

KILLINGLY BOARD OF EDUCATION MEETING

Wednesday, September 13, 2023 7:00 PM

Killingly Town Hall, 172 Main St.

2nd Floor, Community Mtg. Room

AGENDA

1.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	Speaker: Norm Ferron
2.	ROLL CALL	Speaker: Norm Ferron
3.	REPORT BY STUDENT BOARD MEMBER	Speaker: Melody Kettle
4.	RECOGNITION OF VISITORS	Speaker: Norm Ferron
4.A.	Killingly Public Schools 2023-24 Paraprofessional of the Year, Karissa Smith	
4.B.	Killingly Public School's 2023-24 Teacher of the Year, David Desrosiers	
5.	PUBLIC COMMENT- <i>Members of the public are encouraged to share their thoughts with the Board of Education and are invited to do so during this segment of the meeting. 30 minutes will be allotted for public comment per meeting, limited to no more than 3 minutes , maximum per person. People wishing to speak must sign-up prior to the start of the meeting. When appropriate to do so, members of the Board and the administration may respond to comments. However, in consideration of those in attendance and in an effort proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.</i>	Speaker: Norm Ferron
6.	TOWN COUNCIL LIAISON REPORT	Speaker: Patti George
7.	BOARD CHAIR AND COMMITTEE & LIAISON UPDATES	Speaker: Norm Ferron
7.A.	Curriculum Committee	
7.B.	Facilities Committee	
7.C.	Fiscal Committee	
7.D.	Personnel Committee	
7.E.	Policy Committee	
8.	SUPERINTENDENT'S UPDATE	Speaker: Superintendent Dr. Sue Nash-Ditzel
8.A.	Opening of the 2023-24 School Year	
8.A.1.	Hiring	
8.A.2.	Transportation	
8.A.3.	Video from Convocation	
8.B.	Report by Kathy Cote Regarding CHR	
8.C.	Report by Attendance Coordinator Christina Main	
9.	DISCUSSION AND POSSIBLE ACTION OF THE 2023-24 ALLIANCE GRANT	Speaker: Superintendent Dr. Sue Nash-Ditzel
10.	DISCUSSION AND POSSIBLE ACTION REGARDING ED-099 AUTHORIZED SIGNATURE CHANGE FORM	Speaker: Superintendent Dr. Sue Nash-Ditzel
11.	DISCUSSION AND POSSIBLE ACTION REGARDING GENERAL AUTHORIZATION FOR SUPERINTENDENT AS SIGNATORY	Speaker: Superintendent Dr. Sue Nash-Ditzel

Continues next page

KILLINGLY BOARD OF EDUCATION MEETING

Wednesday, September 13, 2023 7:00 PM

12. **CONSENT AGENDA** **Speaker:** Norm Ferron

12.A. August 24, 2023 Special Meeting Minutes

12.B. Student Enrollment for September 1, 2023

12.C. KHS Music Dept. Trip Request to
Hershey, PA April 2024

13. **ADJOURNMENT** **Speaker:** Norm Ferron

KPS Attendance



**KILLINGLY
PUBLIC SCHOOLS**

*Attendance
Matters!*

Absences District wide in Prior Years

2021 - 2022

32,291 individual absences

2022-2023

34,755 individual absences

Chronic versus Truant

Truant

When a family does not notify the school of their student's absence, it will be marked as UNEXCUSED. If a student has 4 unexcused absences in a 30 day period or 10 in a school year, they are defined as TRUANT, and will be reported as such.

Chronically Absent

A student who misses 10% of the school year will be defined as Chronically Absent and be reported as such. Over an entire school year, 10% equals 18 days. These days can be either excused or unexcused absences.

Example of Chronic Absenteeism

50 Days & 5 absences= Chronic

100 Days & 5 absences= ~~Chronic~~

Chronic Absenteeism Changes from March 2023–June 2023

22-23 YTD Chronic						Change in Percentage
KCS	KCS	March 23	April 23	May 23	June 23	
	K	40.9%	34.9%	33.5%	30.8%	10.1%
	1	25.5%	22.1%	19.5%	19.0%	6.5%
	Total	33.6%	28.8%	26.9%	25.2%	8.4%
KMS	KMS	March 23	April 23	May 23	June 23	
	2	23.8%	22.0%	19.1%	17.0%	6.8%
	3	23.3%	22.2%	20.2%	19.6%	3.7%
	Total	22.1%	20.4%	18.4%	17.3%	4.8%

- April and May were spent analyzing and fixing data
- The biggest impacts made were in grades K, 6, 2, 1, 9, 5 respectively

