

**GROTON BOARD OF EDUCATION  
REGULAR MEETING  
NOVEMBER 23, 2020 @ 6:00 P.M.  
REMOTE MEETING**

NOTE: This meeting is being held remotely due to the Coronavirus concern. Members of the public may view or listen to the meeting by following the below steps:

- 1) Using Google Chrome browser, go to [www.grotonschools.org](http://www.grotonschools.org)
- 2) Hover your mouse over "About Us" and click on Board of Education
- 3) The link to the meeting will be posted prominently on the Board of Education page

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. Election of Officers
- C. Discussion and possible action re: the appointment of the Superintendent of Schools

MOTION: To approve the appointment of Susan Austin as Superintendent of Schools effective January 1, 2021.

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

III. 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 of Citizens' portion of the Board meeting. Citizens should state their names and addresses for the record.

IV. RESPONSE TO COMMENTS FROM CITIZENS

V. STUDENT REPRESENTATIVE REPORT

VI. SUPERINTENDENT AND ADMINISTRATION REPORTS

- A. Superintendent Report
  - 1. Update re: post-Thanksgiving Instructional Program
  - 2. Update re: CIAC Winter Athletic Schedule
  - 3. Update re: the DEI Book Club Discussion
- B. Reports and Information from the Staff
  - 1. Assistant Superintendent
    - Update re: Hybrid/Full Distance Learning Program
    - Overview of the Teachers College Writing Program Grant Closeout
  - 2. Business Manager Report
    - Object Code Summary (Attachment #1)
    - Health Insurance Report (Attachment #2)
  - 3. Director of Buildings and Grounds
    - Topping Off Ceremony at Thames River
    - Discussion of the Status of the Three Schools Slated to be Closed

VII. COMMITTEE REPORTS

- A. Policy
- B. Curriculum
- C. Finance/Facilities
- D. Other
  - LEARN
  - TCC/RTM/BoE Liaison
  - BoE/AGSA/GEA Liaison
  - Groton Scholarship
  - Superintendent Search
  - Athletic Fields

VIII. 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 October 26, 2020 (Attachment #3)
  - 2. Approval of the Special Meeting minutes of November 16, 2020 (Attachment #4)
  - 3. Approval of Gifts
    - The Knights of Columbus made a donation of \$250 to the Transition Academy for the Academy's use of the Groton Community Center for their fitness program
    - The Knights of Columbus made a donation of \$509.28 to the Transition Academy
- B. Old Business
- C. New Business
  - 1. Discussion and possible action regarding the retention of Mary Morrisson for future use by the Robotics team and/or use as swing space.

MOTION: To approve the retention of Mary Morrisson for future use by the Robotics team and/or use as swing space.

C. New Business (Cont'd)

2. Discussion & possible action re: the transfer of Claude Chester Elementary School and S.B. Butler Elementary School to the town of Groton.

MOTION: To approve the transfer of Claude Chester Elementary School and S.B. Butler Elementary School to the town of Groton following the 2020-21 school year.

3. Discussion and possible action regarding a first reading of policy P 4118.112 Sexual Harassment (Personnel) (Attachment #5).

MOTION: To approve policy P 4118.112 Sexual Harassment as a first reading

4. Discussion and possible action regarding a first reading of policy P 5145.5 Sexual Harassment (Students) (Attachment #6).

MOTION: To approve policy P 5145.5 Sexual Harassment as a first reading.

5. Discussion & possible action re: the contract for the new Superintendent of Schools. (It is anticipated that this item will be held in executive session.)

IX. INFORMATION AND PROPOSALS (Non-Action Items)

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

X. ADVANCE PLANNING

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

Dec. 7	Policy	5:00 p.m.
Dec. 7	Special Finance/Facilities	6:00 p.m.
Dec. 14	Special Curriculum	4:00 p.m.
Dec. 14	C.O.W.	6:00 p.m.
Dec. 21	Regular	6:00 p.m.

Meetings w/Town Bodies:

Dec. 2	Town & City Councils/RTM/BoE	5:30 p.m.
Dec. 3	PSBC	6:00 p.m.
Dec. 17	PSBC	6:00 p.m.

- B. Suggested Agenda Items

XI. ADJOURNMENT

## Groton Public Schools

Date prep: 11/18/20 4:12 PM		FY21 Budget Summary Review							
Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 11/17/2020	Under/(Over)
<b>Salaries</b>									
1 Administrators	105-108	4,642,710	1,818,163	2,831,887	4,650,050	(7,340)	(0.2%)	4,656,388	(13,678)
2 Teachers	101-104,109,123-127	34,415,719	8,157,540	25,847,520	34,005,060	410,659	1.2%	34,221,888	193,831
3 Non-Cert Aides	110-111,130-131,136,139	3,578,209	1,010,456	0	1,010,456	2,567,753	71.8%	3,503,098	75,111
4 Substitute - Cert & Non-Cert	120-121	979,580	244,546	250	244,796	734,784	75.0%	881,967	97,613
5 Clerical	112-114,132-134,144	1,876,870	665,829	43,192	709,021	1,167,849	62.2%	1,876,870	0
6 Custodial/Maintenance/Techs	117-118,129,137-138,147-148	3,563,841	1,202,811	184,796	1,387,607	2,176,234	61.1%	3,563,841	0
7 Campus Security/Supervision	128	146,610	49,732	0	49,732	96,878	66.1%	146,610	0
8 <b>Total Salaries</b>	<b>100</b>	<b>49,203,539</b>	<b>13,149,078</b>	<b>28,907,645</b>	<b>42,056,722</b>	<b>7,146,817</b>	<b>14.5%</b>	<b>48,850,662</b>	<b>352,877</b>
<b>Benefits</b>									
9 Health Insurance	201-202	7,965,817	2,566,894	0	2,566,894	5,398,923	67.8%	7,965,817	0
10 Workers Comp & Town Pension	211,213	927,138	0	0	0	927,138	100.0%	927,138	0
11 Social Security & Medicare	212,214	1,433,611	500,048	0	500,048	933,563	65.1%	1,416,923	16,688
12 Other Benefits	222-227	129,157	138,740	0	138,740	(9,583)	(7.4%)	164,923	(35,766)
13 <b>Total Benefits</b>	<b>200</b>	<b>10,455,723</b>	<b>3,205,682</b>	<b>0</b>	<b>3,205,682</b>	<b>7,250,041</b>	<b>69.3%</b>	<b>10,474,801</b>	<b>(19,078)</b>
<b>Purchased Services</b>									
14 Instructional Services	321-324	153,921	62,037	5,500	67,537	86,384	56.1%	154,166	(245)
15 Professional Services	331	261,078	53,099	54,543	107,642	153,436	58.8%	333,810	(72,732)
16 Other Prof Services	332	600,634	67,721	208,749	276,470	324,164	54.0%	600,573	61
17 OT & PT Services	333	665,591	24,260	659,676	683,937	(18,346)	(2.8%)	683,937	(18,346)
18 Legal	334	70,000	24,187	0	24,187	45,813	65.4%	60,050	9,950
19 Athletic Officials & Other Athletic Serv	341-342	77,676	11,209	0	11,209	66,467	85.6%	77,676	0
20 Computer Network Services	343	139,235	79,378	31,199	110,577	28,658	20.6%	110,577	28,658
21 <b>Total Purchased Services</b>	<b>300</b>	<b>1,968,135</b>	<b>321,891</b>	<b>959,667</b>	<b>1,281,558</b>	<b>686,577</b>	<b>34.9%</b>	<b>2,020,788</b>	<b>(52,653)</b>
<b>Property Services</b>									
22 Water & Sewer	410-411	99,801	22,204	1,597	23,801	76,000	76.2%	99,801	0
23 Trash & Snow Removal	421-422	156,600	23,396	59,624	83,020	73,580	47.0%	156,600	0
24 Repair/Maintenance	430-435,490-491,499	486,970	130,053	26,170	156,224	330,746	67.9%	487,613	(643)
25 Rental	441	124,442	29,771	36,462	66,233	58,209	46.8%	124,442	0
26 <b>Total Property Services</b>	<b>400</b>	<b>867,813</b>	<b>205,425</b>	<b>123,853</b>	<b>329,278</b>	<b>538,535</b>	<b>62.1%</b>	<b>868,456</b>	<b>(643)</b>
<b>Transportation, Insurance, Communications, Tuition</b>									
27 Transportation: Schools	510-513	4,855,917	532,667	0	532,667	4,323,250	89.0%	5,096,168	(240,251)
28 Transportation: Student Activities	587-596	176,589	465	2,153	2,618	173,971	98.5%	176,729	(140)
29 Transportation: Staff	580-584	124,941	10,812	145	10,957	113,984	91.2%	106,037	18,904
30 Insurance	522-525	302,400	293,959	0	293,959	8,441	2.8%	309,985	(7,585)
31 Communications	530-552	124,735	47,272	2,725	49,997	74,738	59.9%	123,281	1,454
32 Tuition: Special Education	561-563,568	4,481,290	454,629	1,392,275	1,846,903	2,634,387	58.8%	4,468,779	12,511
33 Tuition: Other	564-567	1,484,839	207,000	844,035	1,051,035	433,804	29.2%	1,400,852	83,987
34 <b>Total Trans, Ins, Comm, Tuition</b>	<b>500</b>	<b>11,550,711</b>	<b>1,546,804</b>	<b>2,241,333</b>	<b>3,788,136</b>	<b>7,762,575</b>	<b>67.2%</b>	<b>11,681,831</b>	<b>(131,120)</b>
<b>Supplies</b>									
35 Instructional Supplies	601-609,613-619,622-623,628	468,326	127,228	77,084	204,312	264,014	56.4%	479,662	(11,336)
36 Computer Supplies	610-612	642,796	424,180	42,101	466,282	176,514	27.5%	629,741	13,055
37 Electricity & Heating	631-633	1,344,801	387,920	2,920	390,840	953,961	70.9%	1,344,801	0
38 Transportation Supplies	634,658	247,010	32,989	0	32,989	214,021	86.6%	247,010	0
39 Textbooks & Library Books	640-642,645,647	121,597	19,693	11,013	30,706	90,891	74.7%	128,248	(6,651)
40 Facility/Maintenance Supplies	650,652-655,657,659	320,220	211,935	70,601	282,536	37,684	11.8%	316,251	3,969
41 Other Supplies (staff dev., etc.)	621,624-627,690	72,762	26,425	10,834	37,258	35,504	48.8%	73,465	(703)
42 <b>Total Supplies</b>	<b>600</b>	<b>3,217,512</b>	<b>1,230,370</b>	<b>214,553</b>	<b>1,444,923</b>	<b>1,772,589</b>	<b>55.1%</b>	<b>3,219,178</b>	<b>(1,666)</b>
<b>Equipment</b>									
43 Instructional Equipment	730,735	64,504	11,661	46,319	57,980	6,524	10.1%	95,886	(31,382)
44 Non-Instructional Equip	731,736	26,312	4,772	48,242	53,014	(26,702)	(101.5%)	8,096	18,216
45 <b>Total Equipment</b>	<b>700</b>	<b>90,816</b>	<b>16,433</b>	<b>94,561</b>	<b>110,994</b>	<b>(20,178)</b>	<b>(22.2%)</b>	<b>103,983</b>	<b>(13,167)</b>
46 <b>Total Dues &amp; Fees</b>	<b>800</b>	<b>83,841</b>	<b>59,051</b>	<b>75</b>	<b>59,126</b>	<b>24,715</b>	<b>29.5%</b>	<b>85,225</b>	<b>(1,384)</b>
47 <b>GRAND TOTAL</b>		<b>77,438,090</b>	<b>19,734,733</b>	<b>32,541,686</b>	<b>52,276,419</b>	<b>25,161,671</b>	<b>32.5%</b>	<b>77,304,924</b>	<b>133,166</b>

**Groton Public Schools**

Date prep:	FY21 Budget Summary Review							
	11/18/20 4:12 PM							

Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 11/17/2020	Under/(Over)
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**Salaries**

**Administrators**

48 Admin	105	1,053,227	437,233	632,933	1,070,166	(16,939)	(1.6%)	1,066,905	(13,678)
49 Principals	106	1,256,347	504,518	771,276	1,275,795	(19,448)	(1.5%)	1,256,347	-
50 Asst. Principals	107	1,956,027	772,245	1,238,683	2,010,929	(54,902)	(2.8%)	1,956,027	-
51 Dean	108	377,109	104,167	188,994	293,161	83,948	22.3%	377,109	-
52		4,642,710	1,818,163	2,831,887	4,650,050	(7,340)	(0.2%)	4,656,388	(13,678)

**Teachers**

53 Classroom Teachers	101 & 119	24,172,827	5,788,935	18,651,433	24,440,368	(267,541)	(1.1%)	23,995,213	177,614
54 Sp.Ed Certified	102	7,462,674	1,757,295	5,786,967	7,544,262	(81,588)	(1.1%)	7,500,582	(37,908)
55 Media Specialist	103	730,616	168,327	562,289	730,616	0	0.0%	730,616	-
56 Guidance	104	1,088,601	257,195	837,778	1,094,973	(6,372)	(0.6%)	1,088,601	-
57 Athletic Director	109	11,769	5,016	9,053	14,069	(2,300)	(19.5%)	11,769	-
58 Summer School	123	8,206	41,771	0	41,771	(33,565)	(409.0%)	8,206	-
59 Adult Ed	124	39,905	11,002	0	11,002	28,903	72.4%	39,905	-
60 Tutors	125	478,270	128,000	0	128,000	350,271	73.2%	424,145	54,125
61 Coach Stipends	126	344,247	0	0	0	344,247	100.0%	344,247	-
62 Other Student Activities	127	78,604	0	0	0	78,604	100.0%	78,604	-
63		34,415,719	8,157,540	25,847,520	34,005,060	410,659	1.2%	34,221,888	193,831

**Non-Cert Aides**

64 Reg.Ed Teacher Aides - Kindergarten	110 & 130	393,049	83,011	0	83,011	310,038	78.9%	393,049	-
65 Sp.Ed Aides - Para I	111	758,192	214,061	0	214,061	544,131	71.8%	908,513	(150,321)
66 Sp.Ed Aides - Para II	131	2,012,619	613,776	0	613,776	1,398,843	69.5%	1,787,187	225,432
67 School Bus Aides	136	402,029	86,734	0	86,734	315,295	78.4%	402,029	-
68 Other Aides	139	12,320	12,874	0	12,874	(554)	(4.5%)	12,320	-
69		3,578,209	1,010,456	0	1,010,456	2,567,753	71.8%	3,503,098	75,111

**Substitute**

70 Substitute Sp.Ed Certified	121	82,989	8,949	0	8,949	74,040	89.2%	82,989	-
71 Substitute Reg.Ed Certified	120	896,591	235,597	250	235,847	660,744	73.7%	798,978	97,613
72		979,580	244,546	250	244,796	734,784	75.0%	881,967	97,613

**Clerical**

73 Clerical	112*113*114*132*133*134*143*144	1,876,870	665,829	43,192	709,021	1,167,849	62.2%	1,876,870	0
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**Custodial/Maintenance/Techs**

74 Custodial	117 & 137	1,938,622	646,367	45,194	691,561	1,247,061	64.3%	1,938,622	-
75 Maintenance	118 & 138	813,603	286,013	45,714	331,727	481,876	59.2%	813,603	-
76 Technicians	129 & 149	705,116	251,106	93,888	344,994	360,122	51.1%	705,116	-
77 Custodial Overtime	147	87,200	16,876	0	16,876	70,324	80.6%	87,200	-
78 Maintenance Overtime	148	19,300	2,449	0	2,449	16,851	87.3%	19,300	-
79		3,563,841	1,202,811	184,796	1,387,607	2,176,234	61.1%	3,563,841	0

**Security**

80 Security/Supervision	128	146,610	49,732	0	49,732	96,878	66.1%	146,610	-
81 Total Salaries		49,203,539	13,149,078	28,907,645	42,056,722	7,146,817	14.5%	48,850,662	352,877

**Benefits**

**Health Insurance**

82 Group Ins. Prof	201	6,096,027	2,057,773	0	2,057,773	4,038,254	66.2%	6,096,027	-
83 Group Ins. Other	202	1,869,790	509,121	0	509,121	1,360,669	72.8%	1,869,790	-
84		7,965,817	2,566,894	0	2,566,894	5,398,923	67.8%	7,965,817	0

**Workers Comp & Town Pension**

85 Worker's Compensation	211	515,238	0	0	0	515,238	100.0%	515,238	-
86 Town Pension	213	411,900	0	0	0	411,900	100.0%	411,900	-
87		927,138	0	0	0	927,138	100.0%	927,138	0

**Social Security & Medicare**

88 Social Security	212	720,155	239,137	0	239,137	481,018	66.8%	708,584	11,571
89 Medicare	214	713,456	260,911	0	260,911	452,545	63.4%	708,339	5,117
90		1,433,611	500,048	0	500,048	933,563	65.1%	1,416,923	16,688

**Other Employee Benefits**

91 Retirement Awards	222	1,657	37,423	0	37,423	(35,766)	(2158.5%)	37,423	(35,766)
92 Unemployment	223	50,000	57,058	0	57,058	(7,058)	(14.1%)	50,000	-
93 Tuition Reimb Certified	224	76,000	44,259	0	44,259	31,741	41.8%	76,000	-
95 Mentor Stipend	227	1,500	0	0	0	1,500	100.0%	1,500	-
96		129,157	138,740	0	138,740	(9,583)	(7.4%)	164,923	(35,766)
97 Total Benefits		10,455,723	3,205,682	0	3,205,682	7,250,041	69.3%	10,474,801	(19,078)

**Groton Public Schools**

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<b>Purchased Services</b>									
<b>Instructional Services</b>									
98 Instructional Services	321 & 323	112,421	57,386	190	57,576	54,845	48.8%	112,421	-
99 Instruct Improvement Services	322 & 324	41,500	4,651	5,310	9,961	31,539	76.0%	41,745	(245)
100		153,921	62,037	5,500	67,537	86,384	56.1%	154,166	(245)
<b>Professional Services</b>									
101 Professional Services	331	261,078	53,099	54,543	107,642	153,436	58.8%	333,810	(72,732)
102 Other Professional Services	332	600,634	67,721	208,749	276,470	324,164	54.0%	600,573	61
103 OT & PT Services	333	665,591	24,260	659,676	683,937	(18,346)	(2.8%)	683,937	(18,346)
104 Legal Services	334	70,000	24,187	0	24,187	45,813	65.4%	60,050	9,950
105		1,597,303	169,267	922,968	1,092,235	505,068	31.6%	1,678,370	(81,067)
<b>Athletic Officials &amp; Other Athletic Services</b>									
106 Athletic Officials	341	64,776	11,209	0	11,209	53,567	82.7%	64,776	-
107 Other Athletic Services	342	12,900	0	0	0	12,900	100.0%	12,900	-
108		77,676	11,209	0	11,209	66,467	85.6%	77,676	0
<b>Computer Network Services</b>									
109 Computer Network Services	343	139,235	79,378	31,199	110,577	28,658	20.6%	110,577	28,658
110 Total Purchased Services		1,968,135	321,891	959,667	1,281,558	686,577	34.9%	2,020,788	(52,653)
<b>Property Services</b>									
<b>Water/Sewer</b>									
111 Water	410	65,527	14,230	1,597	15,827	49,700	75.8%	65,527	-
112 Sewer	411	34,274	7,975	0	7,975	26,299	76.7%	34,274	-
113		99,801	22,204	1,597	23,801	76,000	76.2%	99,801	0
<b>Trash &amp; Snow Removal</b>									
114 Trash Removal	421	86,600	23,396	59,624	83,020	3,580	4.1%	86,600	-
115 Snow Removal	422	70,000	0	0	0	70,000	100.0%	70,000	-
116		156,600	23,396	59,624	83,020	73,580	47.0%	156,600	0
<b>Repair/Maintenance</b>									
117 Equipment Repairs	430	115,719	25,491	3,020	28,511	87,208	75.4%	116,334	(615)
118 Grounds Repairs	431	170,017	56,109	12,061	68,170	101,847	59.9%	170,017	-
119 General Bldg Repairs	432	50,912	9,110	0	9,110	41,802	82.1%	50,912	-
120 Painting	433	10,000	0	0	0	10,000	100.0%	10,000	-
121 Heat & Plumbing	434	46,063	5,094	0	5,094	40,969	88.9%	46,063	-
122 Electrical	435	11,947	702	0	702	11,245	94.1%	11,947	-
123 Extermination Services	490	12,268	4,976	7,320	12,296	(28)	(0.2%)	12,296	(28)
124 Bldg Fire Protection	491	45,898	3,241	2,994	6,235	39,663	86.4%	45,898	-
125 Bldg Safety Services	492	0	9,771	0	9,771	(9,771)	-	-	-
126 Other Purch Services	499	24,146	15,561	775	16,336	7,810	32.3%	24,146	-
127		486,970	130,053	26,170	156,224	330,746	67.9%	487,613	(643)
<b>Rental</b>									
128 Rental	441	124,442	29,771	36,462	66,233	58,209	46.8%	124,442	-
129 Total Property Services		867,813	205,425	123,853	329,278	538,535	62.1%	868,456	(643)
<b>Transportation, Insurance, Communications, Tuition</b>									
<b>Transportation: Schools</b>									
130 Reg.Ed Pupil Transportation	510 & 516	2,877,836	317,025	0	317,025	2,560,811	89.0%	3,118,087	(240,251)
131 Sp.Ed - Trans - STA	511	1,063,596	137,227	0	137,227	926,369	87.1%	1,063,596	-
132 Sp.Ed - Trans - Curtin	512	902,235	78,415	0	78,415	823,820	91.3%	902,235	-
133 Pupil Transp Reimbursement	513	12,250	0	0	0	12,250	100.0%	12,250	-
134		4,855,917	532,667	0	532,667	4,323,250	89.0%	5,096,168	(240,251)
<b>Transportation: Other</b>									
135 Transportation - Athletics	587	106,430	0	1,453	1,453	104,977	98.6%	106,430	-
136 Transportation - Field Trips	588	51,553	0	700	700	50,853	98.6%	51,553	-
137 Entry Fees - Athletics	591 & 592	13,216	465	0	465	12,751	96.5%	13,356	(140)
138 Admission Fees	595	5,390	0	0	0	5,390	100.0%	5,390	-
140		176,589	465	2,153	2,618	173,971	98.5%	176,729	(140)
<b>Transportation: Staff</b>									
141 Travel - Education	580 & 581	8,800	6	0	6	8,794	99.9%	8,800	-
142 Travel - Admin	582 & 583	30,300	9,112	0	9,112	21,188	69.9%	30,300	-
143 Travel - Conferences	584	85,841	1,694	145	1,839	84,002	97.9%	66,937	18,904
144		124,941	10,812	145	10,957	113,984	91.2%	106,037	18,904
<b>Liability &amp; Accident Insurance</b>									
145 Liability Insurance	522	286,374	293,959	0	293,959	(7,585)	(2.6%)	293,959	(7,585)
146 Accident Insurance	525	16,026	0	0	0	16,026	100.0%	16,026	-
147		302,400	293,959	0	293,959	8,441	2.8%	309,985	(7,585)

**Groton Public Schools**

Date prep:	FY21 Budget Summary Review							
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Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 11/17/2020	Under/(Over)
<b>Communications</b>									
148 Telephone, Telephone Repairs	530	68,810	37,936	1,000	38,936	29,874	43.4%	68,810	-
149 Postage	531	39,425	5,513	0	5,513	33,912	86.0%	37,971	1,454
150 Advertisement	540	5,000	1,392	1,725	3,117	1,883	37.7%	5,000	-
151 Minority Recruitment	541	0	0	0	0	0		-	-
152 Printing Admin	550	7,500	2,031	0	2,031	5,469	72.9%	7,500	-
153 School Publications	551 & 552	4,000	400	0	400	3,600	90.0%	4,000	-
154		124,735	47,272	2,725	49,997	74,738	59.9%	123,281	1,454
<b>Tuition: Special Education</b>									
155 Sp.Ed Vocational	561	461,250	10,937	13,704	24,641	436,609	94.7%	461,250	-
156 Sp.Ed BoE Placements	562	2,447,750	392,333	852,666	1,244,999	1,202,751	49.1%	2,371,055	76,695
157 Sp.Ed State Placements	563	600,000	51,358	73,160	124,519	475,481	79.2%	664,184	(64,184)
158 Sp.Ed Magnet Choice	568	972,290	0	452,745	452,745	519,545	53.4%	972,290	-
159		4,481,290	454,629	1,392,275	1,846,903	2,634,387	58.8%	4,468,779	12,511
<b>Tuition: Other</b>									
160 Adult Ed	564	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
161 Magnet Tuition	566	1,148,955	0	741,690	741,690	407,265	35.4%	1,091,507	57,448
162 Vo Ag Reg.Ed Tuition	567	125,884	0	102,345	102,345	23,539	18.7%	102,345	23,539
163		1,484,839	207,000	844,035	1,051,035	433,804	29.2%	1,400,852	83,987
164 Total Transportation, Insurance, Communication, Tuition		11,550,711	1,546,804	2,241,333	3,788,136	7,762,575	67.2%	11,681,831	(131,120)
<b>Supplies</b>									
<b>Instructional Supplies</b>									
165 General Classroom	601	101,351	22,811	11,031	33,842	67,509	66.6%	98,758	2,593
166 Science	602	21,150	4,468	275	4,743	16,407	77.6%	21,150	-
167 Arts & Crafts	603	20,350	5,414	6,113	11,527	8,823	43.4%	21,630	(1,280)
168 Phys. Ed	604	12,400	3,433	1,501	4,933	7,467	60.2%	13,447	(1,047)
169 Music	605	18,850	3,476	7,569	11,045	7,805	41.4%	20,584	(1,734)
170 Kindergarten	606	5,800	2,420	0	2,420	3,380	58.3%	5,989	(189)
171 Pupil Tests	607	70,225	13,932	13,402	27,334	42,891	61.1%	70,559	(334)
172 Tech. Ed	609	7,500	1,141	498	1,639	5,861	78.2%	7,500	-
173 Home Ec Supplies	613	12,700	977	2,577	3,554	9,146	72.0%	12,700	-
174 Sp.Ed Supplies	615	54,800	10,152	1,652	11,804	42,996	78.5%	56,300	(1,500)
175 Athletic Supplies	616	81,475	7,315	9,252	16,567	64,908	79.7%	79,274	2,201
176 Math Supplies	617	11,250	7,478	1,193	8,670	2,580	22.9%	19,147	(7,897)
177 Health Supplies	618	1,700	0	0	0	1,700	100.0%	1,700	-
178 Other Supplies	619	2,500	0	0	0	2,500	100.0%	2,500	-
179 Health Serv Pathogen	622	6,250	1,511	238	1,749	4,501	72.0%	7,999	(1,749)
180 School Library Supplies	623	4,950	176	616	792	4,158	84.0%	4,950	-
181 Food, Drink, Snacks	628	35,075	324	75	399	34,676	98.9%	35,474	(399)
182 Distance Learning Supplies	691	0	42,200	21,094	63,294	(63,294)		-	-
183		468,326	127,228	77,084	204,312	264,014	56.4%	479,662	(11,336)
<b>Computer Supplies</b>									
184 Computer Supplies	610 & 611	110,900	36,841	12,838	49,679	61,221	55.2%	111,130	(230)
185 Software	612	531,896	387,339	29,264	416,603	115,293	21.7%	518,611	13,285
186		642,796	424,180	42,101	466,282	176,514	27.5%	629,741	13,055
<b>Electricity &amp; Heating</b>									
187 Electricity	631	905,538	315,821	2,920	318,741	586,797	64.8%	905,538	-
188 Propane/Natural Gas	632	229,751	23,678	0	23,678	206,073	89.7%	229,751	-
189 Heating Oil	633	209,512	48,421	0	48,421	161,091	76.9%	209,512	-
190		1,344,801	387,920	2,920	390,840	953,961	70.9%	1,344,801	0
<b>Transportation Supplies</b>									
191 Diesel for School Buses	634	205,430	27,803	0	27,803	177,627	86.5%	205,430	-
192 Gas for Maintenance	656	41,580	5,185	0	5,185	36,395	87.5%	41,580	-
193		247,010	32,989	0	32,989	214,021	86.6%	247,010	0
<b>Textbooks &amp; Library Books</b>									
194 Textbooks	640	86,796	10,925	5,503	16,428	70,368	81.1%	90,352	(3,556)
195 Workbooks	641	12,910	8,768	314	9,082	3,828	29.7%	15,841	(2,931)
196 Textbook Rebind	642	450	0	0	0	450	100.0%	450	-
197 Library Books	645	18,391	0	5,016	5,016	13,375	72.7%	18,555	(164)
198 Periodicals	647	3,050	0	180	180	2,870	94.1%	3,050	-
199		121,597	19,693	11,013	30,706	90,891	74.7%	128,248	(6,651)

