.
Jan. 16, 2020	PSBC	THA, CR 2	6:00 p.m.

- B. Suggested Agenda Items

IX. ADJOURNMENT

## Groton Public Schools

Date prep:		FY20 Budget Summary Review							
12/10/19 4:30 PM									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 12/11/2019	Under/(Over)
<b>Salaries</b>									
1 Administrators	105-108	4,285,962	1,872,753	2,376,484	4,249,237	36,725	0.9%	4,347,441	(61,479)
2 Teachers	101-104, 109, 123-127	34,948,037	9,483,956	23,499,665	32,983,621	1,964,416	5.6%	34,984,069	(36,032)
3 Non-Cert Aides	110-111, 130-131, 136, 139	3,453,175	1,411,670	0	1,411,670	2,041,505	59.1%	3,485,733	(32,558)
4 Substitute - Cert & Non-Cert	120-121	952,083	278,604	0	278,604	673,479	70.7%	952,271	(188)
5 Clerical	112-114, 132-134, 144	1,836,139	759,495	657,002	1,416,497	419,642	22.9%	1,906,420	(70,281)
6 Custodial/Maintenance/Techs	117-118, 129, 137-138, 147-148	3,501,382	1,352,228	216,594	1,568,823	1,932,559	55.2%	3,460,603	40,779
7 Campus Security/Supervision	128	94,640	52,725	0	52,725	41,915	44.3%	126,763	(32,123)
8 Total Salaries	100	49,071,418	15,211,431	26,749,746	41,961,177	7,110,241	14.5%	49,263,299	(191,881)
<b>Benefits</b>									
9 Health Insurance	201-202	8,127,848	3,122,982	0	3,122,982	5,004,866	61.6%	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	570,406	0	570,406	839,417	59.5%	1,432,296	(22,473)
12 Other Benefits	222-227	262,000	97,856	0	97,856	164,144	62.7%	208,009	53,991
13 Total Benefits	200	10,734,228	3,791,244	0	3,791,244	6,942,984	64.7%	10,702,710	31,518
<b>Purchased Services</b>									
14 Instructional Services	321-324	161,179	92,092	985	93,077	68,102	42.3%	167,881	(6,702)
15 Professional Services	331	197,726	28,211	1,105	29,316	168,410	85.2%	181,008	16,718
16 Other Prof Services	332	615,797	148,688	20,471	169,159	446,638	72.5%	615,797	0
17 OT & PT Services	333	603,231	27,470	0	27,470	575,761	95.4%	635,340	(32,109)
18 Legal	334	85,000	25,443	0	25,443	59,557	70.1%	85,000	0
19 Athletic Officials & Other Athletic Serv	341-342	79,305	42,232	0	42,232	37,073	46.7%	76,899	2,406
20 Computer Network Services	343	125,453	50,423	32,865	83,288	42,165	33.6%	115,577	9,876
21 Total Purchased Services	300	1,867,691	414,557	55,426	469,984	1,397,707	74.8%	1,877,502	(9,811)
<b>Property Services</b>									
22 Water & Sewer	410-411	98,326	31,247	225	31,472	66,854	68.0%	98,326	0
23 Trash & Snow Removal	421-422	176,000	34,354	48,264	82,618	93,382	53.1%	176,000	0
24 Repair/Maintenance	430-435, 490-491, 499	467,150	169,983	47,960	217,942	249,208	53.3%	490,399	(23,249)
25 Rental	441	92,238	35,924	33,803	69,727	22,511	24.4%	105,547	(13,309)
26 Total Property Services	400	833,714	271,508	130,251	401,759	431,955	51.8%	870,273	(36,559)
<b>Transportation, Insurance, Communications, Tuition</b>									
27 Transportation: Schools	510-513	4,767,335	1,456,210	0	1,456,210	3,311,125	69.5%	4,764,560	2,775
28 Transportation: Student Activities	587-595	176,060	42,956	14,073	57,038	119,022	67.6%	182,224	(6,164)
29 Transportation: Staff	580-584	107,020	34,498	5,283	39,781	67,239	62.8%	109,412	(2,392)
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	46,885	229	47,115	82,732	63.7%	130,035	(188)
32 Tuition: Special Education	561-563, 568	4,550,000	1,472,801	1,965,549	3,438,350	1,111,650	24.4%	4,317,852	232,148
33 Tuition: Other	564-567	1,350,000	1,106,940	385,112	1,492,052	(142,052)	(10.5%)	1,492,052	(142,052)
34 Total Trans, Ins, Comm, Tuition	500	11,374,175	4,450,070	2,370,246	6,820,316	4,553,859	40.0%	11,285,904	88,271
<b>Supplies</b>									
35 Instructional Supplies	601-609, 613-619, 622-623, 628	565,721	151,747	30,243	181,991	383,730	67.8%	428,663	137,058
36 Computer Supplies	610-612	611,609	519,146	83,991	603,137	8,472	1.4%	607,047	4,562
37 Electricity & Heating	631-633	1,329,186	487,752	2,555	490,307	838,879	63.1%	1,317,568	11,618
38 Transportation Supplies	634, 656	308,068	88,323	0	88,323	219,745	71.3%	308,068	0
39 Textbooks & Library Books	640-642, 645, 647	168,330	48,073	4,943	53,016	115,314	68.5%	165,956	2,374
40 Facility/Maintenance Supplies	650, 652-655, 657, 659	364,974	117,896	3,990	121,886	243,088	66.6%	317,104	47,870
41 Other Supplies (staff dev., etc.)	621, 624-627, 690	63,955	25,665	2,407	28,072	35,883	56.1%	72,061	(8,106)
42 Total Supplies	600	3,411,843	1,438,602	128,130	1,566,732	1,845,111	54.1%	3,216,467	195,376
<b>Equipment</b>									
43 Instructional Equipment	730, 735	32,175	8,405	7,973	16,377	15,798	49.1%	46,310	(14,135)
44 Non-Instructional Equip	731, 736	30,250	5,241	0	5,241	25,009	82.7%	5,491	24,759
45 Total Equipment	700	62,425	13,646	7,973	21,618	40,807	65.4%	51,801	10,624
46 Total Dues & Fees	800	82,596	60,078	1,354	61,432	21,164	25.6%	83,929	(1,333)
47 GRAND TOTAL		77,438,090	25,651,136	29,443,125	55,094,261	22,343,829	28.9%	77,351,885	86,205

**Groton Public Schools**

Date prep:		<b>FY20 Budget Summary Review</b>							
12/10/19 4:30 PM									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 12/11/2019	Under/(Over)
<b>Salaries</b>									
<b>Administrators</b>									
48 Admin	105	1,014,569	427,704	531,819	959,523	55,046	5.4%	1,019,075	(4,506)
49 Principals	106	1,391,250	624,815	839,493	1,464,308	(73,058)	(5.3%)	1,462,175	(70,925)
50 Asst. Principals	107	1,756,784	768,044	938,748	1,706,791	49,993	2.8%	1,742,832	13,952
51 Dean	108	123,359	52,190	66,424	118,814	4,745	3.8%	123,359	-
52		4,285,962	1,872,753	2,376,484	4,249,237	36,725	0.9%	4,347,441	(61,479)
<b>Teachers</b>									
53 Classroom Teachers	101	24,699,135	6,663,783	17,076,766	23,740,549	958,586	3.9%	24,793,333	(94,198)
54 Sp.Ed Certified	102	7,513,477	2,039,520	5,247,082	7,286,601	226,876	3.0%	7,531,184	(17,707)
55 Media Specialist	103	725,018	185,099	485,534	670,634	54,385	7.5%	697,235	27,783
56 Guidance	104	1,050,760	269,928	681,877	951,805	98,955	9.4%	989,687	61,073
57 Athletic Director	109	11,769	3,269	8,406	11,675	94	0.8%	11,769	-
58 Summer School	123	7,981	7,825	0	7,825	156	2.0%	7,981	-
59 Adult Ed	124	37,121	13,789	0	13,789	23,332	62.9%	37,121	-
60 Tutors	125	490,096	171,763	0	171,763	318,333	65.0%	502,441	(12,345)
61 Coach Stipends	126	333,907	115,366	0	115,366	218,542	65.4%	332,201	1,707
62 Other Student Activities	127	78,773	13,613	0	13,613	65,160	82.7%	81,118	(2,345)
63		34,948,037	9,483,956	23,499,665	32,983,621	1,964,416	5.6%	34,984,069	(36,032)
<b>Non-Cert Aides</b>									
64 Reg.Ed Teacher Aides - Kindergarten	110 & 130	398,996	120,647	0	120,647	278,349	69.8%	431,992	(32,996)
65 Sp.Ed Aides - Para I	111	823,184	323,069	0	323,069	500,115	60.8%	935,549	(112,365)
66 Sp.Ed Aides - Para II	131	1,828,649	802,713	0	802,713	1,025,936	56.1%	1,715,846	112,803
67 School Bus Aides	136	394,146	159,877	0	159,877	234,269	59.4%	394,146	-
68 Other Aides	139	8,200	5,364	0	5,364	2,836	34.6%	8,200	-
69		3,453,175	1,411,670	0	1,411,670	2,041,505	59.1%	3,485,733	(32,558)
<b>Substitute</b>									
70 Substitute Sp.Ed Certified	121	80,000	15,458	0	15,458	64,543	80.7%	79,358	643
71 Substitute Reg.Ed Certified	120	872,083	263,147	0	263,147	608,936	69.8%	872,913	(830)
72		952,083	278,604	0	278,604	673,479	70.7%	952,271	(188)
<b>Clerical</b>									
73 Clerical	112 113 114 132 133 134 143 144	1,836,139	759,495	657,002	1,416,497	419,642	22.9%	1,906,420	(70,281)
<b>Custodial/Maintenance/Techs</b>									
74 Custodial	117 & 137	1,897,867	745,569	38,677	784,246	1,113,621	58.7%	1,878,212	19,655
75 Maintenance	118 & 138	805,481	302,633	39,215	341,848	463,633	57.6%	784,357	21,124
76 Technicians	129 & 149	692,668	283,619	138,702	422,321	270,347	39.0%	692,668	-
77 Custodial Overtime	147	86,292	16,153	0	16,153	70,139	81.3%	86,292	-
78 Maintenance Overtime	148	19,074	4,256	0	4,256	14,819	77.7%	19,074	-
79		3,501,382	1,352,228	216,594	1,568,823	1,932,559	55.2%	3,460,603	40,779
<b>Security</b>									
80 Security/Supervision	128	94,640	52,725	0	52,725	41,915	44.3%	126,763	(32,123)
81 Total Salaries		49,071,418	15,211,431	26,749,746	41,961,177	7,110,241	14.5%	49,263,299	(191,881)
<b>Benefits</b>									
<b>Health Insurance</b>									
82 Group Ins. Prof	201	6,235,419	2,733,438	0	2,733,438	3,501,981	56.2%	6,235,419	-
83 Group Ins. Other	202	1,892,429	389,544	0	389,544	1,502,885	79.4%	1,892,429	-
84		8,127,848	3,122,982	0	3,122,982	5,004,866	61.6%	8,127,848	0
<b>Workers Comp &amp; Town Pension</b>									
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
<b>Social Security &amp; Medicare</b>									
88 Social Security	212	698,287	282,288	0	282,288	415,999	59.6%	714,772	(16,485)
89 Medicare	214	711,536	288,117	0	288,117	423,419	59.5%	717,524	(5,988)
90		1,409,823	570,406	0	570,406	839,417	59.5%	1,432,296	(22,473)
<b>Other Employee Benefits</b>									
91 Retirement Awards	222	105,000	40,844	0	40,844	64,156	61.1%	50,509	54,491
92 Unemployment	223	50,000	6,332	0	6,332	43,668	87.3%	50,000	-
93 Tuition Reimb Certified	224	106,000	50,681	0	50,681	55,319	52.2%	106,000	-
95 Mentor Stipend	227	1,000	0	0	0	1,000	100.0%	1,500	(500)
96		262,000	97,856	0	97,856	164,144	62.7%	208,009	53,991
97 Total Benefits		10,734,228	3,791,244	0	3,791,244	6,942,984	64.7%	10,702,710	31,518

**Groton Public Schools**

Date prep:	<b>FY20 Budget Summary Review</b>							
	12/10/19 4:30 PM							

Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 12/11/2019	Under/(Over)
<b>Purchased Services</b>									
<b>Instructional Services</b>									
98 Instructional Services	321 & 323	116,179	59,637	0	59,637	56,542	48.7%	119,081	(2,902)
99 Instruct Improvement Services	322 & 324	45,000	32,455	985	33,440	11,561	25.7%	48,800	(3,800)
100		161,179	92,092	985	93,077	68,102	42.3%	167,881	(6,702)
<b>Professional Services</b>									
101 Professional Services	331	197,726	28,211	1,105	29,316	168,410	85.2%	181,008	16,718
102 Other Professional Services	332	615,797	148,688	20,471	169,159	446,638	72.5%	615,797	-
103 OT & PT Services	333	603,231	27,470	0	27,470	575,761	95.4%	635,340	(32,109)
104 Legal Services	334	85,000	25,443	0	25,443	59,557	70.1%	85,000	-
105		1,501,754	229,811	21,576	251,387	1,250,367	83.3%	1,517,145	(15,391)
<b>Athletic Officials &amp; Other Athletic Services</b>									
106 Athletic Officials	341	65,500	32,518	0	32,518	32,982	50.4%	63,585	1,915
107 Other Athletic Services	342	13,805	9,713	0	9,713	4,092	29.6%	13,314	491
108		79,305	42,232	0	42,232	37,073	46.7%	76,899	2,406
<b>Computer Network Services</b>									
109 Computer Network Services	343	125,453	50,423	32,865	83,288	42,165	33.6%	115,577	9,876
110 Total Purchased Services		1,867,691	414,557	55,426	469,984	1,397,707	74.8%	1,877,502	(9,811)
<b>Property Services</b>									
<b>Water/Sewer</b>									
111 Water	410	64,559	19,878	225	20,103	44,456	68.9%	64,559	-
112 Sewer	411	33,767	11,369	0	11,369	22,398	66.3%	33,767	-
113		98,326	31,247	225	31,472	66,854	68.0%	98,326	0
<b>Trash &amp; Snow Removal</b>									
114 Trash Removal	421	84,500	34,354	48,264	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	34,354	48,264	82,618	93,382	53.1%	176,000	0
<b>Repair/Maintenance</b>									
117 Equipment Repairs	430	113,419	44,179	7,223	51,402	62,017	54.7%	125,683	(12,264)
118 Grounds Repairs	431	155,682	61,403	5,825	67,228	88,454	56.8%	166,403	(10,721)
119 General Bldg Repairs	432	50,408	9,488	4,900	14,388	36,021	71.5%	50,408	-
120 Painting	433	8,932	8,196	0	8,196	736	8.2%	8,196	736
121 Heat & Plumbing	434	45,382	23,154	17,500	40,654	4,728	10.4%	45,382	-
122 Electrical	435	11,829	2,075	0	2,075	9,754	82.5%	11,829	-
123 Extermination Services	490	12,147	3,362	7,685	11,047	1,100	9.1%	12,147	-
124 Bldg Fire Protection	491	45,444	9,237	4,780	14,017	31,427	69.2%	45,444	-
125 Other Purch Services	499	23,907	8,890	47	8,937	14,970	62.6%	24,907	(1,000)
126		467,150	169,983	47,960	217,942	249,208	53.3%	490,399	(23,249)
<b>Rental</b>									
127 Rental	441	92,238	35,924	33,803	69,727	22,511	24.4%	105,547	(13,309)
128 Total Property Services		833,714	271,508	130,251	401,759	431,955	51.8%	870,273	(36,559)
<b>Transportation, Insurance, Communications, Tuition</b>									
<b>Transportation: Schools</b>									
129 Reg Ed Pupil Transportation	510 & 516	2,882,845	741,109	0	741,109	2,141,736	74.3%	2,818,761	64,084
130 Sp.Ed - Trans - STA	511	981,394	315,149	0	315,149	666,245	67.9%	1,042,703	(61,309)
131 Sp.Ed - Trans - Curtin	512	891,096	397,219	0	397,219	493,877	55.4%	891,096	-
132 Pupil Transp Reimbursement	513	12,000	2,733	0	2,733	9,267	77.2%	12,000	-
133		4,767,335	1,456,210	0	1,456,210	3,311,125	69.5%	4,764,560	2,775
<b>Transportation: Other</b>									
134 Transportation - Athletics	587	101,600	26,079	8,880	34,959	66,641	65.6%	102,487	(887)
135 Transportation - Field Trips	588	33,950	9,292	5,192	14,484	19,466	57.3%	37,883	(3,933)
136 Entry Fees - Athletics	591 & 592	14,435	7,595	0	7,595	6,840	47.4%	15,780	(1,345)
137 Admission Fees	595	26,075	0	0	0	26,075	100.0%	26,075	-
139		176,060	42,966	14,073	57,038	119,022	67.6%	182,224	(6,164)
<b>Transportation: Staff</b>									
140 Travel - Education	580 & 581	10,650	1,871	0	1,871	8,780	82.4%	10,781	(131)
141 Travel - Admin	582 & 583	30,300	10,989	0	10,989	19,311	63.7%	27,377	2,923
142 Travel - Conferences	584	66,070	21,639	5,283	26,922	39,148	59.3%	71,253	(5,183)
143		107,020	34,498	5,283	39,781	67,239	62.8%	109,412	(2,392)
<b>Liability &amp; Accident Insurance</b>									
144 Liability Insurance	522	278,041	275,360	0	275,360	2,681	1.0%	275,360	2,681
145 Accident Insurance	525	15,872	14,410	0	14,410	1,462	9.2%	14,410	1,462
146		293,913	289,770	0	289,770	4,143	1.4%	289,770	4,143

