

**New Hartford Public Schools
Board of Education Meeting
February 2, 2021
6:00 pm/Virtual Meeting
Access Meeting/Listen Only**

Join Zoom Meeting

<https://us02web.zoom.us/j/83874343939?pwd=cnlNSGkxaXp6Mk00MDkrcTBNa2N4Zz09>

Meeting ID: 838 7434 3939

Passcode: 2fj9fX

- A. Chair to Open Meeting**
- B. Pledge of Allegiance**
- C. Chair Select Order of Business**
- D. Superintendent's Report**
 - 1. Budget Presentation 2021-2022**
- E. Public Comment/Communication to the Board of Education**
- F. Consent Agenda**
 - 1. Approval of Minutes-January 19, 2021**
 - 2. Expenditure Report**
- G. Reports**
 - 1. Review Policy 5145.44 (Personnel Certified/Non-Certified/Title IX Sexual Harassment)**
- H. Adjournment**

***Note-This is a virtual meeting. If you have any questions or comments pertaining to the agenda items above, you can email the BOE Chair (Tim Goff)(gofft@newhtfd.org) 24 hours in advance of the meeting or you can send a letter to the Superintendent of Schools. You can access the meeting by using the link provided above.**

New Hartford Public Schools

2021-2022 Board of Education Budget

Superintendent's Proposed Budget
02/02/2021

Board of Education

Tim Goff, Chairman
Karl Hermonat, Vice Chairman
Penny Miller, Secretary
Tom Buzzi
Timothy Klepps
Kelly O'Dell Longhi
Antonio Persechino
Mary Stempien
Heather Tomala

Brian P. Murphy
Superintendent of Schools

Mission – Theory of Action

Mission Statement

The mission of the New Hartford Public Schools in partnership with families and the community, is to inspire and prepare all children to become independent and enthusiastic learners who achieve personal excellence by providing a challenging and exemplary education program that is differentiated, inclusive and dynamic.

Theory of Action

If we cultivate a climate and culture focused on continuous improvement that values professional growth and collaboration, and set high expectations for teaching and learning, strengthening the capacity of educators to actively engage students in differential learning, then we ensure that all students and staff are meeting growth targets, honoring the district's mission to provide an exemplary education program.

New Hartford Public Schools
ASSUMPTIONS
FY 2022
2021-2022 SUPERINTENDENT'S BUDGET

- ✚ State and Federal financial support of education may not increase.
- ✚ District Enrollment is projected to increase.
- ✚ Special Education Costs will continue to increase significantly.
- ✚ The BOE is committed to maintaining programs to meet the needs of New Hartford students and the community and will be adjusted as the educational needs of students change.
- ✚ Overall certified and non-certified staffing levels will be adjusted based on enrollment/programming/facility considerations.
- ✚ Provide the appropriate staffing for Curriculum delivery and programming.
- ✚ Purchased services and supply accounts will be adjusted based on documented prices and trends.
- ✚ There are increased responsibilities on the district that are either underfunded or not funded as a result of the demands of state and federal mandates.
- ✚ To realize economy of scale, the Board of Education will fully investigate collaborative services for potential cost savings, i.e.: fuel oil, staffing, Professional Development training and school supplies.
- ✚ Salary accounts will increase due to negotiated employee contracts.
- ✚ Individual Health insurance costs will increase due to contracted costs with Anthem.
- ✚ - Continue to fund Resilience/Inclusion/Student Centered/Excellence Program.
- ✚ Special Education tuition account for out-placed students will reflect costs for New Hartford students currently receiving services outside the school district. This line item increased significantly.
- ✚ The Board of Education will continue to budget for the annual tuition costs for the CREC Magnet School students.

- ✦ Budgetary accounts will be adjusted based upon current and previous budget years (2019-2021).
- ✦ Major initiatives for technology and renovations will be budgeted for in the capital budget.
- ✦ Pupil transportation costs will continue to be a significant cost in the budget. This is the final year of the Dattco Bus contract.
- ✦ Extended School Year Program will continue to be delivered in district for identified students.
- ✦ Continue to support Oak Hill Program at Antolini School.

New Hartford Public Schools
PRIORITIES
FY 2022
2021-2022 SUPERINTENDENT'S BUDGET

- ✚ Ensure that safety and health standards are maintained and enhanced to improve student achievement.
- ✚ Continue to improve safety measures in schools.
- ✚ Provide adequate funding for instructional materials for teachers and students.
- ✚ Content area(ELA/Math) curricula will continue to be revised.
- ✚ Provide funding for transition of students to Bakerville Consolidated, New Hartford Elementary and Antolini School
- ✚ Provide adequate funding to support all academic programs and support systems.
- ✚ Continue Social/Emotional program in district. (Ruler Program)
- ✚ Continue to implement grade level interim math/ELA assessments across district to improve student achievement.
- ✚ Continue funding for phonics based reading program (Foundations) in grades K-3.
- ✚ Continue to implement Math Program in grades K-6. (Illustrative Math)
- ✚ Continue to provide Professional Development training for new science curriculum.(on-going).
- ✚ Continue collaboration with regional vertical math committee.
- ✚ Continue funding for Pre-K Program.
- ✚ Continue funding for Talented and Gifted program for 4-6 graders at Ann Antolini School.
- ✚ Continue funding for STEAM program in Media/Technology curriculum in grades K-6.
- ✚ Continue Advanced Manufacturing Program for 5th and 6th graders. Partnership with Goodwin University.

- ✿ Maintain funding to support the arts, music and physical education programs.
- ✿ Support funding to maintain adequate class sizes at all levels of instruction.
- ✿ Continue district wide Poet Laureate Project. (Grades K-6)
- ✿ Continue Unified Sports Program in the district. Continue expansion in the primary schools.
- ✿ Continue funding for major technology projects with access and grade-level equity for all students through the capital budget.
- ✿ Continue to provide funding for cyber security prevention.
- ✿ Continue to replace 1-1 electronic devices in district. (Distance Learning)
- ✿ Purchase additional interactive Promethean Boards.
- ✿ Continue painting initiative in primary schools.
- ✿ Continue to upgrade lunch program(Fresh Picks)
- ✿ Continued commitment to instructional improvement supported by strong professional development initiatives. There will be a focus on providing professional development for the Readers Workshop and new Math programs.
- ✿ Continue to increase classroom libraries for Readers Workshop Program.
- ✿ Continue to update 5 Year District Strategic Plan
- ✿ Continue to amend School Improvement Plans.
- ✿ Update Program Development Plan for Special Education.
- ✿ Respond to emergency repairs as necessary as a result of aging of equipment and deferred maintenance.
- ✿ Continue to partner with Project Playground Committee and fund new playgrounds at primary schools.
- ✿ Maintenance and custodial accounts need to be replenished every year.
- ✿ Continue to enhance the capacity of the BOE Community Outreach Committee.(Parent Nights)(On-line outreach)

New Hartford Public Schools Historical Budget Data

2020-2021	2.25%	Final Adopted
2019-2020	4.86%	Final Adopted
2018-2019	1.60%	Final Adopted
2017-2018	-1.84%	Final Adopted
2016-2017	-.08%	Final Adopted
2015-2016	.77%	Final Adopted
2014-2015	-.08%	Final Adopted
2013-2014	1.00%	Final Adopted
2012-2013	1.98%	Final Adopted
2011-2012	1.71%	Final Adopted
2010-2011	3.00%	Final Adopted
2009-2010	2.07%	Final Adopted
2008-2009	3.19%	Final Adopted
2007-2008	3.29%	Final Adopted
2006-2007	5.27%	Final Adopted

New Hartford Public Schools Capital History

2020-2021	\$71,500
2019-2020	\$110,500.00
2018-2019	\$113,000.00
2017-2018	\$33,000.00
2016-2017	\$89,000.00
2015-2016	\$95,461.42
2014-2015	\$80,600.00
2013-2014	\$30,800.00
2012-2013	\$139,399.00
2011-2012	\$85,000.00
2010-2011	\$150,000.00
2009-2010	\$88,038.00
2008-2009	\$331,318.00
2007-2008	\$165,995.00
2006-2007	\$138,194.00

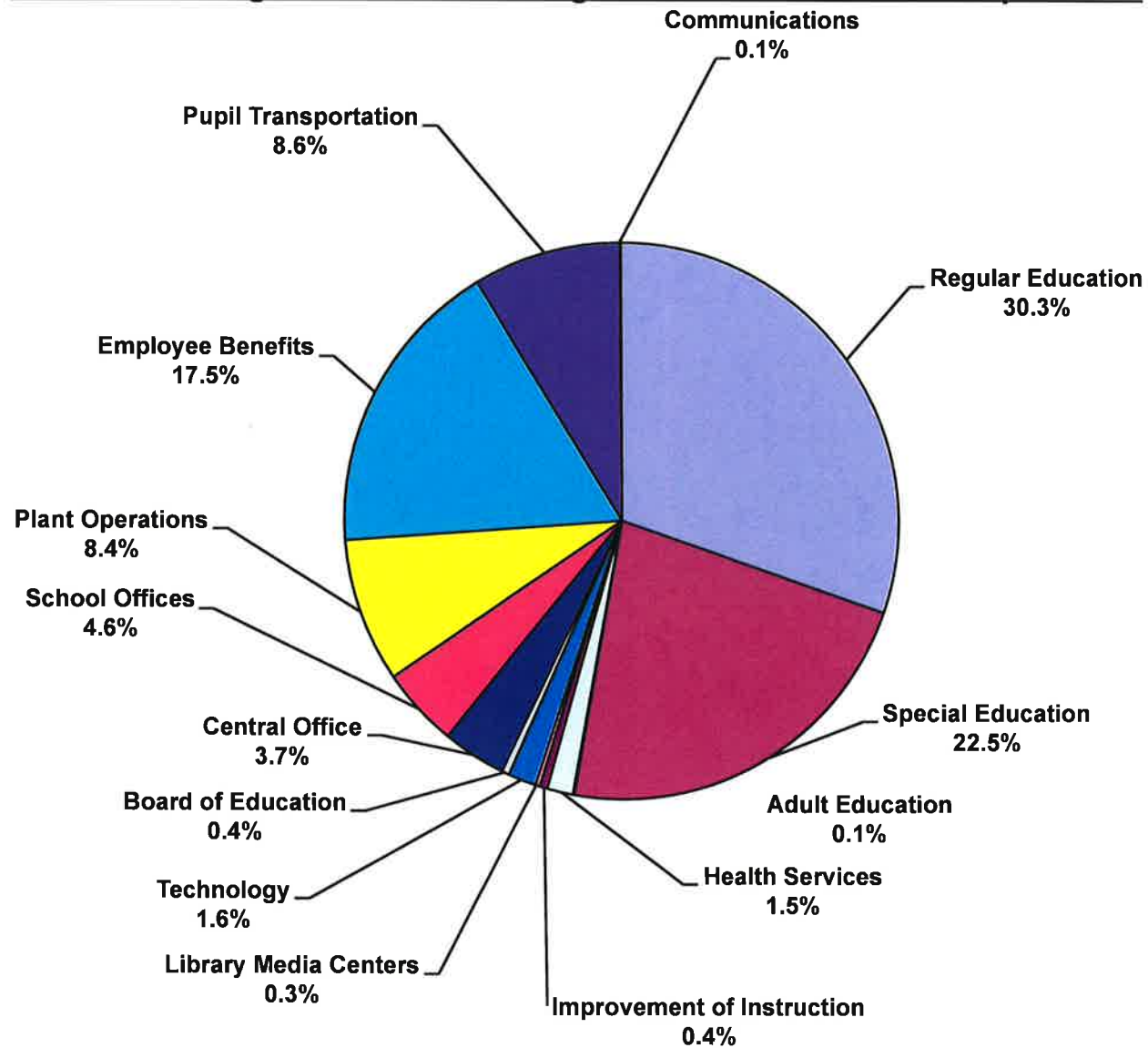
2021-2022 Superintendent's Proposed Budget Summary Increases

	Dollar Increase	
Total Budget Increase	\$331,964	3.89%
Increases in Special Education Costs which include SPED Pupil Transportation	\$272,065	
Drivers for Increase in SPED Costs: Tuitions \$207,890/Special Ed Bus Lease \$62,175/ESY Transportation \$2,000		
Salary Increases	\$92,333	
Health Insurance	\$75,220	

Budget Summary

	<u>2020-2021</u>		<u>2021-2022</u>		<u>Dollar Variance</u>	<u>% Variance</u>
<u>Regular Education</u>	\$ 2,727,807.00	\$	2,690,450.00	\$	(37,357.00)	-1.4%
<u>Special Education</u>	\$ 1,770,511.00	\$	1,993,186.00	\$	222,675.00	12.6%
<u>Adult Education</u>	\$ 6,485.00	\$	6,615.00	\$	130.00	2.0%
<u>Health Services</u>	\$ 129,270.00	\$	133,198.00	\$	3,928.00	3.0%
<u>Improvement of Instruction</u>	\$ 39,874.00	\$	39,874.00	\$	-	0.0%
<u>Library Media Centers</u>	\$ 23,204.00	\$	23,204.00	\$	-	0.0%
<u>Technology</u>	\$ 137,064.00	\$	144,009.00	\$	6,945.00	5.1%
<u>Board of Education</u>	\$ 38,700.00	\$	38,700.00	\$	-	0.0%
<u>Central Office</u>	\$ 320,679.00	\$	331,613.00	\$	10,934.00	3.4%
<u>School Offices</u>	\$ 399,745.00	\$	407,523.00	\$	7,778.00	1.9%
<u>Plant Operations</u>	\$ 769,793.00	\$	742,012.00	\$	(27,781.00)	-3.6%
<u>Employee Benefits</u>	\$ 1,484,144.00	\$	1,550,897.00	\$	66,753.00	4.5%
<u>Pupil Transportation</u>	\$ 683,680.00	\$	760,789.00	\$	77,109.00	11.3%
<u>Communications</u>	\$ 6,150.00	\$	7,000.00	\$	850.00	13.8%
<u>Total</u>	<u>\$ 8,537,106.00</u>	<u>\$</u>	<u>8,869,070.00</u>	<u>\$</u>	<u>331,964.00</u>	<u>3.89%</u>

What Percentage of the Entire Budget Does Each Account Represent?



2021-2022 Superintendent's Proposed Budget Summary of Staff Decreases

Decrease due to Personnel Changes:

- 1.0 Full Time Regular Education Teacher

\$47,272

- 1.0 Full Time Tutor

\$24,198

2021-2022 Superintendent's Proposed Budget Contractual Increases

Contractual Increases:

- | | |
|------------------|------|
| ➤ Administrators | 2.0% |
| ➤ Teachers | 2.9% |
| ➤ Tutors | 2.0% |
| ➤ Custodians | 2.0% |
| ➤ Secretaries | 2.0% |

Enrollment and Class Sizes

	<u>2020-2021</u>	<u>Sections</u>	<u>FTE</u>	<u>Class Size</u>	<u>Projected</u> <u>2021-2022</u>	<u>Sections</u>	<u>FTE</u>	<u>Class Size</u>
Pre-School Program	18	1	1.0	18	18	1	1.0	18
Kindergarten	46	3	3.0	15-16	67	4	4.0	16-17
Grade 1	54	3	3.0	18	46	3	3.0	15-16
Grade 2	55	4	4.0	13-14	55	3	3.0	18-19
Grade 3	67	4	4.0	16-17	56	3	3.0	18-19
Grade 4	50	3	3.0	16-17	67	3	3.0	22-23
Grade 5	75	4	4.0	18-19	52	3	3.0	17-18
Grade 6	56	3	3.0	18-19	75	4	4.0	18-19
<u>FTE Totals</u>	<u>421.0</u>	<u>25.0</u>	<u>25.0</u>	<u>16.8</u>	<u>436.0</u>	<u>24.0</u>	<u>24.0</u>	<u>18.2</u>

Per Pupil Expenditure:	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
New Hartford	\$19,268	\$18,093	\$17,290	\$17,021	\$16,473
Barkhamsted	\$19,778	\$18,717	\$17,892	\$17,225	\$16,782
Region 7	\$20,443	\$19,243	\$18,786	\$17,402	\$16,971
Colebrook	\$22,143	\$20,303	\$19,634	\$19,815	\$18,331
Winchester	\$20,821	\$20,424	\$19,853	\$20,133	\$18,343
Hartland	\$22,530	\$21,528	\$20,470	\$18,419	\$18,480
Norfolk	\$25,974	\$22,694	\$22,984	\$21,861	\$20,763

Regular Education

1000

111 Regular Education Professional Staff

This line includes contracted salaries for all classroom and special subject teachers such as media specialists, art, music, physical education, and Spanish. The decrease in this line is due to the reduction of one full time teacher.

