

New Hartford Public Schools
Board of Education Regular Meeting
Antolini School
Library
February 6, 2024 @ 7:00 p.m.

New Hartford BOE meetings are accessible live via the following:

<https://meet.google.com/pjo-wchk-iku>

or by phone +1 956-520-3734 PIN: 355 348 803#

In case of remote only meetings and you need an electronic device to participate please contact the Board of Education at 860-379-8546 with more than 24 hours notice to prepare and schedule a location.

- A. Chair to Open Meeting
- B. Pledge of Allegiance
- C. Communications to the Board of Education/Public Comment
- D. Board of Education Chair's Report
- E. Superintendent's Report
 - 1. Student representatives
 - 2. 2024-2025 Budget Drivers
- F. Routine Business
 - 1. Approval of Minutes - January 22, 2024
 - 2. Expenditure Report
- G. New Business
 - 1. Policy and Regulation 5142.2 Armed Security Officer - 1st reading
 - 2. Policy 4117.6 Personnel - Exit Survey/Interviews - 1st reading
 - 3. Bylaw 9323 - Construction of the Agenda - 1st reading
 - 4. Bylaw 9324 - Advanced Delivery of Meeting Materials - 1st reading
- H. Adjournment

Recorded Reg. & Special BOE meetings will be posted to:

https://www.youtube.com/channel/UCX-ZlomWmjG81dc_QM3rfq

**New Hartford Public Schools
Board of Education Special Meeting (In-Person)
January 16, 2024, Regular Meeting
Rescheduled (Inclement Weather)
Ann Antolini Elementary School – Library
January 22, 2024 @ 6:00 PM**

PRESENT: Superintendant Jeffrey Sousa; Chairman Timothy Klepps; Vice Chairman Thomas Buzzi; Meagan Albert; Eleanor “Penny” Miller; Tim Russell; Deirdre Tindall; Kristin Young and Recording Secretary Elizabeth Domas.

ABSENT: Kelly O’Dell Longhi

A. Chair to Open Meeting: @ 6:00 PM meeting called to order by Chairman Timothy Kelpps.

B. Pledge of Allegiance

C. Communications to the Board of Education/Public Comment: None

D. Board of Education Chair’s Report: None

E. Superintendent’s Report:

- **Student Representatives:** Two sixth grade students were present as student representatives, a first ever, to share what’s going on in school, activities and events. Examples such as jump rope friends and band concert Tuesday of last week. The winter wonderland daughter dance is on February the 2, 2024, sponsored by PTO. The PTO is helping fund field trips, and these two students show their thanks. In addition, students are receiving “stars” for standing out, given out by staff members, when you receive a star, you may go down to the office and receive a raffle ticket, a star prize is picked at the end of the month, these are important because students earn stars for doing something to respect yourself, others and the school. When a student earns stars, they get to spend more quality time with a teacher. Other items mentioned were the library fund, making a gingerbread house to be displayed. Comments were written on a piece of paper and given to students which helps them grow and keep the students in school stay together.
- **Staff Update:** Superintendent Jeffrey Sousa requests permission from the Board to discuss a staff update. Superintendent Jeffrey Sousa welcomes Director of Student Services Michael Lynch. Michael informed the audience of a new recent hire through EdAdvance, a school based mental health professional Heather Black, who is a school counselor. Through a partnership with EdAdvance a grant was received for rural school districts, making her available two days a week in

Bakerville, this change allows for mental health professionals to be provided every day in every building. She does individual and group counseling, working with students in collaboration with teachers and is a resource in both assessing mental health needs and educational needs. She is provided free of charge and is part of our district for the next four and half years. This is a huge benefit of EdAdvance, RESC: (Regional Educational Service Centers).

- **NERA Contract Negotiations:** NERA (Municipal Employees Relations Act). Three contracts are being negotiated: custodians union, secretaries union and tutors and interventionists union. They have exchanged ground rules, Superintendent Jeffrey Sousa looks forward to updating the Board and public for the three bargaining units.
- **RFP Updates:** (Request for Proposals), New Hartford Public Schools contracted with EnviroMed Services, Inc to test for Asbestos over the winter break and on Saturdays when no children and staff are in the buildings.
- Next RFP for indoor air quality and HVAC inspections to Public Act 23-167, indoor air quality inspections are required to be conducted yearly and heating, cooling and indoor air quality (HVAC) are required to be conducted every five years. In order to pay for this requirement Superintendent Jeffrey Sousa puts forth a recommendation to reallocate the paving walkway funds in the amount of \$20,000. Mr. Sousa would need to look to the Board of Finance for reallocation to conduct indoor air quality testing instead of paving the walkway behind Ann Antolini Elementary School heading to the fields. The cost of indoor air quality testing is \$15,675, leaving an amount of \$4,325 left over. This Public Act went into effect about a year ago and is required.
- The RFP for security window requests have been published.

MOTION by Eleanor "Penny" Miller to refer Superintendent Jeffrey Sousa to the Board of Finance to request reallocation of the Capital Expenditure of walkway paving (Antolini) to complete the State Public Act required indoor air quality testing. This would reallocate \$20,000 from Capital Expenditure for the cost of \$15,675, leaving \$4,325 left to be used. Second by Thomas Buzzi.

UNANIMOUS
Motion Passes

- **Security Grants – Funding Course of Action:**

Superintendent Jeffrey Sousa noted there is \$75,000 allocated within Capital for security. A match is required to meet and satisfy grants, all three encompass tremendous security upgrades for the schools, grant match per year has an expiration date of three years needs to be \$154,000 per year. Superintendent Jeffrey Sousa recommends requesting from the Board of Finance to reallocate rotting trim (\$10,000) differential from indoor air quality (IAQ) testing (\$4,325) and technology (\$20,675), for a total of an additional \$35,000 to get closer to the three-year average needed for the local match, this will not cover the full amount.

- **Armed Security Officer:** Superintendent Jeffrey Sousa has consulted with other local Superintendents who have these armed security officers in their schools and has determined the need to have a committee of interviewers with the following: local law enforcement, Superintendent of Schools, school administration and a mental health professional. The hiring process involves creating and adopting a Board of Education policy for armed security. Some things the policy will include psychiatric evaluation, firearms certification and insurance rider for liability. Evaluations will be conducted as follows: 30-day review, 60-day review, 90-day review then quarterly, then twice a year at a minimum.

F. School Security Discussion and Possible Vote On:

- **Referral of Security Grants – Funding Course of Action to BOF**

MOTION by Eleanor “Penny” Miller to have Superintendent Jeffrey Sousa request from the Board of Finance to the reallocation of funds from Capital Expenditures consisting of \$10,000 for rotting trim, \$4,325 left over in the previous motion (paving walkway \$20,000 - \$15,675 = \$4,325), Technology of \$20,675 which was allocated for chrome books, total \$35,000, these items would be deferred by at least one year. Second by Tim Russell.

***UNANIMOUS
Motion Passes***

The next scheduled Board of Finance meeting is February 13, 2024.

- **Armed Security Officer Next Steps:** A policy needs to be created by the Policy Subcommittee in order to move forward with the next steps, similar to other hiring positions. There must be two reads and this policy should be put in place even if we do not move forward with armed security officers.

Jay Bailey requested to make public comment, Chairman Timothy Kelpps stated there is no public comment for the Board at this time.

MOTION by Eleanor “Penny” Miller to send the armed security officer position to the Policy Subcommittee to adopt a policy outlining the criteria Superintendent Jeffrey Sousa mentioned previously, a policy for the armed security officer would be available for a first read at the next Board meeting in two weeks (February 6) and second read at the following meeting (February 20). Second by Thomas Buzzi.

***UNANIMOUS
Motion Passes***

G. Routine Business:

- Approval of Minutes – December 5, 2023

MOTION by Thomas Buzzi to approve the minutes as presented. Second by Kristin Young.

UNANIMOUS
Motion Passes

- **Expenditure Report:**

MOTION by Eleanor "Penny" Miller to approve the expenditure report as presented. Second by Tim Russell.

UNANIMOUS
Motion Passes

- **Line-Item Transfers:**

MOTION by Eleanor "Penny" Miller to approve the line-item transfers. Second by Thomas Buzzi.

MOTION-AMENDED by Eleanor "Penny" Miller approving line-item transfers of \$10,000 from reading account putting it into salaries, para/substitutes and \$10,000 from language arts to salaries, para/substitutes for unanticipated FMLA and other medical leaves. Second Thomas Buzzi.

UNANIMOUS
Motion Passes

H. New Business:

- **New Hartford Public Schools 2024-2025 Calendar**

Adjusted Board of Education meetings to more align with Board of Finance.

MOTION by Eleanor "Penny" Miller to approve the 2024-2025 New Hartford Public Schools calendar. Second by Kristin Young.

UNANIMOUS
Motion Passes

I. Old Business:

- **Second reading of the following:**

1. Policy and Regulation 5141.4 Students – Reporting Child Abuse and Neglect

MOTION by Deirdre Tindall to approve policy P 5141.4 Reporting Child Abuse and Neglect. Second Tim Russell.

UNANIMOUS

2. Policy and Regulation 1212 Community Relations – School Volunteers

MOTION by Eleanor "Penny" Miller to approve policy P 1212 School Volunteers. Second by Tim Russell.

UNANIMOUS

3. Policy and Regulation 1250.1 Community Relations – Visits to the School

MOTION by Eleanor “Penny” Miller to approve policy P 1250.1 Visits to the Schools. Second by Deirdre Tindall.

UNANIMOUS

J. Adjournment

MOTION by Eleanor “Penny” Miller to adjourn at 7:01 PM. Second by Tim Russell.