**Groton Public Schools**

Date prep:		FY20 Budget Summary Review							
12/10/19 4:30 PM									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 12/11/2019	Under/(Over)
<b>Communications</b>									
147 Telephone, Telephone Repairs	530	67,197	27,022	0	27,022	40,175	59.8%	67,197	-
148 Postage	531	40,150	18,092	229	18,321	21,829	54.4%	40,338	(188)
149 Advertisement	540	5,000	1,771	0	1,771	3,229	64.6%	5,000	-
150 Minorily 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	46,885	229	47,115	82,732	63.7%	130,035	(188)
<b>Tuition: Special Education</b>									
154 Sp Ed Vocational	561	450,000	92,498	83,023	175,521	274,479	61.0%	450,000	-
155 Sp Ed BoE Placements	562	2,250,000	789,013	1,423,102	2,212,115	37,885	1.7%	2,362,238	(112,238)
156 Sp Ed State Placements	563	600,000	202,842	357,930	560,771	39,229	6.5%	611,227	(11,227)
157 Sp Ed Magnet Choice	568	1,250,000	388,448	101,494	489,942	760,058	60.8%	894,386	355,614
158		4,550,000	1,472,801	1,965,549	3,438,350	1,111,650	24.4%	4,317,852	232,148
<b>Tuition: Other</b>									
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	777,126	385,112	1,162,238	(162,238)	(16.2%)	1,162,238	(162,238)
161 Vo Ag Reg Ed Tuition	567	140,000	122,814	0	122,814	17,186	12.3%	122,814	17,186
162		1,350,000	1,106,940	385,112	1,492,052	(142,052)	(10.5%)	1,492,052	(142,052)
163 Total Transportation, Insurance, Communication, Tuition		11,374,175	4,450,070	2,370,246	6,820,316	4,553,859	40.0%	11,285,904	88,271
<b>Supplies</b>									
<b>Instructional Supplies</b>									
164 General Classroom	601	216,386	20,557	3,683	24,239	192,147	88.8%	71,773	144,613
165 Science	602	22,275	8,147	963	9,111	13,164	59.1%	25,847	(3,572)
166 Arts & Crafts	603	19,610	8,723	1,284	10,008	9,602	49.0%	19,610	-
167 Phys. Ed	604	12,925	4,483	1,633	6,117	6,808	52.7%	12,010	915
168 Music	605	19,750	8,981	2,690	11,671	8,079	40.9%	20,581	(831)
169 Kindergarten	606	3,250	1,410	165	1,575	1,675	51.5%	4,160	(910)
170 Pupil Tests	607	71,500	23,827	5,771	29,598	41,902	58.6%	79,901	(8,401)
171 Tech. Ed	609	9,500	5,927	306	6,234	3,266	34.4%	8,500	1,000
172 Home Ec Supplies	613	12,750	5,354	0	5,354	7,396	58.0%	11,750	1,000
173 Sp.Ed Supplies	615	56,300	16,104	3,297	19,402	36,898	65.5%	56,389	(89)
174 Athletic Supplies	616	61,100	27,175	9,239	36,414	24,686	40.4%	58,367	2,733
175 Math Supplies	617	14,500	2,976	65	3,041	11,459	79.0%	11,401	3,099
176 Health Supplies	618	1,650	0	595	595	1,055	64.0%	1,745	(95)
177 Other Supplies	619	4,000	528	0	528	3,472	86.8%	4,000	-
178 Health Serv Pathogen	622	6,000	481	0	481	5,519	92.0%	6,000	-
179 School Library Supplies	623	5,000	3,361	241	3,602	1,398	28.0%	5,263	(263)
180 Food, Drink, Snacks	628	29,225	13,710	310	14,020	15,205	52.0%	31,365	(2,140)
181		565,721	151,747	30,243	181,991	383,730	67.8%	428,663	137,058
<b>Computer Supplies</b>									
182 Computer Supplies	610 & 611	111,125	33,902	40,798	74,701	36,424	32.8%	97,036	14,089
183 Software	612	500,484	485,244	43,193	528,436	(27,952)	(5.6%)	510,011	(9,527)
184		611,609	519,146	83,991	603,137	8,472	1.4%	607,047	4,562
<b>Electricity &amp; Heating</b>									
185 Electricity	631	896,572	382,284	2,555	384,839	511,733	57.1%	896,572	-
186 Propane/Natural Gas	632	200,249	44,449	0	44,449	155,800	77.8%	200,249	-
187 Heating Oil	633	232,365	61,019	0	61,019	171,346	73.7%	220,747	11,618
188		1,329,186	487,752	2,555	490,307	838,879	63.1%	1,317,568	11,618
<b>Transportation Supplies</b>									
189 Diesel for School Buses	634	266,960	80,072	0	80,072	186,888	70.0%	266,960	-
190 Gas for Maintenance	656	41,108	8,250	0	8,250	32,858	79.9%	41,108	-
191		308,068	88,323	0	88,323	219,745	71.3%	308,068	0
<b>Textbooks &amp; Library Books</b>									
192 Textbooks	640	111,025	40,467	1,344	41,811	69,214	62.3%	104,502	6,523
193 Workbooks	641	33,575	7,175	574	7,749	25,826	76.9%	37,724	(4,149)
194 Textbook Rebind	642	250	0	0	0	250	100.0%	250	-
195 Library Books	645	18,267	66	2,800	2,866	15,401	84.3%	18,267	-
196 Periodicals	647	5,213	365	225	590	4,623	88.7%	5,213	-
197		168,330	48,073	4,943	53,016	115,314	68.5%	165,956	2,374



**Groton Public Schools**

Date prep:		FY20 Budget Summary Review							
12/10/19 4:30 PM		FY20 Budget			FY20 Actual	Remaining Balance	%	FY20 Estimate 12/11/2019	Under/(Over)
Account	Object #s	2019-2020	Expenditures	Encumbered	Total				
<b>Facility/Maintenance Supplies</b>									
198 Equipment Repair	650	28,504	9,580	57	9,636	18,868	66.2%	28,504	-
199 Grounds Supplies	651	18,490	6,549	0	6,549	11,941	64.6%	18,490	-
200 General Bldg Repair	652	65,771	26,155	137	26,292	39,479	60.0%	65,771	-
201 Painting	653	1,704	4,303	0	4,303	(2,599)	(152.5%)	4,303	(2,599)
202 Heat & Plumbing	654	33,387	20,751	0	20,751	12,636	37.8%	33,387	-
203 Electrical	655	29,590	22,325	553	22,878	6,712	22.7%	29,590	-
204 Safety Supplies	657 & 659	11,910	5,061	0	5,061	6,849	57.5%	11,844	66
205 Custodial Supplies	658	175,618	23,173	3,244	26,417	149,201	85.0%	125,215	50,403
206		364,974	117,896	3,990	121,886	243,088	66.6%	317,104	47,870
<b>Other Supplies</b>									
207 Sup Serv Guid Imp Ins	621	18,500	4,225	164	4,389	14,111	76.3%	18,592	(92)
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	4,801	177	4,978	8,632	63.4%	13,107	503
210 School Admin Supplies	627	11,818	9,422	1,994	11,415	403	3.4%	15,742	(3,924)
211 Professional Materials	690	13,275	5,745	73	5,817	7,458	56.2%	16,474	(3,199)
212		63,955	25,665	2,407	28,072	35,883	56.1%	72,061	(8,106)
213 Total Supplies		3,411,843	1,438,602	128,130	1,566,732	1,845,111	54.1%	3,216,467	195,376
<b>Equipment</b>									
<b>Instructional Equipment</b>									
214 Replace Instr Equip	730	16,375	2,707	854	3,561	12,814	78.3%	18,233	(1,858)
215 Add Instr Equipment	735	15,800	5,698	7,119	12,817	2,983	18.9%	28,077	(12,277)
216		32,175	8,405	7,973	16,377	15,798	49.1%	46,310	(14,135)
<b>Non-Instructional Equipment</b>									
217 Replace Non-Instr Equipment	731	30,000	5,241	0	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	5,241	0	5,241	25,009	82.7%	5,491	24,759
220 Total Equipment		62,425	13,646	7,973	21,618	40,807	65.4%	51,801	10,624
<b>Dues - Fees</b>									
<b>Dues/Fees</b>									
221 Dues BoE	810	25,541	20,591	0	20,591	4,950	19.4%	25,541	-
222 General Admin Dues	811	17,750	11,818	1,354	13,172	4,578	25.8%	18,038	(288)
223 School Admin Dues	812	34,100	24,554	0	24,554	9,546	28.0%	35,050	(950)
224 Other Dues	819	5,205	3,115	0	3,115	2,090	40.2%	5,300	(95)
225 Total Dues/Fees		82,596	60,078	1,354	61,432	21,164	25.6%	83,929	(1,333)
226 Grand Total		77,438,090	25,651,136	29,443,125	55,094,261	22,343,829	28.9%	77,351,885	86,205



# Groton Public Schools

## FY20 Budget Review

### Summary at Program Level III

Function No.      Description		FY20 Budget	Expended	Encumbered	FY20 Total	Remaining		12/11/2019 FY20	
		2019-2020	2019-2020	2019-2020	2019-2020	Balance	%	2019-2020	Increase (Decrease)
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,109,132	3,662,117	7,195,917	10,858,034	2,251,098	17.2%	13,244,386	(135,254)
1102	FUNCTION-1102 ART	652,934	177,624	368,235	545,859	107,075	16.4%	656,818	(3,884)
1104	FUNCTION-1104 LANGUAGE ARTS	2,648,946	690,140	1,471,133	2,161,273	487,673	18.4%	2,610,123	38,823
1105	FUNCTION-1105 WORLD LANGUAGES	1,213,355	356,290	744,804	1,101,093	112,262	9.3%	1,257,622	(44,267)
1106	FUNCTION-1106 CONSUMER SCIENCE	155,693	39,231	73,373	112,604	43,089	27.7%	155,547	146
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	632,739	191,039	384,122	575,160	57,579	9.1%	633,118	(379)
1108	FUNCTION-1108 MATHEMATICS	2,317,035	610,104	1,279,529	1,889,633	427,402	18.4%	2,266,406	50,629
1109	FUNCTION-1109 MUSIC	709,052	191,234	400,548	591,782	117,270	16.5%	711,615	(2,563)
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,070,395	298,688	628,313	927,001	143,394	13.4%	1,093,704	(23,309)
1111	FUNCTION-1111 SCIENCE	2,482,995	701,969	1,328,848	2,030,817	452,178	18.2%	2,486,099	(3,104)
1112	FUNCTION-1112 SOCIAL STUDIES	2,128,425	539,464	1,206,078	1,745,542	382,883	18.0%	2,116,138	12,287
1114	FUNCTION-1114 HEALTH EDUCATION	323,165	75,049	184,148	259,196	63,969	19.8%	323,260	(95)
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	3,410	1,295	4,705	25,295	84.3%	30,000	-
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPER	0	2,328	10,082	12,409	(12,409)	0.0%	-	-
1117	FUNCTION-1117 INTERN. BACCALAUREATE	81,895	29,150	0	29,150	52,745	64.4%	90,977	(9,082)
1119	FUNCTION-1119 UNCLASSIFIED	935,407	741,700	3,772	745,472	189,935	20.3%	814,843	120,564
1121	FUNCTION-1121 BUSINESS EDUCATION	302,532	85,318	168,666	253,984	48,548	16.0%	302,552	(20)
1124	FUNCTION-1124 HEALTH OCCUPATIONS	112,818	30,101	65,739	95,841	16,977	15.0%	113,571	(753)
1260	FUNCTION-1260 ENRICHMENT	38,551	10,617	0	10,617	27,934	72.5%	38,543	8
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,852,962	713,678	1,612,900	2,326,579	526,383	18.5%	2,838,347	14,615
1412	FUNCTION-1412 SUMMER SCH HIGH SC CREDI	8,592	8,373	0	8,373	219	2.5%	8,592	-
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERV	1,165,993	319,516	546,962	866,478	299,515	25.7%	1,140,015	25,978
Total Regular Instruction		32,972,616	9,498,898	17,674,464	27,173,362	5,799,254	17.6%	32,937,000	35,616
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,115,477	322,720	531,556	854,275	261,202	23.4%	1,115,477	-
1210	FUNCTION-1210 SPED Summer School	20,290	29,994	0	29,994	(9,704)	(47.8%)	29,994	(9,704)
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTIO	771,334	243,815	115,300	359,115	412,219	53.4%	784,774	(13,440)
1230	FUNCTION-1230 SPECIAL EDUCATION	8,429,369	2,577,132	2,947,862	5,524,994	2,904,375	34.5%	8,374,678	54,691
1250	FUNCTION-1250 BLIND	111,650	28,487	63,632	92,119	19,531	17.5%	111,650	-
1280	FUNCTION-1280 HEARING IMPAIRED	119,388	29,661	68,088	97,748	21,640	18.1%	119,525	(137)
Total Special Instruction		10,567,508	3,231,808	3,726,437	6,958,245	3,609,263	34.2%	10,536,098	31,410
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	76,048	21,100	8,815	29,915	46,133	60.7%	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	228,100	8,815	236,915	49,133	17.2%	283,048	3,000
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	791,949	280,179	49,519	329,698	462,251	58.4%	793,760	(1,811)
TOTAL INSTRUCTION		44,618,121	13,238,985	21,459,235	34,698,220	9,919,901	22.2%	44,549,906	68,215
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	910,006	330,202	343,866	674,068	235,938	25.9%	914,997	(4,991)
2110	FUNCTION-2110 SOCIAL WORK SERVICES	337,270	124,511	259,589	384,100	(46,830)	(13.9%)	384,549	(47,279)
2120	FUNCTION-2120 GUIDANCE SERVICES	1,542,078	422,468	682,785	1,105,252	436,826	28.3%	1,480,775	61,303
2130	FUNCTION-2130 HEALTH SERVICES	1,181,084	160,390	0	160,390	1,020,694	86.4%	1,213,193	(32,109)
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,238,128	345,354	700,045	1,045,399	192,729	15.6%	1,246,641	(8,513)
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,127,492	302,020	650,670	952,690	174,802	15.5%	1,127,492	-
Total Support Services - Pupils		6,336,058	1,684,944	2,636,955	4,321,899	2,014,159	31.8%	6,367,647	(31,589)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	96,218	33,351	34,998	68,349	27,869	29.0%	96,258	(40)
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	391,111	252,777	3,639	256,416	134,695	34.4%	359,861	31,250
Total Support Services - Staff		487,329	286,128	38,638	324,765	162,564	33.4%	456,118	31,211
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	525,984	519,961	1,045,945	439,088	29.6%	1,536,107	(51,074)
2313	FUNCTION-2313 BUSINESS OFFICE	888,122	241,800	268,363	510,163	377,959	42.6%	888,481	(359)
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,167,201	1,704,705	1,624,353	3,329,058	838,143	20.1%	4,293,008	(125,807)
Total General Support Services		6,570,597	2,493,080	2,415,661	4,908,741	1,661,856	25.3%	6,747,836	(177,239)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENA	6,924,528	2,544,898	265,718	2,810,616	4,113,912	59.4%	6,817,378	107,150
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,501,715	1,766,483	61,271	1,827,754	3,673,961	66.8%	5,498,940	2,775
2540	FUNCTION-2540 COMPUTER SUPPORT SERVIC	1,642,242	832,939	314,662	1,147,601	494,641	30.1%	1,643,656	(1,414)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	398	0	398	2,102	84.1%	2,500	-
Total Operational Services		14,070,985	5,670,441	641,651	6,312,091	7,758,894	55.1%	13,962,474	108,511
TOTAL SUPPORT SERVICES		27,464,969	10,134,593	5,732,904	15,867,497	11,597,472	42.2%	27,534,075	(69,106)
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	2,280,242	2,267,638	4,547,880	692,120	13.2%	5,152,903	87,097
GRAND TOTAL		77,438,090	25,653,820	29,459,777	55,113,597	22,324,493	28.8%	77,351,885	86,205
									0.11%

**GROTON PUBLIC SCHOOLS  
GROTON, CONNECTICUT**

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

**Regular Meeting**

**November 25, 2019**

The regular meeting of the Groton Board of Education was held on November 25, 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 6:03 p.m.

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

**PRESENT**

**ABSENT**

Mrs. Kim Shepardson Watson  
Dr. Andrea Ackerman  
Mrs. Katrina Fitzgerald  
Mrs. Jane Giulini  
Mrs. Gretchen Newsome  
Mrs. Rosemary Robertson  
Mrs. Rita Volkmann  
Mrs. Lee White

Mr. Jay Weitlauf

Dr. Michael Graner, Superintendent of Schools  
Ms. Susan Austin, Assistant Superintendent of Schools  
Mrs. Denise Doolittle, Director of Pupil Personnel Services  
Mr. Samuel Kilpatrick, Director of Buildings and Grounds  
Mr. Ken Knight, Business Manager  
Mr. Zavion Quito, Student Representative

**B. RECOGNITION AND PARTICIPATION AND DELEGATIONS**

**Recognition of Departing Board Member, Katrina Fitzgerald** – Mrs. Watson acknowledged departing Board member Katrina Fitzgerald and her generous service to the Groton Public Schools. Mrs. Watson presented Mrs. Fitzgerald with a bouquet of flowers and Mrs. Volkmann presented her with a journal that they hoped she will use in her future endeavors.

