

Board of Education
Darien, Connecticut

TUESDAY, JUNE 28, 2022

SPECIAL MEETING OF THE BOARD OF EDUCATION

PLACE:
DARIEN PUBLIC SCHOOLS'
ADMINISTRATIVE OFFICES
MEETING ROOM
7:00 p.m.

AGENDA

1. Call to order
2. Proposed Adjournment to Executive Session for the purpose of discussion of:
negotiations pursuant to Connecticut General Statute 1-200(6)(B) and security
strategy pursuant to Connecticut General Statute 1-200(6)(C)
3. Reconvene in public session.
4. Adjournment.

REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, JUNE 28, 2022

PLACE:
DARIEN PUBLIC SCHOOLS'
ADMINISTRATIVE OFFICES
MEETING ROOM
7:30 P.M.

TENTATIVE AGENDA

- | | | |
|---------------------------------|------------------|-----------|
| 1. Call to Order..... | Mr. David Dineen | 7:30 p.m. |
| 2. Chairperson's Report..... | Mr. David Dineen | |
| 3. Public Comment*..... | Mr. David Dineen | |
| 4. Superintendent's Report..... | Dr. Alan Addley | |

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, JUNE 28, 2022**

5. Student Representative Reports... Dr. Alan Addley
6. Approval of Minutes..... Board of Education
7. Board Committee Reports..... Mr. David Dineen
8. Presentations/Discussions
 - a. Further Discussion and Possible. Dr. Alan Addley
Action on Proposed Dates and
Times for High School
Professional Learning Communities
for 2022-2023 School Year
 - b. Report on DAEG Barbara..... Dr. Christopher Tranberg
Harrington Fund Awards
 - c. Annual Progress Report on..... Dr. Alan Addley
2021-2022 Goals and
Objectives
 - d. Discussion and Possible..... Mr. Christopher Manfredonia
Action on Proposed Athletic
Field Trips
 - e. Discussion and Possible..... Mr. Christopher Manfredonia
Acceptance of Contemplated
Gifts from the Blue Wave
Booster Club
 - f. Annual Report on Donations..... Mr. Richard Rudl
 - g. Discussion on May 2021-22..... Mr. Richard Rudl
Financial Report and Possible
Action on Proposed Budget
Transfers

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, JUNE 28, 2022**

8. Presentations/Discussions (cont.)

- h. Further Discussion and Possible.. Mrs. Tara Ochman
Action on Proposed Revisions to Ms. Marjorie Cion
Board of Education Policies –
Series 5000, Students: 5225,
Drug and Alcohol Use by Students;
5230, Illegal Substances
and Tobacco Policy for Student
Athletes and Students Participating
In Extracurricular Activities; 5255,
Search and Seizure; 5265,
Confidentiality and Access to
Education Records; 5325,
Student Privacy; 5270, Pledge of
Allegiance and Flag Displays;
5235, Conduct on School
Buses; 5025, Management Plan
and Guidelines for Students with
Food Allergies and/or Glycogen
Storage Disease; 5340, Physical
Examinations and Screenings;
5320, Health Services and
Requirements; 5330, Health
Records
- i. First Reading and Discussion.... Dr. Alan Addley
on Proposed Schedule of
2022-2023 Regular Board of
Education Meetings and
Subcommittee Meetings
- j. Updated Board Master..... Dr. Alan Addley
Agenda – February through
August 2022

9. Action Items

- a. Personnel Items..... Ms. Marjorie Cion
 - i. Appointments
 - ii. Resignations/Retirements
- b. Contract Agreement between.. Ms. Marjorie Cion
the Darien Board of Education
and the Darien School
Custodians' Union

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, JUNE 28, 2022**

9. Action Items (cont.)

- c. Contract Agreement between... Ms. Marjorie Cion
the Darien Board of Education
and the Darien School
Maintenance Association

10. Public Comment*..... Mr. David Dineen

11. Adjournment..... Mr. David Dineen

AA:nv

*** * * The Board of Education meeting will be available to the public in person and via Zoom. Wearing of masks is optional and seating is limited by room capacity. Doors open at 6:45 p.m. for the 7:00 p.m. meeting. The Board will move to adjourn into executive session and reconvene into public session at 7:30 p.m.**

Those members of the community wishing to participate in public comment may also join the meeting via Zoom:

<https://darienps.zoom.us/j/97497013514>

Those members of the community wishing to view only, should do so through the Darien Youtube link: <https://www.youtube.com/channel/UCUnnvYKBfFrTWQRuoB6OZA>

In order to reduce audio interference, members of the community are requested not to simultaneously view by Youtube while participating on Zoom.

APPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, MAY 24, 2022

PLACE:
DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
BOARD OF EDUCATION CONFERENCE ROOM
VIA ZOOM
7:30 P.M.

Board Members Present:

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Present	x	x	x	x	x	x	x*	x	x
Absent									

*Via Zoom

Administration Present:

Dr. Addley, Dr. Tranberg, Ms. Klein, Ms. Cion and Mr. Rudl

Audience: Meeting held in Board of Education office and via You Tube / Zoom

1. Call to Order Mr. David Dineen, Chair
At 7:33 p.m. (0:00)
2. Chairperson's Report Mr. David Dineen
At 7:33 p.m. (0:00)

Motion to Amend the Agenda to Add Item 8f: Crisis Response:

1st Mrs. Best

2ND Mr. Maroney

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

3. Public Comment Mr. David Dineen
At 7:39 p.m. (0:06)

Monica McNally
Miller Ward
Roland Clough
Joanna Walsh

First Selectman, Darien
DHS Student
4 Duffy's Lane
17 Pleasant Street

4. Superintendent's Report

Dr. Alan Addley
At 7:53 p.m. (0:20)

5. Student Representative Reports

Dr. Alan Addley
At 7:56 p.m. (0:23)

6. Approval of Minutes

Mr. David Dineen
At 7:59 p.m. (0:26)

Motion to Approve Minutes of the Regular Meeting held on May 10, 2022:

1st Mr. Maroney

2ND Mrs. Best

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

7. Board Committee Reports

Mr. David Dineen
At 8:01 p.m. (0:28)

PRESENTATIONS AND DISCUSSIONS

8. Presentations/Discussions:

a. Darien Public Schools Status Update

Dr. Alan Addley
At 8:03 p.m. (0:30)

b. Update on District Technology Plan

Dr. Christopher Tranberg
Dr. Joan McGettigan
Mr. Jeffrey Adams
At 8:05 p.m. (0:32)

c. First Reading and Discussion on
2023-2024 Darien School Calendar

Dr. Alan Addley
At 8:37 p.m. (1:04)

- d. Discussion on April 2021-2022 Financial Report and Possible Action on Proposed Budget Transfers

Mr. Richard Rudl
At 8:39 p.m. (1:06)

Motion to Approve the April 2022 Budget Transfers:

1st Ms. McCammon

2ND Mr. Maroney

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

- e. Further Discussion and Possible Action on Proposed Revisions to Board of Education Policies - Series 5000 – Students: 5100, Physical Restraint and Seclusion of Students and Use Of Exclusionary Time Out; 5110, School Attendance Districts; 5125, Students and Section 504 of the Rehabilitation Act of 1973 And Title II of the Americans with Disabilities Act of 1990; 5130, Student Attendance, and Chronic Absenteeism; 5140, Continuity of Attendance; 5150, Admission Of Resident, Non-Resident and Exchange Students; 5160, Dismissal Precautions; 5210, Student Government; 5215 Standards Of Conduct; 5220 Student Discipline

Mrs. Tara Ochman
Ms. Marjorie Cion
At 8:43 p.m. (1:10)

9. Action Items

- a. Personnel Items
i. Appointments
ii. Resignations/Retirements

Ms. Marjorie Cion
At 8:45 p.m.(1:12)

Motion to Approve the Personnel Items as Detailed in the Personnel Action Report Dated May 24, 2022:

1st Mr. Brown

2ND Mrs. Best

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

8. f. Crisis Response

Dr. Alan Addley
Dr. Scott McCarthy
Dr. Jessica Welt
At 8:49 p.m. (1:16)

10. Public Comment

Mr. David Dineen
At 10:10 p.m. (2:37)

Julie Punishill 33 Fitch Avenue
Carolina McGoey. 28 Kensett Lane
Cynthia Adams 49 Red Rose Circle
Roland Clough 4 Duffy's Lane

11. Proposed Adjournment to Executive Session for the purpose of discussion of: negotiations pursuant to Connecticut General Statute 1-200(6)(B); non-affiliated employees' salaries pursuant to Connecticut General Statute 1-200(6)(A); interview candidate for Director of Facilities position pursuant to Connecticut General Statute 1-200(6)(A)

Mr. David Dineen
At 10:17 p.m. (2:44)

Motion to Adjourn to Executive Session for the purpose of: negotiations pursuant to Connecticut General Statute 1-200(6)(B); non-affiliated employees' salaries pursuant to Connecticut General Statute 1-200(6)(A); interview candidate for Director of Facilities position pursuant to Connecticut General Statute 1-200(6)(A)

1st Ms. McCammon

2ND Mr. Maroney

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

12. Adjournment

Mr. David Dineen
At 11:16 p.m. (3:43)

MOTION TO ADJOURN:

1st Ms. McCammon

2ND Mrs. Best

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	X	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

Meeting adjourned at 11:16 p.m. (3:43)

Respectfully Submitted,

Sara Parent
Secretary

APPROVED



Darien Public Schools

35 Leroy Avenue · Darien, CT 06820 · (203) 656-7400

Memorandum

DATE: June 10, 2022

TO: Darien Board of Education

FROM: Alan Addley, Ed.D., Superintendent of Schools

SUBJECT: 2022-2023 Proposed Dates & Times for High School Professional Learning Community Days

The 2022-2023 calendar was approved last year. The following are the proposed PLC dates and times for the 2022-2023 calendar presented for the Board's consideration.

The number and times of the PLC days are consistent with this year. There are ten (10) Friday PLC days with a two (2) -hour late arrival (September 16, October 7, October 28, November 18, December 16, February 3, March 17, April 21, June 9); except for Friday, May 12th (date of Prom) which will be an early dismissal. Students and families are accustomed to PLC days being on a Friday. This PLC time is invaluable professional learning time for staff and will support the preparations for pending 2024 decennial accreditation by the New England Association of Schools and Colleges; curriculum work; the Strategic Plan; and, the Vision of the Graduate. The 2-hour delay also allows for a bus run that follows the elementary runs.



Memorandum

To: Alan Addley, Ed.D., Superintendent of Schools
From: Christopher Tranberg, Ph.D., Assistant Superintendent for Curriculum & Instruction
RE: Barbara Harrington Grant Recipients
Date: June 17, 2022

The Barbara Harrington Fund was established in 1984 by DAEG in honor of Barbara Harrington, founder of Darien's IDEA Program for gifted students. Open to all teachers in the Darien Public Schools, the Barbara Harrington Fund offers teachers the opportunity to take courses that enrich their ability to provide high-quality learning experiences for gifted learners and all students. The grants are funded by contributions of members of the Darien Advocates for Education of the Gifted and other donors. Grant applications are processed by a committee of DAEG members along with District and school administrators.

Darien Advocates for the Education of the Gifted (DAEG) announced the award of four grants to Darien teachers totaling \$1,164 for participation in advanced studies, workshops, conferences and curriculum development. Thanks to the generosity of DAEG, we are pleased to offer this support to enthusiastic teachers whose applications fit the criteria of further developing teaching skills in order to benefit Darien students.

BARBARA HARRINGTON FUND GRANT RECIPIENTS

Briana Prochorenko – Kindergarten (Ox Ridge) will attend a 10-week zoom course on American Sign Language through the NY School for the Deaf. She hopes using sign language in the classroom will encourage students to accept differences and help students communicate in a different way.

Grant Award: \$175

Lisa Micolo – Grade 1 (Tokeneke) will attend a summer course on Conversational Spanish at Norwalk Community College. Lisa hopes this will help her communicate with future Spanish speaking students and families.

Grant Award: \$189

James Allen – Music (Ox Ridge) will complete an Orff Level III Certification course in Vancouver, WA. The Orff approach creates a space where students actively make music through singing, saying, dancing and playing. In addition to previously receiving his Level I & II certification, James has designed and presented for colleagues in the District, as well as State and National Conferences. **Grant Award: \$400**

Lauren Stelluti – Art (DHS) will attend a 4-day summer workshop at Kutztown University titled ARU 546: Carved and Casted. The workshop offers students the opportunity to explore materials and mold making techniques to cast multiples with classroom safe materials. The class will delve into the history of cast objects and the impact of mass production of objects in our world. **Grant Award: \$400**

To: Members of the Board of Education

From: Dr. Alan Addley, Superintendent of Schools

Subject: Education Goals 2021 - 2022

Date: June 28, 2022

The 2021-2022 Board of Education Goals include strategies and measurements that complement the District's Strategic Plan. This is the third of three progress reports (fall, winter and spring) that the Board receives throughout the year.

Goal 1	Strategic Work	Fall Update	Spring Update	End of Year Update
Support the District's Safe Return Plan.	<ul style="list-style-type: none">Assist the Superintendent in planning and setting direction for the District.Oversee management practices relating to the Safe Return Plan.Set policies and provide financial resources to support the effective implementation of the District's Safe Return Plan.	<ul style="list-style-type: none">Safe Return Plan was developed, practiced, and is accessible to the community.Safe return plan update included in all regular meetings of the Board.Ongoing meetings with health officials and the CSDE inform operational decisions.Board policies have been updated to support the implementation of the Safe Return PlanPreparing for plan update required for 12/23 review and submission.	<ul style="list-style-type: none">Revised Safe Return Plan. Available on the District website.Advocated for local control while transitioning to the endemic stage of COVID 19.Revised practices to reflect optional mask wearing school environment.Maintaining inclusive practices for community participation in Board Meetings.Worked collaboratively with families and medical teams to	<ul style="list-style-type: none">Full return to District pre-COVID learning practices and end-of-year recognitions and celebrations.Plan updated for 6/23 as required by CDSE

			support students' individual needs.	
MEASURES		<ul style="list-style-type: none">• Development and implementation of a comprehensive Safe Return Plan for the school community• Adoption of new/revised policies as necessary• Meeting agendas addressing the implementation of the reopening plan, curriculum and academic standards		

Goal 2	Strategic Work	Fall Update	Spring Update	End of Year Update
Ensure rigorous teaching and learning across the District.	<ul style="list-style-type: none"> • Advance curriculum across content areas and grade levels. • Monitor levels of performance and student achievement. • Utilize data to enhance educational programs that support all learners. • Support the development of Darien's principles of teaching and learning. • Create tools, PreK-12, to measure attributes of the Vision of the Graduate (VoG). 	<ul style="list-style-type: none"> • Initiated curriculum updates with greater frequency included during Board meetings. • Establishment of Board Curriculum Committee and suggested areas of focus. • Offered professional development with external consultant focusing on specially designed instruction. • Established Gifted Education Steering Committee. 	<ul style="list-style-type: none"> • Program and department updates discussed by BOE Curriculum Committee and full Board. • Provided professional development on specially designed instruction for special education teachers, related service providers, and administrators. • Provided professional development on diversity, equity and inclusion for staff. • Created process for identifying District's Teaching and Learning Principles. • Discussed prioritized areas of Gifted Education Evaluation. • Embedded VoG attributes in District curriculum unit design. 	<ul style="list-style-type: none"> • Adopted new curriculum warehousing program, EduPlanet21, through the budget process. • VoG Competencies are embedded in the Eduplanet21 Platform. • Completed study of math acceleration with formal recommendations coming to the BOE this fall. • Provided core content curriculum updates to BOE subcommittee. • Established committee to draft District Teaching & Learning Principles to guide practices and expectations across the District. • Provided professional development on specially designed instruction for special education teachers, related

				<p>service providers, and administrators. Grade 5 SET and GET co-teaching observation and workshop on best practices in co-teaching with secondary co-teachers</p>
MEASURES		<ul style="list-style-type: none"> • Annual presentation of curriculum updates and student achievement data • Systemic implementation of co-teaching and collaborative instructional practices • Identified and implemented recommendations from gifted program evaluation. • Ongoing development of VoG Measurement Tools 		

Goal 3	Strategic Work	Fall Update	Spring Update	End of Year Update
Oversee the implementation of the District's Strategic Plan.	<ul style="list-style-type: none"> • Provide governance and support for Year 1 strategies • Utilize the strategic plan to guide policies and decision making • Provide financial resources through the budget development process • Include progress goals on the Strategic Plan included in the Superintendent's evaluation. 	<ul style="list-style-type: none"> • Published Strategic Plan to District website and shared with parents through Superintendent communications. • Developed school and department improvement plans aligned to Strategic Plan. • Incorporated goal areas in narrative of budget aligned with the Strategic Plan. 	<ul style="list-style-type: none"> • Communicated attributes of the Strategic Plan through weekly Superintendent's Communication. • Aligned presentations to Strategic Plan Goals, mission, vision and core values. • FY23 Budget aligned to the Strategic Plan/goals. • Engaged in 2 of 3 progress reports. 	<ul style="list-style-type: none"> • Focused FY23 administrative retreat on goal setting aligned to strategic plan. • Provided regular updates and end-of-year report to BOE.
MEASURES		<ul style="list-style-type: none"> • Publication and dissemination of the Strategic Plan to students, staff and parents. • Approved FY23 Budget that supports the goals of the Strategic Plan • Fall, winter and spring progress reports to the BOE. 		

Goal 4	Strategic Work	Fall Update	Spring Update	End of Year Update
Advance the District's elementary school building projects.	<ul style="list-style-type: none"> • Represent the Board on the Elementary Schools' Building Committee. • Support the elementary school building committees that are appointed by the Board of Selectmen to ensure adherence to the Educational Specifications for the three elementary school projects. • Support the Ox Ridge construction project to ensure adherence to the educational specifications and successful planning for a smooth transition to the new school. 	<ul style="list-style-type: none"> • The Board of Education has approved the Ed Specifications for the Hindley, Holmes and Royle project to remove the portables. • The Board of Selectmen has approved the formation of a building committee to move forward with the project. • Educational Specifications for the Hindley, Holmes and Royle project moved to BOS to establish a building committee. • Ox Ridge construction continues to move forward 	<ul style="list-style-type: none"> • Hindley, Holmes and Royle Building Committee meeting. • RFP for architectural services is published • Ox Ridge project continues on schedule. • Conducted <i>Tour of the Schools</i> • FY23 Budget reflects BoE approved Capital Plan 	<ul style="list-style-type: none"> • HHR Committee selected KG&D as the architect. • HHR Committee selected O&G as the construction manager. • Grant application will be submitted prior to June 30th. • Ox Ridge successfully ready to move into the completed Phase I of the new building.

		with a move in date set for summer of 2022.		
MEASURES		<ul style="list-style-type: none">• Attendance and participation at Building Committee meetings• Regular Board of Education updates on the Construction and transition plans for all projects in progress• Hindley, Holmes and Royle Elementary School projects approved by OSCGR		

Goal 5	Strategic Work	Fall Update	Spring Update	End of Year Update
Complete a policy audit.	<ul style="list-style-type: none"> Conduct a crosswalk between Shipman and Goodwin's Model Policies and the Board of Education policies, identifying needed revisions, updates and/or additions Collaborate with the communications representative from the Board's Communications Working Group to the Policy Committee to identify additional policies for consideration, especially in the area of Board communication. Solicit and consider other recommendations for policy revision from the Board of Education and Administration Align Board agendas with policies. 	<ul style="list-style-type: none"> Policy audit completed Policy revisions are continuing. Website updated. 	<ul style="list-style-type: none"> Policy revisions are ongoing. Presently completing 2000 series. Website updated regularly to reflect accurate District policies. 	<ul style="list-style-type: none"> Policy revisions are ongoing. Series 2000 completed. Presently updating 5000 series. Website updated regularly to reflect accurate District policies.
MEASURES		<ul style="list-style-type: none"> Policy revision as part of regular Policy Committee & Board agendas All Board of Education Policies will conform to current law, including technical edits Website updated with new revised/new Board policies Board Agendas aligned to Board Policies. 		

Goal 6	Strategic Work	Fall Update	Spring Update	End of Year Update
Enhance District Communications	<ul style="list-style-type: none"> • Provide continuity of meetings and engagement with the community. • Oversee communication practices. • Celebrate student and staff achievements. • Provide communication on the Strategic Plan. • Collaborate on shared communication with administration • Work collaboratively with the Policy Committee to identify policies and procedures to support and enhance District communications. 	<ul style="list-style-type: none"> • Offering in person and remote options for meeting participation. • Continued weekly Superintendent communications. • Student representative policy and practices adopted. • Strategic Plan published to website. • Website updated for ADA compliance. • Town & District community communication. • Weekly meetings with local health officials. 	<ul style="list-style-type: none"> • Updated special educational and support services website. • Provided regular updates on the Strategic Plan. • Maintaining inclusive practices for community participation in Board Meetings. • Completed student BoE representative selection process. 	<ul style="list-style-type: none"> • Revised District Technology Plan • District website regularly updated • Provision of webinars and virtual meetings for parents for technology, special education, and mental health.
MEASURES		<ul style="list-style-type: none"> • Community participation in Board meetings in person and remotely • Frequency and variety of communications • Student representatives on the BOE • Publish the Strategic Plan. • Review/update the BOE section of the District Website. 		

Goal 7	Strategic Work	Fall Update	Spring Update	End of Year Update
Increase engagement in professional development	<ul style="list-style-type: none"> Engage in state professional development offerings provided by CAFE and other related organizations. Participate in local and state events to represent the District and Community. Regularly collaborate and reflect upon strategies for improvement. Liaise with State representatives on educational matters. 	<ul style="list-style-type: none"> Board engaged in self-evaluation process in partnership with CAFE. Inclusion of BOE self improvement goals Board Member participation in CAFE/CAPSS annual conference. Orientation provided for new BOE members. Utilization of CAFE webinars. 	<ul style="list-style-type: none"> Board discussion on having a member serve on CES Representative Council Establishing a date for summer retreat Conducted mid-year review of the Superintendent of Schools Provided written correspondence & testimony to the Governor, State Commissioners DPH, and legislators advocating for local decision-making and increased funding for special education. Board representation on the DEI Committee. Board participation at the CES and CAFE Area 6 Legislative Breakfasts 	<ul style="list-style-type: none"> Board review of collective bargaining laws and processes End-of-Year on July 13 includes professional learning and BOE self-evaluation Participation and advocacy of Board members at town, community and District events and meetings.

MEASURES

- Participation of BOE members in CABE/CAPSS Annual Conference
- Participation in webinars and in person professional learning offered by CABE or other professional organizations
- Board representation at the Cooperative Educational Services (CES) Legislative Breakfast
- Board representation on CES Representative Council
- Participation in an annual self evaluation process.
- Adoption of BOE self improvement goals
- Written/in person testimony to the Legislature on educational matters.

<u>Proposed Athletic Field Trips - 2022-2023</u>				
<u>Event</u>	<u>Date</u>	<u>Location</u>		
US Squash High School Team Nationals	Feb. 24-26, 2023	Philadelphia, PA		
Oday Regatta-New England Co-ed Fleet Race Sailing Championship	Mid/Late May 2023	New England - TBD		
President and Terk Trophy Regattas - New England Championships (Regional Qualifier for Nationals)	Late May 2023	New England - TBD		
Baker Trophy Regatta - National Team Race Championship	Early June 2023 (wkend) TBD			
Herreschoff Trophy Regatta (New Eng. Womens High School Sailing Championship)	Late May 2023 (wkend)	New England - TBD		
Mallory US High School Sailing Championship (Fleet Race)	Early June 2023 (TBD)	National - TBD		
DHS Varsity Sailing (out of league games for regional and national eligibility)	Late April/Early May	New England - TBD		
New England High School Outdoor Track Championship (Boys)	June 9-10, 2023	Burlington, VT		
New England High School Indoor Track Championships (Boys)	4-Mar-23	Boston, MA		
New England High School Cross Country Championships (Boys)	Nov. 11-12, 2022	Manchester, NH		
Penn Relays (Girls Track)	April 26-27, 2023	Philadelphia, PA		
New England High School Outdoor Track Championships (Girls)	June 9-10, 2023	Burlington, VT		
New England High School Indoor Track Championships (Girls)	4-Mar-23	Boston, MA		

[illegible]

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Coaches- TBD

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: Feb 24-26 2023 Time: 6:00am Destination: Philadelphia pa
Affected school time: Friday feb 24 departure- return Sunday feb 26- no missed school due to February break

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
Us Squash High School team nationals- opportunity to compete with school teams throughout the country.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

players 1-9 on the ladder will be invited as players. senior captains not in the top 9 will also be invited by the coaches. The top 9 players are determined by weekly ladder matches. Coaches will have discretion to invite other players as they see fit.

e. The exact modes and times of travel, as well as the exact housing arrangements.
Bus will be mode of travel. Hotels will be arranged, (hotel TBD)

f. Detailed daily time schedules of the agenda of activities.

Leave sports loop either Thursday evening or Friday morning of that week, depending on match schedule. Match schedule will be determined 1 week before the event. Matches will be all day Friday- Sunday. Team dinner Friday and Saturday evenings with coaches. Team dinner locations TBD

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g.** Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.
Cost of tournament about \$1800 combined for girls Varsity and boys varsity- Hotel and dinner costs will be separate. Typical cost per student is around \$350-500. Overnight security to be provided by hotel.
Staffing – coaches will be present as part of their seasonal stipend
Bus and driver- to and from location, no overnight stay- all facilities will be within walking distance in downtown Philadelphia (COST TBD)
- h.** Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
Tournament fees are covered by BOE budget,
Bus is partial BOE/parent Co-pay
Hotel and dinners are parent co-pay
- i.** Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
none

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

Chris Manfredonia
Signature of Trip Organizer

6/14/22
Date

 6.14.22
Signature of Principal Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	6-23-22 Date
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**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**

Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Warren Costikyan-Varsity Sailing Coach

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: Mid/Late May 2023 Time: Saturday, Sunday Destination: TBD New England
Affected school time: none

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
Oday Regatta-New England Co-ed Fleet Race Sailing Championship (Is the qualifying event for the Mallory Trophy Regatta-National High School Fleet Race Championship

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.
Students must qualify based on performance

e. The exact modes and times of travel, as well as the exact housing arrangements.
Parents will drive and stay in hotel.

f. Detailed daily time schedules of the agenda of activities.
TBD

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Families of sailors will pay for lodging, security, food, and travel related expenses.
 District will cover cost of entry fee.

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Families of sailors

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

TBD

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

Warren Costikyan
 Signature of Trip Organizer

5/24/22
 Date


 Signature of Principal

6.14.22
 Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	6-22-22 Date
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**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**
Trips Beyond 500 Miles, or Outside the U.S.

(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Warren Costikyan-Varsity Sailing Coach

b. Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.

Date: Late May 2023 Time: Saturday, Sunday Destination: New England (venue not announced yet)
Affected school time: None

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

President and Terk Trophy Regattas: New England Championship(s)- Regional Qualifier for National Championship Events

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

Only 9 team members can travel to team race events, selected from depth chart. 2 coaches.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Bus-Friday night or Saturday Morning: Returning Sunday evening.

f. Detailed daily time schedules of the agenda of activities.

9:00 am report times at regatta venue(s). Racing can continue through 4-5 PM

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.**

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Families of sailors will pay for lodging, security, food, and travel related expenses.
District will cover cost of entry fee.

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Families of sailors

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

N/A


<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Warren Costikyan
Signature of Trip Organizer

5/24/22
Date


Signature of Principal

6.14.22
Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	6-22-22 Date
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Warren Costikyan- Varsity Sailing Coach

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: Early June Time: Weekend Destination: To be determined
Affected school time: none

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
Baker Trophy Regatta- National Team Race Championship. This is final rung on 3 stage ladder qualification process. (Local, Regional, National) Must qualify to attend.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.
9 strongest team members, Co-ed sport, likely co-ed roster.

e. The exact modes and times of travel, as well as the exact housing arrangements.
May require Friday travel depending upon location. Parents would drive own students or have proper documentation to drive other students and would stay at hotel.

f. Detailed daily time schedules of the agenda of activities.
TBD

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.
 Families of sailors would pay for lodging, overnight security, food and travel expenses.
 District would cover cost of entry fee.
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
 Families of sailors.
- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
 N/A

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Warren Costikyan
 Signature of Trip Organizer

5/24/22
 Date


 Signature of Principal

6.14.22
 Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	6-27-22 Date
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Warren Costikyan

- b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted**, as well as potential conflicts with major school events or standardized testing.

Date: Late May 2023

Time: Saturday, Sunday

Destination: TBD New England location

Affected school time:

None

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
Herreschoff Trophy Regatta (New England Womens High School Sailing Championship)- This regatta requires a qualification round on a prior weekend, usually one day, at a local venue

- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

Students must qualify based on performance prior weekend.

- e. The exact modes and times of travel, as well as the exact housing arrangements.
Parents will drive and stay in hotel.

- f. Detailed daily time schedules of the agenda of activities.
TBD

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Families of sailors will pay for lodging, overnight security, food and travel expenses.
 District will cover costs of entry fee.

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Families of sailors


- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

N/A

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Warren Costikyan
 Signature of Trip Organizer

5/24/22
 Date


 Signature of Principal

6.14.22
 Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	6-22-22 Date
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Warren Costikyan

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: Early June 2023 Time: Saturday/Sunday Destination: TBD/National
Affected school time: none

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
Mallory US High School Sailing Championship (Fleet Race)

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.
Students must qualify based on performance.

e. The exact modes and times of travel, as well as the exact housing arrangements.
Parents will drive and will stay in hotel.

f. Detailed daily time schedules of the agenda of activities.
TBD

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.**

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Families of sailors will pay for lodging, overnight security, food and travel expenses.
District will cover costs of entry fee.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Families of sailors

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
N/A


<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Warren Costikyan
Signature of Trip Organizer

5/24/22
Date


Signature of Principal

6.14.22
Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	6-22-22 Date
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Warren Costikyan-Varsity Sailing Coach

- b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted**, as well as potential conflicts with major school events or standardized testing.

Date: Late April/Early May Time: Weekend Destination: TBD (Newports, Portland, ME, Marthas Vineyard)
Affected school time: Maybe Friday early dismissal for players

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience. In order to be eligible for regional and national championship events, 15% of meets must be sailed against out of league teams. For DHS Varsity Sailing that likely equates to 2 or 3 out of league matches. By traveling to any of the above venues, those out of league meets can be accomplished in one or two days along with substantial training opportunities for younger team members.

- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

Potentially entire team (18-20 sailors)

- e. The exact modes and times of travel, as well as the exact housing arrangements.

TBD Bus travel Friday, Hotels in Portland, Newport(possible St Georges School or New York Yacht Club housing), private homes of team members families if Martha Vineyard is used.

- f. Detailed daily time schedules of the agenda of activities.

9:00 am report times, sailing till 4:00 pm

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.**

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Families of sailors will pay for lodging, security, food, and travel related expenses.
District will cover cost of entry fee.

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Families of sailors

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

TBD

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Warren Costikyan
Signature of Trip Organizer

5/24/22
Date


Signature of Principal

6.14.22
Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	6-22-22 Date
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**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Tyson Kaczmarek, Darien High School head boys outdoor track coach

- b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: 6/10/2023

Time: 10:00AM

Destination: Burlington High School,
Burlington, Vermont (or
other out of state location)

Affected school time:

Depart DHS Friday, June 9 at noon

Arrive in Burlington, Vermont at 6:00PM and check in to a hotel

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School outdoor track championship. We must qualify from the Conn state open championships on June 5, 2023. At most a few boys would be going to Burlington. The meet is held at Burlington High School, Burlington, Vermont Sat, June 10, 2023

- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. Runners qualify from the Conn state open meet on June 5, 2023

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- e. The exact modes and times of travel, as well as the exact housing arrangements.

Noon, Friday, June 9 leave DHS by car. Arrive at a hotel in Burlington, Vermont at 6:00PM
Meet is at 10:00AM, Saturday, June 10. Return to DHS at 9:00PM, June 10

- f. Detailed daily time schedules of the agenda of activities.

Sat, June 10 10:00AM meet begins

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Estimated hotel cost is \$90.00 per student, includes hotel security and will be paid for by the student
Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 690 miles at \$0.55 per miles = \$330.00 paid for by parents

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$65 for lodging and security and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and parents pay \$300.00 for transportation

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

none

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
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<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Tyson Kaczmarek 5/25/2023

Signature of Trip Organizer

Date


Signature of Principal

6.14.22

Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	6-22-23 Date
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

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Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Tyson Kaczmarek, Darien High School head boys indoor track coach

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: 3/4/2023 Time: 2:30 PM Destination: Boston, MA
Affected school time: no school time affected, depart DHS Friday, Mar 3 at 2:30PM
Arrive in Needham, Mass and check in to the Sheraton Needham Hotel at
7:00PM

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School indoor track championship. We must qualify from the Conn state open championships on Feb 18, 2023. At most a few boys would be going to Boston. The meet is held at Reggie Lewis Center, Boston on Saturday, Mar 4, 2023, 10:00AM.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. Runners qualify from the Conn state open meet on Feb 18, 2023.

e. The exact modes and times of travel, as well as the exact housing arrangements.

2:30PM, Friday, Mar 3: leave DHS by car. Arrive at Sheraton Needham Hotel at 7:00PM
Meet is at 10:00AM, Saturday, Mar 4. Return to DHS at 8:00PM, Mar 4

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type On form. Click in information cells and type or print and fill in with pen.

f. Detailed daily time schedules of the agenda of activities.

Sat, Mar 4, 2022, 10:00AM meet begins at Reggie Lewis Center, Boston

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Estimated hotel cost is \$90.00 per student and will be paid for by the student. This includes hotel security.

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 360 miles at \$0.55 per miles = \$198.00 paid for by parents

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$90 for lodging and hotel security and approx \$40.00 for meals.

Parents pay \$30 for meet entry fee and \$198.00 for transportation

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
none

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Tyson Kaczmarek 5/25/2022

Signature of Trip Organizer

Date

Signature of Principal

Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	Debra Oddeley	6-22-22
				Signature of Superintendent/Designee	Date

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**

Trips Beyond 500 Miles, or Outside the U.S.

(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Tyson Kaczmarek, Darien High School head boys cross country coach

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: 11/12/2022

Time: 11:00AM

Destination: Manchester, NH (or other out of state location)

Affected school time:

Requesting dismissal at 10:12AM, Friday, Nov 11, in order to view the course

before dark

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School cross country championships. We must qualify from the Conn state open championships on Nov 4, 2022. At most eight boys will be going to the meet.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. The best seven runners and one alternate are eligible to attend.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Depart Friday 10:12AM, Eight boys leave DHS by car.

Arrive at Manchester, NH by 2:00PM to view the course for the next day. At 5:00PM check in to a hotel.

Race is Saturday, Nov 12 at 11:00AM. Return to DHS at 6:00PM, Nov 12

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type On form. Click in information cells and type or print and fill in with pen.

f. Detailed daily time schedules of the agenda of activities.

Sat, Nov 12 11:00AM boyss championship 5,000 meter race at Manchester, NH

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Estimated hotel cost is \$90.00 per student and will be paid for by the student. This includes hotel security.
Meals will be paid for by the student.
Meet entry fee is \$30 and will be paid for by DHS
Transportation for one vehicle covering 400 miles at \$0.55 per miles = \$220.00 paid for by parents.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$90 for lodging and hotel security and approx \$40.00 for meals
DHS pays \$30 for meet entry fee and parents pay \$220.00 for transportation

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
none

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Tyson Kaczmarek 5/25/22

Signature of Trip Organizer

Date



Signature of Principal

6.14.22

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

☒

Approved

☐

Not approved

Alan Odell

Signature of Superintendent/Designee

6-22-22

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
David Ott

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: April 26-27, 2023 Time: 4/26 4pm to 4/27 8pm Destination: Philadelphia PA
Affected school time: Students will miss school day on April 27, 2022

c. **A description of the rationale for the trip, with special emphasis on the educational value of the experience.**

Girls Track - To attend the Penn Relays, the largest high school track meet in the country. Will also tour the University of Pennsylvania campus. We took this trip in 2019 and 2022 and the girls are still talking about it. It is a chance to compete against the best high school runners in the US and Jamaica. In addition to the competition, Jane and I arranged a meeting with the Penn track coach and Athletic Director.

d. **An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.**

We will enter a 4x400m relay and a 4x800m relay. Athletes will be selected based up performances in these events. Up to 8 athletes.

e. **The exact modes and times of travel, as well as the exact housing arrangements.**

Parent drivers. Depart after practice on Apr 26. Return after competition on Apr 27. We will stay at The Inn at Penn, on the University of Pennsylvania campus.

f. **Detailed daily time schedules of the agenda of activities.**

The specific meet schedule will not be available until next spring. We will depart after practice on Apr 26. We will eat dinner and breakfast on the Penn campus, compete in the meet, tour the campus, and head home.

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.**

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.**

4 hotel rooms at approximately \$300 each. \$150 per girl. \$40 for meals.

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.**

All to be paid by athletes.

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.**

None


<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

David Ott
Signature of Trip Organizer

May 16, 2022
Date


Signature of Principal

6.17.22
Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	6-22-22 Date
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Steve Norris, Darien High School head girls outdoor track coach

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: 6/10/2023

Time: 10:00AM

Destination: Burlington High School, Burlington, Vermont

Affected school time:

Depart DHS Friday, June 9 at noon

Arrive in Burlington, Vermont at 8:00PM and check in to a hotel

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School outdoor track championship. We must qualify from the Conn state open championships on June 5, 2023.. At most eight girls would be going to Burlington. The meet is held at Burlington High School, Burlington, Vermont Sat, June 10, 2023

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. Runners qualify from the Conn state open meet on June 5, 2023

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- e. The exact modes and times of travel, as well as the exact housing arrangements.

Noon, Friday, June 9 leave DHS in a DHS rented van. Coach Norris has the state of Conn activities endorsement which allows him the drive school students to and from school activities. Arrive at a hotel in Burlington, Vermont at 8:00PM. Meet is at 10:00AM, Saturday, June 10. Return to DHS at 9:00PM, June 10.

- f. Detailed daily time schedules of the agenda of activities.

Sat, June 10 10:00AM meet begins

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Estimated hotel cost is \$90.00 per student, includes hotel security and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS.

Transportation for one rental vehicle covering 690 miles.

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$85 for lodging and security and approx \$40.00 for meals

DHS pays \$30 for meet entry fee.

~~Darien pays for rental van.~~

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
none

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Stephen C. Norris
Signature of Trip Organizer

5/15/22
Date


Signature of Principal

6.14.22
Date

<input checked="checked" type="checkbox"/>
--

Approved

<input type="checkbox"/>

Not approved



Signature of Superintendent/Designee

6-22-22

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Steve Norris, Darien High School head girls indoor track coach

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted**, as well as potential conflicts with major school events or standardized testing.

Date: 3/4/2023

Time: 10:00AM

Destination: Boston, MA

Affected school time:

no school time affected, depart DHS Friday, Mar 3 at 2:30PM

Arrive in Needham, Mass and check in to the Sheraton Needham Hotel at

7:00PM

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School indoor track championship. We must qualify from the Conn state open championships on Feb 25, 2023. At most eight girls would be going to Boston. The meet is held at Reggie Lewis Center, Boston on Saturday, Mar 4, 2023 10:00AM.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. Runners qualify from the Conn state open meet on Feb 25, 2023.

e. The exact modes and times of travel, as well as the exact housing arrangements.

2:30PM, Friday, Mar 3: leave DHS in a DHS rented van.. Coach Norris has the state of Conn activities endorsement which allows him to drive students to and from school activities. Arrive at Sheraton Needham Hotel at 7:00PM. Meet is at 10:00AM, Saturday, Mar 4. Return to DHS at 8:00PM, Mar 4.

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

f. Detailed daily time schedules of the agenda of activities.

Sat, Mar 4, 2023, 10:00AM meet begins at Reggie Lewis Center, Boston

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Estimated hotel cost is \$90.00 per student and will be paid for by the student. This includes hotel security.

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 360 miles at \$0.55 per miles = \$198.00 shared by the student.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$90 for lodging and hotel security and approx \$40.00 for meals.

DHS pays \$30 for meet entry fee.

Students pay \$25.00 for transportation

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
none

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Stephen C. Norris
Signature of Trip Organizer

5/15/23
Date


Signature of Principal

6.14.22
Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	Allen Oddy <i>Signature of Superintendent/Designee</i>	6-22-22 <i>Date</i>
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Steve Norris, Darien High School head girls cross country coach

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: 11/12/2022

Time: 11:00AM

Destination:

Ponaganset HS,
Scituate, Rhode
Island

Affected school time:

two hours, Friday, Nov 11; 12:20PM

The early dismissal allows us to view the course before dark

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School cross country championships. We must qualify from the Conn state open championships on Nov 4, 2022. At most eight girls will be going to Rhode Island

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. The best seven runners and one alternate are eligible to attend

e. The exact modes and times of travel, as well as the exact housing arrangements.

Depart Friday 12:20PM, Eight girls leave DHS in a DJHS rent van driven by coach Norris. Arrive at Ponaganset HS At 3:30PM and view the course before dark. Lodge at a local hotel. Race is Saturday, Nov 12 at 11:00AM.

Return to DHS at 7:00PM, Nov 12

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

f. Detailed daily time schedules of the agenda of activities.

Sat, Nov 12 11:00AM girls championship 5,000 meter race.