**Groton Public Schools**

Date prep:	FY21 Budget Summary Review							
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Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 11/17/2020	Under/(Over)
<b>Facility/Maintenance Supplies</b>									
200 Equipment Repair	650	28,660	8,124	489	8,613	20,047	69.9%	28,660	-
201 Grounds Supplies	651	18,675	23,395	409	23,804	(5,129)	(27.5%)	23,804	(5,129)
202 General Bldg Repair	652	66,430	15,605	1,140	16,745	49,685	74.8%	61,430	5,000
203 Painting	653	2,500	2,900	0	2,900	(400)	(16.0%)	2,900	(400)
204 Heal & Plumbing	654	33,720	22,011	3,327	25,339	8,381	24.9%	33,720	-
205 Electrical	655	29,950	12,686	3,093	15,779	14,171	47.3%	29,950	-
206 Safety Supplies	657 & 659	11,985	103,295	61,797	165,092	(153,107)	(1277.5%)	12,487	(502)
207 Custodial Supplies	658	128,300	23,919	345	24,265	104,035	81.1%	123,300	5,000
208		320,220	211,935	70,601	282,536	37,684	11.8%	316,251	3,969
<b>Other Supplies</b>									
209 Sup Serv Guid Imp Ins	621	21,500	4,482	2,073	6,554	14,946	69.5%	21,500	-
210 Audio Visual	624 & 625	7,402	1,192	0	1,192	6,210	83.9%	7,402	-
211 General Admin Supplies	626	13,360	917	5,006	5,923	7,437	55.7%	13,273	87
212 School Admin Supplies	627	11,250	6,022	505	6,527	4,723	42.0%	12,031	(781)
213 Professional Materials	690	19,250	3,728	158	3,886	15,364	79.8%	19,260	(10)
214 Personal Protective Equipment	692 & 693	0	10,084	3,091	13,175	(13,175)	-	-	-
215		72,762	26,425	10,834	37,258	35,504	48.8%	73,465	(703)
216 Total Supplies		3,217,512	1,230,370	214,553	1,444,923	1,772,589	55.1%	3,219,178	(1,666)
<b>Equipment</b>									
<b>Instructional Equipment</b>									
217 Replace Instr Equip	730	29,770	1,926	29,153	31,079	(1,309)	(4.4%)	52,579	(22,809)
218 Add Instr Equipment	735	34,734	9,735	17,165	26,900	7,834	22.6%	43,307	(8,573)
219		64,504	11,661	46,319	57,980	6,524	10.1%	95,886	(31,382)
<b>Non-Instructional Equipment</b>									
220 Replace Non-Instr Equipment	731	25,000	0	48,242	48,242	(23,242)	(93.0%)	3,324	21,676
221 Add Non-Instr Equipment	736	1,312	4,772	0	4,772	(3,460)	(263.7%)	4,772	(3,460)
222		26,312	4,772	48,242	53,014	(26,702)	(101.5%)	8,096	18,216
223 Total Equipment		90,816	16,433	94,561	110,994	(20,178)	(22.2%)	103,983	(13,167)
<b>Dues - Fees</b>									
<b>Dues/Fees</b>									
224 Dues BoE	810	25,541	20,591	0	20,591	4,950	19.4%	25,541	-
225 General Admin Dues	811	15,950	13,769	75	13,844	2,106	13.2%	17,044	(1,094)
226 School Admin Dues	812	37,465	21,840	0	21,840	15,625	41.7%	37,755	(290)
227 Other Dues	819	4,885	2,851	0	2,851	2,034	41.6%	4,885	-
228 Total Dues/Fees		83,841	59,051	75	59,126	24,715	29.5%	85,225	(1,384)
229 Grand Total		77,438,090	19,734,733	32,541,686	52,276,419	25,161,671	32.5%	77,304,924	133,166

**Groton Public Schools**  
FY21 Budget Summary Review  
Summary at Program Level III

Function No.	Description	FY21	Expended	Encumbered	FY21	Remaining	%	FY11/2030	Increase
		Budget			Total			FY21	
		2020-2021	2020-2021	2020-2021	2020-2021	Balance		Estimated	(Decrease)
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,102,848	3,124,965	8,046,770	11,171,736	1,931,109	14.7%	13,101,053	1,792
1102	FUNCTION-1102 ART	674,103	155,906	427,502	583,408	90,695	13.5%	677,130	(3,027)
1104	FUNCTION-1104 LANGUAGE ARTS	2,336,132	535,857	1,470,056	2,005,913	330,219	14.1%	2,336,132	-
1105	FUNCTION-1105 WORLD LANGUAGES	1,294,834	315,109	827,732	1,142,901	151,933	11.7%	1,301,925	(7,091)
1106	FUNCTION-1106 CONSUMER SCIENCE	160,712	31,962	86,283	118,245	42,467	26.4%	161,880	(1,168)
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	768,063	150,743	409,754	560,497	207,566	27.0%	647,449	120,614
1108	FUNCTION-1108 MATHEMATICS	2,039,084	495,378	1,351,498	1,846,876	192,208	9.4%	2,041,891	(2,808)
1109	FUNCTION-1109 MUSIC	738,009	161,357	464,395	625,752	112,246	15.2%	741,728	(3,630)
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,159,763	243,874	616,810	890,693	269,070	23.2%	1,160,366	(603)
1111	FUNCTION-1111 SCIENCE	2,208,339	564,861	1,381,655	1,946,517	341,822	14.9%	2,230,513	(57,826)
1112	FUNCTION-1112 SOCIAL STUDIES	1,810,407	413,935	1,174,671	1,588,605	222,002	12.3%	1,810,941	(334)
1114	FUNCTION-1114 HEALTH EDUCATION	231,660	75,697	252,142	327,839	(96,179)	(41.5%)	232,794	(1,134)
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	300	1,254	1,554	28,446	94.8%	30,000	-
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPERIENCE	0	3,629	11,769	15,399	(15,399)	0.0%	16	(16)
1117	FUNCTION-1117 INTERN, BACCALAUREATE	86,195	8,442	2,314	10,756	75,439	87.5%	87,452	(1,257)
1119	FUNCTION-1119 UNCLASSIFIED	811,240	443,157	44,918	488,075	323,165	39.8%	712,309	98,931
1121	FUNCTION-1121 BUSINESS EDUCATION	308,970	72,774	191,191	263,965	45,005	14.6%	309,200	(230)
1124	FUNCTION-1124 HEALTH OCCUPATIONS	114,720	14,443	11,610	26,052	88,668	77.3%	114,886	(166)
1200	FUNCTION-1200 ENRICHMENT	38,551	11,655	0	11,655	26,896	69.8%	38,551	-
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,923,229	654,057	1,946,698	2,600,755	322,474	11.0%	2,923,229	-
1412	FUNCTION-1412 SUMMER SCH HIGH SCHOOL CREDIT	8,834	44,792	0	44,792	(35,958)	(406.9%)	8,834	-
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERVICE	1,172,652	270,460	568,101	838,562	334,090	28.5%	1,172,816	(164)
Total Regular Instruction		32,112,981	7,838,664	19,317,133	27,155,797	4,957,184	15.4%	31,887,862	225,119
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL, 3-5	1,284,422	300,697	526,408	827,105	461,317	35.8%	1,244,727	43,695
1210	FUNCTION-1210 SPED Summer School	29,290	55,105	0	55,105	(34,815)	(171.6%)	27,608	(7,318)
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTION	743,505	201,060	171,659	372,719	370,786	49.9%	740,365	3,140
1250	FUNCTION-1250 SPECIAL EDUCATION	8,280,293	1,983,078	3,223,550	5,206,628	3,073,665	37.1%	8,203,408	76,885
1250	FUNCTION-1250 BLIND	56,595	825	0	825	55,770	98.5%	56,595	-
1280	FUNCTION-1280 HEARING IMPAIRED	120,105	25,763	76,410	102,173	17,932	14.9%	121,605	(1,500)
Total Special Instruction		10,509,210	2,566,528	3,998,627	6,564,555	3,944,655	37.5%	10,394,309	114,901
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	80,995	17,472	9,226	26,697	54,298	67.0%	80,995	-
1320	FUNCTION-1320 ADULT EDUCATION	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
Total Continuing Education		290,995	224,472	9,226	233,697	57,298	19.7%	287,995	3,000
Other Instructional Programs									
1501	FUNCTION-1501 BASEBALL	28,106	0	0	0	28,106	100.0%	28,107	(1)
1503	FUNCTION-1503 BASKETBALL, MEN	45,964	0	0	0	45,964	100.0%	45,965	(1)
1504	FUNCTION-1504 BASKETBALL, WOMEN	45,964	0	0	0	45,964	100.0%	45,965	(1)
1505	FUNCTION-1505 CROSS COUNTRY, MEN	15,870	628	2,169	2,797	13,073	82.4%	15,870	-
1506	FUNCTION-1506 CROSS COUNTRY, WOMEN	15,870	0	0	0	15,870	100.0%	15,870	-
1507	FUNCTION-1507 FOOTBALL	62,477	6,125	195	6,320	56,157	89.9%	62,477	-
1508	FUNCTION-1508 GOLF	11,574	0	0	0	11,574	100.0%	11,574	-
1509	FUNCTION-1509 FIELD HOCKEY, GIRLS	16,900	2,164	2,409	4,663	12,237	72.5%	17,480	(580)
1510	FUNCTION-1510 GYMNASTICS	5,197	0	0	0	5,197	100.0%	5,197	-
1511	FUNCTION-1511 SOCCER, MEN	35,113	2,674	4,952	7,626	27,487	78.3%	35,113	-
1512	FUNCTION-1512 SOCCER, WOMEN	33,788	4,317	514	4,831	28,957	85.7%	33,788	-
1513	FUNCTION-1513 SOFTBALL, WOMEN	37,956	0	0	0	37,956	100.0%	37,956	-
1514	FUNCTION-1514 SWIMMING, MEN	27,642	0	47	47	27,595	99.8%	27,642	-
1515	FUNCTION-1515 TENNIS, MEN	7,497	0	0	0	7,497	100.0%	7,497	-
1516	FUNCTION-1516 TENNIS, WOMEN	7,497	0	0	0	7,497	100.0%	7,497	-
1517	FUNCTION-1517 TRACK, OUTDOOR, MEN	33,729	0	0	0	33,729	100.0%	33,728	1
1518	FUNCTION-1518 TRACK, OUTDOOR, WOMEN	33,529	0	0	0	33,529	100.0%	33,528	1
1519	FUNCTION-1519 WRESTLING	22,098	0	0	0	22,098	100.0%	22,098	-
1520	FUNCTION-1520 INTRAMURAL SPORTS, MEN	15,217	0	0	0	15,217	100.0%	15,217	-
1522	FUNCTION-1522 CHEERLEADING	28,470	0	0	0	28,470	100.0%	28,470	-
1524	FUNCTION-1524 VOLLEYBALL	22,618	2,346	330	2,676	19,942	88.2%	22,618	-
1525	FUNCTION-1525 TRACK, INDOOR	25,795	0	0	0	25,795	100.0%	25,795	-
1526	FUNCTION-1526 LACROSSE, MEN	19,666	0	0	0	19,666	100.0%	19,666	-
1527	FUNCTION-1527 LACROSSE, WOMEN	17,666	0	0	0	17,666	100.0%	17,666	-
1528	FUNCTION-1528 SWIMMING, WOMEN	32,788	3,331	3,550	6,881	25,907	79.0%	32,788	-
1529	FUNCTION-1529 FENCING	15,620	0	0	0	15,620	100.0%	15,620	-
1530	FUNCTION-1530 UNIFIED SPORTS	12,181	0	0	0	12,181	100.0%	12,181	-
1549	FUNCTION-1549 OTHER EXPENSES, SPORTS	70,340	11,046	38,126	49,172	21,168	30.1%	70,079	261
1550	FUNCTION-1550 SCHOOL NEWSPAPERS	6,438	400	0	400	6,038	93.8%	6,437	1
1551	FUNCTION-1551 AMPHORA	6,625	0	0	0	6,625	100.0%	6,625	-
1552	FUNCTION-1552 YEARBOOKS	6,014	0	0	0	6,014	100.0%	6,014	-
1555	FUNCTION-1555 OTHER ACTIVITIES	69,541	0	0	0	69,541	100.0%	69,541	-
15**	STUDENT ACTIVITIES 6-12	827,830	33,030	52,381	85,411	742,419	89.7%	828,069	(239)
TOTAL INSTRUCTION		45,741,016	10,662,694	23,376,767	34,039,461	9,701,558	22.2%	43,398,234	342,782
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	921,637	328,624	377,640	706,263	215,374	23.4%	921,464	173
2110	FUNCTION-2110 SOCIAL WORK SERVICES	348,803	90,657	287,970	378,627	(29,824)	(8.6%)	348,803	-
2120	FUNCTION-2120 GUIDANCE SERVICES	1,587,957	397,352	837,949	1,235,300	352,657	22.2%	1,587,957	-
2130	FUNCTION-2130 HEALTH SERVICES	1,229,556	93,460	842,650	936,119	293,437	23.9%	1,249,650	(20,094)
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,262,682	299,550	777,484	1,077,034	185,648	14.7%	1,287,730	(25,048)
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,172,189	271,012	752,257	1,023,269	148,920	12.7%	1,172,189	-
Total Support Services - Pupils		6,522,824	1,480,662	3,875,950	5,356,612	1,166,212	17.9%	6,567,794	(44,970)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	97,642	96,189	111,639	207,828	(110,186)	(112.8%)	97,642	-
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	286,825	281,889	28,686	310,575	(23,750)	(8.3%)	284,330	2,446
Total Support Services - Staff		384,467	378,078	140,325	518,403	(133,936)	(34.8%)	381,981	2,446
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERV	30,241	27,224	3,317	30,541	(300)	(1.0%)	40,191	(9,950)
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SE	1,530,410	461,431	327,517	788,948	741,462	48.4%	1,534,619	(4,209)
2313	FUNCTION-2313 BUSINESS OFFICE	899,718	233,722	72,859	306,582	593,136	65.9%	899,468	250
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,625,333	1,542,833	1,817,054	3,359,887	1,265,446	27.4%	4,637,063	(11,730)
Total General Support Services		7,085,702	2,265,211	2,220,747	4,485,958	2,599,744	36.7%	7,111,341	(25,639)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTEN	6,933,303	2,370,484	330,808	2,701,292	4,232,011	61.0%	6,925,167	8,136
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,539,258	708,742	43,192	751,934	4,787,324	86.4%	5,779,509	(340,251)
2540	FUNCTION-2540 COMPUTER SUPPORT SERVIC	1,819,141	822,171	331,292	1,153,462	665,679	36.6%	1,821,170	(2,029)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	0	0	0	2,500	100.0%	2,500	-
Total Operational Services		14,294,202	4,504,396	705,292	5,209,688	9,084,514	63.6%	14,528,345	(234,143)
TOTAL SUPPORT SERVICES		28,287,195	8,628,348	6,942,313	15,570,661	12,716,634	45.0%	28,589,460	(302,265)
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	5,294,879	443,693	3,232,666	2,666,297	2,628,583	49.6%	5,201,382	93,497
GRAND TOTAL		77,438,090	19,734,733	32,541,686	52,276,410	25,161,671	32.5%	77,364,876	134,014
		0.17%							

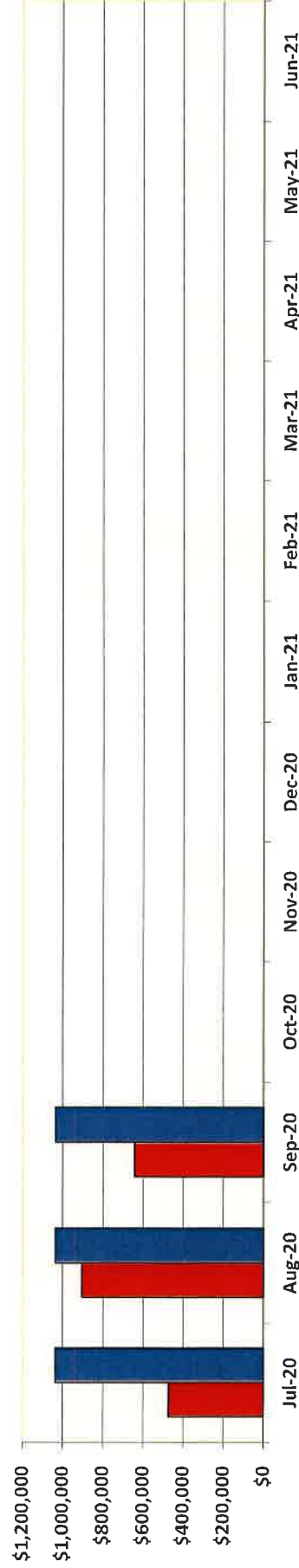
# Cost vs Budget Dashboard - data through September 2020

## BOE Groups Active & Retired

Self Insured - All Coverages All Enrollees											
Claim/Admin. Cost											
Date	Lives	Net Medical Paid Claims	Rx Paid Claims	Dental Paid Claims	Total Net Paid Claims	Total Fixed Costs	Total Cost	BOE Monthly Budget*	Variance - Total Cost vs BOE Budget	Actual/Estimated BOE Budget	
Jul-20	596	\$265,817	\$83,219	\$27,896	\$376,933	\$94,956	\$471,888	\$1,037,603	(\$565,714)	45.5%	
Aug-20	596	\$648,562	\$119,454	\$40,991	\$809,007	\$94,956	\$903,963	\$1,037,603	(\$133,640)	87.1%	
Sep-20	591	\$412,146	\$110,765	\$24,586	\$547,497	\$94,302	\$641,800	\$1,037,603	(\$395,803)	61.9%	
Oct-20											
Nov-20											
Dec-20											
Jan-21											
Feb-21											
Mar-21											
Apr-21											
May-21											
Jun-21											
YTD	1783	\$1,326,526	\$313,438	\$93,473	\$1,733,437	\$284,214	\$2,017,651	\$3,112,808	(\$1,095,157)	64.8%	

### Budget vs. Actual Cost

### Actual vs Budget



Total fixed costs is taken from segmented Anthem Report 4 dated 3/24/20 plus Network Access Fees of \$204,724

\*BOE monthly budget based on non-weighted Anthem proposal dated 3/24/20

**GROTON BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
OCTOBER 26, 2020 @ 6:00 P.M.  
REMOTE MEETING**

**MEMBERS PRESENT:** Kim Shepardson Watson-Chairperson, Andrea Ackerman-Vice Chairperson, Dean Antipas, Jane Giuliani, Liz Porter, Rosemary Robertson, Rita Volkmann, Jay Weitlauf, Lee White

**ALSO PRESENT:** Mike Graner, Susan Austin, Sam Kilpatrick, Ken Knight

I. CALL TO ORDER – Chairperson Kim Shepardson Watson called the meeting to order at 6:04 p.m.

A. Pledge of Allegiance

The first order of business was the pledge of allegiance to the flag led by Dr. Graner.

B. Welcome New Board of Education Member

Mrs. Shepardson Watson welcome new board Member Dean Antipas.

MOTION: Antipas, Volkmann: To add two items to the agenda:

1. Discussion and possible action regarding the approval of the Groton Public Schools' virtual mentoring program
2. Discussion and possible action regarding the approval of the Alliance district school building budget proposal

**PASSED – UNANIMOUSLY**

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

NONE

III. COMMENTS FROM CITIZENS

NONE

IV. RESPONSE TO COMMENTS FROM CITIZENS

NONE

V. STUDENT REPRESENTATIVE REPORT

NONE

VI. SUPERINENDENT AND ADMINISTRATION REPORTS

A. Superintendent Report

- a. COVID Response Protocols: Mitigation Strategies and Contact Tracing – Dr. Graner outlined the COVID Response Protocols. Notification comes from the infected person or Ledge Light. Ledge Light does contract tracing as well as the district. It takes 14 days for the virus to manifest itself. Dr. Graner noted that Groton Town has been put on Red Alert. The Town has closed recreation facilities and expanded testing locations, i.e. use the parking lots of schools. Dr. Graner noted that the Hybrid Model is extremely difficult and that he has held teacher focus groups to address concerns and hopefully find solutions. Dr. Graner noted the hiring of teachers to be tutors after school. Dr. Graner noted that the Groton Middle School has unique problems and he outlined them: Promethean Boards, Document Camera, the taking of attendance, and producing and getting lessons out to students. Dr. Graner stated that he will be holding 2 meetings to solve these problems. Dr. Graner stated that Tech help will be hired at all levels as well as 2 temporary Technicians. Dr. Graner stated that mitigation strategies are working well; tech help needs to be strengthened; and the need to have a more engaging distance learning.
- b. Update re: Neighborhood Zones for the New Elementary Schools – Dr. Graner again reviewed which students would be going to which school. Dr. Graner noted that if the plan goes through, the 2 new schools will be completely racially balanced.

B. Assistant Superintendent

- a. Update re: Elementary School Themes (**ATTACHMENT #1**) – Ms. Austin gave the history of the work done through the Elementary School Themes Committee and the survey results from parents and teachers.
- b. Recommendations re: Name of New Elementary Schools (**ATTACHMENT #2**) – Ms. Austin reviewed the survey results of suggested names for the new elementary schools.
- c. Results from Teacher and Parent Surveys re: Instructional Models (**ATTACHMENT #3**) – Ms. Austin reviewed the Teacher and Parent Surveys results.

C. Business Manager

- a. Object Code Summary (**ATTACHMENT #4**) – Mr. Knight reviewed the Object Code Summary dated October 22, 2020 that shows an unexpended balance of \$24,467.
- b. Health Insurance Report – Mr. Knight reviewed the Health Insurance Report for the month of August (**ATTACHMENT #5**).
  - Update re: Pandemic-related Funds (Coronavirus Relief Funds, CARES Act) (**ATTACHMENT #6**) Mr. Knight gave an overview of the Pandemic-related Funds and stated that the deadline for spending the CRF funds is December 30, 2020 and the deadline for spending the CARES Act is September 31, 2022. Mr. Knight outlined the costs involved in the COVID funds and CARES Act funds.

D. Director of Buildings and Grounds

- a. Relocation of Portable Classrooms – Mr. Kilpatrick stated that the portables have been delivered to the Central Office, put on slabs, and will be fastening them down to the slabs.

VI. SUPERINENDENT AND ADMINISTRATION REPORTS – cont.

- b. Alliance District Building Funds - Mr. Kilpatrick noted the CB project study of the building along with MM was done some time ago. Recommendations were generated from this study that included an upgrade of the Fire Alarm System. Dr. Graner noted that several other projects will be completed using the \$477,000. Those projects include upgrading the access control system at NEA and CK; performing the re-wiring work needed to convert the phone system FHS and CB, Central Office/S.E. Transition Academy to VoIP. The funds will also be used to upgrade the network wiring at CB, Central Office/Transition Academy and FHS; the final part of the Alliance District fund project will be used to modernize the fire alarm system at CB.
- c. Review of FY 22 CIP Proposals (**ATTACHMENT #7**) – Mr. Kilpatrick reviewed the items in the proposed FY 22 CIP proposal

VII. COMMITTEE REPORTS

- A. Policy – Mrs. White noted that the Policy Committee has met and noted the second reading of policy on the agenda. Mrs. White stated that the Policy Committee will meet again next week.
- B. Curriculum – Dr. Ackerman noted that the Curriculum Committee met and are still looking at cursive writing and penmanship.
- C. Finance/Facilities – Mr. Weitlauf noted that the Finance/Facilities Committee met on October 6, 2020 and noted that the budget process is in process; they discussed the solar panels which is in the hands of the Town; the Alliance building funds; locations of the Memorials; the location of the Middle School Memorials; and received an update on the gym floor at the Middle School.
- D. LEARN – Mrs. Volkmann noted that LEARN met and she noted two items that she spoke with Dr. Graner about: 1. Teacher Residency Program, 2. Dr. David Title and LEARN is offering leadership practice network for Superintendent's in Southeastern Connecticut entitled leading and learning about race, racism and equity relation; and the same issues that Towns are having regarding the challenges during the pandemic.
- E. BoE/TCC/RTM Liaison – Mrs. Watson noted that the BoE/TCC/RTM Liaison Committee will meet next week.
- F. BoE/AGSA/GEA Liaison – Mrs. Watson noted that the first meeting of the BoE/AGSA/GEA Liaison Committee will be on Wednesday, October 28, 2020.
- G. Groton Scholarship – Mrs. White noted that the Groton Scholarship Fund will meet on October 29, 2020.
- H. Superintendent Search – Mrs. Watson noted that the Board held its first round of interviews and is gearing up for the second round.
- I. Athletic Fields – Mr. Weitlauf noted that the Town Council's committee to determine the needs of the fields in the district is meeting and will meet again on Thursday.

VIII. ACTION ITEMS

A. Consent Agenda

MOTION: Robertson, Giulini:

To approve the Consent Agenda.  
**PASSED – UNANIMOUSLY**

B. Old Business

1. Discussion and possible action regarding a second reading of policy P 4118.237/5141.8 Face Masks/Coverings (**ATTACHMENT #8**).

MOTION: Volkmann, Giulini: To approve as a second reading policy P4118.237/5141.8 Masks/Coverings.

**PASSED – UNANIMOUSLY**

C. New Business

1. Discussion and possible action regarding the 2021 Board of Education meeting schedule (**ATTACHMENT #9**).

MOTION: Volkmann, Robertson: To approve the 2021 Board of Education meeting schedule.

**PASSED - UNANIMOUSLY**

2. Discussion and possible action regarding approval of the Diversity, Equity, and Inclusion Statement (**ATTACHMENT #10**).

MOTION: Giulini, Porter: To approve the Diversity, Equity, and Inclusion Statement.

**PASSED – UNANIMOUSLY**

3. Discussion and possible action regarding approval of the preferred class size guidelines (**ATTACHMENT #11**).

MOTION: Robertson, Antipas: To approve the preferred class size guidelines.

MOTION: Porter, Robertson: To amend the motion to include the grade delineation of grades 6-12 for Physical Education.

**PASSED - UNANIMOUSLY**

4. Discussion and possible action regarding the approval of the name of the new elementary school on the Cutler site.

MOTION: Antipas, Porter: To approve the name Mystic River Magnet School for the new elementary school on the Cutler site.

**PASSED - UNANIMOUSLY**

5. Discussion and possible action regarding the approval of the name of the new elementary school on the West Side site.

MOTION: Volkmann, Porter: To approve the name Thames River Magnet School for the new elementary school on the West Side site.

**PASSED - UNANIMOUSLY**

C. New Business – cont.

6. Discussion and possible action regarding the approval of the FY22 CIP Proposals.

MOTION: Weitlauf, Robertson: To approve the FY22 CIP Proposals.  
**PASSED – UNANIMOUSLY**

7. Discussion and possible action regarding the approval of the magnet themes for the two new elementary schools and Charles Barnum Elementary School.

Ms. Austin noted that the top three themes were:

1. Environmental Marine Life Science
2. Active Exploration: Play and Ingenuity
3. Discovery Academy: Nurturing Creativity and Curiosity

MOTION: Giulini, Porter: To approve the magnet themes for the two new elementary schools and Charles Barnum Elementary School.  
YES – Watson, Ackerman, Antipas, Giulini, Porter, Robertson, Weitlauf, White  
ABSTAINED – Volkmann  
**PASSED**

8. Discussion and possible action regarding the recommended neighborhood zone plan.

MOTION: Porter, Giulini: To approve the recommended neighborhood zone plan.  
**PASSED - UNANIMOUSLY**

9. Discussion and possible action regarding the approval of the Groton Public School's virtual mentoring program.

MOTION: Watson, Volkmann: To confirm that the Groton Board of Education and the Superintendent of Schools approve the implementation of a virtual mentoring program using the video conference platform Zoom. The district will operate the virtual program during the 2020-21 school year in accordance with the guidelines set forth by the Governor's Prevention Partnership.  
**PASSED – UNANIMOUSLY**

10. Discussion and possible action regarding the approval of the Alliance District School Building budget proposal.

MOTION: Watson, Giulini: To approve the Alliance district school building proposal.  
**PASSED – UNANIMOUSLY**

IX. INFORMATION AND PROPOSALS

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

- Mr. Weitlauf noted many letters and communications from parents and noted that the Board is considering them personally; he also noted that Carol Wilson of GASP reported that the Connecticut Association of Prevention Professionals has award the Educator Sector All Star Award to Dr. Graner.
- Mrs. Volkmann noted receiving the same e-mails as Mr. Weitlauf.
- Mr. Antipas thanked the Board for having him on the Board of Education.
- Mrs. Giuliani noted working on the Search Committee for the new Superintendent.
- Mrs. Robertson noted the same communications that other Board members received; her attendance at the GASP meeting; completing the 2020 School Survey and Survey Report.
- Dr. Ackerman noted the same communications that other Board members received.
- Mrs. Robertson noted the Martin Luther King Scholarship Fund event that was outstanding.
- Mrs. Volkmann noted the Martin Luther King Scholarship Fund event that was outstanding.
- Mrs. Watson noted the same communications that other Board members received and that she was informed that Dr. Graner has been approved as the Interim Superintendent.
- Mrs. White noted the Martin Luther King Scholarship Fund event that was outstanding and the same communications that other Board members received.
- Mr. Weitlauf noted the Martin Luther King Scholarship Fund event that was outstanding.

X. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items for Board Attention

As noted in the agenda.

B. Suggested Agenda Items

NONE

XI. ADJOURNMENT

MOTION: Ackerman, Robertson:

To adjourn at 8:53 p.m.

**MOTION PASSED UNANIMOUSLY**

Parent/Student/Community Survey results (Total = 398)

Teacher/staff Survey results (Total = 186)

(Most Interesting Elementary Magnet Themes)

1. Environmental/Marine/Life Science (43%, 57%)
2. Active Exploration: Play and Ingenuity (36%, 55%)
3. Discovery Academy: Nurturing creativity and curiosity (31%, 26%)
4. IB STEM Primary Years Program (STEM PYP) (26%, 15%)

## Magnet Themes



Below are the Magnet Themes under consideration for our Elementary Schools

### Active Exploration: Play and Ingenuity

The Active Exploration program would find new ways to engage students meaningfully in interest based learning.

Grades PK-2 Active Exploration features developmentally appropriate play based learning that provides active exploration of topics. While building and strengthening brain pathways, children will create meaning through play and problem solving across disciplines.

Grades 3-5 Active Exploration features games that promote mental and physical play and learning with a problem-solving framework to understand information across content areas. Collaboration between students and teachers will support solving complex problems across disciplines.

Students would benefit from making social emotional connections in creative, hands on learning environments while working collaboratively and thinking critically with their peers

Example:

<https://www.wcpss.net/domain/4795>

<https://www.newsobserver.com/news/local/education/wake-ed-blog/article102977562.html>

## Environmental/Marine/Life Science

The Environmental Science Program would engage students in daily instruction in core content areas combined with an environmental/life/marine sciences focus. Environmental Sustainability will be incorporated to provide students an opportunity to explore healthy living habits, conservation practices, and give an understanding of how to become mindful citizens within their community.

