

**New Hartford Public Schools  
Board of Education Special Meeting Agenda  
Antolini School  
Library  
February 21, 2024 @ 6:00 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**
  - School Security Grant Updates**
  - Amendment to non lapsing**
  - 2024-2025 Budget Presentation**
- F. Routine Business**
  - 1. Approval of Minutes - February 6, 2024**
- G. Old Business**
  - 1. Policy and Regulation 5142.2 Armed Security Officer - 2nd reading**
  - 2. Policy 4117.6 Personnel - Exit Survey/Interviews - 2nd reading**
  - 3. Bylaw 9323 - Construction of the Agenda - 2nd reading**
  - 4. Bylaw 9324 - Advanced Delivery of Meeting Materials - 2nd reading**
- H. New Business**
  - 1. Discussion & possible action on ASO**
- I. Executive Session**
  - Personnel Matter**
- J. Adjournment**

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

[https://www.youtube.com/channel/UCX-ZlomWmjG81dc\\_QM3rfq](https://www.youtube.com/channel/UCX-ZlomWmjG81dc_QM3rfq)

# *New Hartford Public Schools*

## *2024-2025 Superintendent's Proposed Budget*

### **Board of Education**

**Timothy Klepps, Chairman**

**Tom Buzzi, Vice Chairman**

**Penny Miller, Secretary**

**Meagan Albert**

**Kelly O'Dell Longhi**

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**Timothy Russell**

**Deirdre Tindall**

**Kristin Young**

**Jeffrey Sousa**

**Superintendent of Schools**

## New Hartford Public Schools Capital History

<b>2024-2025</b>	<b>\$285,515.00 (proposed)</b>
<b>2023-2024</b>	<b>\$171,000.00</b>
<b>2022-2023</b>	<b>\$250,000.00</b>
<b>2021-2022</b>	<b>\$163,000.00</b>
<b>2020-2021</b>	<b>\$71,500.00</b>
<b>2019-2020</b>	<b>\$110,500.00</b>
<b>2018-2019</b>	<b>\$113,000.00</b>
<b>2017-2018</b>	<b>\$33,000.00</b>
<b>2016-2017</b>	<b>\$89,000.00</b>
<b>2015-2016</b>	<b>\$95,461.42</b>
<b>2014-2015</b>	<b>\$80,600.00</b>
<b>2013-2014</b>	<b>\$30,800.00</b>
<b>2012-2013</b>	<b>\$139,399.00</b>
<b>2011-2012</b>	<b>\$85,000.00</b>
<b>2010-2011</b>	<b>\$150,000.00</b>
<b>2009-2010</b>	<b>\$88,038.00</b>
<b>2008-2009</b>	<b>\$331,318.00</b>
<b>2007-2008</b>	<b>\$165,995.00</b>
<b>2006-2007</b>	<b>\$138,194.00</b>

**New Hartford Public Schools  
Historical Budget Data**

<b>2024-2025</b>	<b>8.17% (proposed)</b>
<b>2023-2024</b>	<b>4.12%</b>
<b>2022-2023</b>	<b>1.99%</b>
<b>2021-2022</b>	<b>3.89%</b>
<b>2020-2021</b>	<b>2.25%</b>
<b>2019-2020</b>	<b>4.86%</b>
<b>2018-2019</b>	<b>1.60%</b>
<b>2017-2018</b>	<b>-1.84%</b>
<b>2016-2017</b>	<b>-0.08%</b>
<b>2015-2016</b>	<b>0.77%</b>
<b>2014-2015</b>	<b>-0.08%</b>
<b>2013-2014</b>	<b>1.00%</b>
<b>2012-2013</b>	<b>1.98%</b>
<b>2011-2012</b>	<b>1.71%</b>
<b>2010-2011</b>	<b>3.00%</b>
<b>2009-2010</b>	<b>2.07%</b>
<b>2008-2009</b>	<b>3.19%</b>
<b>2007-2008</b>	<b>3.29%</b>
<b>2006-2007</b>	<b>5.27%</b>