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Estimated hotel cost is \$85.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one rental vehicle covering 300 miles. ~~Paid for by DHS~~

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$85 for lodging and approx \$40.00 for meals


DHS pays \$30 for meet entry fee and for rental van

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
none

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Stephen C. Norris
Signature of Trip Organizer

5/15/22
Date


Signature of Principal

6.14.22
Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

☒

Approved

☐

Not approved

M. Addey

Signature of Superintendent/Designee

6-22-22

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S
(Board of Education Policy 6710)

F2

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Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Steve Norris, Darien High School head girls cross country coach

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: Sept 24, 2022 Time: 10:00AM Destination: Goddard State Park,
Affected school time: 1:30PM dismissal, Friday, Sept 23 Warwick, RI
The early dismissal allows us to view the course before dark

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
This is the Ocean State High School Cross Country Invitational. We have attended every year for the past eight years. This is an opportunity for our girls to compete in a very large and high quality cross country race against teams from four or five states. This is also a team bonding experience.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

There will be no pre trip or post trip activities. Participants will be chosen based upon their performances in competitions held prior to the trip. We will pick captains and the next 16 best runners.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Coach Steve Norris will drive ten girls in a DHS rented van. Coach Norris holds the state of Conn drivers license activity endorsement which allows him to drive students to and from school sponsored activities. The rest of the girls will be driven in privately owned parent vehicles.. We will leave DHS at 1:30PM Friday, Sept 23. We will arrive at Goddard Park just before dark in time to view the course. We will stay at Spring Hill Suites, 14 James Murphy Hwy, IW Warwick, Rhode Island, 02893. We will return to DHS on Saturday, Sept 24 at 7:30PM.

f. Detailed daily time schedules of the agenda of activities.

Sat, Sept 24 10:00AM girls jv 5,000 meter race. 13 girls
Sat, Sept 24 11:00AM girls varsity 5,000 meter race, 7 girls

F2

Note: This is a Type On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.
- Spring Hill Suites Hotel cost is \$80.00 per student and will be paid for by the student.
Meals and transportation will be paid for by the student.
Spring Hill Suites will provide night security for \$120, paid for by the student.
Meet entry fee is \$90 and will be paid for by DHS
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
- Students pay \$80 for lodging, \$6.00 for security approx \$40.00 for meals , \$30 for transportation
DHS pays \$90 for meet entry fee.
- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
- none

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Stephen C. Norris 5/12/22

Signature of Trip Organizer

Date _____



Signature of Principal

6. 14. 10

Date _____

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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Allen Ardeley
Signature of Superintendent/Designee

Signature of Superintendent/Designee

6-22-22

Date _____

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Macdonald Budd- Head Hockey Coach
- b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: 2/4/23 Time: Depart morning of 2/4 Destination: Providence, RI
Affected school time: n/a
- c. **A description of the rationale for the trip, with special emphasis on the educational value of the experience.**
To provide the best possible hockey experience for our young men and to challenge them with better competition than is generally available in the local area. This trip has been the highlight of our season in the past when we have been allowed to go. Trip also involves team bonding.
- d. **An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.**
This will be a trip for the varsity hockey team, which is selected by the coaches. We will have various on and off ice preparation prior to and after these scrimmages.
- e. **The exact modes and times of travel, as well as the exact housing arrangements.**
We will be departing DHS on the morning of 2/4. We will return late afternoon to DHS 2/5 and will travel by bus. We will provide a very detailed schedule to the athletic office when we receive scrimmage time. Team will be staying in a hotel.
- f. **Detailed daily time schedules of the agenda of activities.**
We will provide a detailed schedule as soon as it becomes available. In the past it has included scrimmage, team dinner, team breakfast and team meeting. We have also attended a college hockey game. For hotel, a parent will be in every room and the hotel will provide overnight security.

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
 (Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.
 Expense will be for transportation, food and hotel and will be paid for by students attending.

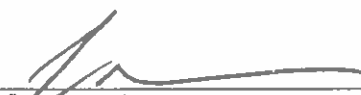
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
 Costs will be covered by fundraising with the families also paying for some aspects of the trip.

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
 n/a

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

Macdonald Budd
Signature of Trip Organizer

5/8/22
Date


Signature of Principal

6-16-22
Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 <i>Signature of Superintendent/Designee</i>	6-22-22 <i>Date</i>
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

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Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

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- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Macdonald Budd- Head Hockey Coach

- b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: 12/10/22 Time: Depart morning of 12/10 Destination: Boston, MA area
Affected school time: n/a

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
To provide the best possible hockey experience for our young men and to challenge them with better competition than is generally available in the local area. This trip has been a critical part of our preseason preparation. Trip also involves team bonding.

- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

This will be a trip for the varsity hockey team, which is selected by the coaches. We will have various on and off ice preparation prior to and after these scrimmages.

- e. The exact modes and times of travel, as well as the exact housing arrangements.

We will be departing DHS on the morning of 12/10. We will return late afternoon to DHS 12/11 and will travel by bus. We will provide a very detailed schedule to the athletic office when we receive scrimmage time. Team will be staying in a hotel.

- f. Detailed daily time schedules of the agenda of activities.

We will provide a detailed schedule as soon as it becomes available. In the past it has included scrimmage, team dinner, team breakfast and team meeting. We have also attended a college hockey game. For hotel, a parent will be in every room and the hotel will provide overnight security.

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SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
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Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.
Expense will be for transportation, food and hotel and will be paid for by students attending.
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
Costs will be covered by fundraising with the families also paying for some aspects of the trip.
- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
n/a

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Macdonald Budd
Signature of Trip Organizer

5/8/22
Date


Signature of Principal

6.16.22
Date

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	 Signature of Superintendent/Designee	<p>6-22-22 Date</p>
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DARIEN PUBLIC SCHOOLS

Contemplated Gift Form (Winter, 2022)

Gift intended for:
(Check appropriate responses)

Person(s) or Group Offering Gift(s)

Blue Wave Booster Club

☐ Hindley
☐ Ox Ridge

Contact person-This may be a
gift giver or a building administrator

Name: Geoff Garfield

Address: 6 Oak Park Ave
Darien

☐ Royle

☐ Tokeneke

☐ Middlesex Middle School

Tele.:

☐ yes ☐ Darien High School

Fax.

☐ District

e-mail ggrfld@gmail.com

Description of proposed gift(s), including the form in which it (they) will be given (e.g. money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation 3100-Public to the Schools" apply.

Please answer the following questions.

Girls varsity soccer team parka Jackets as these are needed for when we make the post season. As the season gets longer and we go deeper into states the girls do not have the jackets they need. I would like to purchase 40 for the Varsity girls.

Is the value of the gift(s) \$ 500.00 or more? ☒ Yes ☐ No

Note: If the proposed gift involves donated materials or services please place an estimated dollar value on them.

If your answer to the previous question is Yes please check one of the following categories of value for the proposed gift(s):

☐ 500-1,000

☐ 5,000-10,000

☐ 1,000-2,000

☐ 10,000-15,000

☐ 2,000-3,000

☐ 15,000-20,000

☐ 3,000-4,000

☐ 20,000+

☒ 4,000-5,000

Do not write below this line

Status: Date received by Superintendent 6/20/22

Notes on actions by Superintendent of Schools-

Reviewed with AD

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

DARIEN PUBLIC SCHOOLS

Contemplated Gift Form (Winter, 2022)

Gift intended for:
(Check appropriate responses)

Person(s) or Group Offering Gift(s)

Blue Wave Booster Club

☐ Hindley
☐ Ox Ridge

Contact person-This may be a
gift giver or a building administrator

☐ Royle

Name: Geoff Garfield

☐ Tokeneke

Address: 6 Oak Park Ave
Darien

☐ Middlesex Middle School

Tele.:

☐ yes ☐ Darien High School

☐ District

Fax.

e-mail ggrfld@gmail.com

Description of proposed gift(s), including the form in which it (they) will be given (e.g. money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation 3100-Public to the Schools" apply.

Boys varsity soccer team parka jackets as these are needed for when we make the post season. As the season gets longer and we go deeper into states the boys do not have the jackets they need. I would like to purchase 40 for the Varsity boys.

Is the value of the gift(s) \$ 500.00 or more? ☒ Yes ☐ No

Note: If the proposed gift involves donated materials or services please place an estimated dollar value on them.

If your answer to the previous question is Yes please check one of the following categories of value for the proposed gift(s):

☐ 500-1,000

☐ 5,000-10,000

☐ 1,000-2,000

☐ 10,000-15,000

☐ 2,000-3,000

☐ 15,000-20,000

☐ 3,000-4,000

☐ 20,000+

☒ 4,000-5,000

Do not write below this line

Status: Date received by Superintendent 6-22-22

Notes on actions by Superintendent of Schools-

Reviewed with AD.

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

Estimate

CT SPORTS ENTERPRISES LLC

Macron Store CT
55 Browning St unit 5
Stratford, CT 06615
Phone: 2032969507
Email: alan@macronstorect.com

Order #	Date
S1914	06/15/2022



Bill To:
Darien HighSchool
None

Ship To:
Darien HighSchool
None

Customer: Darien HighSchool

Contact: Darien HighSchool

Sales Rep	Payment Terms	FOB Point	Carrier	Ship Service	Date Scheduled
admin	COD	Origin	Will Call		06/15/2022

Item #	Type	Number	Description	Unit Price	Qty Ordered	Total Price
1	Sale	53550705	TURVEY LONG BENCH JACKET black	\$170.00	30 ea	\$ 5,100.00
2	Sale	53550706	TURVEY LONG BENCH JACKET black	\$170.00	10 ea	\$ 1,700.00
3	Subtotal		Subtotal			\$ 6,800.00
4	Discount	Discount 35%				-\$ 2,380.00
5	Sale	105	Embroidery Service	\$10.00	40 ea	\$ 400.00

Subtotal:	\$4,820.00
Sales Tax:	\$0.00
Total:	\$4,820.00

Approval: _____ Date: _____

DARIEN PUBLIC SCHOOLS

Memorandum

DATE: June 28, 2022
TO: Board of Education
FROM: Dr. Alan Addley, Superintendent of Schools
Richard Rudl, Director of Finance & Operations

SUBJECT: 2021-2022 Donation and Gifts

The district received over \$60,000 in donations/gifts this school year from various community stakeholders. Below you will find a summary of the gifts and donations made to the Darien Public Schools.

Athletics			
Date	Donor	Item	Total
10/26/21	Parents of DHS Football Team	Alternate Jerseys, Homecoming, Team Dinners, Sr. Day Activities, Banquets, Awards, Equipment.	\$25,080
2/1/22	DYLAX Youth	Filming	\$6,400
9/28/21	Booster Club	Waterproof pants for DHS Lax	\$4,283
9/23/21	Booster Club	30 Speedo Parkas	\$3,113
2/1/22	Booster Club	Hockey Auction (Golf Outing, Fishing Trip, Wine Tasting, Spa Day)	\$2,100
9/23/21	Booster Club	34 Long Sleeve Jerseys	\$1,088
2/2/22	Booster Club	Coach Tablet	\$500
2/1/22	Booster Club	Flags	\$490
10/8/21	Booster Club	Pink Tube Socks for Field Hockey	\$473
12/8/21	Booster Club	Squash Team Printing Costs	\$144
Total			\$43,671

Music			
Date	Donor	Item	Total
9/14/21	Parent donation	Double Bass	\$3,600

DARIEN PUBLIC SCHOOLS

10/26/21	Parent Donation	Baldwin Console Piano	\$2,000
3/3/22	Parent donation	1975 Kawai Piano	\$1,500
1/31/22	Stamford town Center	Spring Trip	\$1,000
11/22/21	Parent Donation	$\frac{3}{4}$ Violin	\$500
7/1/21	Parent Donation	2 Fender Acoustic Guitars	\$500
	Parent Donation	Franz Hoffman 15.5 Viola	\$489
	Parent Donation	Klaus Miller 14 Viola	\$350
Total			\$9,939

Middle School			
Date	Donor	Item	Total
4/22/22	MPA	Trees	\$499
Total			\$499

Elementary				
Date	School	Donor	Item	Total
Various	Ox Ridge	PTO	Various Enrichment Speakers	\$4,690
2/17/22	Tokeneke	PTO	Edible Garden	\$3,000
6/3/22	Hindley	PTO	Picnic Table	\$1,600
6/1/22	Holmes	PTO	Power Speaker	\$1,000
6/8/22	Royle	PTO	Plaques	\$145
Total				\$10,435

Darien Public Schools
Forecast by Month
FY 22

	Budget	August	September	October	December	January	February	March	April	May
Salaries	\$ 68,958,116	\$ 68,898,786	\$ 68,849,347	\$ 68,765,959	\$ 68,806,734	\$ 68,770,353	\$ 68,706,931	\$ 68,703,886	\$ 68,720,237	\$ 68,779,082
Operating	\$ 18,828,653	\$ 18,736,992	\$ 18,797,569	18960355	\$ 18,931,727	\$ 18,943,934	\$ 19,044,609	\$ 19,178,701	\$ 19,167,285	\$ 19,147,785
Fixed	\$ 21,881,745	\$ 21,808,227	\$ 21,794,428	\$ 21,792,259	\$ 21,775,411	\$ 21,751,479	\$ 21,745,352	\$ 21,600,792	\$ 21,583,048	\$ 21,546,304
Equipment	\$ 986,260	\$ 986,260	\$ 986,260	\$ 986,260	\$ 986,260	\$ 986,260	\$ 986,260	\$ 986,131	\$ 986,131	\$ 986,131
Revenue	\$ (4,030,575)	\$ (3,973,806)	\$ (3,973,806)	\$ (3,984,894)	\$ (4,215,172)	\$ (4,200,505)	\$ (4,510,451)	\$ (4,509,599)	\$ (4,518,436)	\$ (4,518,436)
Total	\$ 106,624,199	\$ 106,456,459	\$ 106,453,798	\$ 106,519,939	\$ 106,284,960	\$ 106,251,521	\$ 105,972,702	\$ 105,959,912	\$ 105,938,266	\$ 105,940,866
Forecasted Balance	\$	\$ 167,740	\$ 170,401	\$ 104,260	\$ 339,239	\$ 372,678	\$ 651,497	\$ 664,287	\$ 685,933	\$ 683,333
		0.16%	0.16%	0.10%	0.32%	0.35%	0.61%	0.62%	0.64%	0.64%
General Education RCS	\$	\$ 170,332	\$ 242,123	\$ 182,607	\$ 146,404	\$ 147,012	\$ 107,685	\$ 116,531	\$ 120,502	\$ 118,872
Special Education RCS	\$	\$ 208	\$ (62,714)	\$ (87,355)	\$ 236,835	\$ 233,866	\$ 543,813	\$ 546,005	\$ 563,680	\$ 562,708
COVID	\$	\$ (2,800)	\$ (9,008)	\$ 9,008	\$ (44,000)	\$ (8,200)	\$ -	\$ 1,751	\$ 1,751	\$ 1,751

Memorandum

DATE: June 7, 2022
TO: Dr. Alan Addley, Superintendent of Schools
FROM: Richard Rudl, Director of Finance & Operations
SUBJECT: FY 22 Financial Report through May

Enclosed please find the attached:

1. FY 22 Financial Report through May 2022.
2. List of accounting adjustments and transfers for May 2022
3. May PowerPoint
4. Grant Financial Report through May
5. Food Service Financial Report through May
6. Summary of the cost of recovery services
7. List of all COVID related grants

Highlights of the Financial Report for FY 22:

Fiscal Year 2022 currently projects a year-end surplus of \$683,332. There were minimal changes this month compared to April, however we did see a spike in substitute costs at the secondary level.

The total changes from the previous month are \$(2,602), which include:

- \$(16,700) less in student interns at DHS to cover increased substitute costs.
- \$(3,000) less in clubs and councils at MMS to cover increased substitute costs.
- Salary Savings decreased by \$(18,406) to cover increased substitute costs.
- Legal fee savings of \$5,000 in RC24 as legal fees continue to trend positive.
- Tuition-Non Public savings of \$18,675 due to a reduction in anticipated settlement costs.
- Utility savings of \$9,507 primarily in water due to less consumption than anticipated.
- Property insurance was reduced by \$(1,014) due to vandalism claims.
- Health insurance savings of \$9,936 due to employee background checks and EAP.
- Substitutes in ELP are projected at a deficit of \$(6,600) due to two teachers on a LOA due to workers compensation.

RC's	Forecast
General Education RC's	\$118,872
Special Education RC's	\$562,708
COVID	\$1,751
Total	\$683,332

RC 1 (DHS):

- There is a positive balance of \$1,221 in clubs and councils due to not filling French club and Blue Wave news.
- There is a positive balance of \$1,105 in custodians due to salary savings from a LOA.

RC 2 (Fitch):

- There is a positive balance of \$2,532 in total between travel, instructional supplies and general teaching supplies due to trend and needs.

RC 3 (MMS):

- There is a positive balance of \$3,897 in clubs and councils as we have step savings from webmaster stipend, yearbook, and quiz bowl.

RC 5 (Hindley):

- There is a positive balance of \$2,218 in clubs and councils from the stock market club and safety patrol.

RC 8 (Ox Ridge):

- There is a positive balance of \$2,936 due to step savings in clubs and councils.

RC 10 (Tokeneke):

- There is a positive balance of \$1,548 due to step savings in clubs and councils.

RC 12 (Maintenance):

- Director of Facilities account shows a positive balance of \$1,253 as the Director of Facilities has submitted his retirement effective June 28th.
- The district electrician retired at the end of August and a replacement did not start until mid-September; as a result, there is salary savings of \$4,011.
- Revenue-Use of Fields shows a positive balance of \$23,604 as field rental revenue has exceeded expectations due to higher participant levels in Soccer and Field Hockey.
- Building Rentals shows a negative balance of \$(15,020) as Dance on the Down Low, Tips on Trips has reduced usage in the buildings this year.

RC13 (Music):

- There is a positive balance of \$976 as four Music stipends came in with a lower step than projected.

RC 16 (Administration):

- Consultants shows a positive balance of \$921, which is the unused portion of Superintendent's consultant budget.
- Legal fees shows a positive balance of \$250. The first ten months' legal fees were less than budgeted.

RC 18 (Personnel):

- Budget controls shows a positive balance of \$43,467 as 3.4FTE of 4.0FTE were approved by the BOE.

RC 19 (Curriculum):

- Consultant services shows a positive balance of \$400.

RC 20 (Finance):

- Audit Services shows a positive balance of \$1,264 as the annual audit came in under budget.
- Travel shows a positive balance of \$250 as this will go unused this year.

RC 23 (DSS):

- Consultant Services shows a positive balance of \$4,614. We had less expenditures due to less revenue than budget.

RC 24 (Special Education):

- Legal fees show a positive balance of \$25,000. The first ten months' legal fees were less than budgeted.
- Public Tuition shows a positive balance of \$16,337 due to a placement change.
- Tuition Non Public shows a positive balance of \$18,675 due to less than anticipated settlement expenses.
- Excess Cost final reimbursement rate has been set at 80.03%, which results in reimbursement of \$2,790,745 on a submission of \$3,487,069. This results in additional revenue compared to budget of \$548,973. All receipts have been received by the district.

RC 25 (Fixed):

- Heat is forecasted with a slight positive balance of \$2,707.
- Electricity is forecasted with a positive balance of \$4,010 based on current consumption trends.
- Telephone shows a positive balance of \$18.
- Sewer fees came in under budget by \$260 based on usage.
- Property Insurance is forecasted with a positive balance of \$93 based on favorable renewals with CIRMA and a reimbursement from a property claim.
- Workers Compensation is forecasted with a positive balance of \$9,632 based on reimbursements from CIRMA for employees out on Workers Compensation.

- Student Accident Insurance is forecasted with a positive balance of \$432 based on favorable renewals with Bollinger.
- Medicaid revenue is projected with a positive balance of \$10,000 as we have received additional Medicaid revenue through higher consents.

RC 26 (ELP):

- ELP Tuition shows a negative balance of \$(39,675). Based on current enrollment we have 49 paying students in the program.
- Substitutes show a negative balance of \$(6,600). There are two teachers on a LOA due to workers compensation claims. There is a pending transfer for the BOE approval to use the reimbursement from CIRMA to cover this expenditure.

RC 26 (COVID):

- Health Supplies shows a positive balance of \$1,751 as we have not had a need to purchase additional masks.

RC	Fiscal Year Adjusted Budget	May Forecast	Forecast Balance
RC 1 Darien High School	\$13,913,562	\$13,911,231	\$2,330
RC 2 Fitch Academy	\$525,841	\$523,309	\$2,532
RC 3 Middlesex	\$10,584,119	\$10,580,222	\$3,897
RC 5 Hindley	\$3,693,296	\$3,691,078	\$2,218
RC 7 Holmes	\$3,599,599	\$3,599,598	\$0
RC 8 Ox Ridge	\$3,925,984	\$3,923,048	\$2,936
RC 9 Royle	\$3,341,350	\$3,341,350	\$0
RC 10 Tokeneke	\$3,326,848	\$3,325,300	\$1,548
RC 11 Athletics	\$1,919,238	\$1,919,238	\$0
RC 12 Maintenance	\$3,661,016	\$3,647,168	\$13,848
RC 13 Music	\$298,494	\$297,518	\$976
RC 14 Art	\$112,550	\$112,550	\$0
RC 15 Technology	\$3,373,599	\$3,373,599	\$0
RC 16 Administration	\$844,333	\$843,161	\$1,171
RC 17 Health	\$878,001	\$878,001	\$0
RC 18 Personnel	\$1,648,648	\$1,605,181	\$43,467
RC 19 Curriculum	\$2,304,079	\$2,303,679	\$401
RC 20 Finance	\$705,648	\$704,134	\$1,514
RC 21 Library/Media	\$152,452	\$152,452	\$0
RC 22 Technology Education	\$59,055	\$58,926	\$129
RC 23 Summer School	\$(147,239)	\$(151,853)	\$4,614
RC 24 Special Education	\$25,187,629	\$24,578,646	\$608,983
RC 25 Fixed Expenditures	\$21,339,833	\$21,302,541	\$37,291
RC 26 ELP	\$1,315,058	\$1,361,332	\$(46,274)
RC 28-COVID Reopening	\$61,208	\$59,457	\$1,751
Total	\$106,624,199	\$105,940,867	\$683,332

There is one transfer for BOE consideration and approval:

*	Account	RC	To:	From:	Description
D	Substitutes	26	\$6,600		Workers Compensation Reimbursement for two teachers out on LOA
S	Workers Compensation	25		\$6,600	Reimbursement from CIRMA for two teachers out on a LOA

*D=Deficit
S=Surplus

Grant Financial Report:

IDEA (2 Year Grant): The IDEA is a grant statute that provides federal funding for the education of children with disabilities and requires, as a condition for the receipt of such funds, that states agree to provide a free appropriate public education. The total award for FY22 is \$883,620

- Currently, we are forecasting a balance of \$112,305 as we have a paraprofessional on an unpaid leave of absence.

IDEA 611 ARP Grant (2 Year Grant): This is a new grant, which was awarded to Darien in the amount of \$218,033. The intended purpose of this grant is to support recovery services for special education. This grant is being budgeted to support an additional SLP and Psychologist for FY23.

TITLE 1 (2 Year Grant): Title 1 is to ensure a high-quality education for every child, by providing extra help to students who need it most.

- Title I allocation is \$169,663, which supports professional development and a literacy interventionist.
- We intend to carry over \$3,266 into next year.

TITLE II (2 Year Grant): Title II funds can be used to provide supplemental activities that strengthen the quality and effectiveness of teachers, principals, and other school leaders.

- Title II allocation is \$72,652, which will support curriculum development and professional development. We are intending to carry over \$50,302 to support professional development for intervention.

TITLE III (2 Year Grant): Title III funding is designed to improve the education of English learners (ELs) by helping them learn English and meet challenging state academic content and student academic achievement standards.

- Title III allocation is \$14,835 to support EL services.
- We intend to carry forward \$6,302 into next year.

TITLE IV (2 Year Grant): Title IV is funding to increase access to comprehensive school psychological services, improve school safety and school climate, and strengthen parent and community engagement.

- Title IV allocation is \$10,000. We intended to carry these funds over to support professional development.

TEAM MENTOR (1 Year Grant): The TEAM grant is a grant provided by the CSDE to promote excellence, equity and high achievement for Connecticut students by engaging teachers in professional practice through guided support. We have received \$7,064. This will offset the cost of the Team Mentor expenses in RC18.

SPECIAL EDUCATION COVID 19: This grant is to support ESY services.

- The award was for \$20,000, which was expended in full to support the ESY program from this summer.

ESSER II-SPECIAL EDUCATION RECOVERY: The district was awarded \$124,500 from the State of CT for Special Education recovery services. This grant is being planned to support consulting services and contracted speech for recovery services, which will carry-over in part to FY23.

ARP ESSER FUNDS: This grant was awarded by the Federal Government to help re-open schools and support learning loss. Darien's award was \$1,025,905:

- The grant currently forecasts a positive balance of \$117,650. We have a resignation and vacancy in one of the interventionist positions, that are 1 year only positions. As a result, it is expected this available balance will now carry-forward to next fiscal year and be repurposed to support non-personnel needs. ESY is also expected to cover a portion of the upcoming ESY program.

UNIFIED CHAMPION SCHOOL GRANT: This grant was awarded to Ox Ridge Elementary School in the amount of \$1,000 by the Special Olympics of Connecticut to support unified sports at the elementary level.

TECHNOLOGY EDUCATION: This grant award was for \$7,082 and was funded through Area 9 Cable Council.

- This grant supported technology equipment and has been expended.

DARIEN FOUNDATION GRANT: This grant was funded to support robotics district wide.

Food Service Financial Report:

The Food Service Fund shows a positive P&L of \$166,695 through May, a \$78,000 improvement from April.

We are forecasting a year-end balance of \$174,056 due to the strength of May results. For comparison purposes the FY 10 through FY 19 (pre-Covid) average profit was \$17,219, with four of those years operating at a deficit with one year as high of a loss as \$(72,390).

**Monthly Financial Report
Through May 2022
Darien Board of Education**



Highlights of Monthly Financial Report Through May 2022

The financial report currently shows a year-end surplus of \$683,332 or 0.64%.

RC's	Forecast
General Education RC's	\$118,872
Special Education RC's	\$562,708
COVID	\$1,751
Total	\$683,332

COVID & ARP Expenses

Category	Operating Fund	Grants	Total Forecast	Less Grants	Less Transfers	Supplemental Appropriation	Balance
Staffing	\$42,200	\$442,865	\$485,065	\$(442,865)	\$(42,200)	\$0	\$0
Facilities	\$0	\$87,720	\$87,720	\$(87,720)	\$0	\$0	\$0
Technology	\$0	\$253,600	\$253,600	\$(253,600)	\$0	\$0	\$0
Contracted Svs.	\$0	\$215,720	\$215,720	\$(215,720)	\$0	\$0	\$0
Professional Development	\$0	\$26,000	\$26,000	\$(26,000)	\$0	\$0	\$0
Transportation	\$9,008	\$0	\$9,008	\$0	\$(9,008)	\$0	\$0
Materials	\$10,000	\$0	\$8,249	\$0	\$(10,000)	\$0	\$1,751
Total	\$61,208	\$1,025,905	\$1,085,362	\$(1,025,905)	\$(61,208)	\$0	\$1,751

Monthly Financial Report – May 2022

Salaries: The positive variance within salaries is largely attributed to the following

Salary Savings/Turnover: \$6,372

Clubs and Councils: \$12,796

Substitutes: \$(6,600)

Budget Control: \$43,467

Total Salary Forecast: \$56,035

Monthly Financial Report – May 2022

Operating: The negative variance within operating is largely attributed to the following

Legal Fees: \$25,250

Materials, Consultant Fees, Auditing Services, Travel, PD, COVID Supplies: \$11,732

Special Education Tuition: \$35,012

Total Operating Forecast: \$71,994

Monthly Financial Report – May 2022

Fixed: The positive variance within fixed is largely attributed to the following

Utilities: \$16,660

Property Insurance: \$93

Workers Compensation: \$9,632

General Liability Insurance: \$474

Student Accident Insurance: \$432

Total Fixed Forecast: \$27,291

Monthly Financial Report – May 2022

Revenue: The positive variance within revenue is largely attributed to the following

Field & Building Rental Revenue: \$8,584

ELP Tuition: \$(39,675)

Excess Cost: \$548,973

Medicaid: \$10,000

Total Revenue Forecast: \$527,882

Transfer for BOE Consideration and Approval

Account	Broad Category	To	From	Reason
Substitutes	Salaries	\$6,600		Workers Compensation reimbursement for ELP
Workers Compensation	Benefits		\$6,600	Workers Compensation reimbursement for ELP



Darien Public Schools
Monthly Financial Report
2021-2022

ACCT #	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.
RC - 1 DARIEN HIGH SCHOOL												
11013	111,252	110,384	116,292	115,114	11,386	126,500	116,414	9,117	970	126,500	1,50	-
21101	203,506	208,085	213,287	217,553	-	217,553	200,818	16,735	0	217,553	1,00	0
21102	482,582	519,480	556,200	567,324	-	567,324	523,683	43,640	0	567,324	3,00	0
21201	140,402	151,205	161,135	164,358	-	164,358	151,715	12,643	0	164,358	1,00	0
21201	534,632	552,984	566,788	-	578,108	578,108	460,959	117,149	0	578,108	4,00	0
21215	54,793	55,022	42,273	609,526	(572,930)	36,596	29,967	6,629	(0)	36,596	0,20	-
21220	403,199	430,658	439,482	455,125	(58,479)	396,646	321,651	74,994	1	396,645	5,67	1
11012	78,346	81,999	85,790	89,757	23,464	113,221	90,375	22,846	(0)	113,221	1,40	(0)
11014	42,924	43,517	44,170	88,299	(30,686)	57,613	52,375	5,238	0	57,613	0,80	0
11016	1,628,570	1,647,266	1,549,637	1,663,450	(125,235)	1,538,215	1,264,637	273,578	(0)	1,538,215	16,80	-
11018	1,084,511	1,175,783	1,186,647	1,264,302	43,178	1,307,480	1,036,566	270,912	1	1,307,479	13,80	1
110124	1,229,564	1,290,195	1,283,721	1,463,577	(84,127)	1,379,450	1,177,462	201,987	1	1,379,449	16,60	1
110130	236,655	245,807	259,219	266,264	-	266,264	204,818	61,446	0	266,264	2,50	0
11032	584,906	606,061	624,579	647,585	3,397	650,982	532,476	118,506	(0)	650,982	6,00	0
11034	115,088	116,676	118,426	120,202	-	120,202	92,463	27,739	0	120,202	1,00	0
11036	1,599,946	1,656,605	1,621,946	1,672,367	54,031	1,726,398	1,439,324	287,074	1	1,726,397	18,83	1
11038	1,513,299	1,529,976	1,552,536	1,610,757	28,683	1,639,440	1,314,658	324,782	(0)	1,639,440	18,20	(0)
11042	258,989	270,037	286,403	291,281	14,981	306,262	235,586	70,676	(0)	306,262	2,80	(0)
11044	21,843	14,141	14,255	14,953	7,852	22,805	22,805	-	(0)	22,805	0,40	(0)
21306	83,532	40,164	75,875	53,550	49,150	102,700	92,874	-	9,826	102,700	-	-
21302	14,000	9,500	37,125	35,000	(6,147)	28,853	25,312	-	3,541	28,853	-	-
21318	30,600	30,600	22,950	32,000	(22,950)	9,050	9,050	-	0	9,050	2,00	0
21317	173,268	180,225	152,240	223,520	(8,396)	215,124	178,756	36,368	0	215,124	8,00	0
21401	625,464	656,389	682,877	696,648	3,167	699,815	566,918	126,897	6,000	699,815	3,00	-
21402	219,873	194,815	184,899	182,280	8,170	190,450	174,374	15,376	700	190,450	3,00	0
21501	119,596	122,287	124,743	127,231	984	128,215	117,596	10,619	0	128,215	2,00	0
21602	193,097	196,074	199,386	202,850	358	203,207	184,733	18,474	0	203,207	5,00	0
21603	150,012	159,218	119,134	81,419	(568)	80,851	73,500	7,350	1	80,850	2,00	1
61001	501,114	546,336	548,907	569,681	(38,631)	531,050	488,999	40,383	1,668	529,945	7,00	1,105
101003	226,343	250,605	241,166	250,501	4,563	255,064	225,082	26,361	3,621	253,843	144,50	1,221
TOTAL PERSONNEL	12,661,905	13,098,094	13,112,087	13,776,473	(116,677)	13,659,796	11,405,947	2,227,520	26,329	13,657,465	144,50	2,330

OPERATING	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
22002 TEXTBOOKS-REPLACEMENTS	27,277	27,076	22,234	34,650	(8,693)	25,957	25,956	-	1	25,957	-	-
22003 TEXTBOOKS-CONSUMABLES	8,653	2,492	3,686	4,100	1,456	5,556	5,556	-	1	5,556	-	-
23003 PERIODICALS	1,049	246	444	635	-	635	303	-	332	635	-	-
23004 RESOURCE MATERIALS	1,897	423	203	2,800	(1,500)	1,300	968	-	332	1,300	-	-
23010 AUDIO VISUAL CONSUMABLES	3,250	2,474	3,250	3,250	(500)	2,750	1,991	-	2,750	1,991	-	-
24011 GENERAL TEACHING SUPPLIES	48,079	50,097	29,173	53,250	-	53,250	49,106	2,542	1,603	53,250	-	-
25001 GENERAL OFFICE SUPPLIES	21,955	14,151	14,669	22,000	(2,000)	20,000	18,063	330	1,607	20,000	-	-
25002 PROFESSIONAL LIBRARY PURCHASE	294	350	335	350	-	350	-	-	350	350	-	-
25003 PROFESSIONAL DEVELOPMENT	6,700	3,467	3,620	8,515	6,164	14,679	12,138	2,158	383	14,679	-	-
25007 GRADUATION EXPENSES	22,661	17,694	25,957	26,500	-	26,500	5,914	19,438	1,148	26,500	-	-
25008 GUIDANCE MATERIALS	2,104	2,600	2,537	2,600	-	2,600	1,329	367	2,600	904	-	-
25013 TEMPORARY HOURLY SERVICES	26,625	36,031	32,081	27,720	15,055	42,775	40,566	-	2,109	42,775	-	-
25014 PRINTING	8,938	7,331	11,903	12,000	-	12,000	4,864	2,401	4,735	12,000	-	-
25026 DUES AND MEMBERSHIPS	14,049	14,568	11,535	16,068	(68)	16,000	14,576	-	1,424	16,000	-	-
72016 POLICE AND FIRE SERVICES	29,366	15,921	8,962	22,000	(5,000)	17,000	4,478	-	12,523	17,000	-	-
72044 CLASSROOMS/CORRIDORS/AUDITRIU	8,500	4,542	8,204	8,500	-	8,500	6,490	1,265	746	8,500	-	-
102005 REPAIRS AND SERVICE CONTRACT	2,928	1,283	675	3,450	(3,450)	-	-	-	-	-	-	-
102003 STUDENT ACTIVITY FUND	-	-	-	-	-	-	1,622	13,874	(15,496)	-	-	-
OTHER STUDENT ACTIVITIES	16,980	16,966	9,925	10,000	-	10,000	8,895	-	1,105	10,000	-	-
TOTAL OPERATING	251,307	217,712	189,483	258,388	1,464	259,852	202,914	42,374	14,565	259,852	-	-
EQUIPMENT												
73001 EQUIPMENT AND FURNITURE	21,994	-	4,973	4,914	-	4,914	3,048	-	1,866	4,914	-	-
TOTAL EQUIPMENT	21,994	-	4,973	4,914	-	4,914	3,048	-	1,866	4,914	-	-
TOTAL DARIEN HIGH SCHOOL	12,935,206	13,315,806	13,306,543	14,039,775	(115,213)	13,924,562	11,611,909	2,269,894	42,759	13,922,231	144,50	2,330
REVENUE												
102007 REV.- STUDENT PARKING FEES	(11,000)	(11,000)	(11,000)	(11,000)		(11,000)	(11,000)	-	Rev. Expected	Rev. Forecast	Surplus/ (Shortfall)	
NET DARIEN HIGH SCHOOL BUDGET	12,924,206	13,304,806	13,295,543	14,028,775	(115,213)	13,913,562	11,600,909	2,269,894	31,759	13,911,231	144,50	2,330

		ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	VR. END EST.
66	RC - 2 FITCH ACADEMY												
67													
68													
69													
70	21301 ALTERNATIVE SCHOOL	333,944	382,833	410,750	427,977	(7,646)	420,331	358,070	62,260	-	420,331	4,60	-
71	21603 TEACHER AIDES	-	-	-	-	-	-	-	-	-	-	-	-
72	TOTAL PERSONNEL	333,944	382,833	410,750	427,977	(7,646)	420,331	358,070	62,260	1	420,331	4,60	-
73													
74	25007 INSTRUCTIONAL SUPPLIES	-	-	332	2,500	(135)	2,365	1,364	-	1,001	1,364	-	1,001
75	25019 COMPUTER INSTRUCTION SUPPLIES	-	436	-	-	-	-	-	-	-	-	-	-
76	25001 GENERAL TEACHING SUPPLIES	4,998	3,182	1,267	2,500	-	2,500	1,469	-	1,031	1,469	-	1,031
77	13015 LOCAL TRAVEL EXPENSE	20	-	-	500	-	500	-	-	500	-	-	500
78	102012 LIASIS PROPERTY	80,392	84,867	95,663	100,145	-	100,145	99,398	-	747	100,145	-	-
79	TOTAL OPERATING	85,410	88,485	97,262	105,645	(135)	105,510	102,231	-	3,279	102,978	-	2,532
80													
81	TOTAL FITCH ACADEMY	419,353	471,318	508,012	533,622	(7,781)	525,841	460,301	62,260	3,280	523,309	4,60	2,532

RC - 3	MIDDLESEX MIDDLE SCHOOL	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
82	21101 PRINCIPAL	190,231	194,511	199,374	203,361	40,257	243,618	239,186	4,432	-	243,618	1.00	-
83	21102 ASSISTANT PRINCIPAL	317,942	309,867	323,817	338,986	-	338,986	312,909	26,076	1	338,986	2.00	-
84	21215 DEPARTMENT CHAIRS	133,658	138,246	141,697	-	144,527	144,527	115,240	29,287	(0)	144,527	1.00	-
85	21220 CURRICULUM SUPERVISION	100,865	100,660	96,462	245,489	(146,116)	99,373	85,927	12,793	653	99,373	0.33	-
86	310312 ART TEACHERS	173,982	164,032	160,891	181,164	(16,494)	164,670	135,450	29,220	0	164,670	3.00	-
87	310316 COMPUTER TEACHERS	162,064	166,136	170,418	175,036	-	175,036	150,213	24,823	(0)	175,036	2.00	-
88	310320 ENGLISH TEACHERS	1,401,887	1,411,475	1,422,640	1,471,821	(7,839)	1,463,982	1,144,540	319,442	0	1,463,982	16.00	-
89	310322 HEALTHY LIVING	120,876	63,081	119,431	124,707	3,504	128,211	98,624	29,587	1	128,211	2.00	-
90	310324 FOR LANG. TEACHERS	971,433	951,560	888,633	959,500	(40,810)	918,690	748,225	170,464	1	918,690	11.00	-
91	310330 MATH TEACHERS	1,287,842	1,333,460	1,340,536	1,379,376	(5,486)	1,373,890	1,119,739	254,151	1	1,373,890	13.50	-
92	310332 MUSIC TEACHERS	580,853	596,358	513,098	546,296	13,390	559,686	447,339	112,347	(0)	559,686	6.60	-
93	310334 PHYSICAL EDUCATION TEACHERS	534,998	557,097	576,280	596,899	-	596,899	473,959	122,940	0	596,899	6.00	-
94	310338 SCIENCE TEACHERS	1,059,722	1,073,667	1,077,755	1,114,921	(34,290)	1,080,631	874,298	206,332	1	1,080,631	12.00	-
95	310342 SOCIAL STUDIES TEACHERS	1,073,228	1,128,663	1,070,116	1,188,992	(45,243)	1,143,749	888,278	255,470	1	1,143,749	12.00	-
96	310344 TECH ED. TEACHERS	216,425	216,114	219,356	222,646	-	222,646	186,836	35,810	0	222,646	2.00	-
97	21302 SUBSTITUTE TEACHERS	49,900	40,730	112,766	49,000	47,893	96,893	85,934	-	10,959	96,893	-	-
98	21306 TEACHERS OF THE GIFTED	106,586	108,057	94,103	96,848	-	96,848	82,283	14,565	0	96,848	0.99	-
99	21317 STUDENT INTERNS	30,300	30,600	15,000	32,000	(30,600)	1,400	1,400	-	-	1,400	-	-
100	21318 BUILDING SUBSTITUTES	19,700	15,900	17,100	23,750	(1,360)	22,390	20,500	-	1,890	22,390	-	-
101	21401 LIBRARIANS	202,185	207,490	213,605	114,720	(8,857)	105,863	81,433	24,430	0	105,863	1.00	-
102	21402 GUIDANCE	361,885	454,741	469,604	479,783	7,529	487,312	384,935	102,182	196	487,312	6.00	-
103	21501 PRINCIPAL/DIRECTOR SECRETARY	230,161	231,289	239,060	243,785	(3,087)	240,698	220,669	19,981	49	240,698	4.00	-
104	21502 GUIDANCE SECRETARIES	67,251	71,273	72,702	74,150	-	74,150	68,446	5,704	(0)	74,150	1.00	-
105	21602 CAMPUS MONITOR	36,408	36,527	37,259	37,988	41	38,029	34,550	3,455	24	38,029	1.00	-
106	21603 TEACHER AIDES	47,362	39,016	-	40,709	(1,220)	39,489	35,798	3,691	1	39,489	1.00	-
107	21608 LUNCH MONITORS	-	-	-	-	-	-	-	-	-	-	-	-
108	61001 CUSTODIANS	513,252	527,490	536,024	543,928	(387)	543,541	500,011	43,339	190	543,541	7.00	-
109	61003 CLUBS AND COUNCILS	114,290	118,186	107,845	121,354	(24,672)	96,682	81,001	7,743	7,938	92,785	-	3,897
110	TOTAL PERSONNEL	10,105,285	10,286,224	10,235,473	10,607,209	(109,320)	10,497,889	8,617,721	1,858,263	21,905	10,493,992	112.42	3,897