Students could have access to daily, hands-on opportunities to investigate and connect with life outside the classroom and school community. Each grade level would engage in multidisciplinary, project/problem-based learning activities. Local partnerships could support the Environmental Science Program (i.e. Project Oceanology at UCONN Avery Point, New England Science and Sailing, Mystic Aquarium, Mystice Seaport Planetarium, etc.). In addition, students could be involved in hands-on research and fieldwork exploration in our local area. (i.e. Bluff Point, Eastern Point Beach, Esker Point Beach, etc.)

Example:

<https://www.hartfordschools.org/enroll/school-directory-2/environmental-sciences-magnet-school-at-mary-hooker>

## Discovery Academy: Nurturing creativity and curiosity

The Discovery Academy program would encourage student voice and choice in an exploratory setting. By nurturing creativity and curiosity, it could foster a lifelong passion for learning and build social-emotional and academic skills, while promoting purposeful and reflective practices that empower students to reach their full potential. Using the research from Dr. Renzulli's (UConn) school-wide enrichment model; along with Dr. Howard Gardner's (Harvard) Multiple Intelligence Theory, this program would nurture every child's gifts and talents, with a focus on characteristics of task commitment, creativity, and curiosity, while children are discovering their proclivities and passions (what they are good at and what they love to do).

Students would participate in the core academic programs that all Groton students have access to, while selecting magnet enrichment classes during the day, and before or after school. The magnet enrichment offerings would support students' multiple intelligences as outlined by Gardner. (i.e. bodily-kinesthetic, visual/spatial, musical, linguistic, inter and intra personal, logical-mathematical, and naturalistic).

<https://hpsschools.org/renzulliacademy/#>

[http://uhms.crecschools.org/academics/multiple\\_intelligences](http://uhms.crecschools.org/academics/multiple_intelligences)

## International Baccalaureate Primary Years STEM Program (STEM PYP)

Through its inquiry-based, interdisciplinary framework, the STEM PYP challenges students to think for themselves and take responsibility for their learning as they explore local and global issues and opportunities in real-life contexts. In addition, science, technology, engineering, and mathematics would be integrated into the core curriculum areas with adaptation in the arts and humanities.

By choosing to implement the PYP, this school program would support students' academic as well as social and emotional wellbeing; focusing on international-mindedness, IB learner profile (i.e. inquirers, thinkers, communicators, risktakers, etc.), and IB approaches to learning (i.e. thinking skills, communication skills, social skills, organization and research skills). The PYP nurtures independent learning skills, encouraging every student to take responsibility for their learning.

The program incorporates local and global issues into the curriculum. This unique approach to curricula integrates learning in all content areas through six themes of global significance: • Who we are • Where we are in place and time • How we express ourselves • How the world works • How we organize ourselves • Sharing the planet. A highlight to this program is that World Language instruction begins in kindergarten and is taught at every grade level.

Example:

<https://www.ibo.org/programmes/primary-years-programme/>

# **Groton Public Schools Elementary School Naming Survey**

**Comprehensive Survey Feedback  
October 26, 2020**

# Overview

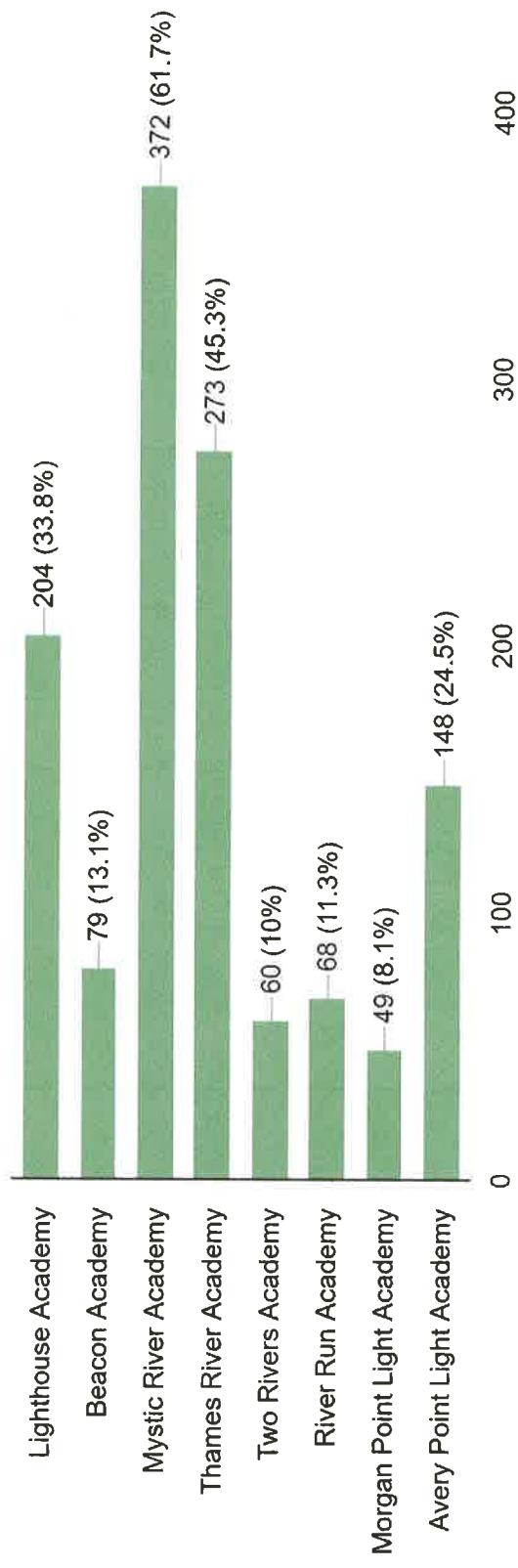
The Groton Elementary Naming Survey was shared with parents, GPS staff, and municipal leaders to gather feedback on names currently being considered and solicit additional ideas and was open from October 15 - October 21.

## Overview - 688 Responses

- Parent - 423
- GPS Staff Member - 152
- Community Member - 71
- Student - 34
- Board of Education Member - 1
- Elected Official - 1
- EPS & WSJH Alumni - 1
- Grandparent - 2
- Other - 3

**Please check off the names that you prefer for the new elementary schools.**

**603 of the 688 who completed the survey selected at least one name from the list provided.**



# Variations of Names Provided

- 25 wrote in variations of Avery Point Light Academy and 8 wrote in variations of Morgan Point Light Academy; Some thought combination of Point and Light was too long
- 16 wrote in variations of Thames River Academy / Elementary
  - Thames Constitutional Academy
  - Thames River Academy of Science
  - Thames Marine Science Magnet School
  - Thames / Thameside / Thames Heights / Thames Harbor

# Comments and Feedback

- Approximately half of the survey participants suggested additional names for the school
- 35 of 688 commented Name Should Honor a Historical Figure or Community Leader
- 25 of 688 commented to Keep the Existing Names of Cutler and West Side
- 23 of 688 commented they Strongly Disliked Academy over Elementary; Mentioned Pretentious
- 14 of 688 commented the Name Should Reference Groton's Naval History / Submarines
- 12 of 688 commented Specific Names Are too Similar to Other Area Institutions or Businesses
- 10 of 688 commented the Name Should Unify the Community and / or to Avoid Names Linked to Specific Neighborhood Zones or Geographic Areas of the Town or City including Mystic

# Suggested Names Out of 688 Responders

- Names Starting w/ Groton and / or Mystic (77)
  - Geographic Variations of Groton / Mystic Academy Elementary w/ East / West / South / North (18)
  - Groton Elementary School / Academy (14)
  - Mystic Elementary / Academy (13)
  - Other (42)
- Cutler / West Side (25)
- Lambo Latham Academy / Elementary School (14)
- Nautilus Academy / Elementary (or USS Nautilus) (10)

# Additional Name Suggestions - Groton

- Groton Bank Academy (1)
- Groton Bank Elementary (1)
- Groton City Elementary (1)
- Groton Coveside Academy (1)
- Groton Explore & Discovery Academy (1)
- Groton Galaxy Academy (1)
- Groton Grammar School (1)
- Groton Heights Academy (1)
- Groton Heights Elementary School (2)
- Groton LedgeLight Elementary (1)
- Groton Multicultural Academy (2)
- Groton Point Light Academy (2)
- Groton Primary School (1)
- Groton River Academy (1)
- Groton Shoreline Academy (1)
- Groton Shores Academy (1)
- Groton Thames Elementary (2)
- Groton West Point Academy (1)

# Additional Name Suggestions - Mystic

- Mystic Constitutional Academy (1)
- Mystic Exploration Academy (2)
- Mystic Grammar School (1)
- Mystic Harbor Academy (2)
- Mystic Marine Academy (1)
- Mystic Point Academy of Science (2)
- The Mystic School (1)
- Mystic River Academy of Exploration (1)
- Mystic River Learning Academy (1)
- Mystic Star Academy (1)
- Mystic Valley Academy (1)
- Mystic Valley School (2)
- Mystic Hills School (1)

## All Other Names - A-K

- Advent Academy (1)
- Amistad Academy (1)
- Amistad Schooner Elementary (1)
- Anchor Middle (1)
- Angels Light Academy School (1)
- Barrack Obama Academy (1)
- Bay Academy (1)
- Beachside Academy (2)
- Beacon of Light Academy (1)
- Beebe Cove Academy (1)
- Birch Plain Academy (1)
- Coastal Groton Academy (1)
- Daybreak Academy (1)
- Dolphin Academy (1)
- Dr. James Mitchell Academy (1)
- Drawbridge Academy (1)
- Eccleston Brook Academy (3)
- Emerging Submarine Academy (1)
- Estuary Academy (1)
- Fair Seas Academy (1)
- Fort Griswold Academy / Elementary (2)
- Fort Trumbull Elementary School (1)
- Freedom (1)
- Gold Star Academy (1)
- Harry Day Elementary (1)
- Heaven Academy (2)
- Hidden Lake Elementary School (1)
- Holland Elementary (1)
- Illume Institute and Kindie Elementary (1)
- Innovation Academy (1)
- Innovators Elementary (1)
- James E. Mitchell Academy (1)
- John Holland Academy (1)
- Jordan Freeman Academy (1)
- Journey Academy (1)
- Joy of Groton Middle School (1)
- Kim and Harry Watson Academy (1)
- Kimberly French Warn Academy (1)

# All Other Names - L-S

•	Latitude (North/41) Academy (1)	•	Race Rock Academy (1)
•	Ledgelight Academy (1)	•	Rachel Carson's Environmental Science School (1)
•	Lighthouse Elementary Schools (1)	•	River Academy (1)
•	Little feet Academy (1)	•	River Light Academy (1)
•	Long Island Sound Academy (1)	•	River Run Academy (1)
•	Marian Galbraith Academy (2)	•	Riverbank Academy (1)
•	Maritime Academy (2)	•	Rivers End Academy (1)
•	Merritt Middle School (1)	•	Roger Bidwell School for the Gifted (1)
•	Michael Graner Elementary (1)	•	Ruth Bader Ginsberg Academy (1)
•	Missituk Academy (1)	•	Sanford Academy (1)
•	Nancy Johnson Elementary School (1)	•	Sassacus Elementary School (1)
•	New Beginnings Elementary (1)	•	Seaside Academy (1)
•	Ocean View Academy / Elementary (3)	•	Shoreline Academy (1)
•	Olde Mistick Academy (1)	•	Sondra E Gray Elementary School (1)
•	Open Sky Academy (1)	•	Sound Academy (2)
•	Patriots Elementary (1)	•	Sound Waters Academy (1)
•	Pequot Academy (1)	•	Starlight Elementary (1)
•	Pequot Fort Academy (1)	•	Start Smart Academy (1)
•	Phoenix Academy (1)	•	Stause Middle School (1)
•	Purple Heart Elementary (1)	•	Sunshine School (1)

## All Other Names - T-Z

- Three Town Academy (1)
- Trident Elementary School or Trident Academy (1)
- Trump Elementary (1)
- Turtle Bay (1)
- Twin River Collaborative Academy (1)
- Two Rivers Elementary School (1)
- USS Groton Elementary School (1)
- Voyage Academy (1)
- White Oak Elementary Academy School (1)
- William Run River Academy (1)
- William Scrano Elementary (1)
- Young Submarine Academy (1)

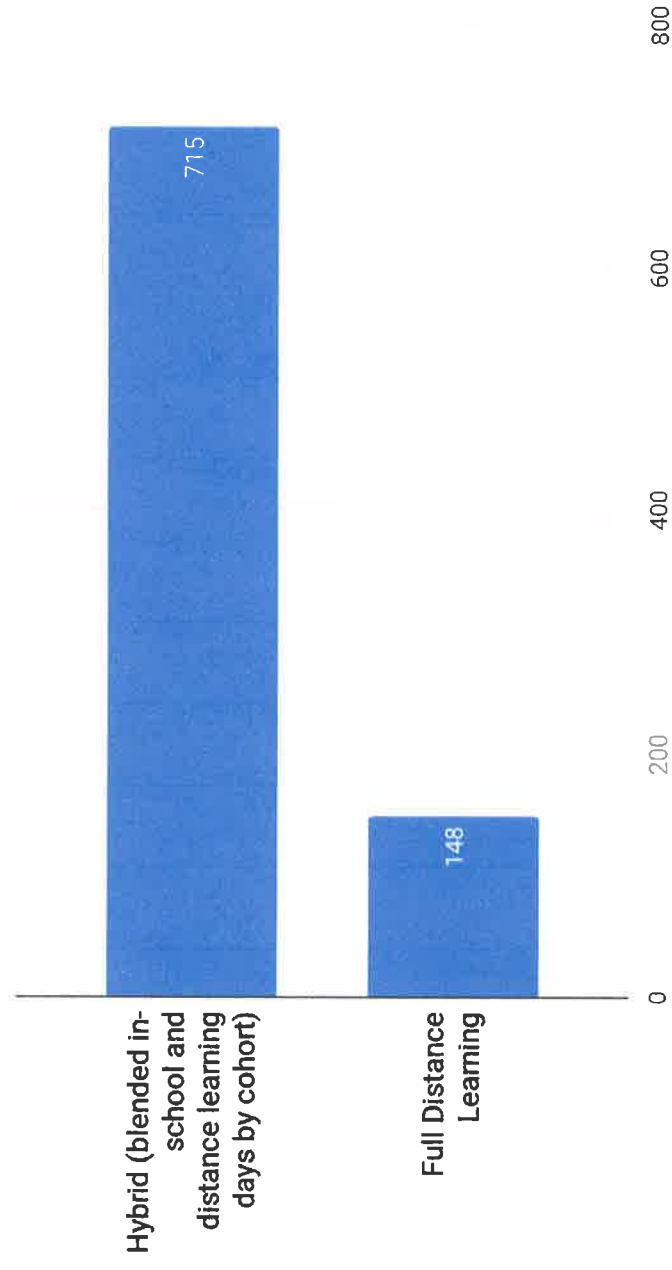
# **Groton Public Schools Fall 2020 Parent and Educator Survey**

**591 Unique Parent Participants Representing 864 Students  
328 Educator Participants**

**October 26, 2020**

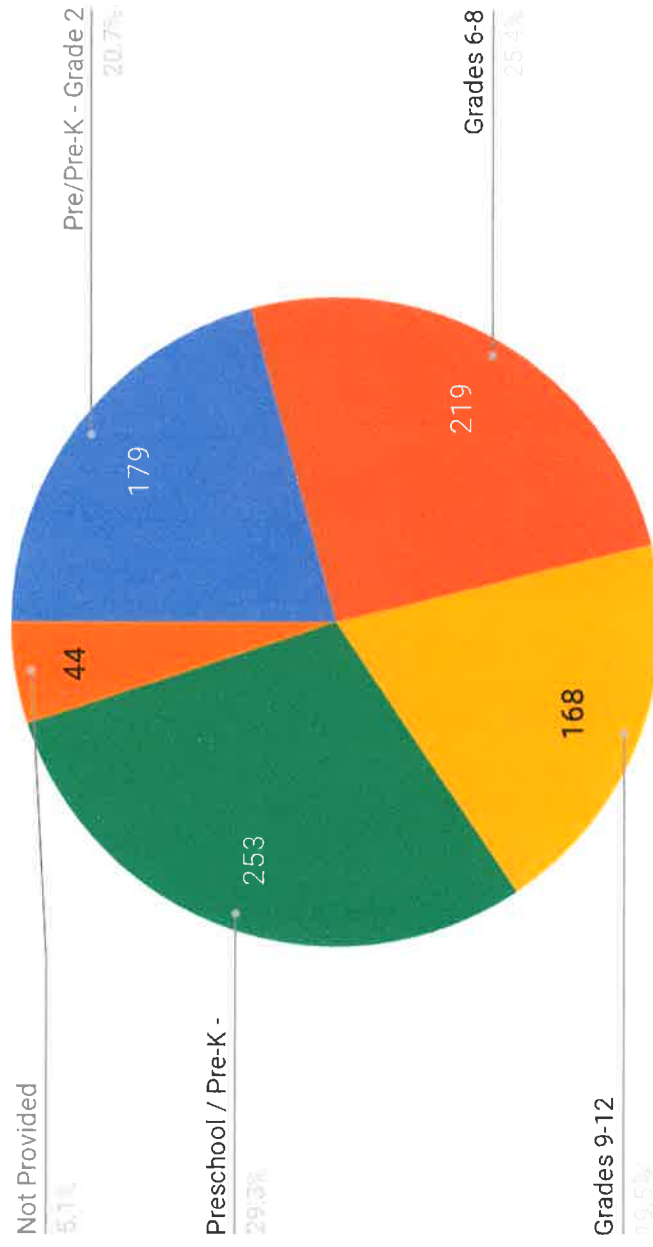
## Parent Perspective: Learning Model

Please identify your child's current learning model.



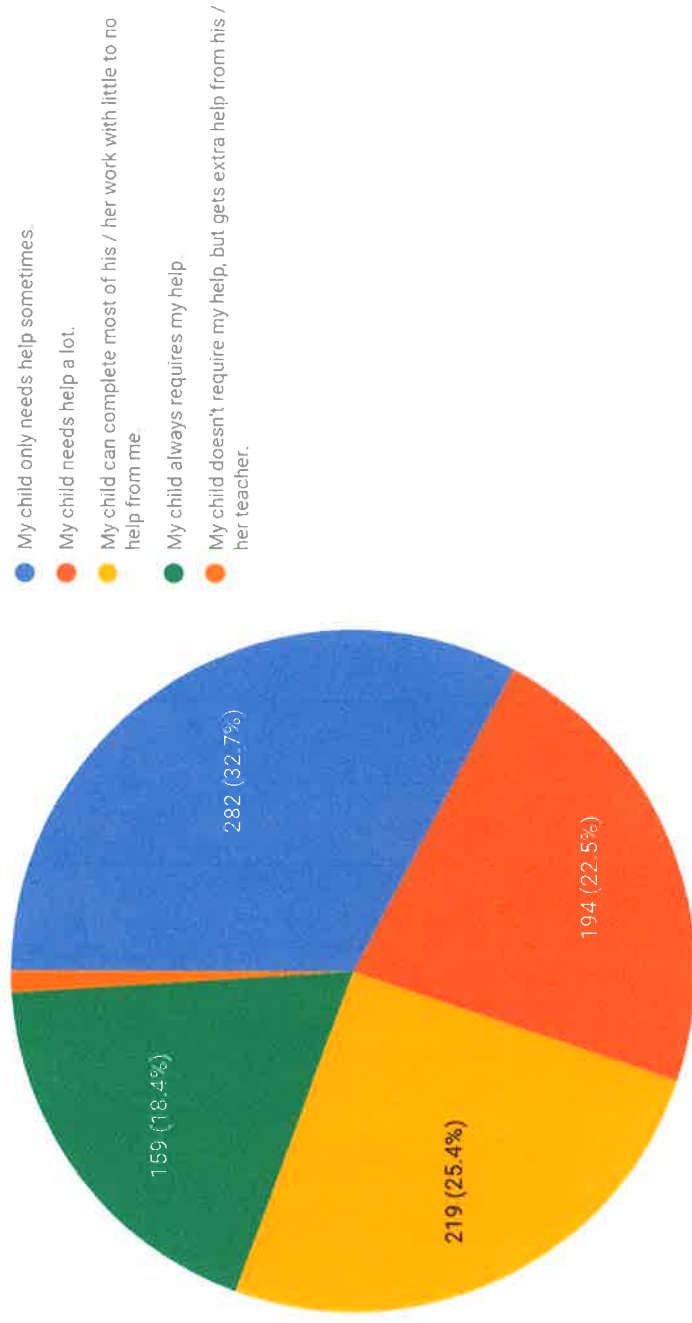
## Parent Perspective: Number of Students Per Grade Level

What grade is your child?



## Parent Perspective: Remote Learning

Is your child able to understand the instruction they are receiving during remote learning and complete his or her assignments independently at home?



## Parent Perspective: Student Engagement

Is your child engaged on the days they are learning at home (either Hybrid or Full Distance Learning)?

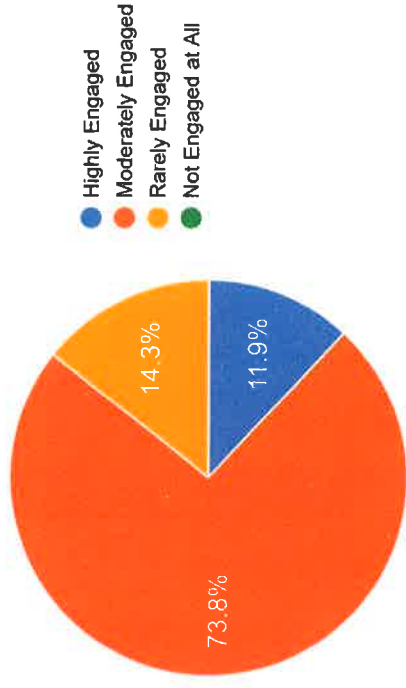


**Parent Perspective: The majority of parents who responded feel their child is engaged and completing their work.**

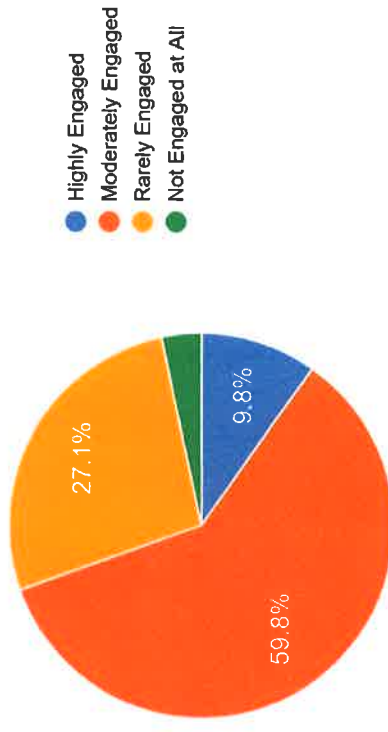
## Educator Perspective: Student Engagement

How would you best describe the engagement of the majority of your students?

Hybrid Learners



Full Distance Learners

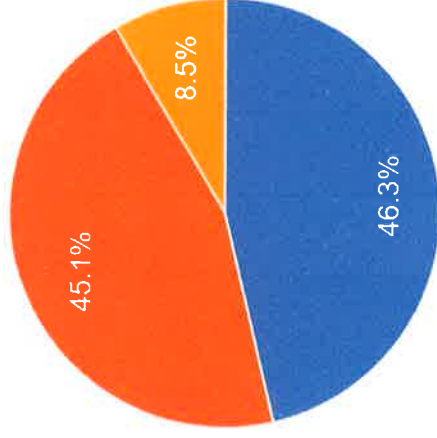


According to educators, the majority of their students are moderately or highly engaged. Full Distance Learners overall had lower levels of engagement compared to their Hybrid Learner Peers.

## Educator Perspective: Student Engagement

How many students are completing their assignments?

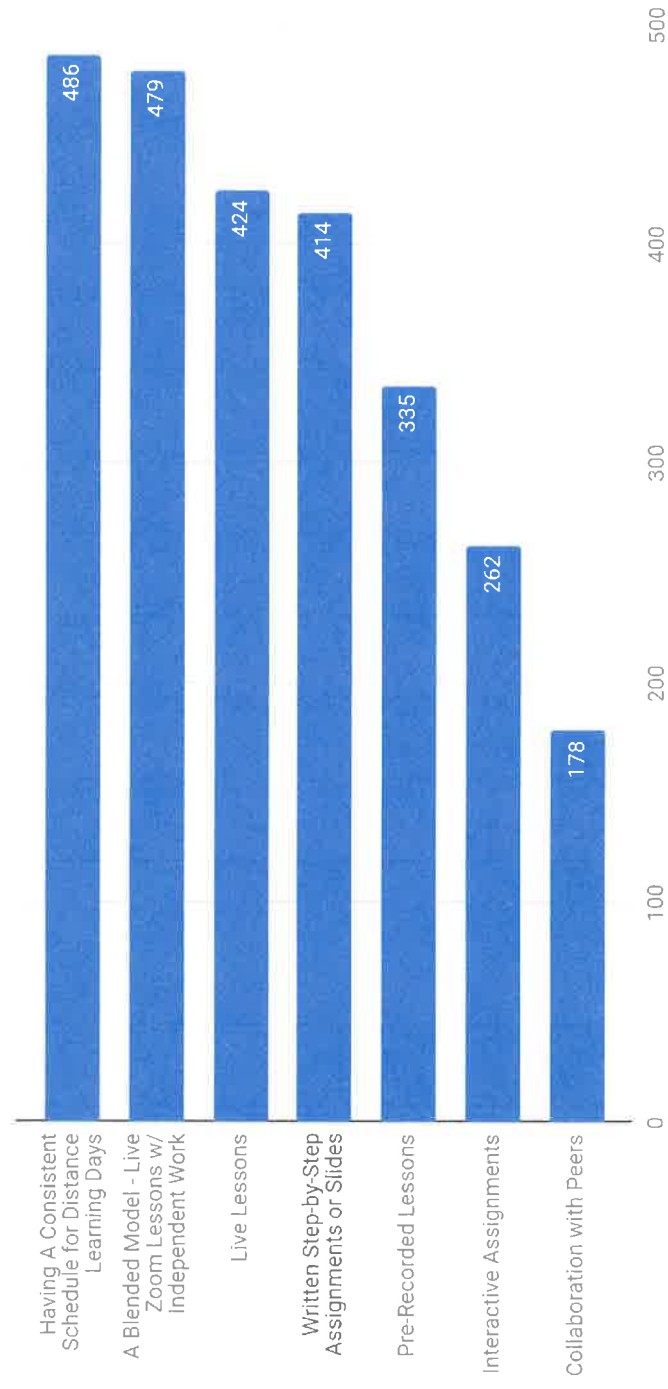
328 responses



- Most of my students are completing their assignments.
- About half of my students are completing their assignments.
- Only a few of my students are completing their assignments.
- None of my students are completing their assignments.

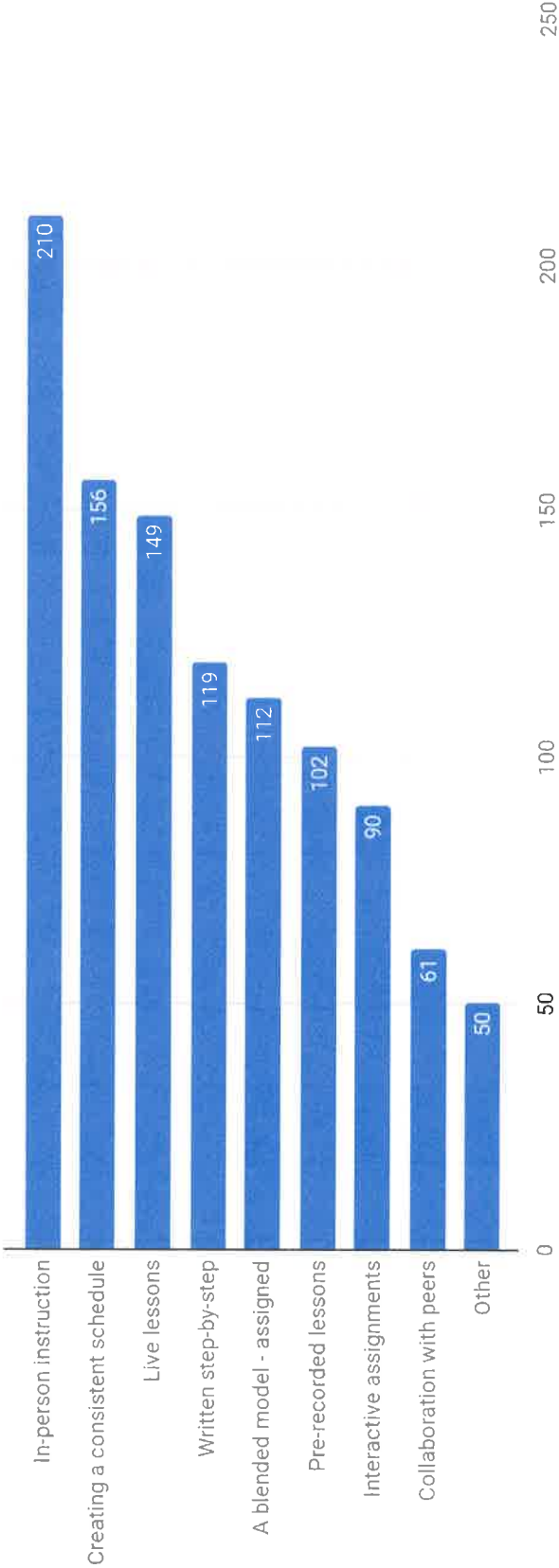
## Parent Perspective: Instructional Approaches

In terms of instruction, what seems to work best for your child on the days he / she is learning at home?