112 Instructional Assistants

This line reflects salaries for one regular education instructional assistant, four Interventionists, and our Data Manager.

114 Substitutes

New Hartford Public Schools has entered into a contract with Kelly Services for our substitute teachers. Substitutes are also needed for curriculum work and professional development activities.

115 Responsible Teachers

This line reflects payment to three (3) teachers who serve as “acting administrator” in the absence of the building principal.

116 Additional Professional Responsibilities

There are additional contracted amounts paid to teachers for additional professional work done for the district. Such positions include: Faculty Chaperones at White Memorial, Band Director, SRBI Member, Mentors, Climate Committee, Unified Sports, and Professional Development Presenters. The increase is due to contractual increases for paid teacher stipends per the 2020-2023 Teachers’ Contract.

313 Curriculum Assessments

This amount is necessary to purchase the DIBELS Reading Assessment and materials for the new state mandates for universal screening K-3 (Dyslexia).

Regular Education 1000

	2019-2020		Actual		2020-2021		2021-2022	Dollar Variance	% Variance
<u>111 Regular Education Professional Staff</u>									
	\$	2,275,006.00	\$	2,295,217.00	\$	2,340,074.00	\$	2,299,877.00	\$ (40,197.00) -1.7%
<u>112 Instructional Assistants</u>									
	\$	147,930.00	\$	141,875.00	\$	150,900.00	\$	160,240.00	\$ 9,340.00 6.2%
<u>114 Substitute Teachers</u>									
	\$	48,000.00	\$	33,669.00	\$	63,000.00	\$	57,400.00	\$ (5,600.00) -8.9%
<u>115 Responsible Teachers</u>									
	\$	3,000.00	\$	2,550.00	\$	3,900.00	\$	3,900.00	\$ - 0.0%
<u>116 Additional Professional Responsibilities</u>									
	\$	14,600.00	\$	13,351.00	\$	16,375.00	\$	20,475.00	\$ 4,100.00 25.0%
Mentors	\$	1,500.00			\$	1,975.00	\$	3,425.00	
SRBI	\$	3,600.00			\$	3,600.00	\$	5,200.00	
White Memorial Faculty	\$	2,250.00			\$	3,150.00	\$	3,000.00	
Band	\$	1,500.00			\$	1,650.00	\$	1,650.00	
Talented and Gifted	\$	3,000.00			\$	3,000.00	\$	3,000.00	
Climate Committee	\$	2,750.00			\$	2,750.00	\$	3,500.00	
Unified Sports					\$	250.00	\$	400.00	
Toileting							\$	300.00	
<u>313 Curriculum Assessments</u>									
	\$	6,525.00		4,258.00	\$	6,525.00	\$	6,525.00	\$ - 0.0%
Reading Assessments (DIBELS)	\$	4,825.00			\$	4,825.00	\$	4,825.00	
NWEA Map Growth	\$	1,700.00			\$	1,700.00	\$	1,700.00	
Total	\$	2,495,061.00	\$	2,490,920.00	\$	2,580,774.00	\$	2,548,417.00	\$ (32,357.00) -1.3%

320 Purchased Services

This line represents expenses related to curriculum enrichment programs and includes paying presenters to come into the buildings. There was a slight increase in the stipends as per teacher contract.

560 Tuitions

This line reflects those additional costs for our regular education students attending CREC Reggio Magnet School.

591 Travel

This represents mileage reimbursement to staff who travel between buildings and out of District.

616 Teaching Supplies

This line includes supplies for all teachers including copy paper, art supplies, laminating materials, etc.

641 Textbooks/Resources

This amount includes textbooks and consumable workbooks for all academic areas. Resources for the Common Core State Standards are included.

Regular Education 1000

		<u>2019-2020</u>		<u>Actual</u>		<u>2020-2021</u>		<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
320 Purchased Services										
	\$	11,898.00	\$	4,483.00	\$	13,300.00	\$	13,300.00	\$ -	0.0%
White Memorial Contract	\$	2,400.00		\$	2,600.00	\$	2,600.00			
White Memorial Nurses	\$	1,500.00		\$	1,500.00	\$	1,500.00			
Miscellaneous Field Trips	\$	3,500.00		\$	4,700.00	\$	4,700.00			
Math Olympiad	\$	498.00		\$	500.00	\$	500.00			
Grade 6 Musical	\$	4,000.00		\$	4,000.00	\$	4,000.00			
560 Tuitions										
CREC Magnet School Tuition	\$	78,000.00	\$	82,932.00	\$	80,000.00	\$	75,000.00	\$ (5,000.00)	-6.3%
591 Travel										
District Travel	\$	5,100.00	\$	2,448.00	\$	5,100.00	\$	5,100.00	\$ -	0.0%
616 Teaching Supplies										
	\$	24,650.00	\$	18,992.00	\$	20,650.00	\$	20,650.00	\$ -	0.0%
Copy Paper/Laminating	\$	7,350.00		\$	3,350.00	\$	3,350.00			
Art Supplies K-6	\$	4,760.00		\$	4,760.00	\$	4,760.00			
Vocal Music Supplies K-6	\$	1,700.00		\$	1,700.00	\$	1,700.00			
Instrumental Music Supplies	\$	1,000.00		\$	1,000.00	\$	1,000.00			
Physical Education Supplies K-6	\$	1,700.00		\$	1,700.00	\$	1,700.00			
Classroom Supplies	\$	2,400.00		\$	2,400.00	\$	2,400.00			
Central Supplies	\$	3,740.00		\$	3,740.00	\$	3,740.00			
Talented & Gifted Program Teachi	\$	2,000.00		\$	2,000.00	\$	2,000.00			
641 Textbooks/Resources										
	\$	28,583.00		41,899.00	\$	23,583.00	\$	23,583.00	\$ -	0.0%
Spanish	\$	500.00		\$	500.00	\$	500.00			
Language Arts	\$	2,752.00		\$	2,752.00	\$	2,752.00			
Social Studies	\$	2,500.00		\$	2,500.00	\$	2,500.00			
Reading	\$	15,831.00		\$	7,831.00	\$	7,831.00			
Science	\$	5,000.00		\$	-	\$	-			
Math	\$	2,000.00		\$	10,000.00	\$	10,000.00			
Total	\$	148,231.00	\$	150,754.00	\$	142,633.00	\$	137,633.00	\$ (5,000.00)	-3.5%

642 Periodicals

Students use a number of news periodicals published exclusively for social studies classes.

730 Equipment

This line covers the cost of equipment needed in all subject areas.

Regular Education 1000

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>642 Periodicals</u>						
Scholastic (Science & Social Stud Time for Kids	\$ 3,200.00	\$ 1,983.00	\$ 3,200.00	\$ 3,200.00	\$ -	0.0%
<u>730 Equipment</u>						
Math Manipulatives	\$ 1,200.00	\$ 577.00	\$ 1,200.00	\$ 1,200.00	\$ -	0.0%
Primary Materials	\$ 400.00		\$ 400.00	\$ 400.00		
Science Equipment	\$ -		\$ -	\$ -		
<u>Total</u>	<u>\$ 4,400.00</u>	<u>\$ 2,560.00</u>	<u>\$ 4,400.00</u>	<u>\$ 4,400.00</u>	<u>\$ -</u>	<u>0.0%</u>
 <u>Grand Total</u>	 <u>\$ 2,647,692.00</u>	 <u>\$ 2,644,234.00</u>	 <u>\$ 2,727,807.00</u>	 <u>\$ 2,690,450.00</u>	 <u>\$ (37,357.00)</u>	 <u>-1.4%</u>

Special Education 1200

111 Special Education Professional Staff

This line includes contracted salaries and increases for all special education teachers including speech and language therapists and school psychologists and social worker.

111 Director of Student Services

This is the salary for our Director of Special Education who administers all aspects of Special Education, Section 504, Title IX, English Language Learners, Preschool, McKinney Vento Liaison and COVID 19 Liaison.

112 Special Education Tutors

Special Education Tutors work directly with our students with special needs requiring individualized academic and behavioral support. Slight increase for stipends which are paid for diapering responsibilities, attending professional development meetings, Crisis Team Intervention, and obtaining a Bachelor's Degree or higher as per the Tutor Contract. The District is projecting the need for one less tutor in the 2021-2022 year.

112 Special Education Tutor Substitutes

Special Education Tutor Substitutes are paid \$90/day.

113 Special Education Administrative Assistant

This position ensures smooth and efficient operation of the Department of Student Services in contributing to public relations and state data reporting.

311 Homebound Instruction

Homebound instruction is a special education program designed to ensure the continuity of a student's education. At times, a student may present with a condition that will cause an absence from school for at least 10 consecutive school days, or the child's condition is such that he/she may be absent for short repeated periods of time. This determination is made in collaboration with the Doctor and is a PPT decision.

312 Pupil Services--Therapies

Individualized student needs may require therapeutic services such as occupational therapy, physical therapy, audiological supports, and behavioral consultation. Providing these supports enables the district to meet student needs in their home school and may decrease the need to place students outside of the district. This line also accounts for related services of special education students attending magnet schools and ESY (Summer School). Due to the complexities for remote learning and in individual circumstances, identified students may require an increase in summer related services to account for and ensure equitable learning opportunities.

Special Education 1200

		<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
Personnel							
<u>111 Special Education Professional Staff</u>							
	\$	659,315.00	\$ 656,824.00	\$ 730,895.00	\$ 777,853.00	\$ 46,958.00	6.4%
<u>111 Director of Student Services</u>							
Salary	\$	102,812.00	\$ 102,812.00	\$ 104,868.00	\$ 106,965.00	\$ 2,097.00	2.0%
<u>112 Special Education Tutors</u>							
	\$	458,535.00	\$ 450,361.00	\$ 464,062.00	\$ 443,929.00	\$ (20,133.00)	-4.3%
Salaries	\$	451,185.00		\$ 456,462.00	\$ 437,479.00		
Stipends	\$	7,350.00		\$ 7,600.00	\$ 6,450.00		
<u>112 Special Education Tutor Substitutes</u>							
Salaries	\$	4,500.00	\$ 7,158.00	\$ 4,500.00	\$ 4,500.00	\$ -	0.0%
<u>113 Special Education Administrative Assistant</u>							
Salary	\$	42,271.00	\$ 41,553.00	\$ 43,121.00	\$ 43,984.00	\$ 863.00	2.0%
<u>311 Homebound Instruction</u>							
Academic Instruction	\$	1,000.00	\$ 130.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
<u>312 Pupil Services--Therapies</u>							
	\$	55,291.00	\$ 55,000.00	\$ 85,500.00	\$ 70,500.00	\$ (15,000.00)	-17.5%
Assistive Technology Consultation	\$	2,200.00		\$ 2,288.00	\$ 2,500.00		
CREC Regio Magnet Services	\$	16,800.00		\$ 28,034.00	\$ 10,000.00		
Occupational Therapy	\$	21,291.00		\$ 27,890.00	\$ 38,000.00		
Physical Therapy	\$	13,000.00		\$ 19,288.00	\$ 15,000.00		
BCBAs	\$	2,000.00		\$ 8,000.00	\$ 5,000.00		
<u>Total</u>	\$	1,323,724.00	\$ 1,313,838.00	\$ 1,433,946.00	\$ 1,448,731.00	\$ 14,785.00	1.0%

313 Pupil Services—Evaluations and Other Services

Some students with special needs may require other outside services such as Independent Educational Evaluations, such as neuropsychological evaluations, central auditory processing, and functional behavior assessments.

314 Testing Supplies

Students with special needs require cognitive, academic, language, and motor evaluations every three years. Assessments must be updated in order for them to be considered valid and reliable.

320 Contracted Services

Nursing services

322 In-service

Certified and non-certified staff members are provided annually with non-violent crisis intervention training. The District anticipates training (1) staff member in associate level Orton Gillingham. Additionally, some of our students require additional outside support and/or consultation services throughout the year. This may include behavioral consultation or assistive technical consultations.

560 Outside Tuitions

This line reflects increased costs for our special education students participating in necessary summer programs to maintain progress and prevent substantial regression. The line also includes those costs associated with outplacements for children with severe special education needs. The town of New Hartford and not the school district receives reimbursement for a portion of high cost outplacements.

616 Teaching Supplies

This line represents specific supplies needed for our students with special needs.

690 Office Supplies

This line represents specific supplies needed by the office of Student Services.

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>313 Pupil Services--Evaluations and Other Services</u>						
	\$ 22,400.00	\$ 25,673.00	\$ 22,400.00	\$ 22,400.00	\$ -	0.0%
Private Independent Evals	\$ 11,400.00		\$ 11,400.00	\$ 11,400.00		
IEP Direct	\$ 10,250.00		\$ 10,250.00	\$ 10,250.00		
Gifted & Talented Testing	\$ 750.00		\$ 750.00	\$ 750.00		
<u>314 Testing Supplies</u>						
Evaluation Materials	\$ 4,000.00	\$ 4,107.00	\$ 4,000.00	\$ 4,000.00	\$ -	0.0%
<u>320 Contracted Services</u>						
Allume Nurse	\$ 42,000.00		\$ 88,000.00	\$ 88,000.00	\$ -	0.0%
<u>322 Inservice</u>						
	\$ 5,072.00	\$ 2,093.00	\$ 5,450.00	\$ 5,450.00	\$ -	0.0%
Behavior & Academic Consulting	\$ 3,072.00		\$ 2,950.00	\$ 2,950.00		
Crisis Prevention Institute (CPI)	\$ 2,000.00		\$ 2,500.00	\$ 2,500.00		
<u>560 Tuitions</u>						
	\$ 196,663.00	\$ 254,655.00	\$ 212,330.00	\$ 420,220.00	\$ 207,890.00	97.9%
Outplacements	\$ 189,000.00		\$ 201,983.00	\$ 405,200.00		
Extended School Year (ESY)	\$ 7,663.00		\$ 10,347.00	\$ 15,000.00		
<u>616 Teaching Supplies</u>						
	\$ 500.00	\$ 1,384.00	\$ 500.00	\$ 500.00	\$ -	0.0%
<u>690 Office Supplies</u>						
	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0.0%
<u>Total</u>	<u>\$ 271,135.00</u>	<u>\$ 288,412.00</u>	<u>\$ 333,180.00</u>	<u>\$ 541,070.00</u>	<u>\$ 207,890.00</u>	<u>62.4%</u>

730 Equipment

Some of our students with special needs require adaptive equipment and assistive technology as determined by the PPT process.

890 Professional Dues

This line reflects costs associated with membership dues in regional and national organizations that support special educational personnel.

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>730 Equipment</u>						
Assistive Equipment	\$ 7,500.00	\$ 7,651.00	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
<u>890 Professional Dues</u>						
ConnCASE	\$ 385.00	\$ 380.00	\$ 385.00	\$ 385.00	\$ -	0.0%
Litchfield County Director of Special Educatio	\$ 200.00		\$ 200.00	\$ 200.00		
	\$ 185.00		\$ 185.00	\$ 185.00		
<u>Total</u>	<u>\$ 7,885.00</u>	<u>\$ 8,031.00</u>	<u>\$ 3,385.00</u>	<u>\$ 3,385.00</u>	<u>\$ -</u>	<u>0.0%</u>
<u>Grand Total</u>	<u>\$ 1,602,744.00</u>	<u>\$ 1,610,281.00</u>	<u>\$ 1,770,511.00</u>	<u>\$ 1,993,186.00</u>	<u>\$ 222,675.00</u>	<u>12.6%</u>

Adult Education

1300

560 Adult Education

This line represents New Hartford's contribution toward regional adult education costs incurred at Education Connection.

Adult Education

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>560 Adult Education</u>						
<u>Grand Total</u>	<u>\$ 9,390.00</u>	<u>\$ 9,120.00</u>	<u>\$ 6,485.00</u>	<u>\$ 6,615.00</u>	<u>\$ 130.00</u>	<u>2.0%</u>

Health Services

2130

112 Nurses' Salaries

Each of our schools employs a full time nurse. Lead Nurse now receives a stipend.

