

**GROTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
DECEMBER 12, 2022 @ 6:00 P.M.
CENTRAL OFFICE, ROOM 11**

MEMBERS PRESENT: Chairperson Kim Shepardson Watson, Andrea Ackerman, Vice Chairperson, William Horgan, Elizabeth Porter, Matthew Shulman, Rita Volkmann (Remote), Beverly Washington (Remote), Jay Weitlauf (Remote)

MEMBERS ABSENT: Dean Antipas

ALSO PRESENT: Susan Austin, Philip Piazza, Clint Kennedy, Sam Kilpatrick, Ken Knight, Isaiah Anderson, Katie Subashi, Zoë Antipas

I. CALL TO ORDER -- Superintendent Austin called the meeting to order at 6:00 p.m.

A. Pledge of Allegiance

The first order of business was the Pledge of Allegiance to the flag led by Ted Keleher.

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

NONE

III. COMMENTS FROM CITIZENS

NONE

IV. RESPONSE TO COMMENTS FROM CITIZENS

NONE

V. STUDENT REPRESENTATIVE REPORT

The student representatives reported:

Katie Subashi (Senior)

- Amphora had open mic night and it went well; they hope to have another
- Contests for Art students to be involved
- The Caroling group will perform at the Nautilus and the Shack.
- On December 23rd the Band, Orchestra, and Choir will be performing.

Isaiah Anderson (Senior)

- The 8th grade visited the high school and were given a tour of FHS.
- Tape fundraiser went very well.
- PJ Day, Holiday Color Day, Character Day

Zoë Antipas (Junior)

- The Groton Middle School concert will be held on December 14th and 15th at Fitch High School.
- Catherine Kolnaski concert will be held in mid-January.
- December 22 there will be caroling at the middle school and elementary.
- Pancake breakfast for the music program will be held on Saturday.

VI. SUPERINTENDENT AND ADMINISTRATION REPORTS

- A. Superintendent Report
 - NEASC Visit Summation – Mr. Ted Keleher gave an overview of the NEASC visit. The visiting committee stated that they were very impressed with the students, administrators, teachers, and BOE. (**ATTACHMENT #1**)
- B. Assistant Superintendent Report (**ATTACHMENT # 2**)
 - Update re: Groton Teaching and Learning – Dr. Piazza gave an overview of the district Professional Development day on November 8, 2022.
- C. Business Manager Report
 - Object Code Summary FY22 (**ATTACHMENT #3**) Mr. Knight gave an overview of the Object Code Summary dated December 7, 2022 that shows an unexpended balance of \$65,778.
 - Health Insurance Report (**ATTACHMENT #4**) – Mr. Knight gave an overview of the Health Insurance Report for the month of October.
- D. Director of Buildings and Grounds
 - Update re: School Facilities – Mr. Kilpatrick noted:
 - That he and Dr. Kennedy met with NEASC visiting committee last week.
 - He is looking into a hydraulic lift to address the area in the library at FHS.
 - He and Mr. Knight submitted 2 grants to the State regarding HVAC at FHS & CB.
 - FHS/CB HVAC will be going to the next meeting of the Finance/Facilities Committee to address these issues.
 - He noted that his department began working on a list of projects to work on during the Christmas break.

VII. COMMITTEE REPORTS

- A. Policy – Dr. Ackerman noted that the Policy Committee met and worked on the policies on the agenda for a second reading. At the next meeting of the Policy Committee, they will address graduation requirements.
- B. Curriculum – Mrs. Porter stated that the Curriculum Committee met and Tim Driscoll and Chelsea Courtright came to speak on the EMT class and the committee has asked for more information. Anne Keefe-Forbotnick presented on the IB Pathways Core Program, Personnel and Professional Skills Reflective Projects Service and Language Development, and had an update on Magnet Curriculum work done at the elementary level by Emma Rotner. On the next agenda (December 19, 2022 at 6:00 p.m., remotely) will be EdRising and NROTC.
- C. Finance/Facilities – Mr. Weitlauf noted that the Finance/Facilities Committee met on December 6, 2022 and discussed the budget history, review of the cost of School Safety/Security Plan, review of the HVAC grant, had an update on the GMS Field Lights, an update on the Solar Panels and an update on the Bus Contract. Mr. Weitlauf also noted that they finally got through the legal issues regarding the bus contract.
- D. Communications – Mr. Shulman noted that the Communications Committee met tonight and had their first working session on the Communication Plan
- E. Negotiations – Mrs. Shepardson Watson noted that the Paraprofessional contract will begin soon.
- F. LEARN – Mrs. Volkmann noted that the LEARN Board met last Thursday, December 8, 2022. CABE Director Patrice McCarthy presented legislature regarding a possible Magnet reimbursement and noted that feminine hygiene products should be in bathrooms for boys and girls; a group went to Griswold to view an ESports Room. It was noted that FHS also viewed it.

VII. COMMITTEE REPORTS – cont.

- G. TCC/RTM/BoE Liaison – Mrs. Shepardson Watson stated that the first meeting of the TCC/RTM/BoE Liaison Committee will be January 12, 2023.
- H. AGSA/GEA/BoE Liaison – There was no report.
- I. Groton Scholarship – Mrs. Porter noted that the Groton Scholarship Committee met last week and noted a fundraiser at Chipotle on March 4, 2023.
- J. Athletic Fields – Mr. Weitlauf noted that the Field Task Force will be going to the Town Council with their plan including a proposal for Claude Chester School.
- K. Trails – There was no report.
- L. Library Committee – There was no report.
- M. State Council on Education Opportunities for Military Children – There was no report.

VIII. ACTION ITEMS

A. Consent Agenda

MOTION: Andrea, Horgan: To approve the Consent Agenda.
YES – Shepardson Watson, Ackerman, Horgan, Porter, Shulman, Volkmann, Washington
ABSTAINED - Weitlauf
ABSENT – Antipas
PASSED

B. Old Business

- 1 Discussion and possible action regarding a second reading of policy P 6141.52 Challenging Curriculum for Middle Years (Attachment #5)

MOTION: Porter, Horgan: To approve policy P 6141.52 Challenging Curriculum for Middle Years as a second reading.
PASSED - UNANIMOUSLY

- 2 Discussion and possible action regarding a second reading of policy P 3520.11 Electronic Information Security (Attachment #6)

MOTION: Volkmann, Shulman: To approve policy P 3520.11 Electronic Information Security as a second reading.
PASSED - UNANIMOUSLY

- 3 Discussion and possible action regarding a second reading of policy P 4113.12 Minimum Duty-Free Lunch Periods (Attachment #7)

MOTION: Washington, Porter: To approve policy P 4113.12 Minimum Duty-Free Lunch Periods as a second reading.
YES – Shepardson Watson, Ackerman, Horgan, Porter, Volkmann, Washington, Weitlauf
ABSTAINED - Shulman
ABSENT – Antipas
PASSED

VIII. ACTION ITEMS (cont'd)

- 4 Discussion and possible action regarding a second reading of policy P 3543.31 Electronic Communications Use and Retention (Attachment #8)

MOTION: Weitlauf, Porter: To approve policy P 3543.31 Electronic Communications Use and Retention as a second reading.

PASSED - UNANIMOUSLY

C. New Business

1. Discussion and possible action regarding the approval of the FY23 CIP proposals (Attachment #9)

MOTION: Shulman, Horgan: To approve the FY23 CIP proposals.

MOTION: Weitlauf, Ackerman: To amend the motion to add to the FY23 CIP proposals ADA compatible bleachers, Modernized Concession Stand, Modernized rest rooms, Field House, each as separate CIP proposals.

PASSED – UNANIMOUSLY

VOTE ON MAIN MOTION AS AMENDED: **PASSED - UNANIMOUSLY**

2. Discussion and possible action regarding recognition of January 18, 2023 as National Maintenance Day.

MOTION: Ackerman, Porter: To recognize January 18, 2023 as National Maintenance Day, and to direct the Superintendent of Schools to send a letter of appreciation to the maintenance staff.

PASSED - UNANIMOUSLY

3. Discussion and possible action regarding the ratification of the Association of Groton School Administrators (AGSA) contract for the period of July 1, 2023 to June 30, 2027 - It is anticipated that this item will be held in executive session (Attachment #10)

IX. INFORMATION AND PROPOSALS

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

- Mrs. Porter noted that she attended the Robotics Pancake breakfast.
- Mrs. Washington noted:
 - Her attendance at a CAFE Webinar on School Advocate.
 - She noted the Legislative Breakfast on January 23, 2023.
 - There will be legislative on Military Compact.
 - She noted that the State is looking at Math mandates.
- Dr. Ackerman noted January 15, 2023 for the MLK Ecumenical Service.

X. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items for Board Attention

As noted in the agenda.

Mrs. Washington on behalf of the Groton Community Meals thanked Ernie Koschmieder and Sam Kilpatrick for granting them the use every Wednesday of TR.

B. Suggested Agenda Items

ESport Program
Local Legislature with the Town Council
Magnet School Themes

Mr. Shulman noted his desire to visit the schools.

MOTION: Shepardson Watson, Horgan: To go into Executive Session at 8:35 p.m. for the purpose of discussing the ratification of the Association of Groton School Administrators (AGSA) contract for the period of July 1, 2023 to June 30, 2027 and to invite Superintendent Austin, Dr. Piazza, Laurie LePine, and Ken Knight.
PASSED UNANIMOUSLY

The Association of Groton School Administrators (AGSA) contract was discussed. No action was taken.