OPERATING	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	TRFRS ADI.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
22002 TEXTBOOKS-REPLACEMENTS	2,949	5,009	9,688	15,301	(3,750)	11,551	512	0	11,551	-	-
22003 TEXTBOOKS-CONSUMABLES	-	-	-	-	-	-	-	-	-	-	-
23002 CLASSROOM REFERENCE	508	1,273	747	2,800	(1,500)	1,300	27	-	1,300	-	-
23003 PERIODICALS	3,387	271	2,097	3,114	(800)	2,314	-	517	2,314	-	-
23004 RESOURCE MATERIALS	3,472	2,178	3,493	3,718	-	3,718	61	420	3,718	-	-
23010 MEDIA CONSUMABLES	1,247	1,563	1,325	1,700	-	1,700	-	0	1,700	-	-
24011 GENERAL TEACHING SUPPLIES	53,230	34,649	38,775	47,921	(6,850)	38,160	324	2,587	41,071	-	-
25001 MISC. OFFICE SUPPLIES	4,942	3,759	5,965	7,750	350	8,100	93	82	8,100	-	-
25003 PROFESSIONAL DEVELOPMENT	6,222	2,087	4,946	2,200	(67)	1,913	220	-	2,133	-	-
25008 GUIDANCE MATERIALS	-	286	422	553	-	553	20	39	553	-	-
25026 DUES AND MEMBERSHIPS	2,644	2,090	1,622	4,790	-	4,790	-	2,216	4,790	-	-
35000 POLICE AND FIRE SERVICES	6,511	4,610	6,055	6,500	2,000	6,457	-	2,043	8,500	-	-
102003 OTHER STUDENT ACTIVITIES	-	-	-	500	-	500	-	500	500	-	-
102005 STUDENT ACTIVITY FUND	-	-	-	-	-	11,216	2,809	-	-	-	-
72044 REPAIRS AND SERVICE CONTRACT	464	-	-	500	(500)	-	-	-	-	-	-
TOTAL OPERATING	85,575	57,775	75,134	97,347	(11,117)	87,785	4,067	8,403	86,230	-	-
EQUIPMENT											
73001 REPLACEMENT FURN/ EQUIPMENT	14,374	-	-	-	-	-	-	-	-	-	-
TOTAL EQUIPMENT	14,374	-	-	-	-	-	-	-	-	-	-
TOTAL MIDDLESEX MIDDLE SCHOOL	10,205,234	10,344,000	10,310,707	10,704,556	(120,437)	8,705,506	1,862,330	30,308	10,580,222	112.42	3,897

RC - 5 HINDLEY ELEMENTARY SCHOOL	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STP	YR. END EST.
140												
141												
142	180,404	188,215	192,941	196,800	-	196,800	181,662	15,138	0	196,800	1.00	-
143	21101 PRINCIPAL	135,530	139,227	142,012	-	142,012	109,240	32,772	-	142,012	1.00	-
144	21220 CURRICULUM SUPERVISION	18,432	18,949	18,432	(524)	19,916	18,106	1,811	(0)	19,916	-	-
145	510597 KINDERGARTEN	339,035	248,378	311,955	(24,194)	329,269	266,931	62,337	0	329,269	4.00	-
146	510501 GRADE 1 TEACHERS	337,611	348,656	251,997	(39,387)	322,128	254,573	67,555	1	322,128	4.00	-
147	510502 GRADE 2 TEACHERS	364,273	308,098	425,409	(13,742)	323,624	264,511	59,113	(0)	323,624	3.00	-
148	510503 GRADE 3 TEACHERS	336,984	356,340	304,143	(68,273)	330,820	254,477	76,343	0	330,820	4.00	-
149	510504 GRADE 4 TEACHERS	303,301	316,211	275,985	(36,898)	195,540	160,547	34,992	0	195,540	3.00	-
150	510505 GRADE 5 TEACHERS	337,411	336,361	295,189	21,048	398,871	320,961	77,910	0	398,871	1.00	-
151	510524 FOREIGN LANGUAGE TEACHER	65,840	68,720	72,085	-	75,613	58,164	17,449	0	75,613	1.00	-
152	510534 PHYSICAL ED TEACHERS	102,149	106,618	111,838	29,885	147,118	116,643	27,873	2,602	147,118	1.70	-
153	21302 SUBSTITUTE TEACHERS	9,400	10,319	3,970	(1,500)	1,500	550	-	950	1,500	-	-
154	21306 TEACHERS OF THE GIFTED	47,367	48,020	48,741	-	49,472	38,055	11,417	-	49,472	0.44	-
155	21313 MUSIC TEACHERS	173,085	181,944	186,815	(19,033)	172,831	155,110	17,721	1	172,831	2.10	-
156	21314 ART TEACHERS	106,586	108,057	109,678	-	111,323	85,633	25,690	0	111,323	1.00	-
157	21317 STUDENT INTERNS	30,460	30,600	16,000	-	32,000	32,000	-	-	32,000	-	-
158	21318 BUILDING SUBSTITUTES	8,550	10,857	109,678	7,428	28,678	23,938	-	4,741	28,678	1.00	-
159	21401 LIBRARIANS	106,586	108,057	109,678	-	111,323	85,633	25,690	0	111,323	1.00	-
160	21403 PSYCHOLOGISTS	-	82,367	64,847	-	67,313	56,953	10,360	(0)	67,313	1.00	-
161	21501 PRINCIPAL/DIRECTOR SECRETARY	108,646	111,091	113,322	-	115,583	105,950	9,633	(0)	115,583	2.00	-
162	21602 CAMPUS MONITOR	36,408	36,527	37,259	17	38,005	34,550	3,455	-	38,005	1.00	-
163	21603 TEACHER AIDES	183,657	190,974	194,995	282	159,667	145,151	14,515	1	159,667	4.00	-
164	21608 LUNCH MONITORS	-	-	-	-	32,400	27,660	-	4,740	32,400	0.92	-
165	61001 CUSTODIANS	210,535	225,112	230,119	2,615	236,066	217,266	18,800	0	236,066	3.00	-
166	1101003 CLUBS AND COUNCILS	4,314	6,600	2,200	-	4,436	1,972	246	2,218	2,218	-	-
167	TOTAL PERSONNEL	3,546,512	3,588,225	3,544,663	3,786,802	3,642,309	3,016,235	610,820	15,254	3,640,091	43.16	2,218
168	OPERATING											
169	22002 TEXTBOOKS-REPLACEMENTS	1,495	669	2,873	2,954	876	876	-	0	876	-	-
170	22003 TEXTBOOKS-CONSUMABLES	27,596	26,537	24,149	23,765	23,765	23,654	-	111	23,765	-	-
171	23002 CLASSROOM REFERENCE	1,071	956	878	886	886	767	-	119	886	-	-
172	23003 PERIODICALS	295	-	201	295	-	-	-	-	-	-	-
173	23010 AUDIO VISUAL CONSUMABLES	216	101	278	295	-	-	-	-	-	-	-
174	24011 GENERAL TEACHING SUPPLIES	22,245	16,952	18,797	19,200	18,200	17,580	-	620	18,200	-	-
175	25001 MISC. OFFICE SUPPLIES	843	201	488	1,000	1,000	791	79	129	1,000	-	-
176	25002 PROFESSIONAL LIBRARY PURCHASE	494	-	252	500	500	52	-	448	500	-	-
177	25003 PROFESSIONAL DEVELOPMENT	1,064	714	1,728	1,430	1,430	795	-	635	1,430	-	-
178	25026 DUES AND MEMBERSHIPS	59	59	-	400	400	-	-	400	400	-	-
179	35000 POLICE AND FIRE SERVICES	2,552	737	3,690	1,930	1,930	-	-	1,930	1,930	-	-
180	TOTAL OPERATING	57,929	46,925	53,335	52,655	48,987	44,515	79	4,393	48,987	-	-
181	EQUIPMENT											
182	7301 EQUIPMENT & FURNITURE	-	-	-	2,000	2,000	2,000	-	-	2,000	-	-
183	TOTAL HINDLEY ELEMENTARY SCH.	3,604,442	3,635,150	3,597,988	3,841,457	3,693,296	3,062,750	610,900	19,646	3,691,078	43.16	2,218

188	RC-7 HOLMES ELEMENTARY SCHOOL	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	188
189														189
190	21101 PRINCIPAL	184,093	188,235	192,941	196,800	-	196,800	181,662	15,138	0	196,800	1.00	0	190
191	21102 ASSISTANT PRINCIPAL	132,842	135,831	139,227	142,012	-	142,012	109,240	32,772	-	142,012	1.00	-	191
192	21220 CURRICULUM SUPERVISION	18,833	18,333	19,576	20,440	(786)	19,654	17,867	1,787	(0)	19,654	4.00	-	192
193	210797 KINDERGARTEN TEACHERS	284,755	310,979	336,587	316,890	263	317,153	265,438	51,716	(0)	317,153	4.00	-	193
194	210701 GRADE 1 TEACHERS	257,202	321,189	350,262	299,352	(62,428)	236,924	189,512	47,412	0	236,924	3.00	0	194
195	210702 GRADE 2 TEACHERS	312,626	322,915	352,297	324,090	38,001	362,091	278,691	83,399	1	362,091	4.00	-	195
196	210703 GRADE 3 TEACHERS	240,180	305,650	316,468	264,409	64,054	328,463	268,787	59,676	0	328,463	4.00	-	196
197	210704 GRADE 4 TEACHERS	264,576	203,280	296,760	311,171	(46,188)	264,983	233,296	31,684	2	264,983	4.00	-	197
198	210705 GRADE 5 TEACHERS	329,938	362,292	262,096	338,432	11,900	350,332	283,134	67,198	0	350,332	4.00	-	198
199	210724 FOREIGN LANGUAGE TEACHER	59,587	62,096	65,035	68,112	-	68,112	52,394	15,718	0	68,112	1.00	-	199
200	210734 PHYSICAL ED. TEACHERS	92,280	98,725	79,161	82,821	-	82,821	63,708	19,113	0	82,821	1.00	-	200
201	21302 CURRICULUM TEACHERS	5,580	8,794	13,358	3,000	4,032	7,032	5,769	-	1,263	7,032	1.00	-	201
202	21318 BUILDING SUBSTITUTES	16,650	27,650	34,875	31,875	(15,376)	16,499	14,563	-	1,937	16,499	0.44	-	202
203	21306 TEACHERS OF THE GIFTED	42,611	43,199	47,191	52,330	(7,825)	44,505	40,459	4,046	0	44,505	2.20	-	203
204	21313 MUSIC TEACHERS	195,834	194,434	206,744	223,163	-	223,163	190,347	32,815	0	223,163	1.20	-	204
205	21314 ART TEACHERS	81,555	90,806	97,669	102,451	-	102,451	78,808	23,642	-	102,451	1.20	-	205
206	21317 STUDENT INTERNS	30,600	23,400	15,300	32,000	-	32,000	32,000	-	-	32,000	1.00	-	206
207	21401 LIBRARIANS	51,395	54,004	56,925	60,113	(15,431)	44,682	32,056	6,627	(1)	44,682	1.00	-	207
208	21403 PSYCHOLOGISTS	-	105,396	109,503	112,816	-	112,816	94,154	18,662	(0)	112,816	1.00	-	208
209	21501 PRINCIPAL/DIRECTOR SECRETARY	109,916	112,395	114,642	116,936	-	116,936	107,199	9,737	(0)	116,936	2.00	-	209
210	21602 CAMPUS MONITOR	36,408	36,527	37,259	37,988	17	38,005	34,550	3,455	-	38,005	1.00	-	210
211	21603 TEACHER AIDES	187,645	192,057	195,970	160,513	(7,555)	159,758	145,258	14,499	0	159,758	4.00	0	211
212	21608 LUNCH MONITORS	220,742	233,845	236,237	32,400	700	33,100	30,501	-	2,599	33,100	0.92	-	212
213	61001 CUSTODIANS	6,390	5,742	4,400	237,944	(37)	237,907	218,387	19,520	178	237,907	3.00	-	213
214	101003 CLUBS AND COUNCILS	3,159,280	3,357,774	3,380,663	3,574,712	(30,891)	3,543,821	2,978,815	559,027	5,979	3,543,820	43.76	1	214
215	TOTAL PERSONNEL													215
216														216
217	OPERATING													217
218	22002 TEXTBOOKS-REPLACEMENTS	3,711	2,149	250	2,974	(2,670)	304	278	-	26	304	-	-	218
219	22003 TEXTBOOKS-CONSUMABLES	27,930	27,027	29,739	23,795	4,000	27,795	27,627	-	168	27,795	-	-	219
220	23002 CLASSROOM REFERENCE	-	970	735	892	-	892	309	-	583	892	-	-	220
221	23003 PERIODICALS	2,387	265	89	297	920	1,217	1,186	-	31	1,217	-	-	221
222	23010 AUDIO VISUAL CONSUMABLES	-	-	-	297	(100)	197	153	-	44	197	-	-	222
223	24011 GENERAL TEACHING SUPPLIES	21,691	22,025	17,047	19,332	(2,150)	17,182	16,420	-	762	17,182	-	-	223
224	25001 MISC. OFFICE SUPPLIES	1,012	957	996	1,000	-	1,000	918	-	82	1,000	-	-	224
225	25002 PROFESSIONAL LIBRARY PURCHASE	391	480	444	500	-	500	484	-	16	500	-	-	225
226	25003 PROFESSIONAL DEVELOPMENT	1,362	1,559	413	1,430	170	1,600	1,599	-	1	1,600	-	-	226
227	25026 DUES AND MEMBERSHIPS	399	120	-	400	(250)	150	89	-	61	150	-	-	227
228	35000 POLICE AND FIRE SERVICES	9,727	4,763	5,162	6,130	(3,000)	3,130	120	-	3,010	3,130	-	-	228
229	TOTAL OPERATING	68,610	60,315	54,876	57,047	(3,000)	53,967	49,183	-	4,784	53,967	-	-	229
230														230
231	EQUIPMENT													231
232	73001 EQUIPMENT AND FURNITURE	1,000	1,966	-	2,000	(189)	1,811	1,810	-	1	1,811	-	-	232
233														233
234	TOTAL HOLMES SCHOOL	3,228,890	3,420,056	3,435,539	3,633,759	(34,160)	3,599,599	3,029,808	559,027	10,764	3,599,598	43.76	1	234

235 RC - 8 OX RIDGE ELEMENTARY SCHOOL
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	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
21101 PRINCIPAL	189,235	193,941	193,941	197,800	-	197,800	182,571	15,229	0	197,800	1.00	0
21102 ASSISTANT PRINCIPAL	138,831	139,227	139,227	142,012	(4,325)	137,687	109,240	28,447	0	137,687	1.00	-
21220 CURRICULUM SUPERVISION	18,018	20,537	20,537	20,964	(524)	20,440	18,582	1,858	(0)	20,440	1.00	-
810897 KINDERGARTEN TEACHERS	323,821	338,399	338,399	353,861	-	353,861	272,201	81,660	(0)	353,861	4.00	-
810801 GRADE 1 TEACHERS	392,500	414,582	414,582	423,544	-	423,544	341,373	82,171	0	423,544	4.00	-
810802 GRADE 2 TEACHERS	267,001	330,686	330,686	343,185	(8,719)	334,466	257,282	77,184	(0)	334,466	4.00	-
810803 GRADE 3 TEACHERS	324,632	354,296	354,296	328,402	(30,154)	298,248	241,225	57,023	0	298,248	4.00	-
810804 GRADE 4 TEACHERS	236,113	245,159	245,159	253,436	33,048	286,484	236,955	49,529	(0)	286,484	4.00	-
810805 GRADE 5 TEACHERS	255,369	268,822	268,822	350,554	26,108	376,662	313,847	62,815	(0)	376,662	4.00	-
810824 FOREIGN LANGUAGE TEACHER	72,680	79,161	79,161	82,821	-	82,821	63,708	19,113	0	82,821	1.00	-
810834 PHYSICAL EDUCATION TEACHERS	114,756	122,103	122,103	111,323	-	111,323	85,633	25,690	0	111,323	1.00	-
21302 SUBSTITUTE TEACHERS	6,100	6,850	6,850	3,000	2,000	5,000	4,500	-	500	5,000	0.58	-
21306 TEACHERS OF THE GIFTED	62,172	63,130	63,130	64,935	-	64,935	53,842	11,093	0	64,935	0.58	-
21313 MUSIC TEACHERS	220,191	224,754	224,754	246,005	480	246,485	198,945	47,539	0	246,485	2.40	-
21314 ART TEACHERS	100,839	109,678	109,678	111,323	-	111,323	101,203	10,120	(0)	111,323	1.00	-
21317 STUDENT INTERNS	31,200	30,600	30,600	32,000	(7,650)	24,350	24,350	-	-	24,350	-	-
21318 BUILDING SUBSTITUTES	16,950	29,325	29,325	21,250	10,000	31,250	29,125	-	2,125	31,250	-	-
21401 LIBRARIANS	107,311	108,792	110,424	112,080	-	112,080	86,215	25,865	(0)	112,080	1.00	-
21403 PSYCHOLOGISTS	-	68,439	71,604	74,914	(981)	73,933	62,970	10,962	0	73,933	1.00	-
21501 PRINCIPAL/DIRECTOR SECRETARY	110,131	112,609	114,873	117,167	(8,335)	108,832	100,933	7,895	4	108,832	2.00	-
21602 CAMPUS MONITOR	36,408	36,527	37,259	37,988	17	38,005	34,550	3,455	-	38,005	1.00	-
21603 TEACHER AIDES	170,074	173,370	207,611	162,715	(3,470)	159,245	144,762	14,483	0	159,245	4.00	-
21608 LUNCH MONITORS	21,608	227,240	231,502	32,400	700	33,100	30,968	-	2,133	33,100	0.92	-
61001 CUSTODIANS	220,753	227,240	231,502	233,638	(6,957)	226,681	208,424	17,712	545	226,681	3.00	-
101003 CLUBS AND COUNCILS	6,078	6,253	8,244	8,244	-	8,244	4,742	566	2,936	5,308	44.90	2,936
TOTAL PERSONNEL	3,384,522	3,525,604	3,600,220	3,865,561	1,238	3,866,800	3,208,148	650,409	8,243	3,863,864	44.90	2,936

OPERATING												
22002 TEXTBOOKS-REPLACEMENTS	1,261	210	3,502	2,974	(1,436)	1,538	1,442	-	96	1,538	-	-
22003 TEXTBOOKS-CONSUMABLES	24,599	23,201	23,426	24,390	3,965	28,355	27,554	-	801	28,355	-	-
23002 CLASSROOM REFERENCE	972	859	811	892	-	892	297	-	-	892	-	-
23003 PERIODICALS	227	267	-	297	27	324	297	-	27	324	-	-
23010 CONSUMABLES	278	240	130	289	(7)	290	289	-	1	290	-	-
24011 GENERAL TEACHING SUPPLIES	19,925	17,212	19,046	19,332	1,823	21,155	20,595	-	560	21,155	-	-
25001 MISC. OFFICE SUPPLIES	905	838	1,000	1,000	766	1,766	1,678	87	1	1,766	-	-
25002 PROFESSIONAL LIBRARY PURCHASE	499	367	357	500	398	398	398	-	0	398	-	-
25003 PROFESSIONAL DEVELOPMENT	1,308	876	657	1,495	(834)	661	661	-	0	661	-	-
25026 DUES AND MEMBERSHIPS	400	168	118	400	(200)	200	200	-	200	200	-	-
35000 POLICE AND FIRE SERVICES	713	842	5,754	1,930	-	1,930	-	-	1,930	1,930	-	-
TOTAL OPERATING	51,087	45,081	54,802	53,507	4,002	57,509	53,806	87	3,616	57,509	-	-

EQUIPMENT												
73001 EQUIPMENT & FURNITURE	898	1,983	727	2,000	(325)	1,675	1,675	-	-	1,675	-	-
TOTAL OX RIDGE SCHOOL	3,436,506	3,572,668	3,655,749	3,921,068	4,915	3,925,984	3,263,629	650,496	11,859	3,923,048	44.90	2,936

282	RC - 9 ROYLE ELEMENTARY SCHOOL	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
283												
284	21101 PRINCIPAL	184,093	198,171	193,941	-	197,800	182,571	15,229	0	197,800	1.00	0
285	21102 ASSISTANT PRINCIPAL	132,842	135,831	139,227	-	142,012	109,240	32,772	-	142,012	1.00	-
286	21220 CURRICULUM SUPERVISION	20,178	17,498	18,456	262	20,440	18,582	1,858	(0)	20,440	1.00	-
287	910997 KINDERGARTEN TEACHERS	221,581	231,697	254,806	-	263,356	202,581	60,774	0	263,356	3.00	-
288	910901 GRADE 1 TEACHERS	305,737	312,727	321,017	55,667	333,949	323,075	66,561	0	339,636	4.00	-
289	910902 GRADE 2 TEACHERS	271,489	218,538	179,214	46,478	234,453	189,246	45,204	3	234,453	3.00	-
290	910903 GRADE 3 TEACHERS	275,146	241,089	228,446	(15,414)	248,878	191,445	57,433	0	248,878	3.00	-
291	910904 GRADE 4 TEACHERS	282,568	280,683	236,587	(6,377)	238,068	199,223	38,845	0	238,068	3.00	-
292	910905 GRADE 5 TEACHERS	219,398	251,538	361,540	(12,758)	298,552	243,978	54,574	0	298,552	3.00	-
293	910924 FOREIGN LANGUAGE TEACHER	56,642	59,516	63,227	-	69,502	63,184	6,318	1	102,230	1.10	-
294	910934 PHYSICAL ED. TEACHERS	89,813	93,518	97,865	-	102,230	78,638	23,591	550	3,250	-	-
295	21302 SUBSTITUTE TEACHERS	8,585	7,900	4,873	250	3,000	2,700	-	-	75,102	0.79	-
296	21306 TEACHERS OF THE GIFTED	71,907	72,899	80,682	(15,297)	75,102	68,275	6,828	(1)	186,840	2.20	-
297	21313 MUSIC TEACHERS	183,950	189,463	197,276	(16,987)	186,840	155,747	31,092	0	186,840	0.80	-
298	21314 ART TEACHERS	87,871	62,194	62,822	-	65,898	50,691	15,207	(0)	16,700	-	-
299	21317 STUDENT INTERNS	31,200	31,200	23,800	(15,300)	16,700	16,700	-	-	19,000	-	-
300	21318 BUILDING SUBSTITUTES	10,200	6,000	27,000	8,375	19,000	16,938	-	2,063	82,821	1.00	-
301	21401 LIBRARIANS	72,680	75,662	79,161	-	82,821	63,708	19,113	0	79,895	1.00	-
302	21403 PSYCHOLOGISTS	-	71,504	76,572	-	79,895	61,457	18,437	1	140,078	2.00	-
303	21501 PRINCIPAL/DIRECTOR SECRETARY	131,455	134,414	137,100	237	140,078	129,299	10,778	1	35,306	1.00	(0)
304	21602 CAMPUS MONITOR	36,408	36,527	37,665	(2,683)	35,305	31,851	3,455	(0)	119,895	3.00	-
305	21603 TEACHER AIDES	148,837	153,742	153,588	195	119,895	108,937	10,955	4	31,000	0.92	-
306	21608 LUNCH MONITORS	-	-	32,400	(1,400)	31,000	27,923	-	3,078	233,615	3.00	-
307	61001 CUSTODIANS	205,443	226,209	223,978	705	233,615	215,910	17,701	4	4,436	-	-
308	101003 CLUBS AND COUNCILS	4,314	4,400	4,076	-	4,436	3,969	467	(0)	3,298,762	38.81	(0)
309	TOTAL PERSONNEL	2,995,571	3,115,222	3,203,209	25,953	3,298,762	2,755,866	537,193	5,703	-	-	-
310												
311	OPERATING											
312	22002 TEXTBOOKS-REPLACEMENTS	1,312	297	2,450	-	2,276	2,267	-	9	2,276	-	-
313	22003 TEXTBOOKS-CONSUMABLES	22,073	20,521	20,134	292	18,962	18,605	90	267	18,962	-	-
314	23002 CLASSROOM REFERENCE	99	512	694	(292)	391	220	-	171	391	-	-
315	23010 AUDIO VISUAL CONSUMABLES	-	-	-	-	228	-	-	228	228	-	-
316	23003 PERIODICALS	55	55	175	-	228	-	-	228	-	-	-
317	24011 GENERAL TEACHING SUPPLIES	16,933	12,889	15,862	(1,000)	13,796	13,147	144	505	13,796	-	-
318	25001 MISC. OFFICE SUPPLIES	919	743	904	-	1,000	894	-	107	1,000	-	-
319	25002 PROFESSIONAL LIBRARY PURCHASE	-	-	432	-	500	468	-	32	500	-	-
320	25003 PROFESSIONAL DEVELOPMENT	328	25	1,077	(231)	939	938	-	1	939	-	-
321	25026 DUES AND MEMBERSHIPS	-	-	118	-	400	352	-	48	400	-	-
322	35000 POLICE AND FIRE SERVICES	572	698	4,870	-	1,930	317	-	1,613	1,930	-	-
323	TOTAL OPERATING	42,292	35,738	46,716	(1,231)	40,650	37,208	234	3,208	40,650	-	-
324												
325	EQUIPMENT											
326	73001 EQUIPMENT & FURNITURE	3,339	2,309	1,642	(62)	1,938	1,938	-	0	1,938	-	-
327	TOTAL ROYLE SCHOOL	3,041,202	3,153,268	3,251,567	24,660	3,341,350	2,795,012	537,427	8,912	3,341,350	38.81	(0)
328												

RC - 10	TOKENEKE ELEMENTARY SCHOOL	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
329	21101 PRINCIPAL	184,093	188,235	192,941	-	196,800	181,662	15,138	0	196,800	1.00	-
330	21102 ASSISTANT PRINCIPAL	132,842	135,831	139,227	-	142,012	109,240	32,772	-	142,012	1.00	-
331	21220 CURRICULUM SUPERVISION	17,758	17,758	19,055	(833)	19,869	20,702	2,239	0	19,869	-	-
332	1011097 KINDERGARTEN TEACHERS	295,443	203,407	213,582	-	224,837	172,952	51,885	(0)	224,837	3.00	-
333	1011001 GRADE 1 TEACHERS	290,063	250,356	289,097	(54,728)	209,485	172,180	37,305	0	209,485	3.00	-
334	1011002 GRADE 2 TEACHERS	313,911	279,195	285,525	42,293	390,943	305,380	85,564	(0)	390,943	4.00	-
335	1011003 GRADE 3 TEACHERS	310,608	327,579	336,766	(99,571)	182,997	139,193	43,802	1	182,997	3.00	-
336	1011004 GRADE 4 TEACHERS	384,648	402,308	292,482	(7,118)	323,303	258,402	64,901	0	323,303	4.00	-
337	1011005 GRADE 5 TEACHERS	288,793	332,303	293,034	9,224	378,721	291,324	87,397	0	378,721	4.00	-
338	1011024 FOREIGN LANGUAGE TEACHER	69,815	72,680	76,040	-	79,557	61,198	18,359	0	79,557	1.00	-
339	1011034 PHYSICAL ED. TEACHERS	85,259	98,462	103,283	(18,208)	90,067	80,249	9,818	0	90,067	1.40	-
340	21302 SUBSTITUTE TEACHERS	10,000	4,400	18,052	2,943	5,943	4,525	-	1,418	5,943	-	-
341	21306 TEACHERS OF THE GIFTED	23,694	24,021	24,382	-	24,747	19,036	5,711	(0)	24,747	0.22	-
342	21313 MUSIC TEACHERS	162,786	169,787	174,721	(48,608)	132,918	108,473	24,446	(0)	132,918	2.00	-
343	21314 ART TEACHERS	79,873	60,438	63,396	26,993	93,493	71,918	21,575	0	93,493	1.00	-
344	21317 STUDENT INTERNS	30,000	31,200	31,300	-	32,000	32,000	-	-	32,000	-	-
345	21318 BUILDING SUBSTITUTES	17,100	18,500	22,064	3,000	24,250	22,313	-	1,938	24,250	-	-
346	21401 LIBRARIANS	109,839	111,355	113,025	-	114,720	104,291	10,429	(0)	114,720	1.00	-
347	21403 PSYCHOLOGISTS	-	28,528	20,452	3,458	24,681	18,985	5,695	1	24,681	0.35	-
348	21501 PRINCIPAL/DIRECTOR SECRETARY	111,849	114,549	116,321	(579)	118,281	108,369	9,912	0	118,281	2.00	-
349	21602 CAMPUS MONITOR	36,408	36,527	37,259	17	38,005	34,550	3,455	-	38,005	1.00	-
350	21603 TEACHER AIDES	186,230	186,841	192,236	1,206	159,440	144,919	14,521	-	159,440	4.00	-
351	21608 LUNCH MONITORS	-	-	-	(1,400)	31,000	28,410	-	2,590	31,000	0.92	-
352	61001 CUSTODIANS	217,729	224,604	229,467	1,790	234,444	216,415	17,738	292	234,444	3.00	-
353	101003 CLUBS AND COUNCIL S	4,273	5,895	6,289	-	6,654	4,569	537	1,548	5,106	-	1,548
354	TOTAL PERSONNEL	3,363,687	3,324,759	3,289,994	(140,121)	3,279,167	2,708,378	563,001	7,788	3,277,619	40.89	1,548
355	OPERATING											
356	22002 TEXTBOOKS-REPLACEMENTS	2,164	126	2,858	-	2,778	2,772	-	6	2,778	-	-
357	22003 TEXTBOOKS-CONSUMABLES	24,816	17,847	23,037	-	22,100	22,069	-	31	22,100	-	-
358	23002 CLASSROOM REFERENCE	889	106	681	-	833	833	-	-	833	-	-
359	23003 PERIODICALS	-	-	-	-	278	275	-	3	278	-	-
360	23010 AUDIO VISUAL CONSUMABLES	365	-	172	-	278	278	-	278	278	-	-
361	24011 GENERAL TEACHING SUPPLIES	20,575	13,606	18,720	(1,400)	16,656	15,549	-	1,107	16,656	-	-
362	25001 MISC. OFFICE SUPPLIES	1,035	763	984	-	1,000	1,000	-	0	1,000	-	-
363	25002 PROFESSIONAL LIBRARY PURCHASES	-	-	-	-	500	466	-	34	500	-	-
364	25003 PROFESSIONAL DEVELOPMENT	338	283	120	(47)	928	928	-	-	928	-	-
365	25026 DUES AND MEMBERSHIPS	-	90	-	-	400	400	-	400	-	-	-
366	33000 POLICE AND FIRE SERVICES	423	842	1,896	-	1,930	-	-	1,930	1,930	-	-
367	TOTAL OPERATING	50,605	33,662	48,468	(1,837)	47,681	43,891	-	3,790	47,681	-	-
368	EQUIPMENT & FURNITURE	929	1,959	-	(2,000)	-	-	-	-	-	-	-
369	TOTAL TOKENEKE SCHOOL	3,415,221	3,360,380	3,338,462	(143,958)	3,326,848	2,752,269	563,001	11,578	3,325,300	40.89	1,548

RC - 11	PHYSICAL EDUCATION	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
376	21201	DIRECTOR	221,045	180,006	184,506	188,196	-	173,719	14,477	(0)	188,196	1.00	(0)
377	378	ASSISTANT DIRECTOR	-	46,350	44,970	47,625	1,072	44,270	4,427	-	48,697	1.00	-
379	379	PRINCIPAL/DIRECTOR SECRETARY	71,086	72,819	74,268	75,755	-	69,928	5,827	(0)	75,755	1.00	(0)
380	21501	ATHLETIC TRAINING SERVICES	114,087	112,022	107,334	110,484	(12,991)	88,249	8,874	370	97,493	2.00	-
381	41006	FACILITIES CUSTODIAL	32,400	29,146	29,146	34,170	(34,170)	-	-	-	-	-	-
382	61004	WEIGHT ROOM DARIEN HS	8,066	4,950	4,950	12,550	(1,250)	7,650	-	3,650	625,794	-	-
383	101001	INTERSCOLASTICS DARIEN HS	572,785	566,794	593,709	624,738	1,056	566,343	59,452	(0)	625,794	-	-
384	101002	SPORTS PROGRAMS MIDDLESEX	42,843	27,208	19,124	42,050	-	34,885	-	7,165	42,050	-	-
385	101005	INTRAMURALS ELEMENTARY	2,255	-	-	10,329	(7,555)	1,379	-	1,395	2,774	-	-
386	101009	INTRAMURALS DARIEN HS	8,942	7,650	8,337	4,000	(4,000)	-	-	-	-	-	-
387	101012	UNITED SPORTS	1,073,509	1,046,944	1,031,848	1,149,897	(46,938)	996,174	93,785	13,000	1,102,959	5.00	(0)
388		TOTAL PERSONNEL											
389		OPERATING											
390	121001	CONSULTANT SERVICES	1,383	984	880	1,000	260	1,260	-	0	1,260	-	-
391	221001	TEXTBOOKS NEW	1,021	-	-	-	-	-	-	-	-	-	-
392	21004	RESOURCE MATERIALS	1,468	-	-	-	-	-	-	-	-	-	-
393	23100	CONSUMABLES	1,614	1,597	1,500	1,500	-	1,500	-	-	1,500	-	-
394	24011	GENERAL TEACHING SUPPLIES	12,441	12,398	13,982	13,903	-	12,341	310	1,252	13,903	-	-
395	24006	ATHLETIC TRAINING SUPPLIES	5,999	10,376	6,141	6,000	-	5,838	128	34	6,000	-	-
396	25002	PROFESSIONAL LIBRARY PURCHASE	428	500	435	500	-	462	-	-	500	-	-
397	25003	PROFESSIONAL DEVELOPMENT	4,105	2,046	490	2,000	-	1,651	-	349	2,000	-	-
398	25026	DUES AND MEMBERSHIPS	3,131	3,070	2,583	3,000	-	2,939	-	61	3,000	-	-
399	25008	INTERSCOLASTIC TRANS. DHS	256,959	180,844	144,084	291,382	49,041	322,468	17,955	-	340,423	-	-
400	72044	REPAIRS AND SERVICE	4,621	4,400	3,584	5,000	(4,564)	436	-	-	436	-	-
401	102001	INTERSCOLASTICS/DARIEN HS	247,983	305,400	236,780	309,711	(5,755)	233,447	37,721	32,788	303,956	-	-
402	102002	INTRAMURALS MIDDLESEX	-	2,338	2,129	2,500	-	1,857	-	643	2,500	-	-
403	102004	INTERSCOLASTIC OFFICIALS	158,388	112,519	116,785	160,246	8,300	166,438	1,389	718	168,546	-	-
404	102005	STUDENT ACTIVITY FUND	-	-	-	-	-	4,299	4,717	(9,016)	-	-	-
405	121000	IMPROVEMENT OF SITES	924	1,962	1,925	2,000	1,255	2,990	-	265	3,255	-	-
406		TOTAL OPERATING	700,466	638,534	531,297	798,742	48,537	757,936	62,220	27,132	847,279	-	-
407		EQUIPMENT											
408	73001	EQUIPMENT AND FURNITURE	1,642	4,995	4,953	6,000	(2,000)	1,915	1,425	660	4,000	-	-
409		TOTAL EQUIPMENT	1,642	4,995	4,953	6,000	(2,000)	1,915	1,425	660	4,000	-	-
410		TOTAL PHYSICAL EDUCATION	1,775,616	1,690,473	1,568,098	1,954,639	(401)	1,954,238	157,430	40,792	1,954,238	5.00	(0)
411		REVENUE											
412	102006	REV. - SUMMER SCHOOL FIELD USE	(35,000)	(35,000)	-	(35,000)	-	(35,000)	-	(35,000)	(35,000)	-	-
413	102013	GATE RECEIPTS	-	-	-	-	-	-	-	-	-	-	-
414		NET COST PHYSICAL EDUCATION	1,740,616	1,655,473	1,568,098	1,919,639	(401)	1,919,238	157,430	5,792	1,919,238	5.00	(0)
415													
416													
417													
418													
419													
420													
421													
422													

RC - 12	MAINTENANCE	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
423	11031 FACILITIES DIRECTOR	151,533	155,321	159,204	159,204	4,378	163,582	150,999	11,330	1,253	162,329	1.00	1,253
424	11022 ASSISTANT FACILITIES DIRECTOR	122,421	114,821	99,089	-	120,000	120,000	110,769	9,231	-	120,000	1.00	-
425	11032 SECRETARY	34,853	35,636	39,007	40,000	1,500	41,500	38,308	3,192	0	41,500	0.50	0
426	61003 CUSTODIAL	91,903	79,477	64,385	73,590	284	73,874	68,213	5,661	1	73,874	1.00	-
427	61005 CUSTODIAL OT SCH. EMERGENCY	88,229	94,170	123,375	73,935	31,849	105,784	98,149	-	7,635	105,784	-	-
428	71001 GROUNDSKEEPERS	383,160	393,623	389,074	405,475	(6,746)	398,729	367,536	31,190	3	398,729	5.00	-
429	71002 GROUNDS OVERTIME	5,840	9,174	8,094	12,000	-	12,000	10,980	-	1,020	12,000	-	-
430	71003 MAINTENANCE	647,572	675,148	667,210	812,395	(117,404)	694,991	637,603	53,378	4,011	690,980	7.00	4,011
431	71004 MAINTENANCE OVERTIME	27,072	20,487	19,489	27,500	(7,500)	20,000	13,259	-	6,741	20,000	-	-
432	71005 SPRING/SUMMER HELP PART-TIME	100,650	98,052	47,696	99,880	78,734	178,614	155,685	-	22,929	178,614	-	-
433	TOTAL PERSONNEL	1,653,234	1,675,910	1,616,621	1,703,979	105,095	1,809,074	1,651,500	113,982	43,592	1,803,810	15.50	5,264
434	OPERATING												
435	12001 CONSULTANT SERVICES	28,855	38,061	16,989	16,000	(530)	15,470	15,468	-	2	15,470	-	-
436	13015 LOCAL TRAVEL	-	-	-	-	-	-	-	-	-	-	-	-
437	13017 PROF. MEETINGS & TRAINING	6,852	1,334	-	7,910	(7,910)	-	-	-	-	-	-	-
438	62001 REFUSE COLLECTION	104,493	70,822	78,963	82,858	(5,100)	77,758	71,278	6,480	0	77,758	-	-
439	62003 SNOW REMOVAL	55,330	15,448	37,280	59,000	(31,099)	27,901	27,900	-	1	27,901	-	-
440	62004 CARE OF TREES	23,600	26,061	22,334	26,000	(11,910)	14,090	13,600	490	-	14,090	-	-
441	65001 CUSTODIAL SUPPLIES	162,849	161,051	160,635	165,000	17,377	182,377	160,508	21,454	415	182,377	-	-
442	65002 OPERATION OF VEHICLES	44,022	33,405	47,329	40,000	-	87,250	66,624	20,626	0	87,250	-	-
443	65003 CARE OF GROUNDS	230,136	278,775	246,330	210,000	112,995	322,995	279,487	23,425	20,083	322,995	-	-
444	65005 UNIFORMS	28,229	18,447	28,012	26,860	(1,477)	25,383	25,052	331	0	25,383	-	-
445													
446													
447													

RC - 12	MAINTENANCE	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQS.	AVAIL BUD.	FORE- CAST	CURR STP	YR. END EST.
72001	CONTRACTED JANITORIAL SERVICE	260,288	208,593	258,979	305,000	(13,000)	292,000	239,372	52,628	-	292,000	-	-
72012	ELECTRICAL	96,414	-	-	6,000	-	-	-	-	-	-	-	-
72013	INTERCOMMS AND CLOCKS	8,574	-	440	-	(3,750)	2,250	2,123	127	-	2,250	-	-
72044	PLUMBING	22,665	35,654	46,501	38,000	(4,331)	33,669	20,099	11,585	1,984	33,669	-	-
72016	CLASSROOMS/CORRIDORS/AUD.	100,401	87,942	76,341	99,000	11,480	110,480	81,491	28,988	1	110,480	-	-
72019	REPAIRS AND SERVICE	52,094	58,625	52,435	51,500	15,539	67,039	60,881	6,158	0	67,039	-	-
72021	SECURITY	154,302	85,584	92,519	95,000	5,174	100,174	98,534	1,638	2	100,174	-	-
72022	FIRE ALARMS/EXTINGUISHERS	65,126	50,901	35,893	58,000	47,986	105,986	79,544	26,441	1	105,986	-	-
72023	NON MECHANICAL INSPECTIONS	51,467	33,716	36,602	65,000	(2,692)	62,308	62,112	196	196	62,308	-	-
72048	HVAC/AIR CONDITIONER REPAIRS	124,579	128,881	198,878	145,609	(3,804)	141,805	126,541	13,422	1,842	141,805	-	-
74011	GLASS	7,015	11,427	10,351	10,500	(1,000)	9,500	6,252	3,248	-	9,500	-	-
74012	LUMBER	32,076	33,726	40,077	29,000	11,441	40,441	32,546	3,676	4,219	40,441	-	-
74013	HARDWARE	19,092	18,679	33,891	16,500	40,670	57,170	51,297	3,214	2,659	57,170	-	-
74014	PAINT	6,572	8,633	7,220	10,500	3,000	13,500	11,065	781	1,654	13,500	-	-
74015	OTHER BUILDING MATERIALS	3,455	2,172	6,351	5,000	(2,000)	3,000	2,911	89	-	3,000	-	-
74016	ELECTRICAL MATERIALS	66,142	58,747	41,376	70,000	22,736	92,736	70,169	22,567	-	92,736	-	-
74030	RESERVE FOR EMERGENCY REPAIR	70,502	105,871	80,354	40,000	31,963	71,963	71,797	-	166	71,963	-	-
83006	RENTAL OF TOOLS & EQUIPMENT	6,455	1,996	1,068	5,000	5,333	10,333	9,219	1,114	-	10,333	-	-
12100	IMPROVEMENT OF SITES	106,542	38,727	72,035	40,000	(12,740)	27,260	23,610	3,650	-	27,260	-	-
12200	IMPROVEMENT OF BUILDINGS	150,478	54,497	52,573	55,000	(14,317)	40,683	36,815	3,583	285	40,683	-	-
470	TOTAL OPERATING	2,088,684	1,653,395	1,787,945	1,778,237	257,284	2,035,521	1,746,295	255,716	33,511	2,035,521	-	-
471	EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-
73010	MAINTENANCE EQUIPMENT	89,357	16,976	-	19,790	16	19,806	17,466	2,337	3	19,806	-	-
74001	EQUIPMENT AND FURNITURE	75,231	37,823	25,179	45,000	(3,223)	41,777	41,666	-	111	41,777	-	-
475	TOTAL EQUIPMENT	164,589	54,796	25,179	64,790	(3,207)	61,583	59,132	2,337	114	61,583	-	-
476	TOTAL MAINTENANCE	3,906,506	3,384,101	3,429,745	3,547,006	359,172	3,906,178	3,456,926	372,034	77,217	3,906,914	15.50	5,264
477	REVENUE	-	-	-	-	-	-	-	-	-	-	-	-
480	REVENUE - BUILDING RENTAL	(89,267)	(54,013)	(21,963)	(93,600)	(31,042)	(93,600)	(31,042)	-	(78,580)	(78,580)	(15,020)	-
481	REVENUE - USE OF FIELDS	(143,197)	(71,109)	(208,920)	(151,562)	-	(151,562)	(171,805)	110	(175,166)	(175,166)	23,604	-
482	TOTAL REVENUE	(232,464)	(125,122)	(230,883)	(245,162)	-	(245,162)	(202,847)	110	(253,746)	(253,746)	8,584	-
483	NET MAINTENANCE BUDGET	3,674,043	3,258,979	3,198,862	3,301,844	359,172	3,661,016	3,254,079	372,144	(176,529)	3,647,168	15.50	13,848
484													
485													
486													
487													