UNANIMOUS

Motion Passes

Respectfully submitted by,
Elizabeth Domas, Recording Secretary

Recorded Regular and Special Board of Education Meetings will be posted to:

https://www.youtube.com/channel/UCX-ZlomWmjG81dc_QM3rfg

Attachments:

2024-2025 Calendar

Expenditure Report

Proposed Line-Item Transfers

Policy and Regulation 5141.4 Students – Reporting Child Abuse and Neglect

Policy and Regulation 1212 Community Relations – School Volunteers

Policy and Regulation 1250.1 Community Relations – Visits to the School

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 2/1/2024

To Date: 2/29/2024

Fiscal Year: 2023-2024

☐ 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
100.1000.111.001.117	SALARIES, REGULAR CLASS TCHR	\$2,478,400.63	\$0.00	\$2,478,400.63	\$99,950.76	\$1,186,546.70	\$1,291,853.93	\$1,275,915.45	\$15,938.48	0.64%
100.1000.112.001.117	SALARIES, REGULAR CLASS PARAS	\$164,195.14	\$0.00	\$164,195.14	\$4,506.09	\$62,942.71	\$101,252.43	\$52,365.79	\$48,886.64	29.77%
100.1000.114.001.100	SALARIES, TCHR SUBSTITUTES	\$59,000.00	\$10,000.00	\$69,000.00	\$3,162.44	\$54,887.69	\$14,112.31	\$0.00	\$14,112.31	20.45%
100.1000.116.000.100	SALARIES, MISC STIPENDS	\$26,525.00	\$0.00	\$26,525.00	\$0.00	\$9,850.00	\$16,675.00	\$0.00	\$16,675.00	62.87%
100.1000.313.000.100	CURRICULUM ASSESSMENTS	\$6,100.00	\$0.00	\$6,100.00	\$0.00	\$0.00	\$6,100.00	\$0.00	\$6,100.00	100.00%
100.1000.320.000.100	PURCHASED SERVICES- Extra Curr.	\$14,200.00	\$0.00	\$14,200.00	\$0.00	\$30.33	\$14,169.67	\$0.00	\$14,169.67	99.79%
100.1000.560.603.120	CREC Magnet School Tuition	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$50,680.00	(\$5,680.00)	\$0.00	(\$5,680.00)	-12.62%
100.1000.591.000.100	TRAVEL- All Dept.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$561.33	\$1,438.67	\$0.00	\$1,438.67	71.93%
100.1000.616.000.101	GIFTED & TALENTED SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
100.1000.616.001.102	ART SUPPLIES	\$4,700.00	\$0.00	\$4,700.00	\$0.00	\$145.99	\$4,554.01	\$4,101.99	\$452.02	9.62%
100.1000.616.001.112	MUSIC - K - 6	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$368.76	\$1,131.24	\$470.39	\$660.85	44.06%
100.1000.616.001.117	CLASSROOM/TEACHER	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$1,871.67	\$628.33	\$100.00	\$528.33	21.13%
100.1000.616.001.118	PHYSICAL EDUCATION	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$672.29	\$1,127.71	\$0.00	\$1,127.71	62.65%
100.1000.616.001.119	GENERAL SUPPLIES - BAK	\$1,055.00	\$0.00	\$1,055.00	\$0.00	\$1,239.91	(\$184.91)	\$0.00	(\$184.91)	-17.53%
100.1000.616.001.120	CENTRAL SUPPLIES -BAK	\$1,055.00	\$0.00	\$1,055.00	\$0.00	\$980.72	\$74.28	\$0.00	\$74.28	7.04%
100.1000.616.002.112	MUSIC - INSTRUMENTAL	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$490.00	\$710.00	\$626.22	\$83.78	6.98%
100.1000.616.002.119	GENERAL SUPPLIES- NHES	\$1,005.00	\$0.00	\$1,005.00	\$0.00	\$1,377.83	(\$372.83)	\$0.00	(\$372.83)	-37.10%
100.1000.616.002.120	CENTRAL SUPPLIES- NHES	\$1,005.00	\$0.00	\$1,005.00	\$0.00	\$705.83	\$299.17	\$0.00	\$299.17	29.77%
100.1000.616.003.119	GENERAL SUPPLIES- ANT	\$2,440.00	\$0.00	\$2,440.00	\$0.00	\$1,568.08	\$871.92	\$742.60	\$129.32	5.30%
100.1000.616.003.120	CENTRAL SUPPLIES- ANT	\$2,440.00	\$0.00	\$2,440.00	\$0.00	\$2,157.80	\$282.20	\$0.00	\$282.20	11.57%
100.1000.641.000.110	SCIENCE	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$337.77	\$1,662.23	\$43.90	\$1,618.33	80.92%
100.1000.641.003.106	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	\$20,000.00	(\$10,000.00)	\$10,000.00	\$0.00	\$2,519.88	\$7,480.12	\$0.00	\$7,480.12	74.80%
100.1000.641.100.114	SOCIAL STUDIES	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$129.63	\$2,870.37	\$0.00	\$2,870.37	95.68%
100.1000.641.200.109	READING	\$20,000.00	(\$10,000.00)	\$10,000.00	\$0.00	\$1,535.76	\$8,464.24	\$0.00	\$8,464.24	84.64%
100.1000.641.200.111	MATH	\$19,000.00	\$0.00	\$19,000.00	\$0.00	\$336.38	\$18,663.62	\$0.00	\$18,663.62	98.23%
100.1000.642.001.100	PERIODICALS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$553.48	\$2,446.52	\$0.00	\$2,446.52	81.55%
100.1000.730.000.119	EQUIPMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Regular Education - 1000	\$2,886,120.77	(\$10,000.00)	\$2,876,120.77	\$107,619.29	\$1,382,490.54	\$1,493,630.23	\$1,334,366.34	\$159,263.89	5.54%
100.1200.111.000.120	SALARIES, CERTIFIED	\$840,750.60	\$35,065.00	\$875,815.60	\$42,099.93	\$487,654.07	\$388,161.53	\$514,370.74	(\$126,209.21)	-14.41%
100.1200.111.001.120	SALARIES, Director -Student Services	\$120,600.00	\$0.00	\$120,600.00	\$4,638.46	\$74,215.36	\$46,384.64	\$46,384.64	\$0.00	0.00%
100.1200.112.000.120	SALARIES, SECRETARY SPED	\$45,887.04	\$0.00	\$45,887.04	\$1,827.36	\$25,583.04	\$20,304.00	\$19,694.88	\$609.12	1.33%
100.1200.112.001.120	SALARIES, PARAS	\$475,730.49	\$0.00	\$475,730.49	\$21,838.45	\$171,149.46	\$304,581.03	\$226,440.59	\$78,140.44	16.43%
100.1200.114.001.120	SALARIES, PARA SUBSTITUTES	\$6,000.00	\$10,000.00	\$16,000.00	\$2,530.00	\$17,098.04	(\$1,098.04)	\$0.00	(\$1,098.04)	-6.86%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 2/1/2024

To Date: 2/29/2024

Fiscal Year: 2023-2024

☐ 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
100.1200.311.000.120	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-THERAPIES	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$12,440.70	\$17,559.30	\$0.00	\$17,559.30	58.53%
100.1200.313.000.120	EVALUATIONS & CONSULTS	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$7,876.75	\$18,123.25	\$0.00	\$18,123.25	69.70%
100.1200.314.000.120	TESTING SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,639.24	(\$639.24)	\$0.00	(\$639.24)	-6.39%
100.1200.324.000.120	INSERVICE	\$10,200.00	\$0.00	\$10,200.00	\$0.00	\$6,847.50	\$3,352.50	\$0.00	\$3,352.50	32.87%
100.1200.560.603.120	TUITION	\$394,000.00	\$0.00	\$394,000.00	\$0.00	\$200,653.72	\$193,346.28	\$0.00	\$193,346.28	49.07%
100.1200.616.000.120	TEACHING SUPPLIES - SPED	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$445.87	\$554.13	\$0.00	\$554.13	55.41%
100.1200.730.000.120	EQUIPMENT - SPED	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$623.20	\$2,376.80	\$545.01	\$1,831.79	61.06%
100.1200.890.000.120	DUES & FEES	\$435.00	\$0.00	\$435.00	\$0.00	\$250.00	\$185.00	\$0.00	\$185.00	42.53%
	Func: Special Education - 1200	\$1,964,603.13	\$45,065.00	\$2,009,668.13	\$72,934.20	\$1,015,476.95	\$994,191.18	\$807,435.86	\$186,755.32	9.29%
100.1300.560.603.127	ADULT EDUCATION	\$6,800.00	\$0.00	\$6,800.00	\$0.00	\$6,880.00	(\$80.00)	\$0.00	(\$80.00)	-1.18%
	Func: Adult Education - 1300	\$6,800.00	\$0.00	\$6,800.00	\$0.00	\$6,880.00	(\$80.00)	\$0.00	(\$80.00)	-1.18%
100.2130.112.000.129	SALARIES, NURSE	\$133,165.00	\$0.00	\$133,165.00	\$5,896.63	\$71,825.88	\$61,339.12	\$58,966.44	\$2,372.68	1.78%
100.2130.114.000.129	SALARIES, NURSES SUBSTITUTE	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,280.00	\$720.00	\$0.00	\$720.00	36.00%
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	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$1,848.21	\$1,651.79	\$0.00	\$1,651.79	47.19%
100.2130.730.000.129	EQUIPMENT - NURSES	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Health Services - 2130	\$142,165.00	\$0.00	\$142,165.00	\$5,896.63	\$77,954.09	\$64,210.91	\$58,966.44	\$5,244.47	3.69%
100.2210.322.000.130	PARTIAL TUITION REIM.	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$3,058.80	\$6,941.20	\$0.00	\$6,941.20	69.41%
100.2210.324.000.130	STAFF DEVELOPMENT	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$4,289.84	\$710.16	\$445.00	\$265.16	5.30%
100.2210.325.000.130	CURRICULUM WORK	\$15,000.00	\$0.00	\$15,000.00	\$210.00	\$6,753.98	\$8,246.02	\$0.00	\$8,246.02	54.97%
100.2210.590.000.130	PURCHASED SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$187.50	\$1,312.50	\$0.00	\$1,312.50	87.50%
100.2210.593.000.130	PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
100.2210.617.000.130	CURRICULUM MATERIALS	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$1,189.81	\$3,310.19	\$0.00	\$3,310.19	73.56%
100.2210.618.000.130	INNOVATIVE TEACHING	\$500.00	\$0.00	\$500.00	\$0.00	\$82.14	\$417.86	\$0.00	\$417.86	83.57%
100.2210.619.000.130	PROF. DEVELOP. LIBRARY	\$800.00	\$0.00	\$800.00	\$0.00	\$526.49	\$273.51	\$0.00	\$273.51	34.19%
100.2210.890.000.130	DUES & FEES	\$650.00	\$0.00	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00	100.00%
	Func: Improvement of Instruction - 2210	\$38,250.00	\$0.00	\$38,250.00	\$210.00	\$16,088.56	\$22,161.44	\$445.00	\$21,716.44	56.78%
100.2220.612.001.131	MEDIA SERVICES & SUPPLIES - BAK	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
100.2220.612.002.131	MEDIA SERVICES & SUPPLIES - NHES	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
100.2220.612.003.131	MEDIA SERVICES & SUPPLIES - ANT	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$374.93	\$1,125.07	75.00%
100.2220.619.000.131	INSTRUCTIONAL SUPPLIES-ANT	\$200.00	\$0.00	\$200.00	\$0.00	\$71.50	\$128.50	\$0.00	\$128.50	64.25%
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%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2023-2024