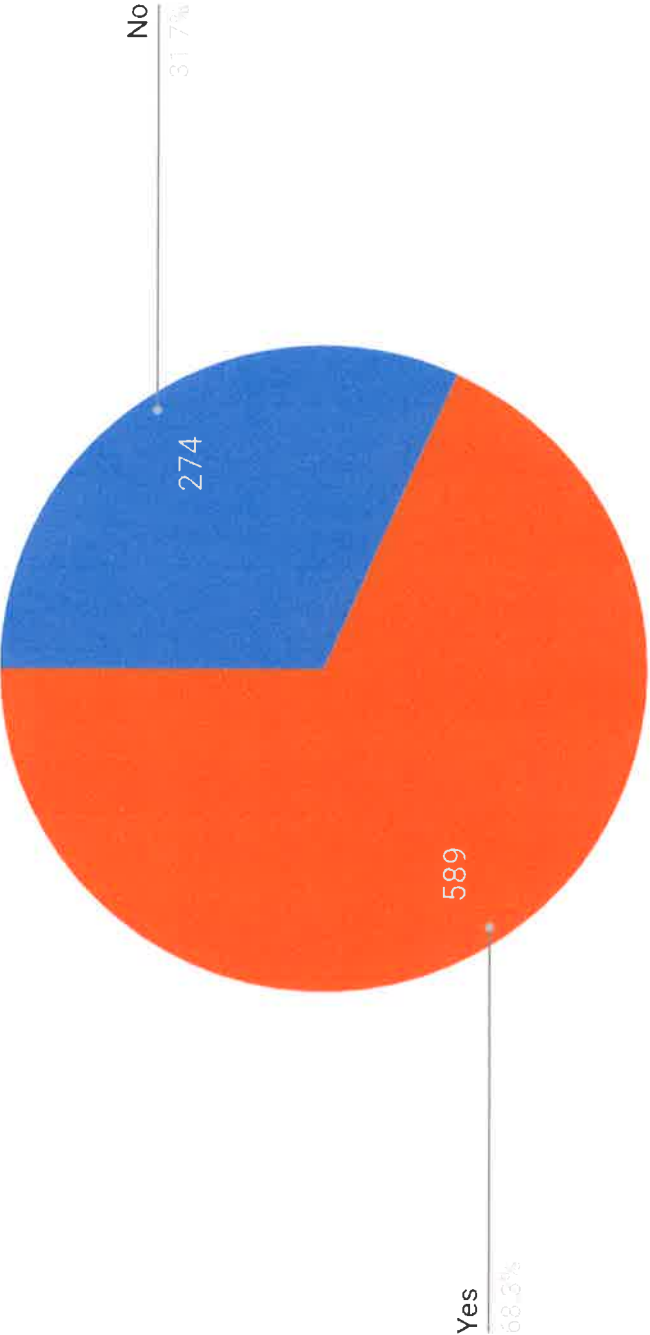
Educator Perspective: Instructional Approaches

In terms of instruction, what approaches seem to best engage your students?



**Parent Perspective: Wednesdays**

Has your child used Wednesdays as a day for extra help, teacher communication or to do independent work?



## Educator Perspective: Wednesdays

How many students are reaching out during your office hours for extra help or to ask questions?  
328 responses



## Parent Feedback

There is no other new instruction or learning opportunities provided by their teachers on Wednesdays. Since they are caught up in their work, they essentially have the day off (besides the zoom attendance meeting and the expectation that they should be reading every day for 20-30 minutes).

The FHS teachers are carefully planning the lessons and objectives to meet the curricular goals. Frequent live Zoom classes have been very helpful and pacing of work, though very rigorous, has been chunked well for the students. The Wednesday office hours have been a wonderful addition and a way to provide timely feedback for the students.

This year is so much better than last year (remote learning).

More communication with teachers and more notice regarding in-person one-on-one help.

Do better for communication. Not all kids learn the same way and hybrid is making it more difficult to help my kids when I don't understand what's going on. Assignments are being worded strangely at times and he needs to be able to ask the teacher directly what it means and get a faster response or there is going to be some late work.

One of the things I appreciate and is working well for my child is having a set schedule that is the same day to day whether he is in school or at home. The schedule has made this year far easier over last spring. It would be very helpful to have a week's worth of work ahead of time for planning.

## Parent Feedback

More one-on-one check-ins with the teacher(s).

Being able to communicate with friends and peers a little more.

Thank you and your team for doing the best you can during this pandemic I think working on social and emotional curriculum is much more important. I say this knowing my daughter is six so this may not apply as heavily to the older kids. Please continue to be flexible with parents turning in assignments while distance learning. My family appreciates all your support.

We are just doing our best to make a good flow for the days we work from home as I am still working so not always home during the day to help.

Again, teachers are doing their best but there is a lot of issues with submitting work, getting attendance straight, and grading on work.

Differentiated instruction or scaffolded assignments for students with reading issues.

## Educator Feedback (Cont.)

Kids are happy to be back in the classroom, even with masks and personal office spaces.  
Having a small group, I can really get to everyone each day for every subject.

Providing the support families need to be successful with home learning is a challenge.

The biggest challenge is getting them to complete all of their class work and making sure directions are clear enough to where they can do the work without too much confusion.

Prepping for both hybrid and distance learners at the same time - keep in mind that it is really 3 preps: hybrid students, distance plans for when they are home AND lessons for full distance learners.

Some of the kids who need the most help struggle with reading so virtual learning is even harder for them since there's so much reading involved with just navigating through the LMS.

My students are excited to participate in Zoom lessons, but the technology issues have caused great frustration and stress for myself and my students.

## Educator Feedback

Teaching this year is different than ever before. Everything seems hard and difficult. Nothing is easy. This is all new learning for me as a teacher.

Planning for children in front of me and making sure the children at home are receiving the same information is very difficult and extremely time consuming.

Please continue with the Wednesday schedule. It is vital for preparation and student help.

Students need direct teacher instruction and feedback more often. I'd rather do a full distance model which includes short mini-lessons with everyone throughout the day and time to touch base in small groups with struggling students after the lessons.

We are widening the gap with this model. Those that have support at home are doing well- those that don't are falling farther behind.

Collaborating with grade level partners in my school to share effective teaching/planning ideas for hybrid or full distance learners.

## Groton Public Schools

Date prep:		FY21 Budget Summary Review							
10/22/20 9:30 AM									
Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 10/21/2020	Under/(Over)
<b>Salaries</b>									
1 Administrators	105-108	4,642,710	1,458,740	3,185,760	4,644,500	(1,790)	(0.0%)	4,642,710	0
2 Teachers	101-104,109,123-127	34,415,719	5,511,377	28,436,301	33,947,677	468,042	1.4%	34,342,612	73,107
3 Non-Cert Aides	110-111,130-131,136,139	3,578,209	631,247	0	631,247	2,946,962	82.4%	3,578,209	0
4 Substitute - Cert & Non-Cert	120-121	979,580	136,123	250	136,373	843,207	86.1%	996,437	(16,857)
5 Clerical	112-114,132-134,144	1,876,870	507,588	48,591	556,179	1,320,691	70.4%	1,876,870	0
6 Custodial/Maintenance/Techs	117-118,129,137-138,147-149	3,563,841	936,430	207,895	1,144,325	2,419,516	67.9%	3,563,841	0
7 Campus Security/Supervision	128	146,610	34,050	0	34,050	112,560	76.8%	146,610	0
8 <b>Total Salaries</b>	<b>100</b>	<b>49,203,539</b>	<b>9,215,555</b>	<b>31,878,797</b>	<b>41,094,352</b>	<b>8,109,187</b>	<b>16.5%</b>	<b>49,147,289</b>	<b>56,250</b>
<b>Benefits</b>									
9 Health Insurance	201-202	7,965,817	1,963,761	0	1,963,761	6,002,056	75.3%	7,965,817	0
10 Workers Comp & Town Pension	211,213	927,138	0	0	0	927,138	100.0%	927,138	0
11 Social Security & Medicare	212,214	1,433,611	380,157	0	380,157	1,053,454	73.5%	1,435,487	(1,876)
12 Other Benefits	222-227	129,157	130,663	0	130,663	(1,506)	(1.2%)	129,157	0
13 <b>Total Benefits</b>	<b>200</b>	<b>10,455,723</b>	<b>2,474,581</b>	<b>0</b>	<b>2,474,581</b>	<b>7,981,142</b>	<b>76.3%</b>	<b>10,457,599</b>	<b>(1,876)</b>
<b>Purchased Services</b>									
14 Instructional Services	321-324	153,921	61,812	4,135	65,947	87,974	57.2%	154,166	(245)
15 Professional Services	331	261,078	42,671	38,122	80,793	180,285	69.1%	271,028	(9,950)
16 Other Prof Services	332	600,634	46,754	208,734	255,487	345,147	57.5%	600,573	61
17 OT & PT Services	333	665,591	13,827	515,707	529,534	136,057	20.4%	665,591	0
18 Legal	334	70,000	5,022	0	5,022	64,978	92.8%	60,050	9,950
19 Athletic Officials & Other Athletic Serv	341-342	77,676	0	11,209	11,209	66,467	85.6%	77,676	0
20 Computer Network Services	343	139,235	67,308	42,474	109,782	29,453	21.2%	139,235	0
21 <b>Total Purchased Services</b>	<b>300</b>	<b>1,968,135</b>	<b>237,394</b>	<b>820,381</b>	<b>1,057,775</b>	<b>910,360</b>	<b>46.3%</b>	<b>1,968,319</b>	<b>(184)</b>
<b>Property Services</b>									
22 Water & Sewer	410-411	99,801	14,705	1,587	16,292	83,509	83.7%	99,801	0
23 Trash & Snow Removal	421-422	156,600	16,675	66,346	83,020	73,580	47.0%	156,600	0
24 Repair/Maintenance	430-435,490-491,499	486,970	105,660	24,901	130,561	356,409	73.2%	487,358	(388)
25 Rental	441	124,442	19,136	36,226	55,362	69,080	55.5%	124,442	0
26 <b>Total Property Services</b>	<b>400</b>	<b>867,813</b>	<b>156,175</b>	<b>129,060</b>	<b>285,235</b>	<b>582,578</b>	<b>67.1%</b>	<b>868,201</b>	<b>(388)</b>
<b>Transportation, Insurance, Communications, Tuition</b>									
27 Transportation: Schools	510-513	4,855,917	71,025	0	71,025	4,784,892	98.5%	4,855,917	0
28 Transportation: Student Activities	587-596	176,589	0	1,165	1,165	175,424	99.3%	176,729	(140)
29 Transportation: Staff	580-584	124,941	8,934	145	9,079	115,862	92.7%	125,566	(625)
30 Insurance	522,525	302,400	293,712	0	293,712	8,688	2.9%	309,738	(7,338)
31 Communications	530-552	124,735	38,681	1,780	40,461	84,274	67.6%	124,735	0
32 Tuition: Special Education	561-563,568	4,481,290	117,229	1,242,481	1,359,710	3,121,580	69.7%	4,481,290	0
33 Tuition: Other	564-567	1,484,839	207,000	0	207,000	1,277,839	86.1%	1,481,839	3,000
34 <b>Total Trans, Ins, Comm, Tuition</b>	<b>500</b>	<b>11,550,711</b>	<b>736,581</b>	<b>1,245,571</b>	<b>1,982,152</b>	<b>9,568,559</b>	<b>82.8%</b>	<b>11,555,813</b>	<b>(5,102)</b>
<b>Supplies</b>									
35 Instructional Supplies	601-609,613-619,622-623,628	468,326	98,283	87,263	185,546	282,780	60.4%	479,662	(11,336)
36 Computer Supplies	610-612	642,796	407,665	22,142	429,807	212,989	33.1%	648,709	(5,913)
37 Electricity & Heating	631-633	1,344,801	296,913	3,724	300,637	1,044,164	77.6%	1,344,801	0
38 Transportation Supplies	634,656	247,010	22,118	0	22,118	224,892	91.0%	247,010	0
39 Textbooks & Library Books	640-642,645,647	121,597	16,292	10,331	26,623	94,974	78.1%	128,248	(6,651)
40 Facility/Maintenance Supplies	650,652-655,657,659	320,220	185,062	70,166	255,228	64,992	20.3%	315,809	4,411
41 Other Supplies (staff dev., etc.)	621,624-627,690	72,762	16,118	16,171	32,289	40,473	55.6%	73,464	(702)
42 <b>Total Supplies</b>	<b>600</b>	<b>3,217,512</b>	<b>1,042,451</b>	<b>209,798</b>	<b>1,252,249</b>	<b>1,965,263</b>	<b>61.1%</b>	<b>3,237,703</b>	<b>(20,191)</b>
<b>Equipment</b>									
43 Instructional Equipment	730,735	64,504	9,963	46,439	56,402	8,102	12.6%	63,349	1,155
44 Non-Instructional Equip	731,736	26,312	1,000	42,061	43,060	(16,748)	(63.7%)	30,293	(3,981)
45 <b>Total Equipment</b>	<b>700</b>	<b>90,816</b>	<b>10,962</b>	<b>88,500</b>	<b>99,462</b>	<b>(8,646)</b>	<b>(9.5%)</b>	<b>93,642</b>	<b>(2,826)</b>
46 <b>Total Dues &amp; Fees</b>	<b>800</b>	<b>83,841</b>	<b>58,562</b>	<b>155</b>	<b>58,717</b>	<b>25,124</b>	<b>30.0%</b>	<b>85,056</b>	<b>(1,215)</b>
47 <b>GRAND TOTAL</b>		<b>77,438,090</b>	<b>13,932,261</b>	<b>34,372,261</b>	<b>48,304,523</b>	<b>29,133,567</b>	<b>37.6%</b>	<b>77,413,623</b>	<b>24,467</b>

**Groton Public Schools**

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<b>Salaries</b>									
<b>Administrators</b>									
48 Admin	105	1,053,227	351,179	711,937	1,063,116	(9,889)	(0.9%)	1,053,227	-
49 Principals	106	1,256,347	408,109	867,686	1,275,795	(19,448)	(1.5%)	1,256,347	-
50 Asst. Principals	107	1,956,027	618,910	1,393,519	2,012,429	(56,402)	(2.9%)	1,956,027	-
51 Dean	108	377,109	80,542	212,619	293,161	83,948	22.3%	377,109	-
52		4,642,710	1,458,740	3,185,760	4,644,500	(1,790)	(0.0%)	4,642,710	0
<b>Teachers</b>									
53 Classroom Teachers	101 & 119	24,172,827	3,916,109	20,564,561	24,480,670	(307,843)	(1.3%)	24,115,937	56,890
54 Sp.Ed Certified	102	7,462,674	1,178,927	6,321,878	7,500,805	(38,131)	(0.5%)	7,446,457	16,217
55 Media Specialist	103	730,616	112,218	618,398	730,616	0	0.0%	730,616	-
56 Guidance	104	1,088,601	173,467	921,505	1,094,973	(6,372)	(0.6%)	1,088,601	-
57 Athletic Director	109	11,769	4,111	9,958	14,069	(2,300)	(19.5%)	11,769	-
58 Summer School	123	8,206	41,771	0	41,771	(33,565)	(409.0%)	8,206	-
59 Adult Ed	124	39,905	6,580	0	6,580	33,325	83.5%	39,905	-
60 Tutors	125	478,270	78,195	0	78,195	400,075	83.7%	478,270	-
61 Coach Stipends	126	344,247	0	0	0	344,247	100.0%	344,247	-
62 Other Student Activities	127	78,604	0	0	0	78,604	100.0%	78,604	-
63		34,415,719	5,511,377	28,436,301	33,947,677	468,042	1.4%	34,342,612	73,107
<b>Non-Cert Aides</b>									
64 Reg.Ed Teacher Aides - Kindergarten	110 & 130	393,049	53,157	0	53,157	339,892	86.5%	393,049	-
65 Sp.Ed Aides - Para I	111	758,192	128,380	0	128,380	629,812	83.1%	908,513	(150,321)
66 Sp.Ed Aides - Para II	131	2,012,619	381,190	0	381,190	1,631,429	81.1%	1,862,298	150,321
67 School Bus Aides	136	402,029	57,886	0	57,886	344,143	85.6%	402,029	-
68 Other Aides	139	12,320	10,634	0	10,634	1,686	13.7%	12,320	-
69		3,578,209	631,247	0	631,247	2,946,962	82.4%	3,578,209	0
<b>Substitute</b>									
70 Substitute Sp.Ed Certified	121	82,989	4,189	0	4,189	78,800	95.0%	82,989	-
71 Substitute Reg.Ed Certified	120	896,591	131,934	250	132,184	764,407	85.3%	913,448	(16,857)
72		979,580	136,123	250	136,373	843,207	86.1%	996,437	(16,857)
<b>Clerical</b>									
73 Clerical	112*113*114*132*133*134*143*144	1,876,870	507,588	48,591	556,179	1,320,691	70.4%	1,876,870	0
<b>Custodial/Maintenance/Techs</b>									
74 Custodial	117 & 137	1,938,622	498,794	50,843	549,637	1,388,985	71.6%	1,938,622	-
75 Maintenance	118 & 138	813,603	225,555	51,428	276,983	536,620	66.0%	813,603	-
76 Technicians	129 & 149	705,116	197,393	105,624	303,017	402,099	57.0%	705,116	-
77 Custodial Overtime	147	87,200	12,696	0	12,696	74,504	85.4%	87,200	-
78 Maintenance Overtime	148	19,300	1,992	0	1,992	17,308	89.7%	19,300	-
79		3,563,841	936,430	207,895	1,144,325	2,419,516	67.9%	3,563,841	0
<b>Security</b>									
80 Security/Supervision	128	146,610	34,050	0	34,050	112,560	76.8%	146,610	-
81 Total Salaries		49,203,539	9,215,555	31,878,797	41,094,352	8,109,187	16.5%	49,147,289	56,250
<b>Benefits</b>									
<b>Health Insurance</b>									
82 Group Ins. Prof	201	6,096,027	1,454,640	0	1,454,640	4,641,387	76.1%	6,096,027	-
83 Group Ins. Other	202	1,869,790	509,121	0	509,121	1,360,669	72.8%	1,869,790	-
84		7,965,817	1,963,761	0	1,963,761	6,002,056	75.3%	7,965,817	0
<b>Workers Comp &amp; Town Pension</b>									
85 Worker's Compensation	211	515,238	0	0	0	515,238	100.0%	515,238	-
86 Town Pension	213	411,900	0	0	0	411,900	100.0%	411,900	-
87		927,138	0	0	0	927,138	100.0%	927,138	0
<b>Social Security &amp; Medicare</b>									
88 Social Security	212	720,155	175,071	0	175,071	545,084	75.7%	722,847	(2,692)
89 Medicare	214	713,456	205,086	0	205,086	508,370	71.3%	712,640	816
90		1,433,611	380,157	0	380,157	1,053,454	73.5%	1,435,487	(1,876)
<b>Other Employee Benefits</b>									
91 Retirement Awards	222	1,657	37,423	0	37,423	(35,766)	(2158.5%)	1,657	-
92 Unemployment	223	50,000	49,957	0	49,957	43	0.1%	50,000	-
93 Tuition Reimb Certified	224	76,000	43,284	0	43,284	32,716	43.0%	76,000	-
95 Mentor Stipend	227	1,500	0	0	0	1,500	100.0%	1,500	-
96		129,157	130,663	0	130,663	(1,506)	(1.2%)	129,157	0
97 Total Benefits		10,455,723	2,474,581	0	2,474,581	7,981,142	76.3%	10,457,599	(1,876)

**Groton Public Schools**

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	10/22/20 9:30 AM								

Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 10/21/2020	Under/(Over)
<b>Purchased Services</b>									
<b>Instructional Services</b>									
98 Instructional Services	321 & 323	112,421	57,161	190	57,351	55,070	49.0%	112,421	-
99 Instruct Improvement Services	322 & 324	41,500	4,651	3,945	8,596	32,904	79.3%	41,745	(245)
100		153,921	61,812	4,135	65,947	87,974	57.2%	154,166	(245)
<b>Professional Services</b>									
101 Professional Services	331	261,078	42,671	38,122	80,793	180,285	69.1%	271,028	(9,950)
102 Other Professional Services	332	600,634	46,754	208,734	255,487	345,147	57.5%	600,573	61
103 OT & PT Services	333	665,591	13,827	515,707	529,534	136,057	20.4%	665,591	-
104 Legal Services	334	70,000	5,022	0	5,022	64,978	92.8%	60,050	9,950
105		1,597,303	108,274	762,563	870,837	726,466	45.5%	1,597,242	61
<b>Athletic Officials &amp; Other Athletic Services</b>									
106 Athletic Officials	341	64,776	0	11,209	11,209	53,567	82.7%	64,776	-
107 Other Athletic Services	342	12,900	0	0	0	12,900	100.0%	12,900	-
108		77,676	0	11,209	11,209	66,467	85.6%	77,676	0
<b>Computer Network Services</b>									
109 Computer Network Services	343	139,235	67,308	42,474	109,782	29,453	21.2%	139,235	-
110 Total Purchased Services		1,968,135	237,394	820,381	1,057,775	910,360	46.3%	1,968,319	(184)
<b>Property Services</b>									
<b>Water/Sewer</b>									
111 Water	410	65,527	9,184	1,587	10,771	54,756	83.6%	65,527	-
112 Sewer	411	34,274	5,521	0	5,521	28,753	83.9%	34,274	-
113		99,801	14,705	1,587	16,292	83,509	83.7%	99,801	0
<b>Trash &amp; Snow Removal</b>									
114 Trash Removal	421	86,600	16,675	66,346	83,020	3,580	4.1%	86,600	-
115 Snow Removal	422	70,000	0	0	0	70,000	100.0%	70,000	-
116		156,600	16,675	66,346	83,020	73,580	47.0%	156,600	0
<b>Repair/Maintenance</b>									
117 Equipment Repairs	430	115,719	21,318	1,825	23,143	92,576	80.0%	116,107	(388)
118 Grounds Repairs	431	170,017	52,243	12,927	65,170	104,847	61.7%	170,017	-
119 General Bldg Repairs	432	50,912	9,110	0	9,110	41,802	82.1%	50,912	-
120 Painting	433	10,000	0	0	0	10,000	100.0%	10,000	-
121 Heat & Plumbing	434	46,063	2,631	375	3,006	43,057	93.5%	46,063	-
122 Electrical	435	11,947	0	0	0	11,947	100.0%	11,947	-
123 Extermination Services	490	12,268	3,961	8,024	11,985	283	2.3%	12,268	-
124 Bldg Fire Protection	491	45,898	2,656	0	2,656	43,242	94.2%	45,898	-
125 Bldg Safety Services	492	0	9,771	0	9,771	(9,771)	-	-	-
126 Other Purch Services	499	24,146	3,971	1,750	5,721	18,425	76.3%	24,146	-
127		486,970	105,660	24,901	130,561	356,409	73.2%	487,358	(388)
<b>Rental</b>									
128 Rental	441	124,442	19,136	36,226	55,362	69,080	55.5%	124,442	-
129 Total Property Services		867,813	156,175	129,060	285,235	582,578	67.1%	868,201	(388)
<b>Transportation, Insurance, Communications, Tuition</b>									
<b>Transportation: Schools</b>									
130 Reg.Ed Pupil Transportation	510 & 516	2,877,836	12,498	0	12,498	2,865,338	99.6%	2,877,836	-
131 Sp.Ed - Trans - STA	511	1,063,596	37,331	0	37,331	1,026,265	96.5%	1,063,596	-
132 Sp.Ed - Trans - Curtin	512	902,235	21,196	0	21,196	881,039	97.7%	902,235	-
133 Pupil Transp Reimbursement	513	12,250	0	0	0	12,250	100.0%	12,250	-
134		4,855,917	71,025	0	71,025	4,784,892	98.5%	4,855,917	0
<b>Transportation: Other</b>									
135 Transportation - Athletics	587	106,430	0	0	0	106,430	100.0%	106,430	-
136 Transportation - Field Trips	588	51,553	0	700	700	50,853	98.6%	51,553	-
137 Entry Fees - Athletics	591 & 592	13,216	0	465	465	12,751	96.5%	13,356	(140)
138 Admission Fees	595	5,390	0	0	0	5,390	100.0%	5,390	-
140		176,589	0	1,165	1,165	175,424	99.3%	176,729	(140)
<b>Transportation: Staff</b>									
141 Travel - Education	580 & 581	8,800	6	0	6	8,794	99.9%	8,800	-
142 Travel - Admin	582 & 583	30,300	7,234	0	7,234	23,066	76.1%	30,300	-
143 Travel - Conferences	584	85,841	1,694	145	1,839	84,002	97.9%	86,466	(625)
144		124,941	8,934	145	9,079	115,862	92.7%	125,566	(625)
<b>Liability &amp; Accident Insurance</b>									
145 Liability Insurance	522	286,374	293,712	0	293,712	(7,338)	(2.6%)	293,712	(7,338)
146 Accident Insurance	525	16,026	0	0	0	16,026	100.0%	16,026	-
147		302,400	293,712	0	293,712	8,688	2.9%	309,738	(7,338)

**Groton Public Schools**

Date prep:	FY21 Budget Summary Review							
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Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 10/21/2020	Under/(Over)
<b>Communications</b>									
146 Telephone, Telephone Repairs	530	68,810	30,288	1,000	31,288	37,522	54.5%	68,810	-
149 Postage	531	39,425	4,570	0	4,570	34,855	88.4%	39,425	-
150 Advertisement	540	5,000	1,392	780	2,172	2,828	56.6%	5,000	-
151 Minority Recruitment	541	0	0	0	0	0	-	-	-
152 Printing Admin	550	7,500	2,031	0	2,031	5,469	72.9%	7,500	-
153 School Publications	551 & 552	4,000	400	0	400	3,600	90.0%	4,000	-
154		124,735	38,681	1,780	40,461	84,274	67.6%	124,735	0
<b>Tuition: Special Education</b>									
155 Sp.Ed Vocational	561	461,250	4,068	6,869	10,937	450,313	97.6%	461,250	-
156 Sp.Ed BoE Placements	562	2,447,750	98,926	1,207,464	1,306,390	1,141,360	46.6%	2,447,750	-
157 Sp.Ed State Placements	563	600,000	14,235	28,148	42,383	557,617	92.9%	600,000	-
158 Sp.Ed Magnet Choice	568	972,290	0	0	0	972,290	100.0%	972,290	-
159		4,481,290	117,229	1,242,481	1,359,710	3,121,580	69.7%	4,481,290	0
<b>Tuition: Other</b>									
160 Adult Ed	564	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
161 Magnet Tuition	566	1,148,955	0	0	0	1,148,955	100.0%	1,148,955	-
162 Vo Ag Reg.Ed Tuition	567	125,884	0	0	0	125,884	100.0%	125,884	-
163		1,484,839	207,000	0	207,000	1,277,839	86.1%	1,481,839	3,000
164 Total Transportation, Insurance, Communication, Tuition		11,550,711	736,581	1,245,571	1,982,152	9,568,559	82.8%	11,555,813	(5,102)
<b>Supplies</b>									
<b>Instructional Supplies</b>									
165 General Classroom	601	101,351	16,733	14,434	31,166	70,185	69.2%	98,843	2,508
166 Science	602	21,150	4,312	816	5,128	16,022	75.8%	21,150	-
167 Arts & Crafts	603	20,350	5,362	6,113	11,474	8,876	43.6%	21,630	(1,280)
168 Phys. Ed	604	12,400	1,972	2,962	4,933	7,467	60.2%	13,447	(1,047)
169 Music	605	18,850	1,199	9,540	10,739	8,111	43.0%	20,584	(1,734)
170 Kindergarten	606	5,800	1,430	657	2,087	3,713	64.0%	5,896	(96)
171 Pupil Tests	607	70,225	12,128	6,387	18,515	51,710	73.6%	70,559	(334)
172 Tech. Ed	609	7,500	999	640	1,639	5,861	78.2%	7,500	-
173 Home Ec Supplies	613	12,700	176	2,692	2,868	9,832	77.4%	12,700	-
174 Sp.Ed Supplies	615	54,800	5,972	4,866	10,838	43,962	80.2%	56,300	(1,500)
175 Athletic Supplies	616	81,475	2,378	13,982	16,361	65,114	79.9%	79,274	2,201
176 Math Supplies	617	11,250	7,192	1,369	8,561	2,689	23.9%	19,155	(7,905)
177 Health Supplies	618	1,700	0	0	0	1,700	100.0%	1,700	-
178 Other Supplies	619	2,500	0	0	0	2,500	100.0%	2,500	-
179 Health Serv Pathogen	622	6,250	1,442	307	1,749	4,501	72.0%	7,999	(1,749)
180 School Library Supplies	623	4,950	176	18	194	4,756	96.1%	4,950	-
181 Food, Drink, Snacks	628	35,075	0	399	399	34,676	98.9%	35,474	(399)
182 Distance Learning Supplies	691	0	36,812	22,084	58,896	(58,896)	-	-	-
183		468,326	98,283	87,263	185,546	282,780	60.4%	479,662	(11,336)
<b>Computer Supplies</b>									
184 Computer Supplies	610 & 611	110,900	21,119	15,864	36,983	73,917	66.7%	111,130	(230)
185 Software	612	531,896	386,546	6,278	392,824	139,072	26.1%	537,579	(5,683)
186		642,796	407,665	22,142	429,807	212,989	33.1%	648,709	(5,913)
<b>Electricity &amp; Heating</b>									
187 Electricity	631	905,538	251,006	3,285	254,291	651,247	71.9%	905,538	-
188 Propane/Natural Gas	632	229,751	6,698	439	7,137	222,614	96.9%	229,751	-
189 Heating Oil	633	209,512	39,209	0	39,209	170,303	81.3%	209,512	-
190		1,344,801	296,913	3,724	300,637	1,044,164	77.6%	1,344,801	0
<b>Transportation Supplies</b>									
191 Diesel for School Buses	634	205,430	20,491	0	20,491	184,939	90.0%	205,430	-
192 Gas for Maintenance	656	41,580	1,627	0	1,627	39,953	96.1%	41,580	-
193		247,010	22,118	0	22,118	224,892	91.0%	247,010	0
<b>Textbooks &amp; Library Books</b>									
194 Textbooks	640	86,796	10,057	2,288	12,345	74,451	85.8%	90,352	(3,556)
195 Workbooks	641	12,910	6,235	2,847	9,082	3,828	29.7%	15,841	(2,931)
196 Textbook Rebind	642	450	0	0	0	450	100.0%	450	-
197 Library Books	645	18,391	0	5,016	5,016	13,375	72.7%	18,555	(164)
198 Periodicals	647	3,050	0	180	180	2,870	94.1%	3,050	-
199		121,597	16,292	10,331	26,623	94,974	78.1%	128,248	(6,651)