RC - 13	MUSIC	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
488	21201 DIRECTOR	123,232	126,004	153,760	-	156,830	120,638	36,192	0	156,830	1.00	0
489	21501 PRINCIPAL/DIRECTOR SECRETARY	24,897	26,434	-	-	-	-	-	-	-	-	-
491	101003 CLUBS AND COUNCILS	45,084	38,888	48,803	443	58,595	49,905	8,157	976	58,062	-	976
492												
493	TOTAL PERSONNEL	193,213	191,326	202,563	443	215,868	170,543	44,349	976	214,892	1.00	976
494												
495												
496	OPERATING											
497	13015 LOCAL TRAVEL	1,000	253	277	-	1,500	580	-	920	1,500	-	-
498	13035 TEXTBOOKS	10,037	8,435	10,895	(181)	11,738	11,738	-	0	11,738	-	-
498	22003 TEXTBOOKS-CONSUMABLES	1,041	1,016	1,079	-	714	627	-	87	714	-	-
499	23002 CLASSROOM REFERENCE	17,887	15,373	18,915	(5,794)	13,136	9,618	2,810	709	13,136	-	-
500	23004 RESOURCE MATERIALS	5,048	5,471	3,173	454	3,409	3,408	-	1	3,409	-	-
501	23010 AUDIO VISUAL CONSUMABLES	-	-	-	-	150	125	-	25	150	-	-
502	24011 GENERAL TEACHING SUPPLIES	1,980	2,172	3,901	3,400	7,313	4,539	400	2,374	7,313	-	-
503	25001 MISC. OFFICE SUPPLIES	1,126	458	1,001	-	765	692	-	73	765	-	-
504	25003 PROFESSIONAL DEVELOPMENT	1,477	894	1,318	-	1,500	1,500	-	460	1,500	-	-
505	25013 TEMP HOURLY (ACCOMPANIST)	1,200	650	1,700	-	1,500	1,300	-	200	1,500	-	-
506	25014 PRINTING	-	1,073	-	894	2,019	2,018	-	1	2,019	-	-
507	25020 PIANO MOVING	344	300	-	300	700	700	-	-	700	-	-
508	25026 DUES AND MEMBERSHIPS	690	847	765	-	989	890	-	99	989	-	-
509	52012 MUSIC TRANSPORTATION	4,034	7,369	12,000	(1,000)	11,000	7,661	1,861	1,478	11,000	-	-
510	72044 REPAIRS AND SERVICE CONTRACT	3,571	3,460	3,563	(1,000)	2,900	2,231	169	500	2,900	-	-
511	TUNING OF PIANOS	4,374	3,708	2,261	-	5,200	3,139	2,061	-	5,200	-	-
512	LEASE PURCHASE MUSIC EQ	8,035	6,914	9,436	-	9,436	9,436	-	0	9,436	-	-
513	TOTAL OPERATING	61,844	60,914	58,284	(2,927)	73,968	59,741	7,632	6,595	73,968	-	-
514												
515	EQUIPMENT											
516	73001 EQUIPMENT AND FURNITURE	6,137	9,940	8,699	-	8,657	7,471	881	305	8,657	-	-
517	123011 NEW MUSIC EQUIPMENT	7,900	-	-	-	-	-	-	-	-	-	-
518	TOTAL EQUIPMENT	14,038	9,940	8,699	-	8,657	7,471	881	305	8,657	-	-
519	TOTAL MUSIC	269,094	262,180	269,546	(2,484)	298,494	237,756	52,862	7,876	297,518	1.00	976
520												
521												

RC - 14	ART	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
21314	ELEMENTARY ART SYSTEMWIDE	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL PERSONNEL	-	-	-	-	-	-	-	-	-	-	-	-
	OPERATING												
13035	SOFTWARE	1,776	2,102	1,944	6,543	-	6,543	6,356	-	187	6,543	-	-
23002	CLASSROOM REFERENCE	3,293	3,529	5,314	5,600	-	5,600	5,588	-	12	5,600	-	-
23003	PERIODICALS	268	50	190	270	-	270	205	-	65	270	-	-
24011	GENERAL TEACHING SUPPLIES	90,266	83,535	91,300	94,400	-	94,400	88,496	1,675	4,229	94,400	-	-
25003	PROFESSIONAL DEVELOPMENT	1,735	685	699	800	-	800	100	-	700	800	-	-
72044	REPAIRS AND SERVICE CONTRACT	3,768	1,350	1,789	3,900	(3,063)	837	836	-	1	837	-	-
	TOTAL OPERATING	103,105	91,251	101,236	111,513	(3,063)	108,450	101,581	1,675	5,193	108,450	-	-
	EQUIPMENT												
73001	EQUIPMENT & FURNITURE	6,122	6,059	3,866	4,100	-	4,100	3,519	-	581	4,100	-	-
	TOTAL EQUIPMENT	6,122	6,059	3,866	4,100	-	4,100	3,519	-	581	4,100	-	-
	TOTAL ART	109,227	97,310	105,102	115,613	(3,063)	112,550	105,101	1,675	5,774	112,550	-	-

RC - 15	COMPUTER TECHNOLOGY	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
542	11031 DIRECTOR OF TECHNOLOGY	163,329	167,004	171,597	-	176,316	176,316	162,753	13,563	0	176,316	1.00	0
543	11044 TECHNOLOGY SUPPORT	649,590	666,923	686,556	935,397	(152,683)	782,714	722,503	60,209	3	782,714	9.00	-
544	21201 DIRECTOR OF INST. TECH	66,168	186,006	184,506	188,196	-	188,196	173,719	14,477	(0)	188,196	1.00	(0)
545	21501 PRINCIPAL/DIRECTOR SECRETARY	23,003	21,520	-	-	-	-	-	-	-	-	-	-
546	21603 TEACHER AIDE / COPY CENTER	86,106	82,544	73,997	45,108	(3,195)	41,913	38,337	3,575	1	41,913	1.00	-
547	TOTAL OPERATING	988,196	1,119,996	1,116,755	1,168,701	20,438	1,189,139	1,097,312	91,823	4	1,189,139	12.00	0
548													
549													
550													
551	OPERATING												
552	12001 CONSULTANT SERVICES	141,897	189,189	92,006	100,000	-	100,000	78,411	21,212	377	100,000	-	-
553	13015 LOCAL TRAVEL	2,546	2,284	3,184	3,500	-	3,500	2,539	-	961	3,500	-	-
554	13035 SOFTWARE MAINTENANCE	723,014	786,280	786,205	915,643	5,026	920,669	895,362	25,278	29	920,669	-	-
555	24011 GENERAL TEACHING SUPPLIES	43,392	34,990	29,490	27,913	4,650	32,563	32,327	234	1	32,563	-	-
556	25013 TEMPORARY HOURS SERVICES	14,119	15,113	15,550	15,000	-	15,000	8,020	-	6,980	15,000	-	-
557	25019 COMPUTER SOFTWARE & SUPPLIES	38,399	55,292	77,455	42,000	-	42,000	37,151	3,414	1,435	42,000	-	-
558	25029 STAFF DEVELOPMENT PROGRAM	15,918	16,109	18,868	20,000	(2,000)	18,000	10,633	3,112	4,255	18,000	-	-
559	64005 CELL PHONE	28,980	30,227	32,214	30,000	1,571	31,571	24,809	5,854	908	31,571	-	-
560	64006 WIDE AREA NETWORK	49,351	36,319	50,264	66,826	-	66,826	66,704	-	122	66,826	-	-
561	72035 RENTAL/DUPLICATORS AND COPIES	270,816	291,318	246,669	253,155	(411)	252,744	231,142	21,602	0	252,744	-	-
562	72044 REPAIRS AND SERVICE CONTRACT	64,029	105,121	145,596	85,000	(13,280)	71,720	61,245	9,904	572	71,720	-	-
563	TOTAL OPERATING	1,392,462	1,562,242	1,497,299	1,559,037	(4,444)	1,554,593	1,448,343	90,609	15,641	1,554,593	-	-
564													
565	EQUIPMENT												
566	73400 NEW COMPUTER EQUIPMENT	731,494	762,246	375,019	850,699	2,576	853,275	852,343	-	932	853,275	-	-
567	SUBTOTAL COMPUTER TECHNOLOGY	3,112,152	3,444,484	2,989,073	3,578,437	18,570	3,597,007	3,397,998	182,432	16,577	3,597,007	0	0
568													
569													
570	REVENUE												
571	102010 REV. FROM TOWN FOR IT SERVICE	(203,071)	(212,644)	(216,529)	(223,408)	-	(223,408)	(223,408)	-	(223,408)	(223,408)	(Shortfall)	-
572	TOTAL COMPUTER TECHNOLOGY	2,909,081	3,231,841	2,772,144	3,355,029	18,570	3,373,599	3,174,590	182,432	(206,831)	3,373,599	-	0
573													
574													
575													

576	RC - 16	ADMINISTRATION	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	576
577															577
578		11011 SUPERINTENDENT	135,045	315,049	307,125	307,125	10,225	317,350	292,592	24,758	(0)	317,350	1.00	(0)	578
579		11032 EXECUTIVE ASSISTANT	94,368	96,491	98,662	98,662	1,973	100,635	92,894	7,741	-	100,635	1.00	(0)	579
580		21501 PRINCIPAL/DIRECTOR SECRETARY	43,979	43,844	44,725	45,618	-	45,618	42,108	3,509	0	45,618	0.60	0	580
581		TOTAL PERSONNEL	273,393	455,384	450,512	451,405	12,198	463,603	427,595	36,008	0	463,603	2.60	0	581
582															582
583		OPERATING													583
584		12001 CONSULTANT SERVICES	24,759	178,248	27,676	8,500	39,600	48,100	2,579	44,600	921	47,179		921	584
585		12004 LEGAL SERVICES	248,477	175,465	160,668	225,000	(46,100)	178,900	139,277	39,623	-	178,900		250	585
586		13003 OTHER BOARD EXPENSES	23,464	31,229	32,249	25,000	7,755	32,755	29,247	1,656	1,852	32,755		-	586
587		13011 MAILING EXPENSES	29,189	27,387	27,951	30,000	(1,650)	28,351	21,287	7,045	19	28,351		-	587
588		25001 GENERAL OFFICE SUPPLIES	26,952	28,192	28,126	30,000	(2,095)	27,905	24,558	2,505	842	27,905		-	588
589		25026 DUES AND MEMBERSHIPS	41,756	27,688	44,679	46,350	369	46,719	46,719	-	-	46,719		-	589
590		13017 PROFESSIONAL MEETINGS	2,259	2,595	502	3,000	(29)	2,971	2,970	-	1	2,971		-	590
591		13025 ADA/504 SUPPORT	-	4,031	-	-	-	-	-	-	-	-		-	591
592		25002 PROF. LIBRARY PURCHASE	-	-	-	-	-	-	-	-	-	-		-	592
593		25003 PROFESSIONAL DEVELOPMENT	3,000	3,914	1,306	3,000	(3,000)	-	-	-	-	-		-	593
594		25014 PRINTING	21,700	10,757	15,912	20,000	(4,971)	15,029	15,029	-	0	15,029		-	594
596		TOTAL OPERATING	421,557	489,505	339,068	390,851	(10,121)	380,730	281,666	95,429	3,635	379,559		1,171	596
597															597
598		73001 EQUIPMENT	-	-	-	-	-	-	-	-	-	-		-	598
599															599
600		TOTAL ADMINISTRATION	694,950	944,889	789,580	842,256	2,077	844,333	709,261	131,437	3,635	843,161	2.60	1,171	600
601															601

RC - 17	HEALTH	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
602	11031	DIRECTOR - NURSES	101,023	103,296	106,395	4,245	110,640	102,129	8,511	0	110,640	1.00	0
603	41002	NURSES	611,224	626,948	639,260	3,794	636,576	596,887	59,689	-	636,576	9.00	0
604	41004	SUBSTITUTE NURSES	70,423	32,546	21,219	14,200	59,200	53,505	-	5,695	59,200	-	-
605	21501	PRINCIPAL/DIRECTOR SECRETARY	24,897	26,384	-	-	-	-	-	-	-	-	-
606		TOTAL HEALTH	807,567	789,174	766,874	22,239	826,416	752,521	68,199	5,695	826,416	10.00	0
607													
608													
609													
610													
611	23003	PERIODICALS	452	187	97	-	500	-	-	500	500	-	-
612	25001	GENERAL OFFICE SUPPLIES	1,458	1,741	1,249	-	1,500	963	-	537	1,500	-	-
613	25002	PROF. LIBRARY PURCHASE	-	565	-	-	500	168	-	332	500	-	-
614	25003	PROFESSIONAL DEVELOPMENT	1,419	3,257	3,858	(335)	3,665	4,000	-	3,020	3,665	-	-
615	42001	HEALTH SUPPLIES	30,954	33,911	37,714	-	34,500	29,607	4,751	-	34,500	-	-
616	13015	LOCAL TRAVEL	320	-	-	-	500	-	-	500	500	-	-
617	42003	SCHOOL PHYSICIANS SERVICES	10,431	10,000	10,000	-	10,000	10,000	-	-	10,000	-	-
618	72031	AUDIOMETER REPAIRS	490	-	-	-	-	-	-	-	-	-	-
619	72044	REPAIRS AND SERVICE CONTRACT	1,636	1,486	942	(1,180)	420	420	-	-	420	-	-
620		TOTAL OPERATING	47,160	53,147	53,861	(1,515)	51,585	41,803	4,751	5,031	51,585	-	-
621													
622													
623	71007	EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
624	123007	REPLACEMENT HEALTH EQ.	-	-	-	-	-	-	-	-	-	-	-
625		NEW HEALTH EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
626		TOTAL EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
627		TOTAL HEALTH	854,727	842,321	820,734	20,724	878,001	794,324	72,950	10,727	878,001	10.00	0
628													

RC 18	PERSONNEL	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.
629	11013 BURSAR/ADMINISTRATIVE ASSIST	0	-	195,647	147,164	(147,164)	-	196,458	16,372	-	212,830	1.00	-
630	11015 DIRECTOR OF HUMAN RESOURCES	192,896	205,137	195,647	205,137	7,693	212,830	92,234	7,686	(0)	99,920	1.00	(0)
631	11022 HR COORDINATOR	93,240	97,483	95,338	99,920	99,920	99,920	36,019	3,002	(0)	39,021	0.50	(0)
632	11020 BENEFITS COORDINATOR	35,459	38,069	36,256	38,069	952	39,021	-	-	(0)	-	-	(0)
633	11024 TURNOVER-REGULAR	-	-	-	(608,944)	608,944	(0)	-	-	-	-	-	(0)
634	11027 CONTRACT SUPPORT	-	-	-	114,500	(114,500)	-	-	-	-	-	-	-
635	11028 CERT. STAFF COL UMN CHANGE	-	-	-	60,340	(60,339)	-	-	-	-	-	-	-
636	101050 TEAM MENTOR STIPENDS	18,182	14,975	14,975	-	17,395	17,395	4,540	419	12,436	17,395	-	-
637	21300 LONG TERM SUBSTITUTES	739,867	478,385	478,385	475,000	480,442	955,442	803,583	8,827	143,032	955,442	2.00	-
638	21301 TEACHER IN RESIDENCE	-	-	-	94,369	281	94,650	86,409	8,241	0	94,650	-	-
639	21302 SUBSTITUTES-PROFESSIONAL DEV.	27,023	15,501	15,501	50,000	(31,000)	19,000	17,373	-	1,627	19,000	-	-
640	21501 PRINCIPAL/DIRECTOR SECRETARY	24,047	24,233	24,233	-	49,681	49,681	45,859	3,822	0	49,681	0.77	-
641	31000 BUDGET CONTROL	-	-	-	289,780	(246,313)	43,467	-	-	43,467	-	-	43,467
642	TOTAL PERSONNEL	1,130,714	864,336	864,336	865,415	665,992	1,531,407	1,282,475	48,368	200,564	1,487,940	5.27	43,467
643	OPERATING												
644	25026 DUES AND MEMBERSHIPS	250	250	250	22,200	(11,869)	10,331	10,225	-	106	10,331	-	-
645	13014 RECRUITMENT	17,406	1,650	1,650	20,000	(25)	19,975	19,974	-	2	19,975	-	-
646	13015 LOCAL TRAVEL	340	947	947	500	(27)	473	70	-	403	473	-	-
647	25028 TUITION REIMBURSEMENT	26,100	27,000	27,000	50,000	(2,500)	47,500	32,154	15,170	176	47,500	-	-
648	25029 STAFF DEVELOPMENT PROGRAM	48,203	43,331	43,331	26,500	12,462	38,962	35,026	1,350	2,586	38,962	-	-
649	TOTAL OPERATING	92,298	73,178	73,178	119,200	(1,959)	117,241	97,448	16,520	3,273	117,241	-	-
650	TOTAL PERSONNEL	1,223,012	937,514	937,514	984,615	664,033	1,648,648	1,379,922	64,888	203,837	1,605,181	5.27	43,467
651													
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RC - 19	CURRICULUM	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
657	21202 ASSISTANT SUPERINTENDENT	207,533	214,797	214,797	214,797	8,339	223,136	205,804	17,331	1	223,136	1.00	1
658	21201 DIRECTOR OF ELEMENTARY ED	-	-	-	-	196,800	196,800	181,662	15,138	0	196,800	1.00	0
659	1912006 CURRICULUM COORDINATOR	-	-	-	-	83,825	83,825	64,969	18,856	0	83,825	1.00	0
660	21220 CURRICULUM & SUPERVISION	4,482	4,572	4,572	-	4,609	4,609	4,190	419	-	4,609	-	-
661	1912058 PROGRAM COORDINATORS	285,353	297,774	201,671	305,049	(305,049)	-	-	-	-	-	-	-
662	1912009 INSTRUCTION SUPP. SPECIALISTS	1,217,293	1,194,638	1,236,464	1,287,558	(59,648)	1,227,910	1,032,469	193,596	1,844	1,227,910	13.50	-
663	21312 CURRICULUM DEVELOPMENT	119,745	114,157	131,007	121,080	-	121,080	33,974	-	87,106	121,080	-	-
664	21405 ESL INSTRUCTION	4,482	4,572	4,572	4,609	-	4,609	4,190	419	-	4,609	-	-
665	11032 EXECUTIVE ASSISTANT	71,792	72,415	75,375	71,575	6,734	78,309	71,297	5,712	1,300	78,309	1.00	-
666	TOTAL PERSONNEL	1,910,680	1,902,926	1,868,458	2,004,668	(64,390)	1,940,278	1,598,556	251,472	90,251	1,940,278	17.50	1
667													
668													
669													
670	OPERATING												
671	12001 CONSULTANT SERVICES	30,000	47,650	44,935	23,400	40,000	63,400	48,000	15,000	400	63,000	-	400
672	25026 DUES AND MEMBERSHIPS	1,640	2,535	3,971	6,291	68	6,359	6,340	-	19	6,359	-	-
673	13015 LOCAL TRAVEL	5,868	133	292	7,500	(6,000)	1,500	510	-	990	1,500	-	-
674	22001 TEXTBOOKS-NEW	244,252	292,912	53,352	94,252	2,625	96,877	96,877	-	394	96,877	-	-
675	23004 RESOURCE MATERIALS	7,054	7,697	21,929	13,250	(2,000)	11,250	8,812	2,100	338	11,250	-	-
676	23006 ESL-RESOURCES	-	1,151	6,633	12,200	(3,700)	8,500	5,194	1,065	2,242	8,500	-	-
677	24012 STANDARDIZED TESTING	24,301	28,905	29,432	29,000	1,000	30,000	29,958	-	42	30,000	-	-
678	25003 PROFESSIONAL DEVELOPMENT	119,166	91,876	113,814	114,495	-	114,495	79,821	16,510	18,164	114,495	-	-
679	52004 FIELD TRIPS	5,509	5,403	-	7,500	(1,500)	6,000	3,569	284	2,148	6,000	-	-
680	25005 CURRICULUM RESEARCH & DEV.	25,952	22,677	28,206	25,420	-	25,420	25,408	-	12	25,420	-	-
681	TOTAL OPERATING	463,741	512,938	302,565	333,308	30,493	363,801	304,094	34,958	24,749	363,401	-	400
682	TOTAL CURRICULUM	2,374,421	2,415,864	2,171,023	2,337,976	(33,897)	2,304,079	1,902,650	286,430	115,000	2,303,679	17.50	401
683													
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RC - 20	FINANCE	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
685	11014	DIRECTOR OF FINANCE	192,896	174,057	209,070	7,840	216,910	200,225	16,685	0	216,910	1.00	0
686	11021	PAYROLL / BENEFITS COORDINATOR	35,753	36,256	38,069	952	39,021	36,019	3,002	(0)	39,021	0.50	(0)
687	11022	ASSISTANT DIRECTOR FINANCE	104,033	115,574	182,149	6,516	232,783	214,877	17,906	0	232,783	2.00	0
688	11025	ACCOUNTANT	76,688	78,413	80,177	-	-	-	-	-	-	-	-
689	11042	ACCOUNTS PAYABLE	71,468	73,336	71,882	-	74,150	68,446	5,704	(0)	74,150	1.00	(0)
690	11043	TRANSPORTATION COORDINATOR	71,569	73,179	74,826	2,058	76,884	70,970	5,914	(0)	76,884	1.00	(0)
691	11032	EXECUTIVE ASSISTANT	34,853	35,636	39,007	1,500	41,500	38,308	3,192	(0)	41,500	0.50	(0)
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696	OPERATING												
697	12005	AUDITING SERVICES	21,493	22,045	21,252	-	23,000	21,736	-	1,264	21,736	-	1,264
698	13015	LOCAL TRAVEL	93	-	-	-	250	-	-	250	-	-	250
699	25026	SCHOOL DISTRICT MEMBERSHIPS	-	1,079	975	-	1,150	1,150	-	-	1,150	-	-
700	25003	PROFESSIONAL DEVELOPMENT	8,453	-	-	-	-	-	-	-	-	-	-
701	25013	TEMPORARY HOURLY SERVICES	7,101	14,572	-	-	-	-	-	-	-	-	-
702		TOTAL OPERATING	37,140	37,696	22,227	-	24,400	22,886	-	1,514	22,886	-	1,514
703													
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703	NET FINANCE BUDGET	624,400	624,147	717,407	686,782	18,866	705,648	651,731	52,404	1,514	704,134	6.00	1,514
704													
705													

RC - 21	LIBRARY	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
706	21220 CURRICULUM SUPERVISION	-	2,613	2,613	-	-	-	-	-	-	-	-
707	TOTAL PERSONNEL	-	2,613	2,613	-	-	-	-	-	-	-	-
708												
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712	OPERATING											
713	23001 ACCESSIONS	97,576	93,193	86,927	(1,482)	68,978	57,680	7,184	4,114	68,978	-	-
714	23003 PERIODICALS	7,590	7,697	8,345	682	9,227	6,845	1,061	1,322	9,227	-	-
715	23004 RESOURCE MATERIALS	19,490	9,580	17,540	(3,030)	15,020	10,189	1,014	3,817	15,020	-	-
716	23005 ONLINE SUBSCRIPTIONS	34,629	34,979	36,537	5,500	43,590	37,515	-	6,075	43,590	-	-
717	23007 OTHER LIBRARY EXPENSES	7,755	6,474	9,179	(975)	7,415	6,417	714	284	7,415	-	-
718	25002 PROF. LIBRARY PURCHASE	1,155	889	1,038	(744)	1,026	395	149	482	1,026	-	-
719	25026 DUES AND MEMBERSHIPS	2,594	2,576	2,728	48	3,578	2,370	226	982	3,578	-	-
720	13035 SOFTWARE	4,554	239	710	-	1,400	945	-	455	1,400	-	-
721	72044 REPAIRS AND SERVICE CONTRACT	1,080	1,189	-	-	-	-	-	-	-	-	-
722	83003 RENTAL/LEASE OF EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
723	TOTAL OPERATING	176,423	156,815	163,004	(0)	150,235	122,356	10,348	17,531	150,235	-	-
724	EQUIPMENT											
725	73001 EQUIPMENT & FURNITURE	6,193	410	1,002	117	2,217	-	2,217	0	2,217	-	-
726	TOTAL EQUIPMENT	6,193	410	1,002	117	2,217	-	2,217	0	2,217	-	-
727												
728	TOTAL LIBRARY	182,616	159,838	166,619	117	152,452	122,356	12,564	17,531	152,452	-	-
729												

RC - 22	TECHNOLOGY EDUCATION	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	VR. END EST.
730	23002 CLASSROOM REFERENCE	89	-	120	400	-	400	300	-	100	400	-	730
731	23003 PERIODICALS	12	120	120	175	-	175	65	-	110	175	-	731
732	24011 GENERAL TEACHING SUPPLIES	33,333	97,247	97,247	48,675	-	48,675	47,344	134	1,196	48,675	-	732
733	25001 MISC. OFFICE SUPPLIES	706	-	776	850	-	850	839	-	850	850	-	733
734	25003 PROFESSIONAL DEVELOPMENT	1,200	1,190	785	2,700	-	2,700	2,645	-	55	2,700	-	734
735	72044 REPAIRS AND SERVICE	582	1,822	2,850	3,200	(945)	2,255	2,255	-	0	2,255	-	735
736	TOTAL OPERATING	35,922	33,814	101,777	56,000	(945)	55,055	53,448	134	1,473	55,055	-	736
737	EQUIPMENT												737
738	73400 EQUIPMENT TECHNOLOGY	1,877	8,688	4,533	4,000	-	4,000	3,871	-	129	3,871	-	738
739	123008 EQUIPMENT-NEW TECHNOLOGY	2,559	-	-	-	-	-	-	-	-	-	-	739
740	TOTAL EQUIPMENT	4,436	8,688	4,533	4,000	-	4,000	3,871	-	129	3,871	-	740
741	TOTAL TECH. EDUCATION	40,358	42,502	106,310	60,000	(945)	59,055	57,319	134	1,602	58,926	-	741
742													742
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747	RC - 23 CONTINUING EDUC/SUMMER SCHO	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
748													
749	21201 DIRECTOR	26,738	24,646	26,882	27,421	(1,920)	25,501	24,341	1,159	1	25,501		-
750	21501 PRINCIPAL/DIRECTOR SECRETARY	28,801	29,229	29,817	30,412	-	30,412	28,072	2,339	0	30,412	0.40	0
751	PERSONNEL	55,539	53,876	56,699	57,833	(1,920)	55,913	52,413	3,498	1	55,913	0.40	0
752													
753	OPERATING												
754	12001 CONSULTANT SERVICES	381,499	431,834	84,614	470,000	(40,021)	429,979	425,365	-	4,614	425,365		4,614
755	13011 MAILING EXPENSES	250	400	400	500	-	500	400	-	100	500		-
756	25001 GENERAL OFFICE SUPPLIES	2,556	4,120	-	7,500	(7,080)	420	420	-	-	420		-
757	24011 GENERAL TEACHING SUPPLIES	36,953	10,122	1,821	40,000	(25,606)	14,394	14,394	-	0	14,394		-
758	24010 ADULT ED. CONTRACTED SERVICES	18,700	7,000	9,926	12,500	(2,500)	10,000	10,000	-	-	10,000		-
759	25014 PRINTING	5,701	1,198	3,979	3,500	(1,966)	1,534	1,534	-	-	1,534		-
760	TOTAL OPERATING	445,659	454,675	100,740	534,000	(77,173)	456,827	452,113	-	4,714	452,213		4,614
761													
762	TOTAL CONT. ED/SUM. SCHOOL	501,198	508,550	157,439	591,833	(79,093)	512,740	504,526	3,498	4,715	508,126	0.40	4,614
763													
764													
765	REVENUE	2018 - 2019	2019 - 2020	2019 - 2020	Orig Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast			
766	31005 REVENUE - SUMMER SCHOOL	(621,433)	(197,435)	(121,335)	(700,000)	40,021	(659,979)	(659,979)	-	(659,979)	(659,979)		(0)
767	TOTAL REVENUE	(621,433)	(197,435)	(121,335)	(700,000)	40,021	(659,979)	(659,979)	-	(659,979)	(659,979)		(0)
768													
769	NET EXPENSE SUM&CONT. ED	(120,235)	311,116	36,104	(108,167)	(39,072)	(147,239)	(155,453)	3,498	(655,263)	(151,853)		4,614

RC-24	SPECIAL EDUCATION	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
770	21202 ASSISTANT SUPERINTENDENT SSES	2,075,533	2,147,797	2,207,704	220,704	7,725	228,429	210,858	17,571	0	228,429	1,000	0
771	21211 PROGRAM DIR. OF SSES K-12	326,228	328,215	341,860	348,678	-	348,678	321,843	26,835	(0)	348,678	2,000	(0)
772	773	-	-	-	710,058	0	710,058	546,200	163,860	(2)	710,060	5,000	(2)
773	774	-	-	-	230,924	57,730	288,654	227,023	61,631	(0)	288,654	2,000	-
774	775	267,316	238,953	282,994	-	-	-	-	-	-	-	-	-
775	776	-	-	-	-	-	-	-	-	-	-	-	-
776	21220 CURRICULUM SUPERVISION	164,872	82,898	104,057	165,000	(10,880)	154,120	134,350	4,970	14,800	154,120	-	-
777	21302 SUBSTITUTE TEACHERS	4,814,594	4,867,229	4,850,632	5,176,636	(269,810)	4,906,826	3,955,463	951,364	(1)	4,906,826	59,000	-
778	21303 SPECIAL CLASS TEACHERS	239,624	181,190	227,457	218,000	4,738	222,738	217,338	2,520	2,880	222,738	-	-
779	780	1,536,771	1,702,788	1,649,311	1,819,864	(63,568)	1,756,296	1,447,226	309,067	2	1,756,296	17,500	-
780	781	866,160	837,531	922,451	1,063,635	-	1,063,635	861,567	-	202,068	1,063,635	-	-
781	21307 SPEECH THERAPISTS	958,412	909,970	943,652	973,837	20,516	994,353	800,786	193,565	2	994,353	11,600	-
782	21308 SUMMER SCHOOL & PPTS	253,698	228,031	231,451	234,922	(54,355)	180,567	138,898	41,669	0	180,567	2,000	-
783	21403 PSYCHOLOGISTS	450,850	453,088	514,959	-	-	-	-	-	-	-	-	-
784	21404 SOCIAL CASE WORKER	22,410	21,395	22,860	-	-	-	-	-	-	-	-	-
785	21407 SCHOOL-BASED SSES FACILITATOR	155,156	158,648	162,001	162,218	3,244	165,462	138,849	26,613	0	165,462	2,000	-
786	21408 SSES ADDITIONAL DAYS	113,973	116,537	119,159	119,159	2,383	121,542	93,494	28,048	0	121,542	1,000	-
787	21409 BEHAVIORAL ANALYST	411,527	392,836	358,280	361,464	-	361,464	332,916	28,547	0	361,464	5,333	-
788	21501 PRINCIPAL/DIRECTOR SECRETARY	2,712,531	2,912,501	3,029,893	3,276,821	(64,193)	3,212,628	2,914,312	296,313	2,004	3,212,628	82,500	-
789	21603 TEACHER AIDES	87,839	77,600	76,611	126,733	(20,003)	106,730	94,680	11,759	291	106,730	3,000	-
790	21605 TRANSPORTATION DRIVER	270,753	249,653	268,421	291,876	(495)	291,381	263,437	26,441	1,502	291,381	4,000	-
791	41002 NURSES	-	30,984	15,677	15,000	7,000	22,000	20,638	-	1,363	22,000	-	-
792	41003 LPN	-	-	-	-	-	-	-	-	-	-	-	-
793	41004 SUBSTITUTE NURSES	-	-	-	-	-	-	-	-	-	-	-	-
794	TOTAL PERSONNEL	13,860,248	14,004,842	14,342,431	15,515,529	(379,968)	15,135,561	12,719,877	2,190,775	224,909	15,135,563	197,933	(2)
795													
796													

797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831
OPERATING			ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.																				
12001	CONSULTANT SERVICES	1,378,446	1,205,547	1,348,791	1,415,446	(81,000)	1,334,446	1,011,479	316,561	6,406	1,334,446	-	-																					
21305	CONTRACTED SPEECH	786,386	659,359	840,306	734,064	(10,850)	844,661	695,787	145,970	2,905	844,661	-	-																					
21309	CONT. OCCUPATIONAL THERAPY	803,411	772,093	804,770	855,511	(10,850)	844,661	293,561	46,188	2,726	342,475	-	-																					
21311	CONTRACTED PHYSICAL THERAPY	265,125	255,375	307,202	295,625	(53,500)	236,500	151,301	60,199	25,000	211,500	-	-																					
12004	LEGAL SERVICES	299,040	207,065	172,919	290,000	(2,887)	2,613	2,407	-	-	2,613	-	-																					
22001	TEXTBOOKS-NEW	23,971	5,494	3,156	5,500	(2,480)	2,640	2,139	-	-	2,640	-	-																					
22003	TEXTBOOKS-CONSUMABLES	6,016	4,199	3,775	5,120	(2,480)	2,640	50,640	5,452	5,452	57,367	-	-																					
24011	GENERAL TEACHING SUPPLIES	67,441	50,926	55,422	52,000	-	53,350	51,128	2,102	119	53,350	-	-																					
24013	SPECIAL EDUCATION TESTING	62,756	53,128	52,747	150,000	(35,000)	115,000	86,347	26,694	1,960	115,000	-	-																					
25003	PROFESSIONAL DEVELOPMENT	144,357	120,081	148,200	2,000	-	2,000	128	-	1,872	2,000	-	-																					
13015	LOCAL TRAVEL EXPENSE	2,058	2,218	78	210,000	(40,085)	169,915	68,014	92,024	9,878	169,915	-	-																					
25011	PUPIL EVALUATION	325,986	216,051	177,496	1,000	-	1,000	330	-	-	1,000	-	-																					
25026	DUES AND MEMBERSHIPS	1,460	800	960	40,000	-	40,000	37,397	2,358	245	40,000	-	-																					
13035	SOFTWARE	39,258	39,111	30,971	40,000	-	40,000	759,907	168,870	2,614	931,390	-	-																					
52002	JN-DISTRICT SPECIAL ED TRANS.	868,881	775,621	698,935	877,645	53,745	931,390	285,531	92,046	45	377,622	-	-																					
52003	0-010 SPECIAL ED TRANSPORTATION	466,889	482,518	265,097	374,439	3,183	377,622	-	-	-	-	-	-																					
72044	REPAIRS AND SERVICE CONTRACT	-	-	-	-	-	-	-	-	-	-	-	-																					
141001	TUITION-PUBLIC SCHOOLS	135,765	262,219	133,696	165,000	53,192	218,192	193,811	8,044	16,337	201,855	-	-																					
143001	TUITION-NON PUBLIC SCHOOLS	7,073,659	6,686,475	6,547,084	6,576,448	(53,192)	6,523,256	4,481,248	2,009,661	32,347	6,504,581	-	-																					
TOTAL OPERATING			12,750,906	11,798,282	11,591,601	12,103,148	155,553	12,258,701	8,886,711	3,254,172	117,818	12,198,689	60,012																					
EQUIPMENT																																		
73400	EQUIPMENT-TECHNOLOGY	30,318	20,537	29,535	30,000	5,139	35,139	35,138	-	-	-	-	-																					
TOTAL EQUIPMENT			30,318	20,537	29,535	30,000	5,139	35,139	35,138	-	-	-	-																					
GRAND TOTAL SPECIAL EDUCATION			26,641,472	25,823,660	25,963,567	27,648,677	(219,276)	27,429,401	21,641,727	5,444,946	342,728	27,369,391	197,93	60,010																				
REVENUE																																		
143002	EXCESS COST REIMBURSEMENT	(3,427,518)	(2,566,258)	(2,695,922)	(2,241,772)	-	(2,241,772)	(2,790,745)	(2,790,745)	(2,790,745)	(2,790,745)	(2,790,745)	(2,790,745)	(2,790,745)																				
REVENUE			(3,427,518)	(2,566,258)	(2,695,922)	(2,241,772)	(2,241,772)	(2,241,772)	(2,790,745)	(2,790,745)	(2,790,745)	(2,790,745)	(2,790,745)	(2,790,745)																				
NET SPECIAL EDUCATION EXPENSES			23,213,954	23,257,402	23,267,645	25,406,905	(219,276)	25,187,629	18,850,982	5,444,946	(2,448,017)	24,578,646	608,983																					

832	RC - 25	FIXED COSTS	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	832
833															833
834	52001	REGULAR PUBL. TRANSPORTATION	2,067,272	2,232,400	2,064,426	2,435,457	(94,641)	2,340,816	2,105,540	253,377	(18,101)	2,340,816		-	834
835		TOTAL TRANSPORTATION	2,067,272	2,232,400	2,064,426	2,435,457	(94,641)	2,340,816	2,105,540	253,377	(18,101)	2,340,816		-	835
836															836
837															837

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RC - 28	COVID EXPENSES	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FOR- CAST	CURR STF	YR. END EST.
944													
945													
946													
947													
948	2810503	HINDLEY 3rd GRADE TEACHER	-	-	66,169	-	-	-	-	-	-	-	-
949	2810702	HOLMES 2nd GRADE TEACHER	-	-	113,025	-	-	-	-	-	-	-	-
950	2810704	HOLMES 4th GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-
951	2810803	OX RIDGE 3rd GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-
952	2810901	ROYLE 1st GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-
953	2810904	ROYLE 4th GRADE TEACHER	-	-	54,396	-	-	-	-	-	-	-	-
954	2811005	TOKENEKE 5th GRADE TEACHER	-	-	63,396	-	-	-	-	-	-	-	-
955	21302	SUBSTITUTE TEACHERS	-	-	45,756	-	34,000	25,048	-	8,752	34,000	-	-
956	21602	CAMPUS MONITORS	-	-	82,458	-	-	-	-	-	-	-	-
957	21603	LUNCH MONITORS	-	-	160,000	-	-	-	-	-	-	-	-
958	21607	LUNCH STAFF	-	-	388,811	-	-	-	-	-	-	-	-
959	11044	TECHNICIAN	-	-	-	-	-	-	-	-	-	-	-
960	41001	COVID COMPLIANCE OFFICER	-	-	35,000	-	5,000	5,000	-	-	5,000	-	-
961	41002	NURSE	-	-	14,243	-	-	-	-	-	-	-	-
962	41003	LPNS	-	-	180,074	-	-	-	-	-	-	-	-
963	41004	NURSE CONTACT TRACING/SUBSTIT	-	-	53,202	-	3,200	1,206	-	1,994	3,200	-	-
964	61001	PART TIME CUSTODIANS	-	-	115,423	-	-	-	-	-	-	-	-
965	61005	CUSTODIAL OVERTIME	-	-	90,658	-	-	-	-	-	-	-	-
966	21312	STAFF DEVELOPMENT	-	-	20,421	-	-	-	-	-	-	-	-
967		TOTAL PERSONNEL	-	-	1,483,032	-	42,200	31,254	-	10,946	42,200	-	-
968													
969	12001	CONSULTANT SERVICES	-	-	98,747	-	-	-	-	-	-	-	-
970	23004	RESOURCE MATERIALS	-	-	69,531	-	-	-	-	-	-	-	-
971	13035	SOFTWARE	-	-	(0)	-	-	-	-	-	-	-	-
972	35000	POLICE AND FIRE SERVICES	-	-	33,884	-	-	-	-	-	-	-	-
973	42001	HEALTH SUPPLIES	-	-	-	-	-	-	-	-	-	-	-
974	52001	REGULAR PUPIL TRANSPORTATION	-	-	13,136	-	10,000	8,249	-	1,751	8,249	-	1,751
975	65001	CUSTODIAL SUPPLIES	-	-	120,000	-	9,008	6,328	1,920	760	9,008	-	-
976	72001	CONTRACTED JANITORIAL SERVICE	-	-	302,456	-	-	-	-	-	-	-	-
977	74030	EMERGENCY REPAIRS	-	-	135,965	-	-	-	-	-	-	-	-
978	82003	HEALTH INSURANCE	-	-	58,378	-	-	-	-	-	-	-	-
979	84001	RETIREMENT	-	-	41,582	-	-	-	-	-	-	-	-
980	101002	YMCA	-	-	127,560	-	-	-	-	-	-	-	-
981		TOTAL OPERATING	-	-	1,001,238	-	19,008	14,577	1,920	2,511	17,257	-	1,751
982													
983	123021	NEW COMPUTER EQUIPMENT	-	-	12,756	-	-	-	-	-	-	-	-
984		TOTAL EQUIPMENT	-	-	12,756	-	-	-	-	-	-	-	-
985													
986		TOTAL COVID REOPENING	-	-	2,497,025	-	61,208	45,831	1,920	13,457	59,457	-	1,751