From Date: 2/1/2024

To Date: 2/29/2024

☐ 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
100.2220.619.002.131	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	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$11,000.00	\$0.00	\$11,000.00	100.00%
100.2220.642.001.131	PERIODICALS - BAK	\$300.00	\$0.00	\$300.00	\$0.00	\$122.90	\$177.10	\$0.00	\$177.10	59.03%
100.2220.642.002.131	PERIODICALS - NHES	\$325.00	\$0.00	\$325.00	\$0.00	\$152.90	\$172.10	\$0.00	\$172.10	52.95%
100.2220.642.003.131	PERIODICALS - ANT	\$800.00	\$0.00	\$800.00	\$0.00	\$373.95	\$426.05	\$0.00	\$426.05	53.26%
100.2220.643.001.131	LIBRARY BOOKS - BAK	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
100.2220.643.002.131	LIBRARY BOOKS - NHES	\$400.00	\$0.00	\$400.00	\$0.00	\$147.98	\$252.02	\$0.00	\$252.02	63.01%
100.2220.643.003.131	LIBRARY BOOKS - ANT	\$2,250.00	\$0.00	\$2,250.00	\$0.00	\$33.90	\$2,216.10	\$1,920.03	\$296.07	13.16%
100.2220.730.001.131	EQUIPMENT/ AV SUPPLIES - BAK	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
100.2220.730.002.131	EQUIPMENT/ AV SUPPLIES - NHES	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
100.2220.730.003.131	EQUIPMENT/ AV SUPPLIES - ANT	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
100.2220.890.001.131	DUES AND FEES	\$679.00	\$0.00	\$679.00	\$0.00	\$295.00	\$384.00	\$0.00	\$384.00	56.55%
	Func: Library Media Centers - 2220	\$20,854.00	\$0.00	\$20,854.00	\$0.00	\$1,198.13	\$19,655.87	\$2,294.96	\$17,360.91	83.25%
100.2230.112.000.134	SALARIES, SUPPORTIVE	\$70,458.00	\$0.00	\$70,458.00	\$2,709.92	\$43,358.72	\$27,099.28	\$27,099.28	\$0.00	0.00%
100.2230.321.000.134	TECHNICAL/LICENSES	\$14,000.00	\$0.00	\$14,000.00	\$0.00	\$9,019.64	\$4,980.36	\$630.00	\$4,350.36	31.07%
100.2230.324.000.134	PROFESSIONAL DEVELOPMENT	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
100.2230.407.000.134	REPAIRS/MAINTENANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$12,936.21	\$13,063.79	\$1,375.36	\$11,688.43	44.96%
100.2230.617.000.134	CURRICULUM SOFTWARE	\$33,000.00	\$0.00	\$33,000.00	\$0.00	\$3,061.00	\$29,939.00	\$0.00	\$29,939.00	90.72%
100.2230.690.000.134	SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$68.99	\$131.01	\$0.00	\$131.01	65.51%
100.2230.730.000.134	EQUIPMENT	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$7,990.00	\$10.00	0.13%
100.2230.890.000.134	DUES AND FEES	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
	Func: Technology - 2230	\$153,858.00	\$0.00	\$153,858.00	\$2,709.92	\$68,444.56	\$85,413.44	\$37,094.64	\$48,318.80	31.40%
100.2310.112.005.132	SALARIES, BOARD SECRETARY	\$1,625.00	\$0.00	\$1,625.00	\$0.00	\$125.00	\$1,500.00	\$0.00	\$1,500.00	92.31%
100.2310.690.005.132	OFFICE SUPPLIES - BOE	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$962.35	\$37.65	\$0.00	\$37.65	3.77%
100.2310.890.005.132	DUES & FEES - BOE	\$7,700.00	\$0.00	\$7,700.00	\$0.00	\$2,339.19	\$5,360.81	\$0.00	\$5,360.81	69.62%
100.2310.891.005.132	LEGAL	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
	Func: Board of Education - 2310	\$40,325.00	\$0.00	\$40,325.00	\$0.00	\$3,426.54	\$36,898.46	\$0.00	\$36,898.46	91.50%
100.2320.111.004.133	SALARIES, SUPERINTENDENT	\$180,250.00	\$0.00	\$180,250.00	\$6,932.69	\$113,423.04	\$66,826.96	\$69,326.96	(\$2,500.00)	-1.39%
100.2320.112.002.133	SALARIES, ADMINISTRATIVE ASST	\$68,265.60	\$0.00	\$68,265.60	\$2,625.60	\$40,959.36	\$27,306.24	\$26,256.00	\$1,050.24	1.54%
100.2320.112.003.133	BOOKKEEPER	\$32,678.40	\$0.00	\$32,678.40	\$1,429.68	\$19,977.23	\$12,701.17	\$12,254.40	\$446.77	1.37%
100.2320.112.004.133	SALARIES, FISCAL SERVICES	\$63,086.40	\$0.00	\$63,086.40	\$2,426.40	\$38,822.40	\$24,264.00	\$24,264.00	\$0.00	0.00%
100.2320.113.004.133	SALARIES, OT-ADM ASST	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$61.05	\$938.95	\$0.00	\$938.95	93.90%
100.2320.320.004.133	PROF/TECH SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$630.00	\$5,370.00	\$0.00	\$5,370.00	89.50%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2023-2024