22-23 YTD Chronic						Change in Percentage
KIS	KIS	March 23	April 23	May 23	June 23	
	5	29.0%	22.7%	22.4%	23.5%	5.5%
	6	35.2%	30.2%	28.3%	28.3%	6.9%
	7	31.9%	29.2%	28.6%	28.0%	3.9%
	8	47.7%	44.1%	43.7%	48.3%	-0.6%
	Total	35.6%	31.1%	30.3%	31.5%	4.1%
KHS	KHS	March 23	April 23	May 23	June 23	
	9	29.1%	25.4%	25.2%	22.8%	6.3%
	10	35.0%	31.7%	33.7%	33.9%	1.1%
	11	35.3%	34.9%	34.9%	37.2%	-1.9%
	12	43.3%	42.7%	40.9%	46.6%	-3.3%
	Total	35.0%	32.8%	32.8%	33.9%	1.1%
District		March 23	April 23	May 23	June 23	
	District	32.0%	28.8%	27.8%	28.0%	4.0%

LEAP - Summer 2023

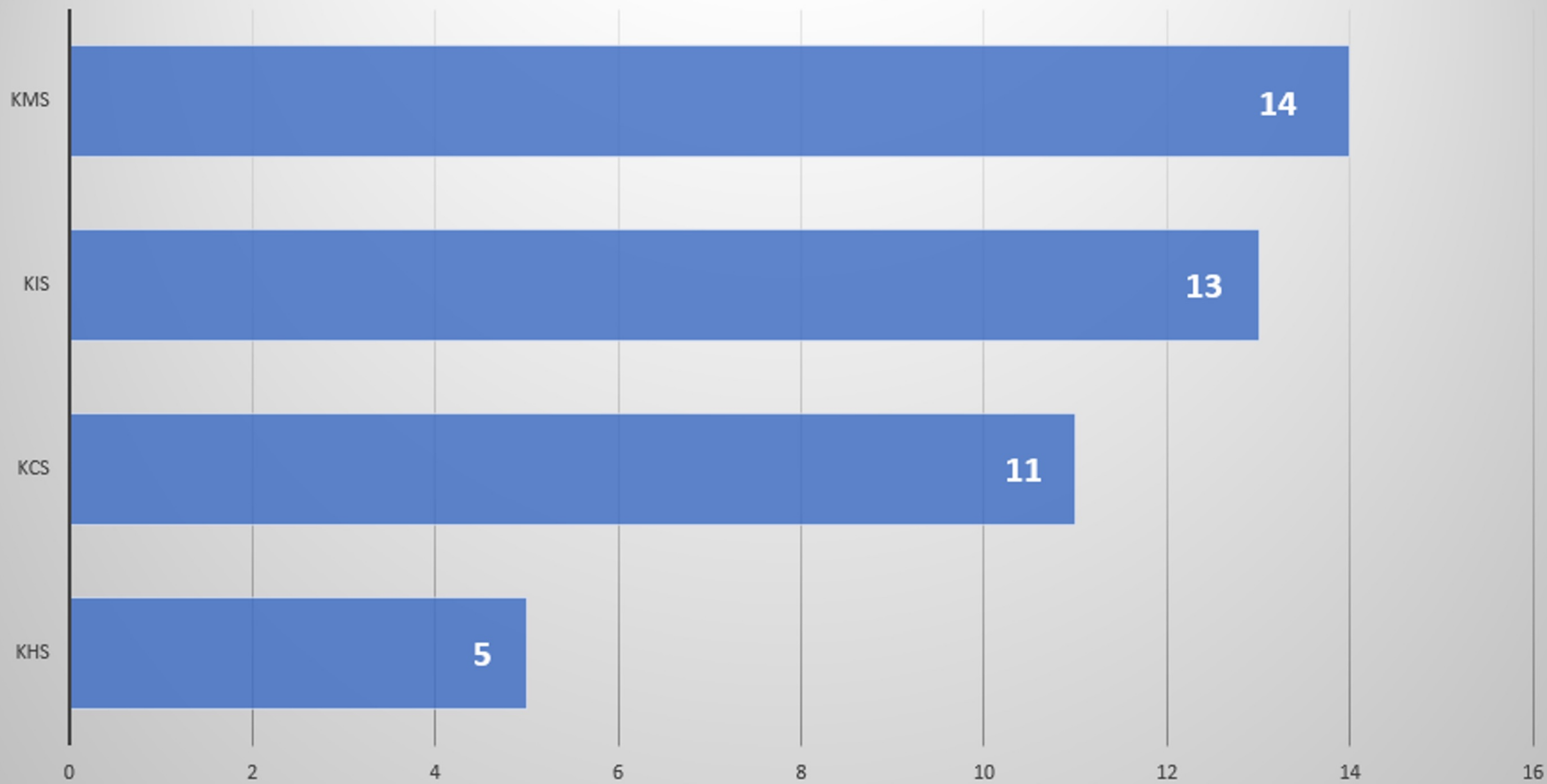
What is LEAP?

LEAP is the Learner Engagement & Attendance Program. Killingly home visitors are trained in the LEAP Home Visitor Model, which provides voluntary, scheduled opportunities for a school district member to go to a student's home to meet with a parent or guardian to strengthen the school-family relationship in a positive manner.

- First outreach made to those with prior attendance issues and students moving to a new building.
- 38 responses initially received, after word got out more requests received.
- Met with a total of 60 families, approximately 100 students.
- Additional contact made with around 25 families.