**Recognition of the Fitch High School Marching Band** Director Andrew Lefebvre introduce members of the Marching Band who gave an overview of their season ending with their placing 4<sup>th</sup> in the National Championship at MetLife Stadium and winning the Cadet Award.

### C. COMMENTS FROM CITIZENS

1. Mrs. Portia Bordelon, 159 Shennecossett Parkway, addressed the following:
  - a. She thanked Kattrina Fitzgerald for her service to the Groton Public Schools.
  - b. She congratulated the Fitch High School Marching Band on their accomplishments.
  - c. She requested that the air quality report be published.
  - d. She requested that the Board reconsider the cost of students attending school events.
  - e. Repairs –She noted repairs in a lavatory at the high school with card board and duct tape as well as the soccer field at WSM not being properly serviced. She suggested that the Board develop a building committee that would tour the school building to find things that need repairs.

### II. RESPONSE TO COMMENTS FROM CITIZENS

Mrs. Watson asked the Superintendent if the air quality report could be published. He responded that it could.

Mrs. Volkmann made a referral that the Board to reconsider the cost of students attending school events.

Mrs. Watson asked that the Superintendent and Mr. Kilpatrick look into the repair issues mentioned by Mrs. Bordelon and report back to the Board.

### III. STUDENT REPRESENTATIVE REPORT

Updates from Last Meeting:

- We have been preparing for the 8<sup>th</sup> grade visit that is tomorrow, Tuesday, November 26, 2019.

Class Council Update:

- All grades don't really have an update as of today because there is only two days this week of school, and everybody is getting swamped with work before the holidays.

More than Words:

- More than Words will be hosting a lesson on Discrimination and Colorism at the Professional Development day on December 3, 2019. The purpose of the meeting is to educate the teachers about what resources are available; how to identify and address situations involving colorism; understanding how certain derogatory terms make some students feel; and to determine what the teachers need from us.

Renaissance:

- Renaissance went on a student leadership field trip on November 13, 2019 to the Morgan High School as part of the CT Coastal Collaborative which focuses on connecting Renaissance schools in the area so students can learn from each other and bring back ideas to our community. They are participating in the Activities Fair for the 8<sup>th</sup> graders and having them write thank you cards to bring back to their schools and families. Start with Hell Week was move to December, and the agenda for the activities be sent out shortly.

**III. STUDENT REPRESENTATIVE REPORT – cont.**

Other Schools in our District Updates:

- Catherine Kolnaski
  - They held its 11<sup>th</sup> annual Fun Run for K-5 students in Groton. They had about 100 runners representing 5 elementary schools and several Navy volunteers came to support our students. They had beautiful weather and a great event.
  - They also held their annual Veterans Day breakfast and assembly on November 9, 2019. CK staff provided breakfast to 80 veterans and family members. Breakfast was followed by an assembly honoring our veterans and our students with family members who are currently serving.
- Northeast Academy
  - As part of their Journey to Success program, their focus this month is cooperation and loyalty. They continue to strive for helping students build personal qualities and characteristics needed to be successful in today's world.
  - This week is multicultural week at Northeast Academy. On Wednesday night, the PTO held their annual multicultural pot luck dinner. There was over 150 people in attendance. On Friday, they hosted Odaiko New England, a premier taiko group who performed a drumming demonstration weaving the cultures of Japan and the United States into their work.
- Claude Chester
  - They held a Veteran's Day celebration. The Band and Chorus led the school in Patriotic Sounds. Grade 5 peer leaders provided information about why they honor Veterans. The assembly was a good way to jump start a whole school Wellness Day. Students rotated to different stations such as: Karate, Dental Hygienists, Officer McClelland with therapy dog McDonald, smoothies for Food camp; and they ended the day making thank you cards for Veterans.
  - CC will provide breakfast bags to students who signed up over the Thanksgiving break. This is the third year that CC has been able to support families.
  - They started a partnership with Grasso Tech's National Honor Society. Grasso students went over and played math games and read with small groups of students. They will plan additional time to go back to Claude Chester throughout the year.
- S. B. Butler
  - They had an author, Joseph Bruchac, and his son, Jesse, visit earlier this month. He has written over 150 children's books and is a member of the Native American community. He shared stories and music from the Abenaki Tribe. The students really enjoyed the music and stories that he shared.
  - Students at Butler are also looking to grow their Super Powers. This is a building initiative showcasing the Super Powers of Fun, Love, Compassion, Gratitude, Authenticity, Creativity, Humor, Courage, Simplicity, and Openness.

### III. STUDENT REPRESENTATIVE REPORT – cont.

➤ Charles Barnum

- Barnum held a Veteran's Day assembly that was attended by more than 50 uniformed military personnel, who are family members of Charles Barnum students, and Commander Master Chief Raj Sohdi spoke to the student body. They had student speakers and both the 4<sup>th</sup> and 5<sup>th</sup> grade bands performed.
- Enrichment opportunities are being held at Barnum this fall. Students can participate in morning lacrosse, hiking club, and garden club. Staff members have participated in an optional book club and have yoga sessions with HR's Christina Adams.

➤ Mary Morrisson

- It was a big month at Mar Morrisson as they celebrated both Mary Morrisson's birthday and 100 years of votes for women. Their namesake, Mary Morrisson, was an active supporter of education and women's suffrage and has been nominated by the Mary Morrisson staff to the Connecticut Women's Hall of Fame. They planned an assembly for grades 3-5, as well as a student parade that ended with cupcakes for all and a gathering in the gym. As part of their learning, booing booths were set up on Election Day to help their students experience the importance of everyone having the right to vote.
- Mary Morrisson celebrated Veteran's at a special luncheon for about 100 veterans from our families followed by an assembly where the chorus performed patriotic songs along with a presentation by the Silver Dolphins Precision Rifle Drill Team.

➤ West Side

- On Friday, November 8, 2019 West Side held its annual Veterans Day ceremony, welcoming over 50 Veterans and active duty members.
- One half of grade 8 visited the Pequot Museum on November 6, 2019 and the remaining half will visit on November 22, 2019.
- The Young Manufactures Academy located In Hartford has been visiting our grade 8 students for the last month. Students participate in Hands-On activities related to engineering and manufacturing with a culminating visit from the Goodwin Mobil Manufacturing Lab.
- Students will be attending an evening field trip to the Connecticut Science Center on November 14, 2019.
- The school is busy planning for National Computer Science week which begins December 9-13, 2019. There will be a family coding event during the evening of December 12, 2019 and all students will participate in the hour of code challenge on Friday, December 13, 2019.
- The Sub-Underwater Robotics Club has begun to meet after school. Students will build submersible robots and compete in local events.
- They received a grant from the GEF to fund a First Lego League Team. They will be competing in local event in the near future.
- Students also have the opportunity to explore Robotics and Coding in our non-competitive Robotics and Coding Club.

#### **IV. SUPERINTENDENT AND ADMINISTRATION REPORTS**

##### **A. SUPERINTENDENT REPORT**

1. Update re: Elementary School Construction – Rick Norris and Jack Butkus noted that final Board approval of the cost estimate and plans for the two elementary schools will be needed on December 9, 2019. They noted that presently these documents are being fine-tuned for the last time. They further noted that the projects were within budget, the bid period would be after the New Year, they hope to break ground in April, the overlap between construction and current school operations, and the use of off-site parking for the construction vehicles if necessary.

##### **B. REPORTS AND INFORMATION FROM THE STAFF**

1. **Assistant Superintendent Report**
  - a. CABE/CAPSS Convention – Ms. Austin noted that the Board received a level 2 award at the CABE/CAPSS Convention. She noted that the main speaker was Dr. Derrick Gaye who addressed understanding bias. Board members noted the different workshops they attended.
  - b. Update re: Revised Standards-based Elementary Report Card – Ms. Austin noted that grades closed on November 22, 2019 and report cards will be issued by December 13, 2019. Ms. Austin shared a copy of the letter being sent home to parents describing the revised report card.
2. **Business Office Report [ATTACHMENTS #1, 2]**
  - **Object Code Summary**  
Ken Knight gave an overview of the Object Code Summary dated November 21, 2019 showing an unexpended balance of \$95,713.
  - **Health Insurance Report**  
Ken Knight reviewed the Health Insurance Report for the month of September.
3. **Director of Buildings and Grounds Report**
  - **Groton 2020:**
    - Mr. Kilpatrick noted that he has met with Mr. Bass and Arcadis regarding room signage at Groton Middle School.

#### **IV. COMMITTEE REPORTS**

1. Finance/Facilities Committee:  
Mrs. Giulini noted that there was no quorum for the recent Finance/Facilities Committee meeting; however, those in attendance discussed using current buildings instead of trailers.
2. Policy Committee:  
Mrs. White noted that the Policy Committee met and noted the policies on the agenda for a first reading.
3. Curriculum Committee:  
There was no report

**IV. COMMITTEE REPORTS – cont.**

5. LEARN:  
Mrs. Volkmann noted that the Regular Board of LEARN met last week and that Patrice McCarthy discussed Board self-evaluation; they discussed annual fiscal report from Blum Shapiro; she noted the Special Education tuition will have a rate hike of 2.5% increase, and discussion of more collaboration and shared services for bands.
6. Town & City Councils/RTM/Board Liaison Committee:  
There was no report.
7. GEA/AGSA/BOE Liaison Committee:  
Mrs. Watson noted that GEA/AGSA/BOE Liaison Committee met on October 30, 2019 at 4:30 p.m. Mrs. Volkmann noted that they discussed not having enough substitutes for paraprofessionals.
8. Groton Scholarship:  
Mrs. Newsome noted that the Groton Scholarship Committee is continuing to raise funds and determining who will get what.
9. Trails Liaison:  
There was no report.

**V. ACTION ITEMS**

**A. CONSENT CALENDAR**

**A. RESOLUTION ACCEPTING BOARD MINUTES**

RESOLVED, that the regular meeting minutes of October 28, 2019, is hereby accepted.

MOTION: Robertson, Ackerman:

To approve the Consent Calendar.  
**PASSED - UNANIMOUSLY**

**B. Old Business**

**NONE**



**C. New Business**

1. Discussion and possible action regarding a first reading of policy P 5141.214 Sunscreen (Attachment #3)

MOTION: Robertson, Newsome: To approve as a first reading of policy P 5141.214 Sunscreen  
**PASSED - UNANIMOUSLY**

2. Discussion and possible action regarding a first reading of policy P 6163.32 Service Animals and regulations for policy P 6163.32 Service Animals (Attachment #4)

MOTION: White, Giulini: To approve as a first reading of policy P 6163.32 Service Animals and regulations for policy P 6163.32 Service Animals  
**PASSED - UNANIMOUSLY**

3. Discussion and possible action regarding the proposed administrative organization for the new middle school of 1 Principal and 3 Assistant Principals

MOTION: Volkmann, Robertson: To approve the proposed administrative organization for the new middle school of 1 Principal and 3 Assistant Principals  
**YES – Robertson, White, Watson, Ackerman, Giulini, Newsome, Fitzgerald**  
**ABSTAINED – Volkmann**  
**PASSED**

4. Discussion and possible action regarding the approval of piloting the revised standards-based elementary report card beginning with the first marking period of the 2019-20 school year

MOTION: Fitzgerald, Robertson: To approve piloting the revised standards-based elementary report card beginning with the first marking period of the 2019-20 school year  
**YES – Robertson, White, Watson, Ackerman, Giulini**  
**NO – Volkmann**  
**ABSTAINED – Newsome, Fitzgerald**  
**PASSED**

**C. New Business – cont.**

5. Discussion and possible action regarding the proposed FY 21 CIP request for video surveillance systems for FHS, NEA, CK, and CB

MOTION: Newsome, White: To approved the proposed FY 21 CIP request for video surveillance systems for FHS, NEA, CK, and CB  
**PASSED - UNANIMOUSLY**

6. Discussion and possible action regarding the approval of the final plans and project manual and cost estimates for the two new elementary schools.

MOTION: To approve the final plans and project manual and cost estimates for the two new elementary schools.

This item was tabled.

7. Discussion and possible action regarding the Paraprofessional Association contract. (It is anticipated that this discussion will be held in executive session. The Board may or may not take action when it returns to open session.)

MOTION: To approve the Paraprofessional Association contract for the period of July 1, 2019 to June 30, 2022

8. Discussion and possible action regarding the AGSA Contract. (It is anticipated that this discussion will be held in executive session. The Board may or may not take action when it returns to open session.)

MOTION: To approve the AGSA Contract for the period of July 1, 2020 to June 30, 2023

**A. LETTERS, COMMUNICATIONS, AND COMMENTS**

1. Mrs. Robertson noted the following:
  - a. That she attended the WSM Veteran's Day activity
  - b. That she attended the CABA/CAPSS Convention
  - c. That she attended the WSM Trivia Night
2. Mrs. White noted the following:
  - a. That she attended the CABA/CAPSS Convention
  - b. That she attended the WSM Veteran's Day assembly
  - c. That she attended the Connecticut College discussion on race
3. Mrs. Volkmann noted the following:
  - a. That she has received correspondence from teachers
  - b. That she doing a lot things at LEARN

A. LETTERS, COMMUNICATIONS, AND COMMENTS – cont.

4. Mrs. Watson noted the following:
  - a. That she received the e-mail from Mrs. Bordelon
  - b. That she noted the e-mail regarding Robotics
  - c. That she attended the football game
  - d. That she witnessed the performance of the Marching Band
  - e. That she attended the FHS Craft Sale
  - f. That she attended a lot workshop on the tenets of working with young children and families regarding racial bias

VII. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items

As noted in the agenda.

Mrs. Watson noted the Board Meeting on December 9, 2019 regarding swearing in new Board members and approving of the final plans, project manual, and cost estimates for the two new elementary schools.

B. Suggested Agenda Items

It was suggested that the Report Cards be referred back to Curriculum and reconsideration of student fees for attendance at school activities was referred to the COW.

VIII. EXECUTIVE SESSION

MOTION: Ackerman, Fitzgerald: To go into Executive Session at 8:00 p.m. for the purpose of discussing the Paraprofessional and AGSA contracts and to invite Dr. Graner, Mr. Knight, and Ms. Austin to attend.  
**PASSED – UNANIMOUSLY**

The Paraprofessional and AGSA contract were discussed. No action was taken.

MOTION: Ackerman, Newsome: To return to Open Session at 8:27 p.m.  
**PASSED – UNANIMOUSLY**

MOTION: Watson, Ackerman: To approve the Paraprofessional Association contract for the period of July 1, 2019 to June 30, 2022  
**PASSED – UNANIMOUSLY**

MOTION: Watson, Ackerman: To approve the AGSA Contract for the period of July 1, 2020 to June 30, 2023  
**PASSED - UNANIMOUSLY**