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 2/1/2024

To Date: 2/29/2024

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2320.324.004.133	WORKSHOPS/CONFERENCES	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,865.96	\$1,134.04	\$0.00	\$1,134.04	37.80%
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	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
100.2320.690.004.133	OFFICE SUPPLIES - C.O.	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,111.84	\$1,888.16	\$43.27	\$1,844.89	61.50%
100.2320.693.004.133	DATA PROCESSING	\$2,500.00	\$718.79	\$3,218.79	\$0.00	\$168.88	\$3,049.91	\$0.00	\$3,049.91	94.75%
100.2320.730.004.133	EQUIPMENT - C.O.	\$400.00	\$0.00	\$400.00	\$0.00	\$313.18	\$86.82	\$0.00	\$86.82	21.71%
100.2320.890.004.133	DUES & FEES - C.O.	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$383.00	\$3,217.00	\$0.00	\$3,217.00	89.36%
	Func: Central Office - 2320	\$364,230.40	\$718.79	\$364,949.19	\$13,414.37	\$217,715.94	\$147,233.25	\$132,144.63	\$15,088.62	4.13%
100.2410.111.001.141	SALARIES, ADMINISTRATORS	\$266,441.00	\$0.00	\$266,441.00	\$10,170.81	\$164,732.96	\$101,708.04	\$101,708.04	\$0.00	0.00%
100.2410.112.001.141	SALARIES, ADMINISTRATIVE ASST	\$165,096.92	\$0.00	\$165,096.92	\$6,759.91	\$87,419.12	\$77,677.80	\$88,315.32	(\$10,637.52)	-6.44%
100.2410.114.001.141	SALARIES, ADMIN ASST SUBS	\$3,500.00	\$0.00	\$3,500.00	\$236.99	\$3,036.31	\$463.69	\$0.00	\$463.69	13.25%
100.2410.690.001.141	OFFICE SUPPLIES-BAK	\$1,150.00	\$0.00	\$1,150.00	\$0.00	\$1,062.97	\$87.03	\$0.00	\$87.03	7.57%
100.2410.690.002.141	OFFICE SUPPLIES-NHES	\$1,150.00	\$0.00	\$1,150.00	\$0.00	\$177.22	\$972.78	\$0.00	\$972.78	84.59%
100.2410.690.003.141	OFFICE SUPPLIES-ANT	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$757.74	\$1,942.26	\$0.00	\$1,942.26	71.94%
100.2410.730.001.141	EQUIPMENT-BAK	\$575.00	\$0.00	\$575.00	\$0.00	\$526.09	\$48.91	\$0.00	\$48.91	8.51%
100.2410.730.002.141	EQUIPMENT-NHES	\$575.00	\$0.00	\$575.00	\$0.00	\$796.21	(\$221.21)	\$0.00	(\$221.21)	-38.47%
100.2410.730.003.141	EQUIPMENT-ANT	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$459.06	\$890.94	\$0.00	\$890.94	66.00%
100.2410.890.001.141	DUES AND FEES	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00	100.00%
	Func: School Offices - 2410	\$443,787.92	\$0.00	\$443,787.92	\$17,167.71	\$258,967.68	\$184,820.24	\$190,023.36	(\$5,203.12)	-1.17%
100.2600.112.001.154	SALARIES, CUSTODIANS	\$264,249.60	\$0.00	\$264,249.60	\$9,878.00	\$165,341.43	\$98,908.17	\$98,780.00	\$128.17	0.05%
100.2600.112.002.154	SALARIES, CUSTODIAN PART-TIME	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$6,930.00	\$1,070.00	\$0.00	\$1,070.00	13.38%
100.2600.113.001.154	SALARIES, OVERTIME	\$8,500.00	\$1,115.73	\$9,615.73	\$496.45	\$4,623.05	\$4,992.68	\$0.00	\$4,992.68	51.92%
100.2600.114.001.154	SALARIES, SUBSTITUTES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,249.73	(\$249.73)	\$0.00	(\$249.73)	-24.97%
100.2600.402.000.154	UTILITIES, REFUSE	\$114,000.00	\$0.00	\$114,000.00	\$0.00	\$51,952.26	\$62,047.74	\$0.00	\$62,047.74	54.43%
100.2600.406.000.154	EMERGENCY REPAIRS/MAINTENANCE	\$53,000.00	\$4,067.20	\$57,067.20	\$0.00	\$37,105.00	\$19,962.20	\$4,814.94	\$15,147.26	26.54%
100.2600.408.000.154	SERVICE CONTRACTS	\$119,265.00	\$0.00	\$119,265.00	\$0.00	\$54,793.47	\$64,471.53	\$6,000.00	\$58,471.53	49.03%
100.2600.431.000.154	REPAIRS, NON-INSTR EQUIPMENT	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,809.17	\$1,190.83	\$0.00	\$1,190.83	29.77%
100.2600.532.001.154	COMMUNICATIONS	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$10,703.00	\$1,297.00	\$0.00	\$1,297.00	10.81%
100.2600.533.000.154	INTERNET SERVICE PROVIDER	\$13,000.00	\$10,975.46	\$23,975.46	\$0.00	\$8,553.38	\$15,422.08	\$1,350.00	\$14,072.08	58.69%
100.2600.592.000.154	PROP & LIABILITY INSURANCE	\$43,000.00	\$0.00	\$43,000.00	\$0.00	\$23,997.00	\$19,003.00	\$0.00	\$19,003.00	44.19%
100.2600.691.001.154	MAINTENANCE SUPPLIES - BAK	\$8,250.00	\$0.00	\$8,250.00	\$0.00	\$6,018.53	\$2,231.47	\$119.00	\$2,112.47	25.61%
100.2600.691.002.154	MAINTENANCE SUPPLIES - NHE	\$8,250.00	\$0.00	\$8,250.00	\$0.00	\$2,276.83	\$5,973.17	\$0.00	\$5,973.17	72.40%
100.2600.691.003.154	MAINTENANCE SUPPLIES - ANT	\$13,500.00	\$0.00	\$13,500.00	\$0.00	\$7,898.19	\$5,601.81	\$918.77	\$4,683.04	34.69%
100.2600.692.001.154	FUEL ENERGY SUPPLIES	\$110,000.00	\$0.00	\$110,000.00	\$0.00	\$0.00	\$110,000.00	\$0.00	\$110,000.00	100.00%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 2/1/2024

To Date: 2/29/2024

Fiscal Year: 2023-2024

☐ 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	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$3,478.25	\$5,521.75	\$0.00	\$5,521.75	61.35%
100.2600.731.000.154	EQUIPMENT, LEASED	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$18,164.88	\$26,835.12	\$0.00	\$26,835.12	59.63%
	Func: Plant Operations - 2600	\$834,014.60	\$16,158.39	\$850,172.99	\$10,374.45	\$405,894.17	\$444,278.82	\$111,982.71	\$332,296.11	39.09%
100.2700.510.000.155	PUPIL TRANS.	\$580,032.00	\$0.00	\$580,032.00	\$0.00	\$238,577.80	\$341,454.20	\$0.00	\$341,454.20	58.87%
100.2700.511.603.155	TRANS SPEC ED	\$108,000.00	\$0.00	\$108,000.00	\$0.00	\$64,397.25	\$43,602.75	\$0.00	\$43,602.75	40.37%
100.2700.511.604.155	TRANSPORTATION SUMMER	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$12,339.93	(\$1,339.93)	\$0.00	(\$1,339.93)	-12.18%
100.2700.512.000.155	FUEL	\$60,000.00	\$8,782.68	\$68,782.68	\$0.00	\$30,721.41	\$38,061.27	\$0.00	\$38,061.27	55.34%
	Func: Pupil Transportation - 2700	\$759,032.00	\$8,782.68	\$767,814.68	\$0.00	\$346,036.39	\$421,778.29	\$0.00	\$421,778.29	54.93%
100.2800.530.000.156	POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$3,918.32	\$1,081.68	\$0.00	\$1,081.68	21.63%
100.2800.531.000.156	Advertising	\$600.00	\$0.00	\$600.00	\$0.00	\$1,343.97	(\$743.97)	\$0.00	(\$743.97)	-124.00%
	Func: Communication - 2800	\$5,600.00	\$0.00	\$5,600.00	\$0.00	\$5,262.29	\$337.71	\$0.00	\$337.71	6.03%
100.6100.201.000.161	MEDICAL & DENTAL INSURANCE	\$1,301,878.00	\$43,527.44	\$1,345,405.44	\$0.00	\$894,090.13	\$451,315.31	\$0.00	\$451,315.31	33.54%
100.6100.204.000.161	LIFE INSURANCE	\$18,029.50	\$0.00	\$18,029.50	\$0.00	\$14,357.97	\$3,671.53	\$0.00	\$3,671.53	20.36%
100.6100.205.000.161	SOCIAL SECURITY	\$98,700.00	\$0.00	\$98,700.00	\$3,916.29	\$51,987.01	\$46,712.99	\$37,259.24	\$9,453.75	9.58%
100.6100.206.000.161	MEDICARE	\$76,458.00	\$0.00	\$76,458.00	\$3,164.84	\$40,663.73	\$35,794.27	\$36,697.81	(\$903.54)	-1.18%
100.6100.209.000.161	TOWN PENSION FUND	\$152,473.00	\$0.00	\$152,473.00	\$0.00	\$150,073.00	\$2,400.00	\$0.00	\$2,400.00	1.57%
100.6100.209.001.161	DEFERRED COMP EXPENSE 457	\$46,371.00	\$0.00	\$46,371.00	\$2,006.81	\$25,645.47	\$20,725.53	\$20,221.43	\$504.10	1.09%
100.6100.211.000.161	TSA	\$11,000.00	\$0.00	\$11,000.00	\$440.00	\$12,040.00	(\$1,040.00)	\$3,960.00	(\$5,000.00)	-45.45%
100.6100.214.000.161	UNEMPLOYMENT COMP.	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$4,040.00	(\$540.00)	\$0.00	(\$540.00)	-15.43%
100.6100.215.000.161	WORKMENS COMP	\$48,500.00	\$0.00	\$48,500.00	\$0.00	\$31,291.86	\$17,208.14	\$0.00	\$17,208.14	35.48%
100.6100.591.000.161	ADMIN. TRAVEL	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$457.31	\$1,042.69	\$0.00	\$1,042.69	69.51%
	Func: Employee Benefits - 6100	\$1,758,409.50	\$43,527.44	\$1,801,936.94	\$9,527.94	\$1,224,646.48	\$577,290.46	\$98,138.48	\$479,151.98	26.59%
	Fund: General Fund - 100	\$9,418,050.32	\$104,252.30	\$9,522,302.62	\$239,854.51	\$5,030,482.32	\$4,491,820.30	\$2,772,892.42	\$1,718,927.88	18.05%
300.1205.322.001.120	IDEA 619 TUTOR INSTRUCT Pre K 6/30/2024	\$17.96	\$0.00	\$17.96	\$0.00	\$17.96	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1205	\$17.96	\$0.00	\$17.96	\$0.00	\$17.96	\$0.00	\$0.00	\$0.00	0.00%
	Fund: IDEA 619 - 300	\$17.96	\$0.00	\$17.96	\$0.00	\$17.96	\$0.00	\$0.00	\$0.00	0.00%
301.1205.730.003.120	ARP IDEA 619 PRE-K & K EQUIP expires 6/30/2023	\$66.79	\$0.00	\$66.79	\$0.00	\$66.79	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1205	\$66.79	\$0.00	\$66.79	\$0.00	\$66.79	\$0.00	\$0.00	\$0.00	0.00%
	Fund: ARP 619 - 301	\$66.79	\$0.00	\$66.79	\$0.00	\$66.79	\$0.00	\$0.00	\$0.00	0.00%
400.1200.112.611.025	IDEA 611- Salaries 6/30/25	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
400.1200.112.619.025	IDEA 619- Salaries 6/30/25	\$0.00	\$5,949.00	\$5,949.00	\$0.00	\$0.00	\$5,949.00	\$0.00	\$5,949.00	100.00%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 2/1/2024