Participation in Home Visits

43 responses



LEAP Visit Findings

Top 3 roadblocks discovered leading to absenteeism include:

- Mental health and anxiety about large classes, groups of students, friends.
- Negative experiences in prior years- student and/or parent.
- Parental issues - i.e. parents work overnight, leave before buses arrive, single parent homes with multiple children at multiple schools, lack of reliable transportation, etc.

Additional items

- My goal is working to define and implement a consistent process surrounding attendance related documentation throughout the district.

Daily Attendance

Attendance taken within first 15 minutes of class.

Robo-call/text/email goes out at KCS & KMS at 9:30am, KIS & KHS at 12pm for anyone listed as A0 (Absent Unexcused).

1st Communication

After 1st absence student appears on SSP report.

Discussion at biweekly building level SSP meeting.

Absence email goes out after 4 unexcused absences, documented in Log Entries in PowerSchool.

Documentation

Shared Google doc where all students with absences who are discussed at SSP meeting notes are tracked.

2nd Communication

At 9th absence student appears in Logical Attendance Tracker, pie chart letter sent home requesting further documentation, entry made in Log Entries in PowerSchool.

3rd Communication

At 10+ absences, meeting requested with family, Attendance Coordinator to make contact with student and family.

Additional support recommended (if necessary).

We have missed seeing _____ at school. As of this letter, _____ has been absent _____ times. That is _____ % of the school year.

For each day _____ is out, they fall further behind, making school and learning harder than it needs to be. While there are always reasons a student needs to be absent, in CT there is a law that requires documentation (such as a doctor's note) after the 9th absence in order to excuse the absence. If documentation is not provided, the absence is marked as unexcused. Four or more unexcused absences in a 30-day period will result in _____ being reported to the CT State Department of Education as truant. If you would like to read more about the laws around truancy, please see the reverse side of this letter.

Every missed day equals:
60 minutes of Reading
45 minutes of Writing
30 minutes of Phonics
60 minutes of math
30 minutes of Purposeful Play (covers Science & Social Studies
Countless opportunities to build relationships with friends



Logical Attendance Tracker

KCS Pie Chart Example

Logical Attendance Tracker

Today is: 09/08/2023

Full Day (A Day)

Killingly Memorial School

23-24 Year

Logical Attendance Tracker

Start Rule Sets Letters Not Sent Student History My History Templates Images Letter Errors Rule Set Assoc. Configurations

Name	Start Date	End Date	New
Attendance Letter (KMS)	08/31/2023	06/18/2024	View Rules
Attendance Letter (Test)	08/31/2023	06/18/2024	View Rules

Code Category Weights

Category	Weight
AE	1
Unexcused	1
Tardy	-
D	-
OB	-
ATN UnEx	-
MH	-

2023-2024		
08/15/2023 - 06/29/2024		
1 (5) - 2 (9) - [NEW]		
Trimester One	Trimester Two	Trimester Three
08/31/2023 -	11/06/2023 -	03/04/2024 -
11/03/2023	03/01/2024	06/21/2024
[NEW]	[NEW]	[NEW]

Additional items continued....

- Re-establish district-wide timely absentee notification systems through SchoolMessenger.
- Promoting attendance mentors/check-ins at each school.
- Incentive based attendance plans available in conjunction with administration and parental support.



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Theroux, Susan

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100 - Personal Service...	All	All	No Options Selected	No Options Selected

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Items/Page: 25

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Budget Detail

Narrative Description



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities

Focus Area: Academics Goal 2.2

LEA / School: Killingly Central School (069-0111)

Quantity: 1.00

Cost: \$27,405.00

Line Item Total: \$27,405.00



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities

Focus Area: Academics Goal 2.1

LEA / School: Killingly Central School (069-0111)

Quantity: 1.00

Cost: \$18,560.00

Line Item Total: \$18,560.00



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities

Focus Area: Operations Goal 4.1

LEA / School: Killingly Central School (069-0111)

Quantity: 1.00

Cost: \$10,080.00

Line Item Total: \$10,080.00



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities

Focus Area: Operations Goal 4.1

LEA / School: Killingly Central School (069-0111)

Quantity: 1.00

Cost: \$6,825.00

Line Item Total: \$6,825.00



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities

Focus Area: Operations Goal 4.1

LEA / School: Killingly High School (069-6111)

Quantity: 1.00

Cost: \$25,200.00

Line Item Total: \$25,200.00



Killingly Central School
Math Tutor
26.25 hrs/week x 36 weeks x \$29/hr = \$27,405.00

Killingly Central School
Reading Tutor
20 hrs/week x 32 weeks x \$29/hr = \$18,560.00

Killingly Central School
Afterschool Enrichment/Intervention Program
24 weeks x 3 days/week x 2 hrs/day x 2 staff x \$35/hr = \$10,080.00