VIII. ADJOURNMENT

MOTION: Ackerman, Newsome: To adjourn at 8:28 p.m.  
**PASSED - UNANIMOUSLY**

## Attachment #1

## Groton Public Schools

Date prep: 11/21/19 9:09 AM									
FY20 Budget Summary Review									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 11/18/2019	Under/(Over)
<b>Salaries</b>									
1 Administrators	105-108	4,285,962	1,700,382	2,716,226	4,416,608	(130,646)	(3.0%)	4,347,441	(61,479)
2 Teachers	101-104, 109, 123-127	34,948,037	8,013,598	26,156,990	34,172,588	775,449	2.2%	35,011,482	(63,445)
3 Non-Cert Aides	110-111, 130-131, 136, 139	3,453,175	1,200,791	0	1,200,791	2,252,384	65.2%	3,485,733	(32,558)
4 Substitute - Cert & Non-Cert	120-121	952,083	223,630	0	223,630	728,453	76.5%	952,176	(93)
5 Clerical	112-114, 132-134, 144	1,836,139	678,758	778,523	1,457,281	378,858	20.6%	1,836,643	(504)
6 Custodial/Maintenance/Techs	117-118, 129, 137-138, 147-148	3,501,382	1,224,561	248,714	1,473,275	2,028,107	57.9%	3,501,382	0
7 Campus Security/Supervision	128	94,640	44,813	0	44,813	49,827	52.6%	94,640	0
8 <b>Total Salaries</b>	<b>100</b>	<b>49,071,418</b>	<b>13,086,534</b>	<b>29,902,453</b>	<b>42,988,986</b>	<b>6,082,432</b>	<b>12.4%</b>	<b>49,229,496</b>	<b>(158,078)</b>
<b>Benefits</b>									
9 Health Insurance	201-202	8,127,848	2,592,861	0	2,592,861	5,534,987	68.1%	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	498,428	0	498,428	911,395	64.6%	1,424,671	(14,848)
12 Other Benefits	222-227	262,000	96,169	0	96,169	165,831	63.3%	207,509	54,491
13 <b>Total Benefits</b>	<b>200</b>	<b>10,734,228</b>	<b>3,187,459</b>	<b>0</b>	<b>3,187,459</b>	<b>7,546,769</b>	<b>70.3%</b>	<b>10,694,585</b>	<b>39,643</b>
<b>Purchased Services</b>									
14 Instructional Services	321-324	161,179	85,446	1,835	87,281	73,898	45.8%	167,881	(6,702)
15 Professional Services	331	197,726	26,975	2,341	29,316	168,410	85.2%	175,576	22,150
16 Other Prof Services	332	615,797	123,980	21,576	145,556	470,241	76.4%	615,797	0
17 OT & PT Services	333	603,231	27,470	0	27,470	575,761	95.4%	603,231	0
18 Legal	334	85,000	21,791	0	21,791	63,209	74.4%	85,000	0
19 Athletic Officials & Other Athletic Serv	341-342	79,305	34,199	0	34,199	45,106	56.9%	79,314	(9)
20 Computer Network Services	343	125,453	45,728	37,560	83,288	42,165	33.6%	115,577	9,876
21 <b>Total Purchased Services</b>	<b>300</b>	<b>1,867,691</b>	<b>365,590</b>	<b>63,312</b>	<b>428,901</b>	<b>1,438,790</b>	<b>77.0%</b>	<b>1,842,376</b>	<b>25,315</b>
<b>Property Services</b>									
22 Water & Sewer	410-411	98,326	19,692	1,515	21,207	77,119	78.4%	98,326	0
23 Trash & Snow Removal	421-422	176,000	26,980	55,638	82,618	93,382	53.1%	176,000	0
24 Repair/Maintenance	430-435, 490-491, 499	467,150	155,085	48,642	203,727	263,423	56.4%	479,393	(12,243)
25 Rental	441	92,238	21,906	33,391	55,297	36,941	40.0%	93,613	(1,375)
26 <b>Total Property Services</b>	<b>400</b>	<b>833,714</b>	<b>223,663</b>	<b>139,186</b>	<b>362,849</b>	<b>470,865</b>	<b>56.5%</b>	<b>847,332</b>	<b>(13,618)</b>
<b>Transportation, Insurance, Communications, Tuition</b>									
27 Transportation: Schools	510-513	4,767,335	747,956	0	747,956	4,019,379	84.3%	4,764,560	2,775
28 Transportation: Student Activities	587-596	176,060	32,224	17,595	49,820	126,240	71.7%	186,353	(10,293)
29 Transportation: Staff	580-584	107,020	29,119	4,208	33,327	73,693	68.9%	109,077	(2,057)
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	35,502	1,641	37,143	92,704	71.4%	129,920	(73)
32 Tuition: Special Education	561-563, 568	4,550,000	852,777	2,413,994	3,266,771	1,283,229	28.2%	4,450,000	100,000
33 Tuition: Other	564-567	1,350,000	207,000	766,776	973,776	376,224	27.9%	1,447,000	(97,000)
34 <b>Total Trans, Ins, Comm, Tuition</b>	<b>500</b>	<b>11,374,175</b>	<b>2,194,349</b>	<b>3,204,214</b>	<b>5,398,562</b>	<b>5,975,613</b>	<b>52.5%</b>	<b>11,376,680</b>	<b>(2,505)</b>
<b>Supplies</b>									
35 Instructional Supplies	601-609, 613-619, 622-623, 628	565,721	112,775	52,308	165,082	400,639	70.8%	428,546	137,175
36 Computer Supplies	610-612	611,609	437,785	153,583	591,369	20,240	3.3%	607,047	4,562
37 Electricity & Heating	631-633	1,329,186	351,113	3,084	354,198	974,988	73.4%	1,317,568	11,618
38 Transportation Supplies	634,656	308,068	13,944	0	13,944	294,124	95.5%	308,068	0
39 Textbooks & Library Books	640-642, 645, 647	168,330	42,925	7,170	50,095	118,235	70.2%	165,880	2,450
40 Facility/Maintenance Supplies	650, 652-655, 657, 659	364,974	103,812	11,525	115,337	249,637	68.4%	317,104	47,870
41 Other Supplies (staff dev., etc.)	621, 624-627, 680	63,955	18,877	8,939	27,815	36,140	56.5%	72,217	(8,262)
42 <b>Total Supplies</b>	<b>600</b>	<b>3,411,843</b>	<b>1,081,231</b>	<b>236,609</b>	<b>1,317,840</b>	<b>2,094,003</b>	<b>61.4%</b>	<b>3,216,429</b>	<b>195,414</b>
<b>Equipment</b>									
43 Instructional Equipment	730,735	32,175	5,439	10,811	16,250	15,925	49.5%	46,310	(14,135)
44 Non-Instructional Equip	731,736	30,250	5,241	0	5,241	25,009	82.7%	5,491	24,759
45 <b>Total Equipment</b>	<b>700</b>	<b>62,425</b>	<b>10,680</b>	<b>10,811</b>	<b>21,491</b>	<b>40,934</b>	<b>65.6%</b>	<b>51,801</b>	<b>10,624</b>
46 <b>Total Dues &amp; Fees</b>	<b>800</b>	<b>82,596</b>	<b>59,398</b>	<b>459</b>	<b>59,857</b>	<b>22,739</b>	<b>27.5%</b>	<b>83,679</b>	<b>(1,083)</b>
47 <b>GRAND TOTAL</b>		<b>77,438,090</b>	<b>20,208,902</b>	<b>33,557,043</b>	<b>53,765,946</b>	<b>23,672,144</b>	<b>30.6%</b>	<b>77,342,377</b>	<b>95,713</b>

**Groton Public Schools**

Date prep: 11/21/19 9:09 AM									
FY20 Budget Summary Review									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 11/18/2019	Under/(Over)
<b>Salaries</b>									
<b>Administrators</b>									
48 Admin	105	1,014,569	389,595	608,037	997,632	16,937	1.7%	1,019,075	(4,506)
49 Principals	106	1,391,250	564,851	959,421	1,524,272	(133,022)	(9.6%)	1,462,175	(70,925)
50 Asst. Principals	107	1,756,784	698,490	1,072,855	1,771,345	(14,561)	(0.8%)	1,742,832	13,952
51 Dean	108	123,359	47,446	75,913	123,359	0	0.0%	123,359	-
52		4,285,962	1,700,382	2,716,226	4,416,608	(130,646)	(3.0%)	4,347,441	(61,479)
<b>Teachers</b>									
53 Classroom Teachers	101	24,699,135	5,706,638	19,012,091	24,718,728	(19,593)	(0.1%)	24,793,819	(94,684)
54 Sp.Ed Certified	102	7,513,477	1,748,014	5,839,125	7,587,140	(73,663)	(1.0%)	7,477,869	35,608
55 Media Specialist	103	725,018	158,145	540,543	698,688	26,330	3.6%	725,018	-
56 Guidance	104	1,050,760	232,046	757,891	989,937	60,823	5.8%	1,050,760	-
57 Athletic Director	109	11,769	2,802	9,340	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	11,830	0	11,830	25,291	68.1%	37,121	-
60 Tutors	125	490,096	144,274	0	144,274	345,822	70.6%	490,096	-
61 Coach Stipends	126	333,907	0	0	0	333,907	100.0%	333,907	-
62 Other Student Activities	127	78,773	2,024	0	2,024	76,749	97.4%	83,142	(4,369)
63		34,948,037	8,013,598	26,158,990	34,172,588	775,449	2.2%	35,011,482	(63,445)
<b>Non-Cert Aides</b>									
64 Reg Ed Teacher Aides - Kindergarten	110 & 130	398,996	102,643	0	102,643	296,353	74.3%	431,992	(32,996)
65 Sp Ed Aides - Para I	111	823,184	272,157	0	272,157	551,027	66.9%	935,549	(112,365)
66 Sp Ed Aides - Para II	131	1,828,649	682,429	0	682,429	1,146,220	62.7%	1,715,846	112,803
67 School Bus Aides	136	394,146	138,196	0	138,196	255,950	64.9%	394,146	-
68 Other Aides	139	8,200	5,364	0	5,364	2,836	34.6%	8,200	-
69		3,453,175	1,200,791	0	1,200,791	2,252,384	65.2%	3,485,733	(32,558)
<b>Substitute</b>									
70 Substitute Sp.Ed Certified	121	80,000	12,500	0	12,500	67,500	84.4%	79,495	505
71 Substitute Reg.Ed Certified	120	872,083	211,130	0	211,130	660,953	75.8%	872,681	(598)
72		952,083	223,630	0	223,630	728,453	76.5%	952,176	(93)
<b>Clerical</b>									
73 Clerical	112*113*114*132*133*134*143*144	1,836,139	678,758	778,523	1,457,281	378,858	20.6%	1,836,643	(504)
<b>Custodial/Maintenance/Techs</b>									
74 Custodial	117 & 137	1,897,867	675,413	44,202	719,615	1,178,252	62.1%	1,897,867	-
75 Maintenance	118 & 138	805,481	275,663	44,817	320,480	485,001	60.2%	805,481	-
76 Technicians	129 & 149	692,668	255,013	159,695	414,707	277,961	40.1%	692,668	-
77 Custodial Overtime	147	86,292	14,417	0	14,417	71,875	83.3%	86,292	-
78 Maintenance Overtime	148	19,074	4,056	0	4,056	15,018	78.7%	19,074	-
79		3,501,382	1,224,561	248,714	1,473,275	2,028,107	57.9%	3,501,382	0
<b>Security</b>									
80 Security/Supervision	128	94,640	44,813	0	44,813	49,827	52.6%	94,640	-
81 Total Salaries		49,071,418	13,086,534	29,902,453	42,988,986	6,082,432	12.4%	49,229,496	(158,078)
<b>Benefits</b>									
<b>Health Insurance</b>									
82 Group Ins. Prof	201	6,235,419	2,203,317	0	2,203,317	4,032,102	64.7%	6,235,419	-
83 Group Ins. Other	202	1,892,429	389,544	0	389,544	1,502,885	79.4%	1,892,429	-
84		8,127,848	2,592,861	0	2,592,861	5,534,987	68.1%	8,127,848	0
<b>Workers Comp &amp; Town Pension</b>									
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
<b>Social Security &amp; Medicare</b>									
88 Social Security	212	698,287	240,534	0	240,534	457,753	65.6%	708,086	(9,799)
89 Medicare	214	711,536	257,895	0	257,895	453,641	63.8%	716,584	(5,048)
90		1,409,823	498,428	0	498,428	911,395	64.6%	1,424,671	(14,848)
<b>Other Employee Benefits</b>									
91 Retirement Awards	222	105,000	40,844	0	40,844	64,156	61.1%	50,509	54,491
92 Unemployment	223	50,000	5,839	0	5,839	44,161	88.3%	50,000	-
93 Tuition Reimb Certified	224	106,000	49,486	0	49,486	56,514	53.3%	106,000	-
95 Mentor Stipend	227	1,000	0	0	0	1,000	100.0%	1,000	-
96		262,000	96,169	0	96,169	165,831	63.3%	207,509	54,491
97 Total Benefits		10,734,228	3,187,459	0	3,187,459	7,546,769	70.3%	10,694,585	39,643

**Groton Public Schools**

Date prep:		FY20 Budget Summary Review							
11/21/19 9:09 AM									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 11/18/2019	Under/(Over)
<b>Purchased Services</b>									
<b>Instructional Services</b>									
98 Instructional Services	321 & 323	116,179	58,229	175	58,404	57,775	49.7%	119,081	(2,902)
99 Instruct Improvement Services	322 & 324	45,000	27,217	1,660	28,877	16,123	35.8%	48,800	(3,800)
100		161,179	85,446	1,835	87,281	73,898	45.8%	167,881	(6,702)
<b>Professional Services</b>									
101 Professional Services	331	197,726	26,975	2,341	29,316	168,410	85.2%	175,576	22,150
102 Other Professional Services	332	615,797	123,980	21,576	145,556	470,241	76.4%	615,797	-
103 OT & PT Services	333	603,231	27,470	0	27,470	575,761	95.4%	603,231	-
104 Legal Services	334	85,000	21,791	0	21,791	63,209	74.4%	85,000	-
105		1,501,754	200,216	23,917	224,133	1,277,621	85.1%	1,479,604	22,150
<b>Athletic Officials &amp; Other Athletic Services</b>									
106 Athletic Officials	341	65,500	24,486	0	24,486	41,014	62.6%	65,500	-
107 Other Athletic Services	342	13,805	9,713	0	9,713	4,092	29.6%	13,814	(9)
108		79,305	34,199	0	34,199	45,106	56.9%	79,314	(9)
<b>Computer Network Services</b>									
109 Computer Network Services	343	125,453	45,728	37,560	83,288	42,165	33.6%	115,577	9,876
110 Total Purchased Services		1,867,691	365,590	63,312	428,901	1,438,790	77.0%	1,842,376	25,315
<b>Property Services</b>									
<b>Water/Sewer</b>									
111 Water	410	64,559	13,285	1,515	14,800	49,759	77.1%	64,559	-
112 Sewer	411	33,767	6,407	0	6,407	27,360	81.0%	33,767	-
113		98,326	19,692	1,515	21,207	77,119	78.4%	98,326	0
<b>Trash &amp; Snow Removal</b>									
114 Trash Removal	421	84,500	26,980	55,638	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	26,980	55,638	82,618	93,382	53.1%	176,000	0
<b>Repair/Maintenance</b>									
117 Equipment Repairs	430	113,419	37,596	6,605	44,201	69,218	61.0%	123,318	(9,899)
118 Grounds Repairs	431	155,682	58,666	6,062	64,728	90,954	58.4%	155,682	-
119 General Bldg Repairs	432	50,408	9,488	4,900	14,388	36,021	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	17,111	17,610	34,721	10,661	23.5%	45,382	-
122 Electrical	435	11,829	2,075	0	2,075	9,754	82.5%	11,829	-
123 Extermination Services	490	12,147	3,362	7,685	11,047	1,100	9.1%	12,147	-
124 Bldg Fire Protection	491	45,444	8,651	4,780	13,431	32,013	70.4%	45,444	-
125 Other Purch Services	499	23,907	7,860	1,000	8,860	15,047	62.9%	24,907	(1,000)
126		467,150	155,085	48,642	203,727	263,423	56.4%	479,393	(12,243)
<b>Rental</b>									
127 Rental	441	92,238	21,906	33,391	55,297	36,941	40.0%	93,613	(1,375)
128 Total Property Services		833,714	223,663	139,186	362,849	470,865	56.5%	847,332	(13,618)
<b>Transportation, Insurance, Communications, Tuition</b>									
<b>Transportation: Schools</b>									
129 Reg Ed Pupil Transportation	510 & 516	2,882,845	367,674	0	367,674	2,515,171	87.2%	2,818,761	64,084
130 Sp Ed - Trans - STA	511	981,394	182,651	0	182,651	798,743	81.4%	1,042,703	(61,309)
131 Sp Ed - Trans - Curtin	512	891,096	195,619	0	195,619	695,477	78.0%	891,096	-
132 Pupil Transp Reimbursement	513	12,000	2,013	0	2,013	9,987	83.2%	12,000	-
133		4,767,335	747,956	0	747,956	4,019,379	84.3%	4,764,560	2,775
<b>Transportation: Other</b>									
134 Transportation - Athletics	587	101,600	21,151	12,060	33,211	68,389	67.3%	106,529	(4,929)
135 Transportation - Field Trips	588	33,950	7,958	5,535	13,493	20,457	60.3%	37,438	(3,488)
136 Entry Fees - Athletics	591 & 592	14,435	3,115	0	3,115	11,320	78.4%	16,310	(1,875)
137 Admission Fees	595	26,075	0	0	0	26,075	100.0%	26,075	-
139		176,060	32,224	17,595	49,820	126,240	71.7%	186,353	(10,293)
<b>Transportation: Staff</b>									
140 Travel - Education	580 & 581	10,650	1,190	0	1,190	9,460	88.8%	10,781	(131)
141 Travel - Admin	582 & 583	30,300	10,572	0	10,572	19,728	65.1%	27,345	2,955
142 Travel - Conferences	584	66,070	17,358	4,208	21,566	44,504	67.4%	70,951	(4,881)
143		107,020	29,119	4,208	33,327	73,693	68.9%	109,077	(2,057)
<b>Liability &amp; Accident Insurance</b>									
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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**Communications**

147 Telephone, Telephone Repairs	530	67,197	17,266	0	17,266	49,931	74.3%	67,197	-
148 Postage	531	40,150	17,539	566	18,105	22,045	54.9%	40,223	(73)
149 Advertisement	540	5,000	696	1,075	1,771	3,229	64.6%	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	-
<b>153</b>		<b>129,847</b>	<b>35,502</b>	<b>1,641</b>	<b>37,143</b>	<b>92,704</b>	<b>71.4%</b>	<b>129,920</b>	<b>(73)</b>

**Tuition: Special Education**

154 Sp Ed Vocational	561	450,000	21,431	92,683	114,114	335,886	74.6%	450,000	-
155 Sp Ed BoE Placements	562	2,250,000	680,255	1,585,443	2,265,897	(15,697)	(0.7%)	2,250,000	-
156 Sp Ed State Placements	563	600,000	144,583	353,928	498,511	101,489	16.9%	600,000	-
157 Sp Ed Magnet Choice	568	1,250,000	6,508	381,940	388,448	861,552	68.9%	1,150,000	100,000
<b>158</b>		<b>4,550,000</b>	<b>852,777</b>	<b>2,413,994</b>	<b>3,266,771</b>	<b>1,283,229</b>	<b>28.2%</b>	<b>4,450,000</b>	<b>100,000</b>

