

**GROTON PUBLIC SCHOOLS  
GROTON, CONNECTICUT**

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

**Regular Meeting**

**December 16, 2019**

The regular meeting of the Groton Board of Education was held on December 16, 2019, in the CR 1 of the Town Hall Annex.

**I. CALL 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 Daniel Gaiewski.

**PRESENT**

**ABSENT**

Mrs. Kim Shepardson Watson  
Dr. Andrea Ackerman  
Mrs. Jane Giulini  
Mrs. Gretchen Newsome  
Mrs. Elizabeth Porter  
Mrs. Rita Volkmann  
Mrs. Lee White  
Mr. Jay Weitlauf

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  
Mr. Ken Knight, Business Manager  
Miss Addie Clark, Student Representative  
Mr. Zavion Quito, Student Representative

**B. RECOGNITION AND PARTICIPATION AND DELEGATIONS**

**2019 CABA Board of Distinction Award** – Dr. Graner presented the Board with the 2019 CABA Board of Distinction Award.

**C. COMMENTS FROM CITIZENS**

1. Miss Deja Driscoll-Smith, 1333 North Road and Junior Vice President of her class, noted a petition requesting changing the start date of school for the 2020-2021 school year and the reasons for this request.
2. Mrs. Portia Bordelon, 159 Shennecossett Parkway, addressed the following:
  - a. She spoke in support of the petition noted by Miss Smith.
  - b. She noted the Field House and the need for it to be painted.
  - c. She noted that she was approached by citizens regarding obtaining bricks from CMS and WSM in remembrance of each school.
  - d. She noted that the Career Counselor at FHS is a part time position and the many responsibilities of the Career Counselor. She suggested that there should be a Career Fair and made a request that the position be full time.

## II. RESPONSE TO COMMENTS FROM CITIZENS

Mrs. Watson responded to the concerns of Mrs. Bordelon regarding the Career Counselor.

Mrs. Volkmann made a referral that the Board consider making the Career Counselor position a full time position.

Mr. Weitlauf thanked Deja Driscoll-Smith for speaking to the Board of her concern.

## III. STUDENT REPRESENTATIVE REPORT

Updates from Last Meeting:

- The Fitch High School Drama Club performed their first production of the year, Miracle on 34<sup>th</sup> Street, on December 6, 7, and 8, 2019 of this year. Congratulations to all members of the drama club for an amazing performance!
- The Fitch High School Concert Band, Percussion Ensemble, and Jazz Band put on a concert this past Thursday, December 12, 2019.
- Seniors are beginning to hear back from their colleges, so good luck to all seniors hearing back and sending out applications.

Class Council Update:

- Seniors are finishing up a chocolate fundraiser and are beginning to plan for Mr. Falcon.
- Juniors just had a Moe's fundraiser this past Wednesday and are planning to have a Texas Road House Fundraiser when school starts back up again in January.
- Sophomores are continuing to plan for upcoming fundraisers.
- Freshmen completed an in-school fundraiser this past Friday, December 13, 2019, in which students and faculty could pay to duct tape the Principal, Mr. Keleher, to the wall.

More than Words:

- On Thursday, December 12, 2019 the More Than Words club had a meeting with the other More Than Words clubs at Ledyard and New London to talk about various upcoming events, including outreach to other schools.
- More Than Words is also planning an upcoming visit to the middle schools and talking about how to help connect the two schools when they consolidate into one middle school.

Diversity Dinner:

- The More Than Words and Amphora Club are teaming up to put on a Diversity Dinner on January 10, 2020, from 6:00 p.m. to 8:00 p.m., in the Falcon Café at Fitch. There will be cultural food and an open mic for students to share their culture and talents.

Fitch Athletics:

- Basketball is preparing for their first game to start off the season this Friday, December 20, 2019, at 7:00 p.m., and it is a home game.
- Wrestling is ready to win at their match this Wednesday, December 18, 2019.
- A full schedule of all Fitch Athletic Events can be found on the Groton Public School website.

Unified Arts:

- The Unified Arts class at Fitch is working to put up more bulletins to showcase art all around the school.

Fitch Music Department:

- The Fitch Music Department will perform in an in-school concert this Friday, December 20, 2019.

### III. STUDENT REPRESENTATIVE REPORT – cont.

Humanitarian Club:

- The Humanitarian Club is collaborating with Fitch High School Food Services to raise awareness about the change in cafeteria lunches from using Styrofoam trays to more sustainable trays, and is starting a campaign to get more students at Fitch to recycle.