Killingly Central School
Afterschool Intervention Program Director
26 weeks x 2.5 hrs/day x 3 days/week x \$35/hr = \$6,825.00

Killingly High School
Afterschool Tutoring
30 weeks x 3 days/week x 4 teachers x 2 hrs/day x \$35/hr = \$25,200.00



Total:

Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities



Focus Area: Operations Goal 4.2

LEA / School: Killingly High School (069-6111)

Quantity:

Cost:

Line Item Total:



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities



Focus Area: Operations Goal 4.1

LEA / School: Killingly High School (069-6111)

Quantity:

Cost:

Line Item Total:



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities



Focus Area: Academics Goal 2.2

LEA / School: Killingly Intermediate School (069-5211)

Quantity:

Cost:

Line Item Total:



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities



Focus Area: Operations Goal 4.1

LEA / School: Killingly Intermediate School (069-5211)

Quantity:

Cost:

Line Item Total:



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities



Focus Area: Operations Goal 4.1

LEA / School: Killingly Intermediate School (069-5211)

Quantity:

Cost:

Line Item Total:



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities



Focus Area: Operations Goal 4.1

LEA / School: Killingly Intermediate School (069-5211)

Quantity:

Cost:

Line Item Total:



Object: 100 - Personal Services > Salaries

Purpose: 01 - Public School Activities

Focus Area: Academics Goal 2.2

LEA / School: Killingly Memorial School (069-0311)

Quantity:

Cost:

Line Item Total:

Killingly High School
Credit Recovery Program
16 weeks x 3 days/week x 1 teacher x 2 hrs/day x \$35/hr = \$3,360.00

Killingly High School
Afterschool Program Support (G.M.)
30 weeks x 3 days/week x 1 staff x 2 hrs/day x \$16.96 = \$3,052.80

Killingly Intermediate School
Math Intervention Position 1.0
\$86,550.00

Killingly Intermediate School
Afterschool Enrichment Program
30 weeks x 3 days/week x 3 teachers x 2 hrs/day x \$35/hr = 18,900.00

Killingly Intermediate School
Afterschool Intervention Program
30 weeks x 3 days/week x 3 teachers x 2 hrs/day x \$35/hr = \$18,900.00

Killingly Intermediate School
Afterschool Program Coordinator
32 weeks x 4 days/week x 2 hrs/day x \$35/hr = \$8,960.00

Killingly Memorial School
Math Tutor
32 hrs/week x 36 weeks x \$29/hr = \$33,408.00

Session Timeout
00:59:53



Object: 100 - Personal Services > Salaries
Purpose: 01 - Public School Activities
Focus Area: Academics Goal 2.1
LEA / School: Killingly Memorial School (069-0311)

Quantity:

Cost:

Line Item Total:

Killingly Memorial School
Reading Tutor
25hrs/week x 36 weeks x \$29/hr = \$26,100.00



Object: 100 - Personal Services > Salaries
Purpose: 01 - Public School Activities
Focus Area: Operations Goal 4.1
LEA / School: Killingly Memorial School (069-0311)

Quantity:

Cost:

Line Item Total:

Killingly Memorial School
Afterschool Enrichment/Intervention Program
24 weeks x 3 days/week x 2 staff x 2 hrs/day x \$35/hr = \$10,080.00



Object: 100 - Personal Services > Salaries
Purpose: 01 - Public School Activities
Focus Area: Operations Goal 4.1
LEA / School: Killingly Memorial School (069-0311)

Quantity:

Cost:

Line Item Total:

Killingly Memorial School
Afterschool Enrichment/Intervention Program Director
26 weeks x 2.5 hrs/day x 3 days/week x \$35/hr = \$6,825.00

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Total for filtered Budget Details:

Total for all other Budget Details:

Total for all Budget Details:

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Budget Detail

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	Filtering - 15 out of 37 Budget Details match selected filters				Show All / Clear All
Object	Purpose	LEA / School	Tags	Narrative	
200 - Personal Service...	All	All	No Options Selected	No Options Selected	

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<< First < Previous 1 Next > Last >> Items 1-15 out of 15

Items/Page: 25

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Budget Detail

Narrative Description



Object: 200 - Personal Services > Employee Benefits

Purpose: 01 - Public School Activities

Focus Area: Academics Goal 2.2

LEA / School: Killingly Central School (069-0111)

Quantity: 1.00

Cost: \$397.37

Line Item Total: \$397.37

Killingly Central School
Medicare for Math Tutor = \$397.37



Object: 200 - Personal Services > Employee Benefits

Purpose: 01 - Public School Activities

Focus Area: Academics Goal 2.1

LEA / School: Killingly Central School (069-0111)

Quantity: 1.00

Cost: \$269.12

Line Item Total: \$269.12

Killingly Central School
Reading Tutor Medicare \$269.12



Object: 200 - Personal Services > Employee Benefits

Purpose: 01 - Public School Activities

Focus Area: Operations Goal 4.1

LEA / School: Killingly Central School (069-0111)