To Date: 2/29/2024

Fiscal Year: 2023-2024

☐ 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
400.1200.312.611.025	IDEA 611- Pupil Ser. 6/30/25	\$0.00	\$67,025.00	\$67,025.00	\$0.00	\$30,721.52	\$36,303.48	\$0.00	\$36,303.48	54.16%
400.1200.312.619.025	IDEA 619- Pupil Ser. 6/30/25	\$0.00	\$3,615.00	\$3,615.00	\$0.00	\$3,615.00	\$0.00	\$0.00	\$0.00	0.00%
400.1200.616.611.025	IDEA 611- Supplies, Tech, Inst. 6/30/25	\$0.00	\$3,499.00	\$3,499.00	\$0.00	\$780.70	\$2,718.30	\$0.00	\$2,718.30	77.69%
	Func: Special Education - 1200	\$0.00	\$130,088.00	\$130,088.00	\$0.00	\$35,117.22	\$94,970.78	\$0.00	\$94,970.78	73.01%
400.1208.111.001.120	IDEA 611- Salaries SPED CERTIFIED 6/30/2024	\$9,615.32	\$0.00	\$9,615.32	\$573.50	\$8,132.58	\$1,482.74	\$8,029.00	(\$6,546.26)	-68.08%
	Func: - 1208	\$9,615.32	\$0.00	\$9,615.32	\$573.50	\$8,132.58	\$1,482.74	\$8,029.00	(\$6,546.26)	-68.08%
400.1209.112.005.120	IDEA 611 Pupil Serv- PT 6/30/2024	\$2,476.81	\$0.00	\$2,476.81	\$0.00	\$2,476.81	\$0.00	\$0.00	\$0.00	0.00%
400.1209.112.006.120	IDEA 611 Pupil Serv- BCBA costs 6/30/2024	\$4,379.00	\$0.00	\$4,379.00	\$0.00	\$0.00	\$4,379.00	\$0.00	\$4,379.00	100.00%
400.1209.112.007.120	IDEA 611- Contracted Speech & Lang Costs 6/30/2024	\$4,555.00	\$0.00	\$4,555.00	\$0.00	\$0.00	\$4,555.00	\$0.00	\$4,555.00	100.00%
400.1209.112.009.120	IDEA 611- Multisen literacy, math suppl 6/30/2024	\$3,359.06	\$0.00	\$3,359.06	\$0.00	\$426.41	\$2,932.65	\$0.00	\$2,932.65	87.31%
	Func: - 1209	\$14,769.87	\$0.00	\$14,769.87	\$0.00	\$2,903.22	\$11,866.65	\$0.00	\$11,866.65	80.34%
	Fund: IDEA - 400	\$24,385.19	\$130,088.00	\$154,473.19	\$573.50	\$46,153.02	\$108,320.17	\$8,029.00	\$100,291.17	64.92%
410.1201.001.103.120	REAP Grant 1/30/2025 #358A220641	\$44,310.00	\$0.00	\$44,310.00	\$0.00	\$27,491.31	\$16,818.69	\$0.00	\$16,818.69	37.96%
	Func: - 1201	\$44,310.00	\$0.00	\$44,310.00	\$0.00	\$27,491.31	\$16,818.69	\$0.00	\$16,818.69	37.96%
410.2210.325.000.026	REAP- #S358A230645 1/30/26	\$0.00	\$48,277.00	\$48,277.00	\$0.00	\$0.00	\$48,277.00	\$0.00	\$48,277.00	100.00%
	Func: Improvement of Instruction - 2210	\$0.00	\$48,277.00	\$48,277.00	\$0.00	\$0.00	\$48,277.00	\$0.00	\$48,277.00	100.00%
	Fund: REAP Grant - 410	\$44,310.00	\$48,277.00	\$92,587.00	\$0.00	\$27,491.31	\$65,095.69	\$0.00	\$65,095.69	70.31%
414.1201.001.100.120	Esser II Bonus Tutor SALARIES expires 6/30/2023	\$7,991.59	\$0.00	\$7,991.59	\$0.00	\$7,991.59	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1201	\$7,991.59	\$0.00	\$7,991.59	\$0.00	\$7,991.59	\$0.00	\$0.00	\$0.00	0.00%
	Fund: Esser II Bonus - 414	\$7,991.59	\$0.00	\$7,991.59	\$0.00	\$7,991.59	\$0.00	\$0.00	\$0.00	0.00%
415.1201.002.105.120	ARP ESSER 9/30/2024 Tutor Salaries	\$52,505.69	\$0.00	\$52,505.69	\$2,557.83	\$18,913.03	\$33,592.66	\$39,489.66	(\$5,897.00)	-11.23%
	Func: - 1201	\$52,505.69	\$0.00	\$52,505.69	\$2,557.83	\$18,913.03	\$33,592.66	\$39,489.66	(\$5,897.00)	-11.23%
415.2210.617.000.000	ARP ESSER- small Town Right to Read 9/30/24	\$0.00	\$78,000.00	\$78,000.00	\$0.00	\$0.00	\$78,000.00	\$0.00	\$78,000.00	100.00%
	Func: Improvement of Instruction - 2210	\$0.00	\$78,000.00	\$78,000.00	\$0.00	\$0.00	\$78,000.00	\$0.00	\$78,000.00	100.00%
	Fund: Esser Fund - 415	\$52,505.69	\$78,000.00	\$130,505.69	\$2,557.83	\$18,913.03	\$111,592.66	\$39,489.66	\$72,103.00	55.25%
418.1201.001.105.120	CT SEDS Instr. Salary 9/30/23	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
418.1201.001.106.120	CT SEDS Emp. Training 9/30/23	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
418.1201.001.107.120	CT SEDS Tech Hardware 9/30/23	\$682.15	\$0.00	\$682.15	\$0.00	\$615.75	\$66.40	\$0.00	\$66.40	9.73%
	Func: - 1201	\$1,082.15	\$0.00	\$1,082.15	\$0.00	\$1,015.75	\$66.40	\$0.00	\$66.40	6.14%
	Fund: CT SEDS Stipend - 418	\$1,082.15	\$0.00	\$1,082.15	\$0.00	\$1,015.75	\$66.40	\$0.00	\$66.40	6.14%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 2/1/2024

To Date: 2/29/2024

Fiscal Year: 2023-2024

☐ 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
419.1200.112.000.000	Behavioral Health Grant- Payroll 1/1/24	\$147,695.00	(\$14,658.08)	\$133,036.92	\$600.00	\$85,578.28	\$47,458.64	\$0.00	\$47,458.64	35.67%
419.1200.112.001.024	Behav. Health REV- Payroll 9/30/24	\$84,605.00	\$0.00	\$84,605.00	\$2,711.23	\$46,394.84	\$38,210.16	\$24,401.12	\$13,809.04	16.32%
419.1200.312.000.000	Behavioral Health- Non-Payroll 1/1/24	\$13,500.00	\$14,000.00	\$27,500.00	\$0.00	\$21,417.25	\$6,082.75	\$0.00	\$6,082.75	22.12%
419.1200.312.001.024	Behav. Health REV- Non-Payroll 9/30/24	\$74,500.00	\$0.00	\$74,500.00	\$0.00	\$7,000.00	\$67,500.00	\$0.00	\$67,500.00	90.60%
419.1200.313.000.000	Behavioral Health- Purch. & Tech. Serv. 1/1/24	\$6,000.00	\$658.08	\$6,658.08	\$0.00	\$6,658.08	\$0.00	\$0.00	\$0.00	0.00%
419.1200.313.001.024	Behav. Health REV- Purch. & Tech. Serv. 9/30/24	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
419.1200.324.000.000	Behavioral Health- In Service 1/1/24	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$2,046.37	\$1,053.63	\$0.00	\$1,053.63	33.99%
419.1200.324.001.024	Behav. Health REV- In Service 9/30/24	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$645.75	\$1,754.25	\$0.00	\$1,754.25	73.09%
	Func: Special Education - 1200	\$335,800.00	\$0.00	\$335,800.00	\$3,311.23	\$169,740.57	\$166,059.43	\$24,401.12	\$141,658.31	42.19%
	Fund: Behavior Health Grant - 419	\$335,800.00	\$0.00	\$335,800.00	\$3,311.23	\$169,740.57	\$166,059.43	\$24,401.12	\$141,658.31	42.19%
421.1200.312.000.026	ARPA- School Mental Health Spec. 6/30/26	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$17,132.50	\$42,867.50	\$0.00	\$42,867.50	71.45%
	Func: Special Education - 1200	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$17,132.50	\$42,867.50	\$0.00	\$42,867.50	71.45%
421.2210.324.000.024	ARPA- Right to Read 12/31/24	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$13,000.00	\$13,000.00	\$0.00	\$13,000.00	50.00%
	Func: Improvement of Instruction - 2210	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$13,000.00	\$13,000.00	\$0.00	\$13,000.00	50.00%
	Fund: ARPA - 421	\$86,000.00	\$0.00	\$86,000.00	\$0.00	\$30,132.50	\$55,867.50	\$0.00	\$55,867.50	64.96%
430.2600.406.000.026	COPS/ DOJ 9/30/23	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$2,250.00	\$497,750.00	\$0.00	\$497,750.00	99.55%
	Func: Plant Operations - 2600	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$2,250.00	\$497,750.00	\$0.00	\$497,750.00	99.55%
	Fund: DOJ Grant - 430	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$2,250.00	\$497,750.00	\$0.00	\$497,750.00	99.55%
441.1000.112.000.000	Title I-A- Salaries 6/30/24	\$18,906.00	\$0.00	\$18,906.00	\$2,663.01	\$7,235.54	\$11,670.46	\$18,905.04	(\$7,234.58)	-38.27%
441.1000.112.000.025	Title I-A-Salaries 6/30/25	\$39,250.00	(\$7,770.00)	\$31,480.00	\$0.00	\$0.00	\$31,480.00	\$0.00	\$31,480.00	100.00%
	Func: Regular Education - 1000	\$58,156.00	(\$7,770.00)	\$50,386.00	\$2,663.01	\$7,235.54	\$43,150.46	\$18,905.04	\$24,245.42	48.12%
441.2210.617.000.000	Title I-A- Supplies 6/30/24	\$295.00	\$0.00	\$295.00	\$0.00	\$0.00	\$295.00	\$0.00	\$295.00	100.00%
441.2210.617.000.025	Title I-A-Supplies 6/30/25	\$295.00	\$0.00	\$295.00	\$0.00	\$0.00	\$295.00	\$0.00	\$295.00	100.00%
	Func: Improvement of Instruction - 2210	\$590.00	\$0.00	\$590.00	\$0.00	\$0.00	\$590.00	\$0.00	\$590.00	100.00%
	Fund: Title I Part A - 441	\$58,746.00	(\$7,770.00)	\$50,976.00	\$2,663.01	\$7,235.54	\$43,740.46	\$18,905.04	\$24,835.42	48.72%
442.1000.112.000.025	Title II-A-Salaries 6/30/25	\$0.00	\$7,770.00	\$7,770.00	\$0.00	\$0.00	\$7,770.00	\$0.00	\$7,770.00	100.00%
	Func: Regular Education - 1000	\$0.00	\$7,770.00	\$7,770.00	\$0.00	\$0.00	\$7,770.00	\$0.00	\$7,770.00	100.00%
442.2210.590.000.000	Title II-A- Purchased Services 6/30/24	\$7,246.00	\$0.00	\$7,246.00	\$0.00	\$0.00	\$7,246.00	\$0.00	\$7,246.00	100.00%
442.2210.617.000.000	Title II-A- Supplies 6/30/24	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
442.2210.617.000.025	Title II-A-Supplies 6/30/25	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	Func: Improvement of Instruction - 2210	\$7,746.00	\$0.00	\$7,746.00	\$0.00	\$0.00	\$7,746.00	\$0.00	\$7,746.00	100.00%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 2/1/2024