**Groton Public Schools**

Date prep:	FY21 Budget Summary Review								
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Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 10/21/2020	Under/(Over)
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**Facility/Maintenance Supplies**

200 Equipment Repair	650	28,660	7,534	621	8,155	20,505	71.5%	28,660	-
201 Grounds Supplies	651	18,675	23,395	0	23,395	(4,720)	(25.3%)	23,395	(4,720)
202 General Bldg Repair	652	66,430	11,885	1,730	13,616	52,814	79.5%	61,430	5,000
203 Painting	653	2,500	2,867	0	2,867	(367)	(14.7%)	2,867	(367)
204 Heat & Plumbing	654	33,720	21,265	826	22,091	11,629	34.5%	33,720	-
205 Electrical	655	29,950	9,420	2,805	12,225	17,725	59.2%	29,950	-
206 Safety Supplies	657 & 659	11,985	95,150	61,231	156,381	(144,396)	(1204.8%)	12,487	(502)
207 Custodial Supplies	658	128,300	13,545	2,953	16,498	111,802	87.1%	123,300	5,000
208		320,220	185,062	70,166	255,228	64,992	20.3%	315,809	4,411

**Other Supplies**

209 Sup Serv Guid Imp Ins	621	21,500	2,594	3,722	6,316	15,184	70.6%	21,500	-
210 Audio Visual	624 & 625	7,402	665	527	1,192	6,210	83.9%	7,402	-
211 General Admin Supplies	626	13,360	843	1,081	1,925	11,435	85.6%	13,273	87
212 School Admin Supplies	627	11,250	4,904	1,270	6,174	5,076	45.1%	12,029	(779)
213 Professional Materials	690	19,250	1,141	2,587	3,728	15,522	80.6%	19,260	(10)
214 Personal Protective Equipment	692 & 693	0	5,971	6,984	12,955	(12,955)	-	-	-
215		72,762	16,118	16,171	32,289	40,473	55.6%	73,464	(702)
216 Total Supplies		3,217,512	1,042,451	209,798	1,252,249	1,965,263	61.1%	3,237,703	(20,191)

**Equipment**

**Instructional Equipment**

217 Replace Instr Equip	730	29,770	758	30,342	31,100	(1,330)	(4.5%)	28,995	775
218 Add Instr Equipment	735	34,734	9,205	16,096	25,301	9,433	27.2%	34,354	380
219		64,504	9,963	46,439	56,402	8,102	12.6%	63,349	1,155

**Non-Instructional Equipment**

220 Replace Non-Instr Equipment	731	25,000	0	38,288	38,288	(13,288)	(53.2%)	25,000	-
221 Add Non-Instr Equipment	736	1,312	1,000	3,773	4,772	(3,460)	(263.7%)	5,293	(3,981)
222		26,312	1,000	42,061	43,060	(16,748)	(63.7%)	30,293	(3,981)
223 Total Equipment		90,816	10,962	88,500	99,462	(8,646)	(9.5%)	93,642	(2,826)

**Dues - Fees**

**Dues/Fees**

224 Dues BoE	810	25,541	20,591	0	20,591	4,950	19.4%	25,541	-
225 General Admin Dues	811	15,950	13,675	0	13,675	2,275	14.3%	16,875	(925)
226 School Admin Dues	812	37,465	21,640	80	21,720	15,745	42.0%	37,755	(290)
227 Other Dues	819	4,885	2,656	75	2,731	2,154	44.1%	4,885	-
228 Total Dues/Fees		83,841	58,562	155	58,717	25,124	30.0%	85,056	(1,215)

**229 Grand Total**

77,438,090	13,932,261	34,372,261	48,304,523	29,133,567	37.6%	77,413,623	24,467
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**Groton Public Schools**  
**FY21 Budget Summary Review**  
**Summary at Program Level III**

		FY21			FY21			10/1/2025	
Function No.	Description	Budget 2020-2021	Expended 2020-2021	Encumbered 2020-2021	Total 2020-2021	Remaining Balance	%	Estimated 2020-2021	Increase (Decrease)
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,103,845	2,209,883	8,867,756	11,077,639	2,025,206	15.5%	13,101,993	852
1102	FUNCTION-1102 ART	674,103	111,666	469,204	580,870	93,233	13.8%	677,130	(3,027)
1104	FUNCTION-1104 LANGUAGE ARTS	2,336,132	385,639	1,615,231	2,000,860	335,272	14.4%	2,336,132	-
1105	FUNCTION-1105 WORLD LANGUAGES	1,294,834	226,570	911,792	1,138,361	156,473	12.1%	1,301,345	(7,011)
1106	FUNCTION-1106 CONSUMER SCIENCE	160,712	21,474	95,958	117,432	43,280	26.9%	161,901	(1,189)
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	768,063	107,284	450,697	557,982	210,081	27.4%	730,638	37,425
1108	FUNCTION-1108 MATHEMATICS	2,030,084	355,277	1,489,681	1,844,958	194,126	9.5%	2,041,892	(2,808)
1109	FUNCTION-1109 MUSIC	738,098	113,218	510,355	623,573	114,525	15.5%	741,728	(3,630)
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,159,763	177,467	712,289	889,756	270,007	23.3%	1,160,366	(603)
1111	FUNCTION-1111 SCIENCE	2,288,339	424,013	1,520,530	1,944,543	343,796	15.0%	2,288,339	-
1112	FUNCTION-1112 SOCIAL STUDIES	1,810,607	292,400	1,292,786	1,585,186	225,421	12.5%	1,810,941	(334)
1114	FUNCTION-1114 HEALTH EDUCATION	231,660	50,137	277,284	327,418	(95,758)	(41.3%)	232,794	(1,134)
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	0	1,254	1,254	28,746	95.8%	30,000	-
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPEN	0	2,419	12,946	15,366	(15,366)	0.0%	-	-
1117	FUNCTION-1117 INTERN. BACCALAUREATE	86,195	5,882	2,825	8,707	77,488	89.9%	86,205	(10)
1119	FUNCTION-1119 UNCLASSIFIED	811,240	402,661	38,288	440,949	370,291	45.6%	811,240	-
1121	FUNCTION-1121 BUSINESS EDUCATION	308,970	52,934	210,285	263,219	45,751	14.8%	309,200	(230)
1124	FUNCTION-1124 HEALTH OCCUPATIONS	114,720	12,204	44,291	56,495	58,225	50.8%	114,886	(166)
1260	FUNCTION-1260 ENRICHMENT	38,551	11,655	0	11,655	26,896	69.8%	38,551	-
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,923,229	456,727	2,141,043	2,597,771	325,458	11.1%	2,923,229	-
1412	FUNCTION-1412 SUMMER SCH. HIGH SC. CREDI	8,834	44,782	0	44,782	(35,948)	(406.9%)	8,834	-
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERV	1,172,652	198,509	623,612	822,122	350,530	29.9%	1,172,816	(164)
Total Regular Instruction		32,112,981	5,708,068	21,288,094	26,996,159	5,116,822	15.9%	32,095,009	17,972
Special Instruction									
1205	FUNCTION-1205 PHYSICAL 3-5	1,288,422	186,301	503,854	690,655	597,767	46.4%	1,244,470	43,952
1210	FUNCTION-1210 SPCD Summer School	20,290	55,105	0	55,105	(34,815)	(171.6%)	27,688	(7,318)
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTIO	743,505	130,071	188,790	318,862	424,643	57.1%	743,721	(216)
1230	FUNCTION-1230 SPECIAL EDUCATION	8,280,293	1,362,342	3,608,193	4,970,534	3,309,759	40.0%	8,283,889	(3,596)
1250	FUNCTION-1250 HIND	56,595	825	0	825	55,770	98.5%	56,595	-
1280	FUNCTION-1280 HEARING IMPAIRED	120,105	16,511	85,551	102,062	18,043	15.0%	121,605	(1,500)
Total Special Instruction		10,509,210	1,751,656	4,386,388	6,138,043	4,371,167	41.6%	10,477,889	31,321
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	80,995	10,864	10,517	21,381	59,614	73.6%	80,995	-
1320	FUNCTION-1320 ADULT EDUCATION	218,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
Total Continuing Education		299,995	217,864	10,517	228,381	62,614	21.5%	287,995	3,000
Other Instructional Programs									
1501	FUNCTION-1501 BASKETBALL	28,106	0	0	0	28,106	100.0%	28,107	(1)
1503	FUNCTION-1503 BASKETBALL, MEN	45,964	0	0	0	45,964	100.0%	45,965	(1)
1504	FUNCTION-1504 BASKETBALL, WOMEN	45,964	0	0	0	45,964	100.0%	45,965	(1)
1505	FUNCTION-1505 CROSS COUNTRY, MEN	15,870	628	716	1,344	14,526	91.5%	15,870	-
1506	FUNCTION-1506 CROSS COUNTRY, WOMEN	15,870	0	0	0	15,870	100.0%	15,870	-
1507	FUNCTION-1507 FOOTBALL	61,477	0	6,125	6,125	56,352	90.2%	61,477	-
1508	FUNCTION-1508 GOLF	11,574	0	0	0	11,574	100.0%	11,574	-
1509	FUNCTION-1509 FIELD HOCKEY, GIRLS	16,980	0	4,663	4,663	12,317	72.5%	17,480	(500)
1510	FUNCTION-1510 GYMNASIICS	5,197	0	0	0	5,197	100.0%	5,197	-
1511	FUNCTION-1511 SOCCER, MEN	35,113	0	7,623	7,623	27,490	78.3%	35,113	-
1512	FUNCTION-1512 SOCCER, WOMEN	33,708	1,480	3,343	4,822	28,886	85.7%	33,708	-
1513	FUNCTION-1513 SOFTBALL, WOMEN	37,956	0	0	0	37,956	100.0%	37,956	-
1514	FUNCTION-1514 SWIMMING, MEN	27,642	0	47	47	27,595	99.8%	27,642	-
1515	FUNCTION-1515 TENNIS, MEN	7,497	0	0	0	7,497	100.0%	7,497	-
1516	FUNCTION-1516 TENNIS, WOMEN	7,497	0	0	0	7,497	100.0%	7,497	-
1517	FUNCTION-1517 TRACK, OUTDOOR, MEN	33,728	0	0	0	33,728	100.0%	33,728	-
1518	FUNCTION-1518 TRACK, OUTDOOR, WOMEN	33,528	0	0	0	33,528	100.0%	33,528	-
1519	FUNCTION-1519 WRESTLING	22,098	0	0	0	22,098	100.0%	22,098	-
1520	FUNCTION-1520 INTRAMURAL SPORTS, MEN/A	15,217	0	0	0	15,217	100.0%	15,217	-
1522	FUNCTION-1522 CHEERLEADING	20,470	0	0	0	20,470	100.0%	20,470	-
1524	FUNCTION-1524 VOLLEYBALL	22,618	0	2,676	2,676	19,942	88.2%	22,618	-
1525	FUNCTION-1525 TRACK, INDOOR	25,795	0	0	0	25,795	100.0%	25,795	-
1526	FUNCTION-1526 LACROSSE, MEN	19,666	0	0	0	19,666	100.0%	19,666	-
1527	FUNCTION-1527 LACROSSE, WOMEN	17,666	0	0	0	17,666	100.0%	17,666	-
1528	FUNCTION-1528 SWIMMING, WOMEN	32,788	271	3,060	3,331	29,457	89.8%	32,788	-
1529	FUNCTION-1529 FENCING	15,620	0	0	0	15,620	100.0%	15,620	-
1530	FUNCTION-1530 UNIFIED SPORTS	12,181	0	0	0	12,181	100.0%	12,181	-
1549	FUNCTION-1549 OTHER EXPENSES, SPORTS	70,340	9,027	39,231	49,159	21,181	30.1%	70,079	261
1550	FUNCTION-1550 SCHOOL NEWSPAPERS	6,438	400	0	400	6,038	93.8%	6,437	1
1551	FUNCTION-1551 AMPHORA	6,625	0	0	0	6,625	100.0%	6,625	-
1552	FUNCTION-1552 YEARBOOKS	6,014	0	0	0	6,014	100.0%	6,014	-
1555	FUNCTION-1555 OTHER ACTIVITIES	69,541	0	0	0	69,541	100.0%	69,541	-
15**	STUDENT ACTIVITIES 6-12	827,830	12,705	67,483	80,189	747,641	90.3%	828,069	(239)
TOTAL INSTRUCTION		43,741,016	7,690,290	25,757,482	33,442,772	10,298,241	23.5%	43,608,901	52,055
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED C	921,637	268,886	424,967	693,853	227,784	24.7%	921,464	173
2110	FUNCTION-2110 SOCIAL WORK SERVICES	348,803	63,391	272,612	336,003	12,800	3.7%	348,803	-
2120	FUNCTION-2120 GUIDANCE SERVICES	1,587,957	290,878	922,336	1,213,214	374,743	23.6%	1,587,957	-
2130	FUNCTION-2130 HEALTH SERVICES	1,229,556	62,200	698,534	760,734	468,822	38.1%	1,231,305	(1,749)
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,262,682	209,645	855,291	1,064,936	197,746	15.7%	1,276,911	(14,229)
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,172,189	193,099	826,589	1,020,498	151,691	12.9%	1,172,189	-
Total Support Services - Pupils		6,522,824	1,088,910	4,008,329	5,089,239	1,433,585	22.0%	6,538,628	(15,804)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	97,642	76,243	125,594	201,837	(104,195)	(106.7%)	97,642	-
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	286,825	273,429	4,117	277,546	9,279	3.2%	287,151	(326)
Total Support Services - Staff		384,467	349,673	129,710	479,383	(94,916)	(24.7%)	384,793	(326)
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SER	30,241	27,224	3,317	30,541	(300)	(1.0%)	40,191	(9,650)
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SE	1,530,410	357,088	362,839	719,927	810,483	53.0%	1,521,229	9,181
2313	FUNCTION-2313 BUSINESS OFFICE	899,718	192,137	81,804	273,941	625,777	69.6%	899,468	250
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,625,333	1,240,801	2,043,181	3,283,182	1,342,151	29.0%	4,635,893	(10,560)
Total General Support Services		7,085,702	1,816,450	2,491,141	4,307,591	2,778,111	39.2%	7,096,781	(11,079)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTEN	6,933,363	1,955,677	363,715	2,319,392	4,613,971	66.8%	6,923,809	9,554
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,539,258	197,268	48,591	245,850	5,293,399	95.6%	5,539,258	-
2540	FUNCTION-2540 COMPUTER SUPPORT SERVIC	1,819,141	720,833	350,681	1,071,514	747,628	41.1%	1,829,013	(9,872)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	0	0	0	2,500	100.0%	2,500	-
Total Operational Services		14,294,262	2,873,778	763,986	3,636,764	10,657,438	74.6%	14,294,590	(328)
TOTAL SUPPORT SERVICES		28,287,195	6,128,810	7,384,167	13,512,977	14,774,218	52.2%	28,314,782	(27,587)
Community Services									
3710	FUNCTION-3710 NONPUBLIC SCHOOL	115,000	0	0	0	115,000	100.0%	115,000	0
Non-Programmed Charges									
4100	FUNCTION-4100 FEES	5,294,879	113,161	1,235,612	1,348,773	3,946,106	74.5%	5,294,879	0
GRAND TOTAL		77,438,090	13,932,161	34,371,261	48,304,523	29,133,567	37.6%	77,433,623	25,467

Cost vs Budget Dashboard - data through August 2020

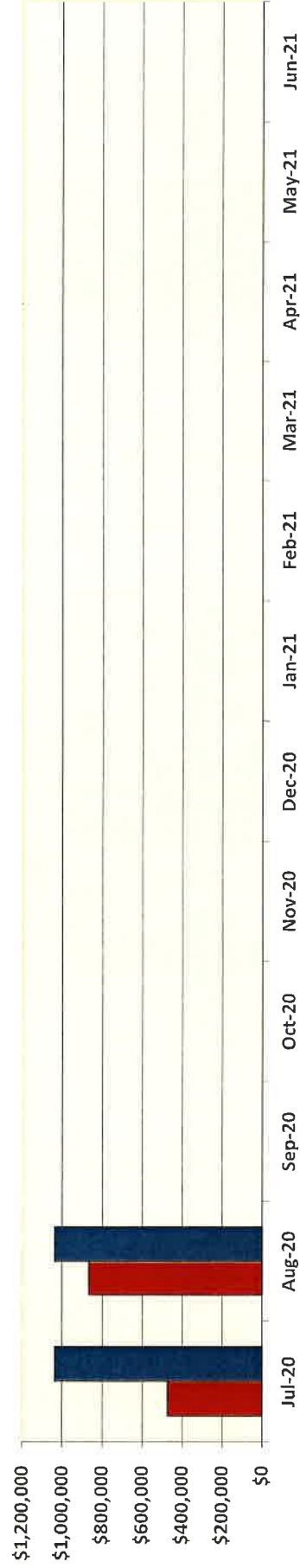
BOE Groups Active & Retired

Self Insured - All Coverages All Enrollees												
Claim/Admin. Cost												
Date	Lives	Net Medical Paid Claims	Rx Paid Claims	Dental Paid Claims	Total Net Paid Claims	Total Fixed Costs	Total Cost	BOE Monthly Budget*	Variance - Total Cost vs BOE Budget	Actual/Estimated BOE Budget		
Jul-20	596	\$265,817	\$83,219	\$27,896	\$376,933	\$94,956	\$471,888	\$1,037,603	(\$565,714)	45.5%		
Aug-20	596	\$648,562	\$81,582	\$40,991	\$771,135	\$94,956	\$866,091	\$1,037,603	(\$171,512)	83.5%		
Sep-20												
Oct-20												
Nov-20												
Dec-20												
Jan-21												
Feb-21												
Mar-21												
Apr-21												
May-21												
Jun-21												
YTD	1192	\$914,380	\$164,801	\$68,887	\$1,148,067	\$189,912	\$1,337,979	\$2,075,205	(\$737,226)	64.5%		

Budget vs. Actual Cost

Actual vs Budget

Actual Cost Budgeted Cost



Total fixed costs is taken from segmented Anthem Report 4 dated 3/24/20 plus Network Access Fees of \$204,724

\*BOE monthly budget based on non-weighted Anthem proposal dated 3/24/20

Groton Public Schools  
Pandemic Related Funding

Category	Amount	Costs covered
<b>Coronavirus Relief Fund (CRF) (expenditures through 12/30/20)</b>		
Academic personnel	908,889	Substitutes teachers, paraprofessionals to accommodate social distancing, additional teaching staff needed for remote teaching, teachers participation in planning curriculum for reopening, device managers
Student Support personnel	97,328	Additional social workers to assist students, community coordinators to reach out to students and families
Cleaning personnel	44,330	Additional custodial staff
Transportation personnel	1,744	OT to develop and rewrite bus routes due to hybrid schedule
Cleaning/Safety Supplies	175,000	Desk shields, hand sanitizer, face masks, disposable gloves, gowns, face shields, thermometers, directional signage, HVAC consultants
<b>Total CRF</b>	<b>1,227,291</b>	

<b>CARES Act (ESSER Fund) (expenditures incurred between 03/13/20 and 09/30/22)</b>		
Academic personnel	246,694	Substitutes teachers, additional teaching staff needed for remote teaching
Student Support personnel	220,930	Additional social workers to assist students, food service personnel needed during the spring shutdown
Cleaning personnel	66,183	Additional custodial staff
School supplies	50,800	Tool kits sent home with students to use during distance learning
Software	79,798	Additional software titles to support distance learning
<b>Total CARES Act</b>	<b>664,406</b>	

CAPITAL IMPROVEMENT PROGRAM

PROJECT DETAIL (ADDENDUM)

PROJECT	ACTIVITY/DEPARTMENT
SCHOOL NEEDS SUMMARY	5) EDUCATION

ADDITIONAL INFORMATION

Projects for various system upgrades and replacement at the schools are listed on the individual facility project sheets. However, there are longer term needs to maintain the educational and functional adequacy that are summarized below.

ELEMENTARY SCHOOLS

The projects shown on the individual project sheets are intended to maintain the adequacy of the facilities in their present configuration. However, to meet educational adequacy needs in the future, Charles Barnum Elementary School will also require an expanded media center, a full-service kitchen, a larger cafetorium, a gymnasium, larger and redesigned administration spaces, additional resource and remedial program spaces, appropriate instrumental and band program spaces, an art room, a space for the school based health center, and a larger space for the school nurse. In addition, the Board wants to highlight that HVAC, ADA, and Fire Code upgrades requested over the last nine years have not been funded.

# CAPITAL IMPROVEMENT PROGRAM

## PROJECT DETAIL

PROJECT

ACTIVITY/DEPARTMENT

PROJECT NAME

5) EDUCATION

Groton Middle School Athletic Complex

## DESCRIPTION/PURPOSE/JUSTIFICATION

The installation of lights at the synthetic surface multi-sport field and the softball field at Groton Middle School would greatly expand the use of those facilities for both interscholastic sports as well as Parks and Recreation town-wide activities.

Requested for FYE 22 are funds (\$500,000) for light for the synthetic surface field; and also requested for FYE 22 are funds (\$325,000) for the softball field.

## RECOMMENDED FINANCING (000)

	Source of Funds*	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Total Estimated Cost
A. Planning & Engineering								
B. Land & Right of Way								
C. Construction	C	825						825
D. Equipment								
E. Other Costs								
Total		825						825
*Funding	(C ) Capital Reserve Fund)		(G) General Obligation Bonds		( O) Other			

## CAPITAL IMPROVEMENT PROGRAM

### PROJECT DETAIL

PROJECT ACTIVITY/DEPARTMENT

PROJECT NAME 5) EDUCATION

Northeast Academy Indoor Air Quality

### DESCRIPTION/PURPOSE/JUSTIFICATION

There have been concerns about excessive humidity in the Northeast Academy. The district contracted with the engineering firm Fuss & O'Neill to determine the cause and possible remedy for this issue. The study concluded with recommendations for both short and long term solutions.

The long-term recommendation in the engineering report is the replacement of the air handling units.

The initial work from the short-term equipment upgrades were completed during the spring of 2020.

The second phase of the work includes the following: requested for FYE 22 are funds (\$215,000) for site improvements.

The Board recommends postponing the replacement of the air handling units until FYE 23 and beyond. During the spring of 2020 the maintenance staff has implemented an active dehumidification program that mitigated the humidity problem. The HVAC technician will continue to monitor the air quality of the building.

Programmed for FYE 22-26 are funds (\$200,000/year) for replacement of the air handling units.

### RECOMMENDED FINANCING (000)

	Source of Funds*	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Total Estimated Cost
A. Planning & Engineering								
B. Land & Right of Way								
C. Construction	C	215						215
D. Equipment		215	200	200	200	200	200	1215
E. Other Costs								
Total		430	200	200	200	200	200	1430
*Funding	(C ) Capital Reserve Fund)		(G) General Obligation Bonds		( O) Other			

# CAPITAL IMPROVEMENT PROGRAM

## PROJECT DETAIL

PROJECT

ACTIVITY/DEPARTMENT

A) FITCH SCHOOL ATHLETIC FACILITIES

5) EDUCATION

## DESCRIPTION/PURPOSE/JUSTIFICATION

In addition to the regular use of the football field by the football team, the field is also used by the Groton Public Schools lacrosse and soccer teams, as well as physical education classes. Because the playing field no longer drains properly, it is in need of upgrading. It will be necessary to regrade and recrown the field and sod the entire surface.

The addition of an irrigation system while work is performed will greatly enhance the continued maintenance by providing timed watering while also improving on the efficiency/cost of water usage.

Programmed for FYE 23 are funds (\$195,000) to sod and recrown the field and funds (\$25,000) for irrigation.

## RECOMMENDED FINANCING (000)

	Source of Funds*	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Total Estimated Cost
A. Planning & Engineering								
B. Land & Right of Way								
C. Construction	C		220					220
D. Equipment								
E. Other Costs								
Total			220					
*Funding	(C ) Capital Reserve Fund)		(G) General Obligation Bonds		( O) Other			

# CAPITAL IMPROVEMENT PROGRAM

## PROJECT DETAIL

### PROJECT

### ACTIVITY/DEPARTMENT

### PROJECT NAME

### 5) EDUCATION

Charles Barnum Elementary School  
Roof Replacement

### DESCRIPTION/PURPOSE/JUSTIFICATION

The Board of Education plans to keep Charles Barnum Elementary School for many years to come. By the fall of 2021, that building will be the only school in the district that is older than 12 years. The roof on the building is beyond its 20-year life expectancy.

Requested for FYE 22 are funds (\$900,000) for roof replacement.

### RECOMMENDED FINANCING (000)

	Source of Funds*	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Total Estimated Cost
A. Planning & Engineering								
B. Land & Right of Way								
C. Construction	C	900						900
D. Equipment								
E. Other Costs								
Total		900						900
*Funding	(C ) Capital Reserve Fund)		(G) General Obligation Bonds		( O) Other			

## **Personnel - Certified and Non Certified / Students**

### **Face Masks/Coverings**

This policy pertains to students, faculty, staff, and visitors. It has been developed to fulfill the guiding principles contained in the Framework for Connecticut Schools, specifically to safeguard the health and safety of students and staff and to allow all students the opportunity to return into classrooms full time.

The Board of Education (Board) is implementing this masking requirement to promote the safest possible learning, teaching, and work environment for students, faculty, staff and visitors during the COVID-19 pandemic. The first priority of the Board is the health and well-being of students and staff as the district prepares for and implements the safe reopening of schools.

The Center for Disease Control (CDC) and the Connecticut Department of Health (DPH) and the Connecticut State Department of Education, as outlined in Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together requires the wearing of face coverings for all students and staff when they are inside school buildings and while riding school transportation vehicles, with certain exceptions.

#### **Definitions**

**Face covering/mask** - a cloth, paper, or disposable face covering that covers the nose and mouth. It may or may not be medical grade. (Evidence shows that the proper wearing of facial masks or coverings helps stop the spread of the virus, which is currently by droplets when an individual coughs, sneezes, or talks.)

**Face shield** - a clear, plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face, protecting the eyes, nose, and mouth from contamination from respiratory droplets, along with masks or respirators.

**Clear plastic barrier** - a clear plastic or solid surface that can be cleaned and sanitized often.

### **Transportation**

Student passengers are required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The student's face covering must be in place prior to boarding the bus, van, or other vehicles and must be kept in place until they are completely off the bus or van. The Board shall provide back-up masks if students do not have face coverings when boarding a school bus or van. The face mask or cloth face covering is also applicable to the drivers of the vehicle.

The Board may consider the option of assigning a temporary monitor on student transportation at the beginning of the school year to facilitate compliance with this new face mask protocol.

### **School Buildings and Grounds**

All students, staff, and visitors are required to use face coverings which completely covers the nose and mouth, when they are inside the school building or on school grounds, even when social distancing is maintained. An individual shall be excused from this requirement for the following listed reasons, per CDC guidance.

The individual:

1. has trouble breathing;
2. is unconscious;
3. is incapacitated; or
4. cannot remove the mask or face covering without assistance.

In addition, masks or face coverings shall not be required for anyone who has a medical reason making it unsafe to wear a face mask or face covering. A written notification from a licensed medical provider, the Department of Developmental Services, or other state agency that provides or support services for people with emotional, intellectual, or physical disabilities; or a person authorized by any such agency is required in order for the Board to permit a medical exemption. Such documentation need not name or describe the condition that qualifies the person for the exemption.

If a student or staff member expresses that they are unable to wear a face covering and need a reasonable accommodation, the administrator will engage the individual in the process of discussing alternatives and/or accommodations to wearing a mask or face coving that will allow for the individual's inclusion in the school building, bus or grounds while also protecting those who have compromised immunity.

Parents/guardians may not excuse their child from this face mask requirement by signing a waiver because such wearing is a mandated requirement that the Office of the Governor, the Connecticut State Department of Education, and/or the Connecticut State Department of Public Health have defined as necessary for school districts to comply with in order to open schools from the COVID-19 caused closure.

In addition to the wearing of face masks, the district will maximize social distancing between student's workstations and desks, achieving six feet when feasible. Space between the teacher and students is to be maximized to reduce the risk of increased droplets from teachers during instruction. A teacher is permitted to remove a face covering or mask during instruction. If the teacher removes the face covering or mask during instruction, spacing shall be increased beyond six feet. A teacher who remains seated during instruction requires the use of a physical barrier.

Transparent (clear) masks should be considered as an option for teachers and students in classes for deaf and hard of hearing students. Pre-K and special education teachers should consider wearing clear masks.

Face shields may be an option for those students with medical, behavioral, or other challenges, who are unable to wear face masks or coverings. The Board recognizes that face shields are not as effective for source control and should be used only when other methods are not available or appropriate. Therefore, the use of face shields for those with medical conditions is done with the understanding of their limitations and a heightened need for strict adherence to social distancing.

The Board shall provide to any student, staff member, or visitor a face mask if such individual does not have one. Training shall be provided as necessary regarding the proper use of face coverings. Information shall be provided to staff, students, and students' families regarding the proper use, removal, and washing of cloth face coverings.

### **Limited Exceptions to Use of Face Coverings**

When other and appropriate mitigating practices are in place, such as social distancing, students will not be required to wear face masks or coverings while eating, drinking, during physical education classes, or when students are outside and effectively practicing social distancing and any other possible mitigants. Exceptions may also be necessary for certain special education students or other special populations.