**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	766,776	766,776	233,224	23.3%	1,150,000	(150,000)
161 Vo Ag Reg Ed Tuition	567	140,000	0	0	0	140,000	100.0%	90,000	50,000
<b>162</b>		<b>1,350,000</b>	<b>207,000</b>	<b>766,776</b>	<b>973,776</b>	<b>376,224</b>	<b>27.9%</b>	<b>1,447,000</b>	<b>(97,000)</b>
<b>163 Total Transportation, Insurance, Communication, Tuition</b>		<b>11,374,175</b>	<b>2,194,349</b>	<b>3,204,214</b>	<b>5,398,562</b>	<b>5,975,613</b>	<b>52.5%</b>	<b>11,376,680</b>	<b>(2,505)</b>

**Supplies**

**Instructional Supplies**

164 General Classroom	601	216,386	18,967	4,276	23,243	193,143	89.3%	75,570	140,816
165 Science	602	22,275	8,147	884	9,031	13,244	59.5%	20,847	1,428
166 Arts & Crafts	603	19,610	8,495	1,204	9,699	9,911	50.5%	19,610	-
167 Phys. Ed	604	12,925	3,275	1,136	4,411	8,514	65.9%	10,925	2,000
168 Music	605	19,750	7,106	4,546	11,653	8,097	41.0%	20,485	(735)
169 Kindergarten	606	3,250	1,267	144	1,410	1,840	56.6%	4,160	(910)
170 Pupil Tests	607	71,500	12,304	16,548	28,852	42,648	59.6%	79,571	(8,071)
171 Tech. Ed	609	9,500	5,007	1,226	6,234	3,266	34.4%	8,500	1,000
172 Home Ec Supplies	613	12,750	4,376	417	4,794	7,956	62.4%	11,750	1,000
173 Sp Ed Supplies	615	56,300	11,357	6,583	17,940	38,360	68.1%	56,389	(89)
174 Athletic Supplies	616	61,100	21,726	5,172	26,898	34,202	56.0%	61,333	(233)
175 Math Supplies	617	14,500	2,912	64	2,976	11,524	79.5%	11,401	3,099
176 Health Supplies	618	1,650	0	595	595	1,055	64.0%	1,745	(95)
177 Other Supplies	619	4,000	528	0	528	3,472	86.8%	4,000	-
178 Health Serv Pathogen	622	6,000	83	0	83	5,917	98.6%	6,000	-
179 School Library Supplies	623	5,000	2,709	894	3,602	1,398	28.0%	5,263	(263)
180 Food, Drink, Snacks	628	29,225	4,515	8,619	13,134	16,091	55.1%	30,996	(1,771)
<b>181</b>		<b>565,721</b>	<b>112,775</b>	<b>52,308</b>	<b>165,082</b>	<b>400,639</b>	<b>70.8%</b>	<b>428,546</b>	<b>137,175</b>

**Computer Supplies**

182 Computer Supplies	610 & 611	111,125	27,136	47,030	74,166	36,959	33.3%	97,036	14,089
183 Software	612	500,484	410,649	106,553	517,203	(16,719)	(3.3%)	510,011	(9,527)
<b>184</b>		<b>611,609</b>	<b>437,785</b>	<b>153,583</b>	<b>591,369</b>	<b>20,240</b>	<b>3.3%</b>	<b>607,047</b>	<b>4,562</b>

**Electricity & Heating**

185 Electricity	631	896,572	306,954	2,920	309,874	586,698	65.4%	896,572	-
186 Propane/Natural Gas	632	200,249	33,855	164	34,019	166,230	83.0%	200,249	-
187 Heating Oil	633	232,365	10,305	0	10,305	222,060	95.6%	220,747	11,618
<b>188</b>		<b>1,329,186</b>	<b>351,113</b>	<b>3,084</b>	<b>354,198</b>	<b>974,988</b>	<b>73.4%</b>	<b>1,317,568</b>	<b>11,618</b>

**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	5,995	0	5,995	35,113	85.4%	41,108	-
<b>191</b>		<b>308,068</b>	<b>13,944</b>	<b>0</b>	<b>13,944</b>	<b>294,124</b>	<b>95.5%</b>	<b>308,068</b>	<b>0</b>

**Textbooks & Library Books**

192 Textbooks	640	111,025	35,319	5,815	41,134	69,891	63.0%	104,426	6,600
193 Workbooks	641	33,575	7,175	574	7,749	25,826	76.9%	37,724	(4,149)
194 Textbook Rebind	642	250	0	0	0	250	100.0%	250	-
195 Library Books	645	18,267	66	556	622	17,645	96.6%	18,267	-
196 Periodicals	647	5,213	365	225	590	4,623	88.7%	5,213	-
<b>197</b>		<b>168,330</b>	<b>42,925</b>	<b>7,170</b>	<b>50,095</b>	<b>118,235</b>	<b>70.2%</b>	<b>165,880</b>	<b>2,450</b>

**Groton Public Schools**

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11/21/19 9:09 AM									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 11/18/2019	Under/(Over)
<b>Facility/Maintenance Supplies</b>									
198 Equipment Repair	650	28,504	8,289	602	8,891	19,613	68.8%	28,504	-
199 Grounds Supplies	651	18,490	5,528	819	6,347	12,143	65.7%	18,490	-
200 General Bldg Repair	652	65,771	21,638	3,050	24,688	41,083	62.5%	65,771	-
201 Painting	653	1,704	4,303	0	4,303	(2,599)	(152.5%)	4,303	(2,599)
202 Heat & Plumbing	654	33,387	19,179	1,079	20,258	13,129	39.3%	33,387	-
203 Electrical	655	29,590	21,098	1,177	22,275	7,315	24.7%	29,590	-
204 Safety Supplies	657 & 659	11,910	5,061	0	5,061	6,849	57.5%	11,844	66
205 Custodial Supplies	658	175,618	18,716	4,797	23,513	152,105	86.6%	125,215	50,403
206		364,974	103,812	11,525	115,337	249,637	68.4%	317,104	47,870
<b>Other Supplies</b>									
207 Sup Serv Guid Imp ins	621	18,500	3,891	567	4,458	14,042	75.9%	18,592	(92)
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	4,115	420	4,535	9,075	66.7%	13,067	543
210 School Admin Supplies	627	11,818	5,332	6,263	11,596	222	1.9%	16,002	(4,184)
211 Professional Materials	690	13,275	4,065	1,688	5,753	7,522	56.7%	16,409	(3,134)
212		63,955	18,877	8,939	27,815	36,140	56.5%	72,217	(8,262)
213 Total Supplies		3,411,843	1,081,231	236,609	1,317,840	2,094,003	61.4%	3,216,429	195,414
<b>Equipment</b>									
<b>Instructional Equipment</b>									
214 Replace Instr Equip	730	16,375	677	2,884	3,561	12,814	78.3%	18,233	(1,858)
215 Add Instr Equipment	735	15,800	4,762	7,927	12,689	3,111	19.7%	28,077	(12,277)
216		32,175	5,439	10,811	16,250	15,925	49.5%	46,310	(14,135)
<b>Non-Instructional Equipment</b>									
217 Replace Non-Instr Equipment	731	30,000	5,241	0	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	5,241	0	5,241	25,009	82.7%	5,491	24,759
220 Total Equipment		62,425	10,680	10,811	21,491	40,934	65.6%	51,801	10,624
<b>Dues - Fees</b>									
<b>Dues/Fees</b>									
221 Dues BoE	810	25,541	20,591	0	20,591	4,950	19.4%	25,541	-
222 General Admin Dues	811	17,750	11,818	59	11,877	5,873	33.1%	18,038	(288)
223 School Admin Dues	812	34,100	23,874	400	24,274	9,826	28.8%	34,800	(700)
224 Other Dues	819	5,205	3,115	0	3,115	2,090	40.2%	5,300	(95)
225 Total Dues/Fees		82,596	59,398	459	59,857	22,739	27.5%	83,679	(1,083)
226 Grand Total		77,438,090	20,208,902	33,557,043	53,765,946	23,672,144	30.6%	77,342,377	95,713

**Groton Public Schools**

**FY20 Budget Review**

**Summary at Program Level III**

		FY20			FY20			11/18/2019	
Function		Budget	Expended	Encumbered	Total	Remaining		Estimated	Increase
No.	Description	2019-2020	2019-2020	2019-2020	2019-2020	Balance	%	2019-2020	(Decrease)
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,109,132	3,195,053	8,013,393	11,208,446	1,900,686	14.5%	13,239,451	(130,319)
1102	FUNCTION-1102 ART	652,934	156,403	410,093	566,495	86,439	13.2%	656,818	(3,884)
1104	FUNCTION-1104 LANGUAGE ARTS	2,648,946	602,640	1,638,215	2,240,855	408,091	15.4%	2,610,123	38,823
1105	FUNCTION-1105 WORLD LANGUAGES	1,213,355	312,350	828,518	1,140,868	72,487	6.0%	1,257,622	(44,267)
1106	FUNCTION-1106 CONSUMER SCIENCE	155,693	34,012	81,848	115,861	39,832	25.6%	155,547	146
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	632,739	168,090	428,938	597,028	35,711	5.6%	633,118	(379)
1108	FUNCTION-1108 MATHEMATICS	2,317,035	537,177	1,424,580	1,961,756	355,279	15.3%	2,266,406	50,629
1109	FUNCTION-1109 MUSIC	709,052	167,170	446,354	613,524	95,528	13.5%	711,249	(2,197)
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,070,395	260,264	701,441	961,705	108,690	10.2%	1,093,696	(23,301)
1111	FUNCTION-1111 SCIENCE	2,482,995	624,534	1,480,200	2,104,734	378,261	15.2%	2,486,099	(3,104)
1112	FUNCTION-1112 SOCIAL STUDIES	2,128,425	469,660	1,343,870	1,813,529	314,896	14.8%	2,116,098	12,327
1114	FUNCTION-1114 HEALTH EDUCATION	323,165	64,469	204,853	269,322	53,843	16.7%	323,260	(95)
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	2,108	1,202	3,310	26,690	89.0%	30,000	-
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPER	0	1,735	11,202	12,937	(12,937)	0.0%	-	-
1117	FUNCTION-1117 INTERN. BACCALAUREATE	81,895	24,690	4,238	28,928	52,967	64.7%	90,893	(8,998)
1119	FUNCTION-1119 UNCLASSIFIED	935,407	731,686	3,772	735,458	199,949	21.4%	815,662	119,745
1121	FUNCTION-1121 BUSINESS EDUCATION	302,532	75,522	187,641	263,163	39,369	13.0%	302,552	(20)
1124	FUNCTION-1124 HEALTH OCCUPATIONS	112,818	26,552	73,088	99,640	13,178	11.7%	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	622,774	1,795,762	2,418,535	434,427	15.2%	2,838,347	14,615
1412	FUNCTION-1412 SUMMER SCH HIGH SC CREDI	8,592	8,373	0	8,373	219	2.5%	8,592	-
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERV	1,165,993	280,293	609,866	890,159	275,834	23.7%	1,168,744	(2,751)
Total Regular Instruction		32,972,616	8,388,189	19,689,074	28,077,262	4,895,354	14.8%	32,961,122	11,494
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,115,477	281,575	592,544	874,120	241,357	21.6%	1,115,477	-
1210	FUNCTION-1210 SPED Summer School	20,290	29,994	0	29,994	(9,704)	(47.8%)	29,994	(9,704)
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTIO	771,334	207,523	128,662	336,184	435,150	56.4%	771,382	(48)
1230	FUNCTION-1230 SPECIAL EDUCATION	8,429,369	2,171,877	3,280,861	5,452,737	2,976,632	35.3%	8,320,589	108,780
1250	FUNCTION-1250 BLIND	111,650	24,701	70,952	95,653	15,997	14.3%	111,650	-
1280	FUNCTION-1280 HEARING IMPAIRED	119,388	24,224	77,242	101,466	17,922	15.0%	119,525	(137)
Total Special Instruction		10,567,508	2,739,893	4,150,261	6,890,154	3,677,354	34.8%	10,468,617	98,891
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	76,048	18,159	9,188	27,347	48,701	64.0%	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	225,159	9,188	234,347	51,701	18.1%	283,048	3,000
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	791,949	113,776	48,066	161,842	630,107	79.6%	801,215	(9,266)
TOTAL INSTRUCTION		44,618,121	11,467,017	23,896,587	35,363,605	9,254,516	20.7%	44,514,002	104,119
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	910,006	302,878	393,477	696,355	213,651	23.5%	910,006	-
2110	FUNCTION-2110 SOCIAL WORK SERVICES	337,270	109,854	288,680	398,534	(61,264)	(18.2%)	384,549	(47,279)
2120	FUNCTION-2120 GUIDANCE SERVICES	1,542,078	371,647	759,091	1,130,739	411,339	26.7%	1,542,513	(435)
2130	FUNCTION-2130 HEALTH SERVICES	1,181,084	135,192	1,225	136,417	1,044,667	88.4%	1,181,084	-
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,238,128	295,766	788,770	1,084,536	153,592	12.4%	1,246,311	(8,183)
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,127,492	264,097	725,195	989,292	138,200	12.3%	1,127,492	-
Total Support Services - Pupils		6,336,058	1,479,434	2,956,439	4,435,873	1,900,185	30.0%	6,391,955	(55,897)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO 1	96,218	30,557	39,964	70,522	25,696	26.7%	96,218	-
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	391,111	218,116	15,564	233,680	157,431	40.3%	358,400	32,711
Total Support Services - Staff		487,329	248,673	55,528	304,201	183,128	37.6%	454,618	32,711
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	475,144	625,380	1,100,525	384,508	25.9%	1,488,127	(3,094)
2313	FUNCTION-2313 BUSINESS OFFICE	888,122	221,072	305,501	526,573	361,549	40.7%	887,579	543
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,167,201	1,543,710	1,862,485	3,406,195	761,006	18.3%	4,235,525	(68,324)
Total General Support Services		6,570,597	2,260,517	2,796,351	5,056,868	1,513,729	23.0%	6,641,473	(70,876)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENA	6,924,528	2,236,780	302,307	2,539,087	4,385,441	63.3%	6,840,339	84,189
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,501,715	957,935	70,203	1,028,139	4,473,576	81.3%	5,498,940	2,775
2540	FUNCTION-2540 COMPUTER SUPPORT SERVIC	1,642,242	728,675	410,610	1,139,285	502,957	30.6%	1,643,551	(1,309)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	0	0	0	2,500	100.0%	2,500	-
Total Operational Services		14,070,985	3,923,391	783,121	4,706,511	9,364,474	66.6%	13,985,329	85,656
TOTAL SUPPORT SERVICES		27,464,969	7,912,015	6,591,438	14,503,453	12,961,516	47.2%	27,473,375	(8,406)
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	831,346	3,088,087	3,919,433	1,320,567	25.2%	5,240,000	0
GRAND TOTAL		77,438,090	20,210,378	33,576,112	53,786,491	23,651,599	30.5%	77,342,377	95,713

## Cost vs Budget Dashboard - data through September 2019

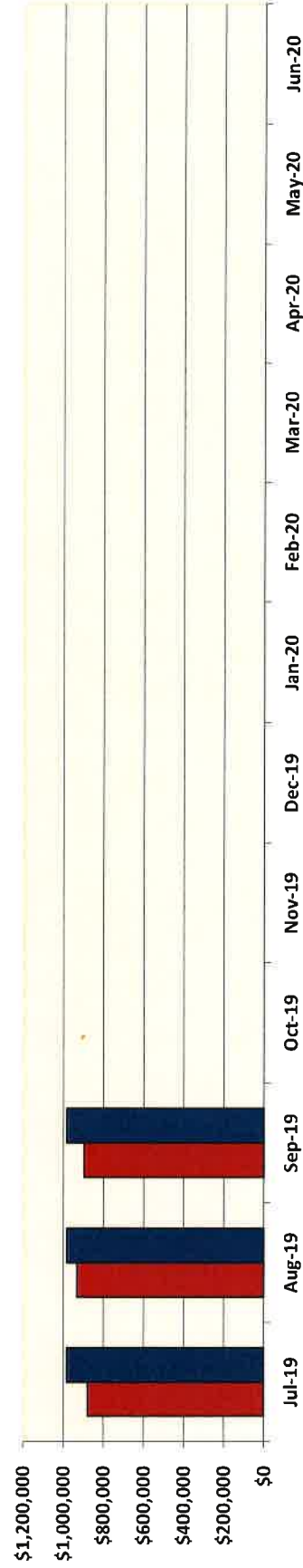
## BOE Groups Active &amp; Retired

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	638	\$579,015	\$157,158	\$34,163	\$770,337	\$107,570	\$877,906	\$981,323	(\$103,417)	89.5%
Aug-19	637	\$702,014	\$80,986	\$41,865	\$824,865	\$107,445	\$932,310	\$981,323	(\$49,013)	95.0%
Sep-19	637	\$619,483	\$146,871	\$23,505	\$789,859	\$107,445	\$897,305	\$981,323	(\$84,019)	91.4%
Oct-19										
Nov-19										
Dec-19										
Jan-20										
Feb-20										
Mar-20										
Apr-20										
May-20										
Jun-20										
<b>YTD</b>	<b>1912</b>	<b>\$1,900,512</b>	<b>\$385,016</b>	<b>\$99,533</b>	<b>\$2,385,060</b>	<b>\$322,461</b>	<b>\$2,707,521</b>	<b>\$2,943,970</b>	<b>(\$236,449)</b>	<b>92.0%</b>

## Budget vs. Actual Cost

## Actual vs Budget

Actual Cost Budgeted Cost



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

\*BOE monthly budget based on non-weighted Anthem proposal dated 2/14/19

**Students****Student Sunscreen Use**

The Groton Board of Education (Board) believes in promoting sun safety to ensure that children are protected from skin damage caused by harmful ultra-violet rays in sunlight. The Board believes that by encouraging sun safe behavior and teaching children about the risks of sunlight, they can be protected from skin damage and lessen the risk of skin cancer.