**Darien Public Schools
Budget Projection for 2020-21**

Category	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	Orig. Bud	Adjust.	Rev. Bud.	Exp	Encumber	Avail. Bud	Exp. Forecast	CURR STF	Surplus/ (Shortfall)
Personnel	63,568,228	64,829,458	67,289,036	68,958,116	(122,998)	68,835,118	57,847,159	10,303,934	684,024	773.25	56,035			
Operating	19,528,406	18,210,746	18,379,921	18,826,653	393,126	19,219,779	15,028,668	3,886,925	318,211	-	71,994			
Fixed	18,888,707	19,399,665	20,490,866	21,883,745	(310,149)	21,573,596	20,609,897	379,573	584,125	-	27,291			
Equipment	1,003,157	877,119	473,093	986,260	-	986,260	974,377	6,860	5,024	-	129			
GRAND TOTAL EXPENSES	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	773.25	155,450			
REVENUE	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast	Rev. Surplus/ (Shortfall)		
RC-1 Student Parking Fees	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	-	(11,000)	(11,000)	(11,000)	(11,000)	-		
RC-11 Summer School Field Use	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	-	(35,000)	(35,000)	(35,000)	(35,000)	-		
RC-12 Building Rental	(89,267)	(54,013)	(21,963)	(93,600)	(93,600)	(93,600)	(31,042)	(93,600)	(78,580)	(78,580)	(78,580)	(15,020)		
RC-12 Use of Fields	(143,197)	(71,109)	(208,920)	(151,562)	(151,562)	(151,562)	(171,805)	(110)	(175,166)	(175,166)	(175,166)	23,604		
RC-15 Revenue for IT Services	(203,071)	(212,644)	(216,929)	(223,408)	(223,408)	(223,408)	(223,408)	-	(223,408)	(223,408)	(223,408)	-		
RC-23 Summer School	(621,433)	(197,435)	(121,335)	(700,000)	(700,000)	(700,000)	(659,979)	-	(659,979)	(659,979)	(659,979)	(0)		
RC-24 Excess Cost Grant	(3,427,518)	(2,566,258)	(2,695,922)	(2,241,772)	(2,241,772)	(2,241,772)	(2,790,745)	468	(2,790,745)	(2,790,745)	(2,790,745)	548,973		
RC-25 OPEB/Medicare Reimbursement	(334,500)	(344,809)	(207,338)	(233,763)	(233,763)	(233,763)	(11,836)	-	(300,796)	(300,796)	(300,796)	10,000		
RC-26 Early Learning Program	(336,621)	(275,921)	(235,631)	(340,470)	(340,470)	(340,470)	(300,796)	-	(300,796)	(300,796)	(300,796)	(39,675)		
GRAND TOTAL REVENUE	(5,201,607)	(3,768,189)	(3,719,038)	(4,030,575)	(4,030,575)	(4,030,575)	(4,235,611)	578	(4,518,818)	(4,518,818)	(4,518,818)	527,882		
NET BUDGET (Appropriation)	97,785,891	99,548,799	102,913,879	106,624,199	-	106,624,199	90,224,491	14,577,869	(2,927,433)	105,940,867	773.25	683,332		

RC - #		RESPONSIBILITY CENTER SUMMARY										RC NAME										RC - #																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
RC - #		ACTUAL 2018 - 2019		ACTUAL 2019 - 2020		ACTUAL 2019 - 2020		ORIG APPRO		TRFRS ADJ.		REV. BUD.		YTD EXP		ENCUM. REQS.		AVAIL BUD.		FORE- CAST		CURR STF		YR. END EST.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
RC-1	DHS	12,935,206	13,315,806	13,306,543	14,039,775	(115,213)	13,924,562	11,611,999	2,269,894	42,759	13,922,231	2,330	RC-2	FTCH ACADEMY	508,012	533,622	(7,781)	525,841	460,301	62,260	460,301	521,309	2,532	1027	RC-3	MMS	10,205,234	10,344,000	10,310,707	10,704,556	(120,437)	10,584,119	8,705,506	1,862,330	30,308	10,580,222	3,897	1028	RC-5	Hindley	3,604,442	3,635,150	3,597,938	3,841,457	(148,162)	3,693,296	3,062,750	610,900	19,646	3,691,078	2,218	1029	RC-7	Holmes	3,228,890	3,420,556	3,435,539	3,633,759	(34,160)	3,599,598	3,629,808	559,027	10,764	3,599,598	1	1030	RC-8	Ox Ridge	3,436,506	3,572,668	3,655,749	3,921,068	4,915	3,925,984	3,263,629	650,496	11,859	3,922,048	2,936	1031	RC-9	Royle	3,041,202	3,153,268	3,231,567	3,316,690	24,660	3,341,350	2,795,012	537,427	8,912	3,341,350	(6)	1032	RC-10	Tokende	3,415,221	3,360,380	3,338,462	3,470,806	(143,958)	3,323,360	2,752,269	563,001	11,578	3,323,360	1,548	1033	RC-11	Ath. Health & P.E.	1,735,616	1,490,473	1,568,098	1,954,639	(401)	1,964,238	1,756,016	157,430	40,792	1,954,238	(6)	1034	RC-12	Maintenance	3,906,506	3,384,101	3,429,745	3,547,006	359,172	3,906,178	3,456,926	372,034	77,217	3,900,914	5,264	1035	RC-13	Music	269,094	262,180	269,546	300,978	(2,484)	298,494	237,756	52,862	7,876	297,518	976	1036	RC-14	Art	109,227	97,310	105,102	115,613	(3,063)	112,550	105,101	1,675	5,774	112,550	-	1037	RC-15	Tech Plan	3,112,152	3,444,484	2,989,073	3,578,437	18,570	3,597,007	3,397,998	182,432	16,577	3,597,007	0	1038	RC-16	Admin	604,950	944,889	789,580	842,256	2,077	844,333	709,261	131,437	844,333	709,261	3,635	1,171	1039	RC-17	Health	854,727	842,321	820,734	857,277	20,724	878,001	794,324	72,950	10,727	878,001	0	1040	RC-18	Personnel	1,223,012	1,231,012	1,451,584	984,615	664,033	1,648,648	1,379,922	64,888	20,827	1,605,181	43,467	1041	RC-19	Curriculum	2,374,421	2,415,864	2,171,023	2,337,976	(33,897)	2,304,079	1,902,650	286,430	115,000	2,303,679	401	1042	RC-20	Finance	624,403	624,147	717,407	686,782	18,866	705,648	651,731	52,404	17,531	704,134	1,514	1043	RC-21	Library/Media	182,616	159,838	166,619	152,335	117	152,452	122,356	12,564	58,926	152,452	-	1044	RC-22	Tech Ed	40,358	42,902	106,310	60,000	(945)	57,319	57,319	134	1,602	57,319	129	1045	RC-23	Coord Ed	501,198	508,550	157,439	591,833	(79,093)	512,740	504,526	3,498	4,715	508,126	4,614	1046	RC-24	SPED	26,641,777	25,963,660	25,963,660	27,648,677	(219,276)	27,429,401	21,641,727	5,444,946	342,728	27,369,391	60,010	1047	RC-25	Fixed Expenses	18,888,207	19,399,665	20,490,866	21,883,745	(310,149)	21,573,596	20,609,897	379,573	584,125	21,546,304	27,291	1048	RC-26	Early Learning Program	1,502,965	1,466,843	1,534,630	1,650,874	4,654	1,655,528	1,405,576	244,778	5,174	1,662,128	(6,600)	1049	RC-27	COVID EXPENSES	-	-	-	-	-	61,208	45,831	1,920	13,457	59,457	1,751	1050	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1051	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1052	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1053	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1054	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1055	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1056	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1057	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1058	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1059	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1060	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1061	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1062	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1063	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1064	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1065	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1066	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1067	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1068	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1069	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1070	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1071	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1072	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1073	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1074	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1075	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-	1076	TOTAL ACTUAL	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	1,591,385	110,459,303	-
RC		PERSONNEL SUMMARY										RC										RC																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
RC-1	Darien High School	12,661,984	13,098,094	13,112,087	13,776,473	(116,677)	13,659,796	11,405,947	2,277,520	26,329	13,657,465	2,330	RC-2	Fitch Academy	382,833	427,977	(7,646)	420,331	1	398,070	62,260	420,331	2,330	1055	RC-3	Middlesex Middle School	10,105,285	10,286,224	10,235,573	10,607,209	(108,320)	10,497,889	8,617,721	1,858,263	21,905	10,493,992	3,897	1056	RC-5	Hindley School	3,546,512	3,580,225	3,544,653	3,786,802	(144,494)	3,642,309	3,016,235	610,820	15,254	3,640,091	2,218	1057	RC-7	Holmes School	3,159,280	3,357,774	3,380,663	3,574,712	(30,891)	3,543,821	2,978,815	559,027	5,979	3,543,820	1	1058	RC-8	Ox Ridge School	3,384,522	3,525,604	3,600,220	3,865,561	1,238	3,866,800	3,208,148	650,409	8,243	3,863,864	2,936	1059	RC-9	Royle School	2,995,571	3,115,222	3,203,209	3,272,809	25,953	3,298,762	2,755,866	537,193	5,703	3,298,762	38,81	1060	RC-10	Tokende School	3,363,687	3,324,759	3,289,994	3,419,288	(140,121)	3,279,167	2,708,378	563,001	7,788	3,277,619	1,548	1061	RC-11	Physical Education	1,073,509	1,046,944	1,031,848	1,149,897	646,938	1,102,959	996,174	93,785	13,000	1,102,959	(6)	1062	RC-12	Maintenance	1,653,234	1,675,910	1,616,621	1,703,979	105,095	1,809,074	1,651,540	113,982	43,592	1,803,810	5,264	1063	RC-13	Music	193,213	191,326	202,563	215,425	443	215,868	170,543	44,349	976	214,892	976	1064	RC-14	Art	-	-	-	-	-	-	-	-	-	-	-	1065	RC-15	Technology	988,196	1,119,996	1,116,755	1,168,701	20,438	1,189,139	1,097,312	91,823	4	1,189,139	0	1066	RC-16	Administration	273,393	455,384	450,512	451,405	12,198	463,603	427,595	36,008	0	463,603	0	1067	RC-17	Health	807,567	789,174	766,874	804,177	22,239	826,416	752,521	68,199	5,695	826,416	10,10	1068	RC-18	Personnel	1,330,714	864,136	1,360,458	865,415	665,992	1,531,407	1,282,475	48,368	200,564	1,487,940	43,467	1069	RC-19	Curriculum	1,910,680	1,902,926	1,860,458	2,004,668	(64,390)	1,940,278	1,598,556	251,472	90,251	1,940,278	17,50	1070	RC-20	Finance	587,261	586,451	695,180	662,382	18,866	681,248	628,845	52,404	(6)	681,248	(6)	1071	RC-21	Library/Media	-	-	-	-	-	-	-	-	-	-	-	1072	RC-22	Continuing Education	55,539	53,876	56,699	57,833	(1,920)	55,913	52,413	3,498	1	55,913	0	1073	RC-23																																																																																																																																																																																																																																																																																																																																																																																																																																				

1077	1078	OPERATING SUMMARY	RC NAME	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.	1077
1079	1080	RC-1	Darwin High School	251,307	217,172	189,483	189,483	258,388	1,464	259,852	202,914	42,374	14,565	259,852	-	-	1079
1081	1082	RC-2	Fitch Academy	85,410	88,485	75,134	75,134	105,645	(135)	86,230	102,231	-	3,279	102,231	-	2,532	1080
1083	1084	RC-3	Middlesex Middle School	85,575	57,775	75,134	75,134	97,347	(11,117)	86,230	87,785	4,067	8,403	86,230	-	-	1081
1085	1086	RC-4	Hindley School	57,929	46,925	53,335	53,335	52,655	(3,683)	48,987	44,515	79	4,393	48,987	-	-	1082
1087	1088	RC-5	Holmes School	66,610	60,315	54,876	54,876	57,047	(3,080)	53,967	49,183	-	4,784	53,967	-	-	1083
1089	1090	RC-6	Ox Ridge School	51,087	45,081	54,802	54,802	53,507	4,002	57,509	53,806	87	3,616	57,509	-	-	1084
1091	1092	RC-7	Royce School	42,292	35,738	46,716	46,716	41,881	(1,231)	40,650	37,208	234	3,208	40,650	-	-	1085
1093	1094	RC-8	Tokeneke School	50,605	33,662	48,468	48,468	49,518	(1,837)	47,681	43,891	-	3,790	47,681	-	-	1086
1095	1096	RC-9	Physical Education	700,466	638,534	531,297	531,297	798,742	48,537	847,279	757,926	62,220	27,132	847,279	-	-	1087
1097	1098	RC-10	Maintenance	2,085,684	1,653,395	1,787,945	1,787,945	1,778,237	257,284	2,035,521	1,746,295	255,716	33,511	2,035,521	-	-	1088
1099	1100	RC-11	Muse	61,844	60,914	58,264	58,264	76,895	(2,927)	73,968	69,741	7,632	73,968	69,741	-	-	1089
1101	1102	RC-12	Art	103,105	91,251	101,236	101,236	111,513	(3,063)	108,450	101,581	1,675	5,193	108,450	-	-	1090
1103	1104	RC-13	Technology Plan	1,392,462	1,562,242	1,497,299	1,497,299	1,559,037	(4,444)	1,554,593	1,448,343	90,609	15,641	1,554,593	-	-	1091
1105	1106	RC-14	Administration	421,557	489,505	339,068	339,068	390,851	(10,121)	380,730	281,666	95,429	3,635	379,559	-	1,171	1092
1107	1108	RC-15	Health	47,160	53,143	53,861	53,861	53,400	(1,515)	51,585	41,803	4,751	5,031	51,585	-	-	1093
1109	1110	RC-16	Personnel	92,298	73,178	101,777	101,777	119,200	(1,959)	117,241	97,448	16,520	3,273	117,241	-	-	1094
1111	1112	RC-17	Curriculum	463,741	512,938	302,565	302,565	333,308	30,493	363,801	304,094	34,958	24,749	363,801	-	400	1095
1113	1114	RC-18	Finance	37,140	37,696	22,227	22,227	24,400	-	24,400	22,886	-	1,514	22,886	-	1,514	1096
1115	1116	RC-19	Library/Media	176,423	156,815	163,004	163,004	150,235	(0)	150,235	122,336	10,348	17,531	150,235	-	-	1097
1117	1118	RC-20	Technology Education	35,922	33,814	101,777	101,777	56,000	(945)	55,055	53,448	134	1,473	55,055	-	-	1098
1119	1120	RC-21	Continuing Education	445,659	454,675	100,740	100,740	534,000	(72,733)	456,927	452,113	-	4,714	452,113	-	4,614	1099
1121	1122	RC-22	Special Education	12,750,906	11,798,282	11,591,601	11,591,601	12,103,148	155,553	12,258,701	8,886,711	3,254,172	117,818	12,198,589	-	60,012	1100
1123	1124	RC-23	Early Learning Program	18,225	8,668	16,480	16,480	22,000	-	22,000	16,146	4,000	2,511	22,000	-	-	1101
1125	1126	RC-24	COVID EXPENSES	-	-	1,001,238	1,001,238	-	19,008	-	14,577	1,920	-	17,257	-	1,751	1102
1127	1128	RC-25	TOTAL OPERATING	19,524,406	18,210,746	18,379,921	18,379,921	18,826,653	393,126	19,219,779	15,028,668	3,886,925	318,211	19,147,785	-	71,994	1103

1103	1104	1105	EQUIPMENT SUMMARY	RC NAME	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.	1103
1106	1107	1108	RC-1	Darwin High School	21,984	-	4,973	4,914	-	4,914	3,048	-	1,866	4,914	-	-	1106
1109	1110	1111	RC-3	Middlesex Middle School	14,374	-	-	-	-	-	-	-	-	-	-	-	1107
1113	1114	1115	RC-5	Hindley School	-	-	-	2,000	-	2,000	2,000	-	-	2,000	-	-	1108
1117	1118	1119	RC-7	Holmes School	1,000	1,966	1,000	2,000	(189)	1,811	1,810	-	1,811	1,811	-	-	1109
1121	1122	1123	RC-8	Ox Ridge School	898	1,983	727	2,000	(325)	1,675	1,675	-	-	1,675	-	-	1110
1125	1126	1127	RC-9	Royce School	3,339	2,309	1,642	2,000	(62)	1,938	1,938	-	0	1,938	-	-	1111
1129	1130	1131	RC-10	Tokeneke School	929	1,959	2,000	2,000	(2,000)	-	-	-	-	-	-	-	1112
1133	1134	1135	RC-11	Physical Education	1,642	4,953	4,953	6,000	(2,000)	4,000	1,915	1,425	660	4,000	-	-	1113
1137	1138	1139	RC-12	Maintenance	164,589	54,796	25,179	64,790	(3,207)	61,583	59,132	2,337	114	61,583	-	-	1114
1141	1142	1143	RC-13	Muse	14,038	9,940	8,699	8,657	-	8,657	7,471	881	305	8,657	-	-	1115
1145	1146	1147	RC-14	Art	6,122	6,059	3,866	4,100	-	4,100	3,519	-	581	4,100	-	-	1116
1149	1150	1151	RC-15	Technology Plan	731,494	762,246	375,019	850,699	2,576	853,275	852,343	-	932	853,275	-	-	1117
1153	1154	1155	RC-16	Administration	-	-	-	-	-	-	-	-	-	-	-	-	1118
1157	1158	1159	RC-17	Health	-	-	-	-	-	-	-	-	-	-	-	-	1119
1161	1162	1163	RC-18	Curriculum	-	-	-	-	-	-	-	-	-	-	-	-	1120
1165	1166	1167	RC-19	Finance	-	-	-	-	-	-	-	-	-	-	-	-	1121
1169	1170	1171	RC-20	Library/Media	6,193	410	1,002	2,100	117	2,217	-	2,217	0	2,217	-	-	1122
1173	1174	1175	RC-21	Technology Education	4,436	8,688	4,533	4,000	-	4,000	3,871	-	129	3,871	-	129	1123
1177	1178	1179	RC-22	Continuing Education	-	-	-	-	-	-	-	-	-	-	-	-	1124
1181	1182	1183	RC-23	Special Education	30,318	20,537	29,535	30,000	-	35,139	35,138	-	1	35,139	-	-	1125
1185	1186	1187	RC-24	Early Learning Program	792	1,231	209	1,000	(49)	951	516	-	435	951	-	-	1126
1189	1190	1191	RC-25	COVID EXPENSES	-	-	12,756	-	-	-	-	-	-	-	-	-	1127
1193	1194	1195	TOTAL EQUIPMENT	1,001,228	875,160	473,093	986,260	-	-	986,260	974,377	6,860	5,024	986,131	-	129	1128
1197	1198	1199	RC-25 FIXED EXPENSES	18,888,707	19,399,665	20,490,866	21,883,745	(310,149)	21,573,596	20,409,897	379,573	-	584,125	21,546,304	-	27,291	1131
1201	1202	1203	Budget Total	102,987,497	103,316,988	106,632,917	110,654,774	(40,021)	110,614,753	94,460,102	14,577,291	-	1,591,305	110,459,303	-	155,450	1132
1205	1206	1207	Total Revenue	(5,201,607)	(3,768,189)	(3,719,008)	(4,030,575)	40,021	(3,990,554)	(4,235,611)	578	-	(4,518,418)	(4,518,436)	-	527,882	1133
1209	1210	1211	Net Budget	97,785,891	99,548,799	102,913,879	106,624,199	0	106,624,199	90,224,491	14,577,869	-	(2,927,433)	105,940,867	-	683,332	1134

Darien Public Schools
FY 22
May Accounting Adjustments/Reconciliations
Requires Superintendent Approval per policy 3050

<u>Broad Category</u>	<u>Description</u>	<u>RC</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TO</u>	<u>FROM</u>	<u>Description</u>
Property Services	Repairs and Service	12	01223009	072044	\$ 900.00		Generator Repairs
Property Services	Plumbing	12	01223009	072014		\$ 900.00	Generator Repairs
Property Services	Security	12	01223009	072021	\$ 174.00		Service Call for lockdown system
Property Services	Refuse Collection	12	01223009	062001		\$ 100.00	Service Call for lockdown system
Property Services	Snow Removal	12	01223009	062003		\$ 9.00	Service Call for lockdown system
Property Services	Care of Trees	12	01223009	062004		\$ 65.00	Service Call for lockdown system
Property Services	Reserve for Emergency Car	12	01223009	074030	\$ 963.00		Exterminating
Property Services	Care of Trees	12	01223009	062004		\$ 195.00	Exterminating
Property Services	Plumbing	12	01223009	072014		\$ 768.00	Exterminating
Property Services	Repairs and Service	12	01223009	072044	\$ 204.00		Cabinet Steamer
Property Services	Inspection of Non Mech	12	01223009	072023		\$ 204.00	Cabinet Steamer
Property Services	HVAC	12	01223009	072048	\$ 2,728.00		Filters
Property Services	Refuse Collection	12	01223009	062001		\$ 1,000.00	Filters
Property Services	Inspection of Non Mech	12	01223009	072023		\$ 1,728.00	Filters
Property Services	Operation of Vehicles	12	01223009	065002	\$ 600.00		Repairs to mowers
Property Services	Inspection of Non Mech	12	01223009	072023		\$ 600.00	Repairs to mowers
Property Services	Rental of Tools	12	01223009	083006	\$ 980.00		Containers
Property Services	Plumbing	12	01223009	072014		\$ 980.00	Containers
Property Services	Care of Grounds	12	01223009	065003	\$ 2,365.00		Playground Repair
Property Services	Inspection of Non Mech	12	01223009	072023		\$ 2,365.00	Playground Repair
Property Services	Operation of Vehicles	12	01223009	065002	\$ 4,572.00		repair to dump body
Property Services	Repairs and Service	14	01420109	072044		\$ 3,063.00	repair to dump body
Property Services	Repairs and Service	12	01223009	072044		\$ 498.00	repair to dump body
Property Services	HVAC	12	01223009	072048		\$ 1,011.00	repair to dump body
Property Services	Fire Alarm	12	01223009	072022	\$ 1,001.00		repairs to holmes sprinkler
Property Services	HVAC	12	01223009	072048		\$ 1,001.00	repairs to holmes sprinkler
Property Services	Security	12	01223009	072021	\$ 1,690.00		emergency lighting
Property Services	HVAC	12	01223009	072048		\$ 1,690.00	emergency lighting
Supplies	General Office Supplies	8	00820806	025001	\$ 130.00		Water
Supplies	Text Consumables	8	00820806	022003		\$ 130.00	Water
Supplies	Paint	12	01223009	074014	\$ 1,500.00		Paint
Supplies	Lumber	12	01223009	074012		\$ 1,500.00	Paint
Supplies	General Office Supplies	3	00320307	025001	\$ 350.00		Boxes
Supplies	General Teaching Supplies	3	00320307	024011		\$ 350.00	Boxes
Supplies	Dues, Fees	21	02120706	025026	\$ 16.00		ISTE Membership
Supplies	Prof Lib Purch	21	02120706	025002		\$ 16.00	ISTE Membership
Supplies	Standardized Testing	19	01922009	024012	\$ 1,000.00		Increase in Assessment WL
Supplies	ESL Resources	19	01922009	023006		\$ 1,000.00	Increase in Assessment WL
Supplies	Other Library Expenses	2	02121006	023007	\$ 38.00		Library Promotional Materials
Supplies	Dues, Fees	21	02121006	025026		\$ 38.00	Library Promotional Materials
Supplies	Accessions	21	02121006	023003	\$ 100.00		Book Series
Supplies	Periodicals	21	02121006	023001		\$ 100.00	Book Series
Supplies	Electrical Materials	12	01223009	074016	\$ 7,236.00		electrical materials for tokeneke
Supplies	Teaching Supplies	3	00320338	024011		\$ 1,500.00	electrical materials for tokeneke
Supplies	Audio Visual Consumables	1	00120108	023010		\$ 500.00	electrical materials for tokeneke
Supplies	Resource Materials	1	00120108	023004		\$ 500.00	electrical materials for tokeneke
Supplies	Teaching Supplies	5	00520538	024011		\$ 1,000.00	electrical materials for tokeneke
Supplies	Periodicals	5	00520506	023003		\$ 295.00	electrical materials for tokeneke
Supplies	Audio Visual Consumables	5	00520506	023010		\$ 295.00	electrical materials for tokeneke
Supplies	Teaching Supplies	9	00920938	024011		\$ 1,000.00	electrical materials for tokeneke
Supplies	Teaching Supplies	10	01021038	024011		\$ 1,400.00	electrical materials for tokeneke
Supplies	Classroom Reference	13	01320109	023002		\$ 746.00	electrical materials for tokeneke
Supplies	Other Library Expenses	21	02120806	023007	\$ 154.75		Materials for Library Space
Supplies	Prof Lib Purch	21	02120806	025002		\$ 154.75	Materials for Library Space
Supplies	Other Board Expenses	16	01622009	013003	\$ 2,000.00		Retirement Gifts
Supplies	ESL Resources	19	01922009	023004		\$ 2,000.00	Retirement Gifts
Other purch svcs	Tuition Reimbursement	18	01822009	025028	\$ 3,500.00		Tuition Reimbursement

Other purch svcs	Staff Development	15	01522009 025029		\$ 2,000.00	Tuition Reimbursement
Other purch svcs	Staff Development	18	01822009 025029		\$ 1,448.00	Tuition Reimbursement
Other purch svcs	Recruitment	18	01822009 013014		\$ 25.00	Tuition Reimbursement
Other purch svcs	Travel	18	01822009 013015		\$ 27.00	Tuition Reimbursement
Other purch svcs	Athletic Transportation	11	01122009 052008	\$ 24,990.00		Bus shortage for athletics
Other purch svcs	Professional Development	24	02422009 025003		\$ 18,990.00	Bus shortage for athletics
Other purch svcs	Field Trips	19	01922009 052004		\$ 1,500.00	Bus shortage for athletics
Other purch svcs	Travel	19	01922009 013015		\$ 3,500.00	Bus shortage for athletics
Other purch svcs	Music Transportation	13	01320109 052012		\$ 1,000.00	Bus shortage for athletics
Other purch svcs	Professional Development	1	00120108 025003	\$ 1,164.00		Faculty Meetings
Other purch svcs	Professional Development	3	00320307 025003		\$ 67.00	Faculty Meetings
Other purch svcs	Professional Development	7	00720706 025003		\$ 80.00	Faculty Meetings
Other purch svcs	Professional Development	8	00820806 025003		\$ 14.00	Faculty Meetings
Other purch svcs	Professional Development	9	00920906 025003		\$ 231.00	Faculty Meetings
Other purch svcs	Professional Development	10	01021006 025003		\$ 437.00	Faculty Meetings
Other purch svcs	Professional Development	17	01720109 025003		\$ 335.00	Faculty Meetings
Salaries	Homebound	24	02412009 021304	\$ 5,738.00		Homebound
Salaries	Building Substitute	24	02412009 024318		\$ 558.00	Homebound
Salaries	Speech Therapist	24	02410806 021307		\$ 613.00	Homebound
Salaries	Special Classroom Teacher	24	02410906 021303		\$ 1,413.00	Homebound
Salaries	Teacher Aides	24	02411006 021603		\$ 891.00	Homebound
Salaries	Nurses	24	0241006 041002		\$ 114.00	Homebound
Salaries	Speech Therapist	24	02412009 021307		\$ 1,167.00	Homebound
Salaries	Psychologist	24	02412009 021403		\$ 982.00	Homebound
Salaries	Bursar/Admin	1	00110108 011013	\$ 2,000.00		Additional Hours
Salaries	Principal/Dir Secretary	3	00310307 021501		\$ 500.00	Additional Hours
Salaries	Substitutes	5	00510506 021302		\$ 1,500.00	Additional Hours
Salaries	Substitutes	1	00110108 021302	\$ 16,700.00		Daily Substitutes
Salaries	Substitutes	7	00710706 021302		\$ 600.00	Daily Substitutes
Salaries	Director-Cont Ed	23	02312009 021201		\$ 1,920.00	Daily Substitutes
Salaries	Instructional Specialist	19	01912009 021301		\$ 3,000.00	Daily Substitutes
Salaries	Special Classroom Teacher	24	02410108 021303		\$ 2,400.00	Daily Substitutes
Salaries	Classroom Teachers	1	00110138 021301		\$ 2,287.00	Daily Substitutes
Salaries	Classroom Teachers	7	00710701 021301		\$ 282.00	Daily Substitutes
Salaries	Psychologist	8	00810806 021403		\$ 981.00	Daily Substitutes
Salaries	Classroom Teachers	9	00910904 021301		\$ 681.00	Daily Substitutes
Salaries	Principal/Dir Secretary	10	01011006 021501		\$ 579.00	Daily Substitutes
Salaries	Team Mentor	18	01812009 101050		\$ 1,270.00	Daily Substitutes
Salaries	Student Interns	1	00110108 021317		\$ 2,700.00	Daily Substitutes
Salaries	Building Substitute	1	00110108 021318	\$ 1,800.00		Building Sub coverage
Salaries	Classroom Teachers	1	00110124 021301		\$ 326.00	Building Sub coverage
Salaries	Classroom Teachers	1	00110130 021301		\$ 889.00	Building Sub coverage
Salaries	Classroom Teachers	2	00210110 021301		\$ 13.00	Building Sub coverage
Salaries	Building Substitute	5	00510506 021318		\$ 572.00	Building Sub coverage
Salaries	Curriculum Supervision	3	00310307 021220	\$ 1,308.00		Team Leader
Salaries	Teacher Aides	15	01512009 021603		\$ 1,308.00	Team Leader
Salaries	Substitutes	3	00310307 021302	\$ 22,538.00		Daily Substitutes
Salaries	Special Classroom Teacher	24	02410108 021303		\$ 4,758.00	Daily Substitutes
Salaries	Substitutes	24	02412009 021318		\$ 1,242.00	Daily Substitutes
Salaries	Principal	3	00310307 021001		\$ 1,429.00	Daily Substitutes
Salaries	Teacher Aides	3	00310307 021603		\$ 1,109.00	Daily Substitutes
Salaries	Student Interns	1	00110108 021317		\$ 14,000.00	Daily Substitutes
Salaries	Custodians	5	00510506 061001	\$ 1,214.00		Shift coverage
Salaries	Teacher Aides	26	02612009 021603		\$ 1,214.00	Shift coverage
Salaries	Librarian	7	00710706 021401	\$ 318.00		DLC
Salaries	Teacher Aides	7	00710706 021603		\$ 77.00	DLC
Salaries	Substitutes	10	01011006 021302		\$ 241.00	DLC
Salaries	Custodians	7	00710706 061001	\$ 200.00		Shift coverage
Salaries	Intramurals	11	01112009 101008		\$ 200.00	Shift coverage
Salaries	Building Substitute	9	00910906 021318	\$ 1,625.00		Building Sub
Salaries	Team Mentor	18	01812009 101050		\$ 1,335.00	Building Sub
Salaries	Teacher Aides	26	02612009 021603		\$ 290.00	Building Sub
Salaries	Assistant Superintendent	19	01912009 021202	\$ 284.00		PhD Stipend

Salaries	Teacher Aides	26	02612009 021603		\$ 284.00	
Salaries	Classroom Teachers	19	01912009 021301	\$ 2,000.00		PT Interventionist as sub
Salaries	Teacher Aides	26	02612009 021603		\$ 2,000.00	PT Interventionist as sub
Salaries	Substitutes	26	02612009 021302	\$ 2,000.00		substitutes
Salaries	Teacher Aides	26	02612009 021603		\$ 2,000.00	substitutes
Salaries	Interscholastics	11	01112009 101002	\$ 26.00		Encumbrance Adj
Salaries	Intramurals	11	01112009 101008		\$ 26.00	Encumbrance Adj
Salaries	Custodians	3	00310307 061001	\$ 1,000.00		Shift coverage
Salaries	Substitutes	18	01812009 021302		\$ 1,000.00	Shift coverage
Salaries	Custodians	8	00810806 061001	\$ 750.00		Shift coverage
Salaries	Transportation/Driver	24	02412009 021605		\$ 750.00	Shift coverage
Salaries	Building Substitute	9	00910906 021318	\$ 1,750.00		Building Sub
Salaries	Substitutes	9	00910906 021302		\$ 750.00	Daily Substitutes
Salaries	Substitutes	10	01011006 021302		\$ 1,000.00	Daily Substitutes
Salaries	Custodians	10	01011006 061001	\$ 750.00		Shift coverage
Salaries	Transportation/Driver	24	02412009 021605		\$ 750.00	Shift coverage
Salaries	Interscholastics	11	01112009 101002	\$ 50.00		Encumbrance adjustment
Salaries	Athletic Training	11	01112009 041006		\$ 50.00	Encumbrance adjustment
Salaries	Unified Sports	11	01112054 101012	\$ 1,250.00		Unified sports
Salaries	Weight Room	11	01112009 101001		\$ 1,250.00	Unified sports
Salaries	Part Time Summer Help	12	01212009 071005	\$ 2,476.00		PT Workers to cover LOA
Salaries	Groundskeepers	12	01212009 071001		\$ 2,476.00	PT Workers to cover LOA
Salaries	Lunch Monitor	7	00710706 021608	\$ 700.00		lunch monitors
Salaries	Lunch Monitor	8	00810806 021608	\$ 700.00		lunch monitors
Salaries	Lunch Monitor	9	00810906 021608		\$ 1,400.00	lunch monitors
Salaries	Special Classroom Teacher	24	02410307 021303	\$ 3,000.00		Encumbrance adjustment
Salaries	Clubs and Councils	3	00310307 101003		\$ 3,000.00	Encumbrance adjustment
Other Prof Tech	Contracted Speech	24	02422009 021305	\$ 35,000.00		Speech Services rate increase
Other Prof Tech	Consulting Services	24	02422009 012001		\$ 35,000.00	Speech Services rate increase
Other Prof Tech	Sport Officials	11	01122009 102004	\$ 8,500.00		Increased Police Presence
Other Prof Tech	Legal Fees	24	02422009 012004		\$ 8,500.00	Increased Police Presence
Other Prof Tech	Contracted OT	24	02422009 021309	\$ 9,000.00		Additional OT services
Other Prof Tech	Consulting Services	24	02422009 012001		\$ 9,000.00	Additional OT services
Other Prof Tech	Contracted PT	24	02422009 021311	\$ 2,000.00		Additional PT services
Other Prof Tech	Consulting Services	24	02422009 012001		\$ 2,000.00	Additional PT services
Other Prof Tech	Temporary Services	1	00120108 025013	\$ 6,000.00		Grief Counseling
Other Prof Tech	Police and Fire	1	00120108 035000		\$ 3,000.00	Grief Counseling
Other Prof Tech	Police and Fire	7	00720706 035000		\$ 3,000.00	Grief Counseling
Other Prof Tech	Temporary Services	1	00120108 025013	\$ 5,000.00		AP Proctor
Other Prof Tech	Legal Fees	24	02422009 012004		\$ 5,000.00	AP Proctor

Darien Public Schools
FY 22
May Transfers
Requires BOE Approval

<u>Broad Category</u>	<u>Description</u>	<u>RC</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TO</u>	<u>FROM</u>	<u>Description</u>
Salaries	Substitutes	26	02612009	021302	\$ 6,600.00		Workers Compensation Reimbursement
Benefits	Workers Compensation	25	02532009	082002		\$ 6,600.00	Workers Compensation Reimbursement

GRANT FINANCIAL REPORT - MAY 31, 2022

ACCOUNT	IDEA 611 and 619	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021603	INSTRUCTIONAL PARA-619	\$ 20,287	\$ 20,946	\$ 21,152	\$ 21,402	\$ -	\$ 21,402	\$ 19,453	\$ 1,949	(0)	21,402	0.55	\$ -
021603	INSTRUCTIONAL PARA	\$ 217,687	\$ 253,112	\$ 301,920	\$ 378,218	\$ (18,366)	\$ 359,852	\$ 237,667	\$ 29,068	93,118	266,735	6.44	\$ 93,118
021303	SPECIAL ED TEACHERS	\$ 174,348	\$ 219,745	\$ 160,386	\$ 200,000	\$ -	\$ 200,000	\$ 138,844	\$ 42,583	18,573	181,427	2.00	\$ 18,573
021307	SPEECH TEACHERS	\$ 202,127	\$ 223,914	\$ 210,623	\$ 216,000	\$ 7,696	\$ 223,696	\$ 177,195	\$ 45,888	614	223,082	2.50	\$ 614
021403	PSYCHOLOGIST	\$ 91,682	\$ 94,126	\$ 61,588	\$ 68,000	\$ 1,946	\$ 69,946	\$ 52,539	\$ 17,407	0	69,946	1.05	\$ 0
041002	LICENSED PRACTICAL NURSES	\$ -	\$ -	\$ -	\$ -	\$ 8,724	\$ 8,724	\$ 8,724	\$ -	-	8,724	1.00	\$ -
	TOTAL PERSONNEL	\$ 706,131	\$ 811,843	\$ 755,668	\$ 883,620	\$ -	\$ 883,620	\$ 634,420	\$ 136,895	\$ 112,305	\$ 771,315	13.53	\$ 112,305

ACCOUNT	IDEA 611 Carryover	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021603	INSTRUCTIONAL PARA-619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
021603	INSTRUCTIONAL PARA	\$ 62,817	\$ 41,011	\$ 6,067	\$ 40,779	\$ 52,307	\$ 93,086	\$ 85,837	\$ 7,249	(0.00)	93,086	2.56	\$ -
021303	SPECIAL ED TEACHERS	\$ 34,252	\$ 29,771	\$ 9,468	\$ 5,401	\$ (2,303)	\$ 3,098	\$ 3,098	\$ -	-	3,098	-	\$ -
021307	SPEECH TEACHERS	\$ 41,622	\$ 34,805	\$ -	\$ 34,302	\$ (26,103)	\$ 8,199	\$ 8,199	\$ -	-	8,199	-	\$ -
021403	PSYCHOLOGIST	\$ 19,129	\$ 14,255	\$ 5,367	\$ 29,386	\$ (23,902)	\$ 5,484	\$ 5,484	\$ -	0.00	5,484	-	\$ -
	TOTAL PERSONNEL	\$ 157,820	\$ 119,842	\$ 20,901	\$ 109,868	\$ 0	\$ 109,868	\$ 102,619	\$ 7,249	(0.00)	\$ 109,868	2.56	\$ -

ACCOUNT	IDEA 611 ARP and 619 ARP	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021307	SPEECH TEACHERS	\$ -	\$ -	\$ -	\$ -	\$ 98,069	\$ 98,069	\$ -	\$ -	98,069.00	-	-	\$ 98,069
021403	PSYCHOLOGIST	\$ -	\$ -	\$ -	\$ -	\$ 86,650	\$ 86,650	\$ -	\$ -	86,650.00	-	-	\$ 86,650
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ 184,719	\$ 184,719	\$ -	\$ -	\$ 184,719	\$ -	-	\$ 184,719

	OPERATING	\$ -	\$ -	\$ -	\$ 199,131	\$ (199,131)	\$ -	\$ -	\$ -	-	-	-	\$ -
021305	CONTRACTED SPEECH-611	\$ -	\$ -	\$ -	\$ 18,902	\$ -	\$ 18,902	\$ -	\$ -	18,902	-	-	\$ 18,902
021305	CONTRACTED SPEECH-619	\$ -	\$ -	\$ -	\$ 218,033	\$ (199,131)	\$ 18,902	\$ -	\$ -	18,902	-	-	\$ 18,902
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
073001	EQUIP&FURN-SPED	\$ -	\$ -	\$ -	\$ -	\$ 14,412	\$ 14,412	\$ -	\$ -	14,412	-	-	\$ 14,412
	TOTAL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 14,412	\$ 14,412	\$ -	\$ -	14,412	\$ -	-	\$ 14,412

TOTAL IDEA 611 and 619ARP \$ - \$ - \$ - \$ 218,033 \$ - \$ 218,033 \$ - 0.0 \$ 218,033

TOTAL IDEA \$ 863,951 \$ 931,685 \$ 776,570 \$ 1,211,521 \$ 1,211,521 \$ 737,040 \$ 144,144 \$ 330,338 \$ 881,184 16.1 \$ 330,338

ACCOUNT	TITLE I	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021301	CLASSROOM TEACHERS	\$ 32,906	\$ 44,632	\$ 45,094	\$ 59,591	\$ -	\$ 59,591	\$ 39,694	\$ 19,897	0	59,590	0.69	\$ 0
021312	CURRICULUM WRITING												
	TOTAL PERSONNEL	\$ 32,906	\$ 44,632	\$ 45,094	\$ 59,591	\$ -	\$ 59,591	\$ 39,694	\$ 19,897	\$ 0	\$ 59,590	0.69	\$ 0

	OPERATING												
025003	PROFESSIONAL DEVELOPMENT	\$ 76,535	\$ 56,781	\$ 18,978	\$ 100,900		\$ 100,900	\$ 91,356	\$ 9,544	-	100,900	-	\$ -
012001	CONSULTANT SERVICES	\$ -	\$ -	\$ 24,474	\$ 500	\$ -	\$ 500	\$ -	\$ -	500	-	-	\$ 500
023004	RESOURCE MATERIALS	\$ 44,203	\$ 3,236	\$ 785	\$ 8,672		\$ 8,672	\$ 2,032	\$ 3,875	2,766	5,906	-	\$ 2,766
	TOTAL OPERATING	\$ 120,738	\$ 60,017	\$ 44,237	\$ 110,072	\$ -	\$ 110,072	\$ 93,388	\$ 13,418	\$ 3,266	\$ 106,806	-	\$ 3,266