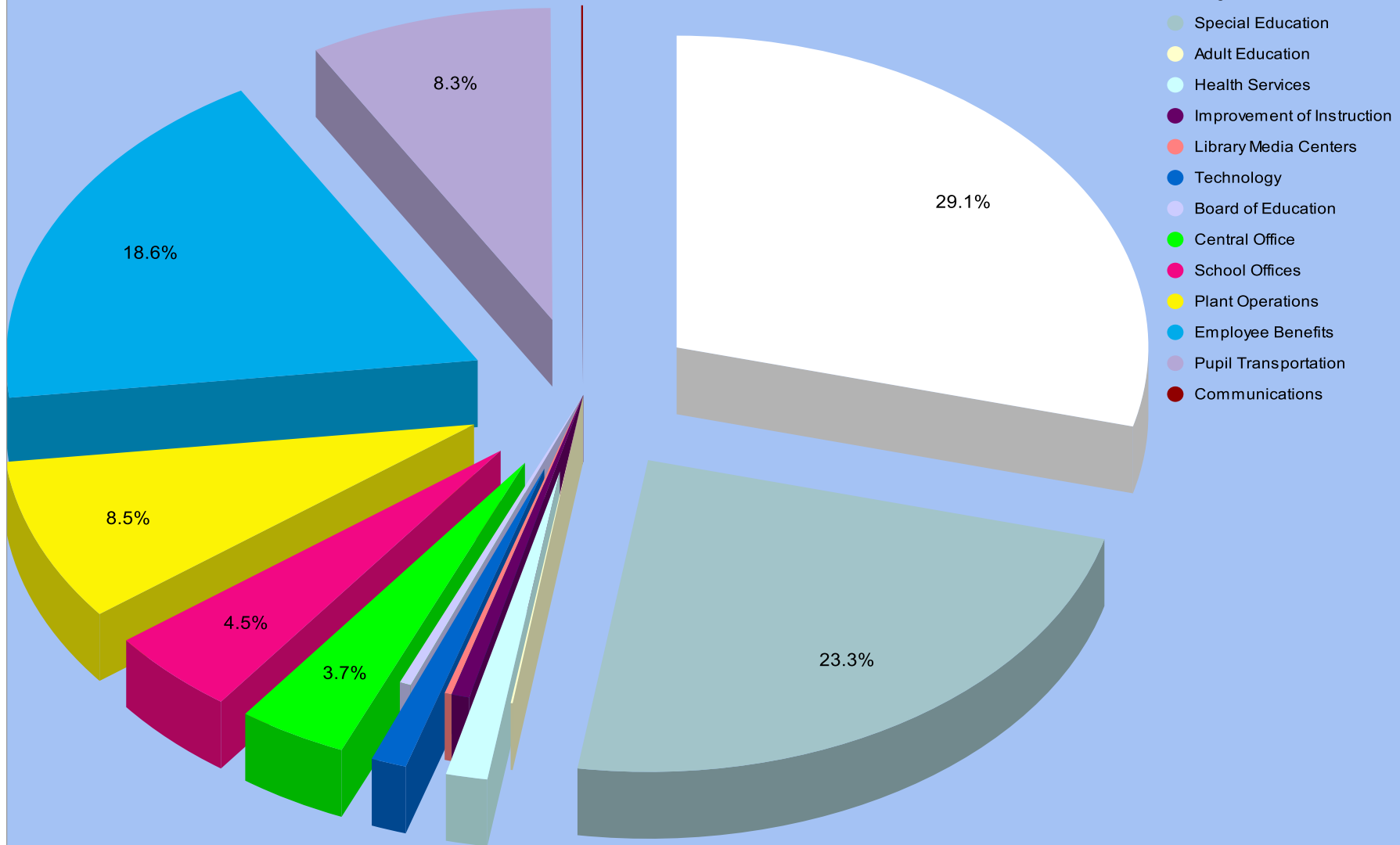
## 2024-2025 Superintendent's Proposed Budget Summary Increases and Decreases

<b>Total Budget Increase</b>	<b>\$ 769,364.27</b>	<b>8.17%</b>
<b>Employee Salaries</b>		
Contractual increase + step	\$163,000.00	
<b>Employee Benefits</b>		
Health Insurance 11.6%	\$151,000.00	
<b>Improvement of Instruction</b>		
New literacy curriculum (resources, professional development and implementation)	\$35,000.00	
<b>Plant Operations</b>		
Maintenance, Supplies and Heating Oil	\$30,000.00	
<b>Pupil Transportation</b>		
Bus Contract for Reg Ed and Special Ed	\$86,800.00	
<b>Pupil Services</b>		
Staff salaries	\$323,000.00	
<b>Remaining Decreases</b>		
Grants - (projected)	\$300,000.00	

## Budget Summary

		<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>Regular Education</u>	\$	2,886,120.77	\$2,962,653.00	\$ 76,532.23	2.7%
<u>Special Education</u>	\$	1,964,603.13	\$2,374,638.50	\$ 410,035.37	20.9%
<u>Adult Education</u>	\$	6,800.00	\$7,000.00	\$ 200.00	2.9%
<u>Health Services</u>	\$	142,165.00	\$145,143.00	\$ 2,978.00	2.1%
<u>Improvement of Instruction</u>	\$	38,250.00	\$62,750.00	\$ 24,500.00	64.1%
<u>Library Media Centers</u>	\$	20,854.00	\$25,002.00	\$ 4,148.00	19.9%
<u>Technology</u>	\$	153,858.00	\$123,672.00	\$ (30,186.00)	-19.6%
<u>Board of Education</u>	\$	40,325.00	\$40,225.00	\$ (100.00)	-0.2%
<u>Central Office</u>	\$	364,230.40	\$381,618.00	\$ 17,387.60	4.8%
<u>School Offices</u>	\$	443,787.92	\$457,741.00	\$ 13,953.08	3.1%
<u>Plant Operations</u>	\$	834,014.60	\$864,804.00	\$ 30,789.40	3.7%
<u>Employee Benefits</u>	\$	1,758,409.50	\$1,890,082.09	\$ 131,672.59	7.5%
<u>Pupil Transportation</u>	\$	759,032.00	\$845,836.00	\$ 86,804.00	11.4%
<u>Communications</u>	\$	5,600.00	\$6,250.00	\$ 650.00	11.6%
<u>Total</u>	\$	<u>9,418,050.32</u>	<u>\$10,187,414.59</u>	<u>\$ 769,364.27</u>	<u>8.17%</u>

What Percentage of the Entire Budget Does Each Account Represent?