MOTION: Ackerman, Porter: To return to Open Session at 8:35 p.m.
PASSED – UNANIMOUSLY

MOTION: Shepardson Watson, Porter: To ratify the Association of Groton School Administrators (AGSA) contract for the period of July 1, 2023 to June 30, 2027.
PASSED – UNANIMOUSLY

XI. ADJOURNMENT

MOTION: Shepardson Watson, Porter:
To adjourn at 8:35 p.m.
PASSED – UNANIMOUSLY

**Fitch High School
NEASC Visit**

12/4/2022-12/7/2022

The NEASC Process

1. **Collaborative Conference (10/22/2020-10/23/2020)**
Report: Whole School Self Reflection and identification of Priority Areas for Improvement
Visit: Review and verification of the Self Reflection Report and Priority Areas.
 2. **Decennial Visit (12/4/2022-12/7/2022)**
Report: Progress on identified Priority Areas
Visit: Review of Progress and Next Steps
-

Priority Areas – Collaborative Conference Visit (2020)

- All courses will have a **complete curriculum** in a unified format and that curriculum will be accessible on the district dashboard. Further, this curriculum will integrate the four pillars of Vision of the Graduate.
- The school will implement a formal **SRBI process** which includes methods to identify, track, and evaluate student progress.
- The school will develop a common school wide focus based on the **district improvement plan and Vision of the Graduate.**

NEASC agreed with our identified Priority Areas in their report

Preliminary Thoughts from this Visit

- The committee reported that the visit was very positive! They enjoyed their time at the school, their visits with various school faculty, staff, parents, students, administration and the Board of Education.
 - The Decennial Self Reflection Report stated that Fitch High School has made progress in all three areas, even with the challenges faced through COVID. Based on the initial feedback we were given, the committee's report should reflect agreement with our report and suggest next steps.
 - Curriculum - Continue the work to have all course completed in a unified format.
 - SRBI - Continue and expand the current SRBI format and supports.
 - District Improvement Plan and Vision of the Graduate - Expand understanding of the VoG and continue the work in developing school and district wide improvement plans.
-

Other Improvements

These areas were mentioned by members of the committee

- ADA compliance for bleachers - both in gymnasium and football field.
 - Figure out the 'pit' in the library
 - Improvements in instructional areas in the vintage wing - specifically in the culinary arts rooms.
 - Increase time for collaboration with teacher and continue to improve academic supports for students.
-

Final Thoughts

The school has identified areas for improvements. Based on the feedback given by the Committee Chair, the NEASC visit has confirmed the work by the Board, District and School should continue.

The final report will be shared with the BOE as soon as it is available.

Thank you!

Our Parents and Students who participated in the process

The Business Office - Ken Knight and Jen DeBell - for assisting with the hotel and meal prep

The Board of Education and Superintendent Austin and Assistant Superintendent Piazza for your support and participation

Ernie, Suzie and the entire cafeteria crew for keeping the committee well fed!

Chesley Courtright, Amy Frayne and Melissa Manzione for writing the Report

The entire FHS Faculty, Staff and Administration for their work in preparation for the visit

DISTRICT PROFESSIONAL DEVELOPMENT DAY: Nov 8, 2022

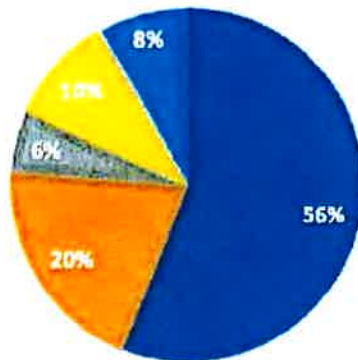
Morning Session

Workshops Offered Included:

- 3 Steps Forward 2 Steps Back (Artwork on Social Justice)
- Fitch High School Teacher to Teacher PD (Google Drive, Google Slides, Schoology, Promethean Board Training, AP NMSI Training, AP/IB Collaboration, CASEL 5 and Falcon's RISE, Gameplay)
- Understanding Trauma/Chronic Stress
- Teachers Need Some SEL Too
- Multilingual Learners Training
- Dreambox Training
- Lexia
- TeachTown
- New Specific Learning Disability (SLD) and Dyslexia Criteria
- Naviance Training
- PMT training
- And more...

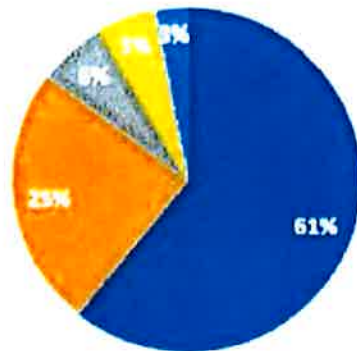
OVERALL SATISFACTION WITH PD

■ very satisfied ■ somewhat satisfied ■ neutral
■ somewhat dissatisfied ■ very dissatisfied



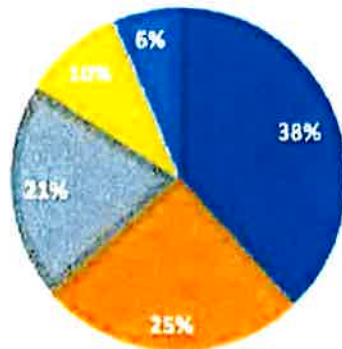
THE CONTENT WAS RELEVANT TO MY PROFESSIONAL RESPONSIBILITIES

■ strongly agree ■ agree ■ neither agree or disagree ■ disagree ■ strongly disagree



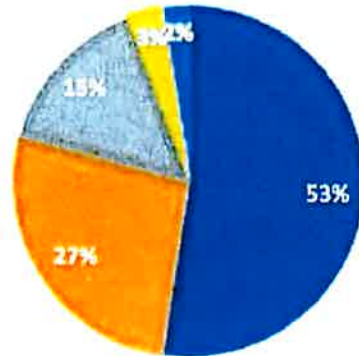
HOW CONFIDENT ARE YOU ABOUT YOUR ABILITY TO USE THE NEW KNOWLEDGE AND SKILLS IN YOUR CLASSROOM

■ extremely confident ■ very confident ■ somewhat confident
■ not so confident ■ not at all confident



THE PRESENTER WAS KNOWLEDGEABLE, HELPFUL AND WELL-PREPARED

■ strongly agree ■ agree ■ neither agree or disagree ■ disagree ■ strongly disagree



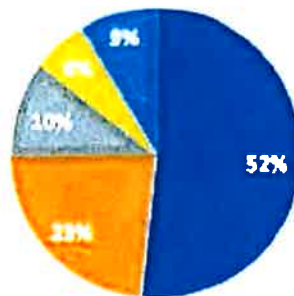
Afternoon Session

Workshops Offered Included:

- Department Specific PD
- Understanding Trauma
- Teachers Need Some SEL Too
- Multilingual Learners
- Lexia
- Teachtown
- New Specific Learning Disability (SLD) and Dyslexia Criteria
- Classroom EdTech Deep Dive
- And More...

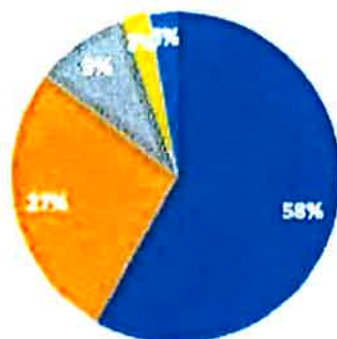
OVERALL SATISFACTION WITH THE PD OFFERED

- very satisfied
- somewhat satisfied
- neutral
- somewhat dissatisfied
- very dissatisfied



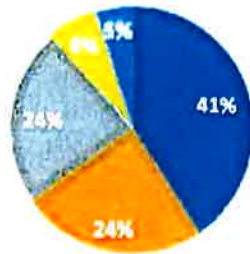
THE CONTENT WAS RELEVANT TO MY PROFESSIONAL RESPONSIBILITIES

- strongly agree
- agree
- neither agree or disagree
- disagree
- strongly disagree



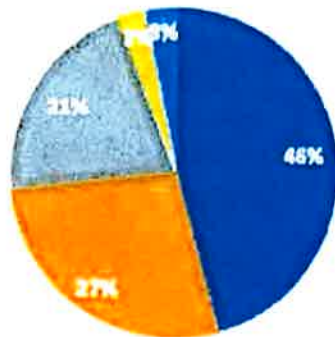
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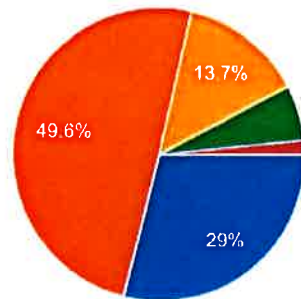
■ strongly agree ■ agree ■ neither agree or disagree ■ disagree ■ strongly disagree



Paraprofessional Professional Development Survey Results

Please rate your overall satisfaction with the professional development offered within your building.

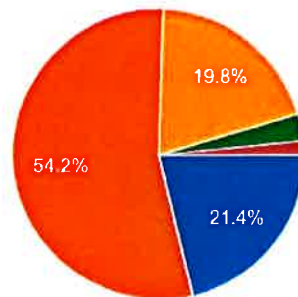
131 responses



- VERY SATISFIED
- SOMEWHAT SATISFIED
- NEITHER SATISFIED NOR DISSATISFIED
- SOMEWHAT DISSATISFIED
- VERY DISSATISFIED

The content was relevant to my professional responsibilities.

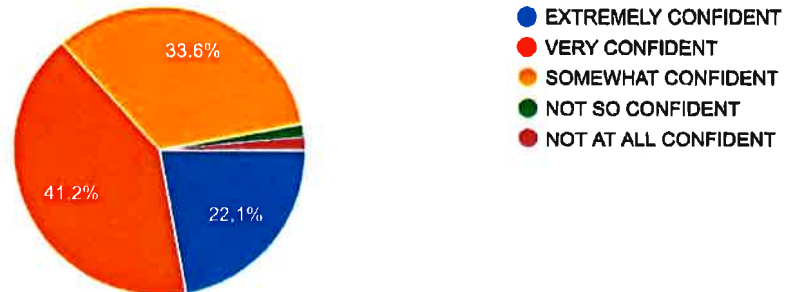
131 responses



- STRONGLY AGREE
- AGREE
- NEITHER AGREE NOR DISAGREE
- DISAGREE
- STRONGLY DISAGREE

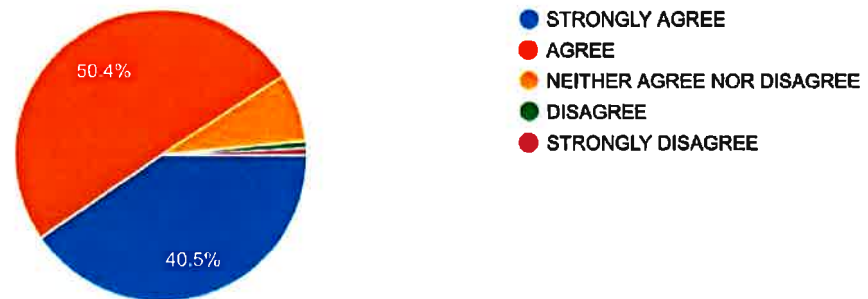
How confident are you about your ability to use the new knowledge and skills in your classroom?