	FIXED												
082003	BENEFITS	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	-	-	-	\$ -
	TOTAL FIXED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL TITLE I \$ 153,644 \$ 104,649 \$ 89,331 \$ 169,663 \$ 133,082 \$ 33,315 \$ 3,266 \$ 166,397 0.69 \$ 3,266

ACCOUNT	TITLE I Carryover	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021301	CLASSROOM TEACHERS	\$ 53,982	\$ 27,094	\$ 30,143	\$ 26,629		\$ 26,629	\$ 26,629	\$ -	-	26,629	0.31	\$ -
021312	CURRICULUM WRITING	\$ -	\$ -	\$ -	\$ 14,906		\$ 14,906	\$ 14,906	\$ -	-	14,906	-	\$ -
	TOTAL PERSONNEL	\$ 53,982	\$ 27,094	\$ 30,143	\$ 41,535	\$ -	\$ 41,535	\$ 41,535	\$ -	\$ -	\$ 41,535	0.31	\$ -
	OPERATING												
025003	PROFESSIONAL DEVELOPMENT	\$ 42,461	\$ 3,965	\$ 3,219	\$ 970		\$ 970	\$ 970	\$ -	-	970	-	\$ -
012001	CONSULTANT SERVICES	\$ -	\$ -	\$ 500	\$ -		\$ -	\$ -	\$ -	-	-	-	\$ -
023004	RESOURCE MATERIALS	\$ 20,795	\$ 7,128	\$ 23,857	\$ 5,215		\$ 5,215	\$ 5,215	\$ -	-	5,215	-	\$ -
	TOTAL OPERATING	\$ 63,257	\$ 11,093	\$ 27,576	\$ 6,186	\$ -	\$ 6,186	\$ 6,186	\$ -	\$ -	\$ 6,186	-	\$ -

	FIXED												
082003	BENEFITS	\$ 1,125	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	-	-	-	\$ -
	TOTAL FIXED	\$ 1,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL TITLE I Carryover \$ 118,364 \$ 38,187 \$ 57,719 \$ 47,720 \$ 47,720 \$ - \$ - \$ 47,720 0.31 \$ -

TOTAL TITLE I \$ 272,008 \$ 142,836 \$ 147,050 \$ 217,383 \$ 180,802 \$ 33,315 \$ 3,266 \$ 214,117 1.00 \$ 3,266

ACCOUNT	TITLE II	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	-	-	\$ 15,000
	TOTAL PERSONNEL				\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	-	-	\$ 15,000
013035	SOFTWARE	\$ -	\$ -	\$ -	\$ 13,200	\$ -	\$ 13,200	\$ 12,350	\$ -	850	12,350	-	\$ 850
023004	RESOURCE MATERIALS	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	-	10,000	-	\$ -
025003	PROFESSIONAL DEVELOPMENT	\$ 78,234	\$ 66,726	\$ 21,540	\$ 34,452	\$ -	\$ 34,452	\$ -	\$ -	\$ 34,452	-	-	\$ 34,452
	TOTAL OPERATING	\$ 78,234	\$ 66,726	\$ 21,540	\$ 57,652	\$ -	\$ 57,652	\$ 22,350	\$ -	\$ 35,302	\$ 22,350	-	\$ 35,302
	TOTAL TITLE II	\$ 78,234	\$ 66,726	\$ 21,540	\$ 72,652	\$ -	\$ 72,652	\$ 22,350	\$ -	\$ 50,302	\$ 22,350	-	\$ 50,302

ACCOUNT	TITLE II Carryover	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
025003	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 34,888	\$ -	\$ 34,888	\$ 34,888	\$ -	-	\$ 34,888	-	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 34,888	\$ -	\$ 34,888	\$ 34,888	\$ -	-	\$ 34,888	-	\$ -
	TOTAL TITLE II Carryover	\$ -	\$ -	\$ -	\$ 34,888	\$ -	\$ 34,888	\$ 34,888	\$ -	\$ -	\$ 34,888	-	\$ -
	TOTAL TITLE II	\$ 78,234	\$ 66,726	\$ 21,540	\$ 107,540	\$ -	\$ 107,540	\$ 57,238	\$ -	\$ 50,302	\$ 57,238	-	\$ 50,302

ACCOUNT	TITLE III	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
012001	CONSULTANT SERVICES	\$ -	\$ -	\$ -	\$ 4,589	\$ -	\$ 4,589	\$ 827	\$ -	3,762	827	-	\$ 3,762
023004	RESOURCE MATERIALS	\$ -	\$ 1,612	\$ -	\$ 2,540	\$ -	\$ 2,540	\$ -	\$ -	2,540	-	-	\$ 2,540
	TOTAL OPERATING	\$ -	\$ 1,612	\$ -	\$ 7,129	\$ -	\$ 7,129	\$ 827	\$ -	\$ 6,302	\$ 827	-	\$ 6,302
	TITLE III Carryover												
012001	CONSULTANT SERVICES	\$ -	\$ -	\$ -	\$ 2,933	\$ -	\$ 2,933	\$ 2,933	\$ -	-	2,933	-	\$ -
023004	RESOURCE MATERIALS	\$ -	\$ -	\$ 3,988	\$ 4,774	\$ -	\$ 4,774	\$ 4,774	\$ -	-	4,774	-	\$ (0)
	TOTAL OPERATING	\$ -	\$ -	\$ 3,988	\$ 7,707	\$ -	\$ 7,707	\$ 7,707	\$ -	\$ -	\$ 7,707	-	\$ (0)
	TOTAL TITLE III	\$ -	\$ 1,612	\$ 3,988	\$ 14,835	\$ -	\$ 14,835	\$ 8,534	\$ -	\$ 6,302	\$ 8,534	-	\$ 6,301

ACCOUNT	TITLE IV	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ 9,000	\$ 1,935	\$ -	\$ 4,140	\$ -	\$ 4,140	\$ -	\$ -	\$ 4,140	-	-	\$ 4,140
	TOTAL PERSONNEL	\$ 9,000	\$ 1,935	\$ -	\$ 4,140	\$ -	\$ 4,140	\$ -	\$ -	\$ 4,140	-	-	\$ 4,140
025005	CURRICULUM RESEARCH & DEV	\$ 3,934	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	-	-	\$ 3,000
023004	RESOURCE MATERIALS	\$ -	\$ -	\$ -	\$ 2,860	\$ -	\$ 2,860	\$ -	\$ -	\$ 2,860	-	-	\$ 2,860
	TOTAL OPERATING	\$ 3,934	\$ -	\$ -	\$ 5,860	\$ -	\$ 5,860	\$ -	\$ -	\$ 5,860	-	-	\$ 5,860
	TITLE IV Carryover												
021312	CURRICULUM DEVELOPMENT	\$ -	\$ -	\$ 8,065	\$ 6,500	\$ -	\$ 6,500	\$ 6,367	\$ -	133	6,500	-	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ 8,065	\$ 6,500	\$ -	\$ 6,500	\$ 6,367	\$ -	\$ 133	\$ 6,500	-	\$ -
025005	CURRICULUM RESEARCH & DEV	\$ -	\$ 11,206	\$ 3,259	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
023004	RESOURCE MATERIALS	\$ -	\$ -	\$ -	\$ 5,202	\$ -	\$ 5,202	\$ 4,071	\$ -	\$ 1,131	\$ 5,202	-	\$ -
	TOTAL OPERATING	\$ -	\$ 11,206	\$ 3,259	\$ 5,202	\$ -	\$ 5,202	\$ 4,071	\$ -	\$ 1,131	\$ 5,202	-	\$ -
	TOTAL TITLE IV	\$ 12,934	\$ 13,141	\$ 11,324	\$ 21,702	\$ -	\$ 21,702	\$ 10,438	\$ -	\$ 11,264	\$ 11,702	-	\$ 10,000

ACCOUNT	ESSER II - SPEC EDUC RECOVERY	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
012001	CONSULTING SERVICES	\$ -	\$ -	\$ -	\$ 59,500	\$ -	\$ 59,500		\$ -	\$ 59,500	-	-	\$ 59,500
021305	CONTRACTED SPEECH				\$ 65,000		\$ 65,000			\$ 65,000	-	-	\$ 65,000
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 124,500	\$ -	\$ 124,500	\$ -	\$ -	\$ 124,500	\$ -	-	\$ 124,500

TOTAL ESSER II - SPEC EDUC RECOVER \$ - \$ 124,500 \$ - \$ 124,500 \$ - \$ 124,500 \$ - \$ 124,500

ACCOUNT	SPECIAL EDUC STIPEND-COVID 19	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021220	CURRICULUM SUPERVISION	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 20,000	-	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 20,000	-	\$ -

TOTAL SPEC EDUC STIPEND \$ - \$ 20,000 \$ 20,000 \$ 20,000 \$ - \$ 20,000 \$ - \$ 20,000 \$ - \$ -

ACCOUNT	ARP ESSER FUNDS	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
011031	DIRECTOR NURSING	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 17,273	\$ 2,727	\$ 0	\$ 20,000	-	\$ -
021301	CLASSROOM TEACHERS	\$ -	\$ -	\$ -	\$ 219,730	\$ (15,432)	\$ 204,298	\$ 139,913	\$ 28,933	\$ 35,452	\$ 168,846	2.50	\$ 35,452
021303	SPECIAL CLASS TEACHERS				\$ 13,531	\$ 13,531	\$ 83,976	\$ 66,136	\$ 14,094	\$ 5,747	\$ 80,229	1.00	\$ 5,747
021403	PSYCHOLOGISTS				\$ 72,445	\$ 7,053	\$ 79,498	\$ 55,844	\$ 15,179	\$ 8,475	\$ 71,023	1.00	\$ 8,475
021602	CAMPUS MONITORS				\$ 37,995	\$ (820)	\$ 37,175	\$ 33,304	\$ 3,455	\$ 416	\$ 36,759	1.00	\$ 416
025003	SUBSTITUTE NURSES				\$ 20,250	\$ -	\$ 20,250	\$ 20,218		\$ 32	\$ 20,250		\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ 442,865	\$ 4,332	\$ 447,197	\$ 332,688	\$ 64,388	\$ 50,121	\$ 397,108	5.50	\$ 50,089
021304	HOMEBOUND TUTORIAL				\$ -	\$ 3,966	\$ 3,966	\$ 3,966	\$ -	\$ -	\$ 3,966		\$ -
021305	CONTRACTED SPEECH				\$ 50,000	\$ 12,475	\$ 62,475	\$ 49,988	\$ 12,488	\$ -	\$ 62,475		\$ -
021308	ESY				\$ 65,720	\$ (15,000)	\$ 50,720	\$ -	\$ -	\$ 50,720	\$ -		\$ 50,720
021309	OCCUPATIONAL THERAPY				\$ 50,000	\$ (33,628)	\$ 16,372	\$ 8,245	\$ 3,460	\$ 4,667	\$ 11,705		\$ 4,667
021311	CONTRACTED PHYSICAL THERAPY				\$ 50,000	\$ (37,090)	\$ 12,910	\$ 9,230	\$ 1,930	\$ 1,750	\$ 11,160		\$ 1,750
012001	CONSULTING SERVICES				\$ -	\$ 69,278	\$ 69,278	\$ 35,809	\$ 32,869	\$ 600	\$ 68,678		\$ 600
075003	PROFESSIONAL DEVELOPMENT				\$ 26,000	\$ -	\$ 26,000	\$ 16,845	\$ -	\$ 9,155	\$ 26,000		\$ -
074030	EMERGENCY REPAIRS				\$ 75,720	\$ -	\$ 75,720	\$ 70,175	\$ -	\$ 5,545	\$ 70,175		\$ 5,545
083006	RENTAL OF TOOLS & EQUIPMENT				\$ 12,000	\$ -	\$ 12,000	\$ 11,995	\$ -	\$ 5	\$ 12,000		\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 329,440	\$ -	\$ 329,440	\$ 206,252	\$ 50,746	\$ 72,442	\$ 266,158	0	\$ 63,282
073400	EQUIPMENT-TECHNOLOGY				\$ 253,600	\$ (4,332)	\$ 249,268	\$ 244,989	\$ -	\$ 4,280	\$ 244,989		\$ 4,280
	TOTAL EQUIPMENT	\$ -	\$ -	\$ -	\$ 253,600	\$ (4,332)	\$ 249,268	\$ 244,989	\$ -	\$ 4,280	\$ 244,989	-	\$ 4,280

TOTAL ARP ESSER FUNDS \$ - \$ 1,025,905 \$ 783,928 \$ 115,134 \$ 126,843 \$ 908,255 5.50 \$ 117,650

ACCOUNT	TECHNOLOGY EDUCATION GRANT	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
123021	NEW COMPUTER EQUIPMENT	\$ 6,986	\$ 8,211	\$ 14,266	\$ 7,082	\$ -	\$ 7,082	\$ 7,020	\$ -	\$ 62	\$ 7,082	-	\$ (0)
	TOTAL EQUIPMENT	\$ 6,986	\$ 8,211	\$ 14,266	\$ 7,082	\$ -	\$ 7,082	\$ 7,020	\$ -	\$ 62	\$ 7,082	-	\$ (0)

TOTAL TECH EDUCATION GRANT \$ 6,986 \$ 8,211 \$ 14,266 \$ 7,082 \$ - \$ 62 \$ 7,082 \$ - \$ -

ACCOUNT	UNIFIED CHAMPION SCHOOL GRANT	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
024011	TEACHING SUPPLIES	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 966	\$ -	\$ 34	\$ 1,000	\$ -	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 966	\$ -	\$ 34	\$ 1,000	\$ -	\$ -
	TOTAL UNIFIED CHAMPION	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 966	\$ -	\$ 34	\$ 1,000	\$ -	\$ -
ACCOUNT	DARIEN FOUNDATION GRANT	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
101003	CLUBS AND COUNCILS				\$ 48,000	\$ 13,884	\$ 61,884	\$ 28,373	\$ 7,053	\$ 26,458	\$ 35,426		\$ 26,458
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ 48,000	\$ 13,884	\$ 61,884	\$ 28,373	\$ 7,053	\$ 26,458	\$ 35,426	\$ -	\$ 26,458
025003	PROFESSIONAL DEVELOPMENT				\$ -	\$ 10,000	\$ 10,000	\$ 6,200	\$ -	\$ 3,800	\$ 10,000		\$ -
024011	GENERAL TEACHING SUPPLIES				\$ 100,000	\$ (23,884)	\$ 76,116	\$ 39,934	\$ 969	\$ 35,212	\$ 40,903.52		\$ 35,212
025026	DUES AND FEES				\$ 40,000	\$ (2,000)	\$ 38,000			\$ 38,000	\$ -		\$ 38,000
052004	FIELD TRIPS				\$ -	\$ 2,000	\$ 2,000	\$ 122	\$ -	\$ 1,878	\$ 122		\$ 1,878
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 140,000	\$ (13,884)	\$ 126,116	\$ 46,257	\$ 969	\$ 78,890	\$ 51,026		\$ 75,090
123021	NEW COMPUTER EQUIPMENT	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 103	\$ -	\$ 24,897	\$ 10,000	\$ -	\$ 15,000
	TOTAL EQUIPMENT	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 103	\$ -	\$ 24,897	\$ 10,000	\$ -	\$ 15,000
	TOTAL DARIEN FOUNDATION GRANT	\$ -	\$ -	\$ -	\$ 213,000	\$ -	\$ 213,000	\$ 74,732	\$ 8,022	\$ 130,246	\$ 96,452	\$ -	\$ 116,548

CATEGORY	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
Personnel	\$ 959,839	\$ 1,005,346	\$ 1,130,852	\$ 1,638,183	\$ 202,935	\$ 1,841,118	\$ 1,205,696	\$ 235,482	\$ 399,939	\$ 1,441,343	22.59	\$ 399,775
Operating	\$ 266,163	\$ 150,655	\$ 707,950	\$ 1,047,667	\$ (213,015)	\$ 834,652	\$ 422,890	\$ 65,134	\$ 346,628	\$ 502,149	\$ -	\$ 332,503
Fixed	\$ 1,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 6,986	\$ 8,211	\$ 221,732	\$ 285,682	\$ 10,080	\$ 295,762	\$ 252,111	\$ -	\$ 43,651	\$ 262,071	\$ -	\$ 33,691
Total Grant Expenses	\$ 1,234,113	\$ 1,164,211	\$ 2,060,534	\$ 2,971,532	\$ 0	\$ 2,971,532	\$ 1,880,697	\$ 300,616	\$ 790,219	\$ 2,205,563	22.59	\$ 765,969

*ESSER I, ESSER II, and CORONAVIRUS RELIEF FUNDS are reflected as reimbursements in the general operating budget.

RECOVERY SERVICES REPORT- MAY 31, 2022

ACCOUNT	BOARD OF EDUCATION OPERATING	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021305	CONTRACTED SPEECH ***	\$ 54,500	61,738	\$ 116,238	\$ 77,565	\$ 15,410	23,263	92,975		23,263
025011	PUPIL EVALUATIONS	\$ 37,000	\$ (37,000)	\$ -	\$ -	\$ -	-	-		\$ -
021311	CONTRACTED PHYSICAL THERAPY	\$ 13,000	\$ (13,000)	\$ -	\$ -	\$ -	-	-		\$ -
021309	CONTRACTED OT	\$ -	\$ 7,188	\$ 7,188	\$ 2,866	\$ 4,302	20	7,168		\$ 20
012001	CONSULTING SERVICES ***	\$ 130,000	\$ (18,926)	\$ 111,074	\$ 29,475	\$ 630	80,969	30,105		\$ 80,969

TOTAL BOARD OF EDUCATION-OPERATING \$ 234,500 \$ - \$ 234,500 \$ 109,906 \$ 20,342 \$ 104,252 \$ 130,248 \$ - \$ 104,252

ACCOUNT	ARP ESSER FUNDS	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021303	SPECIAL CLASS TEACHERS	\$ 72,445	\$ 13,531	\$ 85,976	\$ 66,136	\$ 14,094	5,747	80,229	1.00	\$ 5,747
021403	PSYCHOLOGISTS	\$ 72,445	\$ 7,053	\$ 79,498	\$ 55,844	\$ 15,179	8,475	71,023	1.00	\$ 8,475
	TOTAL PERSONNEL	\$ 144,890	\$ 20,584	\$ 165,474	\$ 121,980	\$ 29,273	14,222	\$ 151,252	2.00	\$ 14,222
021304	HOMEBOUND TUTORIAL	\$ -	\$ 3,966	\$ 3,966	\$ 3,966	\$ -	-	3,966		\$ -
021305	CONTRACTED SPEECH	\$ 50,000	\$ 12,475	\$ 62,475	\$ 49,988	\$ 12,488	-	62,475		\$ -
021308	ESY	\$ 65,720	\$ (15,000)	\$ 50,720	\$ -	\$ -	50,720	-		\$ 50,720
021309	OCCUPATIONAL THERAPY	\$ 50,000	\$ (33,628)	\$ 16,372	\$ 8,245	\$ 3,460	4,667	11,705		\$ 4,667
021311	CONTRACTED PHYSICAL THERAPY	\$ 50,000	\$ (37,090)	\$ 12,910	\$ 9,230	\$ 1,930	1,750	11,160		\$ 1,750
012001	CONSULTING SERVICES	\$ -	\$ 69,278	\$ 69,278	\$ 35,809	\$ 32,869	600	68,678		\$ 600
	TOTAL OPERATING	\$ 215,720	\$ 1	\$ 215,721	\$ 107,238	\$ 50,747	\$ 57,737	\$ 157,984		\$ 57,737

TOTAL ARP ESSER RECOVERY SVCS \$ 360,610 \$ 20,585 \$ 381,195 \$ 229,217 \$ 80,019 \$ 71,959 \$ 309,236 2.00 \$ 71,959

ACCOUNT	ESSER II - SPEC EDUC RECOVERY	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
012001	CONSULTING SERVICES	\$ 59,500	\$ -	\$ 59,500		\$ -	59,500	-	-	\$ 59,500
021305	CONTRACTED SPEECH	\$ 65,000		\$ 65,000			65,000	-	-	\$ 65,000
	TOTAL OPERATING	\$ 124,500	\$ -	\$ 124,500	\$ -	\$ -	\$ 124,500	\$ -	-	\$ 124,500

TOTAL ESSER II - SPEC EDUC RECOVERY \$ 124,500 \$ - \$ 124,500 \$ - \$ - \$ 124,500 \$ - \$ - \$ 124,500

ACCOUNT	IDEA 611 ARP and 619 ARP	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021307	SPEECH TEACHERS	\$ -	\$ 98,069	\$ 98,069	\$ -	\$ -	98,069.00	-	-	\$ 98,069
021403	PSYCHOLOGIST	\$ -	\$ 86,650	\$ 86,650			86,650.00	-	-	\$ 86,650
	TOTAL PERSONNEL	\$ -	\$ 184,719	\$ 184,719	\$ -	\$ -	\$ 184,719	\$ -	-	\$ 184,719

ACCOUNT	OPERATING	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021305	CONTRACTED SPEECH-611	\$ 199,131	\$ (199,131)	\$ -	\$ -	\$ -	-	-	-	\$ -
021305	CONTRACTED SPEECH-619	\$ 18,902		\$ 18,902	\$ -	\$ -	18,902	-	-	\$ 18,902
	TOTAL OPERATING	\$ 218,033	\$ (199,131)	\$ 18,902	\$ -	\$ -	\$ 18,902	\$ -	-	\$ 18,902

ACCOUNT	EQUIPMENT	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
073001	EQUIP&FURN SPED	\$ -	\$ 14,412	\$ 14,412	\$ -	\$ -	14,412	-	-	\$ 14,412
	TOTAL EQUIPMENT	\$ -	\$ 14,412	\$ 14,412	\$ -	\$ -	\$ 14,412	\$ -	-	\$ 14,412

TOTAL IDEA 611 and 619ARP \$ 218,033 \$ - \$ 218,033 \$ - \$ - \$ 218,033 \$ - \$ - \$ 218,033

Funds	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.
Grant Funds - Personnel	\$ 144,890	\$ 205,303	\$ 350,193	\$ 121,980	\$ 29,273	\$ 198,941	\$ 151,252	2.00	\$ 198,941
Board of Education Operating	\$ 234,500	\$ -	\$ 234,500	\$ 109,906	\$ 20,342	\$ 104,252	\$ 130,248	-	\$ 104,252
Grant Funds-Operating	\$ 558,253	\$ (199,130)	\$ 359,123	\$ 107,238	\$ 50,747	\$ 201,139	\$ 157,984	-	\$ 201,139
Grant Funds-Equipment	\$ -	\$ 14,412	\$ 14,412	\$ -	\$ -	\$ 14,412	\$ -	-	\$ 14,412
Total Recovery Services	\$ 937,643	\$ 20,585	\$ 958,228	\$ 339,123	\$ 100,361	\$ 518,744	\$ 439,484	2.00	\$ 518,744

***012001 CONSULTING SERVICES

\$80,969 - Available Budget - Non recovery services expended in its place

***021305 CONTRACTED SPEECH

\$23,263 - Available Budget - Non recovery services expended in its place

Food Service Financial Statement

	FY19	FY20	FY21	Food Service YTD Fund 4	Forecast
Revenue:					
Student Sales	\$ 2,173,965	\$ 1,473,979	\$ 660,451	\$ 2,136,024	\$ 2,292,024
Pavillion	\$ -	\$ -	\$ -	\$ 19,763	\$ 19,763
Adult Sales	\$ 65,992	\$ 41,490	\$ 53,888	\$ 70,770	\$ 75,160
Interest	\$ 2,128	\$ 1,759	\$ 330	\$ 666	\$ 716
Total Revenue	\$ 2,242,086	\$ 1,517,228	\$ 714,669	\$ 2,227,223	\$ 2,387,663
Expenses:					
District Staff	\$ 1,031,701	\$ 767,879	\$ 548	\$ 409,537	\$ 443,741
District Retirement	\$ 35,765	\$ 30,436	\$ -	\$ 56,617	\$ 56,617
Food Expense	\$ 1,055,730	\$ 779,067	\$ -	\$ -	\$ -
Equipment Repairs	\$ 67,361	\$ 41,961	\$ -	\$ 21,686	\$ 23,151
Utilities	\$ 13,124	\$ -	\$ -	\$ 11,657	\$ 12,707
Supplies	\$ 7,090	\$ 1,657	\$ -	\$ -	\$ -
Professional Development	\$ 7,671	\$ 5,248	\$ -	\$ -	\$ -
Management Expense	\$ -	\$ -	\$ 686,200	\$ 1,559,090	\$ 1,675,150
Uniforms/Travel	\$ 11,308	\$ 5,902	\$ 3,163	\$ 1,916	\$ 2,216
Bank Fees	\$ -	\$ -	\$ 35	\$ 25	\$ 25
Total	\$ 2,229,751	\$ 1,632,150	\$ 689,945	\$ 2,060,528	\$ 2,213,607
P&L	\$ 12,335	\$ (114,922)	\$ 24,724	\$ 166,695	\$ 174,056
Starting Fund Balance	\$ 292,710	\$ 305,043	\$ 190,121	\$ 214,845	\$ 214,845
Ending Fund Balance	\$ 305,044	\$ 190,121	\$ 214,845	\$ 381,540	\$ 388,902

COVID RELATED GRANTS

FY21: CRF
Award

\$ 347,497

Description	Budget	FY 21 Spent	FY22 Spent	FY 23 Projected	Variance	Category
Plexiglass	\$ 203,798	\$ 203,798	\$ -	\$ -	\$ -	Building Safe and Healthy Schools
Handwashing Stations	\$ 143,699	\$ 143,699	\$ -	\$ -	\$ -	Building Safe and Healthy Schools
Total	\$ 347,497	\$ 347,497	\$ -	\$ -	\$ -	

FY21: ESSER I
Award

\$ 347,497

Description	Budget	FY 21 Spent	FY22 Spent	FY 23 Projected	Variance	Category
Touchless Hand Sanitizers	\$ 42,000	\$ 42,000	\$ -	\$ -	\$ -	Building Safe and Healthy Schools
Charging Stations	\$ 18,999	\$ 18,999	\$ -	\$ -	\$ -	Strategic Use of Technology
Document Cameras	\$ 45,635	\$ 45,635	\$ -	\$ -	\$ -	Strategic Use of Technology
Software	\$ 27,977	\$ 27,977	\$ -	\$ -	\$ -	Strategic Use of Technology
Total	\$ 134,611	\$ 134,611	\$ -	\$ -	\$ -	

FY21: ESSER II
Award

\$ 596,805

Description	Budget	FY 21 Spent	FY22 Spent	FY 23 Projected	Variance	Category
Classroom Teacher at Holmes	\$ 72,085	\$ 72,085	\$ -	\$ -	\$ -	Acceleration, Academic Renewal and Student Enrichment
Classroom Teacher at Royle	\$ 90,297	\$ 90,297	\$ -	\$ -	\$ -	Acceleration, Academic Renewal and Student Enrichment
Classroom Teacher at Ox Ridge	\$ 56,313	\$ 56,313	\$ -	\$ -	\$ -	Acceleration, Academic Renewal and Student Enrichment
Technician	\$ 45,403	\$ 45,403	\$ -	\$ -	\$ -	Strategic Use of Technology
PPE's	\$ 83,356	\$ 83,356	\$ -	\$ -	\$ -	Building Safe and Healthy Schools
HVAC Evaluation	\$ 11,200	\$ 11,200	\$ -	\$ -	\$ -	Building Safe and Healthy Schools
Exhaust fan repairs	\$ 47,158	\$ 47,158	\$ -	\$ -	\$ -	Building Safe and Healthy Schools
Air Conditioning in Libraries	\$ 22,407	\$ 22,407	\$ -	\$ -	\$ -	Building Safe and Healthy Schools
Technology Equipment	\$ 142,832	\$ 142,832	\$ -	\$ -	\$ -	Strategic Use of Technology
Zoom	\$ 25,754	\$ 25,754	\$ -	\$ -	\$ -	Strategic Use of Technology
Total	\$ 596,805	\$ 596,805	\$ -	\$ -	\$ -	

FY22: ARP ESSER III FUNDS

Award

\$ 1,025,905

Description	Budget	FY 21 Spent	FY22 Forecast	FY 23 Projected	Variance	Category
Literacy Interventionist**	\$ 204,298	\$ -	\$ 168,846	\$ -	\$ 35,452	Acceleration, Academic Renewal and Student Enrichment
Special Education Teacher	\$ 85,976	\$ -	\$ 80,229	\$ -	\$ 5,747	Acceleration, Academic Renewal and Student Enrichment
ESY*	\$ 50,720	\$ -	\$ -	\$ 50,720	\$ -	Acceleration, Academic Renewal and Student Enrichment
Special Education Recovery Services	\$ 165,000	\$ -	\$ 157,983	\$ -	\$ 7,017	Acceleration, Academic Renewal and Student Enrichment
Total	\$ 505,994	\$ -	\$ 407,058	\$ 50,720	\$ 48,216	Acceleration, Academic Renewal and Student Enrichment
Psychologists	\$ 79,498	\$ -	\$ 71,023	\$ -	\$ 8,475	Social and Emotional Health
Professional Development	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	Social and Emotional Health
Total	\$ 105,498	\$ -	\$ 97,023	\$ -	\$ 8,475	Social and Emotional Health
Covid Compliance Officer	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	Building Safe and Healthy Schools
Campus Monitor	\$ 37,175	\$ -	\$ 36,759	\$ -	\$ 416	Building Safe and Healthy Schools
Contact Tracing	\$ 20,250	\$ -	\$ 20,250	\$ -	\$ -	Building Safe and Healthy Schools
Ventilation Improvements/Report	\$ 75,720	\$ -	\$ 70,175	\$ -	\$ 5,545	Building Safe and Healthy Schools
Storage	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	Building Safe and Healthy Schools
Total	\$ 165,145	\$ -	\$ 159,184	\$ -	\$ 5,961	Building Safe and Healthy Schools
View Sonics & Wireless Upgrades	\$ 249,268	\$ -	\$ 244,989	\$ -	\$ 4,279	Strategic Use of Technology
Total	\$ 249,268	\$ -	\$ 244,989	\$ -	\$ 4,279	Strategic Use of Technology
Total	\$ 1,025,905	\$ -	\$ 908,254	\$ 50,720	\$ 66,931	

FY22: SPECIAL EDUCATION COVID 19 Stipend

Award

\$ 20,000

Description	Budget	FY 21 Spent	FY22 Forecast	FY 23 Projected	Variance	Category
ESY	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	Acceleration, Academic Renewal and Student Enrichment
Total	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	Acceleration, Academic Renewal and Student Enrichment

FY23: ARP-IDEA

Award

\$ 218,033

Description	FY22					Category
	Budget	FY 21 Spent	Spent/Encumbered	FY 23 Projected	Variance	
Speech & Language Teacher	\$ 98,069	\$ -	\$ -	\$ 98,069	\$ -	Acceleration, Academic Renewal and Student Enrichment
Psychologist	\$ 86,650	\$ -	\$ -	\$ 86,650	\$ -	Social and Emotional Health
Contracted Speech	\$ 18,902	\$ -	\$ -	\$ 18,902	\$ -	Acceleration, Academic Renewal and Student Enrichment
Assistive Technology	\$ 14,412	\$ -	\$ -	\$ 14,412	\$ -	Acceleration, Academic Renewal and Student Enrichment
Total	\$ 218,033	\$ -	\$ -	\$ 218,033	\$ -	

FY23: ESSER II SPECIAL EDUCATION RECOVERY

Award

\$ 124,500

Description	FY22					Category
	Budget	FY 21 Spent	FY22 Forecast	FY 23 Projected	Variance	
Consulting Services	\$ 59,500	\$ -	\$ -	\$ 59,500	\$ -	Acceleration, Academic Renewal and Student Enrichment
Contracted Speech	\$ 65,000	\$ -	\$ -	\$ 65,000	\$ -	Acceleration, Academic Renewal and Student Enrichment
Total	\$ 124,500	\$ -	\$ -	\$ 124,500	\$ -	

Total Grants from COVID	\$ 2,467,351	\$ 1,078,913	\$ 928,254	\$ 393,253	\$ 66,931
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Memorandum

To: Board of Education

From: Policy Committee

Date: June 14, 2022

Re: Revisions to Policies 5225, 5230, 5255, 5265, 5325, 5270, 5340, 5320, 5330, and 5025;
Repeal of Policy 5235

The Policy Committee is recommending changes to the following policies:

Board Policy 5225, Drug and Alcohol Use by Students: Revisions to this Policy clarify that the Policy regulates a student's unlawful use of drugs, since some students may have prescription covered substances which permit the possession and use of such drugs. Additional revisions reflect a change in Connecticut Law that permits students to possess and self-administer medication under certain circumstances. The Policy now also reflects the change in Connecticut Law concerning the use, sale or possession of alcohol or controlled drugs by students on school property. Board Policies shall not result in a student facing greater discipline for the use, sale or possession of cannabis than they would face for the use, sale or possession of alcohol.

Policy 5230, Illegal Substances and Tobacco Policy for Student Athletes and Students Participating in Extracurricular Activities: Revisions to this Policy clarify that a student's lawful possession and/or use of controlled substances and drugs will not subject the student to the penalties or consequences described in this Policy. A minor revision to this Policy incorporates a change in the law, which provides that qualifying patients under the age of 18 maybe prescribed marijuana in certain situations and subject to restrictions,

Policy 5255, Search and Seizure: Revisions to this Policy include stylistic and legal citations recommended by Shipman and Goodwin. In addition, the Policy clarifies that the use of drug-detection dogs, metal detectors or similar devices as well as breathalyzers and other passive alcohol screening devices may only be used with the express authorization of the Superintendent.

Policy 5265 Confidentiality and Access to Education Records: The revisions to this Policy are so extensive that we are recommending that we repeal the old Policy and replace it with the attached Policy. The extent of the revisions made it nearly impossible to read the text of the Policy. The District already complies with all provisions of this updated Policy. Revisions to this Policy include provisions related to the disclosure of records pursuant to the federal school lunch program and to the Department of Children and Families. Additional changes relate to the expunging of student expulsion records and a revised timeline for providing records to parents. A substantial number of revisions reflect the requirements of Public Act 16-189, Student Data Privacy, which includes a variety of requirements relative to the release of student data to third party consultants and operators of websites and mobile applications. The Policy now also addresses education records of transgender and gender non-

confirming students, in accordance with guidance from the Office of Civil Rights and Department of Justice. Further revisions to the Policy reflect new legislation that provides that unaccompanied youth may have access to their education records and that incarcerated parents must be allowed access to their children's records except under certain circumstances. Attorneys who have been appointed to represent children during commitment hearings involving abuse, neglect or lack of care must also be provided with immediate access to a number of education records. Certain contact information has also been updated.

Policy 5325, Student Privacy: This Policy has been revised to mirror the definition of "personally identifiable information" included in federal law. Contact information for the Family Policy Compliance Office has also been updated. The Policy has also been revised to clarify when the administration must obtain prior written consent before administering a student survey related to certain topics and when the administration must provide notice and an opportunity to opt out of participation. Additional minor changes have been made to reflect statutory language.

Policy 5270, Pledge of Allegiance and Flag Displays: This Policy has been updated to more accurately reflect the language of the relevant Connecticut Statutes. The statutory references have also been updated.

Policy 5235, Conduct on School Buses: Repeal this Policy. Conduct on school buses is now explicitly covered by Policy 5220, Student Discipline.

Policy 5025, Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease: This Policy has been revised in accordance with feedback provided by the Office of Civil Rights. The revisions include adding students with diabetes to the protections provided to students with life-threatening food allergies and glycogen storage disease. The revisions also clarify that students with life-threatening food allergies and diabetes are virtually always students with disabilities under Section 504 of the Rehabilitation Act of 1973 and should be referred to a Section 504 team. Certain other minor technical revisions have been made based on guidance from the State Department of Education.

Policy 5340, Physical Examinations and Screenings: Repeal this Policy and replace it with Shipman's Model Policy. Alicia Casucci has reviewed the model policy and confirms that it represents current laws and regulations as well as District practice.

Policy 5320, Health Services and Requirements: Repeal this Policy. The district maintains a job description for school nurses that complies with the relevant State Statutes. Tests and screenings are covered in Policy 5340.

Policy 5330, Health Records: Repeal this Policy. Provisions regarding health records are covered in Policy 5265. Student emergency cards are developed and revised, as needed by the administration.

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 5200
Rights and Responsibilities**

Policy 5225

DRUG AND ALCOHOL USE BY STUDENTS

The Darien Board of Education (the “Board”) is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Connecticut General Statutes Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).
- (3) Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the

course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).

- (4) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).
- (5) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing ~~controlled drugs or any~~ controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, ~~crack~~ cocaine vials, ~~tobacco rolling papers~~, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled ~~drugs or controlled~~ substances. C.G.S. Section 21a-240(20)(A).

Procedures

(1) Emergencies

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

(2) Prescribed Medications.

~~The parent or guardian of any student who is required to take any prescribed medication during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a and the applicable regulations and in accordance with any Students may possess and/or self-administer medications in school in accordance with the Board's policy concerning the administration of medication in school. Board policies and regulations concerning medication administration.~~

Students taking improper amounts of a prescribed medication, or otherwise taking ~~a prescribed medication without proper notification and supervision of the school nurse or designee medication contrary to the provisions of the Board's policy on the administration of medication~~ will be subject to the procedures for improper drug or alcohol use outlined in this policy.

(3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).
- (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student from a source other than the student's confidential disclosure, that the student, on or off school grounds or at a school sponsored activity, is under the influence of or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or

alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was **not** obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must **immediately** report ~~his/her~~ **such** suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if ~~he/she~~ **the administrator or designee** has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

- (5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.
 - (a) Any student in the Darien Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, **except as such use or possession is in accordance with Connecticut General Statutes Sec. 21a-408a through 408q,** is subject to discipline up to and including expulsion pursuant to the Board's student

discipline policy. On and after January 1, 2022, a student shall not face greater discipline, punishment or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

- (b) In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
- (c) If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. § 21a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stats. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with Conn. Gen. Stat. § 10-233d(a)(2) and the Board's student discipline policy.
- (d) Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (e) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
- (f) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Legal References:

Connecticut General Statutes:

June Special Session Public Act No 21-1 An Act Concerning the Responsible and Equitable Regulation of Adult Use of Cannabis

Sections 10-233a through 10-233f

Section 10-212a

Section 21 a-240

Section 10-221

Section 21 a-243

Section 21 a-408a through 408q

APPROVED: June 9, 2009

REVISED:

DRAFT

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 5200
Rights and Responsibilities**

Policy 5230

**ILLEGAL SUBSTANCES AND TOBACCO POLICY FOR STUDENT ATHLETES AND
STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES**

Policy Statement

The Board participates in the Connecticut Interscholastic Athletic Conference ("CIAC"). In accordance with CIAC participation rules and the Board's obligation under state and federal law, the Board prohibits the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school sponsored activity, whether occurring on or off school property, including but not limited to athletic activities. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by Darien High School student athletes and Darien High School students participating in extracurricular activities involving the possession, distribution, sale or use of substances that affect behavior, including performance enhancing substances. The Board further prohibits Darien High School student athletes and Darien High School students participating in extracurricular activities from using any form of tobacco including smoking using an electronic nicotine delivery system (e.g., e-cigarettes) or vapor products. This policy applies to all Darien High School student athletes participating in school sponsored athletics, whether or not such athletes are participating in CIAC controlled activities, and to all Darien High School students participating in extracurricular activities.

Definitions

- (1) **Controlled Drugs:** means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. ~~Connecticut General Statutes Section 21a-240(8).~~
- (2) **Controlled Substances:** means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted

pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).

- (3) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in Connecticut General Statutes Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. ~~Connecticut General Statutes Section 21a-240(20)(A).~~
- (4) Electronic nicotine delivery system: means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.
- (5) Performance Enhancing Substances: means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, including creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA www.wada-ama.org), except when used under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.
- (6) Professional Communication: means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a)(4).
- (7) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." Connecticut General Statutes Section 10-154a(a)(2).
- (8) Student Athlete: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.
- (9) Extracurricular Activity: means any activity that occurs outside the regular school day at Darien High School that cannot be used to attain credit toward graduation.
- (10) Vapor product: means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

Procedures

(1) Discretionary Nature of Student Athletics and Extracurricular Activities

The Board sponsors athletic programs and other activities as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student athletics is a privilege, not a right. The Board may remove students from participation in athletics activities and any other extracurricular activity in its discretion.

All student athletes, students participating in athletics and extracurricular activities and their parent(s)/guardian(s) must acknowledge electronically that they have read the Darien High School handbook, which contains this Policy and rules and regulations concerning participation in athletic and other extracurricular activities.

(2) Emergencies-

If an emergency situation results from the use of drugs, performance enhancing substances or alcohol, the student athlete shall be sent to the school nurse or medical advisor immediately, or emergency medical personnel will be notified. The parent or designated responsible person will also be notified as soon as possible.

(3) Prescribed Medications-

The parent or guardian of any student athlete or student participating in extracurricular activities who is required to take any prescribed medication during student athletic or extracurricular activities shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with Connecticut General Statute Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes or students participating in extracurricular activities taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Student athletes or students participating in extracurricular activities with a documented medical history demonstrating the need for regular use of ~~using~~ performance enhancing substances for therapeutic purposes shall not be considered to be in violation of this policy when such substances are properly prescribed and taken by the student athlete in accordance Connecticut General Statute Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes with a documented medical history demonstrating the need for regular, palliative use of marijuana shall not be considered to be in violation of this policy when such substance is properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes §Sections 21a-408a through 408q. Under no circumstances shall the school nurse or designee administer to the student, or permit the palliative use of marijuana by the student, on a school bus, school grounds or property,

in public places or in the presence of persons under the age of eighteen.