To Date: 2/29/2024

Fiscal Year: 2023-2024

☐ 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
	Fund: Title II Part A - 442	\$7,746.00	\$7,770.00	\$15,516.00	\$0.00	\$0.00	\$15,516.00	\$0.00	\$15,516.00	100.00%
444.1004.300.010.144	Title IV Part A 6/30/24	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
	Func: - 1004	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
	Fund: TITLE IV - 444	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
600.9000.001.401.199	RETIREMENT 1%	\$0.00	\$0.00	\$0.00	\$17,076.41	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600.9000.015.504.199	PHOENIX MUTUAL	\$0.00	\$0.00	\$0.00	(\$275.42)	(\$275.42)	\$275.42	\$0.00	\$275.42	0.00%
600.9000.021.501.199	ADM-HOSP.	\$0.00	\$0.00	\$0.00	(\$16,119.33)	(\$16,119.33)	\$16,119.33	\$0.00	\$16,119.33	0.00%
600.9000.026.502.199	DENTAL	\$0.00	\$0.00	\$0.00	(\$880.59)	(\$880.59)	\$880.59	\$0.00	\$880.59	0.00%
	Func: - 9000	\$0.00	\$0.00	\$0.00	(\$198.93)	(\$17,275.34)	\$17,275.34	\$0.00	\$17,275.34	0.00%
	Fund: Payroll Deductions - 600	\$0.00	\$0.00	\$0.00	(\$198.93)	(\$17,275.34)	\$17,275.34	\$0.00	\$17,275.34	0.00%
Grand Total:		\$10,542,701.69	\$360,617.30	\$10,903,318.99	\$248,761.15	\$5,324,215.04	\$5,579,103.95	\$2,863,717.24	\$2,715,386.71	24.90%

End of Report

Students

Armed Security Officer

The New Hartford Board of Education ("the Board") authorizes the placement of Armed Security Officers ("ASO") in its school buildings during times that the Superintendent of Schools deems necessary in order to provide for the safety and security of students and school personnel.

The Armed Security Officer ("ASO") is an employee of the Board and shall support the school administration and staff in maintaining a safe and positive school environment. ASO's shall report to the Superintendent for day-to-day activities and administrative oversight. The contracted hiring agency and/or the Connecticut State Police Troop B shall be responsible for training and firearm certification. At the discretion of the Board, each ASO shall be authorized to carry a firearm in the performance of their duties, consistent with State and Federal Law and Board policy.

ASO's shall meet all legal requirements for the position and required background checks, including a written determination from Connecticut's Police Officer Standards and Training Council ("POSTC") with respect to proposed employment of ASO's as well as the associated job descriptions in order to ensure that all necessary and required standards are met.

ASO's are visible and active figures at the school to which they are assigned and shall be charged with taking steps to safeguard and protect the school community and school property. ASO's shall engage in the detection or prevention of any unauthorized activity on or near school grounds, including, but not limited to, the unlawful intrusion or entry on school property and act when students, visitors, and staff are placed in eminent life threatening danger. The specific qualifications, duties and responsibilities for the position of ASO shall be forth in the ASO job description, as may be amended from time to time in the discretion of the Board, consistent with State and Federal law and Board policy.

The Superintendent will adopt and maintain administrative regulations to implement this Policy, including any regulations governing the storage of weapons and equipment.

Legal Reference: Connecticut General Statutes

10-244a Employment of persons to provide security services in a public school while in possession of a firearm

4-176e through 4-180a. Contested Cases. Notice. Record.

10-220 Duties of boards of education.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244 and PA 98-139.

53a-4 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

Students

Safety

Armed School Security Officers

Legal Reference (Cont.) Connecticut General Statutes (cont.)

PA 15-168 An Act Concerning Collaboration Between Boards of Education and School Resource Officers and the Collection and Reporting of Data on School-Based Arrests.

PA 194-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Regulation

R5142.2

TITLE: Armed Security Officers (ASO)

Armed Security Officer Program

The New Hartford Board of Education ("Board") authorizes the placement of Armed Security Officers ("ASOs") in its school buildings. The ASOs shall provide for the safety and security of students and school personnel.

The ASOs shall support the District in promoting a safe, secure, and positive school environment. Each ASO shall be a visible and active figure at the schools and shall be charged with safeguarding and protecting students, staff, the school community, and school property.

Supervision

The ASO shall be supervised by the hiring agency and/or Connecticut State Police Troop B. In addition, with respect to daily basic school security and safety issues, the ASOs shall be subject to general supervision and guidance by the building administrators (or designee) of the schools to which they are assigned, in collaboration with district administration. The ASO program is under the general supervision of the Superintendent.

In any situation in which law enforcement personnel are present, the ASOs shall defer to the law enforcement personnel in responding to and addressing the situation.

The ASOs shall complete such training and certifications by the Board as are deemed necessary by the Superintendent or his/her designee.

With respect to firearm training and certification issues, as directed by the Superintendent or his/her designee, the ASOs shall be overseen by and shall obey orders from the contracted hiring agency and/or Connecticut State Police Troop B.

Firearm Handling and Storage

The Board shall issue each ASO a firearm (including ammunition) and any other uniform/clothing necessary for the performance of his/her duties. Such weapon and uniform/clothing are the property of The New Hartford Board of Education and shall only be carried by the ASO while on duty and may only be used by the ASO in the performance of his/her duties. The ASO may only use the weapon and uniform/clothing assigned to him/her in the performance of his/her duties.

ASOs shall be required to qualify with their assigned firearms twice each year. The Board will arrange for the qualification testing through the contracted hiring agency and/or the Connecticut State Police Troop B.

The ASOs shall carry their assigned firearm and wear their uniform at all times while on duty unless directed otherwise by the Superintendent or his/her designee. The ASOs shall carry their assigned firearm only in a concealed manner using a holster provided by the Board. The ASOs

shall not display or handle their assigned firearm at any time except for inspection and training purposes by the contracted hiring agency and/or Connecticut State Police Troop B or when the use of deadly force is required, as set forth herein.

While off duty, each ASO shall store such weapon and equipment securely in accordance with applicable law. An ASO may not permit anyone to handle or access such weapon or equipment while off duty.

ASOs shall not store or leave a weapon or equipment unattended at any time. ASOs shall not permit anyone other than the contracted hiring agency and/or another ASO and/or an authorized representative of the Connecticut State Police Troop B to handle any firearm or equipment issued to the ASO by the Board. A violation of this provision shall subject the ASO to immediate termination.

At the end of each school year, the ASOs shall surrender their issued firearms to the contracted hiring agency and/or the Connecticut State Police Troop B, as directed by the Superintendent or his/her designee, for secure storage during the summer months. The ASOs shall return all other uniform/clothing issued by the Board to the Superintendent.

Upon cessation of employment, the ASO shall promptly return all weapons and uniform/clothing assigned and issued by the Board to the Board.

ASOs shall maintain their assigned firearms and equipment in a safe, clean, and operable manner, in accordance with manufacturer specifications. Any modifications must be approved in writing by the Superintendent or his/her designee and by a commanding officer of the Connecticut State Police. ASOs shall report any damaged or defective firearms or equipment to the Superintendent or his/her designee.

ASOs shall report any discharge of their assigned firearms to the Superintendent.

Role of Armed Security Officers

ASOs shall not conduct any searches and seizures unless there exists an imminent threat to human life. ASOs shall have no role in taking disciplinary action against any students or staff.

ASOs shall not have any role in restraining or secluding students as part of any student's education plan. ASOs shall not be assigned to the schools' Crisis Intervention Teams.

ASOs shall not intervene in physical altercations involving students unless there exists an imminent threat to human life.

ASOs shall have the authority to question students or visitors accused of unlawful activity and/or violations of Board policy in school or on school grounds if a building administrator or local law enforcement officer is not readily available during a situation that may pose a direct threat to students, visitors and/or staff.