Quantity: 1.00

Cost: \$146.16

Line Item Total: \$146.16

Killingly Central School
Afterschool Enrichment/Intervention Program Medicare \$146.16



Object: 200 - Personal Services > Employee Benefits

Purpose: 01 - Public School Activities

Focus Area:

LEA / School: Killingly Central School (069-0111)

Quantity: 1.00

Cost: \$98.96

Line Item Total: \$98.96

Killingly Central School
Afterschool Enrichment/Intervention Program Director Medicare \$98.96



Object: 200 - Personal Services > Employee Benefits

Purpose: 01 - Public School Activities

Focus Area: Operations Goal 4.1

LEA / School: Killingly High School (069-6111)

Quantity: 1.00

Cost: \$365.40

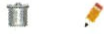
Line Item Total: \$365.40

Killingly High School
Afterschool Tutoring Medicare \$365.40



Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Operations Goal 4.1
LEA / School: Killingly High School (069-6111)
Quantity:
Cost:
Line Item Total:

Killingly High School
Afterschool Program Support
SS: \$189.27
Medicare: \$44.27
Total: \$233.54



Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Operations Goal 4.2
LEA / School: Killingly High School (069-6111)
Quantity:
Cost:
Line Item Total:

Killingly High School
Credit Recovery Medicare \$48.72



Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Academics Goal 2.2
LEA / School: Killingly Intermediate School (069-5211)
Quantity:
Cost:
Line Item Total:

Killingly Intermediate School
Math Intervention Position Medicare \$1,254.98

Session Timeout
00:59:56



Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Operations Goal 4.1
LEA / School: Killingly Intermediate School (069-5211)
Quantity:
Cost:
Line Item Total:

Killingly Intermediate School
Afterschool Enrichment Program Medicare \$274.05



Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Operations Goal 4.1
LEA / School: Killingly Intermediate School (069-5211)
Quantity:
Cost:
Line Item Total:

Killingly Intermediate School
Afterschool Intervention Program Medicare \$274.05



Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Operations Goal 4.1
LEA / School: Killingly Intermediate School (069-5211)
Quantity:
Cost:
Line Item Total:

Killingly Intermediate School
Afterschool Program Coordinator Medicare \$129.92



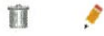
Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Academics Goal 2.2
LEA / School: Killingly Memorial School (069-0311)
Quantity:
Cost:
Line Item Total:

Killingly Memorial School
Math Tutor Medicare \$484.42



Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Academics Goal 2.1
LEA / School: Killingly Memorial School (069-0311)
Quantity:
Cost:
Line Item Total:

Killingly Memorial School
Reading Tutor Medicare \$378.42



Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Operations Goal 4.1
LEA / School: Killingly Memorial School (069-0311)
Quantity:
Cost:
Line Item Total:

Killingly Memorial School
Afterschool Enrichment/Intervention Program Medicare \$146.16



Object: 200 - Personal Services > Employee Benefits
Purpose: 01 - Public School Activities
Focus Area: Operations Goal 4.1
LEA / School: Killingly Memorial School (069-0311)
Quantity:
Cost:
Line Item Total:

Killingly Memorial School
Afterschool Enrichment/Intervention Program Director Medicare \$98.96

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Total for filtered Budget Details:

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Filtering - 4 out of 37 Budget Details match selected filters

Show All / Clear All

Object	Purpose	LEA / School	Tags	Narrative
500 - Other Purchased ...	All	All	No Options Selected	No Options Selected

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<< First < Previous 1 Next > Last >> Items 1-4 out of 4

Items/Page: 25

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Budget Detail

Narrative Description



Object: 500 - Other Purchased Services

Purpose: 01 - Public School Activities

Focus Area: Academics Goal 2.1 Academics Goal 2.2

LEA / School: Killingly Intermediate School (069-5211)

Quantity: 1.00

Cost: \$8,280.00

Line Item Total: \$8,280.00

JumpRope Gradebook for KIS



Object: 500 - Other Purchased Services

Purpose: 01 - Public School Activities

Focus Area: Academics Goal 2.1

LEA / School: Killingly School District (0000000069-00)

Quantity: 1.00

Cost: \$4,995.00

Line Item Total: \$4,995.00

Aimsweb Plus Unlimited (Digital) K-4
\$4,995.00



Object: 500 - Other Purchased Services

Purpose: 01 - Public School Activities

Focus Area: Academics Goal 2.1

LEA / School: Killingly School District (0000000069-00)

Quantity: 1.00

Cost: \$2,860.00

Line Item Total: \$2,860.00

Newsela - District-Wide
\$2,860.00



Object: 500 - Other Purchased Services

Purpose: 01 - Public School Activities

Focus Area: Climate Goal 3.2

LEA / School: Killingly School District (0000000069-00)

Quantity: 1.00

Cost: \$384.00

Line Item Total: \$384.00

Survey Monkey \$384.00

Total for filtered Budget Details: \$16,519.00

Total for all other Budget Details: \$312,250.00

Total for all Budget Details: \$328,769.00

Allocation: \$328,769.00

Remaining: \$0.00

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Filtering - 3 out of 37 Budget Details match selected filters