Teachers and staff may be excused from wearing a face mask or covering while teaching, provided they are properly socially distancing or remaining static behind a physical barrier. Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g. English Learners, early childhood, foreign language, etc.), and social distancing is maintained. However, face shields alone are not a sufficient alternate to the wearing of face mask for source control.

### **Mask Breaks**

Breaks from wearing masks shall be scheduled by the teacher throughout the school day provided that strict social distancing requirements are maintained, and limitations are enforced regarding student and staff mobility.

During time of eating, face masks or coverings may be removed. Masks are required in all dining areas while entering and leaving or getting food and drinks. They may be removed at appropriately socially distanced tables in order to eat but must be replaced after eating.

A recess period may be used as a break from wearing masks when no more than one class is outside at a time, and social distancing requirements are maintained to the greatest degree feasible.

### **Violations of this Policy**

Violations of this policy, whether by students or staff, shall be handled in the same manner as other violations of applicable Board policy.

If a student refuses to wear a face mask or covering, and does not meet the exemptions allowed by this policy, such student shall be sent to the school's isolation room. School personnel will contact the parent/guardian to rectify the situation as well as to explain the available options, including the possible removal of the child from the school setting.

If a visitor refuses to wear a face covering for non-medical reasons entry to the school/district facility will be denied.

### **Community Outreach**

The district shall engage in community education programs including signage, mass and targeted communication, and positive reinforcement that will actively promote mask use consistent with CDC, DDH, CSDE, and OSHA guidance. Community members will be reminded that mask use does not replace the need for social distancing, washing of hands, and other preventative practices recommended by all appropriate authorities.

### Other Considerations

- The district shall maintain in each school a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use.
- Special attention must be given to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.
- When medically appropriate, nurses shall substitute use of metered dose inhalers and spacers for students with respiratory issues.
- Face shields with face masks may be used by staff who support students with special healthcare needs such as those who are unable to wear masks and who may need assistance with activities of daily living, such as toileting and eating.
- Mask use will not be required by employees when they are alone in private offices. However, they are required to mask when anyone enters a private office space and required to wear a mask if their office space is physically shared with others and does not allow for 6 feet of physical distancing or if the work area is frequented by others (such as a reception area).

Until further notice, the Board will require the wearing of masks as prescribed in this policy. The Board reserves the right to interpret the provisions of this policy and to modify any or all matters contained in this policy at any time, subject to applicable law.

Legal Reference: Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together

Connecticut LEA School Reopening Template

CDC Considerations for Schools

CDC Symptoms of Coronavirus

CDC Quarantine & Isolation

CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs








CDC Schools Decision Tree for Schools Reopening

State of Connecticut CHRO Dear Colleague letter dated September 15, 2020

State of Connecticut Department of Education Addendum 11

Policy Adopted:

GROTON PUBLIC SCHOOLS  
Groton, Connecticut

Mask Types	Advantages	Disadvantages	Recommendation
<b>N95 Respirators</b>	Excellent filtration of droplets and most aerosols-sized particles	Difficult to wear for extended periods, need specific fit-testing and medical clearance, supply chain issues, cannot be easily cleaned	 Not recommended for school use <i>(except for nurses and aerosol-generating procedures)</i>
<b>KN95 Facemasks</b>	Very good capture of respiratory droplets, widely available for ordering	Wide variation in sizing and quality control, tend to run large and may not fit children well, may be difficult to wear for very long periods, cannot be easily cleaned	 Recommended for use in schools for older children
<b>Surgical/ Procedure Style</b>	Good to very good capture of respiratory droplets, widely available for ordering, relatively light weight	May not hold up to repeated use, cannot be easily cleaned, may have some quality control issues	 Recommended for use in schools, especially as a stockpile for schools to hand out when students do not have a face mask
<b>Cloth Masks</b>	Good to very good capture of respiratory droplets, widely available for purchase, can be constructed and personalized at home, fabric very breathable, can be easily cleaned	Generally require multiple layers of fabric, ear loops may irritate after extended use, may need to try multiple styles to find appropriate fit, fit may change with laundering	 Recommended for use in schools for all ages
<b>Neck Gaiters</b>	Very breathable and light weight, some moisture-wicking, very personalizable, widely available, many sizes and styles, eliminates ear loop irritation, stays on neck when not in use	May or may not provide adequate droplet control depending on fit and material used, may need to be layered to provide adequate source control	 May be adequate if layered (folded over nose and mouth multiple times) and sized appropriately so fabric is not stretched extensively, better for smaller children where bunching of fabric may be more protective
<b>Bandanas</b>	Widely available, inexpensive, allows mask to be tied instead of using ear loops, light weight and breathable	May or may not provide adequate droplet control depending on the weight of material used, may need to be layered to provide adequate source control	 May be adequate if layered and positioned tightly at the chin, material should be washed/ dried to tighten the fabric weave
<b>Exhalation Valve Masks</b>	Can be found in many styles of masks, may add some comfort, allows relief of air pressure upon exhalation	May allow some droplets to escape through the mask, may not close tightly when breathing in, cannot be easily cleaned	 Unknown whether or not exhalation valves in masks increase the risk of spread of COVID-19, better than no mask at all but masks with valves currently not recommended for school settings

Groton Board of Education Committees  
2021 Meeting Schedule

1 <sup>ST</sup> MONDAY OF THE MONTH	2 <sup>ND</sup> MONDAY OF THE MONTH	3 <sup>RD</sup> MONDAY OF THE MONTH	4 <sup>TH</sup> MONDAY OF THE MONTH
Policy Committee 5:00 p.m. Central Office, Room 5	Committee of the Whole 6:00 p.m. Central Office, Room 11	Committee of the Whole 6:00 p.m. Central Office, Room 11	Regular Board of Education 6:00 p.m. Town Hall Annex, CR 1
January 4	January 11	January 19 (Tuesday)	January 25
February 1	February 8	February 17 (Wednesday)	February 22
March 1	March 8	March 15	March 22
April 5	April 12 (Spring Break)	April 19	April 26
May 3	May 10	May 17	May 24 (meeting to be held at FHS)
June 7	June 14	June 21	June 28
July - No Meeting	July 12	July 19	July 26
August 2	August 9	August 16	August 23
September 7 (Tuesday)	September 13	September 20	September 27
October 4	October 12 (Tuesday)	October 18	October 25
November 1	November 8	November 15	November 22
December 6	December 6 (1 <sup>st</sup> Monday)	December - No Meeting	December 13 (2 <sup>nd</sup> Monday)

**For Information Only:**

- Town & City Councils/RTM/BoE Liaison Committee - meets the 1<sup>st</sup> Wednesday of the month
- Groton Scholarship Fund - meets the 3<sup>rd</sup> Thursday of the month
- Curriculum Committee - meets the 3<sup>rd</sup> Monday of the month @ 5:00 p.m. (if needed)
- Finance/Facilities Committee - meets the 1<sup>st</sup> Monday of the month @ 6:00 p.m. (if needed)
- LEARN Board of Directors - meets the 2<sup>nd</sup> Thursday of the month

## Groton Public Schools Diversity, Equity, and Inclusion Statement

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Groton Public Schools embraces policies and practices that ensure that all people—especially those who have been historically marginalized based on race/ethnicity, disability, sexual orientation, gender, age, socioeconomic status, immigrant status, educational status, or religion—have equitable opportunities. We acknowledge that systems of racial and economic injustice exist in our nation and community; however, as educators, we too recognize that we have the power to dismantle the practices, policies, and systems that perpetuate inequalities. Thus, an integral component of Groton Public Schools’ mission is to cultivate an environment of diversity, equity, and inclusiveness. As a response, we strive to foster culturally responsive teaching and learning practices to ensure ALL groups feel valued, actively engaged, and empowered.

## PREFERRED MAXIMUM CLASS SIZE GUIDELINES

<u>ACADEMIC</u>	<u>PREFERRED MAXIMUM CLASS SIZE</u>
Kindergarten – 1	20
Grades 2-3	23
Grades 4-12	25
Remedial Self-Contained 6-12	14
Remedial Individual/Small Group	40 (total teacher load)
 <u>SPECIAL AREAS</u>	
Technology Education (9-12)	20
Culinary Arts (9-12)	16
General Music (K-12)	25
Art (9-12)	20
Physical Education (9-12)	30
 <u>PUPIL – TEACHER RATIOS FOR SUPPORT PERSONNEL</u>	
Guidance Counselors	200:1
Library/Media Specialist	500:1
Special Education:	
Self-contained	12:1
Resource Room	20:1

GROTON BOARD OF EDUCATION  
SPECIAL MEETING MINUTES  
NOVEMBER 17, 2020 @ 5:15 P.M.  
REMOTE MEETING

**Members Present:** Chairman Kim Shepardson Watson, Vice Chairman Andrea Ackerman, Jane Giulini, Dean Antipas, Elizabeth Porter, Jay Weitlauf, Lee White

**Members Absent:** Rosemary Robertson, Rita Volkmann

**Also Present:** Ken Knight, Laurie LePine

I. CALL TO ORDER

Chairman Watson called the meeting to order at 5:18 p.m.

II. Discussion re: the New Superintendent's Contract – it is anticipated that this item will be held in executive session.

MOTION: Watson, Porter: To go into Executive Session at 5:18 p.m. for the purpose of discussing the new Superintendent's contract and to invite Ken Knight and Laurie LePine to attend.

**PASSED - UNANIMOUSLY**

Discussion of the new Superintendent's contract was held. No action was taken.

MOTION: White, Antipas: To return to Open Session at 6:01p.m.

**PASSED – UNANIMOUSLY**

MOTION: Weitlauf, Porter: To authorize the Board Chair to present the Board's contract offer to the new Superintendent.

**PASSED – UNANIMOUSLY**

III. ADJOURNMENT

MOTION: Porter, Antipas: To adjourn at 6:02 p.m.

**PASSED UNANIMOUSLY**

P 4118.112

**Personnel****Sexual Harassment**

The Groton Public Schools recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Board of Education (Board) prohibits sex discrimination/sexual harassment in the District's education program or activities. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (alleged perpetrator of sexual harassment) and the context in which the sexual harassment occurs. In addition to occurring on school grounds, sex sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology.

Schools shall respond to sexual harassment occurring in the District's education program or activities for which they have "actual knowledge." "Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf of the school, as well as to any other employee of an elementary and secondary school.

Sexual harassment may take the form of student-on-student, employee-on-student, employee-on-employee, student-on-employee sexual harassment, or may be perpetrated against students or employees by third parties under the control of the District. Students who engage in proven sexual harassment may be subject to discipline, up to and including expulsion. Employees who engage in proven sexual harassment may be subject to disciplinary action, up to and including termination, as well as, other action required under the law.

**Definition of Sexual Harassment for the Purposes of Title IX**

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- (i) A school employee conditioning an education benefit or service on participation in unwelcome sexual conduct (i.e. quid pro quo)
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- (iii) "Sexual assault" as defined in 20 U.S.C. 1092 (f)(6)(A)(v)(the Clery Act), "dating violence" as defined 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(3) (the Violence Against Women Act (VAMA)).

Examples of sexual harassment may include, but are not limited to:

- pressure for sexual activity
- repeated remarks with sexual or sexually demeaning implications
- unwelcome or inappropriate touching
- sexual assault
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or academic standing or an employee's employment status
- telling lewd jokes or sharing stories about sexual experiences – even if not directed at you but done in your presence to cause you discomfort
- sending unwanted suggestive or lewd emails, letters or other communications or sharing images of a sexual nature around the workplace or displaying posters, items or screensavers of a sexual nature
- repeatedly asking for dates despite being rebuffed
- making sexually offensive gestures or facial expressions
- dating violence or stalking

### **Other Definitions**

‘Complainant’ is defined as a person who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is defined as a person who is alleged to be the perpetrator of conduct that could constitute sexual harassment.

“Supportive measures” are defined as non-disciplinary, non-punitive, individualized services, offered as appropriate and without charge to a complainant or respondent before or after the filing of a formal complaint, or where no complaint has been filed.

### **Title IX Coordinator**

The Superintendent of Schools designates and authorizes the Director of Pupil Personnel Services to be the District's Title IX Coordinator. This individual shall be given the title of, and be referred to, as the Title IX Coordinator and is responsible for ensuring compliance across the school district with Title IX, corresponding state law, and applicable board policy concerning sex discrimination/sexual harassment.

Applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions shall be notified of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The Title IX Coordinator's contact information shall be posted on the District's website and included in student and employee handbooks and published in other locations as deemed appropriate.

### **Reporting Sexual Harassment**

Any person, including, but not limited to, students, their parents or guardians, employees, bystanders or third parties (whether or not the person is the alleged victim), may report sexual harassment, including sexual assault, occurring in the District's education program or activities. Reporting may occur in person, by mail, by telephone or by electronic mail, using the contact information provided for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made at any time including during non-business hours.

A formal complaint is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against an individual and requesting that the school investigate the alleged sexual harassment. In an instance where the Title IX Coordinator signs the complaint, the Title IX Coordinator is not a party to the complaint nor is such action taken on behalf of the complainant.

The Title IX Coordinator will make forms available for both informal reports and formal complaints of sexual harassment. Additionally, such forms will be posted on the District's website. Informal reports are permissible and may be brought by any person. However, only a complainant and the District's Title IX Coordinator may file a formal complaint. All formal complaints will be investigated. Supportive measures shall be offered to a complainant with or without the filing of a formal complaint.

There is no time limit on a complainant's decision to file a formal complaint, but complainants are encouraged to promptly report incidents of sexual harassment, and/or to file a formal complaint.

### **Response including Supportive Measures**

Any school employee with actual knowledge of sex discrimination/sexual harassment shall promptly inform the District's Title IX Coordinator. The failure to do so may be grounds for disciplinary action.

Upon actual knowledge of sexual harassment, the Title IX Coordinator will promptly contact the complainant to advise and discuss with the complainant 1) the availability of supportive measures with or without the filing of a formal complaint, 2) the right to file a formal complaint and 3) how to file a formal complaint.

A complainant as well as a respondent shall be offered free, individualized "supportive measures" (e.g. counseling, course related adjustments, modification of work or class schedules, escort services, increased security/monitoring of certain areas, mutual restrictions on contact between the parties) designed to restore or preserve equal access to education with or without a formal complaint. These, as well as other measures, may be part of a final remedy.

Upon the filing a formal complaint, the complainant will be provided with a copy of this policy and its grievance procedures.

Written notice shall be provided to the respondent and the complainant advising that a formal complaint has been filed. The respondent shall be entitled to a presumption of innocence during investigation of the complaint. Both parties will be treated fairly throughout the investigation and shall be entitled to an unbiased investigator who has not prejudged the matter being investigated.

Complaints that fail to allege a violation of Title IX shall be dismissed without investigation. This does not preclude the school administration from investigating or addressing the underlying conduct under relevant codes of conduct or board policy.

### **Emergency Removal/Administrative Leave**

An emergency removal of a respondent from the education program or activity is permissible provided that the District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety and notice and an opportunity to challenge the decision is provided. This does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA).

An employee-respondent may be placed on administrative leave during the pendency of a grievance process.

### **Informal Resolution**

At any point in the formal complaint process, the Districtwide Title IX Coordinator, in his/her discretion, may offer to facilitate an informal resolution option such as mediation or restorative justice.

Both parties must give voluntary, informed written consent.

Either party has a right to withdraw consent at any time, in which case the formal investigation shall proceed.

The informal resolution process shall not be available if the complainant/Victim is a student and the respondent is an employee.

### **Grievance Procedures**

The District will promptly and thoroughly investigate all formal complaints of sexual harassment in accordance with established grievance procedures.

District grievance procedures shall be established in the form of a regulation accompanying this policy.

The grievance procedure shall be used for the reporting and investigation of, and response to a formal complaint of sexual harassment in the District's education program and activities against a person in the United States.

The District's grievance procedures shall be designed to comply with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time. Among other required provisions, the grievance procedures shall establish standards for fairness and equity, including a requirement that the decision maker not be the same individual as the Title IX Coordinator or the investigator, explain how to file a complaint, address required notice, set out timelines for various components of the investigation and adjudication process, establish and explain grounds for the dismissal of a complaint and provide and explain the appeal process available to both parties, include a presumption of innocence for the respondent, state the evidence standard to be used to determine responsibility and require objective evaluation of all available evidence.

### **Training**

Training shall be provided to Title IX personnel in accordance with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time. Additional training may be provided to all school employees as deemed advisable.

### **Prohibition Against Retaliation**

Retaliation against any party, witness or other participant to the grievance process is prohibited. Retaliation may form a basis for a complaint under this policy. The charging of a person with a code of conduct violation based upon a person making a materially false statement in bad faith in an investigation is not considered retaliatory.

## **Dissemination, Posting, and Discussion of Policy**

This policy along with its accompanying regulation/grievance procedure shall appear in the Student Handbook, be discussed with students at least annually and more often as needed, be posted in prominent and accessible locations in each school building and in the Board of Education offices and be published on the District's website along with the name/title and contact information for the Title IX Coordinator.

## **Record Keeping**

The District must keep records related to reports of alleged sexual harassment for a minimum of seven years, including investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, including supportive measures. Additionally, Districts must also keep for a minimum of seven years any materials used to train Title IX Coordinators, investigators, decision makers, any employee designated to facilitate an informal process.

## **Alternate Complaint Procedures**

In addition, or as an alternative to the filing of a sex discrimination/sexual harassment complaint through the District's grievance procedure, a person may choose to file a complaint with the Office for Civil Rights of the United States Department of Education.

## **Statement of Protected Rights**

Application of this policy and its grievance procedure shall not be interpreted to restrict rights protected under the U.S. Constitution, including the right to free speech, to be free from self-incrimination and to due process of law.

### **Legal References:**

Connecticut General Statutes

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds.

United States Constitution, Article XIV.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 C.F.R. 106.1, *et seq.*

Title IX Regulation, 34 C.F.R. Part 106

20 U.S.C. 1092 (f)(6)(A)(v)

34 U.S.C. 12291 (a)(8), (a)(10), (a)(36)

*Franklin v. Gwinnett County Public Schools*, 503 U.S. 60 (1992)

*Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998)

*Davis v. Monroe County Bd. Of Educ.*, 526 U.S. 629 (1999)

## **Harassment Policy for Certified and Non-Certified Personnel**

Harassment is not acceptable behavior and is prohibited in the Groton Public Schools. A safe and civil environment in school is necessary for all individuals to work, learn, and achieve high academic standards. Harassment, like other disruptive or violent behaviors, is conduct that disrupts both an individual's ability to perform and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, students and volunteers should be expected to model appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment.

### **Expected Behavior**

The Groton Public Schools and Board of Education does not tolerate verbal or physical conduct by any person who disrupts or interferes with another's work environment or creates an intimidating, offensive, or hostile work environment. This policy requires all employees in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district discourages individuals from passively supporting harassment and encourages those who witness or learn of such conduct to take action by constructively attempting to stop the behavior and/or to reporting these acts to the appropriate individuals designated herein.

### **Harassment**

Harassment may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones, or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile, intimidating, or offensive environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with the terms or conditions of employment. When such harassment is based on race, color, national origin, sex, disability, or other protected statuses, it may violate civil rights laws.

**Sexual Harassment** is defined as "any unwelcome conduct of a sexual nature, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature."

Examples of specific behaviors that are unwanted and sexual in nature that could constitute sexual harassment include but are not be limited to:

- Inappropriate touching
- Sexual name calling, sexual rumors
- Display of unwanted affections/overly personal conversation
- Inappropriate gestures/leers
- Cornering/blocking
- Harassing telephone calls
- Sexually explicit jokes/cartoons/pictures/sexually explicit comments
- Continuing to express sexual interest after being informed that the interest is

### ~~unwelcome~~

- ~~• Deliberate or careless creation of an atmosphere of sexual harassment, intimidation, or a hostile or offensive working environment~~

~~Any sexual or romantic relationships between employees of the Board and students is prohibited, whether or not they constitute sexual harassment as defined above.~~

~~This conduct or behavior may be grounds for dismissal, possible revocation of certification or license, and may violate state laws which could result in criminal charges.~~

~~If any employee believes that he/she has been the victim of harassment, he/she should seek the help of the School Principal or District Title IX Compliance Officer.~~

~~The following information is required when completing a complaint:~~

- ~~• Name(s) of person(s) or group making the complaint.~~
- ~~• Whether the person(s) represents an individual or a group.~~
- ~~• Whether the person(s) making the complaint has discussed the problem with the site administrator.~~
- ~~• A summary of the complaint and suggested solution(s).~~

~~Complaint Procedures are defined in the Regulations.~~

~~If harassment is found, immediate and appropriate action will be taken to stop the harassment and deter its recurrence. The Board is committed to providing a safe work environment free from harassment and retaliation.~~

### **Consequences for Violators**

~~Potential consequences for any violation of this policy include but are not limited to: written warning to the offender(s), suspension or dismissal of personnel in accordance with state and federal law and/or collective bargaining agreements, or any other measures necessary to assure compliance with this policy. Steps will be taken to prevent the recurrence and to correct discriminatory effects on the complainant and others, if appropriate, and to prevent retaliation against the complainant and witnesses.~~

### **Regulations**

~~The Superintendent of the Groton Public Schools is responsible for development of regulations to aid in the implementation of this policy.~~

### **Legal References:**

~~Title IX of the Education Amendments Act of 1972~~

~~Title VI and VII of the Civil Rights Act of 1964~~

~~Connecticut General Statutes 462a-60 and 172-101~~

~~Public Act 92-76~~

~~Equal Employment Opportunity Commission Policy Guidance on Current Issues of~~

## ~~Sexual Harassment~~

Policy adopted: September 14, 1992  
Revised: February 27, 2017  
Revised:

GROTON PUBLIC SCHOOLS  
Groton, Connecticut

## Regulations

### Personnel

### Sexual Harassment

#### **Prohibition Against Sexual Harassment: Response to Reports of Sexual Harassment and Grievance Procedures for Formal Complaints**

The District will respond to all incidents of sexual harassment: (a) of which it has actual knowledge, and (b) that occurs within the school's education program or activity and c) occurs against a person in the United States.

"Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf of the school as well as to any employee of an elementary and secondary school. Accordingly, any District employee with actual knowledge that sexual harassment is occurring shall notify the District's Title IX Coordinator.

Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (perpetrator of sex discrimination/sexual harassment) and the context in which the sex discrimination/sexual harassment occurs. In addition to occurring on school grounds, sex discrimination/sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology depending upon whether the District exercises control over both the respondent and the context in which the sexual harassment occurs.

#### **Reporting of Sexual Harassment**

##### Informal Reports

Any person, including parent/guardians, students, employees and third parties may report sexual harassment occurring in the District's education program or activity. Reporting may be in person, by mail, telephone, or by electronic mail, using the contact information provided for the Title IX Coordinator. Reports may be made during non-business hours. Reports may be made anonymously. When a reporter fails to identify a specific complainant (victim of sexual harassment) or to identify him/herself as the reporter, the District's response may be limited. Informal complaints will be accepted in any form; however, forms for making both informal reports and formal complaints are available on the District's website and from the Title IX Coordinator.

##### Formal Complaint

While third parties may make informal reports of sexual harassment occurring in the District's education program or activities, a formal complaint may only be made by a complainant or be signed by the Title IX Coordinator, triggering an investigation. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that an investigation commence.

While there is no time limit for making an informal report or filing a formal complaint of sexual harassment, reporters/complainants are encouraged to promptly report incidents of sexual harassment to avoid the potential loss of evidence, a lapse in the memories of parties or witness or the unavailability of persons key to an investigation. The District understands that a victim may decide not to report sexual harassment, to file a formal complaint and/or may decide to wait to come forward with a report/formal complaint for a variety of reasons. The District respects complainants' decisions. However, the Title IX Coordinator has discretion to sign a formal complaint that initiates the grievance process where necessary to avoid deliberate indifference to sexual harassment even without a formal complaint from the complainant.

Forms for making both informal reports and formal complaints are available on the District's website and from the Title IX Coordinator.

Supportive measures will be offered to a complainant with or without a formal complaint.

### **Response Including Supportive Measures**

Upon actual knowledge of sex discrimination/harassment, the Title IX Coordinator will promptly contact the complainant to advise and discuss with the complainant (1) the availability of supportive measures (with or without a formal complaint), and consider the complainant's wishes with respect to supportive measures (2) the right to file a formal complaint, and (3) how to file a formal complaint. The complainant shall be provided with a copy of the Board's policy prohibiting discrimination and these regulations containing its grievance procedure.

With or without the filing of a formal complaint, a complainant as well as a respondent shall be offered, free of charge, non-disciplinary, non-punitive individualized supportive measures. Supportive measures are designed to restore or preserve equal access to the education program or activity, protect the safety of all parties and the educational environment, and deter sexual harassment, without unreasonably burdening the other party.

Supportive measures may include, but are not be limited to: -

- Counseling
- Course adjustments
- Modification of work
- Modification of class schedules
- Escorts
- Increased monitoring
- Restrictions on contact

Supportive measures may be modified at any time as appropriate based upon changed or evolving circumstances and may be offered before or after the filing of a formal complaint or where no complaint has been filed at all. Supportive measures may also be part of any ultimate remedy.

No disciplinary action or other punitive measure for sexual harassment shall be taken against a respondent without first following the grievance procedures set out herein and a determination of responsibility has been made. If the respondent has engaged in conduct other than sexual harassment in violation of a code

of conduct or similar restriction, the respondent may be disciplined for such action(s) notwithstanding an ongoing investigation.

### **Emergency Removal/Administrative Leave**

With or without the filing of a formal complaint, an emergency removal of a respondent from the education program or activity is permissible provided that the District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety, and provides notice and an opportunity to challenge the decision. This does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA).

A non-student employee respondent may be placed on administrative leave during the pendency of an investigation.

### **Dismissals of Complaints**

#### **Mandatory Dismissal**

A complaint of sexual harassment must be dismissed if:

- 1.) it fails to allege conduct that constitutes sexual harassment, even if proved;
- 2.) the alleged conduct did not occur in a District activity or program or
- 3.) the alleged conduct did not occur against a person in the United States.

#### **Permissive Dismissal**

A complaint of sexual harassment may be dismissed if:

- 1.) the complainant notifies the Title IX Coordinator that he/she wishes to withdraw the complaint or an allegation;
- 2.) the respondent's enrollment or employment ends;
- 3.) specific circumstances exist that prevent the District from gathering enough evidence to reach a determination i.e. significant passage of time between the formal complaint and the alleged conduct; failure of a complainant to cooperate with the grievance process.

The complainant and the respondent will promptly and simultaneously be provided written notice of the dismissal of a complaint or allegation including the reasons for the mandatory or discretionary dismissal and an explanation of appeal rights.

### **Grievance Procedures (to be used for formal complaints only)**

Grievance Procedures consistent with the regulations under Title IX as promulgated by the U.S. Department of Education and the principles of due process, the Groton Board of Education adopts the following Grievance Procedures responsive to formal complaints.

#### **a. Notice**

Written notice of the complaint shall be provided to the respondent prior to an initial interview with the respondent.

Written notice provided to the respondent shall include:

- notice of the Grievance Procedure, including any informal resolution process;
- notice of the allegations in sufficiently detail to allow the respondent to prepare a response; a statement that the respondent is presumed innocent and responsibility will be determined at the conclusion of the Grievance Process;
- notice of the right to have an advisor to inspect/review evidence; and
- notice of any provision in applicable codes of conduct that prohibit knowingly making false statements or providing false information in the grievance process.

Likewise, the complainant shall be provided written notice of a formal complaint.

Additional written notice shall be provided to the parties in the event of additional or revised allegations of sexual harassment.

b. Investigation

The District will promptly investigate all formal complaints of sexual harassment in accordance with these grievance procedures. The District will designate personnel to investigate formal complaints and such personnel shall be trained in accordance with this regulation. The person designated as the investigator will not be the same person as the Decision-Maker.

The respondent shall be entitled to a presumption of “innocence” until the investigation is complete. Both parties are to be treated fairly throughout the investigation and shall be entitled to an unbiased investigator who has not prejudged the matter being investigated.

The burden of proof shall be by a preponderance of the evidence. Both parties shall be provided with an equal opportunity to present facts and witnesses and other inculpatory or exculpatory evidence.

Each party shall have the opportunity to select an advisor of the parties “choice.”

The school shall send written notice to both the complainant and respondent of any investigative interviews, meetings or hearing.

The complainant and respondent and their advisors, if applicable, shall be provided evidence directly related to the allegations (electronic or hard copy) with at least ten (10) days to inspect, review and respond to the evidence. Such evidence shall not be further disseminated by the parties. The parties and advocates shall not further disseminate such evidence and may be required to execute a non-disclosure agreement.

The complainant and respondent shall not be prohibited from discussing the allegations or gather evidence, i.e. no “gag” orders. All parties First Amendment rights shall be honored.

Confidential information such as medical or psychological reports cannot be used as part of the investigation without written voluntary consent of the party.

Evidence of the complainant's prior sexual activity is not relevant and may not be introduced except to prove that someone other than the respondent committed the alleged misconduct or is offered to prove consent.

Supportive measures shall be offered to the complainant or respondent pending a final resolution after consultation with them.

c. Investigative Report

At the conclusion of the investigation, the investigator conducting the investigation shall prepare a report summarizing the evidence, shall provide a copy to the complainant and respondent, and give the parties ten (10) days to respond. Each party shall be provided an opportunity to submit written, relevant questions that a party wants asked of the other party, or a witness, and provide each party with the answers to each such questions.

d. Decision Maker

The decision maker, Superintendent must review the evidence applying the preponderance of the evidence standard and issue a written determination regarding responsibility with findings of fact, conclusions as to whether the conduct alleged occurred; the rationale for the result as to each allegation; and any discipline imposed on the respondent, and any other remedies to be provided to the complainant to restore or preserve equal access to the District's education program or activity

The written determination will be sent simultaneously to the parties along with an explanation of how to file an appeal.

### **Remedies**

Remedies will be provided to a complainant when a respondent is found responsible. Remedies shall be designed to maintain the complainant's equal access to education.