ASOs may use force, including deadly force, only to the extent authorized by applicable federal and/or state laws. ASOs are expected to be familiar with applicable laws and regulations governing the carrying and use of firearms, including the use of force. Unless permitted by law and mandated by the need to use force to protect human life, or in the context of an approved firearms training or qualification under the supervision of the contracted hiring agency and/or Connecticut State Police Troop B, ASOs shall not fire their weapons. Any use of force and any discharge of a firearm other than in approved firearms training or qualification shall be promptly reported to the Superintendent.

ASOs shall not take any action that interferes with the responsibilities of the school administration (or designee).

ASOs shall not access education record information except as permitted by Board policy concerning the confidentiality of education records, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and applicable state law.

Duties of ASOs

Subject to the provisions of any applicable federal, state, and town laws, and District/Board policies, regulations, and procedures, the essential duties and functions of ASOs shall be as follows:

- Engage in the detection and/or prevention of any unauthorized activity on or around school grounds, including, but not limited to, the unlawful intrusion or entry on school property from imminent life threatening dangers;
- Monitor access of buildings and grounds (when applicable), make routine checks of exterior doors to ensure they are closed and locked, at appropriate times, and take steps to deter or prevent entry by unauthorized persons on school property;
- Patrol halls and make routine checks of classroom doors to ensure that they are locked, at appropriate times (lock down);
- Respond to situations which may jeopardize the welfare of students or staff in accordance with all applicable Federal and/or Connecticut laws and Board policy;
- Use physical force when necessary and appropriate in accordance with State and Federal law and Board policy and regulation;
- Abide by all Board Policies and Regulations;
- Monitor parking lots during arrival and at dismissal from school;
- Identify and report any hazardous condition to school administrators or other appropriate staff members;

- As requested by the district administration, assist in the development and implementation of plans and strategies to prevent and/or to minimize dangerous situations on school grounds;
- Act as liaison and make notification to appropriate public safety or EMS first responders in routine, emergency or high risk situations as directed by the district administration;
- Participate in professional development and training deemed necessary by the school administration;
- Store firearm and ammunition safely and in accordance with all applicable Board policy and Federal and/or Connecticut laws;
- Meet and greet students, staff, and public respectfully and courteously;
- Identify and address unauthorized persons who pose imminent life threatening danger and take appropriate action with respect to such persons, if necessary;
- Carry any legally prescribed identification card at all times while on school property;
- Call police/law enforcement officials for assistance as needed;
- At all times while on school property, wear such distinctive uniform and or insignia as may be designated by the Board for identification purposes; and
- Perform other duties as assigned by the Superintendent of Schools, the contracted hiring agency and the building administration.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Qualifications and Experience

In order to be and remain employed as an ASO, an individual must possess and maintain the following minimum qualifications:

- Must have excellent integrity and demonstrate good moral character and initiative;
- Must have at least fifteen years prior experience as a sworn law enforcement officer with an organized local police department, a federal law enforcement agency, or the Division of State Police within the Department of Emergency Services and Public Protection, and must provide positive references from each prior employer in a law enforcement capacity;

- Must have been certified by the Police Officer Standards and Training Council (“POSTC”) or received certification that meets or exceeds the standards of POSTC while serving as a sworn law enforcement officer, and must have retired in good standing from an organized local police department, a federal law enforcement agency, or the Division of State Police as required by Connecticut General Statutes § 10-244a;
- Consistent with the law, must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer;
- Must hold and maintain a valid driver’s license with no significant traffic infractions;
- Must successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements and must successfully complete semiannual firearms training provided by the contracted hiring agency and/or the Connecticut State Police Troop B and/or a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council, as well as any other training required by law or Board policy;
- Must keep all security certification and training requirements current, including but not limited to, permits, certifications and/or licenses to carry and use firearms on school property;
- Must participate in and pass a full background investigation as required by the Board and/or by State and/or Federal law;
- Must submit to and pass a complete psychological exam prior to employment and at any other time during their employment as required by the Board;
- Must be able to perform each essential function satisfactorily with or without reasonable accommodations. An individual may be required to submit to fitness for duty examinations at least annually, or as may be necessary, in accordance with the law.
- Must meet all requirements for an armed school security officer pursuant to Connecticut law, as amended from time to time, and/or must meet all requirements of a qualified retired law enforcement officer pursuant to 18 U.S.C. § 926C, as amended from time to time.

Regulation adopted: February ,2024

NEW HARTFORD PUBLIC SCHOOLS
New Hartford, Connecticut

A sample policy to consider.

Personnel - Certified

Exit Survey/Interviews

The Board of Education shall develop an exit survey to be completed by a certified professional educator who is employed by the Board and voluntarily resigns. The exit survey will include questions relating to the reason why the certified educator is ceasing employment, whether or not the certified educator is leaving the profession, the demographics of the certified educator, and the areas in which the certified educator taught or served.

Exit interviews are viewed by the Board of Education as a good way to gain insights into problems, difficulties, and dissatisfactions that otherwise might not come to the school system's attention. Such interviews can also provide confirmation of suspected problems as well as information needed to begin to correct the problems.

Therefore, an employee who is separated from employment in the District will receive an exit interview. **Responses will be automatically generated and sent to the Superintendent.**

Legal Reference: Connecticut General Statutes
 P.A. 23-159 An Act Concerning Teachers and Paraeducators.

Policy adopted:
cps 10/23

EXIT SURVEYS/INTERVIEW FORM

Interviewer: _____

Date: _____

Employee: _____

Position Title: _____

Supervisor: _____

1. **What reasons/factors influenced your decision to leave?**

2. **What did you like about your position/work?** _____

Dislike? _____

3. **How did you get along with the other people in your school/department/etc.?**

4. **How do you feel about:**

• **Salary:** _____

• **Professional Opportunities:** _____

• **Professional Development:** _____

• **Performance Appraisals:** _____

• **Other Benefits:** _____

5. **Do you have another job? Where? Are you considering leaving the profession? Why?**

6. **What improvements could be made to make _____ a better place to work?**

7. **Additional comments:**

8. **Demographic Information:** _____



NHPS Employee Exit Interview Form

Date

School Name

Grade Level

Area/Subject Taught

Position

Gender

☐ M ☐ F

Race:

- ☐ American Indian/
Alaskan Native
 ☐ Asian
 ☐ Black or African
American
 ☐ Hispanic or
Latino
 ☐ Native Hawaiian or
Other Pacific Islander
 ☐ White

Years of Service

- ☐ 1-5
 ☐ 6-10
 ☐ 11-15
 ☐ 16-20
 ☐ 20+

Employee Info

Name

Email Address

We are interested in what our employees have to say about their work experience with the New Hartford Public School District. Please complete this form.

How would you rate your job satisfaction in each of the following areas?

1. What are your primary reasons for leaving? More than one reason may be given

- | | |
|--|--|
| <input type="checkbox"/> Took another position | <input type="checkbox"/> To attend school |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Position Eliminated | <input type="checkbox"/> Dissatisfaction with type of work |
| <input type="checkbox"/> Pregnancy/home/family needs | <input type="checkbox"/> Dissatisfaction with supervisor |
| <input type="checkbox"/> Poor health/physical disability | <input type="checkbox"/> Dissatisfaction with coworkers |
| <input type="checkbox"/> Other (please specify) | |

2. What did you find least satisfying about your job?

3. What did you find most frustrating about your job?

4. How did you feel about the pay and benefits in our district?

	Excellent	Good	Fair	Poor	Did not apply
Rate of pay for your job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid holidays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid vacation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical coverage for self	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical coverage for dependants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sick leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. How did you feel about the following?

	Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied
Opportunity to use your abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition of the work you did	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training you received	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your supervisor's management skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The information you received on policies, programs and/or problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff discipline policies and practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student discipline policies and practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance review policies and practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical working conditions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Are sufficient efforts made to get opinions and feedback from the people who work here?

☐ Yes

☐ No

7. How would you describe your overall level of job satisfaction with the New Hartford Public School System?

☐ Very satisfied

☐ Somewhat satisfied

☐ Neutral

☐ Somewhat dissatisfied

☐ Very dissatisfied

8. Is there something the school district could have done to prevent you from leaving?

☐ Yes

☐ No

Please Explain

9. If you are taking another job, what kind of work will you be doing?

10. What has your new place of employment offered you that is more attractive than your present job?

Please provide additional feedback

Sample bylaw.

Bylaws of the Board

Construction of the Agenda

The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each regular meeting. Any member of the Board of Education may call the Superintendent and request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. Any business not included on the filed agenda for a regular meeting may be added to the agenda, considered, and acted upon if there is an affirmative vote of 2/3 of the members of the Board present and voting.

Posting of the Agenda

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the Board room of the District, in each school in a place readily available to parents, teachers and the general public, in the Office of the Town/~~City~~ Clerk, posted on the District's Internet website, and shall be filed in the Superintendent's office.

In addition to posting Board of Education meeting agendas on its website 24 hours prior to the meeting, any associated documents that may be reviewed by members of the Board at such meeting will be made available on the Board's website prior to the meeting.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. (as amended by PA 07-213)

Public Act 23-160 An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes

Bylaw adopted by the Board:

rev 4/09
rev 9/23

Sample bylaw to consider.

Bylaws of the Board

Advance Delivery of Meeting Materials

The Board meeting materials shall be disseminated as follows:

1. The complete Board of Education agenda and the appropriate materials pertaining thereto shall be sent to each Board member, Board clerk, and student representatives.

The agenda will be available to the public at the administration building after 3:00 P.M. on Fridays preceding each regular Board of Education meeting. An agenda will also be available to each member of the press on Friday afternoons.