114 Nurse Substitutes

Nurse substitutes are paid \$130.00 per day.

316 School Medical Advisor

Each school district must employ a medical advisor. School nurses regularly consult with this doctor regarding medical questions and emergencies that may arise.

690 Health Supplies

This amount includes costs for Hepatitis B Vaccines for all staff, Epipens for students with severe allergies, and general medical supplies for both schools.

730 Equipment

This line covers the cost of equipment needed in the nurses' offices such as thermometers.

Health Services

2130

	<u>2019-2020</u>		<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>			
<u>112 Nurses' Salaries</u>	\$	117,569.00	\$	117,919.00	\$	124,848.00	\$	3,928.00	<u>3.2%</u>	
Lead Nurse Stipend				\$	1,000.00	\$	1,000.00	-	-	
<u>114 Nurse Substitutes</u>	\$	2,000.00	\$	390.00	\$	2,000.00	\$	-	<u>0.0%</u>	
<u>316 School Medical Advisor</u>	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	-	<u>0.0%</u>	
<u>690 Health Supplies</u>	\$	2,800.00	\$	10,421.00	\$	2,800.00	\$	-	<u>0.0%</u>	
<u>730 Equipment</u>	\$	550.00	\$	155.00	\$	550.00	\$	-	<u>0.0%</u>	
<u>Grand Total</u>	<u>\$</u>	<u>125,919.00</u>	<u>\$</u>	<u>131,885.00</u>	<u>\$</u>	<u>129,270.00</u>	<u>\$</u>	<u>133,198.00</u>	<u>3,928.00</u>	<u>3.0%</u>

Improvement of Instruction 2210

322 Tuition Reimbursement Program

This amount reflects costs associated with teachers seeking additional education at the graduate and post-graduate level. The teachers' contract requires that \$10,000 be placed in this account annually.

324 Professional Development Costs

This line covers staff developmental activities for the year including math and literacy training. This line covers registration costs for all out-of-district conferences. In addition, teachers will participate in a number of district-wide collaborative professional projects including Common Core State Standards training.

325 Curriculum Revision

Our curriculum must be updated to reflect the new federal Common Core State Standards. Costs for the various curriculum meetings are also included. Curriculum revisions are necessary for teachers to work on Reading and Social Studies Curriculum/PDECC.

590 Purchased Services/Student Recognition

This line covers the costs of our Litchfield County Superintendents' Student Recognition Dinner. Other costs include the costs for the DARE Program/Awards and Teacher/Student Recognition.

593 Printing

This represents the cost of producing booklets or brochures.

617 Curriculum Materials

Materials are needed to support our planned professional development and curriculum revision work. Writing folders/dry erase boards.

618 Innovative Teaching

Teachers may complete grant applications in order to add a special program or activity to their classroom (CT Read-Aloud/ANT Book Project/primary schools).

619 Professional Development Library

Books are purchased for the professional development libraries at each of the three schools based on teacher and curriculum needs.

890 Professional Dues

Professional dues are paid for our Curriculum Director to join a number of educational organizations focused on instructional and curriculum change.

Improvement of Instruction 2210

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>322 Tuition Reimbursement Program</u>						
\$ 10,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.0%	
<u>324 Professional Development Program</u>						
\$ 27,000.00	\$ 30,585.00	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	
<u>325 Curriculum Revision</u>						
\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.0%	
<u>590 Purchased Services/Teacher & Student Recognition</u>						
\$ 1,000.00	\$ 966.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	
<u>593 Printing</u>						
\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ -	0.0%	
<u>617 Curriculum Materials</u>						
\$ 4,500.00	\$ 3,575.00	\$ 4,500.00	\$ 4,500.00	\$ -	0.0%	
<u>618 Innovative Teaching</u>						
\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -	0.0%	
Real Aloud Program						
<u>619 Professional Development Library</u>						
\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	
<u>890 Professional Dues</u>						
\$ 624.00	\$ 624.00	\$ 624.00	\$ 624.00	\$ -	0.0%	
<u>Grand Total</u>	\$ 54,874.00	\$ 42,750.00	\$ 39,874.00	\$ 39,874.00	\$ -	0.0%

Library Media Centers 2220

611 Audio Visual Repairs

This line covers the cost of maintenance and repairs for library equipment. This line also covers annual maintenance costs for summer cleaning of audio-visual equipment.

612 Media Services and Supplies

Materials for book repairs, barcode covers, spine labels, curriculum supplies, STEM Materials, and book processing needs are purchased using money from this line.

613 Audio Visual Supplies

Supplies for audio-visual equipment are funded using money from this line.

619 Instructional Supplies

Supplies such as markers, paper, pencils, glue, construction paper, and folders are among the items funded from this line.

641 Online Subscriptions

This line covers the cost of renewing our annual subscriptions for online search tools, encyclopedia, and automation services.

Library Media Centers 2220

	<u>2020-2021</u>	<u>Actual</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>611 Audio Visual Repairs</u>						
	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -	0.0%
<u>612 Media Services and Supplies</u>						
	\$ 4,000.00	\$ 1,914.00	\$ 4,000.00	\$ 4,000.00	\$ -	0.0%
Antolini	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00		
NHES	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00		
BAK	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00		
<u>613 Audio Visual Supplies</u>						
	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 1,100.00	\$ -	0.0%
Antolini	\$ 600.00		\$ 600.00	\$ 600.00		
NHES	\$ 250.00		\$ 250.00	\$ 250.00		
BAK	\$ 250.00		\$ 250.00	\$ 250.00		
<u>619 Instructional Supplies</u>						
	\$ 400.00	\$ 27.00	\$ 400.00	\$ 400.00	\$ -	0.0%
Antolini	\$ 200.00		\$ 200.00	\$ 200.00		
NHES	\$ 100.00		\$ 100.00	\$ 100.00		
BAK	\$ 100.00		\$ 100.00	\$ 100.00		
<u>641 On-Line Subscriptions</u>						
	\$ 10,000.00	\$ 3,498.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.0%
Tinker	\$ 7,000.00		\$ 7,000.00	\$ 7,000.00		
Capstone	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00		
Realize Investigation	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00		
<u>Total</u>	\$ 15,600.00	\$ 5,439.00	\$ 15,600.00	\$ 15,600.00	\$ -	0.0%

642 Library Periodicals

This line covers the cost for annual subscriptions for periodicals located in our libraries.

643 Library and Reference Books

Update, replace and add to library collection. This is an area where we must continue to make an effort to improve to meet curriculum demands as well as to provide up-to-date resources for our students and staff.

730 Library Equipment

This line covers the cost of purchasing new audio-visual equipment such as overhead projectors, headphones, listening centers, book carts, and display shelving.

890 Professional Dues

This line supports ongoing membership in a number of professional organizations for our Library Media Specialist. It also covers the cost for their attendance at a children's literature conference, annual conferences for state professional organizations, and other professional development opportunities needed to support our information literacy services.

	<u>2020-2021</u>	<u>Actual</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>642 Library Periodicals</u>						
	\$ 1,675.00	\$ 1,630.00	\$ 1,675.00	\$ 1,675.00	\$ -	0.0%
Antolini	\$ 900.00		\$ 900.00	\$ 900.00		
NHES	\$ 350.00		\$ 350.00	\$ 350.00		
BAK	\$ 425.00		\$ 425.00	\$ 425.00		
<u>643 Library and Reference Books</u>						
	\$ 4,750.00	\$ 2,376.00	\$ 4,750.00	\$ 4,750.00	\$ -	0.0%
Antolini	\$ 3,550.00		\$ 3,550.00	\$ 3,550.00		
NHES	\$ 500.00		\$ 500.00	\$ 500.00		
BAK	\$ 700.00		\$ 700.00	\$ 700.00		
<u>730 Library Equipment</u>						
	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -	0.0%
<u>890 Professional Dues</u>						
	\$ 679.00	\$ 354.00	\$ 679.00	\$ 679.00	\$ -	0.0%
BER Children's Lit. Conf.	\$ 229.00		\$ 229.00			
ALA/AASL Membership & Con	\$ 180.00		\$ 180.00			
CASL	\$ 140.00		\$ 140.00			
CT Lib. Consort. Dist. Mem.	\$ 130.00		\$ 130.00			
<u>Total</u>	<u>\$ 7,604.00</u>	<u>\$ 4,360.00</u>	<u>\$ 7,604.00</u>	<u>\$ 7,604.00</u>	<u>\$ -</u>	<u>0.0%</u>
<u>Grand Total</u>	<u>\$ 23,204.00</u>	<u>\$ 9,799.00</u>	<u>\$ 23,204.00</u>	<u>\$ 23,204.00</u>	<u>\$ -</u>	<u>0.0%</u>

Technology 2230

112 Technical Systems Support

This line covers the salary of our one technical support specialist. He manages each of the four network systems for the school district and performs regular software updates on the servers. As the number of wireless connections to our network increases, connection demands change and must be reconfigured and updated.

321 Technical Licenses

This line covers the cost of our annual support agreements, antivirus subscriptions, additional operating system and Office Suite licensing and upgrades.

324

Professional Development

Costs associated with professional workshops for technical support staff are paid for using money from this line.

407 Technical Supplies, Maintenance, and Repairs

Ink, toner, and printing supplies for day-to-day needs, as well as maintenance supplies and repair parts for computers are purchased using funds from this line.

617 Curriculum Based On-Line Resources

Yearly on-line subscriptions and software to support curriculum are included in this line item. Build your own curriculum. Purchase software program. Also includes Lexia "For All Rubrics" (writing) Fountas & Pennell.

690 Instructional Supplies

Supplies for teachers and computer lab instruction such as batteries, headsets, mouse pads, and paper stands are purchased using money from this line.

730 Technical Equipment

This line supports annual costs for updating technology equipment for students and teachers such as, printers, projectors, mimeos, and document cameras.

890 Professional Dues

This line supports ongoing membership in a number of professional organizations for our technology staff. It also covers the cost for their attendance at annual conferences for state professional organizations.

Technology 2230

	<u>2019-2020</u>		<u>Actual</u>		<u>2020-2021</u>		<u>2021-2022</u>		<u>Dollar Variance</u>	<u>% Variance</u>		
<u>112</u>	<u>Technical Systems Support</u>											
	\$	64,933.00	\$	64,933.00	\$	66,232.00	\$	67,557.00	\$	1,325.00	2.0%	
<u>321</u>	<u>Technical Licenses</u>											
	\$	8,335.00	\$	13,333.00	\$	9,895.00	\$	16,365.00	\$	6,470.00	65.4%	
<u>324</u>	<u>Professional Development</u>											
	\$	1,500.00	\$	1,320.00	\$	1,500.00	\$	1,500.00	\$	-	0.0%	
<u>407</u>	<u>Technical Supplies, Maintenance, and Repairs</u>											
	\$	23,250.00	\$	23,189.00	\$	23,250.00	\$	25,750.00	\$	2,500.00	10.8%	
<u>617</u>	<u>Curriculum Based Online Resources</u>											
	\$	24,112.00	\$	24,462.00	\$	24,112.00	\$	25,312.00	\$	1,200.00	5.0%	
<u>690</u>	<u>Instructional Supplies</u>											
	\$	300.00	\$	-	\$	300.00	\$	300.00	\$	-	0.0%	
<u>730</u>	<u>Technical Equipment</u>											
	\$	10,500.00	\$	2,224.00	\$	11,375.00	\$	6,825.00	\$	(4,550.00)	-40.0%	
<u>890</u>	<u>Professional Dues</u>											
	\$	400.00	\$	170.00	\$	400.00	\$	400.00	\$	-	0.0%	
	<u>Grand Total</u>	\$	133,330.00	\$	129,631.00	\$	137,064.00	\$	144,009.00	\$	6,945.00	<u>5.1%</u>

Board of Education 2310

112 Board of Education Meeting Minutes

This is the cost for taking the Board of Education Meeting Minutes by an outside source.

314 Legal Fees

Legal consultation is necessary throughout the year on such matters as contract negotiations and specific educational laws. During the 2021-2022 school year the Administrators' Association will be negotiating a new contract cycle.

690 Supplies and Materials

Costs associated with Board of Education meetings/materials are purchased from this line.

890 Professional Dues

The New Hartford Board of Education holds memberships in several state wide and national organizations. This allows for important networking and shared services. Fees for fingerprinting are taken from this line as well.

Board of Education 2310

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>112 Board of Education Meeting Minutes</u>						
	\$ 1,200.00	\$ 1,307.00	\$ 1,200.00	\$ 1,200.00	\$ -	0.0%
<u>314 Legal Fees</u>						
	\$ 28,000.00	\$ 66,836.00	\$ 28,000.00	\$ 28,000.00	\$ -	0.0%
<u>690 Supplies and Materials</u>						
	\$ 1,000.00	\$ 930.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
<u>890 Professional Dues</u>						
	\$ 8,500.00	\$ 12,317.00	\$ 8,500.00	\$ 8,500.00	\$ -	0.0%
CABE	\$ 5,850.00		\$ 5,850.00	\$ 5,850.00		
CREC	\$ 650.00		\$ 650.00	\$ 650.00		
Fingerprinting	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00		
<u>Grand Total</u>	<u>\$ 38,700.00</u>	<u>\$ 81,390.00</u>	<u>\$ 38,700.00</u>	<u>\$ 38,700.00</u>	<u>\$ -</u>	<u>0.0%</u>

Central Office 2320

111 Superintendent of Schools

This line represents the salary of the district's Superintendent of Schools.

112 Fiscal Services Administrative Assistant

The Fiscal Services Administrative Assistant works with the Superintendent of Schools to plan, direct, organize, coordinate and manage a broad range of financial and business management services for the New Hartford Public Schools. Increase to this line reflects the Fiscal Services Assistant being compensated at 100% of salary rate.

112 Administrative Assistant

In addition to being the secretary for the Superintendent, the Administrative Assistant coordinates many of the required state reports.

112 Bookkeeper

The Bookkeeper works with the Superintendent and the Fiscal Services Administrator to coordinate and manage a broad range of fiscal services and accounting tasks including: accounts payable, accounts receivable, and reconciliations.

113 Overtime

A stipend is paid to the Administrative Assistant and Fiscal Services Assistant for overtime incurred each year.

320 Purchased Professional Services

This is the cost for an outside source to prepare the EFS (Formerly the ED001), the end of the year state report, and work with the town's independent accountant.

324 Professional Development

Costs associated with professional workshops and conferences for the Superintendent of Schools are paid for using money from this line.

Central Office

2320

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>111 Superintendent of Schools</u>						
\$	159,814.00	\$ 158,567.00	\$ 163,010.00	\$ 166,270.00	\$ 3,260.00	2.0%
<u>112 Fiscal Services Assistant</u>						
\$	58,175.00	\$ 66,075.00	\$ 54,570.00	\$ 60,507.00	\$ 5,937.00	10.9%
<u>112 Administrative Assistant</u>						
\$	54,876.00	\$ 54,877.00	\$ 55,994.00	\$ 57,117.00	\$ 1,123.00	2.0%
<u>112 Bookkeeper</u>						
\$	30,118.00	\$ 30,100.00	\$ 30,720.00	\$ 31,334.00	\$ 614.00	2.0%
<u>113 Special Projects/Overtime</u>						
\$	1,000.00	\$ 1,158.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
<u>320 Purchased Professional Services</u>						
\$	5,500.00	\$ 4,773.00	\$ 5,500.00	\$ 5,500.00	\$ -	0.0%
<u>324 Professional Development</u>						
\$	1,000.00	\$ 2,112.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
<u>Total</u>	<u>\$ 310,483.00</u>	<u>\$ 317,662.00</u>	<u>\$ 311,794.00</u>	<u>\$ 322,728.00</u>	<u>\$ 10,934.00</u>	<u>3.5%</u>

593 Printing

Costs for documents to be printed are handled by this line.

690 Office Supplies

All general supplies for the Central Office are purchased using money from this line.

693 Data Processing Services and Supplies

This line covers the cost of all data processed outside of the district, including state and national student assessments.

730 Equipment

Office equipment at times must be purchased and/or replaced.

890 Professional Dues

The Superintendent holds memberships in several state wide and national organizations. This also allows for important networking and shared services.