Mid-Term Exams and End-of-the Second Quarter:

- The first semester and second quarter of the 2018-2019 school year is planned to close on Friday, January 24, 2020.

### IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

#### A. SUPERINTENDENT REPORT

1. NEASC Accreditation Visit Update – Amy McKenna and Carmita Hodge gave a PowerPoint presentation of the NEASC Accreditation visit. **[ATTACHMENT #1]**
2. Update re: Groton Middle School Schedule – Dr. Graner noted that the committee is continuing to work on the schedule. The committee got together and completed the Program of Study and it is ready for students to select their classes.

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

##### **1. Assistant Superintendent Report**

- a. Update re: Elementary Magnet Themes – Ms. Austin noted that the teacher survey has been launched this week; the survey is to be completed by teachers by December 19, 2019. Through the Expect Grant she and Dr. Graner were able to meet today with Michael Alves and who will be providing his expertise to the district regarding “controlled choice” programs.

##### **2. Business Office Report [ATTACHMENTS #2]**

- **Object Code Summary**

Ken Knight gave an overview of the Object Code Summary dated December 10, 2019 showing an unexpended balance of \$86,205.

- **Update re: Health Insurance Report**

Ken Knight gave an overview of the Health Insurance Reserve noted that the district is self-insured with the Town; Groton Public School being 2/3 of this account. Mr. Knight noted that we are required to maintain a minimum of 25% of the claims in reserve in a health insurance “corridor.”

##### **3. Director of Buildings and Grounds Report**

- **Groton 2020:**

- Mr. Kilpatrick noted that he, Dr. Graner, Rick Norris, and the project leaders went to Hartford to get authorization to go out to bid on the elementary school project planned for the CMS site.
- Mr. Kilpatrick noted that the Groton Middle School project is on schedule.
- Mr. Kilpatrick noted that he was scheduled to go to Hartford tomorrow regarding the WSM project; however, that meeting has been rescheduled for January 7, 2020.

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

➤ **CC Engineering Inspection:**

- Mr. Kilpatrick noted that Mr. Greenleaf, former Director of Buildings and Grounds, had received a reminder notice on his phone that a 10 year inspection was due for Claude Chester School cafeteria.

➤ **Update re: State Department of Health proposal of water testing for schools:**

- Mr. Kilpatrick noted that he had taken the results to Hartford last week and that they were impressed with what we have done thus far. It was noted that there is a proposal that suppliers would need to test every 5 years and Early Childhood Centers every 2 years. A suggestion was made to test every other year. This item will be discussed with the Facilities Committee in the future.

**IV. COMMITTEE REPORTS**

1. **Finance/Facilities Committee:**

Mr. Weitlauf noted that the Finance/Facilities Committee met on December 5, 2019. The committee discussed several of the items noted by Mr. Kilpatrick; FY 21 budget development was discussed; they reviewed the advertising form; and they discussed non-union salaries, wages, and stipends.

2. **Policy Committee:**

Mrs. White noted that the Policy Committee met and noted the policies on the agenda for a first and second reading.

3. **Curriculum Committee:**

There was no report

5. **LEARN:**

Mrs. Volkmann noted that the Regular Board of LEARN met last Thursday with the Deputy Director and the Certified Behavioral Analyst who gave a presentation regarding school avoidance; she noted that Central Connecticut State College has entered into a partnership with LEARN so that teachers can get their 92 certificate, and she noted the tuition increases.

6. **Town & City Councils/RTM/Board Liaison Committee:**

There was no report.

7. **GEA/AGSA/BOE Liaison Committee:**

There was no report

8. **Groton Scholarship:**

There was no report.

9. **Trails Liaison:**

There was no report.

V. ACTION ITEMS

A. CONSENT CALENDAR

A. RESOLUTION ACCEPTING BOARD MINUTES

RESOLVED, that the regular meeting minutes of November 25, 2019 and December 9, 2019, is hereby accepted.

MOTION: White, Volkmann:

To approve the Consent Calendar.