131 responses



The presenter/professional developer was knowledgeable, helpful, and well-prepared.

131 responses



Groton Public Schools

Date prep:		FY23 Budget Summary Review								
12/7/22 3:12 PM										
Account	Object #s	FY23 Budget 2022-2023	Expenditures	Encumbered	FY23 Actual Total	Remaining Balance	%	FY23 Estimate 12/07/2022	Favorable/ (Unfavorable) to Budget	
Salaries										
1	Administrators 105-109	5,052,518	2,338,862	2,632,176	4,971,038	81,480	1.6%	5,052,518	0	
2	Teachers 101-104,123-127,151-152	35,367,250	10,955,161	23,904,310	34,859,471	507,779	1.4%	35,267,115	100,135	
3	Non-Cert Aides 110-111,130-131,136,139	4,284,903	1,194,757	26,363	1,221,120	3,063,783	71.5%	4,266,004	18,899	
4	Substitute - Cert & Non-Cert 120-121	1,007,080	436,143	0	436,143	570,937	56.7%	1,007,080	0	
5	Clerical 112-114,132-134,144	1,971,277	912,032	0	912,032	1,059,245	53.7%	1,971,277	0	
6	Custodial/Maintenance/Techs 117-118,129,137-138,147-148	3,610,973	1,560,892	174,745	1,735,627	1,875,346	51.9%	3,610,973	0	
7	Campus Security/Supervision 128	152,540	145,327	0	145,327	7,213	4.7%	152,540	0	
8	Total Salaries 100	51,446,541	17,543,163	26,737,594	44,280,757	7,165,784	13.9%	51,327,507	119,034	
Benefits										
9	Health Insurance 201-202	7,281,438	4,090,976	0	4,090,976	3,190,462	43.8%	7,281,438	0	
10	Workers Comp & Town Pension 211,213	962,425	962,423	0	962,423	2	0.0%	962,423	2	
11	Social Security & Medicare 212,214	1,511,750	632,859	0	632,859	878,891	58.1%	1,510,839	911	
12	Other Benefits 222-227	283,493	274,134	0	274,134	9,359	3.3%	329,077	(45,584)	
13	Total Benefits 200	10,039,106	5,960,392	0	5,960,392	4,078,714	40.6%	10,083,777	(44,671)	
Purchased Services										
14	Instructional Services 321-324	184,475	113,359	2,125	115,484	68,991	37.4%	177,342	7,134	
15	Professional Services 331	251,614	249,797	31,529	281,326	(29,712)	(11.8%)	253,076	(1,462)	
16	Other Prof Services 332	571,885	130,320	146,823	277,143	294,742	51.5%	571,885	0	
17	OT & PT Services 333	678,058	30,039	696,700	726,739	(48,681)	(7.2%)	678,058	0	
18	Legal 334	71,054	25,947	0	25,947	45,107	63.5%	71,054	0	
19	Athletic Officials & Other Athletic Serv 341-342	77,290	24,463	0	24,463	52,827	68.3%	77,290	0	
20	Computer Network Services 343	164,483	163,890	5,113	169,003	(4,520)	(2.7%)	164,483	0	
21	Total Purchased Services 300	1,998,859	737,816	882,290	1,620,105	378,754	18.9%	1,993,188	5,672	
Property Services										
22	Water & Sewer 410-411	100,799	61,792	115	61,907	38,892	38.6%	100,799	0	
23	Trash & Snow Removal 421-422	137,466	41,496	45,637	87,133	50,333	36.6%	137,466	0	
24	Repair/Maintenance 430-435,490-491,499	481,216	239,487	76,364	315,851	165,365	34.4%	472,784	8,432	
25	Rental 441	123,899	57,511	73,660	131,171	(7,272)	(5.9%)	123,899	0	
26	Total Property Services 400	843,380	400,285	195,776	596,061	247,319	29.3%	834,948	8,432	
Transportation, Insurance, Communications, Tuition										
27	Transportation: Schools 510-513	5,360,342	1,658,294	0	1,658,294	3,702,048	69.1%	5,486,984	(126,642)	
28	Transportation: Student Activities 587-596	175,419	36,586	11,230	47,816	127,603	72.7%	167,683	7,736	
29	Transportation: Staff 580-584	141,686	18,707	0	18,707	122,979	86.8%	124,906	16,780	
30	Insurance 522,525	417,628	403,354	0	403,354	14,274	3.4%	416,866	762	
31	Communications 530-552	142,592	125,536	3,374	128,909	13,683	9.6%	137,180	5,413	
32	Tuition: Special Education 561-563,568	4,319,633	910,972	1,047,018	1,957,990	2,361,643	54.7%	4,153,688	165,945	
33	Tuition: Other 564-567	1,197,359	893,484	169,851	1,063,335	134,024	11.2%	1,157,918	39,441	
34	Total Trans, Ins, Comm, Tuition 500	11,754,659	4,046,933	1,231,472	5,278,405	6,476,254	55.1%	11,645,225	109,434	
Supplies										
35	Instructional Supplies 601-609,613-619,622-623,628	499,046	137,295	23,418	160,713	338,333	67.8%	424,983	74,063	
36	Computer Supplies 610-612	254,072	724,732	11,644	736,375	(482,303)	(189.8%)	246,619	7,453	
37	Electricity & Heating 631-633	1,467,021	719,930	14,928	734,858	732,163	49.9%	1,593,866	(126,845)	
38	Transportation Supplies 634,656	180,486	114,448	0	114,448	66,038	36.6%	302,141	(121,655)	
39	Textbooks & Library Books 640-642,645,647	83,311	43,441	4,374	47,815	35,496	42.6%	72,695	10,616	
40	Facility/Maintenance Supplies 650,652-655,657,659	300,984	204,366	14,470	218,837	82,047	27.3%	300,209	675	
41	Other Supplies (staff dev, PPE, etc) 621,624-627,690	88,910	44,436	5,105	49,541	39,369	44.3%	88,806	104	
42	Total Supplies 600	2,873,730	1,988,650	73,938	2,062,588	811,142	28.2%	3,029,319	(155,589)	
Equipment										
43	Instructional Equipment 730,735	98,400	48,700	2,073	50,773	47,627	48.4%	84,787	13,613	
44	Non-Instructional Equip 731,736	10,000	9,774	34,213	43,987	(33,987)	(339.9%)	10,000	0	
45	Total Equipment 700	108,400	58,474	36,286	94,760	13,640	12.6%	94,787	13,613	
46	Total Dues & Fees 800	92,596	78,927	510	79,437	13,159	14.2%	82,742	9,854	
47	GRAND TOTAL	79,157,271	30,814,640	29,157,866	59,972,506	19,184,765	24.2%	79,091,493	65,778	

Groton Public Schools

Date prep: FY23 Budget Summary Review
 12/7/22 3:12 PM

Account	Object #s	FY23 Budget 2022-2023	Expenditures	Encumbered	FY23 Actual Total	Remaining Balance	%	FY23 Estimate 12/07/2022	Favorable/ (Unfavorable) to Budget
Salaries									
Administrators									
48 Administrators	105	1,201,101	608,738	598,048	1,206,786	(5,685)	(0.5%)	1,201,101	-
49 Principals	106	1,150,292	531,448	617,789	1,149,237	1,055	0.1%	1,150,292	-
50 Asst. Principals/Sp.Ed. Supv	107	2,385,181	1,052,406	1,277,410	2,329,817	55,364	2.3%	2,385,181	-
51 6-12 Curriculum Coordinators	108	174,798	74,207	62,927	137,133	37,665	21.5%	174,798	-
52 Athletic Director	109	141,146	72,063	76,002	148,065	(6,919)	(4.9%)	141,146	-
53		5,052,518	2,338,862	2,632,176	4,971,038	81,480	1.6%	5,052,518	0
Teachers									
54 Classroom Teachers	101 & 151	25,154,553	7,419,588	17,295,039	24,714,627	439,926	1.7%	25,066,232	88,321
55 Sp.Ed Certified	102	7,830,521	2,699,792	5,363,064	8,062,856	(232,335)	(3.0%)	7,820,291	10,230
56 Media Specialist	103	690,181	243,564	478,697	722,261	(32,080)	(4.6%)	690,181	-
57 Guidance	104	1,175,535	385,557	767,509	1,153,066	22,469	1.9%	1,175,535	-
58 Adult Ed	124	42,230	9,764	0	9,764	32,466	76.9%	42,230	-
59 Coach Stipends	126	356,416	110,438	0	110,438	245,979	69.0%	355,081	1,336
60 Other Student Activities	127	117,814	37,940	0	37,940	79,874	67.8%	117,566	248
61		35,367,250	10,955,161	23,904,310	34,859,471	507,779	1.4%	35,287,115	100,135
Non-Cert Aides/Tutors									
62 Reg. Ed Aides - Kindergarten	110 & 130	456,375	107,342	0	107,342	349,033	76.5%	456,375	-
63 Sp.Ed Aides - Para I & Para II	111 & 131	2,906,920	407,254	0	407,254	2,499,666	86.0%	2,565,242	341,678
64 Tutors	125 & 152	432,500	489,073	0	489,073	(56,573)	(13.1%)	754,154	(321,654)
65 School Bus Aides	136	429,588	156,805	0	156,805	272,783	63.5%	429,588	-
66 Other Non-Certified Personnel	139 & 119	59,520	34,282	26,363	60,645	(1,125)	(1.9%)	60,645	(1,125)
67		4,284,903	1,194,757	26,363	1,221,120	3,063,783	71.5%	4,266,004	18,899
Substitute									
68 Substitute Sp.Ed Certified	121	85,588	0	0	0	85,588	100.0%	40,417	45,171
69 Substitute Reg. Ed Certified	120	921,492	436,143	0	436,143	485,349	52.7%	966,663	(45,171)
70		1,007,080	436,143	0	436,143	570,937	56.7%	1,007,080	0
Clerical									
71 Clerical	112 113 114 132 133 134 143 144	1,971,277	912,032	0	912,032	1,059,245	53.7%	1,971,277	0
Custodial/Maintenance/Techs									
72 Custodial	117 & 137	1,924,943	834,393	41,142	875,535	1,049,408	54.5%	1,924,943	-
73 Maintenance	118 & 138	857,425	372,598	47,977	420,574	436,851	50.9%	857,425	-
74 Custodial/Maintenance Overtime	147 & 148	108,500	26,210	0	26,210	82,290	75.8%	108,500	-
75 Technicians	129 & 149	720,105	327,682	85,626	413,308	306,797	42.6%	720,105	-
76		3,610,973	1,560,882	174,745	1,735,627	1,875,346	51.9%	3,610,973	0
Security									
77 Security/Supervision	128	152,540	145,327	0	145,327	7,213	4.7%	152,540	-
78 Total Salaries		51,446,541	17,543,163	26,737,594	44,280,757	7,165,784	13.9%	51,327,507	119,034
Benefits									
Health Insurance									
79 Group Ins. Prof	201	5,827,342	3,586,973	0	3,586,973	2,240,369	38.4%	5,827,342	-
80 Group Ins. Other	202	1,454,096	504,003	0	504,003	950,093	65.3%	1,454,096	-
81		7,281,438	4,090,976	0	4,090,976	3,190,462	43.8%	7,281,438	0
Workers Comp & Town Pension									
82 Worker's Compensation	211	405,825	405,823	0	405,823	2	0.0%	405,823	2
83 Town Pension	213	556,600	556,600	0	556,600	0	0.0%	556,600	-
84		962,425	962,423	0	962,423	2	0.0%	962,423	2
Social Security & Medicare									
85 Social Security	212	765,776	305,637	0	305,637	460,139	60.1%	765,914	(138)
86 Medicare	214	745,974	327,222	0	327,222	418,752	56.1%	744,925	1,049
87		1,511,750	632,859	0	632,859	878,891	58.1%	1,510,839	911
Other Employee Benefits									
88 Retirement Awards	222	135,993	192,788	0	192,788	(56,795)	(41.8%)	192,788	(56,795)
89 Unemployment	223	40,000	2,425	0	2,425	37,575	93.9%	28,789	11,211
90 Tuition Reimb Certified	224	106,000	78,921	0	78,921	27,079	25.5%	106,000	-
92 Mentor Stipend	227	1,500	0	0	0	1,500	100.0%	1,500	-
93		283,493	274,134	0	274,134	9,359	3.3%	329,077	(45,584)
94 Total Benefits		10,039,106	5,960,392	0	5,960,392	4,078,714	40.6%	10,083,777	(44,671)