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>593 Printing</u>	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ -	0.0%
<u>642 Educational Periodicals</u>	\$ 250.00	\$ 141.00	\$ 250.00	\$ 250.00	\$ -	0.0%
<u>690 Office Supplies</u>	\$ 2,560.00	\$ 2,576.00	\$ 2,560.00	\$ 2,560.00	\$ -	0.0%
<u>693 Data Processing Services and Supplies</u>	\$ 2,000.00	\$ 2,026.00	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
<u>730 Equipment</u>	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ -	0.0%
<u>890 Professional Dues</u>	\$ 3,500.00	\$ 4,332.00	\$ 3,500.00	\$ 3,500.00	\$ -	0.0%
CAPSS/LCSA						
<u>Total</u>	<u>\$ 8,885.00</u>	<u>\$ 9,400.00</u>	<u>\$ 8,885.00</u>	<u>\$ 8,885.00</u>	<u>\$ -</u>	<u>0.0%</u>
<u>Grand Total</u>	<u>\$ 319,368.00</u>	<u>\$327,062.00</u>	<u>\$ 320,679.00</u>	<u>\$ 331,613.00</u>	<u>\$ 10,934.00</u>	<u>3.4%</u>

School Offices

2410

111 Salaries

This line represents the salaries of our two (2) building principals along with stipends for Doctorate Degree and Superintendent in Charge. The Director of Curriculum was removed from this line in 2019-2020 and added to Regular Education Professional Staff as the Curriculum Content Coach.

112 School Secretaries

This line represents the salaries of the three Administrative Assistants at ANT, BAK, and NHE. It also includes the part time Clerical Aide at Antolini.

113 Secretary Substitutes

Secretary substitutes are needed when our secretaries are out due to sickness or additional training.

114 Substitute Calling Service

This stipend was removed as these services are now being performed by the new contract with Kelly Services.

690 Office Supplies

All general supplies for both school buildings are purchased using money from this line in addition to materials needed for the School Climate and Student Recognition programs.

730 Equipment

Office equipment for our school offices must be purchased and/or replaced at times.

School Offices 2410

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>111 Administrators' Salaries</u>						
	\$ 293,879.00	\$ 260,706.00	\$ 242,887.00	\$ 247,705.00	\$ 4,818.00	2.0%
Principals	\$ 236,164.00		\$ 240,887.00	\$ 245,705.00		
Former Curriculum Director	\$ 55,715.00		\$ -	\$ -		
Stipend - Superintendent-in-Charge	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00		
Mentors	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00		
<u>112 Administrative Assistants'/Secretary's Salaries</u>						
	\$ 144,232.00	\$ 137,564.00	\$ 147,128.00	\$ 150,088.00	\$ 2,960.00	2.0%
<u>113 Secretary Substitutes</u>						
	\$ 1,500.00	\$ 9,383.00	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%
<u>114 Substitute Calling</u>						
	\$ 4,838.00	\$ 4,548.00			\$ -	0.0%
<u>690 Office Supplies</u>						
	\$ 5,000.00	\$ 3,965.00	\$ 5,000.00	\$ 5,000.00	\$ -	0.0%
<u>730 Equipment</u>						
	\$ 2,000.00	\$ 1,675.00	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
<u>Total</u>	<u>\$ 451,449.00</u>	<u>\$ 417,841.00</u>	<u>\$ 398,515.00</u>	<u>\$ 406,293.00</u>	<u>\$ 7,778.00</u>	<u>2.0%</u>

890 Professional Dues

Our principals hold memberships in several state wide and national organizations. This too allows for important networking and ongoing education.

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>890 Professional Dues</u>						
	\$ 1,230.00	\$ 1,355.00	\$ 1,230.00	\$ 1,230.00	\$ -	0.0%
ASCD	\$ 200.00		\$ 200.00	\$ 200.00		
NAESP	\$ 200.00		\$ 200.00	\$ 200.00		
CAS	\$ 630.00		\$ 630.00	\$ 630.00		
NSDC	\$ 200.00		\$ 200.00	\$ 200.00		
<u>Total</u>	<u>\$ 1,230.00</u>	<u>\$ 1,355.00</u>	<u>\$ 1,230.00</u>	<u>\$ 1,230.00</u>	<u>\$ -</u>	<u>0.0%</u>
 <u>Grand Total</u>	 <u>\$ 452,679.00</u>	 <u>\$ 419,196.00</u>	 <u>\$ 399,745.00</u>	 <u>\$ 407,523.00</u>	 <u>\$ 7,778.00</u>	 <u>1.9%</u>

Plant Operations 2600

112 Custodian Salaries

This line represents the salaries and contracted increases of four (4) building custodians and one part time custodian assigned to Ann Antolini School, along with stipends for Lead Custodian, and Longevity.

113 Overtime

Our custodians are paid for all overtime services including being in the building when community events such as youth basketball are being conducted. During the winter, one custodian is paid to inspect all the buildings each weekend.

114 Part-Time/Summer Custodians

Summertime assistance is necessary in order to prepare our buildings for school each fall. Annual cleaning of all classrooms is critical and very time consuming.

115 Substitute Custodians

Custodial substitutes are needed when our custodians are out due to sickness or additional training.

402 Utilities

This line pays for waste removal and electricity at each of our buildings. It also includes city water at NHE.

406 Emergency Repairs

Plumbing and heating repairs are frequent and unpredictable throughout the year at each of our buildings.

Plant Operations 2600

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>112 Custodian Salaries</u>						
	\$ 241,437.00	\$ 252,081.00	\$ 252,435.00	\$ 257,445.00	\$ 5,010.00	<u>2.0%</u>
Salaries	\$ 238,137.00		\$ 249,135.00	\$ 254,145.00		
Stipend (Lead Custodian)	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00		
Longevity (1 Employee)	\$ 300.00		\$ 300.00	\$ 300.00		
<u>113 Overtime</u>						
	\$ 7,500.00	\$ 7,002.00	\$ 7,500.00	\$ 7,500.00	\$ -	<u>0.0%</u>
<u>114 Part-Time/Summer Custodians</u>						
	\$ 5,500.00	\$ 6,996.00	\$ 5,500.00	\$ 5,500.00	\$ -	<u>0.0%</u>
<u>115 Substitute Custodians</u>						
	\$ 1,000.00	\$ 134.00	\$ 1,000.00	\$ 1,000.00	\$ -	<u>0.0%</u>
<u>402 Utilities</u>						
	\$ 116,000.00	\$ 101,487.00	\$ 116,000.00	\$ 110,000.00	\$ (6,000.00)	<u>-5.2%</u>
Refuse	\$ 9,000.00		\$ 9,000.00	\$ 9,000.00		
Electricity	\$ 104,000.00		\$ 104,000.00	\$ 98,000.00		
Water	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00		
<u>406 Emergency Repairs</u>						
	\$ 30,900.00	\$ 101,355.00	\$ 30,900.00	\$ 30,900.00	\$ -	<u>0.0%</u>
<u>Total</u>	<u>\$ 402,337.00</u>	<u>\$ 469,055.00</u>	<u>\$ 413,335.00</u>	<u>\$ 412,345.00</u>	<u>\$ (990.00)</u>	<u>-0.2%</u>

407 Maintenance

This line covers the cost of the multiple maintenance projects/replacements necessary at each building as requested by each principal.

			<u>2019-2020</u>		<u>Actual</u>		<u>2020-2021</u>		<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>	
<u>407</u>	<u>Maintenance</u>	\$	27,000.00	\$	91,760.00	\$	5,000.00	\$	10,800.00	\$	5,800.00	116.0%
	ANT											
	MPR Carpet Cleaning and Repair							\$	1,600.00			
	BAK											
	New drop ceiling in foyer							\$	5,000.00			
	NHES											
	Bilco Door							\$	4,200.00			

408 Service Contracts

This line covers the cost of the multiple services necessary at each building.

		<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
408 Service Contracts					\$ 106,761.00		
Advanced Power Services	Yearly Maintenance of Fire	\$ 725.00	\$	725.00	\$ 725.00		
Alexandria	Annual Fee for Library Automation for the Schools		\$	3,585.00	\$ 3,585.00		
Associated Security	Yearly Monitoring of Alarm	\$ 720.00	\$	720.00	\$ 720.00		
CT Temp. Controls / Now Universal	Maintenance Plan for Heating Control System @ NHE		\$	7,670.00	\$ 3,200.00		
CREC Membership			\$	130.00	\$ 130.00		
Dept. of Public Safety	Boiler Inspection Fee (event)	\$ 2,000.00	\$	2,000.00	\$ 2,000.00		
E-Rate Services	Application Processing Assistance for Federal E-Rate rules		\$	1,300.00	\$ 1,300.00		
Education Framework		\$ 1,416.00	\$	1,416.00	\$ 1,500.00		
EnviroMed Services	Asbestos /Radon Testing		\$	9,896.00	\$ 11,850.00		
Fire Protection Team	Sprinklers Smoke Alarms	\$ 5,440.00	\$	5,440.00	\$ 7,504.00		
Group Tweet	Twitter Feed Management	\$ 175.00	\$	170.00	\$ 170.00		
Huges Mechanical	Underground Storage Tank Inspections				\$ 1,800.00		
Infoshred	Records Shredding		\$	500.00	\$ 800.00		
Johnson Controls	Alarm Inspection & Monitoring	\$ 4,710.00	\$	4,700.00	\$ 4,700.00		
Lipin Dietz Audiometer	Yearly Calibration of Hearing Testing Equipment		\$	155.00	\$ 155.00		
M E Carroll & Sons	Septic Tank Pipe Maintenance	\$ 1,250.00	\$	1,250.00	\$ 1,250.00		
Natural Lawn	Turf		\$	1,636.00	\$ 1,636.00		
Neher Septic	Pumping of Septic Systems for Antolini & NHES & BAK		\$	6,150.00	\$ 6,150.00		
P.C. Solutions	Technical Support and Summer Computer Cleaning		\$	2,500.00	\$ 2,500.00		
Piano Tuning	Tuning for Pianos		\$	500.00	\$ 500.00		
Power Schools	Data Management System	\$ 5,132.00	\$	5,132.00	\$ 5,132.00		
Power Schools	Performance Matters		\$	5,000.00	\$ 5,000.00		
Project Adventure	Course Inspection & Maintenance		\$	1,346.00	\$ 1,346.00		
Santoro's Cleaners	Kitchen Towel Service	\$ 337.00	\$	250.00	\$ 300.00		
School Messenger	Alert Now System		\$	1,000.00	\$ 1,000.00		
School Wires/Blackboard	Web Page		\$	5,737.00	\$ 5,737.00		
Sign Up	Volunteer Spot		\$	199.00	\$ 199.00		
Snow Plowing	Snow Plowing		\$	9,900.00	\$ 9,900.00		
State of CT	Drinking water inspection	\$ 250.00	\$	250.00	\$ 250.00		
Stericycle	Disposal of Medical Waste		\$	5,700.00			
Survey Monkey	Survey Software		\$	270.00	\$ 272.00		
Total Access	Wheelchair Lift Inspection	\$ 450.00	\$	450.00	\$ 450.00		
Tyler Technologies	Payroll & Accounting Software		\$	6,050.00	\$ 6,050.00		
Urban Engineering	Heating Maintenance and Repairs		\$	3,700.00	\$ 3,700.00		
Volunteer Signup	Volunteer Spot				\$ 250.00		
Water Systems Solutions	Maintenance Checks on Pump Stations @ Antolini and Bakerville		\$	9,200.00	\$ 10,000.00		
Window Cleaning	Yearly Cleaning of Windows		\$	3,000.00	\$ 3,000.00		
Yellow Jacket Controls	Twice Yearly Removal & On-call Visits		\$	2,000.00	\$ 2,000.00		
Total		\$ 103,000.00	\$ 99,078.00	\$ 107,627.00	\$ 106,761.00	\$ (866.00)	-0.8%

431 Equipment Repair

Equipment such as lawn mowers, snow blowers and floor machines must be repaired throughout the year.

532 Phones

Monthly service fees for all phones in the buildings, as well as the Central Office are paid for from this line. The increase is a direct result of the loss of funding from the E-Rate reimbursement program.

533 Internet Service Provider

Our Internet service provider and our website service provider are paid for using money from this line. In addition to fees paid to CEN (Connecticut Education Network) for their use of their network.

590 Property and Liability Insurance

This is the cost of our multiple insurances.

691 Maintenance Supplies

This line includes supplies for all three schools. The lead custodian prepares a comprehensive list of necessary supplies and orders in bulk to save money for the district.

692 Heating Oil

Our three buildings use approximately 35,000 gallons of oil each year at an approximate price of \$2.12 a gallon. We are members of a multi-district consortium.

694 Propane Fuel

Our school kitchens and the modular classrooms at Bakerville Consolidated School use propane fuel. NHE utilizes propane for heating certain areas of the school.

731 Leases and Copying

This line covers the maintenance agreements for four (4) copy machines and the Pitney Bowes Mail Meter.

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>431 Equipment Repair</u>						
Vehicle Repairs and Maintenance	\$ 4,000.00	\$ 3,400.00	\$ 4,000.00	\$ 4,000.00	\$ -	<u>0.0%</u>
<u>532 Phones</u>						
	\$ 9,500.00	\$ 9,323.00	\$ 9,500.00	\$ 12,000.00	\$ 2,500.00	<u>26.3%</u>
<u>533 Internet Service Provider</u>						
	\$ 14,000.00	\$ 23,430.00	\$ 15,000.00	\$ 15,000.00	\$ -	<u>0.0%</u>
<u>590 Property and Liability Insurance</u>						
	\$ 39,655.00	\$ 31,313.00	\$ 42,285.00	\$ 42,285.00	\$ -	<u>0.0%</u>
<u>691 Maintenance Supplies</u>						
	\$ 33,046.00	\$ 33,323.00	\$ 33,046.00	\$ 15,046.00	\$ (18,000.00)	<u>-54.5%</u>
<u>692 Heating Oil</u>						
35,000 Gallons	\$ 78,000.00	\$ 57,350.00	\$ 78,000.00	\$ 61,775.00	\$ (16,225.00)	<u>-20.8%</u>
<u>694 Propane Fuel</u>						
	\$ 11,000.00	\$ 5,619.00	\$ 11,000.00	\$ 11,000.00	\$ -	<u>0.0%</u>
<u>731 Leases and Copying</u>						
	\$ 50,000.00	\$ 45,084.00	\$ 51,000.00	\$ 51,000.00	\$ -	<u>0.0%</u>
<u>Total</u>	<u>\$ 239,201.00</u>	<u>\$ 208,842.00</u>	<u>\$ 243,831.00</u>	<u>\$ 212,106.00</u>	<u>\$ (31,725.00)</u>	<u>-13.0%</u>
<u>Grand Total</u>	<u>\$ 771,538.00</u>	<u>\$ 868,735.00</u>	<u>\$ 769,793.00</u>	<u>\$ 742,012.00</u>	<u>\$ (27,781.00)</u>	<u>-3.6%</u>

Employee Benefits 6100

201 Medical Insurance/ Dental Insurance

This covers the cost of all employee health/dental insurance costs.

204 Life/Disability Insurance Policy

Some of our employees are provided with a life and disability insurance benefit and Accidental Death & Dismemberment benefits.

205 Social Security

The school district pays an amount based on the salaries of our employees.

206 Medicare

The school district pays an amount based on the salaries of our employees.

209 Pension Fund

The school district contributes towards a pension plan for most non-certified employees.

211 Tax Sheltered Annuities

Each of our administrators has an annual annuity contribution made by The Board of Education.

212 Personal Day Teacher Payout

This is a contractual obligation for teachers grandfathered in from previous contract agreements. Currently no teachers have announced their intent to retire who may qualify for this payout.

214 Unemployment Compensation

This line covers the school district's cost for employees who have left the school district due to loss of employment.