## Enrollment and Class Sizes

	<u>2023-2024</u>	<u>Sections</u>	<u>FTE</u>	<u>Class Size</u>	<u>Projected 2024-2025</u>	<u>Sections</u>	<u>FTE</u>	<u>Class Size</u>
Pre-School Program	28	2	2.0	<u>14.0</u>	26	2	2.0	<u>13.0</u>
Kindergarten	62	4	4.0	<u>15.5</u>	60	4	4.0	<u>15.0</u>
Grade 1	54	3	3.0	<u>18.0</u>	62	4	4.0	<u>15.5</u>
Grade 2	64	4	4.0	<u>16.0</u>	54	3	3.0	<u>18.0</u>
Grade 3	51	3	3.0	<u>17.0</u>	64	4	4.0	<u>16.0</u>
Grade 4	63	3	3.0	<u>21.0</u>	51	3	3.0	<u>17.0</u>
Grade 5	58	3	3.0	<u>19.3</u>	63	3	3.0	<u>21.0</u>
Grade 6	76	4	4.0	<u>19.0</u>	58	3	3.0	<u>19.3</u>
<b><u>FTE Totals</u></b>	<b><u>456.0</u></b>	<b><u>26.0</u></b>	<b><u>26.0</u></b>	<b><u>17.5</u></b>	<b><u>438.0</u></b>	<b><u>26.0</u></b>	<b><u>26.0</u></b>	<b><u>16.8</u></b>

Per Pupil Expenditure:	2022-2023	2021-2022	2020-2021	2019-2020
Norfolk	\$31,691	\$30,452	\$26,562	\$25,974
Hartland	\$27,543	\$23,960	\$23,002	\$22,530
Colebrook	\$27,449	\$25,564	\$24,431	\$22,143
Region 7	\$25,453	\$24,360	\$22,648	\$20,443
Barkhamsted	\$23,978	\$23,370	\$21,904	\$19,778
<b>New Hartford</b>	<b>\$22,776</b>	<b>\$22,002</b>	<b>\$21,105</b>	<b>\$19,268</b>
Winchester	\$20,231	\$21,947	\$21,328	\$20,821

Enrollment		Avg. Class Size
2024-2025	438	16.8
2023-2024	455	17.5
2022-2023	442	17.6
2021-2022	438	17.2
2020-2021	421	16.8



## **Regular Education 1000**

### **111 Regular Education Professional Staff**

Contracted salaries for all classroom and special subject teachers such as media specialists, art, music, physical education, and Spanish.

### **112 Instructional Assistants**

Salaries for regular education instructional assistants, interventionists, and our Data Manager.

### **114 Substitutes**

Substitutes are needed for curriculum work, sick days, and professional days.

### **116 Teacher Stipends**

Additional contracted amounts paid to teachers for additional professional work done for the district. Such positions include: Faculty Chaperones at White Memorial, Teacher in Charge, 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 2023-2026 Teachers' Contract.

### **313 Curriculum Assessments**

DIBELS Reading Assessment and materials for universal screening K-3 (Dyslexia). STAR Assessments for Reading and Math.

**320 Extra Curricular Activities**

Expenses related to curriculum enrichment programs and includes contracted presentations.

**560 Tuitions**

Cost for our regular education students attending CREC Magnet Schools.

**591 Travel**

Mileage reimbursement to staff who travel between buildings and out of District.

**616 Teaching Supplies**

Supplies for all teachers including copy paper, all specials classes supplies, laminating materials, student whiteboards, etc.

**641 Textbooks/Resources**

Textbooks and consumable workbooks for all academic areas.

**642 Periodicals**

Students use a number of news periodicals across all subject areas.

**730 Equipment**

Cost of equipment needed in all subject areas and building resources. (Rugs, easels, recess equip)

Regular Education 1000

	<u>2022-2023</u>	<u>2022-2023</u> <u>Actual</u>	<u>Under/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b><u>111 Regular Education Professional</u></b>							
Salaries	\$ 2,334,570.00	\$ 2,365,326.80	(\$30,756.80)	\$ 2,478,400.63	\$ 2,633,180.00	\$ 163,377.37	6.6%
Behavioral Health Grant					\$ 2,641,778.00		
					\$ (8,598.00)		
<b><u>112 Instructional Assistants</u></b>							
Salaries	\$ 136,899.00	\$ 136,657.50	\$241.50	\$ 164,195.14	\$ 125,058.00	\$ (39,137.14)	-23.8%
Projected Title I Grant				\$ 183,195.14	\$ 162,558.00		
Projected Title II Grant				\$ (14,000.00)	\$ (30,000.00)		
				\$ (5,000.00)	\$ (7,500.00)		
<b><u>114 Substitute Teachers</u></b>							
	\$ 57,400.00	\$ 85,573.80	(\$28,173.80)	\$ 59,000.00	\$ 62,360.00	\$ 3,360.00	5.7%
<b><u>115 Teacher in charge</u></b>							
	\$ 3,900.00	\$ 3,900.00	\$0.00	\$ 3,900.00		\$ (3,900.00)	-100.0%
<b><u>116 Teacher Stipends</u></b>							
	\$ 23,500.00	\$ 24,275.00	(\$775.00)	\$ 22,625.00	\$ 23,655.00	\$ 1,030.00	4.6%
Mentors	\$ 4,500.00			\$ 4,500.00	\$ 1,050.00		
SRBI	\$ 5,850.00			\$ 4,225.00	\$ 4,225.00		
White Memorial Faculty	\$ 4,200.00			\$ 4,200.00	\$ 5,250.00		
Band	\$ 1,650.00			\$ 1,650.00	-		
Talented and Gifted	\$ 3,000.00			\$ 3,000.00	\$ 3,000.00		
Climate Committee	\$ 3,500.00			\$ 4,250.00	\$ 4,750.00		
Unified Sports	\$ 400.00			\$ 400.00	\$ 200.00		
Transfer Mentor					\$ 400.00		
Teacher in Charge					\$ 3,900.00		
PD presentor					\$ 300.00		
Toileting				\$ 400.00	\$ -		
Long Term Mentor Sub					\$ 80.00		
Yearbook					\$ 500.00		
<b><u>313 Curriculum Assessments</u></b>							
	\$ 6,525.00	11,444.00	(\$4,919.00)	\$ 6,100.00	\$ 6,500.00	\$ 400.00	6.6%
DIBELS (Reading)	\$ 4,825.00			\$ 4,200.00	\$ 4,350.00		
STAR (Reading & Math)	\$ 1,700.00	\$ 1,700.00		\$ -	\$ 6,500.00		
NWEA Map Growth				\$ 1,900.00	\$ -		