**PASSED - UNANIMOUSLY**

B. Old Business

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

MOTION: Ackerman, Weitlauf:

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

MOTION: Watson, Porter:

An amendment was made to the motion as follows:

Teachers will start on August 27, 28, 31, 2020  
Students will start September 1, 2020  
November 25, 2020 will remain a full day off  
February 16, 2021 will be a full day off (President's Day Weekend  
Feb. 15 & 16)  
Last day of school will be June 15, 2021, which is the 181<sup>st</sup> day

**VOTE ON THE AMENDMENT: PASSED – UNANIMOUSLY**

**VOTE ON MAIN MOTION WAS AMENDED: PASSED –  
UNANIMOUSLY**

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

MOTION: Weitlauf, Giuliani:

To approve as a second reading of policy P 5141.214 Sunscreen

**PASSED - UNANIMOUSLY**

3. 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 #4)

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

**PASSED – UNANIMOUSLY**

**C. New Business**

1. Discussion and possible action regarding a first reading of policy P 5141.213 Emergency Administration of Naloxone (Attachment #5)

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

**PASSED - UNANIMOUSLY**

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.

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

1. Mr. Weitlauf noted that he had heard from several parents regarding the calendar.
2. Mrs. White noted that she attended the orchestra program and it was outstanding.
3. Mrs. Volkmann noted the following:
  - a. That she has been contacted regarding the school calendar
  - b. That she would like the district to consider discussing the merit in using silverware versus plastic. She made a referral for Board discussion on this item.
  - c. She made a referral for discussion of again having an Alternative High School.
4. Mrs. Porter noted the following:
  - a. That she has been working at CMS with Rick Murallo regarding National History Day.
  - b. That judges are needed at NFA on March 7, 2019 for National History Day.
  - c. That volunteers are need to work on the census.
5. Mrs. Newsome noted that she has heard from 5<sup>th</sup> and 6<sup>th</sup> grade parents concerned with children sitting through 82 minute classes.
6. Mrs. Giuliani noted that she is looking forward to the FHS walk through.
7. Dr. Ackerman noted the January 19, 2020 Martin Luther King Ecumenical Program at St. James Church.

VII. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items

As noted in the agenda.

B. Suggested Agenda Items

Mrs. Watson noted the three referrals made by Mrs. Volkmann – discussion of having an Alternative High School; the use of silverware versus plastic; and making the Career Counselor position full time.

VIII. EXECUTIVE SESSION

MOTION: Watson, Ackerman: To go into Executive Session at 8:40 p.m. for the purpose of discussing additional Early Retirement requests and to invite Dr. Graner, Mr. Knight, and Ms. Austin to attend.  
**PASSED – UNANIMOUSLY**

Additional Early Retirement requests were discussed. No action was taken.

MOTION: Ackerman, Newsome: To return to Open Session at 8:40 p.m.  
**PASSED – UNANIMOUSLY**

MOTION: White, Ackerman: To approve three additional Teacher Early Retirement Incentives  
**PASSED – UNANIMOUSLY**

VIII. ADJOURNMENT

MOTION: Ackerman, Porter: To adjourn at 8:42 p.m.  
**PASSED - UNANIMOUSLY**

# **NEASC Updates**

Shared by:  
NEASC Coordinators,  
Carmita Hodge and Amy McKenna  
**December 16, 2019**



## **Overview of NEASC Process**

- School Year 2019-2020 is Year One in our Accreditation Cycle
- Year One Goal
  - Prepare for the Collaborative Visit from our NEASC evaluation team in Spring 2020
- Year One Work
  - Revisit school Core Values and Beliefs about Learning
  - Create our Vision of the Graduate
  - Complete our Self Reflection
- Year One Participants
  - Steering Committee
  - Self Reflection Committee with faculty support
  - Stakeholders- school community and local community

## Vision of the Graduate- Our Process

- **July 2019-** Community Stakeholder VoG Activity
- **August 2019-** Faculty, VoG Activity
- **September 2019-** Survey BoE, students and parents with top attributes as defined by Community Stakeholders and Faculty
- **September 2019-** Drafting 4 sentences with attributes in mind
- **October 2019-** Share drafts with NEASC committee, administrators, and dept. chairs to make sure faculty ideas and priorities are included in the 4 sentences
- **October 2019-** Engage student artists in weekly CTL meetings for graphic sketches and updated sketches
- **November 12-** Present draft art and text to faculty
- **December 16 (TODAY)-** Update Board of Education
- **November-January-** Committee drafts Self Reflection Report
- **April 23-24, 2020-** Collaborative Conference Visit
- **May/June 2020-** Steering Committee writes School Growth Plan

# The Vision of the Fitch Graduate

**R I S E**

## Our sentence frame...

**The Fitch graduate demonstrates continuous commitment to....**

Why we have it...