Employee Benefits 6100

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>201 Medical/Dental Insurance</u>						
\$ 1,042,624.00	\$ 966,505.00	\$ 1,065,240.00	\$ 1,140,460.00	\$ 75,220.00	<u>7.1%</u>	
<u>204 Life/Disability Insurance</u>						
\$ 16,145.00	\$ 16,588.00	\$ 16,468.00	\$ 16,962.00	\$ 494.00	<u>3.0%</u>	
<u>205 Social Security</u>						
\$ 85,870.00	\$ 86,493.00	\$ 87,587.00	\$ 90,215.00	\$ 2,628.00	<u>3.0%</u>	
<u>206 Medicare</u>						
\$ 66,950.00	\$ 68,706.00	\$ 68,289.00	\$ 70,338.00	\$ 2,049.00	<u>3.0%</u>	
<u>209 Pension Fund (non certified staff)</u>						
\$ 167,660.00	\$ 169,585.00	\$ 167,660.00	\$ 155,422.00	\$ (12,238.00)	<u>-7.3%</u>	
Fund	\$ 159,460.00	\$ 159,460.00	\$ 141,722.00			
Expenses	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00			
Defined Contribution	\$ 6,000.00	\$ 6,000.00	\$ 11,500.00			
<u>211 Tax Sheltered Annuities</u>						
\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ -	<u>0.0%</u>	
<u>212 Personal Day Teacher Payout</u>						
\$ 13,880.00	\$ 13,880.00	\$ -	\$ -	\$ -	<u>0.0%</u>	
<u>214 Unemployment Compensation</u>						
\$ 5,000.00	\$ 10,192.00	\$ 3,500.00	\$ 3,500.00	\$ -	<u>0.0%</u>	
<u>Total</u>	\$ 1,408,629.00	\$ 1,342,449.00	\$ 1,419,244.00	\$ 1,487,397.00	\$ 68,153.00	<u>4.8%</u>

215 Workers' Compensation

This line covers the cost of this insurance necessary if any employee is unable to work due to a work related injury.

217 District Travel

This line covers the travel costs incurred by the Administrators between schools (56¢ per mile).

	<u>2019-2020</u>		<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>215 Workers' Compensation</u>							
	\$ 60,000.00	\$	46,263.00	\$ 60,000.00	\$ 60,000.00	\$ -	<u>0.0%</u>
<u>217 District Travel</u>							
	\$ 4,900.00	\$	2,681.00	\$ 4,900.00	\$ 3,500.00	\$ (1,400.00)	<u>-28.6%</u>
<u>Total</u>	<u>\$ 64,900.00</u>	<u>\$</u>	<u>48,944.00</u>	<u>\$ 64,900.00</u>	<u>\$ 63,500.00</u>	<u>\$ (1,400.00)</u>	<u>-2.2%</u>
<u>Grand Total</u>	<u>\$ 1,473,529.00</u>	<u>\$</u>	<u>1,391,393.00</u>	<u>\$ 1,484,144.00</u>	<u>\$ 1,550,897.00</u>	<u>\$ 66,753.00</u>	<u>4.5%</u>

Pupil Transportation 2700

510 Regular Education Bus Lease

This is the contract price increase for our annual bus service.

511 Special Education Bus Leases

This line covers the cost of our special education transportation, including out of district transportation. Specialized transportation is part of a special education student's right to a free and appropriate public education.

511 Special Education Summer School Transportation

Contracted bus increase for students requiring summer school transportation.

512 Fuel Costs for Pupil Transportation

The school district is responsible for all fuel costs associated with our school buses. We participate in a regional consortium for the purchase of diesel fuel.

Pupil Transportation 2700

	<u>2019-2020</u>	<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>510 Regular Education Bus Lease</u>						
	\$ 540,109.00	\$ 473,929.00	\$ 512,400.00	\$ 530,334.00	\$ 17,934.00	3.5%
<u>511 Special Education Bus Leases</u>						
	\$ 80,000.00	\$ 79,422.00	\$ 97,280.00	\$ 159,455.00	\$ 62,175.00	63.9%
<u>511 Special Education Summer School Transportation</u>						
	\$ 11,500.00	\$ 16,706.00	\$ 14,000.00	\$ 16,000.00	\$ 2,000.00	14.3%
<u>512 Fuel Costs for Pupil Transportation</u>						
	\$ 60,000.00	\$ 75,200.00	\$ 60,000.00	\$ 55,000.00	\$ (5,000.00)	-8.3%
<u>Grand Total</u>	<u>\$ 691,609.00</u>	<u>\$ 645,257.00</u>	<u>\$ 683,680.00</u>	<u>\$ 760,789.00</u>	<u>\$ 77,109.00</u>	<u>11.3%</u>

Communications 2800

530 Postage

This line covers the cost of all mailings done in the schools and the central office.

533 Job Postings

This line covers the cost of posting all district vacancies that may become available throughout the school year

Communications 2800

	<u>2019-2020</u>		<u>Actual</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Dollar Variance</u>	<u>% Variance</u>		
<u>530 Postage</u>	\$	5,500.00	\$	5,520.00	\$	6,000.00	\$	500.00	<u>9.1%</u>
<u>533 Job Postings</u>	\$	650.00	\$	1,513.00	\$	650.00	\$	1,000.00	<u>53.8%</u>
<u>Grand Total</u>	\$	<u>6,150.00</u>	\$	<u>7,033.00</u>	\$	<u>6,150.00</u>	\$	<u>7,000.00</u>	<u>13.8%</u>

**New Hartford Public Schools
Preliminary Capital Expenditure Requests
2021-2022**

School	Request	Amount
District-Wide	Technology	\$40,000.00
	Chromebooks/Promethean Boards	
Antolini	Tile (Room 17)	\$7,000.00
Bakerville	Sidewalk Repair	\$25,000.00
	Foyer/Gym/Classroom Painting	\$12,000.00
	Playground/Equipment	\$10,000.00
New Hartford	Boiler	\$42,000.00
	Painting/Classroom	\$8,000.00
	Playground Equipment	\$10,000.00
Total		\$154,000.00

District Highlights 2020-2021

- Navigated COVID-19 pandemic successfully/Reopening Plan/Distance Learning Plan
- Successfully assessed students to determine gaps in learning
- Implemented 1:1 student device for the entire district
- Implemented new math program (Illustrative Math) for K-6
- Expanded Advanced Manufacturing Program to 5th grade
- Successful integration of new Social Worker position to meet social-emotional needs
- Upgraded Security System (Panic Buttons)
- Upgraded classroom doors
- Continue to upgrade cyber-security measures
- Planning new playgrounds for primary schools
- Implemented new Food Service Program

District Highlights 2020-2021

- Delivered thousands of free meals to students during Pandemic
- Updated School Improvement Plans for each school
- Updated Special Education District Plan
- Delivered “Parent Nights” to review new district programs
- Implemented new Social-Emotional Program (RULER)
- Complete English/Language Arts Curriculum documents
- Continue to update “special area” curriculum
- Improve communication with all stakeholders
 - District Newsletter
 - COVID-19 Timeline/Website
 - Friday Folder
 - Virtual Board of Education Meetings and Committee Meetings
 - New Board of Education Community Outreach Committee

**New Hartford Public Schools
Board of Education Meeting
January 19, 2021
6:00 pm/Virtual Meeting
Access Meeting/Listen Only
Join Zoom Meeting**

<https://us02web.zoom.us/j/83874343939?pwd=cnlNSGkxaXp6Mk00MDkrcTBNa2N4Zz09>

Meeting ID: 838 7434 3939

Passcode: 2fj9fX

Present: Tim Goff, Karl Hermonat, Penny Miller, Tom Buzzi, Tim Klepps, Tony Persechino, Heather Tomala, Kelly O'Dell Longhi, Mary Stempien

Other: Barbara Mclean, Amanda Shaw, Heather Mathes, Laura Polakow, Kathyryn Boughton, Jennifer Harris, Kelly Howard, Chris Barbaret, Stephanie Lapointe

A. Chair to Open Meeting- Tim Goff opened fully virtual meeting at 6.05pm.

B. Pledge of Allegiance – The board joined in saying the Pledge of Allegiance.

C. Chair Select Order of Business- No change to the order of Business.

D. Superintendent's Report

1. Budget Priorities and Assumptions 2021-2022

Mr. Murphy presented the 2021-22 budget assumptions to the Board. In opening Mr. Murphy explained that ½ billion dollars in State grant money to support schools during the current pandemic was passed in the recent covid relief stimulus package and he remains cautiously optimistic that these funds will matriculate to the New Hartford Public Schools during this fiscal year. The allocated amount and timing of when this will be available is still unclear. Other key points in Mr. Murphy's presentation were; an anticipated projection in next year's enrollment, special education costs, transportation, technology and personnel expenditure.

Copies of the 2021-2022 assumptions and projections were included in each board packet and the full budget will be presented at the next board meeting on February 2nd.

E. Public Comment/Communication to the Board of Education-

One letter was submitted to the board by Mr. Aulay Carlson which pertained to school capacity. This was emailed to board members and Mr. Murphy prior to the meeting.

F. Consent Agenda

1. Approval of Minutes-December 1, 2020

2. Expenditure Report

3. Personnel

Mr. Murphy requested a motion from the board to approve unpaid leave for the remainder of the school year for Cindy Johnston, Tutor at Ann Antolini school due to medical reasons.

Motion- By Penny Miller to approve unpaid leave to Cindy Johnston for the remainder of the school year. Seconded by Kelly O'Dell Longhi. Motion Passes.

Unanimous

Motion- by Penny Miller to approve the consent agenda which in clues the meeting minutes' form December 1 2020 and expenditure report. Seconded by Tom Buzzi.

Unanimous.

G. New Business

1. Budget Timeline 2021-2022

Tim Goff gave a brief overview of the budget timeline. The official town of new Hartford budget timeline is still to be determined however Tim highlighted the Board of education dates as follows-

- January 21, 2021- Budget Assumptions
- February 2, 2021-Full budget presentation
- February 16, 2021-Review of each line item and possible approval of budget by BOE.
- March 2, 2021--Final review of budget if not approved at last meeting. Forward to board of finance.
-

H. Adjournment

Motion- made by Tim Goff to adjourn meeting at 6.53pm. Seconded by Penny Miller.

Unanimous.

Respectfully Submitted,

Laura Fritch
Recording Secretary

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2020-2021

From Date: 1/1/2021

To Date: 1/31/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.1000.111.000.100	SALARIES, MISC STIPENDS	\$16,375.00	\$0.00	\$16,375.00	\$0.00	\$8,737.50	\$7,637.50	\$0.00	\$7,637.50	46.64%
100.1000.111.001.100	SALARIES, TCHR SUBSTITUTES	\$63,000.00	\$0.00	\$63,000.00	\$4,488.16	\$27,546.09	\$35,453.91	\$0.00	\$35,453.91	56.28%
100.1000.111.001.101	SALARIES, TEACHER IN CHARGE STIPEND	\$3,900.00	\$0.00	\$3,900.00	\$0.00	\$1,950.00	\$1,950.00	\$0.00	\$1,950.00	50.00%
100.1000.111.001.117	SALARIES, REGULAR CLASS TCHR	\$2,340,074.00	\$0.00	\$2,340,074.00	\$183,980.24	\$1,007,271.77	\$1,332,802.23	\$1,266,509.36	\$66,292.87	2.63%
100.1000.112.001.117	SALARIES, REGULAR CLASS PARAS	\$150,900.00	\$0.00	\$150,900.00	\$9,818.26	\$80,627.24	\$70,272.76	\$71,319.34	(\$1,046.58)	-0.69%
100.1000.313.000.100	CURRICULUM ASSESSMENTS	\$6,525.00	\$0.00	\$6,525.00	\$0.00	\$4,917.20	\$1,607.80	\$0.00	\$1,607.80	24.64%
100.1000.320.000.100	PURCHASED SERVICES	\$13,300.00	\$0.00	\$13,300.00	\$0.00	\$0.00	\$13,300.00	\$0.00	\$13,300.00	100.00%
100.1000.560.603.120	CREC Magnet School Tuition	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	\$74,778.00	\$5,222.00	6.53%
100.1000.591.000.100	TRAVEL	\$5,100.00	\$0.00	\$5,100.00	\$389.25	\$510.64	\$4,589.36	\$0.00	\$4,589.36	89.99%
100.1000.616.000.109	GIFTED & TALENTED SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$472.50	\$1,527.50	\$0.00	\$1,527.50	76.38%
100.1000.616.001.102	ART SUPPLIES	\$4,760.00	\$0.00	\$4,760.00	\$0.00	\$453.42	\$4,306.58	\$4,149.71	\$156.87	3.30%
100.1000.616.001.112	MUSIC - ANTOLINI	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$859.87	\$840.13	\$350.00	\$490.13	28.83%
100.1000.616.001.117	CLASSROOM/TEACHER	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$1,994.00	\$406.00	\$95.00	\$311.00	12.96%
100.1000.616.001.118	PHYSICAL EDUCATION	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$376.19	\$1,323.81	\$24.00	\$1,299.81	76.46%
100.1000.616.001.119	GENERAL SUPPLIES	\$3,350.00	\$0.00	\$3,350.00	(\$2,000.00)	\$757.37	\$2,592.63	\$300.66	\$2,291.97	68.42%
100.1000.616.002.112	MUSIC - BAK & NHES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$167.00	\$833.00	\$0.00	\$833.00	83.30%
100.1000.616.002.119	CENTRAL SUPPLIES	\$3,740.00	\$0.00	\$3,740.00	\$446.43	\$2,290.64	\$1,449.36	\$770.74	\$678.62	18.14%
100.1000.616.003.106	SPANISH	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
100.1000.641.003.109	LANGUAGE ARTS	\$2,752.00	\$0.00	\$2,752.00	\$0.00	\$2,998.64	(\$246.64)	\$140.88	(\$387.52)	-14.08%
100.1000.641.100.114	SOCIAL STUDIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
100.1000.641.200.109	READING	\$7,831.00	\$0.00	\$7,831.00	\$0.00	\$7,666.82	\$164.18	\$0.00	\$164.18	2.10%
100.1000.641.200.111	MATH	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$3,181.01	\$6,818.99	\$0.00	\$6,818.99	68.19%
100.1000.642.001.100	PERIODICALS	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$2,540.97	\$659.03	\$0.00	\$659.03	20.59%
100.1000.730.001.119	EQUIPMENT	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$249.99	\$950.01	\$0.00	\$950.01	79.17%
	Func: - 1000	\$2,727,807.00	\$0.00	\$2,727,807.00	\$197,122.34	\$1,155,568.86	\$1,572,238.14	\$1,418,437.69	\$153,800.45	5.64%
100.1200.111.000.120	SALARIES, CERTIFIED	\$730,895.00	\$19,287.50	\$750,182.50	\$64,393.76	\$337,389.61	\$412,792.89	\$409,570.16	\$3,222.73	0.43%
100.1200.111.001.120	SALARIES, Director -Student Services	\$104,868.00	\$0.00	\$104,868.00	\$8,066.76	\$60,500.70	\$44,367.30	\$44,367.30	\$0.00	0.00%
100.1200.112.001.100	SALARIES, PARA SUBSTITUTES	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$522.72	\$3,977.28	\$0.00	\$3,977.28	88.38%
100.1200.112.001.120	SALARIES, PARAS	\$464,062.00	\$0.00	\$464,062.00	\$32,417.97	\$216,222.66	\$247,839.34	\$231,028.73	\$16,810.61	3.62%
100.1200.113.000.120	SALARIES, SECRETARY, SPED	\$43,121.00	\$0.00	\$43,121.00	\$3,052.80	\$20,516.96	\$22,604.04	\$19,843.20	\$2,760.84	6.40%
100.1200.311.000.120	HOMEBOUND	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.1200.312.000.120	PUPIL SERVICES	\$85,500.00	\$0.00	\$85,500.00	\$0.00	(\$3,555.00)	\$89,055.00	\$0.00	\$89,055.00	104.16%
100.1200.313.000.120	EVALUATIONS & CONSULTS	\$22,400.00	\$0.00	\$22,400.00	\$0.00	\$7,626.19	\$14,773.81	\$0.00	\$14,773.81	65.95%
100.1200.314.000.120	TESTING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$415.40	\$3,584.60	\$263.10	\$3,321.50	83.04%