The range of remedies in the case a violation is found can range from counseling to serious discipline, up to and including expulsion/termination.

The range of remedies depends on the circumstances but may include previously provided supportive measures, grade changes; the opportunity to retake a test or resubmit an assignment; reassignment of class; school-based counseling; and reinstatement to a team or activity as well as other appropriate measures.

The Title IX Coordinator shall oversee the effectiveness of the remedies toward ensuring no continued discrimination occurs.

### **Appeal**

An appeal of the determination may be filed by either party with the Superintendent of Schools, for one of the following reasons:

- 1.) procedural irregularities
- 2.) newly discovered evidence that could affect the outcome
- 3.) the Title IX personnel (Title IX coordinator, investigator/decision maker, etc.) had a conflict of interest or bias that altered the outcome

### **Retaliation**

Retaliation against any party, witness or other participant to an investigation is prohibited. Any claim of such may be filed in accordance with this Grievance Procedure. Discipline for filing or making a false statement shall not constitute retaliation absent evidence of such motivation.

### **Informal Resolution**

At any point in the formal complaint process, the Districtwide Title IX Coordinator, in his/her discretion, may offer an informal resolution option such as mediation or restorative justice. The staff member appointed to conduct the informal resolution shall be unbiased and receive appropriate training.

Both parties must give voluntary, informed written consent.

Either party has a right to withdraw consent at any time, in which case the formal investigation shall proceed.

The informal resolution process shall not be available if the complainant/victim is a student and the respondent is an employee.

Informal resolution may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation or restorative justice.

### **Confidentiality**

The identities of the complainants, respondents and witnesses, except as provided herein or as required by law, including FERPA, shall not be disclosed.

### **Record Keeping**

The District must keep records related to reports of alleged sexual harassment for a minimum of seven years, including investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, including supportive measures. Additionally, Districts must also keep for a minimum of seven years any materials used to train Title IX Coordinators, investigators, decision makers, any employee designed to facilitate an informal process.

### **Alternate Complaint Procedures**

In addition, or as an alternative to the filing of a sex discrimination/sexual harassment complaint through the District's grievance procedure, a person may choose to file a complaint with the Office for Civil Rights of the United States Department of Education, any other state or federal agency designated to receive such complaints and/or to report an incident of sexual harassment to law enforcement.

## Statement of Protected Rights

Application of this policy and its grievance procedure shall not be interpreted to restrict rights protected under the U.S. Constitution, including the right to free speech, to be free from self-incrimination and to due process of law.

## Mandated Reporters

Nothing in the Board's sexual harassment policy or this regulation shall interfere with or alter a mandated reporter's responsibility to report child abuse or neglect or sexual assault to DCF or the police as may be required by law.

## Training

Training shall be provided to Title IX personnel, including, but not limited to, Title IX Coordinators, investigators, decision makers, and any employee designed to facilitate an informal process in accordance with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time.

Training shall include, but is not limited to, explanation or instruction regarding:

- the definition of "sexual harassment"
- grievance procedures
- how to conduct an investigation-
- how to prepare an investigative report
- training on any technology that might be needed to carry out responsibility for investigation or decision making e.g. recording device for live hearing
- issues of relevance including how to apply rape shield protections for complainants and application of legally recognized privilege

Training may additionally be provided to other school employees as deemed appropriate.

A record shall be kept reflecting the names of all employees receive training along with the date and nature of the training.

Materials used to train personnel shall be posted to the District's website and maintained as required under the regulations under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time.

## Procedures for Reporting and Investigating Allegations of Sexual Harassment

~~The following procedures shall be followed pursuant to the Board of Education policy prohibiting sexual harassment of students and employees of the Groton Public Schools:~~

### ~~I. Policy Awareness~~

- ~~A. Board of Education policy on sexual harassment shall be distributed to all employees annually in September by each building principal.~~

B. ~~The district's high school, middle school, and elementary school handbooks shall print the following announcement:~~

~~—“The Groton Public Schools do not permit or condone sexual harassment of employees or students. If individuals or parents suspect that they or any students may be a victim of sexual harassment, they should contact the District Title IX Compliance Officer, at 572-2150 immediately.”~~

C. ~~Board of Education policy on sexual harassment and its implementing regulations shall be transmitted annually in September to the president/chairperson of each school's Parent-Teacher Organization (P.T.O.). Additionally, the announcement specified in I.B. above shall be published in each school's first parent newsletter of the school year.~~

D. ~~Principals shall provide the superintendent of schools annually in September of each year written assurance that the Board of Education policy on sexual harassment and implementing procedures have been appropriately and widely distributed and explained to students by appropriate professional staff members.~~

E. ~~Students shall receive instruction annually, by teachers in health education classes, on the nature of sexual harassment, and the process for reporting suspected incidents. This instruction shall be conducted in an age appropriate manner at the elementary, middle, and high school levels. As part of this instruction, students shall be informed that they may report allegations of sexual harassment directly to a guidance counselor, school nurse, or any trusted adult or peer. Students should be advised that if they are identified as a trusted peer by a friend, they have an obligation to that friend to report the alleged sexual harassment to a guidance counselor, school nurse, or trusted adult.~~

F. ~~Staff training in the prevention of sexual harassment in the workplace shall be conducted annually as part of the district's continuing staff development program. This shall be the responsibility of the Director of Human Resources.~~

## ~~II. — Reporting Procedures~~

A. ~~The superintendent of schools will appoint a District Title IX Compliance Officer and announce the identity of this person annually prior to the beginning of the school year.~~

B. ~~Reporting Procedures for Adults: Any employee, parent, individual under contract to the district or adult volunteer who believes that he/she has been the victim of sexual harassment shall report such incident(s) as follows:~~

~~(b.1) A written notice of complaint shall be file with the District Title IX Compliance officer within 30 calendar days of the alleged incident(s). The complaint shall be file don the appropriate form for such report which shall be made available to the complainant by the District Title IX Compliance Officer.~~

~~(b.2) The District Title IX Compliance Officer shall assist the complainant in filing a complaint.~~

~~(b.3) If a complainant so chooses, a friend, colleague, or union representative may accompany the complainant in presenting the issue to the District Title IX Compliance Officer.~~

~~C. Reporting Procedures for Students: Recognizing that the maturity levels of students may inhibit their ability to recognize and report suspected sexual harassment directed toward them, a different procedure shall be followed. School authorities have the responsibility to provide for the care, control, and custody of children under their supervision. This responsibility extends to protecting students from sexual harassment and them in recognizing and report any such behavior(s). The following procedures shall apply in reporting suspected sexual harassment of students:~~

~~(c.1) Sufficiently mature and self-confident students who feel comfortable filing a complainant personally shall be advised that forms for this purpose are available at both the guidance office and health office. In such cases, guidance counselors or school nurses shall assist students in the process of completing the form and in supplying to the student a copy of the board of education policy and procedures on sexual harassment. The guidance counselor or school nurse shall also notify the District Title IX Compliance Officer immediately and the parent/guardian, if the complaint is not directed toward them. If the student is a legal adult (18 years of age or older), the parent will be contacted only with the consent of the student.~~

~~(c.2) In cases where a student discloses alleged sexual harassment to a trusted adult or peer, but is unwilling to personally initiate a formal complaint, the trusted adult or peer shall report the allegations to the guidance counselor or school nurse. The guidance counselor or school nurse shall contact the student to provide counseling and support, and shall also notify the District Title IX Compliance Officer immediately.~~

#### Role of the District Title IX Compliance Officer

~~The District Title IX Compliance Officer shall immediately institute an inquiry into the allegations which shall include, but not be limited, to:~~

- ~~A. Advising the superintendent of schools that a complaint of alleged sexual harassment has been filed.~~
- ~~B. Interviewing the complaining adult or student in a confidential setting. In the case of a student, the parent/guardian shall be notified (unless the parent/guardian is the subject of the allegations) and invited to be present for the interview.~~
- ~~C. Conducting interviews with all parties named as perpetrators of and witnesses to the alleged sexual harassment.~~
- ~~D. Filing a report of findings with the Superintendent of Schools. If the findings result in reasonable cause to suspect or believe that any child under the age of eighteen has been abused, the District Title IX Compliance Officer shall also file a report with the State of Connecticut Commissioner of Children and Youth Services. Nothing contained herein shall abrogate the reporting requirements of school personnel pursuant to Connecticut General Statute 17a-101 in cases of suspected child abuse.~~

~~The inquiry shall be conducted in a timely manner. If the findings of the District Title IX Compliance Officer reject the allegations of sexual harassment, the accused and charging parties shall be so advised in writing by the Compliance Officer. Any and all material in the matter shall be removed from the file of the exonerated party, unless the exonerated party requests that a certification of the finding of insufficient evidence be placed in his/her file.~~

#### Obligations of the Superintendent of Schools

~~If the findings of the District Title IX Compliance Officer indicate the presence of reasonable evidence to substantiate allegations of sexual harassment, the superintendent of schools shall initiate a due process hearing under appropriate state statutes governing employee discipline and dismissal and student discipline. The hearing officer may be the superintendent of his/her designee.~~

#### General Policy Administration and Monitoring

~~The District Title IX Compliance Officer shall maintain a comprehensive record of all filings of sexual harassment and their disposition. An annual report shall be made to the superintendent of schools at the end of each school year.~~

~~The superintendent of schools shall file an annual report with the board of education detailing an historic record of complaints, their disposition, and plans for continued staff development and student education in the area of sexual harassment prevention. The report shall not contain the names of any parties to a complaint.~~

Regulation approved: September 5, 2012  
Revised: November 28, 2016  
Revised:

GROTON PUBLIC SCHOOLS  
Groton, Connecticut

**GROTON PUBLIC SCHOOLS  
GROTON, CONNECTICUT**

**SEXUAL HARASSMENT REPORT FORM**

The Groton Public Schools maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Unwelcomed sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances. Individuals who suspect that they may be victims of sexual harassment shall complete this form and file it with the District Title IX Compliance Officer at the Central Office, 1300 Flanders Road, Mystic, CT, 06355 (536-4963).

\_\_\_\_ Complainant \_\_\_\_\_  
\_\_\_\_ Home Address \_\_\_\_\_  
\_\_\_\_ Work Address \_\_\_\_\_  
\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_ Date of Alleged Incident(s) \_\_\_\_\_

\_\_\_\_ Name of person(s) you believe sexually harassed you \_\_\_\_\_

\_\_\_\_ List any witnesses that were present \_\_\_\_\_

\_\_\_\_ Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that) \_\_\_\_\_ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
\_\_\_\_ (Complainant Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Received by \_\_\_\_\_  
\_\_\_\_ Signature District Title IX \_\_\_\_\_ (Date) \_\_\_\_\_  
\_\_\_\_ Compliance Officer \_\_\_\_\_

\_\_\_\_ A copy of this completed form shall be provided to the Complainant.

## GROTON PUBLIC SCHOOLS

## INFORMAL REPORT OF SEXUAL HARASSMENT

*This form may be used by any individual who wishes to make a report of sexual harassment occurring in the District's education program and activities. Anonymous reports are permitted but may limit the District's ability to respond. A complainant (student or employee believing he/she is a victim of sexual harassment) may choose to file an informal report using this form or to file a formal complaint triggering a full investigation by completing Form B. With or without a formal complaint, supportive measures will be offered to both a complainant and respondent (alleged perpetrator).*

*Return this form to the District Title IX Coordinator who may be contacted as follows:*

Director, Pupil Personnel Services, Groton Public Schools P.O. Box K Groton, CT 06340 (860-572-2150)

Reporter's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Name of School (if a student/employee) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Preferred method of contact \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Alleged victim's name (if not the reporter) \_\_\_\_\_

Name of person(s) you believe engaged in sexual harassment \_\_\_\_\_

List any witnesses that were present/have knowledge \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify that the information I have provided in this report is true, correct, and complete to the best of my knowledge and belief.*

\_\_\_\_\_  
(Reporter's Signature)

\_\_\_\_\_  
(Date)

***All reports of sexual harassment will be responded to in accordance with Board Policy 4118.112 / 5145.5 and its regulation.***

Received By: \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**GROTON PUBLIC SCHOOLS  
FORMAL COMPLAINT OF SEXUAL HARASSMENT**

*This form may be used by any student or employee of the District who believes they are a victim of sexual harassment occurring in the District's education program or activities and wishes to file a formal complaint. The filing/signing of this form will trigger a full investigation. With or without a formal complaint, supportive measures will be offered to both a complainant (alleged victim) and respondent (alleged perpetrator). To initiate this complaint, return this form to the District's Title IX Coordinator who may be contacted as follow: Director, Pupil Personnel Services, Groton Public Schools P.O. Box K Groton, CT 06340 (860-572-2150)*

Complainant's Name \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Name of School of attendance or employment \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Grade (student) \_\_\_\_\_  
 Current position/job (employee) \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Preferred method of contact \_\_\_\_\_  
 Date of Alleged Incident(s) \_\_\_\_\_  
 Name of person(s) you believe engaged in sexual harassment \_\_\_\_\_  
 List any witnesses that were present/have knowledge \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_  
 Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do in response to the situation, etc. (Attach additional pages if necessary.)  
 \_\_\_\_\_  
 \_\_\_\_\_

*I hereby certify that the information provided in this complaint is true, correct, and complete to the best of my knowledge and belief. By signing below, I request that a full investigation occur in accordance with Board Policy 4118.112 / 5145.5 and its regulations containing grievance procedures designed to address formal complaints of sexual harassment.*

\_\_\_\_\_  
 (Reporter's Signature)

\_\_\_\_\_  
 (Date)

Received By: \_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature)



# GROTON PUBLIC SCHOOLS

## ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355  
PHONE (860) 572-2100 • FAX (860) 572-2107

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### STUDENT/EMPLOYEE NON-DISCLOSURE AGREEMENT TITLE IX INVESTIGATION

I have been selected by \_\_\_\_\_ to be his/her advisor related to the investigation of a Title IX complaint in which [insert name of student or employee] is a named complainant/respondent. On behalf of \_\_\_\_\_, I may permissibly discuss allegations under investigation, may review evidence, both exculpatory and inculpatory, and am authorized to review an investigative report issued by the officer assigned to investigate ("confidential information").

I understand and agree to use the materials provided for my inspection and review solely for the purpose of the Title IX Grievance Process. Any further dissemination or disclosure of these confidential materials along with the content therein is prohibited. I may not copy, share, provide or other disclose or disseminate them to any individuals, organizations, groups or entities either in person, in writing, or by use of electronic technology or social media or in any other manner. At the conclusion of the matter, I will return and/or destroy any and all such confidential information provided to me in connection with the Title IX complaint and investigation.

I acknowledge that in the event that I breach this agreement, in addition to any other remedies, the school district would be entitled to injunctive relief in that there may not be an adequate remedy at law in the event of such a breach.

I agree by signing below not to further disclose or disseminate the confidential information thereof, including any and all copies and reproductions of the same.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

(Name/signature)

\_\_\_\_\_  
(Date)

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**The section below is to be completed upon the issuance of a decision of responsibility or at the conclusion of an appeal, if any.**

Materials reviewed/inspected provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the materials provided have been returned or destroyed.

Signature of advisor: \_\_\_\_\_

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# GROTON PUBLIC SCHOOLS

## ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355  
PHONE (860) 572-2100 • FAX (860) 572-2107

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### NOTICE TO A COMPLAINANT/ALLEGED VICTIM OF SEXUAL HARASSMENT UPON THE FILING/SIGNING OF A FORMAL COMPLAINT

[Date]

Dear [Student or Employee]

Please be advised that a formal sexual harassment complaint has been filed identifying you as a victim of sexual harassment in a district education program or activity. Specifically, it is alleged that **[insert description to provide sufficient detail. Where known, include the name of parties, the conduct alleged to be sexual harassment, the date and location of the conduct]**.

In accordance with Title IX and District policy, sexual harassment is prohibited in the education programs and activities of the Groton Public Schools. The Groton Public Schools follows its established grievance procedures for the investigation of and response to complaints of sex discrimination/sexual harassment.

Attached for your review is a copy of Groton Board of Education Policy 4118.112 / 5145.5, Prohibition Against Sex Discrimination and Sexual Harassment, and its regulation containing the District's grievance procedures.

As someone alleged to be the victim of sexual harassment, you are referred to as a "complainant" and the person alleged to have perpetrated the conduct that could constitute sexual harassment is referred to as a "respondent".

The grievance procedures contain information about how the complaint will be investigated and explain the rights of both the complainant and respondent. One right is the right to designate an advisor of your choosing to review and inspect evidence on your behalf prior to a final determination. An advisor may be, but is not limited to, a parent, a relative, an advocate or a lawyer, but need not be a lawyer. Whether or not the respondent has engaged in sexual harassment will be determined at the conclusion of the District's grievance process. A respondent is presumed innocent (not responsible for the conduct) until proven otherwise. If sexual harassment is determined to have occurred, remedies will be provided. Retaliation for filing a complaint, or participation in the grievance process is prohibited.

The respondent(s) has/have also been provided with written notification of the complaint. If you are subjected to new or continued sexual harassment, are physically threatened by the respondent, or retaliated against by anyone for your involvement in this complaint, contact the Title IX Coordinator so appropriate responsive action may be taken.

Be advised that anyone who knowingly makes false statements or provides false information in the grievance process may be subject to disciplinary action in accordance with Board of Education policy 4118.112 / 5145.5.

Your cooperation is appreciated while this matter is investigated.

Sincerely,

District Title IX Coordinator  
Groton Public Schools  
P.O. Box K  
Groton, CT 06340

cc:

Enclosures: Board Policy and regulation P 4118.112/5145.5,  
Grievance Procedures



# GROTON PUBLIC SCHOOLS

## ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355  
PHONE (860) 572-2100 • FAX (860) 572-2107

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### **NOTICE TO A RESPONDENT/INDIVIDUAL ALLEGED TO HAVE COMMITTED SEXUAL HARASSMENT UPON THE FILING OF A FORMAL SEXUAL HARASSMENT COMPLAINT**

[Date]

Dear [Student or Employee]

Please be advised that a formal sexual harassment complaint has been filed naming you as a perpetrator of sexual harassment in a district education program or activity. Specifically, it is alleged that insert description to provide sufficient detail to allow the respondent to prepare a response. Where known, include the name of parties, the conduct alleged to be sexual harassment, the date and location of the conduct.

In accordance with Title IX and District policy, sexual harassment is prohibited in the education programs and activities of the Groton Public Schools. The Groton Public Schools responds promptly and thoroughly to all formal complaints of sexual harassment following its established grievance procedures for the investigation of and response to complaints of sex discrimination/sexual harassment.

The person alleged to be the victim of sexual harassment is referred to as a complainant. As someone accused of sexual harassment, you are referred to as a "respondent". A respondent is presumed innocent (not responsible for the conduct). Whether you have engaged in sexual harassment will be determined at the conclusion of the grievance process.

Attached for your review is a copy of Groton Board of Education Policy P 4118.112/5145.5, Prohibition Against Sex Discrimination and Sexual Harassment, and its regulation containing the District's grievance procedures.

The grievance procedures contain information about how the complaint will be investigated and your rights and that of the complainant including the right to designate an advisor of your choosing to review and inspect evidence on your behalf prior to a final determination. An advisor may be, but is not limited to, a parent, a relative, an advocate or a lawyer, but need not be a lawyer.

You have been provided with this notice and attached information so you may respond thoughtfully when interviewed. A school official designated as the District's official investigator in this matter will contact you to schedule an initial interview. The purpose of the initial interview is to explain the grievance process, discuss the allegations and provide you with an opportunity to ask questions, share information, and respond to the allegations. Interviews are part of the investigation process and are essential to the fact-finding process required prior to the issuance of a final determination.

Be advised that anyone who knowingly makes false statements or provides false information in the grievance process may be subject to disciplinary action in accordance with Board of Education policy 4118.112/5145.5.

Your cooperation is appreciated while this matter is investigated.

Sincerely,

District Title IX Coordinator  
Groton Public Schools  
P.O. Box K  
Groton, CT 06340

cc:

Enclosures: Board Policy and regulation P 4118.112/5145.5,  
Grievance Procedures R 4118.112/5145.5

P 5145.5

**Students/Personnel****Sexual Harassment**

The Groton Public Schools recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Board of Education (Board) prohibits sex discrimination/sexual harassment in the District's education program or activities. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (alleged perpetrator of sexual harassment) and the context in which the sexual harassment occurs. In addition to occurring on school grounds, sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology.

Schools shall respond to sexual harassment occurring in the District's education program or activities for which they have "actual knowledge." "Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf of the school, as well as to any other employee of an elementary and secondary school.

Sexual harassment may take the form of student-on-student, employee-on-student, employee-on-employee, student-on-employee sexual harassment, or may be perpetrated against students or employees by third parties under the control of the District. Students who engage in proven sexual harassment may be subject to discipline, up to and including expulsion. Employees who engage in proven sexual harassment may be subject to disciplinary action, up to and including termination, as well as, other action required under the law.

**Definition of Sexual Harassment for the Purposes of Title IX**

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- (i) A school employee conditioning an education benefit or service on participation in unwelcome sexual conduct (i.e. quid pro quo)
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- (iii) "Sexual assault" as defined in 20 U.S.C. 1092 (f)(6)(A)(v)(the Clery Act), "dating violence" as defined 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(3) (the Violence Against Women Act (VAMA)).

Examples of sexual harassment may include, but are not limited to:

- pressure for sexual activity
- repeated remarks with sexual or sexually demeaning implications
- unwelcome or inappropriate touching
- sexual assault
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or academic standing or an employee's employment status
- telling lewd jokes or sharing stories about sexual experiences – even if not directed at you but done in your presence to cause you discomfort
- sending unwanted suggestive or lewd emails, letters or other communications or sharing images of a sexual nature around the workplace or displaying posters, items or screensavers of a sexual nature
- repeatedly asking for dates despite being rebuffed
- making sexually offensive gestures or facial expressions
- dating violence or stalking

### **Other Definitions**

“Complainant” is defined as a person who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is defined as a person who is alleged to be the perpetrator of conduct that could constitute sexual harassment.

“Supportive measures” are defined as non-disciplinary, non-punitive, individualized services, offered as appropriate and without charge to a complainant or respondent before or after the filing of a formal complaint, or where no complaint has been filed.

### **Title IX Coordinator**

The Superintendent of Schools designates and authorizes the Director of Pupil Personnel Services to be the District's Title IX Coordinator. This individual shall be given the title of, and be referred to, as the Title IX Coordinator and is responsible for ensuring compliance across the school district with Title IX, corresponding state law, and applicable board policy concerning sex discrimination/sexual harassment.

Applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions shall be notified of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The Title IX Coordinator's contact information shall be posted on the District's website and included in student and employee handbooks and published in other locations as deemed appropriate.

## **Reporting Sexual Harassment**

Any person, including, but not limited to, students, their parents or guardians, employees, bystanders or third parties (whether or not the person is the alleged victim), may report sexual harassment, including sexual assault, occurring in the District's education program or activities. Reporting may occur in person, by mail, by telephone or by electronic mail, using the contact information provided for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made at any time including during non-business hours.

A formal complaint is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against an individual and requesting that the school investigate the alleged sexual harassment. In an instance where the Title IX Coordinator signs the complaint, the Title IX Coordinator is not a party to the complaint nor is such action taken on behalf of the complainant.

The Title IX Coordinator will make forms available for both informal reports and formal complaints of sexual harassment. Additionally, such forms will be posted on the District's website. Informal reports are permissible and may be brought by any person. However, only a complainant and the District's Title IX Coordinator may file a formal complaint. All formal complaints will be investigated. Supportive measures shall be offered to a complainant with or without the filing of a formal complaint.

There is no time limit on a complainant's decision to file a formal complaint, but complainants are encouraged to promptly report incidents of sexual harassment, and/or to file a formal complaint.

## **Response including Supportive Measures**

Any school employee with actual knowledge of sex discrimination/sexual harassment shall promptly inform the District's Title IX Coordinator. The failure to do so may be grounds for disciplinary action.

Upon actual knowledge of sexual harassment, the Title IX Coordinator will promptly contact the complainant to advise and discuss with the complainant 1) the availability of supportive measures with or without the filing of a formal complaint, 2) the right to file a formal complaint and 3) how to file a formal complaint.

A complainant as well as a respondent shall be offered free, individualized "supportive measures" (e.g. counseling, course related adjustments, modification of work or class schedules, escort services, increased security/monitoring of certain areas, mutual restrictions on contact between the parties) designed to restore or preserve equal access to education with or without a formal complaint. These, as well as other measures, may be part of a final remedy.

Upon the filing a formal complaint, the complainant will be provided with a copy of this policy and its grievance procedures.

Written notice shall be provided to the respondent and the complainant advising that a formal complaint has been filed. The respondent shall be entitled to a presumption of innocence during

investigation of the complaint. Both parties will be treated fairly throughout the investigation and shall be entitled to an unbiased investigator who has not prejudged the matter being investigated.

Complaints that fail to allege a violation of Title IX shall be dismissed without investigation. This does not preclude the school administration from investigating or addressing the underlying conduct under relevant codes of conduct or board policy.

### **Emergency Removal/Administrative Leave**

An emergency removal of a respondent from the education program or activity is permissible provided that the District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety and notice and an opportunity to challenge the decision is provided. This does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA).

An employee-respondent may be placed on administrative leave during the pendency of a grievance process.

### **Informal Resolution**

At any point in the formal complaint process, the Districtwide Title IX Coordinator, in his/her discretion, may offer to facilitate an informal resolution option such as mediation or restorative justice.

Both parties must give voluntary, informed written consent.

Either party has a right to withdraw consent at any time, in which case the formal investigation shall proceed.

The informal resolution process shall not be available if the complainant/Victim is a student and the respondent is an employee.

### **Grievance Procedures**

The District will promptly and thoroughly investigate all formal complaints of sexual harassment in accordance with established grievance procedures.

District grievance procedures shall be established in the form of a regulation accompanying this policy.

The grievance procedure shall be used for the reporting and investigation of, and response to a formal complaint of sexual harassment in the District's education program and activities against a person in the United States.

The District's grievance procedures shall be designed to comply with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time. Among other required provisions, the grievance procedures shall establish standards for fairness and equity,

including a requirement that the decision maker not be the same individual as the Title IX Coordinator or the investigator, explain how to file a complaint, address required notice, set out timelines for various components of the investigation and adjudication process, establish and explain grounds for the dismissal of a complaint and provide and explain the appeal process available to both parties, include a presumption of innocence for the respondent, state the evidence standard to be used to determine responsibility and require objective evaluation of all available evidence.

### **Training**

Training shall be provided to Title IX personnel in accordance with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time. Additional training may be provided to all school employees as deemed advisable.

### **Prohibition Against Retaliation**

Retaliation against any party, witness or other participant to the grievance process is prohibited. Retaliation may form a basis for a complaint under this policy. The charging of a person with a code of conduct violation based upon a person making a materially false statement in bad faith in an investigation is not considered retaliatory.

### **Dissemination, Posting, and Discussion of Policy**

This policy along with its accompanying regulation/grievance procedure shall appear in the Student Handbook, be discussed with students at least annually and more often as needed, be posted in prominent and accessible locations in each school building and in the Board of Education offices and be published on the District's website along with the name/title and contact information for the Title IX Coordinator.

### **Record Keeping**

The District must keep records related to reports of alleged sexual harassment for a minimum of seven years, including investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, including supportive measures. Additionally, Districts must also keep for a minimum of seven years any materials used to train Title IX Coordinators, investigators, decision makers, any employee designated to facilitate an informal process.

### **Alternate Complaint Procedures**

In addition, or as an alternative to the filing of a sex discrimination/sexual harassment complaint through the District's grievance procedure, a person may choose to file a complaint with the Office for Civil Rights of the United States Department of Education.

### **Statement of Protected Rights**

Application of this policy and its grievance procedure shall not be interpreted to restrict rights protected under the U.S. Constitution, including the right to free speech, to be free from self-incrimination and to due process of law.

Legal References: Connecticut General Statutes

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds.

United States Constitution, Article XIV.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 C.F.R. 106.1, *et seq.*

Title IX Regulation, 34 C.F.R. Part 106

20 U.S.C. 1092 (f)(6)(A)(v)

34 U.S.C. 12291 (a)(8), (a)(10), (a)(36)

*Franklin v. Gwinnett County Public Schools*, 503 U.S. 60 (1992)

*Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998)

*Davis v. Monroe County Bd. Of Educ.*, 526 U.S. 629 (1999)

~~Sexual harassment will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of sexual harassment is forbidden. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students, and to the public.~~

**Definition**

~~Sexual harassment is defined as “any unwelcome conduct of a sexual nature, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.”~~

~~Examples of specific behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include but are not limited to:~~

- ~~• Inappropriate touching~~
- ~~• Sexual name calling, sexual rumors~~
- ~~• Display of unwanted affections/overly personal conversation~~
- ~~• Inappropriate gestures/leers~~
- ~~• Cornering/blocking~~
- ~~• Harassing telephone calls~~
- ~~• Sexually explicit jokes/cartoons/pictures/sexually explicit comments~~
- ~~• Continuing to express sexual interest after being informed that the interest is unwelcome~~
- ~~• Deliberate or careless creation of an atmosphere of sexual harassment, intimidation, or a hostile or offensive working/learning environment~~

- Threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student

## Harassment

Harassment may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile, intimidating or offensive environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere the terms or conditions of employment. When such harassment is based on race, color, national origin, sex, disability, or other protected statuses, it may violate civil rights laws.

Any sexual or romantic relationships between employees of the Board and students is prohibited, whether or not they constitute sexual harassment as defined above.

This conduct or behavior may be grounds for dismissal, possible revocation of certification or license, and may violate state laws which could result in criminal charges.

## Procedures

It is the express policy of the Board of Education to encourage victims of sexual harassment to report any occurrence of harassment. Students are encouraged to promptly report complaints of sexual harassment to any staff member (i.e. teacher, guidance counselor, building principal, director of special services, superintendent, etc.). Further, the victim will be referred to an appropriate counselor, social worker, or psychologist to provide assistance in completing the written complaint.