We look at our Vision of the Graduate as a growth model. We meet the student where they are, and we support them as they RISE. The expectation is that they continue to grow throughout life.

# **RISE**

## **R - Resilient Individual**

The Fitch graduate demonstrates continuous commitment to personal growth and wellness by independently accepting challenges, engaging in hard work, and developing resilience to thrive as an individual.

## **I - Innovative Learner**

The Fitch graduate demonstrates continuous commitment to intellectual growth in critical thinking, problem solving, creativity, and knowledge across the disciplines.

## **S - Socially Aware Citizen**

The Fitch graduate demonstrates continuous commitment to cultural understanding and interaction by actively promoting social awareness, civic responsibility, and dedication to the local and global community.

## **E - Engaged Communicator**

The Fitch graduate demonstrates continuous commitment to effective and purposeful communication that exhibits open-mindedness, respectful collaboration, empathetic listening, and a clear, comprehensive presentation of ideas.

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# About the Artwork

# The Vision of the Fitch Graduate



This is a draft of the art work. Presentation will detail the plan for changes.

# Questions and Comments?

**Thank You!**

*As always, thank you for your time this evening!*

## Attachment #2

## Groton Public Schools

Date prep: 12/10/19 4:30 PM FY20 Budget Summary Review									
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	9,483,856	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	148,888	20,471	169,359	446,438	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	587-596	176,060	42,966	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, 600	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:		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>									
<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	118,614	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:		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>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 Instrucl 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	57,039	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**

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Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 12/11/2019	Under/(Over)

**Communications**

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 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>46,885</b>	<b>229</b>	<b>47,115</b>	<b>82,732</b>	<b>63.7%</b>	<b>130,035</b>	<b>(188)</b>

**Tuition: Special Education**

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
<b>158</b>		<b>4,550,000</b>	<b>1,472,801</b>	<b>1,965,549</b>	<b>3,438,350</b>	<b>1,111,650</b>	<b>24.4%</b>	<b>4,317,852</b>	<b>232,148</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	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
<b>162</b>		<b>1,350,000</b>	<b>1,106,940</b>	<b>385,112</b>	<b>1,492,052</b>	<b>(142,052)</b>	<b>(10.5%)</b>	<b>1,492,052</b>	<b>(142,052)</b>
<b>163 Total Transportation, Insurance, Communication, Tuition</b>		<b>11,374,175</b>	<b>4,450,070</b>	<b>2,370,246</b>	<b>6,820,316</b>	<b>4,553,859</b>	<b>40.0%</b>	<b>11,285,904</b>	<b>88,271</b>

**Supplies**

**Instructional Supplies**

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)
<b>181</b>		<b>565,721</b>	<b>151,747</b>	<b>30,243</b>	<b>181,991</b>	<b>383,730</b>	<b>67.8%</b>	<b>426,663</b>	<b>137,058</b>

**Computer Supplies**

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)
<b>184</b>		<b>611,609</b>	<b>519,146</b>	<b>83,991</b>	<b>603,137</b>	<b>8,472</b>	<b>1.4%</b>	<b>607,047</b>	<b>4,562</b>

**Electricity & Heating**

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
<b>188</b>		<b>1,329,186</b>	<b>487,752</b>	<b>2,555</b>	<b>490,307</b>	<b>838,879</b>	<b>63.1%</b>	<b>1,317,568</b>	<b>11,618</b>

**Transportation Supplies**

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	-
<b>191</b>		<b>308,068</b>	<b>88,323</b>	<b>0</b>	<b>88,323</b>	<b>219,745</b>	<b>71.3%</b>	<b>308,068</b>	<b>0</b>

**Textbooks & Library Books**

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	-
<b>197</b>		<b>168,330</b>	<b>48,073</b>	<b>4,943</b>	<b>53,016</b>	<b>115,314</b>	<b>68.5%</b>	<b>165,956</b>	<b>2,374</b>

**Groton Public Schools**

Date prep:		FY20 Budget Summary Review							
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Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 12/11/2019	Under/(Over)
<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**

		FY20			FY20			12/1/2019	
Function		Budget	Expended	Encumbered	Total	Remaining		FY20	
No.	Description	2019-2020	2019-2020	2019-2020	2019-2020	Balance	%	Estimated	Increase
								2019-2020	(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	73,737	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	(3,101)
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%

**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.***

**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">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)

Guidelines	Explanation
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

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

**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; non 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: \_\_\_\_\_