Town of New Hartford Board of Education

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.1200.320.000.120	Purchased Professional Services	\$88,000.00	\$0.00	\$88,000.00	\$0.00	\$19,538.75	\$68,461.25	\$0.00	\$68,461.25	77.80%
100.1200.322.000.120	INSERVICE	\$5,450.00	\$0.00	\$5,450.00	\$3,510.50	\$5,429.54	\$20.46	\$0.00	\$20.46	0.38%
100.1200.560.603.120	TUITION	\$212,330.00	\$0.00	\$212,330.00	\$39,024.38	\$175,842.11	\$36,487.89	\$39,845.20	(\$3,357.31)	-1.58%
100.1200.616.000.120	TEACHING SUPPLIES - SPED	\$500.00	\$0.00	\$500.00	\$0.00	\$174.64	\$325.36	\$105.14	\$220.22	44.04%
100.1200.690.000.120	OFFICE SUPPLIES - SPED	\$500.00	\$0.00	\$500.00	\$0.00	\$498.74	\$1.26	\$0.00	\$1.26	0.25%
100.1200.730.000.120	EQUIPMENT - SPED	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,617.81	\$382.19	\$200.08	\$182.11	6.07%
100.1200.690.000.120	DUES & FEES	\$385.00	\$0.00	\$385.00	\$0.00	\$494.75	(\$109.75)	\$0.00	(\$109.75)	-28.51%
	Func: - 1200	\$1,770,511.00	\$19,287.50	\$1,789,798.50	\$150,466.17	\$844,235.58	\$945,562.92	\$745,222.91	\$200,340.01	11.19%
100.1300.560.603.127	ADULT EDUCATION	\$6,485.00	\$0.00	\$6,485.00	\$0.00	\$6,485.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1300	\$6,485.00	\$0.00	\$6,485.00	\$0.00	\$6,485.00	\$0.00	\$0.00	\$0.00	0.00%
100.2130.112.000.129	SALARIES, NURSE	\$120,920.00	\$0.00	\$120,920.00	\$11,038.20	\$61,517.65	\$59,402.35	\$60,709.95	(\$1,307.60)	-1.08%
100.2130.114.000.100	SALARIES, SUBSTITUTES	\$2,000.00	\$0.00	\$2,000.00	\$80.00	\$880.00	\$1,120.00	\$0.00	\$1,120.00	56.00%
100.2130.320.000.129	MEDICAL ADVISOR	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%
100.2130.690.000.129	HEALTH SUPPLIES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$4,017.02	(\$1,217.02)	\$0.00	(\$1,217.02)	-43.47%
100.2130.730.000.129	EQUIPMENT - NURSES	\$550.00	\$0.00	\$550.00	\$0.00	\$92.00	\$458.00	\$155.00	\$303.00	55.09%
	Func: - 2130	\$129,270.00	\$0.00	\$129,270.00	\$11,118.20	\$69,506.67	\$59,763.33	\$60,864.95	(\$1,101.62)	-0.85%
100.2210.322.000.130	PARTIAL TUITION REIM.	\$10,000.00	\$0.00	\$10,000.00	\$2,000.00	\$2,000.00	\$8,000.00	\$0.00	\$8,000.00	80.00%
100.2210.324.000.130	STAFF DEVELOPMENT	\$12,000.00	\$0.00	\$12,000.00	\$55.00	\$3,449.82	\$8,550.18	\$0.00	\$8,550.18	71.25%
100.2210.325.000.130	CURRICULUM WORK	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$3,266.61	\$6,733.39	\$0.00	\$6,733.39	67.33%
100.2210.590.000.130	PURCHASED SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.2210.593.000.130	PRINTING	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
100.2210.617.000.130	CURRICULUM MATERIALS	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$4,253.36	\$246.64	\$98.00	\$148.64	3.30%
100.2210.618.000.130	INNOVATIVE TEACHING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
100.2210.619.000.130	PROF. DEVELOP. LIBRARY	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.2210.890.000.130	DUES & FEES	\$624.00	\$0.00	\$624.00	\$0.00	\$0.00	\$624.00	\$0.00	\$624.00	100.00%
	Func: PARTIAL TUITION - 2210	\$39,874.00	\$0.00	\$39,874.00	\$2,055.00	\$12,969.79	\$26,904.21	\$98.00	\$26,806.21	67.23%
100.2220.611.001.131	AV SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
100.2220.612.001.131	MEDIA SUPPLIES & SERV - BAK	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.2220.612.002.131	MEDIA SUPPLIES & SERV-NHES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.2220.612.003.131	MEDIA SUPPLIES & SERV - ANT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$79.00	\$1,921.00	\$0.00	\$1,921.00	96.05%
100.2220.613.001.131	AV SUPPLIES - BAK	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
100.2220.613.002.131	AV SUPPLIES - NHES	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
100.2220.613.003.131	AV SUPPLIES - ANT	\$600.00	\$0.00	\$600.00	\$0.00	\$265.28	\$334.72	\$0.00	\$334.72	55.79%

Town of New Hartford Board of Education

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2220.619.000.131	INSTRUCTIONAL SUPPLIES-ANT	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
100.2220.619.001.131	INSTRUCTIONAL SUPPLIES-BAK	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
100.2220.619.002.131	INSTRUCTIONAL SUPPLIES-NHES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
100.2220.641.001.131	ON-LINE SUBSCRIPTIONS	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$9,879.00	\$121.00	\$0.00	\$121.00	1.21%
100.2220.642.001.131	PERIODICALS-BAK	\$425.00	\$0.00	\$425.00	\$0.00	\$281.60	\$143.40	\$0.00	\$143.40	33.74%
100.2220.642.002.131	PERIODICALS-NHES	\$350.00	\$0.00	\$350.00	\$0.00	\$306.55	\$43.45	\$0.00	\$43.45	12.41%
100.2220.642.003.131	PERIODICALS-ANT	\$900.00	\$0.00	\$900.00	\$0.00	\$621.03	\$278.97	\$0.00	\$278.97	31.00%
100.2220.643.001.131	LIBRARY BOOKS - BAK	\$700.00	\$0.00	\$700.00	\$0.00	\$352.82	\$347.18	\$0.00	\$347.18	49.80%
100.2220.643.002.131	LIBRARY BOOKS - NHES	\$500.00	\$0.00	\$500.00	\$0.00	\$352.85	\$147.15	\$0.00	\$147.15	29.43%
100.2220.643.003.131	LIBRARY BOOKS - ANT	\$3,550.00	\$0.00	\$3,550.00	\$0.00	\$1,458.21	\$2,091.79	\$0.00	\$2,091.79	58.92%
100.2220.730.000.131	EQUIPMENT-LIBRARY	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
100.2220.890.001.131	DUES AND FEES	\$679.00	\$0.00	\$679.00	\$0.00	\$410.00	\$269.00	\$0.00	\$269.00	39.62%
	Func: - 2220	\$23,204.00	\$0.00	\$23,204.00	\$0.00	\$14,506.34	\$8,697.66	\$0.00	\$8,697.66	37.48%
100.2230.112.000.134	SALARIES, SUPPORTIVE	\$66,232.00	\$0.00	\$66,232.00	\$5,094.40	\$38,208.00	\$28,024.00	\$28,024.00	\$0.00	0.00%
100.2230.321.000.134	TECHNICAL/LICENSES	\$9,895.00	\$0.00	\$9,895.00	\$200.00	\$7,872.57	\$2,022.43	\$0.00	\$2,022.43	20.44%
100.2230.324.000.134	Professional Development	\$1,500.00	\$195.00	\$1,695.00	\$0.00	\$0.00	\$1,695.00	\$0.00	\$1,695.00	100.00%
100.2230.407.000.134	REPAIRS/MAINTENANCE	\$23,250.00	\$0.00	\$23,250.00	\$0.00	\$14,789.58	\$8,460.42	\$845.99	\$7,614.43	32.75%
100.2230.617.000.134	CURRICULUM SOFTWARE	\$24,112.00	\$1,120.00	\$25,232.00	\$0.00	\$22,654.37	\$2,577.63	\$0.00	\$2,577.63	10.22%
100.2230.690.000.134	SUPPLIES	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$163.49	\$136.51	45.50%
100.2230.730.000.134	EQUIPMENT	\$11,375.00	\$0.00	\$11,375.00	\$0.00	\$4,325.00	\$7,050.00	\$0.00	\$7,050.00	61.98%
100.2230.890.000.134	DUES AND FEES	\$400.00	\$26.50	\$426.50	\$0.00	\$0.00	\$426.50	\$0.00	\$426.50	100.00%
	Func: - 2230	\$137,064.00	\$1,341.50	\$138,405.50	\$5,294.40	\$87,849.52	\$50,555.98	\$29,033.48	\$21,522.50	15.55%
100.2310.112.005.132	SALARIES, BOARD SECRETARY	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$225.00	\$975.00	\$0.00	\$975.00	81.25%
100.2310.314.005.132	LEGAL	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$21,661.50	\$6,338.50	\$0.00	\$6,338.50	22.64%
100.2310.690.005.132	OFFICE SUPPLIES - BOE	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$31.56	\$968.44	\$0.00	\$968.44	96.84%
100.2310.890.005.132	DUES & FEES - BOE	\$8,500.00	\$132.50	\$8,632.50	\$53.00	\$1,641.42	\$6,991.08	\$0.00	\$6,991.08	80.99%
	Func: - 2310	\$38,700.00	\$132.50	\$38,832.50	\$53.00	\$23,559.48	\$15,273.02	\$0.00	\$15,273.02	39.33%
100.2320.111.004.133	SALARIES, SUPERINTENDENT	\$163,010.00	\$0.00	\$163,010.00	\$12,323.20	\$92,907.36	\$70,102.64	\$67,299.68	\$2,802.96	1.72%
100.2320.112.002.113	BOOKKEEPER	\$30,720.00	\$0.00	\$30,720.00	\$2,304.00	\$17,280.00	\$13,440.00	\$12,672.00	\$768.00	2.50%
100.2320.112.002.133	SALARIES, ADMINISTRATIVE ASST	\$55,994.00	\$0.00	\$55,994.00	\$4,307.20	\$32,304.00	\$23,690.00	\$23,689.60	\$0.40	0.00%
100.2320.112.004.133	SALARIES, FISCAL SERVICES	\$54,570.00	\$0.00	\$54,570.00	\$4,198.40	\$32,845.92	\$21,724.08	\$23,091.20	(\$1,367.12)	-2.51%
100.2320.113.004.133	SALARIES, OT-ADM ASST	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,547.24	(\$547.24)	\$0.00	(\$547.24)	-54.72%
100.2320.320.004.133	PROF/TECH SERVICES	\$5,500.00	\$0.00	\$5,500.00	\$860.00	\$4,760.72	\$739.28	\$0.00	\$739.28	13.44%

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100.2320.324.004.133	WORKSHOPS/CONFERENCES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$80.00	\$920.00	\$0.00	\$920.00	92.00%
100.2320.593.004.133	PRINTING	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
100.2320.642.004.133	PERIODICALS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
100.2320.690.004.133	OFFICE SUPPLIES - C.O.	\$2,560.00	\$0.00	\$2,560.00	\$139.14	\$1,347.19	\$1,212.81	\$346.66	\$866.15	33.83%
100.2320.693.004.133	DATA PROCESSING	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$682.81	\$1,317.19	\$0.00	\$1,317.19	65.86%
100.2320.730.004.133	EQUIPMENT - C.O.	\$325.00	\$0.00	\$325.00	\$0.00	\$130.03	\$194.97	\$0.00	\$194.97	59.99%
100.2320.890.004.133	DUES & FEES - C.O.	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$500.00	\$3,000.00	\$0.00	\$3,000.00	85.71%
	Func: - 2320	\$320,679.00	\$0.00	\$320,679.00	\$24,131.94	\$184,385.27	\$136,293.73	\$127,099.14	\$9,194.59	2.87%
100.2410.111.001.141	SALARIES, ADMINISTRATORS	\$242,887.00	\$0.00	\$242,887.00	\$18,529.78	\$140,996.45	\$101,890.55	\$101,913.65	(\$23.10)	-0.01%
100.2410.112.001.141	SALARIES, ADMINISTRATIVE ASST	\$147,128.00	\$0.00	\$147,128.00	\$8,519.06	\$69,013.65	\$78,114.35	\$67,644.00	\$10,470.35	7.12%
100.2410.113.001.141	SALARIES, SECY SUBSTITUTES	\$1,500.00	\$0.00	\$1,500.00	\$317.40	\$1,269.60	\$230.40	\$0.00	\$230.40	15.36%
100.2410.690.001.141	OFFICE SUPPLIES-BAK	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$266.78	\$933.22	\$152.55	\$780.67	65.06%
100.2410.690.002.141	OFFICE SUPPLIES-NHES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,119.41	\$80.59	\$0.00	\$80.59	6.72%
100.2410.690.003.141	OFFICE SUPPLIES-ANT	\$2,600.00	\$0.00	\$2,600.00	(\$860.76)	\$449.42	\$2,150.58	\$1,896.63	\$253.95	9.77%
100.2410.730.001.141	EQUIPMENT-BAK	\$600.00	\$0.00	\$600.00	\$0.00	\$331.20	\$268.80	\$0.00	\$268.80	44.80%
100.2410.730.002.141	EQUIPMENT-NHES	\$600.00	\$0.00	\$600.00	\$0.00	\$536.10	\$63.90	\$0.00	\$63.90	10.65%
100.2410.730.003.141	EQUIPMENT-ANT	\$800.00	\$0.00	\$800.00	\$0.00	\$436.46	\$363.54	\$0.00	\$363.54	45.44%
100.2410.890.001.141	DUES AND FEES	\$1,230.00	\$0.00	\$1,230.00	\$0.00	\$0.00	\$1,230.00	\$0.00	\$1,230.00	100.00%
	Func: - 2410	\$399,745.00	\$0.00	\$399,745.00	\$26,505.48	\$214,419.07	\$185,325.93	\$171,606.83	\$13,719.10	3.43%
100.2600.112.001.154	SALARIES, CUSTODIANS	\$252,435.00	\$0.00	\$252,435.00	\$18,721.68	\$148,605.84	\$103,829.16	\$103,514.40	\$314.76	0.12%
100.2600.113.001.154	SALARIES, OVERTIME	\$7,500.00	\$0.00	\$7,500.00	\$651.27	\$2,999.77	\$4,500.23	\$0.00	\$4,500.23	60.00%
100.2600.114.001.154	SALARIES, PART-TIME	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$3,718.00	\$1,782.00	\$0.00	\$1,782.00	32.40%
100.2600.115.000.154	SALARIES, SUBSTITUTES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.2600.402.000.154	UTILITIES, REFUSE	\$116,000.00	\$0.00	\$116,000.00	\$8,626.93	\$52,464.38	\$63,535.62	\$1,789.37	\$61,746.25	53.23%
100.2600.406.000.154	EMERGENCY REPAIRS/MAINTENANCE	\$30,900.00	\$0.00	\$30,900.00	\$3,395.82	\$29,661.61	\$1,238.39	\$0.00	\$1,238.39	4.01%
100.2600.407.000.154	MAINTENANCE	\$5,000.00	\$0.00	\$5,000.00	(\$88,083.24)	(\$61,313.23)	\$66,313.23	\$0.00	\$66,313.23	1326.26%
100.2600.431.000.154	REPAIRS, NON-INSTR EQUIPMENT	\$4,000.00	\$0.00	\$4,000.00	\$729.70	\$1,758.06	\$2,241.94	\$0.00	\$2,241.94	56.05%
100.2600.532.001.154	COMMUNICATIONS	\$9,500.00	\$0.00	\$9,500.00	\$920.21	\$7,846.20	\$1,653.80	\$0.00	\$1,653.80	17.41%
100.2600.533.000.154	INTERNET SERVICE PROVIDER	\$15,000.00	\$8,491.22	\$23,491.22	\$1,499.68	\$10,918.50	\$12,572.72	\$0.00	\$12,572.72	53.52%
100.2600.590.000.154	PROP. INS. & LIAB	\$42,285.00	\$0.00	\$42,285.00	\$0.00	\$23,605.58	\$18,679.42	\$0.00	\$18,679.42	44.18%
100.2600.691.001.154	MAINTENANCE SUPPLIES - BAK	\$7,200.00	\$0.00	\$7,200.00	\$288.67	\$10,763.44	(\$3,563.44)	\$415.00	(\$3,978.44)	-55.26%
100.2600.691.002.154	MAINTENANCE SUPPLIES - NHE	\$7,200.00	\$0.00	\$7,200.00	\$123.54	\$9,237.77	(\$2,037.77)	\$415.00	(\$2,452.77)	-34.07%
100.2600.691.003.154	MAINTENANCE SUPPLIES - ANT	\$18,646.00	\$0.00	\$18,646.00	(\$8,842.54)	\$18,404.19	\$241.81	\$415.00	(\$173.19)	-0.93%
100.2600.692.001.154	FUEL ENERGY SUPPLIES	\$78,000.00	\$0.00	\$78,000.00	\$0.00	\$71,589.97	\$6,410.03	\$0.00	\$6,410.03	8.22%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2020-2021