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Object	Purpose	LEA / School	Tags	Narrative
600 - Supplies	All	All	No Options Selected	No Options Selected

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<< First

< Previous

1

Next >

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Items 1-3 out of 3

Items/Page: 25

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Narrative Description



Object: 600 - Supplies

Purpose: 01 - Public School Activities

Focus Area: Academics Goal 2.1

LEA / School: Killingly Central School (069-0111)

Quantity: 1.00

Cost: \$790.00

Line Item Total: \$790.00

Orton Gillingham Supplies for KCS Reading Specialists \$790.00



Object: 600 - Supplies

Purpose: 01 - Public School Activities

Focus Area: Climate Goal 3.1

LEA / School: Killingly High School (069-6111)

Quantity: 1.00

Cost: \$2,000.00

Line Item Total: \$2,000.00

Supplies for Wellness Day at KHS \$2,000.00
May include but not limited to:
Art supplies
Music supplies
Ingredients and Food Containers for cooking demos
T-shirts
Giveaway Prizes



Object: 600 - Supplies

Purpose: 01 - Public School Activities

Focus Area: Climate Goal 3.1

LEA / School: Killingly School District (0000000069-00)

Quantity: 1.00

Cost: \$653.97

Line Item Total: \$653.97

Supplies for Attendance Event \$653.97

Total for filtered Budget Details: \$3,443.97

Total for all other Budget Details: \$325,325.03

Total for all Budget Details: \$328,769.00

Allocation: \$328,769.00

Remaining: \$0.00

[Return](#)

Instructions for Completing the Authorized Signatures Change Form

The **ED-099 Agreement for Child Nutrition Programs** (Agreement) is the formal agreement between a sponsoring organization and the Connecticut State Department of Education (CSDE) to operate one or more of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The Agreement designates representatives authorized to enter into an agreement with the CSDE and certifies the claims for reimbursement. The Agreement is permanent and amended as changes occur. The CSDE recognizes that one or both authorized signers will change periodically. The sponsoring organization **must** execute the CSDE's *Authorized Signatures Change Form* whenever there is a change to either of the two authorized signers.

Claims for reimbursement are valid only when certified by authorized signers on file with the CSDE. Action by the board of education must occur to make changes to authorized signers so that claims can be signed and submitted, and reimbursement delays are avoided.

Required Information

The *Authorized Signatures Change Form* must include the information below.

- **Date** of the board meeting is when the governing body of the sponsoring organization took action to change one or both authorized signers.
- **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement. The person is head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
- **Signature 2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner).
- **Signature 3** certifies the board action and is not authorized to sign the claim. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk, or secretary of the corporation).

Submitting to the CSDE

Scan and e-mail the signed and dated *Authorized Signatures Change Form* to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.



Connecticut State Department of Education
School Health, Nutrition and Family Services
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

For state use only	
Effective date:	_____
Agreement numbers:	_____
School programs	_____
Child care centers	_____
Adult day care centers	_____
Day care homes	_____
Summer food service	_____

Authorized Signatures Change Form

Read the *Instructions for Completing the Authorized Signatures Change Form* before completing this form. Scan and e-mail the completed form to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

This is to certify that on Insert date (month, day, year), as shown in the minutes of insert name of corporation, board of education, or governing body the following action was taken to revise the authorized signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. **Signature 1:** The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

Signature

Printed name

Title (superintendent of schools, mayor, selectman, president, chairperson of the board, pastor, or commissioner)

Date

E-mail

Phone number

2. **Signature 2:** In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

Signature

Printed name

Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)

Date

E-mail

Phone number

3. **Signature 3:** The signature below certifies the above action.

Signature

Title (secretary of corporation, town clerk, secretary of the board)

This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signatures_Change_Form.pdf. *This institution is an equal opportunity provider.*

**Special Meeting
KILLINGLY BOARD OF EDUCATION
Wednesday, August 24, 2023
6:00 PM
KPS CENTRAL OFFICE, 79 Westfield Ave**

MINUTES

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Vice Chair Martin called the meeting to order at 6:10 p.m.
Ms. Dombkowski lead the Pledge of Allegiance to the Flag.

2. ROLL CALL

On roll call, Board members Laura Dombkowski, Susan Lannon, Kelly Martin, Kyle Napierata, Lydia Rivera-Abrams, and Danny Rovero were present.

Also present were Superintendent Dr. Nash- Ditzel, Interim Asst. Superintendent Diane Summa Human Resources Director Kim Gillespie-Burnham, and Secretary Buzalski.

Jennifer Hegedus and Laura Lawrence were absent with notification.

Norm Ferron arrived at 6:16 p.m.

3. PUBLIC COMMENT - None

4. INTRODUCTION OF 1-YEAR INTERIM KIS PRINCIPAL, MR. BRYANT SHELDON

Superintendent Nash introduced Mr. Sheldon. Board Members had a discussion with Mr. Sheldon about his philosophy and direction.