Regular Education 1000

	<u>2022-2023</u>	<u>2022-2023</u> <u>Actual</u>	<u>Under/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b>Projected Small Town Right to Read Grant</b>					<b>\$ (4,350.00)</b>		
<b><u>320 Purchased Services</u></b>							
	\$ 13,300.00	\$ 10,795.04	\$2,504.96	\$ 14,200.00	\$ 13,500.00	\$ (700.00)	-4.9%
White Memorial Contract	\$ 2,600.00			\$ 3,400.00	\$ 3,200.00		
White Memorial Nurses	\$ 1,500.00			\$ 1,600.00	\$ 1,100.00		
Field Trips Extracurricular Programming	\$ 4,700.00			\$ 4,700.00	\$ 4,700.00		
Math Olympiad	\$ 500.00			\$ 500.00	\$ 500.00		
Grade 6 Musical	\$ 4,000.00			\$ 4,000.00	\$ 4,000.00		
<b><u>560 Tuitions</u></b>							
CREC Magnet Schools	\$ 75,000.00	\$ 75,663.00	(\$663.00)	\$ 45,000.00	\$ 45,000.00	\$ -	0.0%
<b><u>591 Travel</u></b>							
District Travel	\$ 2,500.00	\$ 1,380.36	\$1,119.64	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
<b><u>616 Teaching Supplies</u></b>							
	\$ 22,650.00	\$ 24,819.37	(\$2,169.37)	\$ 22,700.00	\$ 24,400.00	\$ 1,700.00	7.5%
Copy Paper/Laminating	\$ 4,350.00	\$ 6,614.07		\$ 4,500.00	\$ 4,600.00		
Art Supplies K-6	\$ 4,760.00	\$ 4,764.75		\$ 4,700.00	\$ 4,800.00		
Vocal Music Supplies K-6	\$ 1,700.00	\$ 1,691.30		\$ 1,500.00	\$ 1,600.00		
Instrumental Music Supplies	\$ 1,000.00	\$ 957.38		\$ 1,200.00	\$ 1,300.00		
Physical Education Supplies K-6	\$ 1,700.00	\$ 1,796.98		\$ 1,800.00	\$ 1,900.00		
Classroom Supplies	\$ 2,400.00	\$ 2,590.69		\$ 2,500.00	\$ 2,700.00		
Central Supplies	\$ 4,740.00	\$ 5,099.63		\$ 4,500.00	\$ 5,500.00		
Talented & Gifted Program Teaching	\$ 2,000.00	\$ 1,304.57		\$ 2,000.00	\$ 2,000.00		
<b><u>641 Textbooks/Resources</u></b>							
	\$ 26,583.00	\$ 98,134.56	(\$71,551.56)	\$ 64,500.00	\$ 23,100.00	\$ (41,400.00)	-64.2%
Spanish	\$ 500.00	\$ 469.11		\$ 500.00	\$ 600.00		
Language Arts	\$ 2,752.00	\$ 65,501.39		\$ 20,000.00	\$ 40,000.00		
Social Studies	\$ 2,500.00	\$ 1,841.89		\$ 3,000.00	\$ 3,000.00		
Reading (combined)	\$ 7,831.00	\$ 8,010.57		\$ 20,000.00			
Math	\$ 10,000.00	\$ 18,890.68		\$ 19,000.00	\$ 17,000.00		
Science	\$ 3,000.00	\$ 3,420.92		\$ 2,000.00	\$ 2,500.00		
<b>Projected Small Town Right to Read Grant</b>					<b>\$ (40,000.00)</b>		

Regular Education 1000

	<u>2022-2023</u>	<u>2022-2023</u> <u>Actual</u>	<u>Under/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b><u>642 Periodicals</u></b>							
Scholastic (Science & Social	\$ 3,200.00	\$ 2,793.94	\$406.06	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
<b><u>730 Equipment</u></b>							
	\$ 1,200.00	\$ 1,137.50	\$62.50	\$ 500.00	\$ 900.00	\$ 400.00	80.0%
<b><u>Grand Total</u></b>	<b><u>\$ 2,707,227.00</u></b>	<b><u>\$ 2,841,900.87</u></b>	<b><u>\$ (134,673.87)</u></b>	<b><u>\$ 2,886,120.77</u></b>	<b><u>\$ 2,962,653.00</u></b>	<b><u>\$ 76,532.23</u></b>	<b><u>2.7%</u></b>

# Special Education 1200

## **111 Special Education Professional Staff**

Contracted salaries and increases for all special education teachers including speech language therapists, school psychologists, and social workers.

### **111 Director of Student Services**

Salary for the Director of Special Education who supervises and supports resources for all aspects of Special Education compliance, training, academic supports and related services. This role also supervises nursing staff, Section 504, Title IX, English Language Learners, Preschool, and McKinney Vento Liaison.

### **112 Special Education Paraeducators**

Paraprofessionals work directly with our students with special needs requiring individualized academic and behavioral support. Stipends are provided for toileting responsibilities, attending professional development, Crisis Team Intervention, and obtaining a Bachelor's Degree or higher as per the Paraprofessional Contract.