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To Date: 1/31/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2600.694.000.154	PROPANE	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$2,421.45	\$8,578.55	\$0.00	\$8,578.55	77.99%
100.2600.731.000.154	EQUIPMENT, LEASED	\$51,000.00	\$474.00	\$51,474.00	\$665.71	\$20,397.38	\$31,076.62	\$0.00	\$31,076.62	60.37%
	Func: - 2600	\$662,166.00	\$8,965.22	\$671,131.22	(\$61,302.57)	\$353,078.91	\$318,052.31	\$106,548.77	\$211,503.54	31.51%
100.2602.407.000.154	SERVICE CONTRACTS	\$109,627.00	\$0.00	\$109,627.00	\$650.00	\$52,049.83	\$57,577.17	\$0.00	\$57,577.17	52.52%
	Func: - 2602	\$109,627.00	\$0.00	\$109,627.00	\$650.00	\$52,049.83	\$57,577.17	\$0.00	\$57,577.17	52.52%
100.2700.510.000.155	PUPIL TRANS.	\$512,400.00	\$200.00	\$512,600.00	\$0.00	\$0.00	\$512,600.00	\$0.00	\$512,600.00	100.00%
100.2700.511.603.155	TRANS SPEC ED	\$97,280.00	\$0.00	\$97,280.00	\$10,149.20	\$44,084.07	\$53,195.93	\$2,549.25	\$50,646.68	52.06%
100.2700.511.604.155	TRANSPORTATION SUMMER	\$14,000.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00	100.00%
100.2700.512.000.155	FUEL	\$60,000.00	\$1,447.56	\$61,447.56	\$330.81	\$11,705.76	\$49,741.80	\$0.00	\$49,741.80	80.95%
	Func: - 2700	\$683,680.00	\$1,647.56	\$685,327.56	\$10,480.01	\$55,789.83	\$629,537.73	\$2,549.25	\$626,988.48	91.49%
100.2800.530.000.156	POSTAGE	\$5,500.00	\$0.00	\$5,500.00	\$18.71	\$5,275.50	\$224.50	\$0.00	\$224.50	4.08%
100.2800.533.000.156	ADVERTISING	\$650.00	\$0.00	\$650.00	\$0.00	\$329.30	\$320.70	\$0.00	\$320.70	49.34%
	Func: - 2800	\$6,150.00	\$0.00	\$6,150.00	\$18.71	\$5,604.80	\$545.20	\$0.00	\$545.20	8.87%
100.6100.201.000.161	MEDICAL & DENTAL INSURANCE	\$1,065,240.00	\$33,088.12	\$1,098,328.12	\$72,993.19	\$626,995.02	\$471,333.10	\$0.00	\$471,333.10	42.91%
100.6100.204.000.161	LIFE INSURANCE	\$16,468.00	\$0.00	\$16,468.00	\$1,231.21	\$8,221.03	\$8,246.97	\$0.00	\$8,246.97	50.08%
100.6100.205.000.161	SOCIAL SECURITY	\$87,587.00	\$0.00	\$87,587.00	\$5,856.29	\$43,147.99	\$44,439.01	\$36,372.52	\$8,066.49	9.21%
100.6100.206.000.161	MEDICARE	\$68,289.00	\$0.00	\$68,289.00	\$5,284.85	\$33,011.62	\$35,277.38	\$35,020.34	\$257.04	0.38%
100.6100.209.000.161	TOWN PENSION FUND	\$159,460.00	\$0.00	\$159,460.00	\$0.00	\$147,209.50	\$12,250.50	\$0.00	\$12,250.50	7.68%
100.6100.209.001.161	Deferred Comp Expense	\$8,200.00	\$0.00	\$8,200.00	\$938.79	\$6,431.62	\$1,768.38	\$4,829.48	(\$3,061.10)	-37.33%
100.6100.211.000.161	TSA	\$10,500.00	\$0.00	\$10,500.00	\$851.66	\$6,241.62	\$4,258.38	\$4,258.38	\$0.00	0.00%
100.6100.214.000.161	UNEMPLOYMENT COMP.	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$738.54	\$2,761.46	\$0.00	\$2,761.46	78.90%
100.6100.215.000.161	WORKMENS COMP	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$32,941.82	\$27,058.18	\$0.00	\$27,058.18	45.10%
100.6100.217.000.161	ADMIN. TRAVEL	\$4,900.00	\$0.00	\$4,900.00	\$75.40	\$75.40	\$4,824.60	\$0.00	\$4,824.60	98.46%
	Func: - 6100	\$1,484,144.00	\$33,088.12	\$1,517,232.12	\$87,231.39	\$905,014.16	\$612,217.96	\$80,480.72	\$531,737.24	35.05%
	Fund: General Fund - 100	\$8,539,106.00	\$64,462.40	\$8,603,568.40	\$453,824.07	\$3,985,023.11	\$4,618,545.29	\$2,741,941.74	\$1,876,603.55	21.81%
120.1202.100.000.120	Title I SALARIES 2021	\$1,974.63	\$0.00	\$1,974.63	\$159.46	\$801.45	\$1,173.18	\$1,096.53	\$76.65	3.88%
120.1202.100.105.120	Title I SALARIES 2022	\$15,695.00	\$0.00	\$15,695.00	\$1,773.77	\$3,608.56	\$12,086.44	\$11,960.68	\$125.76	0.80%
120.1202.600.000.120	Title I SUPPLIES 2021	\$248.00	\$0.00	\$248.00	\$0.00	\$0.00	\$248.00	\$0.00	\$248.00	100.00%
120.1202.600.105.120	Title I SUPPLIES 2022	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	Func: - 1202	\$18,167.63	\$0.00	\$18,167.63	\$1,933.23	\$4,410.01	\$13,757.62	\$13,057.21	\$700.41	3.86%
	Fund: Title I - Personal Services/Salaries - 120	\$18,167.63	\$0.00	\$18,167.63	\$1,933.23	\$4,410.01	\$13,757.62	\$13,057.21	\$700.41	3.86%
200.1201.100.000.102	TITLE II SALARIES 2021	\$895.78	\$0.00	\$895.78	\$75.48	\$381.75	\$514.03	\$505.20	\$8.83	0.99%

Town of New Hartford Board of Education

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200.1201.100.001.120	Title II SUPPLIES 2021	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
200.1201.100.002.120	Title II SUPPLIES 2022	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
200.1201.100.005.102	Title II SALARIES 2022	\$5,997.00	\$0.00	\$5,997.00	\$634.02	\$1,331.73	\$4,665.27	\$4,362.77	\$302.50	5.04%
	Func: - 1201	\$7,392.78	\$0.00	\$7,392.78	\$709.50	\$1,713.48	\$5,679.30	\$4,867.97	\$811.33	10.97%
	Fund: Title II Grant - 200	\$7,392.78	\$0.00	\$7,392.78	\$709.50	\$1,713.48	\$5,679.30	\$4,867.97	\$811.33	10.97%
222.1202.210.000.102	MEDICAID	\$15,453.72	\$1,332.94	\$16,786.66	\$0.00	\$148.63	\$16,638.03	\$0.00	\$16,638.03	99.11%
	Func: - 1202	\$15,453.72	\$1,332.94	\$16,786.66	\$0.00	\$148.63	\$16,638.03	\$0.00	\$16,638.03	99.11%
	Fund: - 222	\$15,453.72	\$1,332.94	\$16,786.66	\$0.00	\$148.63	\$16,638.03	\$0.00	\$16,638.03	99.11%
300.1205.321.000.120	IDEA 619 TUTOR INSTRUCT Pre K 6/30/2022	\$3,955.00	\$0.00	\$3,955.00	\$359.48	\$1,531.53	\$2,423.47	\$2,399.93	\$23.54	0.60%
300.1205.323.000.120	619 PUPIL SERV 6/30/2022	\$5,000.00	\$0.00	\$5,000.00	\$302.50	\$3,841.06	\$1,158.94	\$0.00	\$1,158.94	23.18%
300.1205.730.002.120	EQUIPMENT IDEA 619 2021 Grant # 20983	\$389.24	\$0.00	\$389.24	\$0.00	\$142.50	\$246.74	\$0.00	\$246.74	63.39%
	Func: - 1205	\$9,344.24	\$0.00	\$9,344.24	\$661.98	\$5,515.09	\$3,829.15	\$2,399.93	\$1,429.22	15.30%
	Fund: IDEA 619 - 300	\$9,344.24	\$0.00	\$9,344.24	\$661.98	\$5,515.09	\$3,829.15	\$2,399.93	\$1,429.22	15.30%
400.1208.111.000.120	IDEA SALARIES CERTIFIED 611 2022	\$51,000.00	\$0.00	\$51,000.00	\$3,922.96	\$21,576.28	\$29,423.72	\$29,422.20	\$1.52	0.00%
400.1208.322.000.120	IDEA 611 2021 INSERVICE	\$256.00	\$0.00	\$256.00	\$256.00	\$256.00	\$0.00	\$0.00	\$0.00	0.00%
400.1208.323.000.120	IDEA 611 PUPIL SERV 6/30/2022	\$50,000.00	\$0.00	\$50,000.00	\$2,186.25	\$38,256.73	\$11,743.27	\$0.00	\$11,743.27	23.49%
400.1208.600.000.120	IDEA 611 INSTRUCT SUPPLIES 6/30/2022	\$2,172.00	\$0.00	\$2,172.00	\$0.00	\$592.86	\$1,579.14	\$0.00	\$1,579.14	72.70%
400.1208.611.000.120	INSTRUCTIONAL SUPPLIES 2021	\$42.08	\$0.00	\$42.08	\$0.00	\$42.08	\$0.00	\$0.00	\$0.00	0.00%
400.1208.730.000.120	IDEA 611 EQUIPMENT 6/30/2022	\$412.00	\$0.00	\$412.00	\$0.00	\$412.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1208	\$103,882.08	\$0.00	\$103,882.08	\$6,365.21	\$61,135.95	\$42,746.13	\$29,422.20	\$13,323.93	12.83%
	Fund: IDEA 611 - 400	\$103,882.08	\$0.00	\$103,882.08	\$6,365.21	\$61,135.95	\$42,746.13	\$29,422.20	\$13,323.93	12.83%
410.1201.001.009.120	REAP Grant 12/30/2021 #358A191014	\$11,752.74	\$0.00	\$11,752.74	\$0.00	\$11,752.74	\$0.00	\$0.00	\$0.00	0.00%
410.1201.001.101.120	REAP Grant 12/30/2022 #358A201568	\$42,586.00	\$0.00	\$42,586.00	\$1,000.00	\$6,836.16	\$35,749.84	\$0.00	\$35,749.84	83.95%
	Func: - 1201	\$54,338.74	\$0.00	\$54,338.74	\$1,000.00	\$18,588.90	\$35,749.84	\$0.00	\$35,749.84	65.79%
	Fund: REAP Grant - 410	\$54,338.74	\$0.00	\$54,338.74	\$1,000.00	\$18,588.90	\$35,749.84	\$0.00	\$35,749.84	65.79%
415.1201.002.101.120	ESSER FUNDS 9/30/2021 #29571-2020	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1201	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$0.00	\$0.00	0.00%
	Fund: Esser Fund - 415	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$0.00	\$0.00	0.00%
420.1202.002.000.120	Coronavirus Relief Funds - SALARIES 12/30/2020	\$25,777.00	\$0.00	\$25,777.00	\$25,777.00	\$25,777.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1202	\$25,777.00	\$0.00	\$25,777.00	\$25,777.00	\$25,777.00	\$0.00	\$0.00	\$0.00	0.00%

Town of New Hartford Board of Education

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
420.1203.002.000.120	Coronavirus Relief Funds - SUPPLIES 12/30/2020	\$97,369.00	\$0.00	\$97,369.00	\$76,223.00	\$97,369.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1203	\$97,369.00	\$0.00	\$97,369.00	\$76,223.00	\$97,369.00	\$0.00	\$0.00	\$0.00	0.00%
	Fund: Coronavirus Relief Funds - 420	\$123,146.00	\$0.00	\$123,146.00	\$102,000.00	\$123,146.00	\$0.00	\$0.00	\$0.00	0.00%
444.1004.600.000.144	TITLE IV SUPPLIES JUNE 2021	\$6,449.14	\$0.00	\$6,449.14	\$0.00	\$0.00	\$6,449.14	\$0.00	\$6,449.14	100.00%
444.1004.600.300.144	TITLE IV PURCH SERVICES JUNE 2022	\$6,000.00	\$0.00	\$6,000.00	\$2,879.00	\$5,758.00	\$242.00	\$0.00	\$242.00	4.03%
444.1004.600.500.144	TITLE IV SERVICES RULER TRAIN JUNE 2022	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1004	\$16,449.14	\$0.00	\$16,449.14	\$2,879.00	\$9,758.00	\$6,691.14	\$0.00	\$6,691.14	40.68%
	Fund: TITLE IV - 444	\$16,449.14	\$0.00	\$16,449.14	\$2,879.00	\$9,758.00	\$6,691.14	\$0.00	\$6,691.14	40.68%
600.9000.001.401.199	RETIREMENT 1%	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,756.52)	\$14,756.52	\$0.00	\$14,756.52	0.00%
600.9000.015.504.199	PHOENIX MUTUAL	\$0.00	\$0.00	\$0.00	(\$4.04)	(\$229.79)	\$229.79	\$0.00	\$229.79	0.00%
600.9000.021.501.199	ADM-HOSP.	\$0.00	\$0.00	\$0.00	(\$568.85)	(\$13,626.86)	\$13,626.86	\$0.00	\$13,626.86	0.00%
600.9000.026.502.199	DENTAL	\$0.00	\$0.00	\$0.00	(\$36.86)	(\$870.11)	\$870.11	\$0.00	\$870.11	0.00%
	Func: - 9000	\$0.00	\$0.00	\$0.00	(\$609.75)	(\$29,483.28)	\$29,483.28	\$0.00	\$29,483.28	0.00%
	Fund: Payroll Deductions - 600	\$0.00	\$0.00	\$0.00	(\$609.75)	(\$29,483.28)	\$29,483.28	\$0.00	\$29,483.28	0.00%
780.3600.112.000.154	COMMUNITY SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$631.52	(\$631.52)	\$0.00	(\$631.52)	0.00%
	Func: - 3600	\$0.00	\$0.00	\$0.00	\$0.00	\$631.52	(\$631.52)	\$0.00	(\$631.52)	0.00%
	Fund: Community Service - 780	\$0.00	\$0.00	\$0.00	\$0.00	\$631.52	(\$631.52)	\$0.00	(\$631.52)	0.00%
Grand Total:		\$8,900,624.33	\$65,795.34	\$8,966,419.67	\$568,763.24	\$4,193,931.41	\$4,772,486.26	\$2,791,689.05	\$1,980,799.21	22.09%

End of Report

Another version of this sample policy to consider.

Personnel -- Certified/Non-Certified

Students

Title IX

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions (from 34 C.F.R. §106.30)

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the Respondent and the context in which alleged sexual harassment occurs.

Personnel -- Certified/Non-Certified

Students

Title IX

Definitions (continued)

Formal Title IX Sexual Harassment Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12-6, and ~~(b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.~~ This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of ~~the same~~ any gender.

Personnel -- Certified/Non-Certified

Students

Title IX

Making a Report (continued)

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Name: Barbara McLean Address: 530 Main Street, P.O. Box 315
Email: mcleanb@newhtfd.org Telephone: 860-379-1653

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the Complainant's wishes with respect to supportive measures, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review appropriate Board policies pertaining to Uniform Grievance Procedure; Workplace Harassment; Abused and Neglected Child Reporting; Employee Ethics; Conduct; Conflict of Interest; Harassment of Students; Prevention of and Response to Bullying, Intimidation, and Harassment; Teen Dating Violence Prohibited; Student Behavior, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Personnel -- Certified/Non-Certified

Students

Title IX (continued)

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will appoint a qualified person to undertake the investigation. The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45.23. The District's grievance process shall, at a minimum:

1. Treat Complainants and Respondents equitably by providing remedies to a Complainant where the Respondent is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a Respondent.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent.
 - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Personnel -- Certified/Non-Certified

Students

Title IX

Formal Title IX Sexual Harassment Complaint Grievance Process (continued)

7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the preponderance of evidence standard.
10. Include the procedures and permissible bases for the Complainant and Respondent to appeal.
11. Describe the range of supportive measures available to Complainants and Respondents.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies.