5. EXECUTIVE SESSION TO INTERVIEW THE RECOMMENED ASSISTANT SUPERINTENDENT

Ms. Martin made a motion, seconded by Ms. Dombkowski, to move to Executive Session with Dr. Nash, Dr. Summa, Ms. Burnham, and Jeff Guiot to interview the recommended Assistant Superintendent.

Voice vote: Unanimous. Motion passed.

Moved to Executive Session at 6:46 p.m. and returned at 7:22 p.m.

6. POSSIBLE APPOINTMENT OF ASSISTANT SUPERINTENDENT

Ms. Lannon made a motion, seconded by Ms. Dombkowski, to appoint Mr. Jeffrey Guiot as Assistant Superintendent effective no later than September 25, 2023 with a three-year contract.

Roll Call vote: Mr. Martin – yes, Mr. Napierata – yes, Ms. Rivera-Abrams – yes, Mr. Rovero – yes, Ms. Dombkowski – yes, Ms. Lannon – yes, Mr. Ferron – yes. Motion passed unanimously.

7. DISCUSSION AND POSSIBLE APPROVAL OF A TRANSFER OVER \$10,000

Ms. Lannon made a motion, seconded by Mr. Rovero, to move \$71,003 from Salaries and \$8,747 from Benefits to Protech. Discussion followed. Voice vote: Unanimous. Motion passed.

8. CONSENT AGENDA

- A. Special July 20, 2023 BoE Meeting Minutes
- B. KHS Marching Band Field Trip Request to Amherst, MA on Oct 7
- C. KHS Marching Band Field Trip Request to Springfield, MA (Big E) on Sept 15
- D. KHS FFA Field Trip Request to Springfield, MA (Big E) on Sept 16

Mr. Napierata made a motion, seconded by Ms. Lannon, to accept the consent agenda as presented.

Voice vote: Unanimous. Motion passed.

9. ADJOURNMENT

Mr. Napierata made a motion, seconded by Ms. Lannon to adjourn the meeting.

Voice vote: Unanimous. Motion passed.

The meeting adjourned at 7:28 p.m.

The votes of each member shall be made available within forty-eight hours and the minutes shall be made available within seven days. Copies are available at the Central Office, 79 Westfield Ave.

Minutes and a video recording of this meeting can be found at
<https://www.killinglyschools.org/about-us/board-of-education>

Respectfully Submitted,

Elizabeth Buzalski

Recording Secretary

2023-2024 Killingly Public Schools Student Enrollment

September 1, 2023									June 23, 2023										
GRADE	KHS	KIS	KCS	KMS	GDYR	OD			GRADE	KHS	KIS	KCS	KMS	GDYR	OD				
PREK					117	0			PREK			15		118	1				
K			149			1			K			170			0				
1			175			0			1			154			2				
2				152		2			2				183		0				
3				185		1			3				163		3				
4				163		2			4				181		5				
5		185				4			5		183				2				
6		186				2			6		159				5				
7		164				5			7		161				3				
8		169				4			8		152				6				
9	205					5			9	236					7				
10	226					10			10	190					3				
11	174					4			11	155					7				
12	166					19			12	179					14				
Totals	771	704	324	500	117	59	2,475		Totals	760	655	339	527	118	58		2,457		
COMPARATIVE DATA: 2022-2023										KMS by Teacher		KCS by Teacher							
										Crabtree, M.-2		18	Angelo, K.-K		17				
										Fratoni, D.-2		16	Collins, K.-K		16				
										Juhola, N.-2		17	Crawford, K.-K		16				
										Lanzoni, L.-2		17	Horne, F.-K		16				
										Maheu, J. - 2		17	Johndrow, D.-K		16				
										McMerriman,S.-2		16	Laboeuf, K.-K		15				
										Moulton, J.-2		17	Livingston, H.-K		14				
										Riordan, E.-2		17	Parsell, S.-K		16				
										Sakidovitch, A.-2		17	Racine, M.-K		16				
										Bitgood, C.-3		22	Blackmar, C.-1		19				
										Breen, T.-3		24	Brock, J.-1		20				
										Carlson, J.-3		22	Ellis, A. - 1		19				
										Gaulin, N.-3		23	Guillot, J.-1		18				
										Hand, H.-3		24	Horvath S.-1		18				
										Penner, K. -3		24	Kouatly, K.-1		18				
										Siegmund, L.-3		23	Santaniello,M.-1		19				
										Tillinghast, A.-3		23	Steuernagel, M.-		16				
										Breen, C.-4		21	Watson, J.-1		20				
										Burdick, S.-4		21	Chito, A - IL		7				
										Delfarno, M.-4		19	Dean, J. - IL		8				
										Lee, B.-4		20	Total		324				
										Lisee, B.-4		20							
										Scott, A.-4		20							
										Tenaglia, D.-4		21							
										Williamson, G.-4		21							
										Total		500							