### **114 Special Education Para Substitutes**

Special Education Tutor Substitutes are paid \$115/day.

### **112 Special Education Administrative Assistant**

Ensures the smooth and efficient operation of the planning, organization, coordination, administration/state reporting, and the management of IEPs and 504s.

### **311 Homebound Instruction**

Homebound instruction is a special education placement designed to ensure the continuity of a student's education. At times, a student with a disability 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 placement determination is made in collaboration with a doctor and is a planning and placement team (PPT) decision.

### **312 Pupil Services--Therapies**

Individualized student needs may require therapeutic services such as occupational therapy, physical therapy, speech and language, counseling, audiological supports, and behavioral consultation. Providing comprehensive 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 extended school year program. The District does receive IDEA grant funding to supplement these therapeutic costs.

**313 Pupil Services—Evaluations and Other Services**

At times, students with disabilities may require other outside services such as Independent Educational Evaluations. These types of evaluations could include: neuropsychological, central auditory processing, achievement, and functional/environmental behavior assessments. Depending on the scope of individualized need, these evaluations are often provided by specialists inside and outside of the district.

**314 Testing Supplies**

In order to determine eligibility for special education, the planning and placement team conducts a comprehensive evaluation. A comprehensive evaluation may include: cognitive, academic, language, behavioral, and motor evaluations. Eligibility is reviewed and determined every three years via the planning and placement team process. Evaluations must be updated as new versions come out. This ensures that the district is able to meet student needs using testing that is considered both valid and reliable.

**324 In-Service**

Training in research based best practices in both math and literacy. Additionally, some of our students require additional outside support and/or consultation services throughout the year. This may include behavioral consultation, training in assistive technology and use in the educational environment, or in the development of safety plans. Certified and non-certified staff members are provided with de-escalation and crisis intervention training.

**560 Outside Tuitions**

Reflects increased costs for our special education students participating in necessary 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 receives reimbursement for a portion of high cost outplacements, not the BOE.

**616 Teaching Supplies**

Specific supplies needed for our students with special needs. This includes structured literacy workbooks, math/reading manipulatives, visual and auditory supports. Pre-K screening costs and supplies.

**690 Office Supplies**

Supplies needed by the office of Student Services.



**730 Equipment**

Students with special needs may require adaptive equipment and assistive technology as determined by the PPT process.

**890 Professional Dues**

Costs associated with membership dues in regional and national organizations that support special educational personnel.

Special Education

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		<u>2022-2023</u>	<u>2022-2023 Actual</u>	<u>(Under) /Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b>Personnel</b>								
<b><u>111 Special Education Professional Staff</u></b>								
	\$	812,292.00	\$ 803,629.91	\$8,662.09	\$ 840,750.60	\$ 1,041,482.40	\$ 200,731.80	23.9%
Salaries	\$	863,292.00			\$ 893,750.60	\$ 1,104,080.40		
IDEA 611 Grant	\$	(51,000.00)			\$ (53,000.00)	\$ (54,000.00)		
<b><u>111 Director of Student Services</u></b>								
Salary	\$	118,235.00	\$ 108,182.50	\$10,052.50	\$ 120,600.00	\$ 123,012.00	\$ 2,412.00	2.0%
<b><u>112 Special Education Paraeducator</u></b>								
	\$	464,827.00	\$ 475,339.83	(\$10,512.83)	\$ 475,730.49	\$ 599,155.10	\$ 123,424.61	25.9%
Salaries	\$	462,377.00			\$ 561,353.68	\$ 597,405.10		
Stipends	\$	6,450.00			\$ 4,750.00	\$ 6,750.00		
Projected IDEA 619 Grant	\$	(4,000.00)			\$ (4,000.00)	\$ (5,000.00)		
ARP ESSER Exp 9/30/24					\$ (84,107.87)	\$ -		
ESSER II Exp 6/30/23					\$ (2,265.32)	\$ -		
<b><u>114 Special Education Paraeducator Substitutes</u></b>								
Salaries	\$	4,500.00	\$ 9,301.10	(\$4,801.10)	\$ 6,000.00	\$ 7,500.00	\$ 1,500.00	25.0%
<b><u>112 Special Education Administrative Assistant</u></b>								
Salary	\$	44,983.00	\$ 41,864.02	\$3,118.98	\$ 45,887.04	\$ 47,264.00	\$ 1,376.96	3.0%
<b><u>311 Homebound Instruction</u></b>								
Academic Instruction	\$	1,000.00	\$ -	\$1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
<b><u>312 Pupil Services--Therapies</u></b>								
	\$	65,000.00	\$ 83,896.50	(\$18,896.50)	\$ 30,000.00	\$ 81,000.00	\$ 51,000.00	170.0%
Assistive Technology Consultation	\$	6,000.00			\$ 6,000.00	\$ 6,000.00		
CREC Regio Magnet Services	\$	55,000.00			\$ 25,000.00	\$ 25,000.00		
Occupational Therapy	\$	39,000.00			\$ 41,000.00	\$ 83,500.00		
BCBA						\$ 15,000.00		
Physical Therapy	\$	15,000.00			\$ 16,000.00	\$ 10,000.00		
Registered Behavior Tech						\$ 54,000.00		
ARPA School Mental Health Specialist						\$ (54,000.00)		
Projected IDEA 611 Grant	\$	(52,584.00)			\$ (53,000.00)	\$ (54,500.00)		
Projected IDEA 619 Grant	\$	(4,955.00)			\$ (5,000.00)	\$ (4,000.00)		