The purpose of this policy is to allow any student who is six years of age or older, to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, provided a written authorization is signed by the student's parent/guardian and is submitted to the school nurse. The written permission from an authorized health care provider is not necessary.

**Implementing Procedures:**

1. Students are allowed to carry and use sunscreen, during school hours, without a physician's note or prescription on school property or at a school-sponsored activity provided the student's parent/guardian has provided written authorization to the school nurse.
2. Students/Parents/Guardians are to provide the sunscreen product for school use. The sunscreen must be:
  - a. Clearly marked with the child's name.
  - b. Replenished by the parent/guardian as needed.
  - c. A product regulated by the U.S. Food and Drug Administration for over-the-counter use.
3. Aerosol sunscreens, as well as combined sunscreen and insect repellents are prohibited.
4. The District is not responsible for ensuring that the non-aerosol topical sunscreen product is applied by the student.
5. The sunscreen product is to be stored in the student's book bag/back pack or other location designated by the teacher.
6. Students are not to share sunscreen with other students.
7. The student must be able to apply his/her own sunscreen.
8. School personnel are not expected to assist students in the application of sunscreen.
9. Subject to the provisions of the dress code policy, students are allowed to wear articles of sun-protective clothing, including hats and glasses, when not in school buildings. Clothing that protects the skin should be worn, particularly for outdoor activities and school trips.



### **Student Sunscreen Use (continued)**

10. It is recommended that the sunscreen used by students be a high factor sunscreen with a sun protection factor (SPF) rating of 15 or higher.
11. Parents/guardian of children with allergies or skin sensitivities should check with a health care provider before providing a sunscreen.

### **Revocation or Restriction of Permission to Use Sunscreen**

A school entity may revoke or restrict the possession, application or use of a non-aerosol topical sunscreen product by a student if any of the following occurs:

1. The student fails to comply with the school rules concerning the possession, application or use of the non-aerosol topical sunscreen product.
2. The student shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from access by other students.

When a school entity revokes or restricts the possession, application or use of a non-aerosol topical sunscreen by a student, a written notice of such action shall be provided to the student's parent/guardian.

**Legal Reference:** Connecticut General Statutes  
P.A. 19-60 An Act Allowing Students to Apply Sunscreen Prior to Engaging in Outdoor Activities.

**Policy Adopted:**

**GROTON PUBLIC SCHOOLS**  
Groton, Connecticut

**Form****Sunscreen Use Parent/Guardian Form****Groton Public Schools**

As a parent/guardian, I attest to the following:

- My child has demonstrated to me that he/she is capable of self-applying the non-aerosol sunscreen product.
- I understand that I am responsible to provide the non-aerosol sunscreen product for school use, clearly marked with my child's name and replenished as needed.
- I understand that the Groton School District is not responsible for ensuring that the sunscreen product is applied by my child.
- I understand that my child is not to share his/her sunscreen product with other students.
- I recognize that school personnel are not expected to assist my child in the application of sunscreen.
- I understand that the school may revoke or restrict possession, application, and use of sunscreen by my child if my child fails to comply with school rules related to the sunscreen product or if my child shows an unwillingness or inability to safeguard the non-aerosol sunscreen product from access by other students.

Student's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return this completed form to your child's teacher or school nurse.***



**Instruction**

**Live Animals in the Classroom**

**Service Animals**

The Groton Board of Education adopts this policy to ensure that students or staff with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.

Groton Public Schools will comply with all state and federal laws and regulations concerning the rights of students or staff with service animals

A “service animal” is a dog, or in specific circumstances, a miniature horse, that has been individually trained to do work or perform tasks for the benefit of a student or staff with a disability, and the work or tasks performed are directly related to the student or staff’s disability or necessary to mitigate the disability. No other species of animal, whether wild or domestic, will be permitted in district schools, school activities or programs or school transportation vehicles as a “service animal”.

The Superintendent or their designee shall be responsible for developing procedures regarding students’ or staffs’ use of service animals in accordance with this policy.

**Legal References: Connecticut General Statutes**

10-221 Boards of education to prescribe rules, policies and procedures. 46a-42  
Mobility impaired person.

46a-44 through 46a-64 Public accommodations and transportation, admittance to.

**Federal Laws**

Section 504 of the Federal Vocational Rehabilitation Act of 1973,

28 C.F.R. Parts 35 & 36, Nondiscrimination on the Basis of Disabilities in State and  
Local Government Services; Final Rules

Policy Adopted: \_\_\_\_\_

**GROTON PUBLIC SCHOOLS**  
Groton, Connecticut

## **Instruction**

### **Live Animals in the Classroom Service Animals**

This regulation is adopted pursuant to Groton Public Schools' (GPS) policy and in compliance with all state and federal laws and regulations concerning the rights of students or staff with service animals.

### **Definitions**

**Partner/Handler:** A person with a service animal. A person with a disability is called a partner; a person without a disability is called a handler.

**Pet:** A domestic animal kept for pleasure or companionship. Pets are not permitted in district facilities. Permission may be granted by an administrator for a pet to be in a district facility for a specific reason at a specific time (e.g., a pet dog is used as a demonstration tool in a class).

### **Service Animal:**

- 1) Any dog that has been individually trained to do work or perform tasks for the benefit of a student or staff with a disability, including, but not limited to, a physical, sensory, psychiatric, intellectual or other disability
- 2) A miniature horse that has been individually trained to do work or perform tasks for the benefit of a student or staff with a disability, provided that permitting the horse as a service animal is appropriate, after considering the following factors:
  1. The type, size, and weight of the miniature horse and whether the district facility can accommodate these features;
  2. Whether the handler has sufficient control of the miniature horse;
  3. Whether the miniature horse is housebroken; and
  4. Whether the miniature horse's presence in a specific district facility compromises legitimate safety requirements that are necessary for safe operation.

The work or tasks performed by a service animal must be directly related to the student or staff's disability or necessary to mitigate the disability.

Service animals do not include any other species of animal, whether wild or domestic, trained or untrained,

**Emotional support animal:** An animal whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent. Emotional support animals are not service animals for purposes of this regulation.

**Team:** A person with a disability, or a handler, and his or her service animal. The twosome works as a cohesive team in accomplishing the tasks of everyday living.

## Live Animals in the Classroom Service Animals- cont.

### Functions of Service Animals

Service animals perform some of the functions and tasks that students or staff with disabilities cannot perform themselves. Service animals are not pets.

There are several kinds of service animals that assist students or staff with disabilities. Examples include but are not limited to, animals that:

- assist students or staff who are blind or have severe sight impairments;
- alert students or staff with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for students or staff with mobility impairments; and
- assist students or staff with mobility impairments with balance.

Examples of service dogs include:

A *Guide*, or *Seeing Eye Dog* is a carefully trained dog that serves as a travel tool to students or staff with severe visual impairment or who are blind.

A *Hearing or Signal Dog* is a dog who has been trained to alert a student or staff with significant hearing loss or who is deaf when a sound, e.g., knock on the door, occurs.

A *Psychiatric Service Dog* is a dog that has been trained to perform tasks that assist students or staff with disabilities to detect the onset of psychiatric episodes and lessen their effects. Tasks performed by psychiatric service dogs may include reminding the handler to take medicine; providing safety checks or room searches, or turning on lights for students or staff with Post Traumatic Stress Disorder; interrupting self-mutilation by students or staff with dissociative identity disorders; and keeping disoriented students or staff from danger.

An *Assistance Dog* is a dog that has been trained to assist a student or staff who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a student or staff while walking, helping a student or staff up after a fall, etc.

A *Ssig Dog* (*sensory signal dog* or *social signal dog*) is a dog trained to assist a student or staff with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the student or staff to stop the movement (e.g., hand flapping). A student or staff with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a student or staff who is blind or deaf.

A *Seizure Response Dog* is a dog trained to assist a student or staff with a seizure disorder; how the dog serves depends on the student or staff's needs. The dog may stand guard over the student or staff during a seizure, or the dog may go for help. A few dogs have somehow learned to predict a seizure and warn the student or staff in advance to sit down or to move to a safe place.

## **Live Animals in the Classroom Service Animals- cont.**

### **Admission of Service Animals to Schools**

Groton Public Schools' will permit students or staff with disabilities to use service animals in district buildings, on district property, and in vehicles that are owned, leased or controlled by the district, upon request, submission of required documentation, and compliance with Groton Public Schools' policy and legal requirements.

Requirements for service animals and their partners/handlers, include:

- a. **Vaccination:** The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. All vaccinations must be current.
- b. **Licensing:** Dogs are to wear an owner identification tag at all times. The dog must also wear a current rabies tag and dog license tag. Connecticut law requires dogs to wear a harness or an orange-colored leash and collar which makes them readily identifiable as licensed guide dogs.
- c. **Health:** The animal must be in good health.
- d. **Under Control of Partner/Handler:** The partner/handler must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler. A service animal must have a harness, leash, or other tether, unless the handler is unable because of a disability to use a harness, leash, or other tether, or the use of such devices would interfere with the service animal's safe, effective performance of work or tasks. In such cases the service animal must be otherwise under the handler's control using voice control, signals or other effective means.

A student or staff with a disability (or his/her parent/guardian) who believes (s)he needs to bring a service animal to school in order to receive a free and appropriate public education shall complete and submit the written request form to the Principal or the Section 504 or IEP/PPT team.

The appropriate team shall review the form, gather any necessary information, and determine whether the request to use the service animal will be approved.

If it is determined that an animal does not meet the definition of a service animal or that such animal is excluded for the reasons cited in this regulation, the student's Section 504 or IEP Team shall meet to consider and document whether the animal's presence is necessary for the child to receive a free appropriate public education or to have equal access to the educational program, and, if not, whether the student needs other aids, services or accommodations.

### **Considerations when a Student or staff has a Service Animal**

When a request to use a service animal is approved, the Principal or designee will take the following steps:

- Notify appropriate staff that a service animal will be on campus.
- Provide a process for staff, students and parents to inform administrators of any animal allergies that may require accommodation.

**Live Animals in the Classroom Service Animals- cont.**

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the service animal will be required to remove the service animal to a different location designated by the Principal or designee and an alternative plan will be developed with appropriate district staff. Such plan could include the reassignment of the person having custody and control of the service animal to a different classroom. If any student or staff member suffers an allergic reaction to a service animal while on school transportation, an alternate plan will be developed in coordination with appropriate school, district, and transportation staff, and the parents/guardians of any affected students.

- Educate students and staff on proper behavior around a service animal.

Students and staff must:

Allow a service animal to accompany the partner at all times and everywhere on campus except, where service animals are specifically prohibited.

Not pet a service animal; petting a service animal when the animal is working distracts the animal from the task at hand.

Not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.

Not deliberately startle a service animal.

Not separate or attempt to separate a partner/handler from his or her service animal.

- Plan for transportation of the service animal, including on the bus and field trips.
- Develop an emergency evacuation plan to include the service animal.

In the event of an emergency, emergency responders should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke from a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may be confused by the stressful situation. The emergency responders should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The emergency responders should make every effort to keep the animal with its partner. However, the emergency responders' first effort should be toward the partner; this may necessitate leaving an animal behind in certain emergency evacuation situations.

To help ensure appropriate emergency responder response, the Groton Public Schools' policy and administrative regulation on service animals shall be disseminated to local law enforcement and fire departments.

### **Live Animals in the Classroom Service Animals- cont.**

Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Plan.

GPS staff shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof.

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.
2. Leashing and properly restraining the animal at all times.
3. Damages to district buildings, property and vehicles caused by the animal.
4. Injuries to students, employees, volunteers and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

### **Areas Off Limits to Service Animals**

- A. *Mechanical Rooms/Custodial Closets*: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off- limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- B. *Areas where protective clothing is necessary*: Any room where protective clothing is worn is off-limits to service animals. Examples impacting students or staff include chemical laboratories, wood shops, metal/machine shops and photography dark rooms.
- C. *Areas where there is danger to the service animal*: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there are hot materials on the floor; where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

Access to off-limits areas may be granted on a case-by-case basis, if warranted under the particular circumstances of such case. For instance, a laboratory instructor in a classroom or teaching laboratory with moving equipment may grant entry to a service animal, depending on the nature of the equipment or class and the best interest of the animal. For example, the equipment may have moving parts at a height such that the tail of a large dog could easily be caught, and thus a large service dog would be kept out; on the other hand, a very small service dog may be shorter than any moving parts and, thus, permitted in the classroom or laboratory.

### **Exclusion of Service Animal**

The Principal or designee may exclude a service animal from district buildings, property and/or vehicles under the following circumstances:

1. The presence of the animal poses a direct threat to the health and safety of others.  
Service animals that are ill will not be permitted in district facilities.

Service animals that are unclean and/or bedraggled may be required to leave district facilities. An animal that becomes wet from walking in the rain or mud or from being splashed by a passing automobile, but is otherwise clean, should be considered a clean animal. Animals that shed in the spring sometimes look bedraggled. If the animal in question usually is well groomed, it will be



**Live Animals in the Classroom Service Animals- cont.**

considered tidy even though its spring coat is uneven and messy-appearing or it has become wet from weather or weather-related incidents.

2. The owner or handler is unable to control the animal.

If any service animal is out of control in the school setting or during district transportation and the animal's handler does not take effective action to control it, the permission granted pursuant to this regulation may be immediately revoked. The parent or guardian of the student having custody and control of the service animal will be required to remove the animal from district premises immediately.

3. The presence of the animal significantly disrupts or interferes with the educational process, and/or fundamentally alters the school program or activity.

A service animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself) may be excluded from district facilities. If the improper behavior happens repeatedly, the partner may be told not to bring the animal into any district facility until the partner takes significant steps to mitigate the behavior. Mitigation can include muzzling a barking animal or refresher training for both the animal and the partner. If the animal materially disrupts or interferes with the instructional program, school activities or student learning, or the animal's presence would result in a fundamental alteration of any school program, it may be excluded from school or school property. However, annoyance on the part of others is not considered an unreasonable risk to property or others to justify the removal of a service animal.

4. The animal is not housebroken.

If a service animal is excluded from district premises based upon the above reasons, the student or staff with a disability shall be given the opportunity to participate in the service, program, or activity without having the service animal on the premises.

If the Principal or designee excludes a service animal from school property, the Principal or designee must document the reasons for such exclusion and notify the Superintendent. The Superintendent or designee will make a determination on whether a service animal will be allowed to return to school and, if possible, notify the student or staff with the disability in writing of the decision within five school days of the initial exclusion.

**Liability**

GPS may hold the owner or handler of a service animal liable for any property damage caused by the animal to the same extent required by other GPS policy or administrative regulations that impose liability for property damage. In addition, either the owner or handler, or both, may be liable for personal injury caused by the animal or related to the presence of the animal on school property.



**Live Animals in the Classroom Service Animals- cont.**

Regulation Adopted: \_\_\_\_\_

**GROTON PUBLIC SCHOOLS**  
Groton, Connecticut

## Request for a Service Animal to Accompany Student or Staff in School Facilities

**Staff/Student/ /Parent/guardian** Please complete this form and return it to the Principal. It will be used during the PPT/Individual Education Plan or Section 504 plan meeting.

Staff/Student name (please print)	Date of birth
School attending	Grade
Parent/Guardian name (please print)	Contact number
Animal owner's name (if other than parent/guardian); please print	Contact number
Animal handler's name (if other than owner's name); please print	Contact number

**Please initial before each of the following statements if the statement is true.**

\_\_\_\_\_ The animal has completed service animal training.