(4) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral)-

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. Connecticut General Statutes Section 10-154a(b).
- (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student athlete from whom the evidence was obtained. Connecticut General Statutes Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student athlete accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(5) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When any school staff member, or a coach or volunteer responsible for or involved in student athletic programs or extracurricular activities, obtains information related to a student athlete or student participating in extracurricular activities from a source other than the student's confidential disclosure, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia, performance enhancing substances or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply:

- (a) The staff member, coach or volunteer will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention

and counseling.

- (b) Any physical evidence (for example, alcohol, drugs, drug paraphernalia or performance enhancing substances) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(b). The name of the student must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A staff member, coach or volunteer who reasonably suspects that a student athlete or student participating in extracurricular activities is violating a state/federal law, school substance abuse policy or this chemical health policy must **immediately** report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations, if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law, a school substance abuse policy, or this chemical health policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

- (6) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia, Performance Enhancing Substances, Alcohol or Tobacco (including smoking using an electronic nicotine delivery system or vapor products)
 - (a) Any Darien High School student athlete or Darien High School student participating in extracurricular activities using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, tobacco, including electronic nicotine delivery systems or vapor products, performance enhancing substances or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes Sections 21a – 408a, is subject to discipline up to and including expulsion pursuant to the Board's Student Discipline Policy.
 - (b) In addition to discipline in accordance with the Student Discipline Policy, the administration may restrict participation in athletics and/or extracurricular activities of a Darien High School student if a student is found in violation of this Policy. Restriction from athletics and/or extracurricular activities will be issued only for violations of this Policy that occur on school grounds or at a

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school-sponsored activity, except as related to use of performance enhancing substances in accordance with Subsection 8(d) below. Restrictions shall be determined by consideration of all the relevant facts and circumstances of the particular situation and are at the discretion of school administrators, but shall include as a minimum the following penalties:

- (1) First offense in a school year for any extracurricular activity or athletic season: The student will be suspended from membership and participation in all activities related to that extracurricular or athletic team (including team practice) for fourteen (14) calendar days. The student will also be required to meet with a drug and alcohol counselor prior to re-entry into the activity or team from which he/she was suspended.
 - (2) Second offense in a school year for any extracurricular activity or athletic season:
 - (i) For athletics, if the second offense occurs within the same season as the first offense, the student will be suspended for the remainder of that season and is required to meet with a drug and alcohol counselor weekly for the rest of the season.
 - (ii) For athletics, if the second offense occurs in a different season than the first offense, the student will be suspended from participation in any athletics or extracurricular activities (including practice) for twenty-eight (28) calendar days and will be required to meet with a drug and alcohol counselor weekly during the twenty-eight (28) day suspension.
 - (iii) For extracurricular activities, no matter when the second offense occurs, the student will be suspended from all extracurricular activities for twenty-eight (28) calendar days and will be required to meet with a drug and alcohol counselor weekly during the twenty-eight (28) day suspension.
 - (3) Third offense during a school year for any extracurricular activity or athletic season: The student will be suspended from all extracurricular and athletic participation for the remainder of the school year.
- (c) If a student violates this Policy during a time period when the student is not actively participating in athletics or an extracurricular activity, such Policy violation will be considered an "offense" for purposes of Paragraph (b) above.
 - (d) A student athlete found by the administration to have used performance enhancing substances shall receive a minimum penalty of revocation of athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.
 - (e) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.

(7) Prohibition on the Promotion or Dispensing of Performance Enhancing Substances by School Staff Members, Coaches or Volunteers-

- (a) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or non-prescription), or food supplement to any student athlete except under the supervision of the school nurse or designee in accordance with Connecticut General Statute- Sections 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.
- (b) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.
- (c) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly permit student athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing their athletic performance.

A school staff member, or coach responsible for or involved in student athletic programs, who violates the terms of this policy shall be subject to discipline, up to and including termination of employment. The Board may also report violations of this policy by employees to parents of student athletes and/or state and local authorities.

- (d) The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may also report violations of this policy by volunteers to parents of student athletes and/or state and local authorities.

(8) Publication of Illegal Substance and Tobacco Policy for Athletics and Extracurricular Activities to School Staff Members, Coaches, Volunteers and Student Athletes

- (a) The Board shall publish this Policy to all school staff members, coaches and volunteers responsible for or involved in student athletic programs.
- (b) The Board shall publish this Policy to all Darien High School students and their parents/guardians.

Legal References:

Connecticut General Statutes:

Section 10-154a

Section 10-212a

Section 10-221

Section 21a-240

Section 21a-243

Sections 21a-408a
through 408q

ADOPTED: June 9, 2009

REVISED: August 22, 2017

REVISED:

DRAFT

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 5200
Rights and Responsibilities**

Policy 5255

SEARCH AND SEIZURE

1. Search of a Student and ~~His/Her~~the Student's Effects
 - A. Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." The way the search is conducted should be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."
2. Search of a Locker, Desk and Other Storage Area
 - A. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education (the "Board") authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
 - B. If the school administration reasonably suspects that a ~~pupil-student~~ is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.

- C. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.
3. The decision to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.

4. Use of drug-detection dogs and metal detectors, similar detective devices; and/or breathalyzers and other passive alcohol screening devices may be used only on the express authorization of the Superintendent, in accordance with such procedures as the Superintendent may devise.

Legal References:

Connecticut General Statutes:

Section 10-221, Boards of Education to prescribe rules

Conn. Gen. Stat section 10-221 Board of Education to prescribe rules, policies and procedures

Conn. Gen. Stat Section 54-33n, Searches Search of school locker and property

New Jersey v. T.L.O.; 469 U.S. 325 (1985)

ADOPTED: June 9, 2009

REVISED:

ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE

1. Search of a Student and His/Her Effects
 - A. All searches of students shall be conducted or directed by an authorized school administrator, i.e., the principal or vice principal, in the presence of a witness.
 - B. A search of a student's handbag, gym bag or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. A student's other effects are also subject to the same rule. Effects may include motor vehicles located on school property.
 - C. A search of a student's person may be conducted only if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Both metal detectors and breathalyzers may be used to conduct searches to the extent authorized by Board policy.
 - D. Strip searches are prohibited except when there are reasonable grounds for suspecting that such a search will produce evidence of conduct that places students, staff or school property in immediate danger. Such searches may be conducted at the request of the school principal, generally by a member of the police department. During such searches, a member of the school staff shall be present at all times as a witness, and both the police officer conducting the search and the witness shall be of the same sex as the student searched.
 - E. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of the building principal, such evidence shall be submitted to the police

department for proper disposition. Evidence not submitted to the Police Department shall be disposed of as directed by the building principal.

2. Search of a Locker, Desk and Other Storage Area

- A. The Board of Education provides lockers, desks, gym baskets and other storage areas in which pupils may keep and store personal belongings and materials provided by the Board of Education. Such storage areas are the property of the Board of Education.
- B. No pupil shall keep or store personal belongings or materials provided by the Board of Education in any storage area other than one provided by the Board of Education and designated for his/her use by the school administration.
- C. Each pupil shall be responsible for maintaining any storage area assigned to him/her for his/her use in an orderly and sanitary condition.
- D. No pupil shall keep or store in a storage area assigned to him/her for his/her use any item the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.).
- E. The use of lockers and other storage areas by pupils is a privilege. At all times such storage areas remain the property of the Board of Education. If the school administration reasonably suspects that a pupil is not maintaining a storage area assigned to him/her in a sanitary condition, or that the locker contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas in accordance with Board Policy 5145, Section 2(A).
- F. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

Legal References:

Connecticut General Statutes:

Section 10-221, Boards of education to prescribe rules

Section 54-33n, Searches

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New Jersey v. T.L.O., 469 U.S. 325 (1985)

ADOPTED: June 9, 2009

REVISED:

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 5000
Students

Policy 5265

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

I. POLICY

The Board of Education (“Board”) complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

- A. Access is defined as the right to inspect or review a student’s education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs -- any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.
- C. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.
- D. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student’s identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
- E. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the parent’s name, address and/or e-mail address; the student’s name, address, telephone number, e-mail address, photographic, computer

and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

- F. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.
- G. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.
- H. Education Records
 - 1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.
 - 2. Education records do not include:
 - a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";
 - b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
 - c) employment records used only in relation to the student's employment by the school district that are 1) made and

maintained in the normal course of business, 2) relate exclusively to the student's capacity as an employee, and 3) are not made available for any other purpose;

- d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;
- e) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
- f) grades on peer-graded papers before they are collected and recorded by a teacher.

I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

[J. *If the district maintains a law enforcement unit, the district should include this definition within the policy.*

Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.]

K. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.

- L. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's education records without the eligible student's consent.
- M. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.
- N. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a volunteer, contractor or consultant or other party who performs an institutional service or function for the District (such as an attorney, auditor, medical consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
- O. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

- A. On an annual basis, the school district will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the school district and will also be published in the school district's guide to Pupil Personnel **[or Special Education]** Services and will be

published in any other manner “reasonably likely” to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student’s education records.

- B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as **directory information**. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.
- C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters, institutions of higher education, or school choice programs, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. CONFIDENTIALITY OF EDUCATION RECORDS

- A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student’s education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.
- B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.
- C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the

district discloses personally identifiable information from education records.

- E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. ACCESS TO EDUCATION RECORDS

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Article XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.
- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of **regular education students**, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For **students requiring special education**, the Board will comply with a request to review and inspect the child's education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing or resolution session held in accordance with the IDEA; otherwise, the Board will comply with such request not later than ten (10) school days of such request.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive **one free copy** of

their child's (his/her) education records. The request for the free copy must be in writing and the Board will comply with the written request within ten (10) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the Board shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

- H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's education records **only if** they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Article VII, below.
- I. Pursuant to the procedures set forth in Article VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

J. Non-custodial Parents:

1. Divorced Parents

A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

2. Incarcerated Parents

Nothing in this policy shall be construed to limit a parent who is incarcerated from being entitled to knowledge of and access to all educational, medical, or similar records maintained in the cumulative record of any minor student of such incarcerated parent, except that such incarcerated parent shall not be entitled to such records if:

- (a) such information is considered privileged under Conn. Gen. Stat. § 10-154a, regarding a communication made privately and in confidence by a student to a professional employee in the course of the professional employee's employment concerning alcohol or drug abuse or any alcoholic or drug problem of such student;
- (b) such incarcerated parent has been convicted in Connecticut or any other state of sexual assault in violation of Conn. Gen. Stat. §§ 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a; or
- (c) such incarcerated parent is prohibited from knowledge of or access to such student's cumulative record pursuant to a court order.

K. Unaccompanied Youth:

Notwithstanding anything in this policy to the contrary, an unaccompanied youth shall be entitled to knowledge of and have access to all educational, medical or similar records in the cumulative record of such unaccompanied youth maintained by the school district. For the purposes of this provision, the term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

L. Copies of Education Records/Fees:

1. The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive **one free copy** of those records. The request for the free copy shall be made in writing. The Board shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed **[50¢]** per page. ***[Please note that the district may or may not charge for copies, provided such fee is consistent with its policy for charging for copies of records for regular education]***

students and provided that such fee does not effectively prohibit the parent/student from exercising their rights to access records].

2. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:
 - a. provide the parent or eligible student with a copy of the records requested, or
 - b. make other arrangements for the parent or eligible student to inspect and review the requested records.

[As noted above, a school district may charge a fee for all other copies of education records, provided that the imposition of a fee does not effectively prevent a parent and/or eligible student from exercising their rights to access records. If the district elects to charge a fee for copies beyond the one free copy of special education records, we suggest the following provision:

3. *The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.]*

VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

- A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:
 1. the name of any individual, agency, or organization that requested or obtained access to the student's records;
 2. the date of the request for access;
 3. whether access was given;

4. the purpose for which the party was granted access to the records;
 5. the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
 6. the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does not apply to requests from, or disclosure to:
1. a parent or eligible student;
 2. a party seeking directory information;
 3. a party who has a signed and dated written consent from the parent and/or eligible student;
 4. school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
 5. persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).
- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the district makes a release of education records without consent in **a health and safety emergency**, the district must record:
1. the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
 2. the parties to whom the district disclosed the information.

VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

- A. The school system or its designated agent(s) may not permit release of education records or any information from such records that contain personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or

eligible student, except as indicated in Article VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, video or audio recorded, person-to-person, statement over the telephone, on computer disk, e-mailed or electronic message, etc.) to any person other than those listed below, unless prior written consent has been obtained.

- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:

1. School Officials:

- a) The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.
- b) A contractor, consultant, volunteer, or other party to whom the district has outsourced institutional services or functions, provided that the party:
 - 1) performs an institutional service or function for which the district would otherwise use employees;
 - 2) is under the direct control of the district with respect to the use and maintenance of education records; and
 - 3) is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.
- c) The Board shall comply with the below Section I of this Article VII prior to the provision of student records, student information or student-generated content to any school official who is a consultant or operator, as those terms are defined in Section I.

3. Transfer Students:

- a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Article X.
 - b) When a student enrolls in a new public school district (including a public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.
 - c) Upon notification by the Department of Children and Families ("DCF") of a decision to change the school placement for a student attending district schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with Section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential education records for the student, including, but not limited to, the student's individualized education program ("IEP") and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b above.
4. The disclosure is to authorized representatives of the U.S. Comptroller, the U.S. Attorney General, the U.S. Secretary of Education, or State or local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs. These entities may make further disclosures of personally identifiable information that

are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, and (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under state law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's IEP and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as:
 - a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization,
 - b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and
 - c) the Board enters into a written agreement with the organization conducting the study that satisfies the requirements of 34 C.F.R. § 99.31(a)(6).
8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.

9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with
 - a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in 18 U.S.C. §§ 2331 and 2332b(g)(5)(B).
11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it

may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Article VI.D, above.

14. The disclosure is to the parent of a student who is under 18 years of age or to the student.
15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the district under 42 U.S.C. § 14071 and applicable federal guidelines.
16. The disclosure is to the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service, or contractors acting on its behalf, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more federal meal or nutrition programs in order to report aggregate results that do not identify any individual. Such disclosures may only be made if:
 - a) the data collected will be protected to prevent the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture, and
 - b) any personally identifiable data will be destroyed when they are no longer needed for program monitoring, evaluations, and performance measurements.
17. The disclosure is to an agency caseworker or other representative of the DCF or other child welfare agency or tribal organization who has the right to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student. The agency or organization may not disclose the education records or personally identifiable information contained in such records, except to an individual or entity engaged in addressing the student's educational needs and authorized by the agency or organization to receive such disclosure. Any disclosures made by the agency or organization must comply with applicable confidentiality laws for student education records.

D. Directory Information

The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

1. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
3. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
4. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.
5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent or eligible

student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:
 - a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
 - b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
 - c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records:

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

- G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

H. Records of the Department of Children and Families (“DCF”)

1. Documents related to any DCF child abuse and/or neglect investigations that are maintained by the Board are considered education records under the FERPA. As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.
 2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.
- I.** Except as set forth in Subsection I.5, below, the Board shall enter into a written contract with a consultant or operator any time the Board shares or provides access to student information, student records, or student-generated content with such consultant or operator.
1. The provisions of said contract shall comply with the requirements of Conn. Gen. Stat. §§ 10-234aa to 10-234dd.
 2. The district shall maintain and update an Internet web site with information relating to all contracts entered into pursuant to Subsection I, above. On or before September 1st of each school year, the Board shall electronically notify students and the parents or legal guardians of students of the address of such Internet website. Not later than five (5) business days after executing a contract pursuant to this subsection, the Board shall post notice of such contract on the Board’s website. The notice shall:
 - a. State that the contract has been executed and the date that such contract was executed;

- b. Provide a brief description of the contract and the purpose of the contract; and
 - c. State what student information, student records or student-generated content may be collected as a result of the contract.
- 3. For purposes of this subsection, upon receipt of notice of a breach of security that results in the unauthorized release, disclosure or acquisition of directory information, student information, student records or student-generated content, the Board shall electronically notify, not later than two business days after receipt of such notice, the student and the parents or guardians of the student whose information is involved in such breach. The Board shall thereafter post notice of such breach on the Board's Internet web site. The Internet posting shall comply with the requirements of FERPA. All questions and concerns relative to breach of security shall be referred to ***[Insert Name and Contact Information]***.
- 4. For purposes of this subsection, the following definitions are applicable:
 - a. Consultant means a professional who provides noninstructional services, including but not limited to, administrative, planning, analysis, statistical or research services, to the Board pursuant to a contract with the Board.
 - b. Operator means any person who (a) operates an Internet web site, online service or mobile application with actual knowledge that such Internet web site, online service or mobile application is used for school purposes and was designed and marketed for school purposes, to the extent it is engaged in the operation of such Internet web site, online service or mobile application, and (b) collects, maintains or uses student information.
 - c. School Purposes means purposes that customarily take place at the direction of a teacher or the Board, or aid in the administration of school activities, including but not limited to instruction in the classroom, administrative activities and collaboration among students, school personnel or parents or legal guardians of students.
 - d. Student means a person who is a resident of the state and (a) enrolled in a preschool program participating in the state-wide public school information system, pursuant to Conn. Gen. Stat. § 10-10a; (b) enrolled in grades kindergarten to twelve, inclusive, in a school under the jurisdiction of the Board; (c)

receiving special education and related services under an individualized education program; or (d) otherwise the responsibility of the Board.

e. Student Information means personally identifiable information or material of a student in any media or format that is not publicly available and is any of the following:

- 1) Created or provided by a student or the parent or legal guardian of a student, to the operator in the course of the student, parent or legal guardian using the operator's Internet web site, online service or mobile application for school purposes;
- 2) Created or provided by an employee or agent of the Board to an operator for school purposes;
- 3) Gathered by an operator through the operation of the operator's Internet web site, online service or mobile application and identifies a student, including but not limited to, information in the student's records or electronic mail account, first or last name, home address, telephone number, date of birth, electronic mail address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, Social Security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages, documents, student identifiers, search activity, photographs, voice recordings, survey responses or behavioral assessments.

f. Student Record means any information directly related to a student that is maintained by the Board or any information acquired from a student through the use of educational software assigned to the student by a teacher or employee of the Board, except student record does not include de-identified student information allowed under the contract to be used by the consultant or operator to:

- 1) Improve educational products for adaptive learning purposes and customize student learning;
- 2) Demonstrate the effectiveness of the contractor's products in the marketing of such products; and

- 3) Develop and improve the consultant's or operator's products and services.
5. Notwithstanding anything in this Subsection to the contrary, the Board may use an operator's or consultant's services without entering into a contract as described above, if the use of an Internet web site, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973 and such Internet website, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb, provided:
 - a. Such Internet web site, online service or mobile application complies with FERPA and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time;
 - b. The Board can provide evidence that it has made a reasonable effort to:
 - 1) enter into a contract with such consultant or operator to use such Internet web site, online service or mobile application, in accordance with the provisions of Conn. Gen. Stat. § 10-234bb; and
 - 2) find an equivalent Internet web site, online service or mobile application operated by a consultant or an operator that complies with the provisions of Conn. Gen. Stat. § 10-234bb;
 - c. The consultant or operator complies with the provisions of Conn. Gen. Stat. § 10-234cc for such use; and
 - d. The parent or legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, signs an agreement that:
 - 1) acknowledges such parent or legal guardian is aware that such Internet web site, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb; and
 - 2) authorizes the use of such Internet web site, online service or mobile application.

- e. The Board shall, upon the request of a parent or legal guardian of a child, provide the evidence described in Subsection 5.b, above.

VIII. REDISCLOSURE OF EDUCATION RECORDS

- A. The school district may disclose personally identifiable information from an education record only on the conditions that:
 - 1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and
 - 2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.
- B. Notwithstanding the provisions of Section A above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C above, and at least one of the following conditions is met.
 - 1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
 - 2. The original disclosure was to a state or local educational authority or federal official or agency as set forth in Article VII, Section C, and such state or local educational authority or federal official or agency has complied with the requirements of 34 C.F.R. § 99.32(b)(2).
 - 3. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C (10)).
 - 4. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
 - 5. The information is considered directory information.
- C. In the event that the Student Privacy Policy Office determines that a third party outside of the school district has improperly redisclosed personally identifiable

information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. AMENDMENT OF EDUCATION RECORDS

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:
 - 1. Request in writing that the school district amend the records;
 - 2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.
- C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X. HEARING RIGHTS AND PROCEDURES

- A. Rights
 - 1. Upon written request of a parent or eligible student to the Superintendent of Schools, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
 - 2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
 - 3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to

place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.

- a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
- b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.
2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. WAIVER OF RIGHTS

- A. A student who is an applicant for admission to an institution of post-secondary education, or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the district as a condition of admission to or receipt of any other service or benefit from the district.
 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.

XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION

- A. The following definitions shall apply to Article XII of this policy:
1. Confidential HIV-Related Information

“Confidential HIV-related information” means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual’s partners.
 2. Health Care Provider

“Health Care Provider” means any physician, dentist, nurse, provider of services for the mentally ill or persons with intellectual disabilities, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.
 3. Protected Individual

“Protected individual” means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

“Release of confidential HIV-related information” means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

“School medical personnel” means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:

- a) the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
- b) any person who secures a release of confidential HIV-related information;
- c) a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
- d) a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
- e) a medical examiner to assist in determining cause of death; or
- f) any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual, who is also a student, from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy [reference policy number]

XIV. RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

Legal References:

State Law:

Conn. Gen. Stat. § 1-210 *et seq.*
Conn. Gen. Stat. § 10-220h
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 10-233d
Conn. Gen. Stat. § 10-234aa
Conn. Gen. Stat. § 10-234bb
Conn. Gen. Stat. § 10-234cc
Conn. Gen. Stat. § 10-234dd
Conn. Gen. Stat. § 10-234ff
Conn. Gen. Stat. § 10-234gg
Conn. Gen. Stat. § 10-220d
Conn. Gen. Stat. § 10-253
Conn. Gen. Stat. § 17-16a
Conn. Gen. Stat. § 17a-28
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 *et seq.*
Conn. Gen. Stat. § 46b-134

Regs. Conn. State Agencies § 10-76d-18

State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students, June 2017

State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students: Frequently Asked Questions, June 2017

State Department of Education memorandum dated December 21, 2010,
on school choice recruitment

Office of the Public Records Administrator, Retention Schedule M8-
Education Records, Revised 2/2005, available at
<http://ctstatelibrary.org/wp-content/uploads/2015/07/M8.pdf>

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

USA Patriot Act of 2001, Pub. L. No. 107-56

Every Student Succeeds Act, Pub. L. No. 114-95

Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§
11431 *et seq.*, as amended by Every Student Succeeds Act, Pub. L. No.
114-95.

34 C.F.R. §§ 99.1 - 99.67

34 C.F.R. § 106.45

34 C.F.R. §§ 300.560 - 300.576

Balancing Student Privacy and School Safety: A Guide to the Family
Educational Rights and Privacy Act for Elementary and Secondary
Schools, U.S. Department of Education (October 2007), available at
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

ADOPTED: _____

DARIEN PUBLIC SCHOOLS
Darien, CT

***Optional Addition to Confidentiality Policy:** The School District may opt for dividing Student Records into the following categories and including these classifications in the Confidentiality Policy. **Note:** The following section is not required by statute, but may be included if desired by the School District.*

**ADMINISTRATIVE REGULATIONS REGARDING
CLASSIFICATION OF EDUCATION RECORDS**

The _____ Public Schools (the “District”) will appoint a Custodian of Records who will ensure that student education records are kept as follows:

A. CATEGORY “A” RECORDS:

1. Category A includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system.
2. Category A records shall be maintained for at least fifty (50) years after the student leaves the school district or graduates.
3. All Category A records created by the district shall include the student’s state-assigned student identifier (SASID).
4. Notice of a student’s suspension or expulsion shall be expunged from the student’s cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.
5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board’s disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student’s cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a student’s cumulative record prior to graduation if such student has demonstrated to the Board that the student’s conduct and behavior in the years following such expulsion warrants an expungement. Should the notice be expunged in accordance with one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student’s cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student’s first suspension or expulsion.

6. Category A records shall include, at a minimum, the following:

<u>RECORD</u>	<u>LOCATION</u>
a. Basic biographical information	Cumulative/Health File
b. Academic achievement (grades/transcripts)	Cumulative File
c. Date of high school graduation or equivalent	Cumulative File
d. Records of immunizations	Cumulative/Health/Pupil Personnel File
e. Attendance records (days absent/present/tardy)	Cumulative File
f. *Notice of Expulsion for Firearm or Deadly Weapon (C.G.S. §§ 10-233c(e), 10-233d(f))	Cumulative File

B. CATEGORY “B” RECORDS

1. This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time.
2. Data in Category B must be accurate, clearly understood, and verified before becoming part of any continuing record. There should be no anonymous entries in a student’s education record.
3. Category B records must be maintained for at least six (6) years after the student leaves the school district or graduates from high school.
4. Notice of a student’s suspension or expulsion shall be expunged from the student’s cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.
5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board’s disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student’s cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a student’s cumulative record prior to graduation if such student

has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. Should the notice be expunged in accordance with one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student's cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student's first suspension or expulsion.

6. Records containing information pertaining to child abuse/neglect referrals or reports, or containing confidential HIV-related information, should be kept separate from the student's cumulative folder, in confidential files.
7. Confidential HIV-related information contained in the confidential file should only be disclosed pursuant to district policy.
8. Information contained in documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigation, or any such investigation conducted by local law enforcement officials, shall be kept confidential in a central location. Such records shall only be disclosed in accordance with the Board's policy regarding Confidentiality and Access to Education Records.
9. Category B records shall include the following (if applicable):

<u>RECORD</u>	<u>LOCATION</u>
a. Child-Study Team Records / Student Assistance Team Records	Cumulative/Pupil Personnel File
b. Standardized group test scores (CAPT, CMT etc.)	Cumulative/Pupil Personnel File
c. Diagnostic reading/math test results (not special education)	Cumulative File
d. Educational and/or vocational interest	Cumulative File
e. Speech/language and hearing evaluations (not special education)	Cumulative/Health File
f. Comprehensive health records	Cumulative/Health/Pupil Personnel File
g. Correspondence relating to the student	Cumulative/Health/Pupil Personnel File

<u>RECORD</u>	<u>LOCATION</u>
h. Suspensions/expulsions, and the Individualized Learning Plan implemented for an expelled student, which shall include the student's state-assigned student identifier (SASID)	Cumulative File*
i. Parent/eligible student's signed release forms	Cumulative/Health/Pupil Personnel File
j. Truancy Records (including record of parent conferences and referrals)	Cumulative File
k. Child Abuse/Neglect Forms	CONFIDENTIAL FILE IN CENTRAL LOCATION
l. Reports Containing Confidential HIV-Related Information	CONFIDENTIAL FILE
m. Awards	Cumulative File
n. Diagnostic test results (non special education)	Cumulative File/Pupil Personnel File
o. Extracurricular Activities	Cumulative File
p. Letters of Recommendation	Cumulative File
q. Parent's/Eligible Student's signed release forms (permitting disclosure of records)	Cumulative File/Health/Pupil Personnel File
r. Diploma (if not picked up by student)	Cumulative File
s. Accident Reports	Cumulative File
t. Basic school entrance health histories	Cumulative/Health File
u. Cumulative Health Record (CHR-1, original or copy)	Health File (*copy remains with district/original follows student)
v. Individualized Health Care Plans / Emergency Care Plans	Cumulative/Health/Pupil Personnel File
w. Health Assessment Records (HAR-3)	Health File

<u>RECORD</u>	<u>LOCATION</u>
x. Incident Reports	Cumulative File
y. Medication administration records (*6 yrs OR until superseded by yearly summary on CHR-1), which shall include the student's state-assigned student identifier (SASID)	Health File
z. Parent authorization for medications/treatments	Health File
aa. Physician's orders for medications treatments	Health File
bb. Referral forms for services based on results of mandated screenings	Health/Pupil Personnel File
cc. Sports histories and physical-examination reports	Health File
dd. Nursing Records (Health assessment data; Nursing process notes; 3 rd party health records)	Health File
ee. Correspondence to parents related to verified acts of bullying; intervention plans and safety plans, as may be required under state law	Cumulative File

C. CATEGORY "C" RECORDS – SPECIAL EDUCATION

1. Category C includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students.
2. Category C information should be kept separate from the student's cumulative folder, in the Pupil Personnel File.
3. Category C records must be maintained for at least six (6) years after the student leaves the school district or graduates from high school.
4. Prior to the destruction of Category C information, notification to parents and/or eligible students via media will be made and opportunity provided to copy said records.

Category C shall include (where applicable):

<u>RECORD</u>	<u>LOCATIONS</u>
a. PPT referral forms	Pupil Personnel File
b. School counselor case records	Cumulative/ Pupil Personnel File
c. School psychologists case records	Cumulative/Pupil Personnel File
d. School social-work case records	Cumulative/Pupil Personnel File
e. School speech/language pathology case records	Cumulative/Pupil Personnel File
f. Section 504 Records	Cumulative/Pupil Personnel File
g. Special Education assessment/evaluation reports	Pupil Personnel File
h. Due process records (including complaints, mediations, and hearings)	Pupil Personnel File
i. Individual Transition Plan	Pupil Personnel File
j. Individualized Education Program (“IEP”) Records	Pupil Personnel File
k. Planning and Placement Team (“PPT”) records (including notices, meetings, consent forms)	Pupil Personnel File
l. Individualized Family Service Plans (“IFSPs”)	Pupil Personnel File
m. Incident Reports of Seclusion	Pupil Personnel File
n. Incident Reports of Physical Restraint	Pupil Personnel File

D. CATEGORY “D” RECORDS

1. Category D records must be maintained for minimum retention period specified below.

Category “D” shall include (if applicable):

<u>RECORD</u>	<u>MINIMUM RETENTION REQUIRED</u>	<u>LOCATION</u>
a. Sports Contract/Student Contract (including signature sheet for student handbook)	End of school year in which signed	Cumulative File
b. Permission slips / waivers	3 years	Cumulative File
c. Free/reduced meal application and documentation	3 years	Cumulative File
d. Annual Notification to Parents (Student behavior and Discipline, Bus Conduct, Electronic Communications Systems, and the National School Lunch Program)	1 year	Cumulative File
e. Adult education Registration Records	3 years or until audited, whichever comes first	Cumulative File
f. After school program registration records	1 year	Cumulative File
g. Pesticide application notification registration form	5 years	Cumulative File
h. School registration records including residency documentation	3 years or until audited, whichever comes later	Cumulative File
i. Student portfolio work (student produced work for grading assessment)	End of year in which student received grade	May be Maintained by Individual Teachers
j. Tardy slips from parents/guardians	End of school year	Cumulative File
k. Physician’s Standing orders	Permanent; revise as required. Keep old copy separately.	Health File
l. Student’s emergency information card	Until superseded or student leaves school district	Cumulative/Health File

m. Test Protocols	Discretion of district	Cumulative/Pupil Personnel File
n. Surveillance videotapes made on school bus (if maintained by district)	2 weeks	N/A
o. Log of access to education records	Maintained for same retention period as required for the record	Cumulative/Health/Pupil Personnel
p. Title IX records and documentation	7 years from date of creation	Cumulative/Other File as Designated by the Administration

E. DURATION OF EDUCATION RECORDS

1. Records shall be destroyed in accordance with district policy and the Records Retention Schedule of the Public Records Administrator.
2. Records may be maintained for longer periods of time whenever valid cause for the retention of records is shown to the custodian of records.
3. Notwithstanding the applicable retention schedule, the school district shall not destroy any education record if a parent or eligible student has an outstanding request to inspect and review the education record.

F. MAINTENANCE OF EDUCATION RECORDS OF TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

1. The Administration shall comply with all processes and procedures relative to the amendment of education records when presented with a request to change a student's name, gender, or any other information contained in education records.
2. If the Administration changes the name and/or gender in a transgender or gender non-conforming student's education record, all education records containing the student's birth name and gender shall be maintained, if so required under federal and/or state law and regulations, separately from other education records and in a strictly confidential location and manner.

G. RESPONSIBILITY FOR MAINTENANCE OF EDUCATION RECORDS

1. The Director of Pupil Personnel **[or Special Education]** is the Custodian of Records.

2. In addition, the following personnel are designated as the guardians of records for each of the schools:
 - a) Categories A, B & D: Principal at each school.
 - b) Category C: Case Manager at each school.
 - c) With respect to confidential HIV-related information, if the Principal is a recipient of an HIV-related disclosure, the Principal shall be the guardian of records. If not, whoever was the recipient of the HIV-related disclosure shall be the guardian of the records.
 - d) With respect to child abuse and neglect investigation material, the Superintendent of Schools or designee shall be the guardian of the records.
 - e) With respect to Title IX records and documentation, the District's Title IX Coordinator shall be the guardian of the records.
3. The chief custodian of records will annually list for public inspection the names and positions of the custodians of records in each of the schools.
4. Each of the custodians of records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used within the [] Public Schools.
5. The custodians of records is responsible for ensuring compliance with the confidentiality and access provisions of this Board policy and these administrative regulations.

ADOPTED: _____

REVISED: _____

11/22/2020

**Model Notification of Rights
Under FERPA for Elementary and Secondary Institutions**

[NOTE: Under the procedures outlined in the policy, the following information will be disclosed on an annual basis to parents of students currently in attendance, or eligible students currently in attendance.]

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal **[or appropriate school official]** a written request that identifies the record(s) they wish to inspect. The principal **[or appropriate school official]** will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal **[or appropriate school official]**, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or

functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

[Note: In addition, a school district may want to include a directory information public notice, as required by the regulations, 34 CFR § 99.37, with its annual notification of rights under FERPA. The following two paragraphs are recommended for inclusion and must be included in the annual notification if the school district wants to be able to disclose "Directory Information" under II.B of the Student Records Policy:]

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a

student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

8/28/17
Tech. Rev. 7/6/2021

Model Notification of Data Sharing Agreements Under Conn. Gen. Stat § 10-234bb(g)

[NOTE: This notice must be sent on or before September 1 of each school year]

Pursuant to the requirements of Conn. Gen. Stat. § 10-234bb(g), the **[Insert Board of education]** (the “Board”) maintains and updates an Internet website with information relating to all contracts into which it has entered for which a contractor may gain access to student records, student information, or student-generated content (collectively, “student data”). The address of the Internet website is **[insert address]**. The Internet website includes copies of these contracts, and notices regarding each contract that include (1) the date the contract was executed, (2) a brief description of the contract and the purpose of the contract and (3) what student data may be collected as a result of the contract.

RELEASE OF CONFIDENTIAL HIV-RELATED INFORMATION

I hereby authorize _____ [name of individual who holds the information] _____, to release confidential HIV-related information, as defined in Conn. Gen. Stat. § 19a-581, concerning _____ [name of protected individual] _____, to the following personnel:

- _____ 1) School Nurse
- _____ 2) School Administrator(s)
 - a) _____
 - b) _____
- _____ 3) Student's Teacher(s)
 - a) _____
 - b) _____
- _____ 4) Paraprofessional(s)
- _____ 5) Director of Pupil Personnel Services
- _____ 6) Other(s)
 - a) _____
 - b) _____

This authorization shall be valid for

- _____ 1) The student's stay at _____ School.
- _____ 2) The current school year.
- _____ 3) Other _____
specify period

I provide this information based on my responsibility to consent for the health care of _____. I understand that such information shall be held confidential by the persons

authorized here to receive such information, except as otherwise provided by law.

[Name]

[Relationship to Student]

[Date]

8/28/17

DRAFT

TRANSFER OF CONFIDENTIAL STUDENT INFORMATION

Date: _____

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), I hereby authorize the [_____] Public Schools to **release** and/or **obtain** (please circle) the following confidential records regarding my child for the purpose of _____:

Name of Child: _____

Address: _____

DOB: _____

Parent(s)/Guardian(s): _____

School: _____

(Please check all that apply)

	<u>Obtain</u>	<u>Release</u>
All Records	<input type="checkbox"/>	<input type="checkbox"/>
Cumulative File	<input type="checkbox"/>	<input type="checkbox"/>
Pupil Personnel/Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>	<input type="checkbox"/>
Health/Medical*	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

To/From: _____

Name

Address: _____

Street

Town

State/Zip Code

Telephone: (_____) _____ Fax: (_____) _____

I understand that the information to be disclosed is protected as an "education record" under FERPA, and that such information shall not be redisclosed unless permitted under FERPA. I further understand that the officers, employees, and agents of any party that receives protected information under FERPA may use such information only for purposes for which the disclosure is made.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

If this authorization is being used to obtain Protected Health Information from a child's physician or other covered entity under HIPAA, the following section must also be completed:

I, the undersigned, specifically authorize _____ to disclose my child's
Name of Physician

medical information, as specified above, to my child's school, _____,
Name of School

at the above address for the purposes described below (i.e. health assessment for school entry, special education evaluation etc.):

By signing below, I agree that a photocopy of this authorization will be valid as the original. This authorization will be valid for a period of one year from the date below. I understand that I may revoke this authorization at any time by notifying the physician's office in writing, but if I do, it will not have any effect on actions taken by the Physician prior to receiving such revocation.

I understand that under applicable law, the information disclosed under this authorization may be subject to further disclosure by the recipient and thus, may no longer be protected by federal privacy regulations.

I understand that my child's treatment or continued treatment with any health care provider or enrollment or eligibility for benefits with any health plan may not be conditioned upon whether or not I sign this authorization and that I may refuse to sign it.

Any information received by the school pursuant to this authorization is subject to all applicable state and federal confidentiality laws governing further use and disclosure of such information.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

8/28/17

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 5000: STUDENTS
POLICY 5325

STUDENT PRIVACY

In accordance with federal law, the Board of Education (the “Board”) adopts, in consultation with parents, the following provisions related to student privacy.

I. Definitions

- A. *"Invasive physical examination"* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- B. *"Parent"* includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- C. *"Personally identifiable information"* includes, but is not limited to, ~~the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.~~
1. The student's name
 2. The name of the student's parent or other family members
 3. The address of the student or student's family
 4. A personal identifier, such as the student's social security number, student number, or biometric record
 5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
 6. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates
- D. *"Personal information"* means individually identifiable information including:
1. a student's or parent's first and last name;
 2. a home or other physical address (including a street name and the name of a city or town);

3. a telephone number; or
 4. a Social Security identification number.
- E. "Survey" includes an evaluation, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

II. Student Surveys

A. *Surveys Funded in Whole or in Part by the U.S. Department of Education:*

1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.
2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental or psychological problems of the student or the student's ~~family~~parent;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. religious practices, affiliations, or beliefs of the student or of the student's parent; or
 - h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).

3. If a student is *not required* to submit to a survey, analysis, or evaluation that reveals information concerning any of the topics in Section II.A.2 above, the administration shall provide parents with notice of the district's intent to distribute such survey and, upon written request, shall permit the parent or student (if an adult or emancipated minor) to opt out of participation

B. *Surveys Funded by Sources Other than the U.S. Department of Education:*

1. Third Party Surveys

- a. Prior to distributing any third party survey, the administration shall give notice to parents of the district's intent to distribute a survey on behalf of a third party.
- b. Upon request, the administration shall permit parents to inspect any third party survey before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the survey within a reasonable period of time after a parental request is received.
- c. Student responses to third party surveys that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

2. Confidential Topic Surveys

- a. The provisions of this subsection apply to any survey (sponsored by the school district or a third party) which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):
 - i) political affiliations or beliefs of the student or the student's parent,
 - ii) mental or psychological problems of the student or the student's family, parent,
 - iii) sex behavior or attitudes,
 - iv) illegal, anti-social, self-incriminating, or demeaning behavior,

- v) critical appraisals of other individuals with whom respondents have close family relationships,
 - vi) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
 - vii) religious practices, affiliations, or beliefs of the student or of the student's parent,
 - viii) income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
- b. At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.
- c. Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.
- d. Student responses to any Confidential Topic Survey that contains personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.
- e. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

III. Collection of Personal Information

- A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.

- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.
- C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.
- D. Upon written request, the administration shall permit parents (or students aged eighteen (18) or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.
- E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
1. college or other post-secondary education recruitment, or military recruitment*;
 2. book clubs, magazines, and programs providing access to low-cost literary products;
 3. curriculum and instructional materials used by elementary schools and secondary schools;
 4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
 5. the sale by students of products or services to raise funds for school-related or education-related activities;
 6. student recognition programs.

*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. Non-Emergency Invasive Physical Examinations and Screenings:

- A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:
 - 1. they are required as a condition of attendance;
 - 2. they are administered by the school and scheduled by the school in advance;
 - 3. they are not necessary to protect the immediate health and safety of the students; and
 - 4. they are not required by state law.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or the affected student if eighteen (18) or older or an emancipated minor) of the district's intent to conduct non-emergency invasive physical examination(s)/ screening(s) described above, except for hearing, vision or scoliosis screenings. Such notice shall include the specific or approximate dates during the school year of the administration of such the non-emergency invasive physical examination(s) / screening(s).
- C. Upon written request, the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

V. Complaint Procedure

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with:

~~Student Privacy Family Policy Compliance Office~~
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-~~4605~~5920

Legal References:

~~Federal Law:~~

Family Educational Rights and Privacy Act (FERPA), ~~20~~ U.S.C. §§ 1232g
~~et seq.~~ 34 CFR Part 99
Protection of Pupil Rights Amendment, ~~Public Law 107-110, § 1061,~~
~~codified at~~ 20 U.S.C. § 1232h.

UNITED STATES DEPARTMENT OF EDUCATION, STUDENT
PRIVACY POLICY OFFICE, Protection of Pupil Rights Amendment
(PPRA), SPPO-21-01 (issued November 24, 2020), available at
https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-0379.PPRA_508_0.pdf.