Special Education 1200

	<u>2022-2023</u>	<u>2022-2023 Actual</u>	<u>(Under) /Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b><u>313 Pupil Services—Evaluations and Other Services</u></b>							
	\$ 20,000.00	\$ 17,042.75	\$2,957.25	\$ 26,000.00	\$ 26,000.00	\$ -	0.0%
Private Independent Evals	\$ 10,500.00			\$ 25,000.00	\$ 25,000.00		
IEP Direct	\$ 8,500.00			\$ -			
Gifted & Talented Testing	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00		
<b><u>314 Testing Supplies</u></b>							
Evaluation Materials	\$ 5,000.00	\$ 10,749.85	(\$5,749.85)	\$ 10,000.00	\$ 17,500.00	\$ 7,500.00	75.0%
<b><u>324 Inservice</u></b>							
	\$ 7,950.00	\$ 2,622.63	\$5,327.37	\$ 10,200.00	\$ 2,500.00	\$ (7,700.00)	-75.5%
Behavior & Academic Consulting	\$ 3,000.00			\$ 3,000.00	-		
Crisis Prevention Institute (CPI)	\$ 2,500.00			\$ 4,200.00	\$ 2,500.00		
CT-SEDS-New IEP Integration with Powerscho	\$ 2,450.00			\$ 3,000.00	\$ -		
<b><u>560 Tuitions</u></b>							
	\$ 395,028.00	\$ 328,042.80	\$66,985.20	\$ 394,000.00	\$ 420,000.00	\$ 26,000.00	6.6%
Outplacements	\$ 380,028.00			\$ 374,000.00	\$ 388,000.00		
Extended School Year (ESY)	\$ 20,000.00			\$ 20,000.00	\$ 32,000.00		
<b><u>616 Teaching Supplies</u></b>							
	\$ 500.00	\$ 3,860.83	(\$3,360.83)	\$ 1,000.00	\$ 4,000.00	\$ 3,000.00	300.0%
<b><u>690 Office Supplies</u></b>							
	\$ 500.00	\$ 504.47	(\$4.47)	\$ -	\$ 550.00	\$ 550.00	100.0%
<b><u>730 Equipment</u></b>							
	\$ 3,000.00	\$ 3,934.71	(\$934.71)	\$ 3,000.00	\$ 3,200.00	\$ 200.00	6.7%
Assistive Equipment							

Special Education      1200

	<u>2022-2023</u>	<u>2022-2023 Actual</u>	<u>(Under) /Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b><u>890 Professional Dues</u></b>							
	\$ 435.00	\$ 450.00	(\$15.00)	\$ 435.00	\$ 475.00	\$ 40.00	9.2%
ConnCASE	\$ 250.00			\$ 250.00	\$ 275.00		
Litchfield County Director of Special Education	\$ 185.00			\$ 185.00	\$ 200.00		
<b><u>Grand Total</u></b>	<b>\$ 1,943,250.00</b>	<b>\$ 1,889,421.90</b>	<b>\$ 53,828.10</b>	<b>\$ 1,964,603.13</b>	<b>\$ 2,374,638.50</b>	<b>\$ 410,035.37</b>	<b>20.9%</b>

## **Adult Education 1300**

### **560 Adult Education**

New Hartford's contribution toward regional adult education costs delivered through EdAdvance.

Adult Education

		<u>2022-2023</u>	<u>2022-2023</u>	<u>(Under)</u> <u>/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
560	Adult Education							
	Grand Total	\$ 6,615.00	\$ 6,680.00	(\$65.00)	\$ 6,800.00	\$ 7,000.00	\$ 200.00	2.9%

## **Health Services 2130**

### **112 Nurses' Salaries**

Each of our schools employs a full time nurse.

### **113 Overtime**

Student needs that arise after the school day.

### **114 Nurse Substitutes**

Nurse substitutes are paid \$160.00/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**

General medical supplies for all schools.

### **730 Equipment**

The cost of equipment needed in the nurses' offices.

Health Services

2130

	<u>2022-2023</u>	<u>2022-2023</u> <u>Actual</u>	<u>(Under)</u> <u>/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b><u>112 Nurses' Salaries</u></b>	\$ 129,626.00	\$ 132,774.25	(\$3,148.25)	\$ 133,165.00	\$ 135,168.00	\$ 2,003.00	<u>1.5%</u>
Lead Nurse Stipend	\$ 1,000.00			\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	<u>100.0%</u>
<b><u>113 Overtime</u></b>					\$ 500.00	\$ 500.00	
<b><u>114 Nurse Substitutes</u></b>	\$ 2,000.00	\$ 3,600.00	(\$1,600.00)	\$ 2,000.00	\$ 3,500.00	\$ 1,500.00	<u>75.0%</u>
<b><u>316 School Medical Advisor</u></b>	\$ 3,000.00	\$ 3,000.00	\$0.00	\$ 3,000.00	\$ 3,000.00	\$ -	<u>0.0%</u>
<b><u>690 Health Supplies</u></b>	\$ 2,800.00	\$ 1,769.34	\$1,030.66	\$ 3,500.00	\$ 2,500.00	\$ (1,000.00)	<u>-28.6%</u>
<b><u>730 Equipment</u></b>	\$ 550.00	\$ 256.00	\$294.00	\$ 500.00	\$ 475.00	\$ (25.00)	<u>-5.0%</u>
<b><u>Grand Total</u></b>	<b><u>\$ 137,976.00</u></b>	<b><u>\$ 141,399.59</u></b>	<b><u>(\$3,423.59)</u></b>	<b><u>\$ 142,165.00</u></b>	<b><u>\$ 145,143.00</u></b>	<b><u>\$ 2,978.00</u></b>	<b><u>2.1%</u></b>



# **Improvement of Instruction 2210**

## **322 Tuition Reimbursement Program**

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

## **324 Professional Development**

Staff participate in district-wide collaborative professional learning sessions that focus on curriculum, instruction and assessment throughout the school year. This also covers registration costs for all out-of-district conferences and professional learning experiences.