(Initials)

Guidelines	Explanation and Resources
Trained service animals generally include: <ul style="list-style-type: none"><li>• Hearing dog</li><li>• Guide dog</li><li>• Assistance dogs</li><li>• Seizure alert dog</li><li>• Mobility dog</li><li>• Psychiatric service dog</li><li>• Autism service dog (could be same as therapy dog)</li><li>• Miniature horse</li></ul>	<p>To minimize risks, a service animal should be professionally trained, however this not required. This training is different from, and in addition to, the individualized training to perform tasks for the benefit of the student or staff.</p> <p>Assistance Dogs International, Inc. (ADI) is a coalition of not-for-profit organizations. Its purpose is to improve the areas of training, placement, and utilization of service dogs. See its website for service animal training programs at: <a href="http://www.assistedogsinternational.org/Standards?serviceDogStandards.php">www.assistedogsinternational.org/Standards?serviceDogStandards.php</a></p>

Guidelines	Explanation and Resources
<p>Trained service animals generally do not include:</p> <ul style="list-style-type: none"> <li>• Skilled Companion Animal</li> <li>• Social Dog</li> <li>• Facility Dog</li> <li>• Trained Agility Dog</li> <li>• Police Dog</li> <li>• Search and Rescue Dog</li> <li>• Helping Dog</li> </ul>	

**The animal meets minimum standards for a service animal in public**  
*(Initials)*

Guidelines	Explanation and Resources
<p>Public appropriateness standards:</p> <ul style="list-style-type: none"> <li>• Clean, well-groomed with no offensive odor.</li> <li>• Does not urinate or defecate in inappropriate locations.</li> </ul> <p><b>Behavior standards:</b></p> <ul style="list-style-type: none"> <li>• Does not disrupt the normal course of school business, solicit attention, visit or annoy, solicit or steal food or other items from any member of the staff or student population, or vocalize unnecessarily, i.e., barking, growling or whining, etc.</li> <li>• Shows no aggression towards people or other animals, i.e., showing teeth, barking, growling, jumping on individuals, etc.</li> </ul>	<p>No State laws or agency rules address specific minimum standards for a service animal. Requiring “minimum standards for a service animal in public” ensures that the school provides reasonable accommodations without fundamentally altering the nature of the school environment. This list follows the ADI’s “minimum standards for a service animal in public,” available at: <a href="http://www.assistedogsinternational.org/Standards/ServiceDogStandards.php">www.assistedogsinternational.org/Standards/ServiceDogStandards.php</a></p> <p>Additional standards may be appropriate to meet a school building’s and its students’ or staff needs. The ADI’s sample public access test ensures that an animal has appropriate behavior for a public setting. Available at: <a href="http://www.assistedogsinternational.org/publicaccesstest.php">www.assistedogsinternational.org/publicaccesstest.php</a></p>

Guidelines	Explanation and Resources
<b>General training standards:</b> <ul style="list-style-type: none"> <li>• Works calmly and quietly on harness, leash, or other tether.</li> <li>• Performs tasks in the school setting and lies quietly beside the student or staff or adult handler without blocking aisles, doorways, etc.</li> <li>• Trained to urinate and defecate on command.</li> <li>• Stays within 24 inches of the student or adult handler at all times unless the nature of a trained task requires it to be working at a greater distance.</li> </ul>	<p>Requiring “minimum standards for a service animal in public” ensures that the school provides reasonable accommodations without fundamentally altering the nature of the school environment. No State laws or agency rules address specific minimum standards for a service animal. This list follows the ADI’s “minimum standards for a service animal in public,” available at: <a href="http://www.assistedogsinternational.org/Standards/ServiceDogStandards.php">www.assistedogsinternational.org/Standards/ServiceDogStandards.php</a></p> <p>Additional standards may be appropriate to meet a school building’s and its students’ needs. The ADI’s sample public access test ensures that an animal has appropriate behavior for a public setting. Available at: <a href="http://www.assistedogsinternational.org/publicaccesstest.php">www.assistedogsinternational.org/publicaccesstest.php</a></p>

\_\_\_\_\_ The animal is individually trained to perform tasks for the benefit of a student or (Initials) staff member with a disability.

Guidelines	Explanation and Resources
<p>A service animal must perform individualized tasks to mitigate aspects of the student or staff’s disability.</p> <p><b>Medical Recommendation provided by:</b> _____</p> <p><b>Dated:</b> _____</p> <p>Identify individualized tasks:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p>This verification of training helps the school identify necessary IEP related services or 504 plan reasonable accommodations.</p> <p>Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. (28 C.F.R. §36.104)</p>

\_\_\_\_\_ **The animal has a current vaccination tag.**  
(Initials)

<b>Guidelines</b>	<b>Explanation</b>
A service animal's license, vaccinations and certificate of therapy animal status must be current and filed in the student's temporary record.	The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. All vaccinations must be current.

### **Acknowledgement**

- I. I have read and understand GPS's policy and regulation concerning Service Animals.
- II. I understand that the presence of a service animal may present competing educational rights between my student or staff and others at school. These issues may present at any time, and I understand that the Principal must manage them immediately. I will:
  - a. Participate in any meetings requested of me by the Principal;
  - b. Participate in drafting a joint communication to notify other students and staff and their parents/guardians about the placement of the service animal; and
  - c. Authorize the school to disclose information as necessary to balance competing educational interests and integrate the animal into the classroom and the school environment.
- III. I understand that for the safety and protection of students and staff, which is necessary for the safe operation of the school, the school may revoke access because:
  - a. One of the above requirements for a service animal is not present.
  - b. The service animal displays aggression or appears to be an imminent threat to the safety or health of any person in the school. If this occurs, the Principal will immediately contact me to remove the animal from school property and summon Animal Control.
  - c. The adult handler fails to follow the Principal's instructions.
- IV. I understand that a service animal's owner is solely liable for any damage to persons, premises, or facilities that were caused by the service animal. I will hold GPS, its employee, agents, and assigns harmless for any injury to, including death of, the service animal. I understand that staff members are protected from liability arising from actions consistent with GPS policies and administrative procedures.

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Staff/Student/Parent/guardian signature	Date
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Animal owner's signature	Date
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The Principal and, if applicable, the PPT/IEP or 504 team, based this decision on the information provided in this request. *(Note to Principal: return a copy of this form to the individual(s) making the request, file the original in the student's temporary record, and send a copy to the district's main office.)*

☐ Approved      ☐ Denied

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Principal or designee	Date
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**GROTON PUBLIC SCHOOLS  
GROTON, CONNECTICUT**

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

**Regular Meeting**

**December 9, 2019**

The regular meeting of the Groton Board of Education was held on December 9, 2019, in Room 11 of the School Administration Building.

**I. CALL TO ORDER**

Mrs. Betsy Moukawsher, Town Clerk, gave the oath of office to Mrs. Kim Shepardson Watson, Mrs. Rita Volkmann, Mrs. Elizabeth Porter, and Mr. Jay Weitlauf.

The meeting was called to order by Dr. Michael Graner, Superintendent of Schools, at 5:58 p.m.

**PRESENT**

**ABSENT**

Mrs. Kim Shepardson Watson  
Dr. Andrea Ackerman  
Mrs. Gretchen Newsome (arrived at 6:08) (Unofficial member)  
Mrs. Elizabeth Porter  
Mrs. Rita Volkmann  
Mrs. Lee White  
Mr. Jay Weitlauf

Mrs. Jane Giulini  
Mrs. Rosemary Robertson

Dr. Michael Graner, Superintendent of Schools  
Ms. Susan Austin, Assistant Superintendent of Schools  
Mrs. Denise Doolittle, Director of Pupil Personnel Services  
Mr. Samuel Kilpatrick, Director of Buildings and Grounds  
Miss Addie Clark, Student Representative

Dr. Graner asked for nominations for the position of Chairperson of the Board.

MOTION: Ackerman, Porter: To nominate Kim Watson as Chairperson of the Board.

**PASSED – UNANIMOUSLY**

Mrs. Watson asked for nominations for the position of Vice Chairperson of the Board.

MOTION: Volkmann, White: To nominate Andrea Ackerman as Vice Chairperson of the Board.

**PASSED – UNANIMOUSLY**

1. Discussion and possible action regarding the approval of the final plans and project manual and cost estimates for the one new elementary school to be constructed on the site of Cutler Middle School

Mr. Rick Norris noted that the PSBC approved the plans to go out to bid tomorrow for Cutler Middle Schools. He also noted that there are code issues with West Side Middle School.



MOTION: Watson, Volkmann:

To approve the final plans and project manual and cost estimates for the one new elementary school to be constructed on the site of Cutler Middle School

**PASSED - UNANIMOUSLY**

VIII. ADJOURNMENT

MOTION: Ackerman, White:

To adjourn at 6:11 p.m.

**PASSED - UNANIMOUSLY**

**Students****Student Sunscreen Use**

The Groton Board of Education (Board) believes in promoting sun safety to ensure that children are protected from skin damage caused by harmful ultra-violet rays in sunlight. The Board believes that by encouraging sun safe behavior and teaching children about the risks of sunlight, they can be protected from skin damage and lessen the risk of skin cancer.

The purpose of this policy is to allow any student who is six years of age or older, to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, provided a written authorization is signed by the student's parent/guardian and is submitted to the school nurse. The written permission from an authorized health care provider is not necessary.

**Implementing Procedures:**

1. Students are allowed to carry and use sunscreen, during school hours, without a physician's note or prescription on school property or at a school-sponsored activity provided the student's parent/guardian has provided written authorization to the school nurse.
2. Students/Parents/Guardians are to provide the sunscreen product for school use. The sunscreen must be:
  - a. Clearly marked with the child's name.
  - b. Replenished by the parent/guardian as needed.
  - c. A product regulated by the U.S. Food and Drug Administration for over-the-counter use.
3. Aerosol sunscreens, as well as combined sunscreen and insect repellents are prohibited.
4. The District is not responsible for ensuring that the non-aerosol topical sunscreen product is applied by the student.
5. The sunscreen product is to be stored in the student's book bag/backpack or other location designated by the teacher.
6. Students are not to share sunscreen with other students.
7. The student must be able to apply his/her own sunscreen.
8. School personnel are not expected to assist students in the application of sunscreen.
9. Subject to the provisions of the dress code policy, students are allowed to wear articles of sun-protective clothing, including hats and glasses, when not in school buildings. Clothing that protects the skin should be worn, particularly for outdoor activities and school trips.

**Student Sunscreen Use (continued)**

10. It is recommended that the sunscreen used by students be a high factor sunscreen with a sun protection factor (SPF) rating of 15 or higher.
11. Parents/guardian of children with allergies or skin sensitivities should check with a health care provider before providing a sunscreen.

**Revocation or Restriction of Permission to Use Sunscreen**

School personnel may revoke or restrict the possession, application or use of a non-aerosol topical sunscreen product by a student if any of the following occurs:

1. The student fails to comply with the school rules concerning the possession, application, or use of the non-aerosol topical sunscreen product.
2. The student shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from access by other students.

When school personnel revokes or restricts the possession, application or use of a non-aerosol topical sunscreen by a student, a written notice of such action shall be provided to the student's parent/guardian.

Legal Reference: Connecticut General Statutes  
P.A. 19-60 An Act Allowing Students to Apply Sunscreen Prior to Engaging in Outdoor Activities.

Policy Adopted:

GROTON PUBLIC SCHOOLS  
Groton, Connecticut

**Form**

**Sunscreen Use Parent/Guardian Form**

**Groton Public Schools**

As a parent/guardian, I attest to the following:

- My child has demonstrated to me that he/she is capable of self-applying the non-aerosol sunscreen product.
- I understand that I am responsible to provide the non-aerosol sunscreen product for school use, clearly marked with my child's name and replenished as needed.
- I understand that the Groton School District is not responsible for ensuring that the sunscreen product is applied by my child.
- I understand that my child is not to share his/her sunscreen product with other students.
- I recognize that school personnel are not expected to assist my child in the application of sunscreen.
- I understand that the school may revoke or restrict possession, application, and use of sunscreen by my child if my child fails to comply with school rules related to the sunscreen product or if my child shows an unwillingness or inability to safeguard the non-aerosol sunscreen product from access by other students.

Student's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return this completed form to your child's teacher or school nurse.***

P 6163.32

## **Instruction**

### **Live Animals in the Classroom**

#### **Service Animals**

The Groton Board of Education adopts this policy to ensure that students or staff with disabilities are permitted to participate in and benefit from district programs, activities, and services, and to ensure that the district does not discriminate on the basis of disability.

Groton Public Schools will comply with all state and federal laws and regulations concerning the rights of students or staff with service animals

A “service animal” is a dog, or in specific circumstances, a miniature horse, that has been individually trained to do work or perform tasks for the benefit of a student or staff with a disability, and the work or tasks performed are directly related to the student or staff’s disability or necessary to mitigate the disability. No other species of animal, whether wild or domestic, will be permitted in district schools, school activities or programs or school transportation vehicles as a “service animal.”

The Superintendent or their designee shall be responsible for developing procedures regarding students’ or staffs’ use of service animals in accordance with this policy.

#### **Legal References: Connecticut General Statutes**

10-221 Boards of education to prescribe rules, policies and procedures. 46a-42  
Mobility impaired person.

46a-44 through 46a-64 Public accommodations and transportation, admittance to.

#### **Federal Laws**

Section 504 of the Federal Vocational Rehabilitation Act of 1973,

28 C.F.R. Parts 35 & 36, Nondiscrimination on the Basis of Disabilities in State and  
Local Government Services; Final Rules

Policy Adopted: \_\_\_\_\_

**GROTON PUBLIC SCHOOLS**  
Groton, Connecticut

## Instruction

### Live Animals in the Classroom Service Animals

This regulation is adopted pursuant to Groton Public Schools' (GPS) policy and in compliance with all state and federal laws and regulations concerning the rights of students or staff with service animals.

### Definitions

**Partner/Handler:** A person with a service animal. A person with a disability is called a partner; a person without a disability is called a handler.

**Pet:** A domestic animal kept for pleasure or companionship. Pets are not permitted in district facilities. Permission may be granted by an administrator for a pet to be in a district facility for a specific reason at a specific time (e.g., a pet dog is used as a demonstration tool in a class).

### Service Animal:

- 1) Any dog that has been individually trained to do work or perform tasks for the benefit of a student or staff with a disability, including, but not limited to, a physical, sensory, psychiatric, intellectual, or other disability
- 2) A miniature horse that has been individually trained to do work or perform tasks for the benefit of a student or staff with a disability, provided that permitting the horse as a service animal is appropriate, after considering the following factors:
  1. The type, size, and weight of the miniature horse and whether the district facility can accommodate these features;
  2. Whether the handler has sufficient control of the miniature horse;
  3. Whether the miniature horse is housebroken; and
  4. Whether the miniature horse's presence in a specific district facility compromises legitimate safety requirements that are necessary for safe operation.

The work or tasks performed by a service animal must be directly related to the student or staff's disability or necessary to mitigate the disability.

Service animals do not include any other species of animal, whether wild or domestic, trained or untrained,

**Emotional support animal:** An animal whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent. Emotional support animals are not service animals for purposes of this regulation.

**Team:** A person with a disability, or a handler, and his or her service animal. The twosome works as a cohesive team in accomplishing the tasks of everyday living.

### Functions of Service Animals

Service animals perform some of the functions and tasks that students or staff with disabilities cannot perform themselves. Service animals are not pets.

There are several kinds of service animals that assist students or staff with disabilities. Examples include but are not limited to, animals that:

### **Live Animals in the Classroom Service Animals- cont.**

- assist students or staff who are blind or have severe sight impairments;
- alert students or staff with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for students or staff with mobility impairments; and
- assist students or staff with mobility impairments with balance.

Examples of service dogs include:

A *Guide, or Seeing Eye Dog* is a carefully trained dog that serves as a travel tool to students or staff with severe visual impairment or who are blind.

A *Hearing or Signal Dog* is a dog who has been trained to alert a student or staff with significant hearing loss or who is deaf when a sound, e.g., knock on the door, occurs.

A *Psychiatric Service Dog* is a dog that has been trained to perform tasks that assist students or staff with disabilities to detect the onset of psychiatric episodes and lessen their effects. Tasks performed by psychiatric service dogs may include reminding the handler to take medicine; providing safety checks or room searches, or turning on lights for students or staff with Post Traumatic Stress Disorder; interrupting self-mutilation by students or staff with dissociative identity disorders; and keeping disoriented students or staff from danger.

An *Assistance Dog* is a dog that has been trained to assist a student or staff who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a student or staff while walking, helping a student or staff up after a fall, etc.

A *Ssig Dog (sensory signal dog or social signal dog)* is a dog trained to assist a student or staff with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the student or staff to stop the movement (e.g., hand flapping). A student or staff with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a student or staff who is blind or deaf.

A *Seizure Response Dog* is a dog trained to assist a student or staff with a seizure disorder; how the dog serves depends on the student or staff's needs. The dog may stand guard over the student or staff during a seizure, or the dog may go for help. A few dogs have somehow learned to predict a seizure and warn the student or staff in advance to sit down or to move to a safe place.

### **Admission of Service Animals to Schools**

Groton Public Schools' will permit students or staff with disabilities to use service animals in district buildings, on district property, and in vehicles that are owned, leased, or controlled by the district, upon request, submission of required documentation, and compliance with Groton Public Schools' policy and legal requirements.

Requirements for service animals and their partners/handlers, include:

- a. **Vaccination:** The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. All vaccinations must be current.
- b. **Licensing:** Dogs are to wear an owner identification tag at all times. The dog must also wear a current



**Live Animals in the Classroom Service Animals- cont.**

rabies tag and dog license tag. Connecticut law requires dogs to wear a harness or an orange-colored leash and collar which makes them readily identifiable as licensed guide dogs.

- c. Health: The animal must be in good health.
- d. Under Control of Partner/Handler: The partner/handler must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler. A service animal must have a harness, leash, or other tether, unless the handler is unable because of a disability to use a harness, leash, or other tether, or the use of such devices would interfere with the service animal's safe, effective performance of work or tasks. In such cases the service animal must be otherwise under the handler's control using voice control, signals, or other effective means.

A student or staff with a disability (or his/her parent/guardian) who believes she/he needs to bring a service animal to school in order to receive a free and appropriate public education shall complete and submit the written request form to the Principal or the Section 504 or IEP/PPT team.

The appropriate team shall review the form, gather any necessary information, and determine whether the request to use the service animal will be approved.

If it is determined that an animal does not meet the definition of a service animal, or that such animal is excluded for the reasons cited in this regulation, the student's Section 504 or IEP Team shall meet to consider and document whether the animal's presence is necessary for the child to receive a free appropriate public education or to have equal access to the educational program, and, if not, whether the student needs other aids, services or accommodations.