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Account	Object #s	FY23 Budget 2022-2023	Expenditures	Encumbered	FY23 Actual Total	Remaining Balance	%	FY23 Estimate 12/07/2022	Favorable/ (Unfavorable) to Budget	
Purchased Services										
Instructional Services										
95	Instructional Services	321 & 323	123,075	82,793	0	82,793	40,282	32.7%	119,567	3,509
96	Instruct Improvement Services	322 & 324	61,400	30,566	2,125	32,691	28,709	46.8%	57,775	3,625
97			184,475	113,359	2,125	115,484	68,991	37.4%	177,342	7,134
Professional Services										
98	Professional Services	331	251,614	249,797	31,529	281,326	(29,712)	(11.8%)	253,076	(1,462)
99	Other Professional Services	332	571,885	130,320	146,823	277,143	294,742	51.5%	571,885	-
100	OT & PT Services	333	678,058	30,039	696,700	726,739	(48,681)	(7.2%)	678,058	-
101	Legal Services	334	71,054	25,947	0	25,947	45,107	63.5%	71,054	-
102			1,572,611	436,103	875,052	1,311,155	261,456	16.6%	1,574,073	(1,462)
Athletic Officials & Other Athletic Services										
103	Athletic Officials	341	61,550	21,823	0	21,823	39,727	64.5%	61,550	-
104	Other Athletic Services	342	15,740	2,640	0	2,640	13,100	83.2%	15,740	-
105			77,290	24,463	0	24,463	52,827	68.3%	77,290	0
Computer Network Services										
106	Computer Network Services	343	164,483	163,890	5,113	169,003	(4,520)	(2.7%)	164,483	-
107	Total Purchased Services		1,998,859	737,815	882,290	1,620,105	376,754	18.9%	1,993,188	5,672
Property Services										
Water/Sewer										
108	Water	410	66,182	32,094	115	32,209	33,973	51.3%	66,182	-
109	Sewer	411	34,617	29,698	0	29,698	4,919	14.2%	34,617	-
110			100,799	61,792	115	61,907	38,892	38.6%	100,799	0
Trash & Snow Removal										
111	Trash Removal	421	87,466	41,496	45,637	87,133	333	0.4%	87,466	-
112	Snow Removal	422	50,000	0	0	0	50,000	100.0%	50,000	-
113			137,466	41,496	45,637	87,133	50,333	36.6%	137,466	0
Repair/Maintenance										
114	Equipment Repairs	430	118,095	49,840	441	50,281	67,814	57.4%	108,913	9,182
115	Grounds Repairs	431	189,614	127,522	42,286	169,808	19,806	10.4%	189,614	-
116	General Bldg Repairs	432	28,563	4,768	0	4,768	23,795	83.3%	28,563	-
117	Painting	433	5,095	2,821	0	2,821	2,274	44.6%	5,095	-
118	Heat & Plumbing	434	48,400	14,440	15,264	29,704	18,696	38.6%	48,400	-
119	Electrical	435	9,005	747	0	747	8,258	91.7%	9,005	-
120	Extermination Services	490	11,477	6,173	0	6,173	5,304	46.2%	11,477	-
121	Bldg Fire Protection	491	46,821	13,253	18,000	31,253	15,568	33.2%	46,821	-
123	Other Purch Services	499	24,146	19,922	373	20,295	3,851	15.9%	24,896	(750)
124			481,216	239,487	76,364	315,851	165,365	34.4%	472,764	8,432
Rental										
125	Rental	441	123,899	57,511	73,660	131,171	(7,272)	(5.9%)	123,899	-
126	Total Property Services		843,380	400,285	195,776	596,061	247,319	29.3%	834,948	8,432
Transportation, Insurance, Communications, Tuition										
Transportation: Schools										
127	Reg Ed Pupil Transportation	510 & 516	3,160,976	850,798	0	850,798	2,310,178	73.1%	3,287,618	(126,642)
128	Sp Ed - Trans - STA	511	1,243,367	407,048	0	407,048	836,319	67.3%	1,243,367	-
129	Sp Ed - Trans - Curtin	512	943,749	400,447	0	400,447	543,302	57.6%	943,749	-
130	Pupil Transp Reimbursement	513	12,250	0	0	0	12,250	100.0%	12,250	-
131			5,360,342	1,658,294	0	1,658,294	3,702,048	69.1%	5,486,984	(126,642)
Transportation: Other										
132	Transportation - Athletics	587	107,800	16,949	6,405	23,354	84,446	78.3%	107,800	-
133	Transportation - Field Trips	588	50,149	14,987	3,947	18,934	31,215	62.2%	42,198	7,951
134	Entry Fees - Athletics	591 & 592	12,700	3,525	0	3,525	9,175	72.2%	12,605	95
135	Admission Fees	595	4,770	1,125	878	2,003	2,767	58.0%	5,080	(310)
137			175,419	36,586	11,230	47,816	127,603	72.7%	167,683	7,736
Transportation: Staff										
138	Travel - Education	580 & 581	7,500	1,337	0	1,337	6,163	82.2%	7,518	(18)
139	Travel - Admin	582 & 583	29,500	11,502	0	11,502	17,998	61.0%	27,077	2,423
140	Travel - Conferences	584	104,686	5,868	0	5,868	98,818	94.4%	90,311	14,375
141			141,686	18,707	0	18,707	122,979	86.6%	124,906	16,780
Liability & Accident Insurance										
142	Liability Insurance	522	402,456	388,944	0	388,944	13,512	3.4%	402,456	-
143	Accident Insurance	525	15,172	14,410	0	14,410	762	5.0%	14,410	762
144			417,628	403,354	0	403,354	14,274	3.4%	416,866	762