Agency and Sp. Ed. Placements	
Agency-Out of District	
Preston Veterans Memorial - Preston, CT	1
Agency Total	1
Local- Out of District	
ASD (American School for the Deaf), West Hartford, CT	1
ARC of NE CT- Danielson, CT	1
Bradley School -Thompson, CT	6
CREC Birken - Bloomfield,CT	1
CREC Riverstreet - South Windsor, CT	3
EASTCONN Bridges - Columbia, CT	1
EASTCONN NRP - Danielson, CT	12
EASTCONN Transition - Willimantic, CT	2
Harmony Hill - Chepachet, RI	1
High Roads - Danielson, CT	4
Horizons - Windham, CT	1
Learning Clinic - Brooklyn,CT	5
Natchaug Joshua Center - Danielson, CT	2
Ocean Learning Academy, New London, CT	1
Ocean State Learning Academy, Providence, RI	1
Project Genesis - Windham, CT	11
Sargent Rehabilitation Center, Providence, RI	1
Susan Wayne Center - Thompson, CT	3
Wateford Country School - Quaker Hill, CT	1
Local Out of District Total	58
Agency	1
Total	59

12.c

KILLINGLY PUBLIC SCHOOLS FIELD TRIP REQUEST

REV. 7/08

Trip Number: _____ - _____ - _____ Billing Code: _____
 Bldg Use Sequence (e.g. 010-1-001)

SCHOOL: KHS GRADE/CLASS/CLUB: KHS Music Dept. DATE: 9/8/23

TEACHER/FIELD TRIP LEADER: Jeff Ethier / Jason Largent

DATE OF TRIP: Thursday, April 18 - Sunday, April 21, 2024 NUMBER OF STUDENTS: 100
 NUMBER OF CHAPERONES: 15

DEPARTURE TIME: 8 AM RETURN TIME: 4 PM
 On a school day: 8:30 AM or later unless approved in writing by the Transportation Supervisor 2 PM or earlier unless approved in writing by the Transportation Supervisor

DESTINATION/DIRECTIONS (be specific): _____
Music in the Parks Festival, Hershey, PA
(See attached for details)

Not needed - Perkins Travel
 Yes No Transportation availability confirmed with Transportation Supervisor.

Objectives of Trip (relation to curriculum, etc.): Competition performances at the national Music in the Parks Music Festival in Hershey, PA

Transportation Desired: _____ Names of Chaperones: _____
 _____ School Bus Jeff Ethier Jason Largent
 _____ Mini Bus Other KPS staff and
 _____ Other (specify) KHS Music Booster parents.
 _____ Van _____

Special Equipment Required: _____ Substitutes Req. _____ (Number)
 _____ Car Seats _____ Aide(s) Required _____ (Number)
 _____ Handicap Equipped _____ Nurse Required _____ (Number)
 Specify: _____

NOTE: Requests to be submitted with all entries complete at least two weeks prior to the trip. Approval will be given only for trips where careful and early planning insures that worthwhile educational outcomes will result. PLEASE NOTE: Head teacher (school) is responsible for any parking fees.

Teacher

Principal/Program Administrator

Superintendent's Office

Transportation Supervisor

Killingly High School Music Department
Hershey, Pennsylvania, with “Music In the Parks
Festivals”
April 18 – 21, 2024

The KHS Music Department performing groups will be traveling to Hershey, Pennsylvania, during the third weekend in April of 2024. The music department will leave Thursday morning, April 18th, and return Sunday evening, April 21st. This festival and trip fall on the second half of April vacation. The students, directors, and chaperones will travel by hired motor coach, (approximately 6-7 hours each way). The trip will include 3 nights at the Red Lion Hotel, Harrisburg, Pennsylvania. Students will be housed in quads. This will be a musically competitive trip with “*Music In the Parks.*” Vocally, Concert Choir and Chamber Choir will compete. Instrumentally, the Symphonic Band, Jazz Band, and Percussion Ensemble will compete. The participants will also experience a performance at the Dutch Apple Dinner Theater, a guided trolley tour of Chocolate World, and the awards ceremony while in Hershey Park! The Music Department will be traveling with Perkins Travel, based in New Britain, Connecticut.

Cost of Trip: **Approximately \$650.00 per student, based upon number of participating students/chaperones (approximately 120 total participants).**
3-4 fundraisers have already occurred, and additional fundraisers totaling at least four will be organized by our Booster Club to assist students financially this year. The first fundraiser of the year begins on September 25th.

Expenses covered: Motorcoaches,
 Hotel,
 3 Breakfasts,
 3 Dinners,
 1 Lunch
 taxes, tips.
 Also included:
 One Day Admission to Hershey Park and Awards Ceremony,
 Dutch Apple Dinner Theater experience, Guided Trolley Tour of
 Chocolate World.
 All adjudication expenses.

NOT covered: The price of the trip includes at least two meals per day for all participants (combination of breakfast, lunch and dinner). All other meals are the financial responsibility of each participant, as are personal souvenirs and snacks.