## **325 Curriculum Work**

As outlined in our 5 year curriculum plan, our curriculum is continuously updated to reflect the state standards and the implementation high quality instructional resources. This line covers the cost for staff to participate in curriculum meetings/work throughout the year and the cost of summer work for staff, including the curriculum coach.

## **590 Purchased Services/Student Recognition**

Costs associated with the Litchfield County Superintendents' Student Recognition Dinner. Other expenses include the costs for the DARE Program/Awards and Teacher/Student Recognition.

## **593 Printing**

The cost of producing booklets or brochures.

## **617 Curriculum Materials**

Materials are needed to facilitate our planned professional development, curriculum revision work, and implementation of high quality instructional materials to support all learners.

## **618 Innovative Teaching (replaced by 618 Curriculum Based Online Resources)**

Innovative teaching moved to Curriculum Materials. Annual online subscriptions and software to support our curriculum.

## **619 Professional Development Library**

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

## **890 Professional Dues**

Our Curriculum Coach holds professional memberships in educational organizations focused on instructional and curriculum change (Connecticut Reading Association).

Improvement of Instruction      2210

	<u>2022-2023</u>	<u>2022-2023</u> <u>Actual</u>	<u>(Under)</u> <u>/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b><u>322 Tuition Reimbursement Program</u></b>							
	\$ 10,000.00	\$ 2,000.00	\$8,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.0%
<b><u>324 Professional Development</u></b>							
	\$ 12,000.00	\$ 16,357.08	(\$4,357.08)	\$ 5,000.00	\$ 5,000.00	\$ -	0.0%
				\$ 25,000.00	\$30,000.00		
Projected REAP Grant				\$ (10,000.00)	\$ (10,000.00)		
Projected Title IV Grant				\$ (10,000.00)	\$ (2,000.00)		
ARP Right to Read Grant					\$ (13,000.00)		
<b><u>325 Curriculum Work</u></b>							
	\$ 10,000.00	\$ 13,002.76	(\$3,002.76)	\$ 15,000.00	\$ 12,000.00	\$ (3,000.00)	-20.0%
				\$ 25,000.00	\$ 23,000.00		
Projected REAP Grant		-		\$ (10,000.00)	\$ (10,000.00)		
Projected Title IV Grant					\$ (1,000.00)		
<b><u>590 Purchased Services/Teacher &amp; Student Recognition</u></b>							
	\$ 1,000.00	\$ 1,000.00	\$0.00	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	-33.3%
<b><u>593 Printing</u></b>							
	\$ 250.00	\$ 241.26	\$8.74	\$ 300.00	\$ 250.00	\$ (50.00)	-16.7%
<b><u>617 Curriculum Materials</u></b>							
	\$ 4,500.00	\$ 8,145.12	(\$3,645.12)	\$ 4,500.00	\$ 5,000.00	\$ 500.00	11.1%
<b><u>618 Innovative Teaching -&gt; Curriculum Software</u></b>							
	\$ 500.00	\$ 349.23	\$150.77	\$ 500.00	\$ 28,500.00	\$ 28,000.00	5600.0%
					\$30,000.00		
Projected REAP Grant					-\$1,500.00		
<b><u>619 Professional Development Library</u></b>							
	\$ 1,000.00	\$ 839.07	\$160.93	\$ 800.00	\$ 900.00	\$ 100.00	12.5%
<b><u>890 Professional Dues</u></b>							
	\$ 624.00	\$ 35.00		\$ 650.00	\$ 100.00	\$ (550.00)	-84.6%
<b><u>Grand Total</u></b>	<b><u>\$ 39,874.00</u></b>	<b><u>\$ 41,969.52</u></b>	<b><u>(\$2,095.52)</u></b>	<b><u>\$ 38,250.00</u></b>	<b><u>\$ 62,750.00</u></b>	<b><u>\$ 24,500.00</u></b>	<b><u>64.1%</u></b>

## **Library Media Centers 2220**

### **611 Audio Visual Repairs**

Annual maintenance and repairs for library equipment.

### **612 Media Services and Supplies**

Materials for book repairs, barcode covers, spine labels, curriculum supplies, STEM Materials, and book processing needs.

### **730 Audio Visual Supplies**

Supplies for audio-visual equipment.

### **619 Instructional Supplies**

Supplies such as markers, paper, pencils, glue, construction paper, and folders, etc.

### **641 Online Subscriptions**

Annual subscription costs for online software (Alexandria, Tynker, Capstone, Typing Club).

**642 Library Periodicals**

Annual subscription costs for periodicals.

**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**

Purchasing costs for new audio-visual equipment such as projectors, headphones, listening centers, book carts, and display shelving.

**890 Professional Dues**

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.