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Account	Object #s	FY23 Budget			FY23 Actual	Remaining Balance	%	FY23 Estimate	Favorable/ (Unfavorable) to Budget	
		2022-2023	Expenditures	Encumbered	Total			12/07/2022		
Communications										
145 Telephone, Telephone Repairs	530	91,400	113,513	0	113,513	(22,113)	(24.2%)	91,400	-	
146 Postage	531	31,150	3,654	0	3,654	27,496	88.3%	27,363	3,788	
147 Advertisement	540	5,000	5,778	3,311	9,088	(4,088)	(81.8%)	5,000	-	
148 Minority Recruitment	541	0	0	0	0	0		-	-	
149 Printing Admin	550	11,542	2,592	63	2,655	8,887	77.0%	10,792	750	
150 School Publications	551 & 552	3,500	0	0	0	3,500	100.0%	2,625	875	
151		<u>142,592</u>	<u>125,536</u>	<u>3,374</u>	<u>128,909</u>	<u>13,683</u>	<u>9.6%</u>	<u>137,180</u>	<u>5,413</u>	
Tuition: Special Education										
152 Sp Ed Vocational	561	411,956	94,640	28,500	123,140	288,816	70.1%	420,987	(9,031)	
153 Sp Ed BoE Placements	562	2,557,392	501,469	955,536	1,457,005	1,100,387	43.0%	2,521,299	36,093	
154 Sp Ed State Placements	563	580,000	70,224	0	70,224	509,776	87.9%	477,210	102,790	
155 Sp Ed Magnet Choice	568	770,285	244,639	62,982	307,621	462,664	60.1%	734,192	36,093	
156		<u>4,319,633</u>	<u>910,972</u>	<u>1,047,018</u>	<u>1,957,980</u>	<u>2,361,643</u>	<u>54.7%</u>	<u>4,153,688</u>	<u>165,945</u>	
Tuition: Other										
157 Adult Ed	564	210,105	207,000	0	207,000	3,105	1.5%	207,000	3,105	
158 Gen Ed Magnet Tuition	566	897,671	686,484	169,851	856,335	41,336	4.6%	861,335	36,336	
159 Gen Ed Vo Ag Tuition	567	89,583	0	0	0	89,583	100.0%	89,583	-	
160		<u>1,197,359</u>	<u>893,484</u>	<u>169,851</u>	<u>1,063,335</u>	<u>134,024</u>	<u>11.2%</u>	<u>1,157,918</u>	<u>39,441</u>	
161 Total Transportation, Insurance, Communication, Tuition		<u>11,754,659</u>	<u>4,046,933</u>	<u>1,231,472</u>	<u>5,278,405</u>	<u>6,476,254</u>	<u>55.1%</u>	<u>11,645,225</u>	<u>109,434</u>	
Supplies										
Instructional Supplies										
162 General Classroom	601	156,340	21,531	3,087	24,618	131,722	84.3%	117,240	39,100	
163 Science	602	16,986	2,682	3,944	6,625	10,361	61.0%	13,005	3,981	
164 Arts & Crafts	603	24,300	19,019	1,487	20,506	3,794	15.6%	21,209	3,091	
165 Phys. Ed	604	15,400	792	1,219	2,010	13,390	86.9%	12,181	3,219	
166 Music	605	24,000	6,913	1,009	7,922	16,078	67.0%	18,200	5,800	
167 Kindergarten	606	5,100	942	0	942	4,158	81.5%	3,825	1,275	
168 Pupil Tests	607	65,400	25,277	2,759	28,036	37,364	57.1%	57,300	8,100	
169 Tech. Ed	609	8,000	96	0	96	7,904	98.8%	6,000	2,000	
170 Home Ec Supplies	613	14,500	9,651	33	9,684	4,816	33.2%	10,875	3,625	
171 Sp Ed Supplies	615	56,000	14,656	4,443	19,099	36,901	65.9%	56,015	(15)	
172 Athletic Supplies	616	52,950	16,670	4,520	21,190	31,760	60.0%	54,861	(1,911)	
173 Math Supplies	617	10,350	988	68	1,056	9,294	89.8%	7,816	2,534	
174 Health Supplies	618	1,950	0	0	0	1,950	100.0%	1,463	488	
175 Other Supplies	619	3,000	569	0	569	2,431	81.0%	2,676	324	
176 Health Serv Pathogen	622	7,000	239	0	239	6,761	96.6%	7,000	-	
177 School Library Supplies	623	5,270	899	689	1,588	3,682	69.9%	3,953	1,318	
178 Food, Drink, Snacks	628	32,500	16,372	162	16,533	15,967	49.1%	31,364	1,136	
180		<u>499,046</u>	<u>137,295</u>	<u>23,418</u>	<u>160,713</u>	<u>338,333</u>	<u>67.8%</u>	<u>424,983</u>	<u>74,063</u>	
Computer Supplies										
181 Computer Supplies	610 & 611	49,200	31,909	4,653	36,562	12,638	25.7%	45,493	3,708	
182 Software	612	204,872	692,823	6,991	699,814	(494,942)	(241.6%)	201,127	3,745	
183		<u>254,072</u>	<u>724,732</u>	<u>11,644</u>	<u>736,375</u>	<u>(482,303)</u>	<u>(189.8%)</u>	<u>246,619</u>	<u>7,453</u>	
Electricity & Heating										
184 Electricity	631	971,513	605,532	14,928	620,460	351,053	36.1%	971,513	-	
185 Propane/Natural Gas	632	325,362	59,634	0	59,634	265,728	81.7%	290,905	34,457	
186 Heating Oil	633	170,146	54,764	0	54,764	115,382	67.8%	331,448	(161,302)	
187		<u>1,467,021</u>	<u>719,930</u>	<u>14,928</u>	<u>734,858</u>	<u>732,163</u>	<u>49.9%</u>	<u>1,593,666</u>	<u>(126,845)</u>	
Transportation Supplies										
188 Diesel for School Buses	634	138,070	100,331	0	100,331	37,739	27.3%	259,725	(121,655)	
189 Gas for Maintenance	656	42,416	14,118	0	14,118	28,298	66.7%	42,416	-	
190		<u>180,486</u>	<u>114,448</u>	<u>0</u>	<u>114,448</u>	<u>66,038</u>	<u>36.6%</u>	<u>302,141</u>	<u>(121,655)</u>	
Textbooks & Library Books										
191 Textbooks	640	45,051	22,558	1,927	24,485	20,566	45.7%	36,948	8,103	
192 Workbooks	641	12,460	19,384	0	19,384	(6,924)	(55.6%)	16,396	(3,936)	
193 Textbook Rebind	642	500	0	0	0	500	100.0%	375	125	
194 Library Books	645	22,900	1,295	1,683	2,978	19,922	87.0%	17,175	5,725	
195 Periodicals	647	2,400	205	764	969	1,432	59.7%	1,800	600	
196		<u>83,311</u>	<u>43,441</u>	<u>4,374</u>	<u>47,815</u>	<u>35,496</u>	<u>42.6%</u>	<u>72,695</u>	<u>10,616</u>	

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Account	Object #s	FY23 Budget 2022-2023	Expenditures	Encumbered	FY23 Actual Total	Remaining Balance	%	FY23 Estimate 12/07/2022	Favorable/ (Unfavorable) to Budget	
Facility/Maintenance Supplies										
197	Equipment Repair	650	23,158	9,483	0	9,483	13,675	59.0%	23,158	-
198	Grounds Supplies	651	19,334	21,799	0	21,799	(2,465)	(12.8%)	19,334	-
199	General Bldg Repair	652	64,450	36,681	80	36,762	27,688	43.0%	58,005	6,445
200	Painting	653	2,500	1,458	43	1,501	999	40.0%	2,500	-
201	Heat & Plumbing	654	33,716	22,699	12,429	35,128	(1,412)	(4.2%)	33,716	-
202	Electrical	655	29,948	16,094	458	16,552	13,396	44.7%	29,948	-
203	Safety Supplies	657 & 659	12,976	18,109	0	18,109	(5,133)	(39.6%)	18,746	(5,770)
204	Custodial Supplies	658	114,802	78,043	1,460	79,503	35,299	30.7%	114,802	-
205			<u>300,884</u>	<u>204,366</u>	<u>14,470</u>	<u>218,837</u>	<u>82,047</u>	<u>27.3%</u>	<u>300,209</u>	<u>675</u>
Other Supplies										
206	Sup Serv Guild Imp Ins	621	25,600	8,423	712	9,135	16,465	64.3%	23,700	1,900
207	Audio Visual	624 & 625	11,000	731	949	1,680	9,320	84.7%	10,625	375
208	General Admin Supplies	626	12,610	10,117	236	10,353	2,257	17.9%	12,475	135
209	School Admin Supplies	627	17,400	21,566	2,043	23,608	(6,208)	(35.7%)	22,510	(5,110)
210	Professional Materials	690	22,300	3,599	1,165	4,764	17,536	78.6%	19,497	2,803
212			<u>88,910</u>	<u>44,436</u>	<u>5,105</u>	<u>49,541</u>	<u>39,369</u>	<u>44.3%</u>	<u>88,806</u>	<u>104</u>
213	Total Supplies		<u>2,873,730</u>	<u>1,988,650</u>	<u>73,938</u>	<u>2,062,588</u>	<u>811,142</u>	<u>28.2%</u>	<u>3,029,319</u>	<u>(155,589)</u>
Equipment										
Instructional Equipment										
214	Replace Instr Equip	730	38,400	0	0	0	38,400	100.0%	14,050	24,350
215	Add Instr Equipment	735	60,000	48,700	2,073	50,773	9,227	15.4%	70,737	(10,737)
216			<u>98,400</u>	<u>48,700</u>	<u>2,073</u>	<u>50,773</u>	<u>47,627</u>	<u>48.4%</u>	<u>84,787</u>	<u>13,613</u>
Non-Instructional Equipment										
217	Replace Non-Instr Equipment	731	10,000	5,028	34,213	39,241	(29,241)	(292.4%)	5,254	4,746
218	Add Non-Instr Equipment	736	0	4,746	0	4,746	(4,746)		4,746	(4,746)
219			<u>10,000</u>	<u>9,774</u>	<u>34,213</u>	<u>43,987</u>	<u>(33,987)</u>	<u>(339.9%)</u>	<u>10,000</u>	<u>0</u>
220	Total Equipment		<u>108,400</u>	<u>58,474</u>	<u>36,286</u>	<u>94,760</u>	<u>13,640</u>	<u>12.6%</u>	<u>94,787</u>	<u>13,613</u>
Dues - Fees										
Dues/Fees										
221	Dues BoE	810	25,541	21,904	0	21,904	3,637	14.2%	25,541	-
222	General Admin Dues	811	16,160	21,438	360	21,798	(5,638)	(34.9%)	16,185	(25)
223	School Admin Dues	812	44,050	32,419	0	32,419	11,631	26.4%	34,367	9,684
224	Other Dues	819	6,845	3,166	150	3,316	3,529	51.6%	6,650	196
225	Total Dues/Fees		<u>92,596</u>	<u>78,927</u>	<u>510</u>	<u>79,437</u>	<u>13,159</u>	<u>14.2%</u>	<u>82,742</u>	<u>9,854</u>
226	Grand Total		<u>79,157,271</u>	<u>30,814,640</u>	<u>29,157,866</u>	<u>59,972,506</u>	<u>19,184,765</u>	<u>24.2%</u>	<u>79,091,493</u>	<u>65,778</u>