Note: This sample policy uses the preponderance of the evidence standard, not the clear and convincing evidence standard. Preponderance of evidence is a standard used in civil cases. It means “the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force.” Clear and convincing is a higher standard, requiring more than preponderance of the evidence but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” Consult the board attorney regarding the appropriate standard for the district.

Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

Personnel -- Certified/Non-Certified

Students

Title IX

Enforcement (continued)

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

(cf. 0521 – Nondiscrimination)

(cf. 0521.1 – Grievance Procedure for Section 504, Title IX, and Title VII)

(cf. 4118.11/4218.11 – Nondiscrimination)

(cf. 4118.112/4218.112 – Sex Discrimination and Sexual Harassment in the Workplace)

(cf. 5131.911 – Bullying/Safe School Climate Plan)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

Legal Reference: United States Constitution, Article XIV

Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88.

Title IX of the Education Amendments of 1972, 20 USCS §1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 CFR §106, *et seq.*

Title IX Final Rule, 34 CFR §106.45, *et seq.*, May 6, 2020

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Personnel -- Certified/Non-Certified

Students

Title IX

Legal Reference: continued

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

The Clery Act, 20 U.S.C. §1092(f)

The Violence Against Women Act, 34 U.S.C. §12291(a)

Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26,1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)

Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

Conn. Agencies Regs. §46a-54-200 through §46a-54-207

Constitution of the State of Connecticut, Article I, Section 20.

P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment

Policy adopted:

cps 11/20

Another version of this administrative regulation to consider. A complaint procedure is legally required.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made. (See 34 C.F.R. Part 106.) Use this procedure to comply with 34 C.F.R. §106.45, Grievance Process for Formal Complaints of Sexual Harassment. Use Appendix "Title IX Sexual Harassment Glossary of Terms," in conjunction with this procedure.

This procedure contains a Table of Contents and lettered Sections.

Table of Contents

- A. Overview of 34 C.F.R. §106.45 Grievance Process
- B. Notice of Allegations
- C. Consolidation of Formal Title IX Sexual Harassment Complaints
- D. Dismissal of Formal Title IX Sexual Harassment Complaint
- E. Informal Resolution of Formal Title IX Sexual Harassment Complaint
- F. Investigation of Formal Title IX Sexual Harassment Complaint
- G. Determination Regarding Responsibility; Remedies
- H. Appeals
- I. Recordkeeping

Section A – Overview of 34 C.F.R. §106.45 Grievance Process

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. ***Presumption of Non-Responsibility.*** The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. ***Grievance Process Required Before Imposing Sanctions.*** The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. ***Supportive Measures.*** The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See Appendix, Title IX Sexual Harassment Glossary of Terms, for the definition of supportive measures.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Section A – Overview of 34 C.F.R. §106.45 Grievance Process (continued)

4. **Evidence Considered.** All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. **Standard of Proof.** All determinations are based upon the preponderance of evidence standard 34 C.F.R. §106.45(b)(1)(vii).
6. **Right to Appeal.** Each party may appeal any determination as described in Section H Appeals, below 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. **Timeline.** This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, school business days means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities 34 C.F.R. §106.45(b)(1)(v).
8. **Disciplinary Sanctions and Remedies.** Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi). Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above 34 C.F.R. §106.45(b)(1)(vi).

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Section A – Overview of 34 C.F.R. §106.45 Grievance Process (continued)

9. ***Training Requirements.*** The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:
- a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and
 - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations 34 C.F.R. §106.45(b)(1)(iii).

Section B – Notice of Allegations

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:
 - a. This procedure "Formal Title IX Sexual Harassment Complaint Grievance Process," including any available informal resolution process.
 - b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Section B – Notice of Allegations (continued)

- c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
 - d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
 - e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
 - f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.
2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third-party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in Section B.1, above, will not include the Complainant's identity 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties.

When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in Section B.1, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties 85 Fed. Reg. 30138.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process (continued)

Section C – Consolidation of Formal Title IX Sexual Harassment Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party 34 C.F.R. §106.45(b)(4).

Section D – Dismissal of Formal Title IX Sexual Harassment Complaint

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal 34 C.F.R. §106.45(b)(3).

Section E – Informal Resolution of Formal Title IX Sexual Harassment Complaint

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution (Informal resolution may be offered only if a Formal Title IX Sexual Harassment Complaint is filed) of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Section E – Informal Resolution of Formal Title IX Sexual Harassment Complaint (continued)

1. Provides the parties written notice disclosing:
 - a. The allegations;
 - b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Section F – Investigation of Formal Title IX Sexual Harassment Complaint

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

Investigator or Title IX Coordinator:

During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)):

1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved 34 C.F.R. §106.45(b)(5)(i).
2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence 34 C.F.R. §106.45(b)(5)(ii).
3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence 34 C.F.R. §106.45(b)(5)(iii).

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Section F – Investigation of Formal Title IX Sexual Harassment Complaint (continued)

4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).
5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).
6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).
7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response.
8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.

Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).

Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. Id. [**Note:** This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility.]

At the conclusion of the investigation, sends to the Initial Decision Maker in an electronic format or hard copy:

1. The Formal Title IX Sexual Harassment Complaint;
2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and
3. The investigative report.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process (continued)

Section G – Determination Regarding Responsibility; Remedies

Initial Decision Maker:

The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.

Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions.

Reviews all materials received from the Investigator.

Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:

1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.

Reviews any questions received from each party for submission to any party or witness.

Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant.

Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.

Upon receipt of answers to questions, provides each party with copies of them.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Section G – Determination Regarding Responsibility; Remedies (continued)

Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. Id. Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.

Upon receipt of answers to the additional questions, provides each party with copies of them.

Determination and Written Notice of Determination

Basing all decisions on the preponderance of evidence standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):

1. Identifies the allegations potentially constituting Title IX sexual harassment;
2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. Contains findings of fact supporting the determination;
4. Contains conclusions regarding the application of the District's policies and procedures to the facts;
5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and
6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.

Title IX Coordinator:

Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process (continued)

Section H – Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely 34 C.F.R. §106.45(b)(7)(iii).

Complainant or Respondent:

Within 10 school business days after receiving either the Initial Decision-Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:

1. Procedural irregularity that affected the outcome.
2. New evidence now available that could affect the outcome but that was not reasonably available at the time the determination.
3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i). [**Note:** The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.]

Title IX Coordinator:

Upon receiving an appeal from one party:

1. Notifies the other party in writing that an appeal has been filed.
2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Section H – Appeals (continued)

3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker. [Note: The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal. If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above. [Note: Some school attorneys recommend that the appeal not go to the Board, so that the Board's objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. [Districts should discuss their options with their board attorney.]

Appellate Decision Maker:

Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.

Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).

Section I – Recordkeeping

Title IX Coordinator:

Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):

1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity;
2. Any appeal and its result;
3. Any informal resolution and its result; and the footnotes should be removed before the material is used. These timelines are optional and used for ease of use and administration.
4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Legal Reference: United States Constitution, Article XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88
Title IX of the Education Amendments of 1972, 20 USCS §1681, *et seq.*
Title IX of the Education Amendments of 1972, 34 CFR §106, *et seq.*
Title IX Final Rule, 34 CFR 106.45 *et seq.*, May 6, 2020.
34 CFR Section 106.8(b), OCR Guidelines for Title IX.
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)
The Clery Act, 20 U.S.C. §1092(f)
The Violence Against Women Act, 34 U.S.C. §12291(a)
Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26,1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)
Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)
Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited.
Conn. Agencies Regs. §46a-54-200 through §46a-54-207.
Constitution of the State of Connecticut, Article I, Section 20.
P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment.

Regulation approved:

cps 11/20

Title IX Sexual Harassment Glossary of Terms

This can be used to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 4000.1/5145.44, Title IX.

Glossary of Terms

Actual Knowledge – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District’s Title IX Coordinator. Assumption of knowledge based solely on the District’s status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. Notice as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. 34 C.F.R. §§106.30, 106.8(a).

Appellate Decision-Maker – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker’s determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Complainant – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Consent – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

Note: 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that “recipients must clearly define consent and must apply that definition consistently.” 85 Fed. Reg. 30125. Consult the Board Attorney if the District would like to customize this definition.

Education Program or Activity – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

Note: Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District’s Title IX obligations extend to off-campus sexual harassment incidents “if the off-campus incident occurs as part of the [district]’s ‘operations’ pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)” or if the District “exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to §106.44(a).” 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised substantial control or whether an incident occurred as part of the District’s operations. *Id.* at 30197. Operations may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District’s operations. *Id.* at 30202. Consult the Board Attorney for further guidance.

Formal Title IX Sexual Harassment Complaint – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District’s education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

Note: Whether a Complainant is attempting to participate is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. Consult the Board Attorney for further guidance.

Initial Decision-Maker – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Investigator – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a Formal Title IX Sexual Harassment Complaint (defined above) according to 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Respondent – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Supportive Measures – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

Sexual Harassment Governed by Laws Other Than Title IX – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment. For each report or complaint received, the Title IX Coordinator reviews Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 4000.1/5145.44 Title IX. Policies to be reviewed include those pertaining to nondiscrimination, uniform grievance procedure, harassment, reporting of child abuse and neglect, sexual abuse, harassment, bullying, and student discipline/conduct.

Title IX Sexual Harassment – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or

- Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).
 - ***Sexual assault*** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.
 - ***Dating violence*** means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
 - ***Domestic violence*** includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 C.F.R. §12291(a)(8).
 - ***Stalking*** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 C.F.R. §12291(a)(30).

SAMPLE FORMAL COMPLAINT FORM (TITLE IX SEXUAL HARASSMENT)

Instructions for filling out this form: If you believe that you have been the victim of sexual harassment, please fill out this form, sign where indicated below, and submit it by hand delivery, electronic mail, or U.S. mail using the contact information listed for the Title IX Coordinator for Students at #5145.44 or the contact information listed for the Title IX Coordinator for Employees at #4000.1. or _____ ~~*[Insert any additional methods of filing this form designated by the district].*~~

This formal complaint form is intended for use by the alleged victim of Title IX sexual harassment (referred to in Title IX Regulations as the “complainant”). Under Title IX and the Family Educational Rights and Privacy Act (FERPA), a parent or legal guardian may sign a complaint form and otherwise act on behalf of a minor in the formal complaint process.

If you are not filling this form out as a parent or guardian and you intend to report sexual harassment against another person in the District’s education program or activities, please report your concerns to the District’s Title IX Coordinator so that the District can take further action. **Under federal law, only an alleged victim of sexual harassment who is currently participating or attempting to participate in the District’s education program or activity (such as an enrolled student, an employee, or an applicant for employment or admission) has the right to use the formal complaint process to initiate an investigation.** The District will process all formal complaints in accordance with policy and grievance procedure 4000.1/5145.44.

Please print or type when completing this form:

Name of complainant: _____
Address: _____
Telephone number: _____
Email address: _____

Is the complainant
participating in or attempting
to participate in a District
education program or
activity? (See instructions.) ☐ Yes
☐ No

If you are a parent or guardian filling this form out on behalf of a minor complainant, please provide your contact information below.

Name: _____
Address: _____
Telephone number: _____
Email address: _____

You have the right to be represented by an advisor during the complaint process. The advisor may be, but does not have to be, an attorney. If you will be represented by an attorney or other advisor in presenting your complaint, please identify the person and provide the contact information below. If unknown at this time, you may provide this information at a later time.

Name: _____
Address: _____
Telephone number: _____
Email address: _____

Please list any additional individuals that you intend to bring with you to any meetings or interviews associated with this complaint and provide their contact information below. You may add additional pages or provide this information at a later time.

Name: _____
Address: _____
Telephone number: _____
Email address: _____

Please describe the facts and circumstances of the alleged sexual harassment causing this complaint. *(Give specific, factual details. Attach additional sheets if necessary and indicate below how many additional pages will be attached to ensure complete receipt of your complaint.)*

In a Title IX formal complaint process, the person who is alleged to have committed the sexual harassment is called the “respondent.” Please provide the name(s) of the person or people you allege to be the respondent(s) responsible for the alleged sexual harassment. If applicable, please include the person’s title or position:

When and where did the alleged sexual harassment occur? Please provide specific dates, times, and locations, if possible.

Please explain how the alleged sexual harassment has impacted you. This could include physical injuries as well as impacts on your ability to access or benefit from the District’s education program or activities.

Please provide the names and contact information of anyone who may have witnessed the alleged conduct.

If you have reported these allegations to another person, please state to whom you reported the alleged sexual harassment and provide their contact information (if known).

Title IX does not require complainants to attempt to resolve complaints of sexual harassment informally before filing a formal complaint. Nonetheless, if you have reported these allegations to a District employee, please state when, to whom, and what response you received.

Please list below any evidence that you believe is relevant to your allegations. This could include audio or visual media, physical objects, online materials, text messages, voicemail messages, screen captures, emails, or any other item you are attaching or intend to make available for the purpose of this complaint. If known, please also identify any information in the District's possession that you believe to be relevant to your allegations and would like the District to review (such as emails or security camera footage).

Please provide any other information that would be helpful for the District in reviewing your allegations.

Please describe the outcome or remedy you seek for this complaint.

Please provide below your physical or digital signature.

Complainant name: _____

Signature of complainant: _____

If complainant is under 18,
parent's name: _____

Signature of parent: _____

Date of filing: _____

If this formal complaint is being signed by the District's Title IX Coordinator instead of a complainant:

Title IX Coordinator Name: _____

Title IX Coordinator Signature: _____

Date of filing: _____

Notice to Complainant: This document is a legal record of the allegations of sexual harassment that you have reported to the District in order to request a formal investigation. Please keep a copy of this completed form and any supporting documentation for your records. Please also review your rights and responsibilities at 4000.1/5145.44 which is attached to this form and also available online at: www.newhtfd.org NHPS Bylaws and Policies. ~~Insert link or web address to your district's policy.~~ Any questions or concerns that you may have during this process may be directed to the District's Title IX Coordinator.

If, after reviewing your complaint form, the Title IX Coordinator finds that the allegations are not appropriate for a Title IX sexual harassment formal complaint process but should be investigated by the District under a different policy or procedure, your formal complaint form will be forwarded to the appropriate District personnel in accordance with District policies. You have the right to appeal the dismissal of your formal complaint, as explained in Policy 4000.1/5145.44 and the District's Title IX formal complaint process.

The sample language below contains the minimum information that must be prominently displayed on the District's website to comply with Title IX regulations.

Sample Website Posting Regarding Title IX Compliance

The following information is provided in response to 34 C.F.R. Part 106.8 of the 2020 Title IX Regulations, mandating notice of a nondiscrimination policy and adoption and publication of grievance procedures that provide for the prompt and equitable resolution of student and employee complaints. In accordance with Title IX, the district does not, and is required not to, discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. As a school district serving students in ~~kindergarten~~ PK through grade 12 6 the district is not subject to provisions in Title IX Regulations (Subpart C) prohibiting discrimination on the basis of sex in admissions and recruitment. However, the district does not discriminate on the basis of sex in admissions or transfer requests.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, and gender-based harassment:

Title IX Coordinator: Barbara McLean, Director of Student Services

Physical Address: 530 Main Street, New Hartford, CT 06057

Email Address: mcleanb@newhtfd.org

Telephone Number: 860-379-1653

Any individual may report sex discrimination, including sexual harassment, at any time, including during non-business hours, by mail, phone or email.

During district business hours, reports made be made in person.

To view an electronic copy of the District's Title IX policies, please go to: [www.newhtfd.org](http://www.newhtfd.org/NHPS%20Bylaws%20and%20Policies)
NHPS Bylaws and Policies ~~(Insert website address.)~~

To obtain a copy of the District's Title IX policies, including the grievance process that complies with 34 C.F.R. §106.45(b) of the 2020 Title IX Regulations, please contact:

Barbara McLean, Director of Student Service at 860-379-1653

Upon receiving an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with Board policies #4000.1 and #5145.44.

Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Title IX Training Materials

All materials used to train Title IX personnel are available for inspection upon request by contacting: Barbara McLean, Director of Student Services at 860-379-8546