APPROVED BY THE BOARD OF EDUCATION: January 13, 2015
REVISED:

Model Notification of Rights Under the Protection of Pupil Rights Amendment (“PPRA”)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
 - a. political affiliations or beliefs of the student or the student’s parent;
 - b. mental or psychological problems of the student or the student’s family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
 - g. religious practices, affiliations, or beliefs of the student or the student’s parent; or
 - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
- ~~3.~~ the right of a parent to consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;
- ~~4.~~ the right of a parent or eligible student to receive notice and opt out of a student’s participation in a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the student is not required to submit to such survey, whether the survey is funded in whole or in part by a program of the U.S. Department of Education or some other source;
- ~~3.~~
- ~~4-5.~~ the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
- ~~5-6.~~ the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that

purpose. Personal information means individually identifiable information including, a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;

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7. the right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
 - a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
 - b. the administration of any survey containing confidential topics (see #2, above, a-h)) if the survey is either not funded as part of a program administered by the United States Department of Education or is funded by the United States Department of Education but the student is not required to submit to such survey; or
 - c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled in advance and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities; and
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the Darien Public School district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

| Family-student Privacy Policy ~~Compliance~~ Office
U.S. Department of Education
400 Maryland Avenue, SW
| Washington, D.C. 20202-~~4605~~5920

DRAFT

Darien Public Schools
Darien, Connecticut

POLICY

Series 5200
Rights and Responsibilities

Policy 5270

PLEDGE OF ALLEGIANCE AND FLAG DISPLAYS

~~In accordance with Conn. Gen. Stat. Section 10-230(c) The the administration of each school in the district~~Board of Education shall ensure that a period of time is set aside each school day to allow those students who wish to do so the opportunity shall set aside time each school day for students to recite the Pledge of Allegiance. ~~The recitation of the Pledge of Allegiance shall be voluntary for each individual, and the provisions of t~~This policy ~~will shall~~ not be construed to require any person to recite the Pledge of Allegiance, ~~should he or she choose not to do so.~~

The national flag will be displayed in classrooms and on school grounds in accordance with Connecticut ~~State Statutes~~Gen. Stat. Section 10-230 (a).

Legal Reference:

Connecticut General Statutes, Section 10-230, subsections (a) and (c).
Public Act No. 02-119

APPROVED: September 10, 2002
REVISED: June 9, 2009
REVISED: November 10, 2009
REVISED:

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 5200
Rights and Responsibilities**

Policy 5235

CONDUCT ON SCHOOL BUSES

While the law requires the school district to furnish transportation, it does not relieve the parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

The Board shall require children to conduct themselves on a bus and at the bus stop in a manner consistent with established standards for classroom behavior.

In cases when students do not conduct themselves properly on a bus or at the bus stop, such instances are to be brought to the attention of the principal by the bus driver. Students are subject to discipline, in accordance with the Darien Board of Education Student Discipline Policy, for acts of misconduct that occur on the school bus or at the bus stop, and may have their riding privileges suspended for acts of misconduct that occur on the school bus or at the bus stop that endanger persons or property or violate a publicized policy of the Darien Board of Education.

APPROVED: November 22, 1977

REVISED: June 9, 2009

DARIEN PUBLIC SCHOOLS

Darien, Connecticut

SERIES 5000: STUDENTS
POLICY 5025

MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES AND/OR GLYCOGEN STORAGE DISEASE

The Darien Public Schools (~~the “District”~~) recognize that food allergies and glycogen storage disease ~~and diabetes~~ may be life threatening. For this reason, the ~~District~~ District is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a ~~child-student~~ suffer an allergic reaction while at school. The ~~district~~ District is also committed to appropriately managing and supporting students with glycogen storage disease. The ~~district~~ District further recognizes the importance of collaborating with parents, adult students (defined as students age eighteen (18) and older and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of ~~his/her~~ the student’s food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the ~~District~~ Darien Public Schools adopts the following guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in ~~district~~ District schools.

I. Identifying Students with Life-Threatening Food Allergies and/or Glycogen Storage Disease

Early identification of students with life-threatening food allergies, diabetes and/or glycogen storage disease ~~(GSD)~~ is important. The ~~district~~ District therefore encourages parents/guardians of ~~children-students~~ and adult students with a life-threatening food allergies ~~sy~~ to notify the school of the allergy, providing as much medical documentation about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. The ~~district~~ District also encourages parents/guardians of ~~children-students~~ with GSD and diabetes to notify the school of the disease, providing as much medical documentation about the type of GSD, nature of the disease, and current treatment of the student.

Life-threatening food allergies and diabetes virtually always render students with such conditions eligible for services as students with disabilities under Section 504 of the Rehabilitation Act of 1973 (“Section 504”). Students with disabilities should be referred to a Section 504 team, which will make a final determination concerning the eligibility for services under Section 504. The Section 504 team may determine that the only services needed are in the student’s Individualized Health Care Plan (IHCP) and/or Emergency Care Plan (ECP); in that case, the IHCP and/or ECP will also serve as the student’s Section 504 plan. The Section 504 team will also ensure that parents receive appropriate notice and are informed of their rights under Section 504, including their right to request an impartial hearing if they disagree with the provisions in the Section 504 plan.

Students with GSD and less severe food allergies should be referred to a Section 504 team if there is reason to believe that the student's GSD or food allergy substantially limits a major life activity. To determine whether a food allergy is severe enough to substantially limit a major life activity, the team should consider the impact on the student when the student has been exposed to the allergen and has not yet received treatment.

Major life activities include, but are not limited to:

(i) Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and

(ii) The operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

II. Individualized Health Care Plans and Emergency Care Plans

—— If the ~~district~~District obtains medical documentation that a ~~child~~student has a life-threatening food allergy, ~~diabetes~~ or GSD, the ~~district~~District shall develop an individualized health care plan (IHCP) for the ~~child~~student. Each IHCP should contain information relevant to the ~~child~~student's participation in school activities, ~~and should attempt to strike a balance between individual, school and community needs, while fostering normal development of the child.~~

2. 2. The IHCP ~~should~~shall be developed by a group of individuals, which shall include the parents, ~~the adult student, if applicable,~~and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.

~~3.~~ 3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the ~~child~~student's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the allergic student's risk for exposure. For the student with ~~life-threatening food allergies,~~ GSD ~~or diabetes,~~ the IHCP may include strategies designed to ameliorate risks associated with such disease and support the student's participation in the classroom. IHCPs for such students may include ~~such~~considerations such as:

- a. classroom environment, including allergy free considerations, or allowing the student with GSD or diabetes to have food/dietary supplements when needed;
- b. cafeteria safety;
- c. participation in school nutrition programs;
- d. snacks, birthdays and other celebrations;
- e. alternatives to food rewards or incentives;
- f. hand-washing;
- g. location of emergency medication;
- h. who will provide emergency and routine care in school;
- i. risk management during lunch and recess times;
- j. special events;
- k. field trips, fire drills and lockdowns;
- l. extracurricular activities;
- m. school transportation;
- n. the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;
- o. staff notification, including substitutes, and training; and
- p. transitions to new classrooms, grades and/or buildings.

~~4.~~ 4. The IHCP should be reviewed annually, or whenever there is a change in the student's emergency care plan ("ECP"), changes in self-monitoring and self-care abilities of the student, or following an emergency event requiring the administration of medication or the implementation of other emergency protocols.

~~5.~~ 5. For a student with a life-threatening food allergy, GSD or diabetes, the IHCP shall not prohibit a parent or guardian, or a person designated by such parent or guardian, to provide food or dietary supplements to a student with a life-threatening food allergy. GSD or diabetes on school grounds during the school day.

~~6.~~ 6. In addition to the IHCP, the ~~district~~District shall also develop an ~~Emergency Care Plan (ECP)~~ for each ~~child~~student identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:

- ~~a.~~q. The ~~child~~student's name and other identifying information, such as date of birth, grade and photo;
- ~~b.~~r. The ~~child~~student's specific allergy;
- ~~c.~~s. The ~~child~~student's signs and symptoms of an allergic reaction;
- ~~d.~~t. The medication, if any, or other treatment to be administered in the event of exposure;
- ~~e.~~u. The location and storage of the medication;
- ~~f.~~v. Who will administer the medication (including self-administration options, as appropriate);

- ~~g-w.~~ Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
- ~~h-x.~~ Recommendations for what to do if the ~~child~~student continues to experience symptoms after the administration of medication; and
- ~~i-y.~~ Emergency contact information for the parents/family and medical provider.

~~7.~~ 7. In addition to the IHCP, the ~~district~~District shall also develop an ECP for each ~~child~~student identified as having GSD and/or diabetes. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with GSD or diabetes, the ECP should include the following information as may be appropriate:

- ~~a-z.~~ The ~~child~~student's name and other identifying information, such as date of birth, grade and photo;
- ~~b-aa.~~ Information about the disease or disease specific information (i.e. type of GSD or diabetes);
- ~~e-bb.~~ The ~~child~~student's signs and symptoms of an adverse reaction (such as hypoglycemia);
- ~~d-cc.~~ The medication, if any, or other treatment to be administered in the event of an adverse reaction or emergency (i.e. Glycogen or insulin)
- ~~e-dd.~~ The location and storage of the medication;
- ~~f-ee.~~ Who will administer the medication (including self-administration options, as appropriate);
- ~~g-ff.~~ Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
- ~~h-gg.~~ Recommendations for what to do if the ~~child~~student continues to experience symptoms after the administration of medication; and
- ~~i-hh.~~ Emergency contact information for the parents/family and medical provider.

~~8.~~ 8. In developing the ECP, the school nurse should obtain current medical documentation from the parents/family and the student's health care provider, including the student's emergency plan and proper medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the ~~child~~student's health care providers to clarify medical needs, emergency medical protocols s and medication orders.

~~9.~~ 9. A student identified as having a life-threatening food allergy or GSD or diabetes is entitled to an IHCP and an ECP, regardless of his/her status as a ~~child~~student with a disability, as that term is understood under Section 504 ~~of the Rehabilitation Act of 1973 ("Section 504")~~, or the Individuals with Disabilities Education Act ("IDEA").

~~10.~~ 10. The ~~district~~District shall ensure that the information contained in the IHCP and ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP, and that any procedures in the IHCP and/or ECP

comply with the ~~distriet~~District's policies and procedures regarding the administration of medications to students.

~~11. Whenever appropriate, a student with a life-threatening food allergy and/or GSD should be referred to a Section 504 Team for consideration if/when there is reason to believe that the student has a physical or mental impairment that substantially limits one or more major life activities, as defined by Section 504. Whenever appropriate, students with life-threatening food allergies and/or GSD should be referred to a PPT for consideration of eligibility for special education and related services under the IDEA, if there is reason to suspect that the student has a qualifying disability and requires specialized instruction.~~

~~13.~~ 11. When making eligibility determinations under Section 504 and/or the IDEA, schools must consider the student's needs on an individualized, case-by-case basis.

III. Training/Education

1. The ~~distriet~~District shall provide appropriate education and training for school personnel regarding the management of students with life threatening food allergies, ~~and~~ GSD ~~and~~ diabetes. Such training may include an overview of life-threatening food allergies, ~~and~~ GSD ~~and~~ diabetes; prevention strategies; IHCPs and ECPs; and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (i.e. epi-pens), and/or the specific preventative strategies to minimize the risk of exposure to life-threatening allergens and prevent adverse reactions in students with GSD ~~and~~ diabetes (such as the provision of food or dietary supplements for students). School personnel will be also be educated on how to recognize symptoms of allergic reactions and/or symptoms of low blood sugar, as seen with GSD ~~and~~ diabetes, and what to do in the event of an emergency. Staff training and education will be coordinated by the Director of Nursing Services. Any such training regarding the administration of medication shall be done in accordance with state law and Board policy.
2. Each school within the ~~distriet~~District shall also provide age-appropriate information to students about food allergies, ~~and~~ GSD ~~and~~ diabetes, how to recognize symptoms of an allergic reaction and/or low blood sugar emergency and the importance of adhering to the school's policies regarding food and/or snacks.

IV. Prevention

Each school within the ~~distriet~~District will develop appropriate practices to minimize the risk of exposure to life threatening allergens ~~as well as~~ and the risks associated with GSD ~~and~~ diabetes. Practices that may be considered ~~may~~ include, but are not limited to:

1. Encouraging hand washing;
2. Discouraging students from swapping food at lunch or other snack/meal times;
3. Encouraging the use of non-food items as incentives, rewards or in connection with celebrations;
4. Training staff in recognizing symptoms of anaphylaxis and hypoglycemia;
5. Planning for school emergencies, to include consideration of the need to access medication, food and/or dietary supplements.

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication between parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition, ~~and/or~~ GSD and/or diabetes. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and/or alterations in blood sugar levels and how to respond in the event of such emergency.
2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
3. The ~~district~~District shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their ~~child~~student's classroom or school.
4. All ~~district~~District staff are expected to follow ~~district~~District policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.
5. The ~~district~~District shall make the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease and/or Diabetes available on the Board's website or the website of each school under the Board's jurisdiction.
6. The ~~district~~District shall provide annual notice to parents and guardians regarding the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease and/or Diabetes. Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

VI. Monitoring the ~~District~~District's Plan and Procedures

The ~~district~~District should conduct periodic assessments of its Management Plan and Guidelines for Students with Food Allergies, ~~and/or~~ Glycogen Storage Disease and/or diabetes. Such assessments should occur at least annually and after each emergency event involving the

administration of medication to a student with a life-threatening food allergy ~~or~~ GSD or diabetes to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

The Superintendent shall annually attest to the Department of Education that the ~~District~~ District is implementing the Management Plan and Guidelines for Students with Food Allergies, ~~and/or~~ Glycogen Storage Disease and/or Diabetes.

Legal References:

State Law/Regulations/Guidance

- | | |
|----------------------------|--|
| Conn. Gen. Stat. § 10-212a | Administration of m <u>Medications</u> in s <u>Schools, at athletic events and to children in school readiness programs</u> |
| Conn. Gen. Stat. § 10-212c | Life-threatening food allergies: Guidelines; district plans and glycogen storage disease <u>Guidelines, district plans</u> |
| Conn. Gen. Stat. § 10-220i | Transportation of students carrying cartridge injectors |
| Conn. Gen. Stat. § 10-231c | Pesticide applications at schools without an integrated pest management plan. <u>Prior notice</u> |
| Conn. Gen. Stat. § 19a-900 | Use of cartridge injectors by staff members of before or after school program, day camp or day care facility. |
| Conn. Gen. Stat. § 52-557b | “Good s <u>Samaritan</u> law.” Immunity from liability for emergency, medical assistance, first aid or medication by injector. School personnel not required to administer or render injection. Immunity from liability re automatic external defibrillators. School personnel not required to administer or render emergency first aid or administer medication by injection. |

Regs. Conn. State Agencies § 10-212a-1 through 10-212a-7 Administration of Medication by School Personnel
Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (Includes Guidelines for Managing Glycogen Storage Disease), Connecticut State Department of Education (Updated 2012).

Federal Law:

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.

The Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.

APPROVED BY THE BOARD OF EDUCATION: January 13, 2015

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 5000
Students

Policy 5340

ADMINISTRATIVE REGULATIONS REGARDING HEALTH
ASSESSMENTS/SCREENINGS AND ORAL HEALTH ASSESSMENTS

I. Health Assessments:

The Darien Board of Education (the “Board”) requires each student enrolled in the Darien Public Schools (the “District”) to undergo health assessments as mandated by state law. The purpose of such health assessments shall be to ascertain whether a student has any physical disability tending to prevent the student from receiving the full benefit of school work and to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for the student. Such health assessments must be conducted by one of the following qualified providers for health assessments: (1) a legally qualified practitioner of medicine; (2) an advanced practice registered nurse or registered nurse, who is licensed under state statute; (3) a physician assistant, who is licensed under state statute; (4) the school medical advisor; or (5) a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base. The Board will provide written prior notice of the health assessments required under these administrative regulations to the parent or guardian of each student subject to assessment. The parent or guardian shall be provided a reasonable opportunity to be present during such assessment or the parent or guardian may provide for such assessment. No health assessment shall be made of any public school student unless it is made in the presence of the parent or guardian or in the presence of another school employee. Any student who fails to obtain the health assessments required by these administrative regulations may be denied continued attendance in the District.

II. Health Assessments Required:

Prior to enrollment in the District, each student must undergo a health assessment, which shall include:

- (a) a physical examination which includes hematocrit or hemoglobin tests, height, weight, blood pressure, and a chronic disease assessment which shall include, but not be limited to, asthma. The assessment form shall include (1) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (2) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and (3) screening questions to be answered by such provider;

- (b) an updating of immunizations as required by state law;
- (c) vision, hearing, speech and gross dental screenings;
- (d) such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The pre-enrollment assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia, and tests for lead levels in the blood if, after consultation with the school medical advisor and the local health department, the Board determines that such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to the written order of a physician, or physician's assistant, licensed under state law, or an advanced practice registered nurse, licensed under state law.

Each student enrolled in the District must undergo a health assessment in grade seven (7) and in grade ten (10), which shall include:

- (a) a physical examination which includes hematocrit or hemoglobin tests, height, weight, blood pressure, and a chronic disease assessment which shall include, but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (1) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (2) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and (3) screening questions to be answered by such provider;
- (b) an updating of immunizations as required by state law;
- (c) vision, hearing, postural and gross dental screenings;
- (d) such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The grade seven and grade ten assessments shall also include tests for tuberculosis and sickle cell anemia or Cooley's anemia if, after consultation with the school medical advisor and the local health department, the Board determines that such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to the written order of a physician, or physician's assistant, licensed under state law, or of an advanced practice registered nurse, licensed under state law.

The Board shall provide such assessments free of charge to students whose parents or guardians meet the eligibility requirements for free and reduced price meals and

III. Oral Health Assessments:

- A. Prior to enrollment in the District, in grade seven (7) and in grade ten (10), the Board shall request that each student undergo an oral health assessment. Such oral health assessments must be conducted by one of the following qualified providers for oral health assessments: (1) a dentist licensed under state law; (2) a dental hygienist licensed under state law; (3) a legally qualified practitioner of medicine trained in conducting oral health assessments as a part of a training program approved by the Commissioner of Public Health; (4) a physician assistant licensed under state law and trained in conducting oral health assessments as part of a training program approved by the Commissioner of Public Health; or (5) an advanced practice registered nurse licensed under state statute and trained in conducting oral health assessments as part of a training program approved by the Commissioner of Public Health.
- B. The oral health assessment identified in subsection A above shall include a dental examination by a dentist, or a visual screening and risk assessment for oral health conditions by a dental hygienist, legally qualified practitioner of medicine, physician assistant, or advanced practice registered nurse. The assessment form shall include a check box for the qualified provider conducting the assessment to indicate any low, moderate or high risk factors associated with any dental or orthodontic appliance, saliva, gingival condition, visible plaque, tooth demineralization, carious lesions, restorations, pain, swelling or trauma.
- C. No oral health assessment shall be made of any public school student unless the parent or guardian of the student consents to such assessment and such assessment is made in the presence of the parent or guardian or in the presence of another school employee. The parent or guardian shall be provided with prior written notice of an oral health assessment and be provided with a reasonable opportunity to opt the child out of such assessment, or the parent or guardian may provide for such oral health assessment.
- D. If the Board hosts a free oral health assessment event where qualified providers (identified in subsection A above) perform oral health assessments of children attending a public school, the Board shall notify the parents and guardians of such children of the event in advance and provide an opportunity for parents and guardians to opt their child(ren) out of such event. The Board shall infer parent/guardian consent for each child whose parent or guardian did not opt the child out of the free oral health assessment event and shall provide such child with a free oral health assessment; however, such child shall not receive dental treatment of any kind unless the child's parent or guardian provides informed consent for such treatment.

- E. Any student who fails to obtain an oral health assessment requested by the Board shall not be denied enrollment or continued attendance in the District.

IV. Screenings Required:

The Board will provide annually to each student enrolled in kindergarten and grades one and three to five, inclusive, a vision screening. Such vision screening may be performed using a Snellen chart or an equivalent screening device, or an automated vision screening device. The Superintendent shall give written notice to the parent or guardian of each student (1) who is found to have any defect of vision or disease of the eyes, with a brief statement describing the defect or disease and a recommendation that the student be examined by an optometrist or ophthalmologist licensed pursuant to state law, and (2) who did not receive such vision screening, with a brief statement explaining why such student did not receive such vision screening.

The Board will provide annually to each student enrolled in kindergarten and grades one and three through five, inclusive, audiometric screening for hearing. The Superintendent shall give written notice to the parent or guardian of each student (1) who is found to have any impairment or defect of hearing, with a brief statement describing the impairment or defect, and (2) who did not receive an audiometric screening for hearing, with a brief statement explaining why such student did not receive an audiometric screening for hearing.

The Board will provide postural screenings for (1) each female student in grades five and seven, and (2) each male student in grade eight or nine. The Superintendent shall give written notice to the parent or guardian of each student (A) who evidences any postural problem, with a brief statement describing such evidence, and (B) who did not receive a postural screening, with a brief statement explaining why such student did not receive such postural screening.

All of the screenings required under these administrative regulations will be performed in accordance with regulations applicable to such screenings as adopted by the State Board of Education.

V. Assessment/Screening Results:

The results of each assessment and screening required or requested by these administrative regulations shall be recorded on forms supplied by the State Board of Education. Each qualified provider performing health assessments or oral health assessments under these administrative regulations shall sign each form and any recommendations concerning a student shall be in writing. Assessment/screening forms shall be included in the cumulative health record of each student and they shall be kept on

file in the school attended by the student. If a student transfers to another school district in Connecticut, the student's original cumulative health record shall be sent to the chief administrative officer of the new school district and a true copy retained by the Board. For a student leaving Connecticut, a copy of the records, if requested, should be sent and the original maintained.

Appropriate school health personnel shall review the results of each assessment and screening. If the reviewing school health personnel judge that a student is in need of further testing or treatment, the Superintendent shall give written notice to the parent or guardian of such student and shall make reasonable efforts to ensure that such further testing or treatment is provided. Reasonable efforts shall include determination of whether the parent or guardian has obtained the necessary testing or treatment for the student, and, if not, advising the parent or guardian how such testing or treatment may be obtained. The results of such further testing or treatment shall be recorded, kept on file and reviewed by appropriate school health personnel in the same manner as the results of the health assessments and screenings required or requested under these administrative regulations.

The District shall report to the local health department and the Department of Public Health, on a triennial basis, the total number of children per school and on a district-wide basis having a diagnosis of asthma (1) at the time of public school enrollment, (2) in grade six or seven, and (3) in grade nine or ten. The report shall contain the asthma information collected as required under Section II of these administrative regulations and shall include information regarding each diagnosed child's age, gender, race, ethnicity and school.

VI. Exemption:

Nothing in these administrative regulations shall be construed to require any student to undergo a physical or medical examination or treatment, or be compelled to receive medical instruction, if the parent or legal guardian of such student or the student, if the student is an emancipated minor or is eighteen (18) years of age or older, notifies the teacher or principal or other person in charge of such student in writing that the student objects on religious grounds to such physical or medical examination or treatment or medical instruction.

VII. Other Non-Emergency Invasive Physical Examinations and Screenings:

- A. In addition to the screenings listed above, the District may, from time to time, require students to undergo additional non-emergency, invasive physical examination(s)/screening(s).
- B. A non-emergency, invasive physical examination or screening is defined as:
 - 1. any medical examination that involves the exposure of private body parts; or

2. any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening; and
 3. is required as a condition of attendance, administered by the school and scheduled by the school in advance; and
 4. is not necessary to protect the immediate health and safety of the student, or of other students.
- C. If the district elects to conduct any such examinations, then, at the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to conduct the non-emergency invasive physical examination(s) and/or screening(s) described in this subsection. Such notice shall include the specific or approximate dates during the school year of the administration of such non-emergency invasive physical examination(s)/screening(s).
- D. Upon request, the administration shall permit parents or students over the age of eighteen (18) (or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

VIII. School Representative to Receive Information Concerning Health Assessments:

The Board designates **[insert name of responsible staff member]** as the representative for receipt of reports from health care providers concerning student health assessments and oral health assessments.

Legal References:

State Law:

Connecticut General Statutes:

§ 10-206	Health assessments
§ 10-206a	Free health assessments
§ 10-206d	Oral health assessments
§ 10-208	Exemption from examination or treatment
§ 10-209	Records not be public. Provision of reports to schools
§ 10-214	Vision, audiometric and postural screenings: When required; notification of parents re defects; record of results

Public Act. No. 21-95, "An Act Concerning Assorted Revisions and Additions to the Education Statutes."

Public Act No. 21-121, “An Act Concerning the Department of Public Health’s Recommendations Regarding Various Revisions to the Public Health Statutes.”

State of Connecticut Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, Cumulative Health Records Guidelines (Revised Jan. 2012), https://portal.ct.gov/-/media/SDE/School-Nursing/Publications/CHR_guidelines.pdf

Federal Law:

Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, Public Law 114-95, at 20 U.S.C. §§ 1232h(c)(2)(C)(iii) and 1232h(c)(6)(B).

ADOPTED:

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 5300
Welfare**

Policy 5320

HEALTH SERVICES AND REQUIREMENTS

The purpose of health services in the schools is to support students in need of health assistance while they are within the school environment. The training of a school nurse does not qualify her to prescribe or make diagnosis. The nurse's work in the school will consist of identification of health problems that would impair the student's functioning within the educational environment, the provision of tests or screenings as required or permitted by state or federal law, and the provision of referral to appropriate professional personnel, as needed.

APPROVED: November 22, 1977
REVISED: June 9, 2009

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 5300
Welfare**

Policy 5330

HEALTH RECORDS

Emergency cards shall be completed by each student's parent or guardian and shall be updated annually. Emergency cards shall be maintained for each student and shall contain all necessary data, such as names, addresses, and telephone numbers of the parent or guardian, family physician, designated hospital, and names of relatives or neighbors to be contacted if the parent cannot be reached.

Cumulative health records shall be maintained for each student, listing all examinations, immunizations, and other pertinent data. Such health records shall be maintained in accordance with the Darien Board of Education Student Records Policy and state and federal law.

APPROVED: November 22, 1977
REVISED: June 9, 2009

DARIEN BOARD OF EDUCATION
Darien, Connecticut
PROPOSED
**SCHEDULE OF REGULAR BOARD OF EDUCATION MEETINGS
FOR THE 2022-2023 SCHOOL YEAR**

<u>2022</u>	<u>2023</u>
July 26	Jan. 7 or 14* (Sat.) (14 - snow date)
Aug. 23	10
	24
Sept. 13	
27	Feb. 14
	28
Oct. 11	
25	March 14
Nov. 9*(Wed.) (Nov. 8th Election Day)	28
22	April (wk. of 4/10 recess)
Dec. 13	25
	May 9
	23
	June 13
	27

All meetings listed above are regularly scheduled Board of Education meetings. All meetings will be held in the Darien Board of Education Meeting Room, 35 Leroy Avenue, Darien, Connecticut at 7:30 p.m. (with the exception of Sat. January 7 or 14). The Darien Board of Education meets on the second and fourth Tuesday of every month, unless otherwise indicated by an *.

David P. Dineen, Chairman
Darien Board of Education

Sara D. Parent, Secretary
Darien Board of Education

For the Purpose of Community Planning

DATE: June 24, 2022

TO: Board of Education

FROM: Dr. Alan Addley, Superintendent of Schools

SUBJECT: Proposed Monthly Committee Meeting Schedule 2022-23 School Year

Below please find a proposed monthly schedule of dates for Board of Education Finance, Facilities, Policy and Curriculum Committees. Meetings will commence at 8:30 a.m.

Finance:

September	September 22 (Thurs.)
October	October 20 (Thurs.)
November	November 17 (Thurs.)
December	No Meeting
January	January 19 (Thurs.)
February	February 16 (Thurs.)
March	March 23 (Thurs.)
April	April 20 (Thurs.)
May	May 18 (Thurs.)
June	June 22 (Thurs.)

Facilities:

September	No Meeting
October	October 13 (Thurs.)
November	November 10 (Thurs.)
December	December 8 (Thurs.)
January	January 12 (Thurs.)
February	February 2 (Thurs.)
March	March 9 (Thurs.)
April	April 6 (Thurs.)
May	May 11 (Thurs.)
June	No Meeting

Policy:

September	September 16 (Fri.)
October	October 14 (Fri.)
November	November 18 (Fri.)
December	No Meeting
January	January 20 (Fri.)
February	February 10 (Fri.)
March	March 17 (Fri.)
April	April 21 (Fri.)
May	May 19 (Fri.)
June	No Meeting

Curriculum

September	September 8 (Thurs.)
October	October 6 (Thurs.)
November	November 3 (Thurs.)
December	December 1 (Thurs.)
January	January 26 (Thurs.)
February	February 9 (Thurs.)
March	March 16 (Thurs.)
April	April 27 (Thurs.)
May	May 25 (Thurs.)
June	June 8 (Thurs.)

PROPOSED
APPROVED BY THE BOARD OF ED. ON 2/8/2022
BOARD OF EDUCATION MASTER AGENDA
FEBRUARY 2022 THROUGH AUGUST 2022

(Changes/Added Agenda Items in “Red”, “Bold”)

February 8th

- Further Discussion and Approval of Proposed Board of Education 2022-2023 Budget
- Darien Public Schools Status Update
- Update on Diversity, Equity and Inclusion
- **Discussion and Possible Acceptance of Contemplated Gift from Darien Youth Lacrosse**
- **Further Discussion and Action on Board of Education Policies – Series 1000 – Community/Board Relation: 1025, Automatic External Defibrillators; 1050, Possession of Deadly Weapons or Firearms; 1075, Green Cleaning Programs; 1125, Pool Safety Plan; 1150, Sexual Offenders; 1175, Prohibition Against Smoking; 1275, Freedom of Information and Freedom of Information Log; 1300, Non-Discrimination (Community)**
- **Further Discussion and Action on Board Master Agenda for February – August 2022**
- **Discussion and Possible Approval of Proposed Middlesex Quiz Bowl Field Trip**

March 2nd (Wednesday)

- Continued Review, Revision and Update of Board of Education Policies **(reschedule to March 22 after 3/18 Policy Committee meeting –per T. Ochman)**
- **Further Discussion and Possible Action on Proposed Solar Panel Project**
- **Discussion and Possible Acceptance of Contemplated Gift from Tokeneke School PTO**
- Discussion on January 2021-22 Financial Report and Possible Action on Proposed Budget Transfers
- Darien Public Schools Status Update
- Update on District Strategic Plan
- Curriculum Update: **Library Reimagined**

March 9th (Wednesday) - CANCELLED

- Abridged Presentation and Discussion on Darien High School Second Semester Enrollment Distribution Report – or March 22
- **Interim Progress Report on 2021-2022 Board Goals and Objectives - rescheduled to March 22**
- Darien Public Schools Status Update

March 22nd

- Abridged Presentation and Discussion on Darien High School Second Semester Enrollment Distribution Report —~~or March 9~~
- Discussion and Possible Action on Elementary Parent Conference Days for 2022-23 School Year – **April 26 agenda item**
- Discussion on February 2021-22 Financial Report and Possible Action on Proposed Budget Transfers
- Discussion and Possible Action on Establishing 2022 Darien High School Graduation Date
- Darien Public Schools Status Update
- **Interim Progress Report on 2021-2022 Board Goals and Objectives – rescheduled from March 9**

April 6th (Wednesday)

- Further Discussion and Possible Action on Establishing 2022 Darien High School Graduation Date - **Board action on March 22**
- Action on Non-Renewal of Certified Staff Working under One-Year Contracts and Long Term Substitutes —~~or April 26~~ **no action required**
- Further Discussion on FY23 Budget
- Darien Public Schools Status Update
- **NEASC Update – to be rescheduled**
- **Update on Diversity, Equity and Inclusion**
- **Continued Review, Revision and Update of Board of Education Policies (rescheduled from March 2)**
- **First Reading and Discussion on Proposed Revisions to Board of Education Policies-Series 2000 Administration: 2100, Goals of Administrative Body; 2210, Duties of the Superintendent; 2220, Recruitment and Appointment of the Superintendent of Schools; 2230, Superintendent's Contract; 2240, Superintendent of Schools – Opportunities for Development; 2250, Superintendent of Schools – Evaluation; 2260, Unavailability of the Superintendent; 2310, Administrative Team; 2410, Dissemination and Implementation of Policies and Administrative Regulations; 2420, Uniform Treatment of Recruiters; 2610, Annual Report of the School District**

April 6th, cont.

- Further Discussion on High School Stadium Lights
- Discussion and Action on Request for a Special Appropriation from the Board of Finance in the Amount of \$62,000 to Fund the Pre-Purchase of the Chevrolet Suburban for Out of District Transportation Reducing the BOE Capital Budget from \$2,821,477 to \$2,759,477

April 26th

- Action on Non-Renewal of Certified Staff Working under One-Year Contracts and Long Term Substitutes – **April 6 agenda item**
- Discussion on March 2021-22 Financial Report and Possible Action on Proposed Budget Transfers
- Discussion and Possible Action on Elementary Parent Conference Days for 2022-23 School Year ~~—or March 22~~
- Darien Public Schools Status Update
- **Annual** Review and **Possible Action on** Reciprocal Agreement for Use of Facilities with the YMCA
- Safety and Security (Executive Session) - **to be rescheduled**
- **Public Hearing on High School Stadium Lights**
- **Further Discussion on High School Stadium Lights**
- **Appointment of Tokeneke School Assistant Principal**
- **Further Discussion and Possible Action on Proposed Revisions to Board of Education Policies-Series 2000 Administration: 2100, Goals of Administrative Body; 2210, Duties of the Superintendent; 2220, Recruitment and Appointment of the Superintendent of Schools; 2230, Superintendent's Contract; 2240, Superintendent of Schools – Opportunities for Development; 2250, Superintendent of Schools – Evaluation; 2260, Unavailability of the Superintendent; 2310, Administrative Team; 2410, Dissemination and Implementation of Policies and Administrative Regulations; 2420, Uniform Treatment of Recruiters; 2610, Annual Report of the School District**

May 10th

- Update and Discussion on Extended School Year Program
- Darien Public Schools Status Update
- ~~Marilyn Friend – Presentation and Discussion~~
- **Further Discussion on the Darien High School Stadium Lights and Possible Action on Application to Amend the Darien Zoning Regulations and Special Permit #188-F**
- **Presentation and Discussion on Elementary Co-Teaching Self-Study**

May 10th, cont.

- **First Reading and Discussion of Proposed Revisions to Board of Education Policies-Series 5000 Students: 5100, Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out; 5110, School Attendance Districts; 5125, Students and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; 5130, Student Attendance, Truancy and Chronic Absenteeism; 5140, Continuity of Attendance; 5150, Admission of Resident, Non-Resident and Exchange Students; 5160, Dismissal Precautions; 5210, Student Government; 5215, Standards of Conduct; 5220, Student Discipline**

May 24th

- First Reading and Discussion on 2023-2024 Darien School Calendar
- Discussion on April 2021-22 Financial Report and Possible Action on Proposed Budget Transfers
- Update on District Technology Plan
- Darien Public Schools Status Update
- **Further Discussion and Possible Action on Proposed Revisions to Board of Education Policies-Series 5000 Students: 5100, Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out; 5110, School Attendance Districts; 5125, Students and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; 5130, Student Attendance, Truancy and Chronic Absenteeism; 5140, Continuity of Attendance; 5150, Admission of Resident, Non-Resident and Exchange Students; 5160, Dismissal Precautions; 5210, Student Government; 5215, Standards of Conduct; 5220, Student Discipline**
- **Crisis Response**

June 14th

- Superintendent's Award Recipients
- Recognition of DPS Retirees
- Report on High School College Acceptances and Awards; **Internships**; Profile on High School Class of 2022 and Post High School Plans – or June 28
- ~~Report on Senior Internship Project at Darien High School~~

June 14th, cont.

- **Update on High School Vision of a Graduate – included in Update on District Strategic Plan**
- Discussion of Proposed Dates and Times for High School Professional Learning Communities for 2022-2023 School Year
- Further Discussion and Possible Action on 2023-2024 District School Calendar
- ~~Curriculum Update: Library Reimagined~~
- **Update on Diversity, Equity and Inclusion - included in Update on District Strategic Plan**
- **Darien Public Schools Status Update**
- **Mental Health and Wellness Update**
- **First Reading and Discussion on Proposed Revisions to Board of Education Policies – Series 5000, Students: 5225, Drug and Alcohol Use by Students; 5230, Illegal Substances and Tobacco Policy for Student Athletes and Students Participating in Extracurricular Activities; 5255, Search and Seizure; 5265, Confidentiality and Access to Education Records; 5325, Student Privacy; 5270 Pledge of Allegiance and Flag Displays; 5235, Conduct on School Buses; 5025, Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease; 5340, Physical Examinations and Screenings; 5320, Health Services and Requirements; 5330, Health Records**
- **Appointment of Director of Facilities**
- **Report on School Security**

June 28th

- Annual Progress Report on 2021-2022 Board Goals and Objectives
- Annual Report on Donations
- Update Master Agenda – February through August 2022 – or July 26
- Discussion on May 2021-22 Financial Report and Possible Action on Proposed Budget Transfers
- **Update on District Strategic Plan - rescheduled to June 14**
- First Reading and Discussion on Proposed Schedule of 2022-2023 Regular Board of Education Meetings and Subcommittee Meetings
- ~~Report on High School College Acceptances and Awards; Profile on High School Class of 2022 and Post High School – or June 14 –~~ **June 14 agenda item**
- ~~Update on High School NEASC Accreditation Process~~

June 28th, cont.

- Further Discussion and Possible Action on Proposed Dates and Times for High School Professional Learning Communities for 2022-2023 School Year
- Report on DAEG Barbara Harrington Fund Awards
- Discussion and Possible Action on Proposed Athletic Field Trips
- **Further Discussion and Possible Action on Proposed Revisions to Board of Education Policies – Series 5000, Students: 5225, Drug and Alcohol Use by Students; 5230, Illegal Substances and Tobacco Policy for Student Athletes and Students Participating in Extracurricular Activities; 5255, Search and Seizure; 5265, Confidentiality and Access to Education Records; 5325, Student Privacy; 5270 Pledge of Allegiance and Flag Displays; 5235, Conduct on School Buses; 5025, Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease; 5340, Physical Examinations and Screenings; 5320, Health Services and Requirements; 5330, Health Records**
- **Contract Agreement between the Darien Board of Education and the Darien School Custodians' Union**
- **Contract Agreement between the Darien Board of Education and the Darien School Maintenance Association**
- **Contemplated Gifts from Blue Wave Booster Club**

July (12 or 13), Special Meeting (date TBD)

- Board Self-Evaluation
- Renewal of Superintendent's Contract
- Success Strategies for Leadership Team Evaluation: Board of Education and Superintendent of Schools

July 26th

- First Reading and Discussion on Proposed District Goals for 2022-2023
- Further Discussion and Action on Proposed Schedule of 2022-2023 Regular Board of Education Meetings and Subcommittee Meetings
- Update on Enrollment for the 2022-23 School Year and Possible Action on Utilization of Budget Control

July 26th, cont.

- Update Master Agenda – February through August 2022 – or June 28
- Discussion on June 2021-22 and Year End Financial Report and Possible Action on Proposed Budget Transfers - or August 23

August 23rd

- Verbal Update on Regular and Special Education Staffing for 2022-2023
- Discussion on June 2021-22 and Year End Financial Report and Possible Action on Proposed Budget Transfers – or July 26
- First Reading of Board Master Agenda for August 2022-January 2023 – or September 13, 2022
- Action on District Goals and Objectives for 2022-2023
- Update on Summer Facilities Projects
- Appointment of an Impartial Hearing Officer for Student Disciplinary Matters for the 2022-2023 School Year, as they arise
- Action Item – to Delegate to its Appointed Hearing Officer Responsibility for Hearing Expulsion Expungement Requests and for Hearing School Accommodations Appeals, including Transportation Appeals as provided by Statute

nv

1/19/22 (updated)

2/3/22 (updated)

6/23/22 (updated)

APPROVED BY THE BOARD OF EDUCATION ON 2/8/22

PERSONNEL ACTION REPORT

June 28, 2022

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Jenna Egan	Appointment	S Atkinson/Tokeneke/Speech and Language Pathologist	8/24/2022	6/30/2026	Teacher	Speech PK - 12 MA + 30 Step 9
2	Luz Perez	Appointment	A Hamor/Tokeneke/ Elementary Spanish Teacher	8/24/2022	6/30/2024	Teacher	Elementary World Language MA + 60 Step 19
3	Heather Youngquist	Appointment	L Tarzia/ELP/Speech and Language Pathologist	8/24/2022	6/30/2024	Teacher	Speech PK - 12 MA + 30 Step 19
4	Deirdre O'Connell	Appointment	M Jones/Holmes/School Psychologist	8/24/2022	6/30/2026	Teacher	School Psychologist MA + 30 Step 3
5	Amanda Thompson	Appointment	M Elias/MMS/Science Teacher	8/24/2022	6/30/2026	Teacher	Biology 7 - 12 MA + 15 Step 3
6	Richard Williams	Appointment	K Lisjak/DHS/Chemistry Teacher	8/24/2022	6/30/2026	Teacher	Chemistry 7 - 12 MA + 15 Step 5
7	Carson Mafrice	Appointment	M Boulter/DHS/Chemistry Teacher	8/24/2022	6/30/2026	Teacher	Chemistry 7 - 12 MA + 15 Step 7
8	Allison Longfellow	Appointment	J Flaherty/DHS/School Counselor	8/24/2022	6/30/2026	Teacher	School Counselor MA + 15 Step 12
Resignations and Retirements (Informational Only)							
9	Lauren Mangieri	Resignation	DHS/Speech and Language Pathologist		6/30/2022		
10	Steven Groccia	Resignation	Holmes/ Elemetary Teacher		6/30/2022		
11	Jeffrey Brameier	Resignation	MMS/Special Education Paraprofessional		6/30/2022		
12	Randy Fitzpatrick	Retirement	Facilities/Groundskeeper		6/9/2022		
13	James Thompkins	Resignation	Holmes/Special Education Paraprofessional		6/30/2022		
14	Kerrin Haas	Resignation	Ox Ridge/Special Education Paraprofessional		6/30/2022		