Groton Public Schools
FY23 Budget Summary Review
Summary at Program Level III

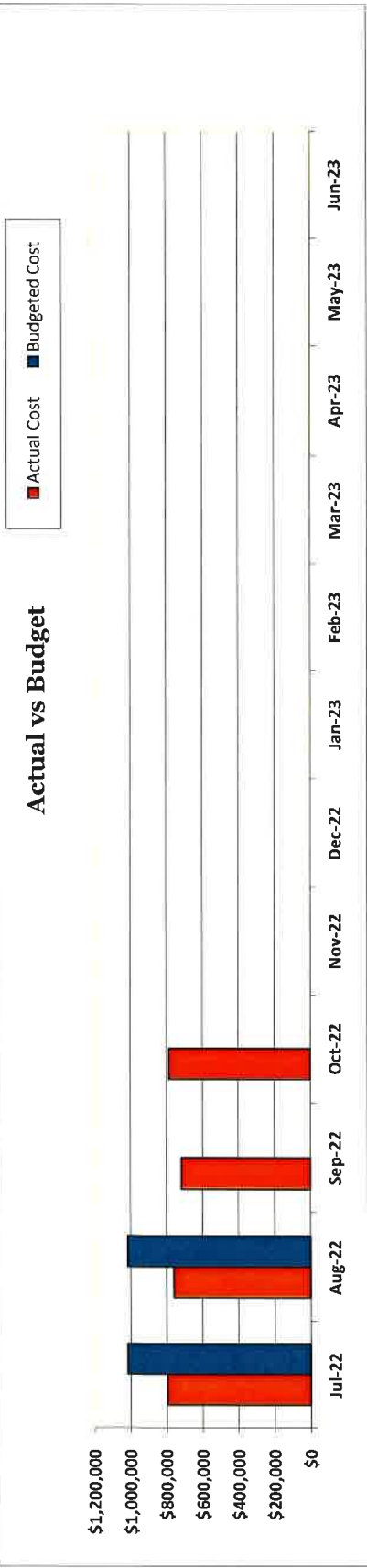
Function No.	Description	FY23			FY23	Remaining Balance	%	12/07/2022	Favorable/ (Unfavorable)
		Budget 2022-2023	Expended 2022-2023	Encumbered 2022-2023	Total 2022-2023			FY23 Estimated 2022-2023	
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,582,263	3,756,600	7,482,261	11,238,861	2,343,402	17.3%	13,437,015	145,248
1102	FUNCTION-1102 ART	680,986	245,195	366,365	611,560	69,426	10.2%	678,999	1,987
1103	FUNCTION-1103 COMPUTER EDUCATION	0	0	0	0	0	0.0%	-	-
1104	FUNCTION-1104 LANGUAGE ARTS	2,394,305	882,005	1,367,352	2,249,357	144,948	6.1%	2,391,812	2,493
1105	FUNCTION-1105 WORLD LANGUAGES	1,438,860	518,297	840,297	1,358,594	80,266	5.6%	1,440,208	(1,348)
1106	FUNCTION-1106 CONSUMER SCIENCE	155,887	61,962	81,284	143,245	12,642	8.1%	152,112	3,775
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	676,451	277,873	389,299	667,172	9,279	1.4%	684,628	(8,177)
1108	FUNCTION-1108 MATHEMATICS	2,073,160	800,161	1,231,670	2,031,831	41,329	2.0%	2,071,165	1,995
1109	FUNCTION-1109 MUSIC	731,202	259,208	407,711	666,919	64,283	8.8%	726,751	4,451
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,026,099	358,088	529,187	887,275	138,824	13.5%	1,020,960	5,139
1111	FUNCTION-1111 SCIENCE	2,279,445	877,114	1,252,221	2,129,335	150,110	6.6%	2,273,782	5,663
1112	FUNCTION-1112 SOCIAL STUDIES	1,849,410	655,061	1,092,485	1,747,546	101,864	5.5%	1,848,647	763
1113	FUNCTION-1113 MYP	42,000	9,547	0	9,547	32,453	77.3%	31,910	10,900
1114	FUNCTION-1114 HEALTH EDUCATION	301,017	127,717	231,834	359,551	(58,534)	(19.4%)	300,740	277
1117	FUNCTION-1117 INTERN. BACCALAUREATE	56,500	23,487	0	23,487	33,013	58.4%	42,525	13,975
1118	FUNCTION-1118 IB - CAREERS-RELATED PROGRAM	13,500	0	0	0	13,500	100.0%	10,125	3,375
1119	FUNCTION-1119 UNCLASSIFIED	1,581,473	894,831	1,289	896,121	685,352	43.3%	1,589,182	(7,709)
1121	FUNCTION-1121 BUSINESS EDUCATION	329,624	125,751	184,115	309,866	19,758	6.0%	328,616	1,008
1124	FUNCTION-1124 HEALTH OCCUPATIONS	87,596	30,144	65,184	95,328	(7,732)	(8.8%)	86,758	838
1260	FUNCTION-1260 ENRICHMENT	39,639	28,658	0	28,658	10,981	27.7%	39,639	(0)
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	3,034,885	1,065,094	1,793,664	2,858,758	176,127	5.8%	3,034,888	(3)
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERVICE	1,109,189	436,720	481,833	918,553	190,636	17.2%	1,101,686	7,503
Total Regular Instruction		33,483,491	11,485,705	17,798,051	29,283,756	4,199,735	12.5%	33,292,151	191,340
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,274,524	390,267	502,615	892,881	381,643	29.9%	1,274,529	(5)
1210	FUNCTION-1210 SPED Summer School	20,290	0	0	0	20,290	100.0%	20,290	-
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTION	696,165	610,165	124,115	734,280	(38,115)	(5.5%)	695,134	1,031
1230	FUNCTION-1230 SPECIAL EDUCATION	8,423,248	2,419,479	3,029,836	5,449,315	2,973,933	35.3%	8,400,344	22,904
1250	FUNCTION-1250 BLIND	27,046	880	0	880	26,166	96.7%	27,046	0
1280	FUNCTION-1280 HEARING IMPAIRED	108,685	48,857	70,454	119,312	(10,627)	(9.8%)	108,700	(15)
Total Special Instruction		10,549,958	3,469,649	3,727,019	7,196,668	3,353,290	31.8%	10,526,043	23,915
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	85,865	21,312	8,040	29,351	56,514	65.8%	84,613	1,252
1320	FUNCTION-1320 ADULT EDUCATION	210,105	207,000	0	207,000	3,105	1.5%	207,000	3,105
Total Continuing Education		295,970	228,312	8,040	236,351	59,619	20.1%	291,613	4,357
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	968,926	333,966	114,040	448,006	520,920	53.8%	970,689	(1,763)
TOTAL INSTRUCTION		45,298,345	15,517,631	21,647,150	37,164,781	8,133,564	18.0%	45,080,496	217,849
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	893,602	450,622	346,262	796,884	96,718	10.8%	893,043	559
2110	FUNCTION-2110 SOCIAL WORK SERVICES	370,503	161,837	239,357	401,194	(30,691)	(8.3%)	370,506	(3)
2120	FUNCTION-2120 GUIDANCE SERVICES	1,650,104	586,083	768,260	1,354,343	295,761	17.9%	1,641,478	8,626
2130	FUNCTION-2130 HEALTH SERVICES	1,250,073	146,633	843,523	990,156	259,917	20.8%	1,250,073	(0)
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,251,875	463,948	672,994	1,136,942	114,933	9.2%	1,251,882	(7)
2150	FUNCTION-2150 SPEECH & HEARING SERVICES	1,206,570	467,129	760,097	1,227,226	(20,656)	(1.7%)	1,206,574	(4)
Total Support Services - Pupils		6,622,727	2,276,252	3,630,492	5,906,745	715,982	10.8%	6,613,557	9,170
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - T&L	377,529	223,194	62,927	286,120	91,409	24.2%	377,529	(0)
2202	FUNCTION-2202 SUPPORTING SERVICES - DEI	15,000	6,100	2,369	8,469	6,531	43.5%	15,000	-
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCTION	278,542	260,259	2,143	262,401	16,141	5.8%	278,589	(47)
Total Support Services - Staff		671,071	489,552	67,439	556,991	114,080	17.0%	671,118	(47)
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERVICE	30,241	21,904	2,212	24,116	6,125	20.3%	30,241	-
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SER	1,615,425	941,491	297,517	1,239,007	376,418	23.3%	1,614,605	820
2313	FUNCTION-2313 BUSINESS OFFICE	1,015,207	638,183	72,982	711,165	304,042	29.9%	1,014,978	229
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,428,283	2,173,160	1,634,625	3,807,785	620,498	14.0%	4,425,492	2,791
Total General Support Services		7,089,156	3,774,737	2,007,335	5,782,072	1,307,084	18.4%	7,085,316	3,840
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENANCE	6,931,709	3,391,026	346,499	3,737,525	3,194,184	46.1%	7,058,382	(126,673)
2520	FUNCTION-2520 PUPIL TRANSPORTATION	6,021,328	1,998,670	0	1,998,670	4,022,658	66.8%	6,269,623	(248,295)
2540	FUNCTION-2540 COMPUTER SUPPORT SERVICES	1,528,954	1,360,375	270,582	1,630,958	(102,004)	(6.7%)	1,530,332	(1,378)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	0	0	0	2,500	100.0%	2,500	-
9999	FUNCTION-9999 EXPENDITURE TRANSFER ACCT	0	503,579	0	503,579	(503,579)	0.0%	-	-
Total Operational Services		14,484,491	7,253,651	617,082	7,870,732	6,613,759	45.7%	14,860,837	(376,346)
TOTAL SUPPORT SERVICES		28,867,445	13,794,193	6,322,347	20,116,540	8,750,905	30.3%	29,230,828	(363,383)
Community Services									
3710	FUNCTION-3710-NONPUBLIC SCHOOL	96,550	0	0	0	96,550	100.0%	96,550	0
Non-Programmed Charges									
4100	TUITION PAYMENTS	4,894,931	1,502,816	1,188,369	2,691,185	2,203,746	45.0%	4,683,619	211,312
GRAND TOTAL		79,157,271	30,814,640	29,157,866	59,972,506	19,184,765	24.2%	79,091,493	65,778
									0.08%

BOE Groups Active & Retired

Cost vs Budget Dashboard - data through October 2022

Self Insured - All Coverages All Enrollees		Claim/Admin. Cost									
Date	Lives	Net Medical Paid Claims	Rx Paid Claims	Dental Paid Claims	Total Net Paid Claims	Total Fixed Costs	Total Cost	Anthem Renewal Monthly	Variance - Total Cost vs BOE Anthem Renewal	Actual/Estimated BOE Anthem Renewal	Additional Laser Liability
Jul-22	520	\$515,691	\$141,902	\$34,113	\$691,706	\$104,766	\$796,472	\$1,014,798	(\$218,326)	78.5%	\$0
Aug-22	518	\$427,675	\$186,699	\$40,532	\$654,906	\$104,422	\$759,328	\$1,014,798	(\$255,470)	74.8%	\$0
Sep-22	507	\$387,069	\$203,883	\$23,500	\$614,452	\$102,531	\$716,983	\$1,014,798	(\$297,816)	70.7%	\$0
Oct-22	507	\$414,509	\$239,994	\$27,418	\$681,921	\$102,531	\$784,452	\$1,014,798	(\$230,347)	77.3%	\$0
Nov-22											
Dec-22											
Jan-23											
Feb-23											
Mar-23											
Apr-23											
May-23											
Jun-23											
YTD	2052	\$1,744,945	\$772,477	\$125,563	\$2,642,985	\$414,250	\$3,057,235	\$4,059,193	(\$1,001,959)	75.3%	\$0

Budget vs. Actual Cost



Total fixed costs is taken from segmented Anthem Renewal dated 4/20/22 plus Network Access Fees of \$184,015
 *BOE monthly renewal based on non-weighted Anthem proposal dated 4/20/22 less expected claims for Retirees moving to Medicare Advantage plan effective 1/1/22
 Stop Loss Loser - Liver transplant; member lasered at \$600,000 (\$77,405 in claims included in expected claim cost)

Instruction

Challenging Curriculum Policy for Middle Years

The Board of Education (Board) believes academically advanced courses and/or programs are designed to motivate students to understand rigorous content. The Board recognizes its responsibility to identify these students in Middle Years (6-10), in compliance with Section 5 of P.A. 21-199, and to provide them with appropriate instructional adaptations and services. Any student who is capable of or is highly motivated and wishes to do advanced course work or take an accelerated course or program, as detailed in this policy should be permitted to do so in their Middle Years.