The District's Title IX Coordinator shall be responsible for conducting an investigation into the complaint and recommending corrective action when allegations are verified.

Confidentiality will be maintained by all persons involved in the investigation, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

The school district will provide annual professional development for all staff as well as sexual harassment education to all students. Further, the district will annually distribute its policy and procedures for filing a complaint to all staff at the beginning of every school year. The district will include information on the policy in the student handbooks in an effort to maintain an environment free of sexual harassment.

Legal Reference: \_\_\_\_\_ Civil Rights act of 1964, Title VII, 42 U.S.X. §2000-e2(a).  
 \_\_\_\_\_ Equal Employment Opportunity Commission Policy Guidance  
 \_\_\_\_\_ (N-915.034) on Current Issues of Sexual Harassment, effective 10/15/88.  
 \_\_\_\_\_ Title IX of the Education Amendments of 1972, 34 CFR Section 106.  
 \_\_\_\_\_ *Meritor Savings Bank FSB v. Vinson*, 477 U.S. 57 (1986)  
 \_\_\_\_\_ Connecticut General Statutes  
 \_\_\_\_\_ 46a-60 Discriminatory employment practices prohibited  
 \_\_\_\_\_ Constitution of the State of Connecticut, Article I, Section 20.

Policy adopted: September 14, 1992

Revised: February 27, 2017

GROTON PUBLIC SCHOOLS

Groton, Connecticut

Revised:

## Regulations

### **Prohibition Against Sexual Harassment: Response to Reports of Sexual Harassment and Grievance Procedures for Formal Complaints**

The District will respond to all incidents of sexual harassment: (a) of which it has actual knowledge, and (b) that occurs within the school's education program or activity and c) occurs against a person in the United States.

"Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf of the school as well as to any employee of an elementary and secondary school. Accordingly, any District employee with actual knowledge that sexual harassment is occurring shall notify the District's Title IX Coordinator.

Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (perpetrator of sex discrimination/sexual harassment) and the context in which the sex discrimination/sexual harassment occurs. In addition to occurring on school grounds, sex discrimination/sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology depending upon whether the District exercises control over both the respondent and the context in which the sexual harassment occurs.

### **Reporting of Sexual Harassment**

#### Informal Reports

Any person, including parent/guardians, students, employees and third parties may report sexual harassment occurring in the District's education program or activity. Reporting may be in person, by mail, telephone, or by electronic mail, using the contact information provided for the Title IX Coordinator. Reports may be made during non-business hours. Reports may be made anonymously. When a reporter fails to identify a specific complainant (victim of sexual harassment) or to identify him/herself as the reporter, the District's response may be limited. Informal complaints will be accepted in any form; however, forms for making both informal reports and formal complaints are available on the District's website and from the Title IX Coordinator.

#### Formal Complaint

While third parties may make informal reports of sexual harassment occurring in the District's education program or activities, a formal complaint may only be made by a complainant or be signed by the Title IX Coordinator, triggering an investigation. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that an investigation commence.

While there is no time limit for making an informal report or filing a formal complaint of sexual harassment, reporters/complainants are encouraged to promptly report incidents of sexual harassment to avoid the potential loss of evidence, a lapse in the memories of parties or witness or the unavailability of persons key to an investigation. The District understands that a victim may decide not to report sexual harassment, to file a formal complaint and/or may decide to wait to come forward with a report/formal complaint for a variety of reasons. The District respects complainants' decisions. However, the Title IX Coordinator has discretion to sign a formal

complaint that initiates the grievance process where necessary to avoid deliberate indifference to sexual harassment even without a formal complaint from the complainant.

Forms for making both informal reports and formal complaints are available on the District's website and from the Title IX Coordinator.

Supportive measures will be offered to a complainant with or without a formal complaint.

### **Response Including Supportive Measures**

Upon actual knowledge of sex discrimination/harassment, the Title IX Coordinator will promptly contact the complainant to advise and discuss with the complainant (1) the availability of supportive measures (with or without a formal complaint), and consider the complainant's wishes with respect to supportive measures (2) the right to file a formal complaint, and (3) how to file a formal complaint. The complainant shall be provided with a copy of the Board's policy prohibiting discrimination and these regulations containing its grievance procedure.

With or without the filing of a formal complaint, a complainant as well as a respondent shall be offered, free of charge, non-disciplinary, non-punitive individualized supportive measures. Supportive measures are designed to restore or preserve equal access to the education program or activity, protect the safety of all parties and the educational environment, and deter sexual harassment, without unreasonably burdening the other party.

Supportive measures may include, but are not be limited to:

- Counseling
- Course adjustments
- Modification of work
- Modification of class schedules
- Escorts
- Increased monitoring
- Restrictions on contact

Supportive measures may be modified at any time as appropriate based upon changed or evolving circumstances and may be offered before or after the filing of a formal complaint or where no complaint has been filed at all. Supportive measures may also be part of any ultimate remedy.

No disciplinary action or other punitive measure for sexual harassment shall be taken against a respondent without first following the grievance procedures set out herein and a determination of responsibility has been made. If the respondent has engaged in conduct other than sexual harassment in violation of a code of conduct or similar restriction, the respondent may be disciplined for such action(s) notwithstanding an ongoing investigation.

### **Emergency Removal/Administrative Leave**

With or without the filing of a formal complaint, an emergency removal of a respondent from the education program or activity is permissible provided that the District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety, and provides notice and an opportunity to challenge the decision. This does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA).

A non-student employee respondent may be placed on administrative leave during the pendency of an

investigation.

## **Dismissals of Complaints**

### **Mandatory Dismissal**

A complaint of sexual harassment must be dismissed if:

- 1.) it fails to allege conduct that constitutes sexual harassment, even if proved;
- 2.) the alleged conduct did not occur in a District activity or program or
- 3.) the alleged conduct did not occur against a person in the United States.

### **Permissive Dismissal**

A complaint of sexual harassment may be dismissed if:

- 1.) the complainant notifies the Title IX Coordinator that he/she wishes to withdraw the complaint or an allegation;
- 2.) the respondent's enrollment or employment ends;
- 3.) specific circumstances exist that prevent the District from gathering enough evidence to reach a determination i.e. significant passage of time between the formal complaint and the alleged conduct; failure of a complainant to cooperate with the grievance process.

The complainant and the respondent will promptly and simultaneously be provided written notice of the dismissal of a complaint or allegation including the reasons for the mandatory or discretionary dismissal and an explanation of appeal rights.

## **Grievance Procedures (to be used for formal complaints only)**

Grievance Procedures consistent with the regulations under Title IX as promulgated by the U.S. Department of Education and the principles of due process, the Groton Board of Education adopts the following Grievance Procedures responsive to formal complaints.

### **a. Notice**

Written notice of the complaint shall be provided to the respondent prior to an initial interview with the respondent.

Written notice provided to the respondent shall include:

- notice of the Grievance Procedure, including any informal resolution process;
- notice of the allegations in sufficiently detail to allow the respondent to prepare a response; a statement that the respondent is presumed innocent and responsibility will be determined at the conclusion of the Grievance Process;
- notice of the right to have an advisor to inspect/review evidence; and
- notice of any provision in applicable codes of conduct that prohibit knowingly making false statements or providing false information in the grievance process.

Likewise, the complainant shall be provided written notice of a formal complaint.

Additional written notice shall be provided to the parties in the event of additional or revised allegations of sexual harassment.

### **b. Investigation**

The District will promptly investigate all formal complaints of sexual harassment in accordance with these grievance procedures. The District will designate personnel to investigate formal complaints and such personnel shall be trained in accordance with this regulation. The person designated as the investigator will not be the same person as the Decision-Maker.

The respondent shall be entitled to a presumption of “innocence” until the investigation is complete. Both parties are to be treated fairly throughout the investigation and shall be entitled to an unbiased investigator who has not prejudged the matter being investigated.

The burden of proof shall be by a preponderance of the evidence. Both parties shall be provided with an equal opportunity to present facts and witnesses and other inculpatory or exculpatory evidence.

Each party shall have the opportunity to select an advisor of the parties “choice.”

The school shall send written notice to both the complainant and respondent of any investigative interviews, meetings or hearing.

The complainant and respondent and their advisors, if applicable, shall be provided evidence directly related to the allegations (electronic or hard copy) with at least ten (10) days to inspect, review and respond to the evidence. Such evidence shall not be further disseminated by the parties. The parties and advocates shall not further disseminate such evidence and may be required to execute a non-disclosure agreement.

The complainant and respondent shall not be prohibited from discussing the allegations or gather evidence, i.e. no “gag” orders. All parties First Amendment rights shall be honored.

Confidential information such as medical or psychological reports cannot be used as part of the investigation without written voluntary consent of the party.

Evidence of the complainant’s prior sexual activity is not relevant and may not be introduced except to prove that someone other than the respondent committed the alleged misconduct or is offered to prove consent.

Supportive measures shall be offered to the complainant or respondent pending a final resolution after consultation with them.

c. Investigative Report

At the conclusion of the investigation, the investigator conducting the investigation shall prepare a report summarizing the evidence, shall provide a copy to the complainant and respondent, and give the parties ten (10) days to respond. Each party shall be provided an opportunity to submit written, relevant questions that a party wants asked of the other party, or a witness, and provide each party with the answers to each such questions.

d. Decision Maker

The decision maker, Superintendent must review the evidence applying the preponderance of the evidence standard and issue a written determination regarding responsibility with findings of fact, conclusions as to whether the conduct alleged occurred; the rationale for the result as to each allegation; and any discipline imposed on the respondent, and any other remedies to be provided to the complainant to restore or preserve equal access to the District's education program or activity

The written determination will be sent simultaneously to the parties along with an explanation of how to file an appeal.

## **Remedies**

Remedies will be provided to a complainant when a respondent is found responsible. Remedies shall be designed to maintain the complainant's equal access to education.

The range of remedies in the case a violation is found can range from counseling to serious discipline, up to and including expulsion/termination.

The range of remedies depends on the circumstances but may include previously provided supportive measures, grade changes; the opportunity to retake a test or resubmit an assignment; reassignment of class; school-based counseling; and reinstatement to a team or activity as well as other appropriate measures.

The Title IX Coordinator shall oversee the effectiveness of the remedies toward ensuring no continued discrimination occurs.

## **Appeal**

An appeal of the determination may be filed by either party with the Superintendent of Schools, for one of the following reasons:

- 1.) procedural irregularities
- 2.) newly discovered evidence that could affect the outcome
- 3.) the Title IX personnel (Title IX coordinator, investigator/decision maker, etc.) had a conflict of interest or bias that altered the outcome

## **Retaliation**

Retaliation against any party, witness or other participant to an investigation is prohibited.

Any claim of such may be filed in accordance with this Grievance Procedure. Discipline for filing or making a false statement shall not constitute retaliation absent evidence of such motivation.

## **Informal Resolution**

At any point in the formal complaint process, the Districtwide Title IX Coordinator, in his/her discretion, may offer an informal resolution option such as mediation or restorative justice. The staff member appointed to conduct the informal resolution shall be unbiased and receive appropriate training.

Both parties must give voluntary, informed written consent.

Either party has a right to withdraw consent at any time, in which case the formal investigation shall proceed.

The informal resolution process shall not be available if the complainant/victim is a student and the respondent is an employee.

Informal resolution may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation or restorative justice.

### **Confidentiality**

The identities of the complainants, respondents and witnesses, except as provided herein or as required by law, including FERPA, shall not be disclosed.

### **Record Keeping**

The District must keep records related to reports of alleged sexual harassment for a minimum of seven years, including investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, including supportive measures. Additionally, Districts must also keep for a minimum of seven years any materials used to train Title IX Coordinators, investigators, decision makers, any employee designed to facilitate an informal process.

### **Alternate Complaint Procedures**

In addition, or as an alternative to the filing of a sex discrimination/sexual harassment complaint through the District's grievance procedure, a person may choose to file a complaint with the Office for Civil Rights of the United States Department of Education, any other state or federal agency designated to receive such complaints and/or to report an incident of sexual harassment to law enforcement.

### **Statement of Protected Rights**

Application of this policy and its grievance procedure shall not be interpreted to restrict rights protected under the U.S. Constitution, including the right to free speech, to be free from self-incrimination and to due process of law.

### **Mandated Reporters**

Nothing in the Board's sexual harassment policy or this regulation shall interfere with or alter a mandated reporter's responsibility to report child abuse or neglect or sexual assault to DCF or the police as may be required by law.

### **Training**

Training shall be provided to Title IX personnel, including, but not limited to, Title IX Coordinators, investigators, decision makers, and any employee designed to facilitate an informal process in accordance with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time.

Training shall include, but is not limited to, explanation or instruction regarding:

- the definition of "sexual harassment"
- grievance procedures

- how to conduct an investigation-
- how to prepare an investigative report
- training on any technology that might be needed to carry out responsibility for investigation or decision making e.g. recording device for live hearing
- issues of relevance including how to apply rape shield protections for complainants and application of legally recognized privilege

Training may additionally be provided to other school employees as deemed appropriate.

A record shall be kept reflecting the names of all employees receive training along with the date and nature of the training.

Materials used to train personnel shall be posted to the District's website and maintained as required under the regulations under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time.

### **Procedures for Reporting and Investigating Allegations of Sexual Harassment**

~~The following procedures shall be followed pursuant to the Board of Education policy prohibiting sexual harassment of students and employees of the Groton Public Schools:~~

#### ~~I. Policy Awareness~~

- ~~A. Board of Education policy on sexual harassment shall be distributed to all employees annually in September by each building principal:~~
- ~~B. The district's high school, middle school, and elementary school handbooks shall print the following announcement:~~
  - ~~— "The Groton Public Schools do not permit or condone sexual~~
  - ~~— harassment of employees or students. If individuals or parents~~
  - ~~— suspect that they or any students may be a victim of sexual~~
  - ~~— harassment, they should contact the District Title IX Compliance~~
  - ~~— Officer, at 572-2150 immediately."~~
- ~~C. Board of Education policy on sexual harassment and its implementing regulations shall be transmitted annually in September to the president/chairperson of each school's Parent-Teacher Organization (P.T.O.). Additionally, the announcement specified in I.B. above shall be published in each school's first parent newsletter of the school year.~~
- ~~D. Principals shall provide the superintendent of schools annually in September of each year written assurance that the Board of Education policy on sexual harassment and implementing procedures have been appropriately and widely distributed and explained to students by appropriate professional staff members.~~
- ~~E. Students shall receive instruction annually, by teachers in health education classes, on the nature of sexual harassment, and the process for reporting suspected incidents. This instruction shall be conducted in an age appropriate manner at the elementary, middle, and high school levels. As part of this instruction, students shall be informed that they may report allegations of sexual harassment directly to a guidance counselor, school nurse, or any trusted adult or peer. Students should be advised that if they are identified as a trusted peer by a friend, they have an obligation to that friend to report he alleged sexual harassment to a guidance counselor, school nurse, or trusted adult.~~

- F. — Staff training in the prevention of sexual harassment in the workplace shall be conducted annually as part of the district's continuing staff development program. This shall be the responsibility of the Director of Human Resources.

## H. — Reporting Procedures

- A. — The superintendent of schools will appoint a District Title IX Compliance Officer and announce the identity of this person annually prior to the beginning of the school year.

- B. — Reporting Procedures for Adults: Any employee, parent, individual under contract to the district or adult volunteer who believes that he/she has been the victim of sexual harassment shall report such incident(s) as follows:

(b.1) — A written notice of complaint shall be file with the District Title IX Compliance officer within 30 calendar days of the alleged incident(s). The complaint shall be file don the appropriate form for such report which shall be made available to the complainant by the District Title IX Compliance Officer.

(b.2) — The District Title IX Compliance Officer shall assist the complainant in filing a complaint.

(b.3) — If a complainant so chooses, a friend, colleague, or union representative may accompany the complainant in presenting the issue to the District Title IX Compliance Officer.

- C. — Reporting Procedures for Students: Recognizing that the maturity levels of students may inhibit their ability to recognize and report suspected sexual harassment directed toward them, a different procedure shall be followed. School authorities have the responsibility to provide for the care, control, and custody of children under their supervision. This responsibility extends to protecting students from sexual harassment and them in recognizing and report any such behavior(s). The following procedures shall apply in reporting suspected sexual harassment of students:

(c.1) — Sufficiently mature and self-confident students who feel comfortable filing a complainant personally shall be advised that forms for this purpose are available at both the guidance office and health office. In such cases, guidance counselors or school nurses shall assist students in the process of completing the form and in supplying to the student a copy of the board of education policy and procedures on sexual harassment. The guidance counselor or school nurse shall also notify the District Title IX Compliance Officer immediately and the parent/guardian, if the complaint is not directed toward them. If the student is a legal adult (18 years of age or older), the parent will be contacted only with the consent of the student.

(c.2) — In cases where a student discloses alleged sexual harassment to a trusted adult or peer, but is unwilling to personally initiate a formal complaint, the trusted adult or peer shall report the allegations to the guidance counselor or school nurse. The guidance counselor or school nurse shall contact the student to provide counseling and support, and shall also notify the District Title IX Compliance Officer immediately.

## Role of the District Title IX Compliance Officer

The District Title IX Compliance Officer shall immediately institute an inquiry into the allegations which shall include, but not be limited, to:

- ~~A. — Advising the superintendent of schools that a complaint of alleged sexual harassment has been filed.~~
- ~~B. — Interviewing the complaining adult or student in a confidential setting. In the case of a student, the parent/guardian shall be notified (unless the parent/guardian is the subject of the allegations) and invited to be present for the interview.~~
- ~~C. — Conducting interviews with all parties named as perpetrators of and witnesses to the alleged sexual harassment.~~
- ~~D. — Filing a report of findings with the Superintendent of Schools. If the findings result in reasonable cause to suspect or believe that any child under the age of eighteen has been abused, the District Title IX Compliance Officer shall also file a report with the State of Connecticut Commissioner of Children and Youth Services. Nothing contained herein shall abrogate the reporting requirements of school personnel pursuant to Connecticut General Statute 17a-101 in cases of suspected child abuse.~~

~~The inquiry shall be conducted in a timely manner. If the findings of the District Title IX Compliance Officer reject the allegations of sexual harassment, the accused and charging parties shall be so advised in writing by the Compliance Officer. Any and all material in the matter shall be removed from the file of the exonerated party, unless the exonerated party requests that a certification of the finding of insufficient evidence be placed in his/her file.~~

#### Obligations of the Superintendent of Schools

~~If the findings of the District Title IX Compliance Officer indicate the presence of reasonable evidence to substantiate allegations of sexual harassment, the superintendent of schools shall initiate a due process hearing under appropriate state statutes governing employee discipline and dismissal and student discipline. The hearing officer may be the superintendent of his/her designee.~~

#### General Policy Administration and Monitoring

~~The District Title IX Compliance Officer shall maintain a comprehensive record of all filings of sexual harassment and their disposition. An annual report shall be made to the superintendent of schools at the end of each school year.~~

**Regulations — page 4 ————— R 4118.112/5145.5**

~~The superintendent of schools shall file an annual report with the board of education detailing an historic record of complaints, their disposition, and plans for continued staff development and student education in the area of sexual harassment prevention. The report shall not contain the names of any parties to a complaint.~~

Regulation approved: September 5, 2012  
Revised: November 28, 2016  
Revised:

GROTON PUBLIC SCHOOLS  
Groton, Connecticut

**GROTON PUBLIC SCHOOLS  
GROTON, CONNECTICUT**

**SEXUAL HARASSMENT REPORT FORM**

The Groton Public Schools maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Unwelcomed sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances. Individuals who suspect that they may be victims of sexual harassment shall complete this form and file it with the District Title IX Compliance Officer at the Central Office, 1300 Flanders Road, Mystic, CT, 06355 (536-4963).

\_\_\_\_ Complainant \_\_\_\_\_  
 \_\_\_\_ Home Address \_\_\_\_\_  
 \_\_\_\_ Work Address \_\_\_\_\_  
 \_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_ Date of Alleged Incident(s) \_\_\_\_\_

\_\_\_\_ Name of person(s) you believe sexually harassed you \_\_\_\_\_  
 \_\_\_\_ List any witnesses that were present \_\_\_\_\_

\_\_\_\_ Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This complaint is file based on my honest belief that) \_\_\_\_\_ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
 \_\_\_\_ (Complainant Signature) \_\_\_\_\_ (Date)

Received by \_\_\_\_\_  
 \_\_\_\_ Signature District Title IX \_\_\_\_\_ (Date)  
 \_\_\_\_ Compliance Officer

A copy of this completed form shall be provided to the Complainant.

## GROTON PUBLIC SCHOOLS

## INFORMAL REPORT OF SEXUAL HARASSMENT

*This form may be used by any individual who wishes to make a report of sexual harassment occurring in the District's education program and activities. Anonymous reports are permitted but may limit the District's ability to respond. A complainant (student or employee believing he/she is a victim of sexual harassment) may choose to file an informal report using this form or to file a formal complaint triggering a full investigation by completing Form B. With or without a formal complaint, supportive measures will be offered to both a complainant and respondent (alleged perpetrator).*

*Return this form to the District Title IX Coordinator who may be contacted as follows:*

Director, Pupil Personnel Services, Groton Public Schools P.O. Box K Groton, CT 06340 (860-572-2150)

Reporter's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Name of School (if a student/employee) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Preferred method of contact \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Alleged victim's name (if not the reporter) \_\_\_\_\_

Name of person(s) you believe engaged in sexual harassment \_\_\_\_\_

List any witnesses that were present/have knowledge \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

*I hereby certify that the information I have provided in this report is true, correct, and complete to the best of my knowledge and belief.*

\_\_\_\_\_  
(Reporter's Signature)

\_\_\_\_\_  
(Date)

***All reports of sexual harassment will be responded to in accordance with Board Policy 4118.112 / 5145.5 and its regulation.***

Received By: \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**GROTON PUBLIC SCHOOLS  
FORMAL COMPLAINT OF SEXUAL HARASSMENT**

*This form may be used by any student or employee of the District who believes they are a victim of sexual harassment occurring in the District's education program or activities and wishes to file a formal complaint. The filing/signing of this form will trigger a full investigation. With or without a formal complaint, supportive measures will be offered to both a complainant (alleged victim) and respondent (alleged perpetrator). To initiate this complaint, return this form to the District's Title IX Coordinator who may be contacted as follow: Director, Pupil Personnel Services, Groton Public Schools P.O. Box K Groton, CT 06340 (860-572-2150)*

Complainant's Name \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Name of School of attendance or employment \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Grade (student) \_\_\_\_\_  
 Current position/job (employee) \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Preferred method of contact \_\_\_\_\_  
 Date of Alleged Incident(s) \_\_\_\_\_  
 Name of person(s) you believe engaged in sexual harassment \_\_\_\_\_  
 List any witnesses that were present/have knowledge \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_  
 Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do in response to the situation, etc. (Attach additional pages if necessary.)  
 \_\_\_\_\_  
 \_\_\_\_\_

*I hereby certify that the information provided in this complaint is true, correct, and complete to the best of my knowledge and belief. By signing below, I request that a full investigation occur in accordance with Board Policy 4118.112 / 5145.5 and its regulations containing grievance procedures designed to address formal complaints of sexual harassment.*

\_\_\_\_\_  
 (Reporter's Signature)

\_\_\_\_\_  
 (Date)

Received By: \_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature)



# GROTON PUBLIC SCHOOLS

## ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355  
PHONE (860) 572-2100 • FAX (860) 572-2107

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### STUDENT/EMPLOYEE NON-DISCLOSURE AGREEMENT TITLE IX INVESTIGATION

I have been selected by \_\_\_\_\_ to be his/her advisor related to the investigation of a Title IX complaint in which [insert name of student or employee] is a named complainant/respondent. On behalf of \_\_\_\_\_, I may permissibly discuss allegations under investigation, may review evidence, both exculpatory and inculpatory, and am authorized to review an investigative report issued by the officer assigned to investigate ("confidential information").

I understand and agree to use the materials provided for my inspection and review solely for the purpose of the Title IX Grievance Process. Any further dissemination or disclosure of these confidential materials along with the content therein is prohibited. I may not copy, share, provide or other disclose or disseminate them to any individuals, organizations, groups or entities either in person, in writing, or by use of electronic technology or social media or in any other manner. At the conclusion of the matter, I will return and/or destroy any and all such confidential information provided to me in connection with the Title IX complaint and investigation.

I acknowledge that in the event that I breach this agreement, in addition to any other remedies, the school district would be entitled to injunctive relief in that there may not be an adequate remedy at law in the event of such a breach.

I agree by signing below not to further disclose or disseminate the confidential information thereof, including any and all copies and reproductions of the same.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

(Name/signature)

\_\_\_\_\_  
(Date)

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**The section below is to be completed upon the issuance of a decision of responsibility or at the conclusion of an appeal, if any.**

Materials reviewed/inspected provided:

\_\_\_\_\_  
I hereby certify that the materials provided have been returned or destroyed.

Signature of advisor: \_\_\_\_\_

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# GROTON PUBLIC SCHOOLS

## ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355  
PHONE (860) 572-2100 • FAX (860) 572-2107

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### NOTICE TO A COMPLAINANT/ALLEGED VICTIM OF SEXUAL HARASSMENT UPON THE FILING/SIGNING OF A FORMAL COMPLAINT

[Date]

Dear [Student or Employee]

Please be advised that a formal sexual harassment complaint has been filed identifying you as a victim of sexual harassment in a district education program or activity. Specifically, it is alleged that **[insert description to provide sufficient detail. Where known, include the name of parties, the conduct alleged to be sexual harassment, the date and location of the conduct]**.

In accordance with Title IX and District policy, sexual harassment is prohibited in the education programs and activities of the Groton Public Schools. The Groton Public Schools follows its established grievance procedures for the investigation of and response to complaints of sex discrimination/sexual harassment.

Attached for your review is a copy of Groton Board of Education Policy 4118.112 / 5145.5, Prohibition Against Sex Discrimination and Sexual Harassment, and its regulation containing the District's grievance procedures.

As someone alleged to be the victim of sexual harassment, you are referred to as a "complainant" and the person alleged to have perpetrated the conduct that could constitute sexual harassment is referred to as a "respondent".

The grievance procedures contain information about how the complaint will be investigated and explain the rights of both the complainant and respondent. One right is the right to designate an advisor of your choosing to review and inspect evidence on your behalf prior to a final determination. An advisor may be, but is not limited to, a parent, a relative, an advocate or a lawyer, but need not be a lawyer. Whether or not the respondent has engaged in sexual harassment will be determined at the conclusion of the District's grievance process. A respondent is presumed innocent (not responsible for the conduct) until proven otherwise. If sexual harassment is determined to have occurred, remedies will be provided. Retaliation for filing a complaint, or participation in the grievance process is prohibited.

The respondent(s) has/have also been provided with written notification of the complaint. If you are subjected to new or continued sexual harassment, are physically threatened by the respondent, or retaliated against by anyone for your involvement in this complaint, contact the Title IX Coordinator so appropriate responsive action may be taken.

Be advised that anyone who knowingly makes false statements or provides false information in the grievance process may be subject to disciplinary action in accordance with Board of Education policy 4118.112 / 5145.5.

Your cooperation is appreciated while this matter is investigated.

Sincerely,

District Title IX Coordinator  
Groton Public Schools  
P.O. Box K  
Groton, CT 06340

cc:

Enclosures: Board Policy and regulation P 4118.112/5145.5,  
Grievance Procedures



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### **NOTICE TO A RESPONDENT/INDIVIDUAL ALLEGED TO HAVE COMMITTED SEXUAL HARASSMENT UPON THE FILING OF A FORMAL SEXUAL HARASSMENT COMPLAINT**

[Date]

Dear [Student or Employee]

Please be advised that a formal sexual harassment complaint has been filed naming you as a perpetrator of sexual harassment in a district education program or activity. Specifically, it is alleged that **insert description to provide sufficient detail to allow the respondent to prepare a response. Where known, include the name of parties, the conduct alleged to be sexual harassment, the date and location of the conduct**.

In accordance with Title IX and District policy, sexual harassment is prohibited in the education programs and activities of the Groton Public Schools. The Groton Public Schools responds promptly and thoroughly to all formal complaints of sexual harassment following its established grievance procedures for the investigation of and response to complaints of sex discrimination/sexual harassment.

The person alleged to be the victim of sexual harassment is referred to as a complainant. As someone accused of sexual harassment, you are referred to as a "respondent". A respondent is presumed innocent (not responsible for the conduct). Whether you have engaged in sexual harassment will be determined at the conclusion of the grievance process.

Attached for your review is a copy of Groton Board of Education Policy P 4118.112/5145.5, Prohibition Against Sex Discrimination and Sexual Harassment, and its regulation containing the District's grievance procedures.

The grievance procedures contain information about how the complaint will be investigated and your rights and that of the complainant including the right to designate an advisor of your choosing to review and inspect evidence on your behalf prior to a final determination. An advisor may be, but is not limited to, a parent, a relative, an advocate or a lawyer, but need not be a lawyer.

You have been provided with this notice and attached information so you may respond thoughtfully when interviewed. A school official designated as the District's official investigator in this matter will contact you to schedule an initial interview. The purpose of the initial interview is to explain the grievance process, discuss the allegations and provide you with an opportunity to ask questions, share information, and respond to the allegations. Interviews are part of the investigation process and are essential to the fact-finding process required prior to the issuance of a final determination.

Be advised that anyone who knowingly makes false statements or provides false information in the grievance process may be subject to disciplinary action in accordance with Board of Education policy 4118.112/5145.5.

Your cooperation is appreciated while this matter is investigated.

Sincerely,

District Title IX Coordinator  
Groton Public Schools  
P.O. Box K  
Groton, CT 06340

cc:

Enclosures: Board Policy and regulation P 4118.112/5145.5,  
Grievance Procedures R 4118.112/5145.5