In addition to posting Board of Education meeting agendas on its website 24 hours prior to the meeting, any associated documents that may be reviewed by members of the Board at such meeting will be made available on the Board's website prior to the meeting.

2. Two copies of the agenda shall be sent to each building principal, one copy of which is to be posted upon the bulletin board in each school office.
3. Copies of the agenda shall be forwarded through school mail to presidents of each bargaining unit and presidents of PTA/PTO organizations.

(cf. 9323 - Construction/Posting of Agenda)

Legal Reference: Public Act 23-160 An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes

Bylaw adopted by the Board:

rev 9/23



Janet G.M. Terenzi <terenzij@newhtfd.org>

Fwd: Resource Officer

1 message

Jay Bailey <jabmudflap@gmail.com>

Thu, Jan 25, 2024 at 10:44 AM

To: albertm@newhtfd.org, millerp@newhtfd.org, kellyodell3@yahoo.com, rodenbergf@newhtfd.org, russellt@newhtfd.org, terenzij@newhtfd.org, tindalld@newhtfd.org, youngk@newhtfd.org

----- Forwarded message -----

From: **Jay Bailey** <jabmudflap@gmail.com>

Date: Thu, Jan 25, 2024 at 10:29AM

Subject: Resource Officer

To: <kleppst@newhtfd.org>, <buzzit@newhtfd.org>, Christine Hayward <CHayward@newhartfordct.gov>

January 25, 2024

To: New Hartford Board of Education

Re: Your intent to hire one Resource Officer to protect our three elementary schools.

You asked for feedback from the residents; some (including faculty) don't want an armed guard at all. The people for armed security all agree that one man between three schools is simply not doing the job effectively.

I have attended three of your meetings and discussed the issue with many people but, despite the overwhelming opinion that one guard can't possibly secure our three schools, the board is pushing through the appointment anyway.

I'm guessing that you feel the need to do something for the people who think that a start is better than doing nothing, but addressing the issue improperly will put a higher liability on the town in the event of an incident. In short, if children get hurt or worse, their parents' lawyers will undoubtedly capitalize on any and all bad decisions made by those in charge of security.

The Superintendent wisely advised you to first adopt a policy/guideline for hiring all future security personnel before approving any position. I have listened to your discussions and often there was reference to what other towns are doing. I want to address the national term describing security personnel as "Resource Officers." Let's think for ourselves and address the position's true purpose: a School Security Officer and narrow this task to security only. The job description you are proposing includes jobs other than security, one is mentor. I understand these are elementary schools and the Resource Officer sounds less

threatening, that's why it has become a nationally recognized term. Call them what you want but security should be the one and only focus, not everybody's buddy and interactive big brother-type friend. The safety of the children and faculty should be their one and only job. They should attend the nationally recognized classes but we don't have to follow the crowd like sheep. New Hartford can be innovative and become a template for other schools to use.

Our common goal is the best education and safety possible and at the most reasonable cost.

I brought up to our Selectman Dan Jerram that security is the tip of the iceberg when considering all the issues we face with our aging school buildings. Consolidating the schools into one state-of-the-art facility would be a great advancement for New Hartford and there are grants available. Obviously, this is a long-range solution. Dan did point out that cost-wise our old schools may not be totally efficient but they are paid for and even with a grant it will cost us more for a new school.

Let me list the issues I see in bullet points to wrap up the subject and give you some additional ideas and suggestions.

- * The whole reason Resource Officers are used by schools in today's world is gun violence.
- * We have established that one person can't possibly secure three buildings in three completely different locations.
- * Cost is the reason only one guard is being proposed.
- * As much as people in Bakerville like their quaint little school, closing Bakerville will be better for the town as a whole. The consolidation will easily cover the cost of two security officers and more.
- * Make the Resource Officers' one and only job protecting the security of the school. They should be required to attend classes and become sensitive to the academic environment.

Ideas and suggestions:

Making the position available to only a retired policeman I believe to be short-sided. We should hire the best officer available; experience is an asset, but age is a detriment. An older person would be more cautious. As we have seen with the school shooting in Uvalde, overly cautious police got students killed.

As proven by the body-cam footage in Uvalde, the officers were not afraid of the shooter, they were afraid of the weapon. Expecting one man with a sidearm to confront an assault rifle is a big expectation.

I suggest monitoring the cameras should be an additional paid position and shouldn't be put on the backs of administrative staff or expect the Resource Officer to do that job, too.

I think the monitors should be in shifts with as little as 2 hrs each. After two hours in most any activity, people lose concentration. Think of any of your favorite games or entertainment, like a movie for instance; at the two-hour mark a person's performance is more likely to decline. Proper monitoring in shifts would increase the safety of the school and guard 10 times over.

I think you would find a lot of people in town who would be great at part-time work being monitors.

The monitor's job would allow the guard to physically be at entrances and key vantage points around the building with less distraction. This two-prong system with guard and monitor connected by phones would be key in establishing an advantage against any and all threats to the schools. The guard having someone to be connected to, helping him, would also aid him from fatigue and complacency. The guard or administrative staff could also relieve the monitor if that person needs to attend the restroom.

Now you have a real security team acting as an efficiently operating network that would make for good comradery and increased morale because there isn't one person alone with the burden.

Everything I have suggested can be done at no extra expense to the town with financial tightening of our belts and proper management.

We should start the process of obtaining a grant for a state-of-the-art elementary school.

Thank you,
Jay A Bailey

575 Main St.

----- Forwarded message -----

From: Timothy Klepps <kleppst@newhtfd.org>
Date: Thu, Feb 1, 2024 at 12:32 PM
Subject: Fwd: Resource Officer
To: Jeffrey Sousa <sousaj@newhtfd.org>

Begin forwarded message:

From: Jay Bailey <jabmudflap@gmail.com>
Date: January 27, 2024 at 10:33:27 AM EST
To: Timothy Klepps <kleppst@newhtfd.org>
Subject: Re: Resource Officer

Here's a couple additional thoughts not in the letter:

- 1) Using my system of monitoring combined with the physical guard, in the event of an incident, injury or a problem of any kind, backup police and EMTs would be contacted immediately, allowing the officer to be reacting and knowing backup is already on the way.
 - 2) If Bakerville insists on having their own school, the town can give untaxed full use of the property for privatization. (It could also be a community/senior center.)
- A 3rd unnecessary school is not worth more than the safety of every child and faculty member in the system.

No need to reply, let's just get the job done.

See you soon.

On Sat, Jan 27, 2024 at 8:33 AM Timothy Klepps <kleppst@newhtfd.org> wrote:
Thank you.

Your emails will be shared with the full BOE.

Thank you,
Tim

On Jan 27, 2024, at 8:18 AM, Jay Bailey <jabmudflap@gmail.com> wrote:

Mr Klepps,

I took the time to write you a detailed letter already; one that not only addressed my concerns but gave you a solid solution to the issue. A proposed system that works like a finely tuned machine with a financially solvent plan.

* There is only one reason we need an armed guard, which is security, yet you want it to be something else. I want to focus on the need.

*What we don't need is a cushy job for a retired cop, that is ineffective for the purpose we are hiring him for and pays as much as our town's first selectman, who actually works long hard hours to save the town money.

*The proposed position is wasting money and not getting the job done, too.

*My proposal gets the job done, actually makes the schools safe at no extra cost to the town.

Please get this important issue right, the first time.

Jay A Bailey

On Sat, Jan 27, 2024 at 6:34 AM Timothy Klepps <kleppst@newhtfd.org> wrote:
Mr. Bailey,

Your input and feedback is important to the board. You have the opportunity to share your thoughts by writing to the board or at the public comment portion of the regular BOE meetings.

All policies require two(2) reads prior to being motioned and approved by the BOE. This allows the public to attend and listen/observe at the Policy Committee meetings, provide comments at two(2) BOE regular meetings before final action by the BOE.

The BOE's agenda item for communication to the board/public comment is carried at the beginning of our meeting to allow the public to provide input on meeting agenda topics prior to board discussion so public opinion is considered.

Thank you,
Tim

On Jan 26, 2024, at 7:58 PM, Jay Bailey <jabmudflap@gmail.com> wrote:

The policy is a big issue for me as the job description you are going to create is not strictly security.

At the Selectman's meetings, public comment is reserved for the end so as not to waste time and have people make unnecessary comments on something that will be addressed. They can also make a better more informed comment

On Fri, Jan 26, 2024 at 2:47 PM Timothy Klepps

[<kleppst@newhtfd.org>](mailto:kleppst@newhtfd.org) wrote:

Jay,

Thank you for your email. We do not have Public Comment at The Policy Committee meeting. You are welcome to attend and comment at our regularly scheduled BOE meeting during the Public Comment portion of the agenda.

Thank you,
Tim

> On Jan 25, 2024, at 7:58 PM, Jay Bailey

[<jabmudflap@gmail.com>](mailto:jabmudflap@gmail.com) wrote:

>

> Mr Klepps,

>

> May I be present and able to comment as you discuss adopting the policy for the Resource Officer?

>

> Jay Bailey

--

IMPORTANT

NOTICE: The information contained in this communication may be confidential or legally privileged and is intended only for the recipient named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication or its contents is strictly prohibited. If you have received this communication in error, immediately advise the sender and delete the original and any copies from your computer system.

IMPORTANT

NOTICE: The information contained in this communication may be confidential or legally privileged and is intended only for the recipient named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication or its contents is strictly prohibited. If you have received this communication in error, immediately advise the sender and delete the original and any copies from your computer system.

IMPORTANT

NOTICE: The information contained in this communication may be confidential or legally privileged and is intended only for the recipient named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication or its contents is strictly prohibited. If you have received this communication in error, immediately advise the sender and delete the original and any copies from your computer system.