An advanced course or program as defined in this policy means an honors class such as Honors Algebra I in the 8th grade, and the International Baccalaureate Middle Years Programme (IBMYP) which all students in grades 6 through 10 participate in, as offered by the Board. Such courses or programs are specifically designed to extend, enrich, and/or accelerate the standard school program to meet the needs of District students.

The Board's goal is to create a culture of deliberate excellence through its commitment to all students in these Middle Years by providing the IBMYP as it prepares students for high level, rigorous curriculum and instruction in their future grades. The Board desires to nurture potential in all students and to challenge all students through differentiation and responsive instruction. The needs of all students including high potential learners will be equitability addressed across all populations.

In compliance with Section 5 of P.A. 21-199, the Board adopts this "challenging curriculum policy" aligned with State Department of Education (SDE) guidance. This policy includes regulations, as required criteria for the identification of students in their Middle Years who may be eligible, interested, and motivated to take or enroll in an advanced course or program. Consider appropriate programming for students identified as gifted, as per policy #6172.1, "Gifted and Talented Students."

Students taking high school credit courses in the middle school are required to meet all expectations for earning course credit applicable to meeting high school graduation requirements.

Criteria

For purposes of this policy these are students who are capable, highly motivated, or wish to participate in advanced courses and should be encouraged to enroll in these programs.

The Superintendent or his/her designee will develop procedures for an ongoing identification process that includes multiple measures to identify student strengths in intellectual ability, creativity or a specific academic area. The identification process shall include consideration of all students including those who are English language learners and those with Individualized Education Plans or 504 Plans.

Legal Reference: Connecticut General Statutes
P.A. 21-199 Section 5
10-221r Advanced placement course program. Guidelines.
District Guidance for Developing an Advanced Course Participation Policy

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Instruction

Challenging Curriculum Regulations (Criteria for Identification of Eligible Middle Years Students)

Procedures/Criteria

The following District and School-level principles will encourage students who are capable, highly motivated, and/or wish to participate in advanced courses to enroll in these programs.

1. Provide a course sequence and foundation-building in earlier grades, ensuring high expectations for all students that makes later advanced coursework a viable option and accessible to all;
2. Create multiple access points to advanced courses and programs allowing students to access these programs throughout their middle school experience;
3. Use multiple methods by which a student may enroll, including but not limited to:
 - a. Consider student strengths, interests, and motivation;
 - b. Encouragement and support of students can come from, but not limited, to parents, teachers, administrators, school counselors, or other school personnel;
 - c. Enrollment not exclusively based on a student's prior academic performance;
 - d. Monitor student performance, including growth over time;
4. Offer a robust set of student supports, including tutoring and/or mentoring, access to technology, access to enrichment opportunities, as well as support from school counselors, that help all students succeed in advanced courses or programs.
5. Publish and disseminate materials that encourage all students to participate in advanced courses and programs and provide these materials in multiple languages.
6. Provide a foundation of rigor, relevance, and high expectations through IB Middle Years Program for all students in Middle Years, so students are prepared to take high level classes.

Identification Process

Middle school students willing to accept the challenge of a rigorous academic curriculum shall be admitted to an advanced course or program as defined in this policy. Students who have successfully completed the prerequisite course work or have otherwise demonstrated mastery of the prerequisite content knowledge.

District administrators and school counselors shall advise students and parents/guardians of the opportunity to participate in advanced courses or programs as defined in policy P 6141.52. When students' success plans are prepared and revised, the academic component shall include appropriate preparatory courses and advanced course and program participation. Teachers shall also encourage students to take challenging courses.

The Board seeks equitable course enrollment. Therefore, multiple measures must be used to identify students for advanced coursework so that no single measure excludes their participation.

The Superintendent or his/her designee is directed to develop and document appropriate curricular and instructional modifications and/or programs for such identified students, in their Middle Years, indicating content, process, products, and learning environments.

Challenging Curriculum Policy – cont.

Academic Plan

The plan, developed with the assistance of parents/guardians and with the advice and recommendations of school personnel, shall be reviewed annually. The plan is to include a list of courses and learning activities/programs in which the student will engage during the Middle Years.

The student's academic plan must be designed to enroll the identified student in one or more advanced courses or programs and allow the student to earn high school credit or result in career readiness.

The academic plan may be aligned with the following:

1. the courses or programs currently offered by the Board of Education;
2. the student's student success plan;
3. the high school graduation requirements established in state law; and
4. any other Board-adopted policies or standards relating to student enrollment eligibility for advanced courses or programs.

A student or his or her parent/guardian have the right to decline the implementation of the provisions of the academic plan.

Legal Reference: Connecticut General Statutes
P.A. 21-199 Section 5
10-221r Advanced placement course program. Guidelines.
District Guidance for Developing an Advanced Course Participation Policy

Regulation:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Business and Non-Instructional Operations

Electronic Information Security

The objective of electronic information security is to ensure business continuity and minimize business damage by preventing, controlling and minimizing the impact of security breaches. The purpose of this policy is to protect the Groton Public Schools electronic information resources from threats, whether internal or external, deliberate or accidental. Electronic information resources are defined as all District computer equipment, including any desktop or laptop computers and all hardware owned or leased by the District; the District's computer network, and any computer software licensed to the District; and stored data. This policy shall apply to all users, whether or not affiliated with the District, of District electronic information resources as well as to all uses of those resources, wherever located.

Groton Public Schools will maintain access management processes to ensure that appropriate access will be afforded to electronic information resources.

Availability of the electronic information infrastructure is crucial to the continued effectiveness of the Groton Public Schools. The District will develop and implement procedures in accordance with prevailing industry standards and applicable federal and state law to manage environmental, developmental, and disaster recovery requirements.

The District will educate all users regarding acceptable use and proper security procedures for electronic information resources.

The District will manage electronic information resources in accordance with applicable federal and state law and regulations, including laws regarding the confidentiality of student and personnel information and access to public records.

The District will manage electronic information resources in accordance with the current District cyber insurance provider (reviewed yearly in accordance with insurance policy renewal).

Legal Reference:

Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

65 Fed. Reg. 503 12-50372

65 Fed. Reg. 92462-82829

63 Fed. Reg. 43242-43280

67 Fed. Reg. 53 182-53273

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Personnel

Minimum Duty-Free Lunch Periods

The Board of Education (Board), in compliance with P.A. 22-80, shall provide a minimum 30-minute uninterrupted lunch period for teachers and other certified staff. For non-certified staff, the Board will provide the duty-free lunch period as defined by the Connecticut Department of Labor.

Legal Reference: Connecticut General Statutes

PA 22-80 An Act Concerning Childhood Mental and Physical Health Services in School.

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Business and Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention

This policy applies to the retention, storage, and destruction of electronic information and records within the District and does not supersede any state or federal laws, or any other District policies regarding confidentiality, information dissemination, or standards of conduct. Generally, electronic information should be used only for legitimate District business; however, brief and occasional e-mail messages may be sent and received pursuant to policy 4118.4 and policy 4118.5.

Electronic communications are a transmittal of a communication between two or more computers or electronic devices, whether or not the message is converted to hard copy format, whether or not the message is viewed upon receipt or stored for later retrieval, and whether or not the transmittal is through a local, district or global computer network.

Electronic communications, including records made with other software and sent in e-mail, which are sent or received by the Board of Education (Board) or District employees pertaining to the business of the schools may be subject to public disclosure and inspection as public records under the Connecticut Freedom of Information Act and discovery in litigation as evidence in support of a claim. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a "hold" on electronic and paper records that may reasonably be anticipated to be subject of discovery in the course of litigation.

Use of electronic mail should conform to the same standards of judgment, propriety and ethics as other forms of school business-related communications.

The District is obligated to respect and, where necessary, to protect confidential data. The Board recognizes technical and legal limitations may restrict the District's ability to protect confidentiality. Electronic communication is recognized as similar to a paper document for legal purposes. The Board understands it may be legally compelled to disclose electronic information including business or personal use of e-mail to community members in accordance with the Freedom of Information Act. Such information will be disclosed to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the District.

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document and will be retained in accordance with the Management and Retention Guide for State and Municipal Government Agencies (General Letter 98-1) administered by the Connecticut State Library, Public Records Administrator.

In addition to the Board's retention guidelines, all District employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve litigation. The Superintendent or his/her designee shall develop administrative regulations to preserve such records and electronically stored information that could potentially be related to any matter currently in litigation or which may be anticipated to result in future litigation.

The responsible authority for the maintenance and security of records shall be the Superintendent of Schools or his/her designee. The Superintendent shall designate a Records Custodian who will be responsible for implementation of District policies and administrative regulations pertaining to the preservation of paper records and electronically stored information, including e-mails and to respond to requests to inspect electronic mail pursuant to the Freedom of Information Act.

When security of certain financial, student, and other confidential information must be maintained, employees shall take appropriate security measures such as the use of personal identification passwords and/or encryption codes. Employees shall safeguard the confidentiality of passwords and codes and shall take reasonable steps to ensure that computer terminals do not become available for unauthorized use.