**Considerations when a Student or staff has a Service Animal**

When a request to use a service animal is approved, the Principal or designee will take the following steps:

- Notify appropriate staff that a service animal will be on campus.
- Provide a process for staff, students, and parents to inform administrators of any animal allergies that may require accommodation.
- If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the service animal will be required to remove the service animal to a different location designated by the Principal or designee, and an alternative plan will be developed with appropriate district staff. Such plan could include the reassignment of the person having custody and control of the service animal to a different classroom. If any student or staff member suffers an allergic reaction to a service animal while on school transportation, an alternate plan will be developed in coordination with appropriate school, district, transportation staff, and the parents/guardians of any affected students.
- Educate students and staff on proper behavior around a service animal.

Students and staff must:

Allow a service animal to accompany the partner at all times and everywhere on campus except where service animals are specifically prohibited.

Not pet a service animal; petting a service animal when the animal is working distracts the animal from the task at hand.

**Live Animals in the Classroom Service Animals- cont.**

Not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.

Not deliberately startle a service animal.

Not separate or attempt to separate a partner/handler from his or her service animal.

- Plan for transportation of the service animal, including on the bus and field trips.
- Develop an emergency evacuation plan to include the service animal.

In the event of an emergency, emergency responders should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke from a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may be confused by the stressful situation. The emergency responders should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The emergency responders should make every effort to keep the animal with its partner. However, the emergency responders' first effort should be toward the partner; this may necessitate leaving an animal behind in certain emergency evacuation situations.

To help ensure appropriate emergency responder response, the Groton Public Schools' policy and administrative regulation on service animals shall be disseminated to local law enforcement and fire departments.

Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Plan.

GPS staff shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof.

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up, and stain removal.
2. Leashing and properly restraining the animal at all times.
3. Damages to district buildings, property, and vehicles caused by the animal.
4. Injuries to students, employees, volunteers, and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

**Areas Off Limits to Service Animals**

- A. *Mechanical Rooms/Custodial Closets*: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms, and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- B. *Areas where protective clothing is necessary*: Any room where protective clothing is worn is off-limits to service animals. Examples impacting students or staff include chemical laboratories, wood shops, metal/machine shops, and photography dark rooms.
- C. *Areas where there is danger to the service animal*: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there are hot

## **Live Animals in the Classroom Service Animals- cont.**

materials on the floor; where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

Access to off-limits areas may be granted on a case-by-case basis, if warranted under the particular circumstances of such case. For instance, a laboratory instructor in a classroom or teaching laboratory with moving equipment may grant entry to a service animal, depending on the nature of the equipment or class and the best interest of the animal. For example, the equipment may have moving parts at a height such that the tail of a large dog could easily be caught, and thus a large service dog would be kept out; on the other hand, a very small service dog may be shorter than any moving parts and, thus, permitted in the classroom or laboratory.

### **Exclusion of Service Animal**

The Principal or designee may exclude a service animal from district buildings, property, and/or vehicles under the following circumstances:

1. The presence of the animal poses a direct threat to the health and safety of others.

Service animals that are ill will not be permitted in district facilities.

Service animals that are unclean and/or bedraggled may be required to leave district facilities. An animal that becomes wet from walking in the rain or mud or from being splashed by a passing automobile, but is otherwise clean, should be considered a clean animal. Animals that shed in the spring sometimes look bedraggled. If the animal in question usually is well groomed, it will be considered tidy even though its spring coat is uneven and messy-appearing or it has become wet from weather or weather-related incidents.

2. The owner or handler is unable to control the animal.

If any service animal is out of control in the school setting or during district transportation, and the animal's handler does not take effective action to control it, the permission granted pursuant to this regulation may be immediately revoked. The parent or guardian of the student having custody and control of the service animal will be required to remove the animal from district premises immediately.

3. The presence of the animal significantly disrupts or interferes with the educational process, and/or fundamentally alters the school program or activity.

A service animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself) may be excluded from district facilities. If the improper behavior happens repeatedly, the partner may be told not to bring the animal into any district facility until the partner takes significant steps to mitigate the behavior. Mitigation can include muzzling a barking animal or refresher training for both the animal and the partner. If the animal materially disrupts or interferes with the instructional program, school activities, or student learning, or the animal's presence would result in a fundamental alteration of any school program, it may be excluded from school or school property. However, annoyance on the part of others is not considered an unreasonable risk to property or others to justify the removal of a service animal.

4. The animal is not housebroken.

If a service animal is excluded from district premises based upon the above reasons, the student or staff with a disability shall be given the opportunity to participate in the service, program, or activity without having the service animal on the premises.

**Live Animals in the Classroom Service Animals- cont.**

If the Principal or designee excludes a service animal from school property, the Principal or designee must document the reasons for such exclusion and notify the Superintendent. The Superintendent or designee will make a determination on whether a service animal will be allowed to return to school and, if possible, notify the student or staff with the disability in writing of the decision within five school days of the initial exclusion.

**Liability**

GPS may hold the owner or handler of a service animal liable for any property damage caused by the animal to the same extent required by other GPS policy or administrative regulations that impose liability for property damage. In addition, either the owner or handler, or both, may be liable for personal injury caused by the animal or related to the presence of the animal on school property.

Regulation Adopted: \_\_\_\_\_

GROTON PUBLIC SCHOOLS  
Groton, Connecticut

## Request for a Service Animal to Accompany Student or Staff in School Facilities

**Staff/Student/ /Parent/guardian** Please complete this form and return it to the Principal. It will be used during the PPT/Individual Education Plan or Section 504 plan meeting.

Staff/Student name (please print)	Date of birth
School attending	Grade
Parent/Guardian name (please print)	Contact number
Animal owner's name (if other than parent/guardian); please print	Contact number
Animal handler's name (if other than owner's name); please print	Contact number

**Please initial before each of the following statements if the statement is true.**

\_\_\_\_\_ **The animal has completed service animal training.**

(Initials)

Guidelines	Explanation and Resources
<p>Trained service animals generally include:</p> <ul style="list-style-type: none"><li>• Hearing dog</li><li>• Guide dog</li><li>• Assistance dogs</li><li>• Seizure alert dog</li><li>• Mobility dog</li><li>• Psychiatric service dog</li><li>• Autism service dog (could be same as therapy dog)</li><li>• Miniature horse</li></ul>	<p>To minimize risks, a service animal should be professionally trained; however this not required. This training is different from, and in addition to, the individualized training to perform tasks for the benefit of the student or staff.</p> <p>Assistance Dogs International, Inc. (ADI) is a coalition of not-for-profit organizations. Its purpose is to improve the areas of training, placement, and utilization of service dogs. See its website for service animal training programs at: <a href="http://www.assistancedogsinternational.org/Standards?serviceDogStandards.php">www.assistancedogsinternational.org/Standards?serviceDogStandards.php</a></p>

Guidelines	Explanation and Resources
<p>Trained service animals generally do not include:</p> <ul style="list-style-type: none"> <li>• Skilled Companion Animal</li> <li>• Social Dog</li> <li>• Facility Dog</li> <li>• Trained Agility Dog</li> <li>• Police Dog</li> <li>• Search and Rescue Dog</li> <li>• Helping Dog</li> </ul>	

\_\_\_\_\_ **The animal meets minimum standards for a service animal in public**  
*(Initials)*

Guidelines	Explanation and Resources
<p>Public appropriateness standards:</p> <ul style="list-style-type: none"> <li>• Clean, well-groomed, with no offensive odor.</li> <li>• Does not urinate or defecate in inappropriate locations.</li> </ul> <p><b>Behavior standards:</b></p> <ul style="list-style-type: none"> <li>• Does not disrupt the normal course of school business, solicit attention, visit or annoy, solicit or steal food or other items from any member of the staff or student population, or vocalize unnecessarily, i.e., barking, growling, or whining, etc.</li> <li>• Shows no aggression towards people or other animals, i.e., showing teeth, barking, growling, jumping on individuals, etc.</li> </ul>	<p>No State laws or agency rules address specific minimum standards for a service animal. Requiring “minimum standards for a service animal in public” ensures that the school provides reasonable accommodations without fundamentally altering the nature of the school environment. This list follows the ADI’s “minimum standards for a service animal in public,” available at: <a href="http://www.assisteddogsinternational.org/Standards/ServiceDogStandards.php">www.assisteddogsinternational.org/Standards/ServiceDogStandards.php</a></p> <p>Additional standards may be appropriate to meet a school building’s and its students’ or staff needs. The ADI’s sample public access test ensures that an animal has appropriate behavior for a public setting. Available at: <a href="http://www.assisteddogsinternational.org/publicaccesstest.php">www.assisteddogsinternational.org/publicaccesstest.php</a></p>



Guidelines	Explanation and Resources
<b>General training standards:</b> <ul style="list-style-type: none"> <li>• Works calmly and quietly on harness, leash, or other tether.</li> <li>• Performs tasks in the school setting and lies quietly beside the student or staff or adult handler without blocking aisles, doorways, etc.</li> <li>• Trained to urinate and defecate on command.</li> <li>• Stays within 24 inches of the student or adult handler at all times unless the nature of a trained task requires it to be working at a greater distance.</li> </ul>	<p>Requiring “minimum standards for a service animal in public” ensures that the school provides reasonable accommodations without fundamentally altering the nature of the school environment. No State laws or agency rules address specific minimum standards for a service animal. This list follows the ADI’s “minimum standards for a service animal in public,” available at: <a href="http://www.assistedogsinternational.org/Standards/ServiceDogStandards.php">www.assistedogsinternational.org/Standards/ServiceDogStandards.php</a></p> <p>Additional standards may be appropriate to meet a school building’s and its students’ needs. The ADI’s sample public access test ensures that an animal has appropriate behavior for a public setting. Available at: <a href="http://www.assistedogsinternational.org/publicaccesstest.php.com">www.assistedogsinternational.org/publicaccesstest.php.com</a></p>

\_\_\_\_\_ The animal is individually trained to perform tasks for the benefit of a student or (Initials) staff member with a disability.

Guidelines	Explanation and Resources
<p>A service animal must perform individualized tasks to mitigate aspects of the student or staff’s disability.</p> <p><b>Medical Recommendation provided by:</b> _____</p> <p><b>Dated:</b> _____</p> <p>Identify individualized tasks:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p>This verification of training helps the school identify necessary IEP related services or 504 plan reasonable accommodations.</p> <p>Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. (28 C.F.R. §36.104)</p>



\_\_\_\_\_ **The animal has a current vaccination tag.**  
(Initials)

<b>Guidelines</b>	<b>Explanation</b>
A service animal's license, vaccinations and certificate of therapy animal status must be current and filed in the student's temporary record.	The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. All vaccinations must be current.

### **Acknowledgement**

- I. I have read and understand GPS's policy and regulation concerning Service Animals.
- II. I understand that the presence of a service animal may present competing educational rights between my student or staff and others at school. These issues may present at any time, and I understand that the Principal must manage them immediately. I will:
  - a. Participate in any meetings requested of me by the Principal;
  - b. Participate in drafting a joint communication to notify other students and staff and their parents/guardians about the placement of the service animal; and
  - c. Authorize the school to disclose information as necessary to balance competing educational interests and integrate the animal into the classroom and the school environment.
- III. I understand that for the safety and protection of students and staff, which is necessary for the safe operation of the school, the school may revoke access because:
  - a. One of the above requirements for a service animal is not present.
  - b. The service animal displays aggression or appears to be an imminent threat to the safety or health of any person in the school. If this occurs, the Principal will immediately contact me to remove the animal from school property and summon Animal Control.
  - c. The adult handler fails to follow the Principal's instructions.
- IV. I understand that a service animal's owner is solely liable for any damage to persons, premises, or facilities that were caused by the service animal. I will hold GPS, its employee, agents, and assigns harmless for any injury to, including death of, the service animal. I understand that staff members are protected from liability arising from actions consistent with GPS policies and administrative procedures.

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Staff/Student/Parent/guardian signature Date

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Animal owner's signature Date

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The Principal and, if applicable, the PPT/IEP or 504 team, based this decision on the information provided in this request. *(Note to Principal: return a copy of this form to the individual(s) making the request, file the original in the student's temporary record, and send a copy to the district's main office.)*

☐ Approved      ☐ Denied

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Principal or designee Date

**P 5141.213****Students****Opioid Overdose Prevention (Emergency Administration of Naloxone)**

Opioid overdoses have become epidemic. Opioid overdose kills thousands of Americans every year. Many of these deaths are preventable through the timely provision of an inexpensive and effective drug called Naloxone (brand name Narcan), an opioid antagonist, and the summoning of emergency responders. Groton Public Schools (GPS) is committed to enhancing the health and safety of individuals within the school environment. Therefore, the GPS Board of Education (Board) adopts this policy in order to provide for opioid overdose responsive measures. The Board directs the adoption of District protocols for the use of Naloxone in emergency situations to assist individuals (students, staff and others) who are suspected of experiencing an opioid overdose on school grounds during school hours. Protocols shall be established in consultation with GPS School Medical Advisor, School Nurse Supervisor and the Superintendent of Schools.

The administration of Naloxone shall be in accordance with this policy, established District protocols, state law and regulations as well as GPS Policy 5141.21, Administering Medication.

The District's School Medical Advisor (or other qualified physician) shall approve this policy, its regulations and any changes prior to adoption by the Board.

The Board, with the advice and approval of the School Medical Advisor and the School Nurse Supervisor, shall biennially review this policy and any regulation and revise, if necessary.

**Definitions**

**"Drug overdose"** means an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. The signs of opioid overdose include unresponsiveness; no consciousness; shallow breathing with, rate less than 10 breaths per minute or not breathing at all; blue or gray face, especially fingernails and lips; and loud, uneven snoring or gurgling noises.

**"Naloxone"** (Narcan) is a medication used to reverse an opioid overdose. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of opioid overdose deaths.

**"Opioid"** is an a type of drug that includes, but is not limited to, illegal drugs such as heroin, as well as opioid pain relievers (OPR) which are prescription medications used to treat pain that may include - morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

## **Emergency Administration of Naloxone –cont.**

### **Authorization and Standing Order**

The GPS School Medical Advisor shall be responsible for prescribing Naloxone for use in the District, establishing protocols for the stocking, storage and use of Naloxone (Narcan) and for and supervising GPS's medical professionals Naloxone who will store and administer Naloxone.

The GPS Medical Advisor shall provide and annually renew a standing order for the administration of Naloxone (Narcan) to students, staff members, or other individuals believed or suspected to be experiencing an opioid overdose on school grounds during school hours. The standing order shall be maintained in the Medical Center office and copies of the standing order shall be kept in each location where Naloxone is stored.

The Board permits school nurses who have received training to administer Naloxone (Narcan) to any person at school or a school event displaying symptoms of an opioid overdose in accord with this policy and established protocols.

### **Training**

School nurses having custody of Naloxone (Narcan) shall be trained in its use and the training documented. Such training program shall include, but is not limited to, the following topics:

1. Recognition of the signs and symptoms that may indicate if an individual is experiencing an opioid overdose
2. Assessment of the individual suspected of an overdose
3. Need for immediate notification of 911
4. Proper use and administration of Naloxone (Narcan)
5. Information on potential adverse reactions
6. Requirements for proper storage and restocking of naloxone (Narcan)
7. Documentation of the event
8. Post administration review with School Nurse Supervisor and Medical Advisor
9. Maintenance of records

### **Acquisition, Storage and Disposal**

Naloxone shall be safely stored in the Medical Center in accordance with the drug manufacturer's instructions and federal and state law and regulation and District protocols. It shall be accessible during school hours.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order of the School Medical Advisor in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof in accordance with internal procedures, manufacturer's recommendations and any applicable state or federal law and regulation and/or Department of Public Health guidelines.

**Emergency Administration of Naloxone –cont.**

**Legal Reference:**

Connecticut General Statutes

10 - 212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a. Administration of medications in schools, at athletic events and to children in school readiness programs.

17a-714a. Immunity and no violation of standard of care for prescribing, dispensing or administering opioid antagonist. Amendment of local emergency medical services plan.

21 a -279Penalty for illegal possession. Alternate sentences. Immunity.

52-557b Good Samaritan law". Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render. Immunity from liability re automatic external defibrillators.

Connecticut Regulations of State Agencies 10-21 20-1 through 10-21 20- 10, inclusive, as amended.

PA 15-198: An Act Concerning Substance Abuse and Opioid Overdose Prevention

PA 16-43: An Act Concerning Opioids and Access to Overdose Reversal Drugs

Policy adopted: \_\_\_\_\_

GROTON PUBLIC SCHOOLS  
Groton, Connecticut

**Groton Public Schools  
NARCAN NASAL SPRAY 4mg  
Medical Director Standing Order**

Naloxone (Narcan) is indicated for the reversal of opioid overdose induced by natural or synthetic opioids and exhibited by respiratory depression or unresponsiveness. NARCAN is delivered by intranasal administration as indicated.

This standing order covers the possession and distribution of NARCAN Nasal Spray 4 mg. The trained nursing staff of GPS may possess and distribute NARCAN Nasal Spray 4mg to a person at risk of experiencing an opioid-related overdose.

**Drug Name:** Naloxone (Narcan)

**Dose:** 4mg - If no response after 2-3 minutes repeat in other nostril (package comes with 2 doses)

**Route:** Intranasal

**Time:** Immediate for reversal of opioid overdose

**Relevant Side Effects:** Restlessness or irritability, body aches, tachycardia, fever, runny nose, sneezing, sweating, yawning, shivering, goose bumps (piloerection), increased blood pressure, abdominal cramps, nausea, vomiting, or diarrhea.

**Prescriber Name & Title:** Dr. Michael Blefeld, MD

**Telephone:** 860-449-8882

**Address:** 495 Gold Star Highway #120  
Groton, CT 06340

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_