Users are responsible for appropriate access to and use of electronic mail systems. Illegal or improper use of the electronic mail systems, including, but not limited to, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights are prohibited.

Use of the electronic mail systems for which the District will incur an expense without written permission of a supervisor is prohibited.

Violation of this policy shall constitute just cause for appropriate disciplinary action.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-15 Application for copies of public records.

1-200 Definitions.

1-210 to 1-213 Access to public records.

1-211 Access to computer stored records.

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of public agencies.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

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

10-209 Records not to be public.

10-221 Boards of education to prescribe rules.

11-8a Retention, destruction and transfer of documents.

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

31-48d Employers engaged in electronic monitoring required to give prior notice to employees.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V Disposition of Education Records (Revised 1983).

General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator Record Retention Schedules Towns, Municipalities, and Boards of Education.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C.

1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments).

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331.

Policy Adopted:

GROTON PUBLIC SCHOOLS

Groton, Connecticut

Business and Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention Regulation

Retention Guidelines

These regulations supplement and do not replace District policy and regulations pertaining to student records.

Content and function of electronic messages determine the message's retention period. The determination of record status shall be on the same basis as is used for paper records. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedule, M8 of the Connecticut Records Administration. Electronic messages sent and received by public officials fall within three broad categories:

1. Transitory messages, including copies posted to several persons and casual and routine communications similar to telephone conversations.
2. Public Records with a less than Permanent Retention Period; and
3. Public Records with a Permanent or Permanent/Archival Retention Period.

Retention guidelines for each of these categories are as follows:

Transitory Messages-No Retention Requirement

Public officials and employees receiving such communications may delete them at will immediately without obtaining the approval of the Office of the Public Records Administration and State Archives or the District's Custodian of Records. Transitory messages are not essential to the fulfillment of statutory obligations or to the documentation of district functions.

Examples include, but are not limited to:

Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.

Messages that take the place of informal discussion and which if they were printed would not be retained in school records.

Messages that transmit generic information and are not specific to a student's educational program.

Messages that address personal matters unrelated to the District.

Voice mail is transitory in nature and may be deleted at will. However, there are times when such messages may require a longer retention period, such as in the case where the message may be potentially used as evidence in a trial, such as a bomb threat, or in some other illegal activity. Voice mail may also be subject to the discovery process in litigation.

Less than Permanent Messages-Retention Requirement

Follow retention schedule for equivalent hard copy records as specified in the Municipal Records Retention Schedule, M8 of the Connecticut Records Administration, retention schedule. The record must be in hard copy or electronic format, which can be retrieved and interpreted for the legal retention period.

When there is a doubt about the retrievability of an electronic record over the life span of that record, the record should be printed out.

The District may delete or destroy the records only after making and retaining a hard copy or after receiving signed approval from the Office of the Public Records Administrator.

Examples include, but are not limited to:

Messages that address significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with DCF, and communication with parents relating to specific aspects of the student's interaction with the District.

Messages that address and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions, or that relate to the business transactions of the District.

Messages that address activities of significant interest in the community relating to the District.

Permanent or Permanent /Archival-Retention Requirement

Records must be retained permanently.

Retention may be in the form of a hard-copy printout or stored on microfilm that meets microfilm standards issued in General Letter 96-2 of the Public Records Administrator. The information must be eye readable without further direction.

Examples include, but are not limited to:

Policy and Procedures manuals

Physician's standing orders

Nursing protocols

Public officials and District employees are advised that e-mail messages sent as part of their workdays are not "private" but are discoverable communications and may be subject to FOI. Since messages may be retained at different locations or levels of the system, users must remember that their communications can be retrieved during formal discovery processes.

Maintenance/Retention of Electronic Mail

Records created using an e-mail system and electronically stored information will be saved/archived by the District for their required retention period by one of the following methods approved by the District's Record's Custodian:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

A review shall take place periodically, but at least annually, for the purpose of reviewing electronically stored information. The District's Record Custodian and the District's Technology Administrator are responsible for this review.

No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for

deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

In addition, the Records Custodian, in cooperation with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Holds on the Destruction of Paper Records and Electronic Information

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian shall immediately take steps to ensure that paper records and electronically stored information related to the litigation or potential litigation are preserved from deletion or destruction. Action to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a "litigation hold" to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This "litigation hold" triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the District's record retention policy.

The Records Custodian shall issue a "litigation hold" memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the "litigation hold" is no longer in effect. All employees who are sent a "litigation hold" memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any "litigation hold" memorandum shall to be sent to the District Instructional Technology Department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the "litigation hold," including electronically stored information. He/she shall work with the District's Instructional Technology personnel to ensure compliance with the "litigation hold."

The Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the "litigation hold." No system wide process for automatic deletion of electronic information will be implemented while a "litigation hold" is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a "litigation hold." The Records Custodian shall reissue the "litigation hold" memorandum, as deemed necessary, and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. The Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act.

1-15 Application for copies of public records.

1-200 Definitions.

1-210 to 1-213 Access to public records.

1-211 Access to computer stored records.

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of public agencies.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

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

10-209 Records not to be public.

10-221 Boards of education to prescribe rules.

11-8a Retention, destruction and transfer of documents.

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

31-48d Employers engaged in electronic monitoring required to give prior notice to employees.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V Disposition of Education Records (Revised 1983).

General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator Record Retention Schedules Towns, Municipalities, and Boards of Education.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93 568, codified at 20 U.S.C.1232g).

Department of Education. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments).

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331.

Regulation approved:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL (ADDENDUM)

PROJECT	ACTIVITY/DEPARTMENT
SCHOOL NEEDS SUMMARY	5) EDUCATION

ADDITIONAL INFORMATION

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

ELEMENTARY SCHOOLS

The projects shown on the individual project sheets are intended to maintain the adequacy of the facilities in their present configuration. However, to meet educational adequacy needs in the future, Charles Barnum Elementary School will also require an expanded media center, a full-service kitchen, a larger cafetorium, a gymnasium, larger and redesigned administration spaces, additional resource and remedial program spaces, appropriate instrumental and band program spaces, an art room, a space for the school based health center, and a larger space for the school nurse. .

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
A) FITCH HIGH SCHOOL ATHLETIC FACILITIES	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

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

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

Requested for FYE 24 are funds (\$250,000) to sod and recrown the field and funds (\$30,000) for irrigation.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C		250					250
D. Equipment								0
E. Other Costs								0
Total	C	0	250	0	0	0	0	250

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
C) NORTHEAST ACADEMY AIR QUALITY	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

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

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

The initial work for the short-term equipment upgrades was completed during the spring of 2020.

The Board recommends postponing the replacement of the air handling units until FYE 25 and beyond. During the spring of 2020 the maintenance staff implemented an active dehumidification program that mitigated the humidity problem. The HVAC technician will continue to monitor the air quality of the building.

Programmed for FYE 25-28 are funds (\$250,000/year estimated) for replacement of the air handling units.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction								0
D. Equipment	C			250	250	250	250	1000
E. Other Costs								0
Total	C	0	0	250	250	250	250	1000

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
E) FITCH HIGH SCHOOL CULINARY ARTS	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

With the Groton Public Schools' focus on college and career readiness, we are expanding our Careers Pathway program to ensure our students are workforce ready. A very popular career pathway for our students is the Culinary Arts Program. The program fills to capacity and many students are turned away. There is a need for a more robust culinary arts program that can service more of our students and ready them for entry level jobs in the restaurant industry. This would require upgrading of the current cooking/cleaning stations to more commercial grade equipment.

Requested for FYE 24 are funds estimated at (\$600,000) for the construction and equipment to complete the project.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	
A. Planning and Engineering	C							0
B. Land and Right of Way								0
C. Construction			400					400
D. Equipment			200					200
E. Other Costs								0
Total	C	0	600	0	0	0	0	600

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT District Safety & Security	ACTIVITY/DEPARTMENT Education
PROJECT NAME	SECTION NUMBER AND TITLE

DESCRIPTION/PURPOSE/JUSTIFICATION

As concerns continue with schoolplace incidents, providing a means for first responders to see in real time is highly recommended. Mutuallink would give access to school cameras on an as needed basis to assist in the timely mitigation of a critical event . The system would connect both communications and cameras to school administrators and local police authority.
Requested for FYE24 is \$150,000.

RECOMMENDED FINANCING (000)

	Source of Funds	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								
B. Land and Right of Way								
C. Construction								
D. Equipment		150						150
E. Other Costs								
Total								150

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT District Safety & Security	ACTIVITY/DEPARTMENT Education
PROJECT NAME Cameras	SECTION NUMBER AND TITLE

DESCRIPTION/PURPOSE/JUSTIFICATION

Four (CB, CK, NEA, FHS) of the seven Groton Public Schools are in need of upgraded security cameras (internal and external) and camera management systems. Currently, each school has its own standalone system. To effectively address emergency issues in our schools, a federated system of camera access controls across all schools with real-time access for School Administrators, Groton PD, and first responders is required. This proposal would provide funding to address these needs and to prepare for the Mutalink system proposed by the Board of Education to be used with Groton Police Departments .
Request for FYE24 is \$245,000

RECOMMENDED FINANCING (000)

	Source of Funds	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								
B. Land and Right of Way								
C. Construction								
D. Equipment		245						245
E. Other Costs								
Total								245

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

MEMORANDUM

To: Groton Board of Education
From: Floyd J. Dugas, Esq.
Re: AGSA Negotiation
Date: November 10, 2022

I am pleased to report we reached a settlement with the AGSA, the Union representing your administrators. Following is a summary of the settlement:

1. Duration
July 1, 2023 – June 30, 2027
2. Wages
 - (a) General Wage Increases

July 1, 2023	2.25%
July 1, 2024	2.25%
July 1, 2025	2.50%
July 1, 2026	2.50%
 - (b) In addition, the Athletic Director's work year is increased by 10 days to 214, and his salary the same as the Middle School Assistant Principal. He will also receive a \$125/month car allowance to offset travel he must do in connection with his job duties.
3. Insurance
 - (a) Plan Design – Deductibles are increasing from \$2,000/\$4,000 to \$2,250/\$4,500
 - (b) Cost-share Contributions (currently 23%)

July 1, 2023	23%
July 1, 2024	23%
July 1, 2025	23.5%
July 1, 2026	24%