**Library Media Centers      2220**

	<u>2022-2023</u>	<u>2022-2023 Actual</u>	<u>Under/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b><u>611 Audio Visual Repairs</u></b>	\$ 100.00	\$ -	\$100.00	\$ 100.00	\$ 100.00	\$ -	0.0%
<b><u>612 Media Services and Supplies</u></b>	\$ 4,000.00	\$ 3,476.55	\$523.45	\$ 2,500.00	\$ 3,500.00	\$ 1,000.00	40.0%
<b><u>613 Audio Visual Supplies</u></b> combined w/612	\$ 1,100.00		\$1,100.00	\$ 1,000.00		\$ (1,000.00)	-100.0%
<b><u>619 Instructional Supplies</u></b>	\$ 400.00	\$ 200.00	\$200.00	\$ 400.00	\$ 550.00	\$ 150.00	37.5%
<b><u>641 Online Subscriptions</u></b>	\$ 12,500.00	\$ 2,399.00	\$10,101.00	\$ 11,000.00	\$ 15,350.00	\$ 4,350.00	39.5%
<b><u>642 Library Periodicals</u></b>	\$ 1,675.00	\$ 1,171.72	\$503.28	\$ 1,425.00	\$ 1,375.00	\$ (50.00)	-3.5%
<b><u>643 Library and Reference Books</u></b>	\$ 4,750.00	\$ 1,140.34	\$3,609.66	\$ 3,250.00	\$ 2,600.00	\$ (650.00)	-20.0%
<b><u>730 Library Equipment</u></b>	\$ 500.00	\$ 604.93	(\$104.93)	\$ 500.00	\$ 700.00	\$ 200.00	40.0%
<b><u>890 Professional Dues</u></b>	\$ 679.00	\$ 130.00	\$549.00	\$ 679.00	\$ 827.00	\$ 148.00	21.8%
BER Children's Lit. Conf.	\$ 229.00			\$ 229.00	\$ 295.00		
ALA/AASL Membership & C	\$ 180.00			\$ 180.00	\$ 227.00		
CASL	\$ 140.00			\$ 140.00	\$ 175.00		

**Library Media Centers      2220**

		<u>2022-2023</u>	<u>2022-2023 Actual</u>	<u>Under/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
CT Lib. Consort. Dist. Mem.	\$	130.00			\$ 130.00	\$ 130.00		
						\$ 25,002.00		
<b><u>Grand Total</u></b>	<b>\$</b>	<b><u>25,704.00</u></b>	<b>\$ <u>9,122.54</u></b>	<b>\$ <u>16,581.46</u></b>	<b>\$ <u>20,854.00</u></b>	<b>\$ <u>25,002.00</u></b>	<b>\$ <u>4,148.00</u></b>	<b><u>19.9%</u></b>

# Technology 2230

## **112 Technical Systems Support**

The salary of our technical support specialist who manages each of the infrastructure of our network systems for the school district and performs regular updates on our servers.

## **321 Technical Licenses**

The cost of our annual support agreements, antivirus subscriptions, additional operating system licensing and upgrades.

## **324 Professional Development**

Professional workshops for technical support.

## **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.

## **617 Curriculum Based On-Line Resources**

Moved to Improvement of Instruction (Curriculum Software).

## **690 Instructional Supplies**

Supplies for teachers and computer lab instruction such as batteries, headsets, mouse pads, etc.

## **730 Technical Equipment**

Updating technology equipment for students and teachers (laptops, document cameras, etc).

## **890 Professional Dues**

Ongoing membership in a number of professional organizations for our technology staff, in addition to expenses for attendance at annual conferences for state professional organizations.



Technology 2230

	<u>2022-2023</u>	<u>2022-2023</u>	<u>(Under)/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>Technical Systems</u>							
<u>112 Support</u>	\$ 69,076.00	\$ 69,076.00	\$0.00	\$ 70,458.00	\$ 72,572.00	\$ 2,114.00	3.0%
<u>321 Technical Licenses</u>	\$ 13,200.00	\$ 12,947.21	\$252.79	\$ 14,000.00	\$ 14,500.00	\$ 500.00	3.6%
<u>324 Professional</u>	\$ 1,500.00	\$ 1,491.20	\$8.80	\$ 1,800.00	\$ 1,500.00	\$ (300.00)	-16.7%
<u>Technical Supplies,</u>							
<u>407 Maintenance, and</u>							
<u>Repairs</u>	\$ 25,750.00	\$ 24,195.19	\$1,554.81	\$ 26,000.00	\$ 26,500.00	\$ 500.00	1.9%
<u>617 Curriculum Based Online Resources</u>	\$ 35,312.00	\$ 39,788.33	(\$4,476.33)	\$ 33,000.00	\$ -	\$ (33,000.00)	-100.0%
<u>690 Instructional Supplies</u>	\$ 300.00	\$ 18.07	\$281.93	\$ 200.00	\$ 200.00	\$ -	0.0%
<u>730 Technical Equipment</u>	\$ 6,825.00	\$ 6,615.75	\$209.25	\$ 8,000.00	\$ 8,000.00	\$ -	0.0%
<u>890 Professional Dues</u>	\$ 400.00	\$ -	\$400.00	\$ 400.00	\$ 400.00	\$ -	0.0%
<u>Grand Total</u>	<u>\$ 152,363.00</u>	<u>\$ 154,131.75</u>	<u>(\$2,267.00)</u>	<u>\$ 153,858.00</u>	<u>\$ 123,672.00</u>	<u>\$ (30,186.00)</u>	<u>-19.6%</u>

# **Board of Education 2310**

## **112 Board of Education Meeting Minutes**

Paid position to record the Board of Education meeting minutes.

## **314 Legal Fees**

Legal consultation is necessary throughout the year on various educational matters such as contract negotiations (3 upcoming).

## **689 Recognition and Hospitality for the District**

Recognition that demonstrates individual value. Leverages culture, service and products (celebration of life, offering sympathy, honoring staff, etc.)

## **690 Supplies and Materials**

Costs associated with Board of Education meetings/materials.

## **890 Professional Dues**

The New Hartford Board of Education holds memberships in several statewide and national organizations. This allows for important networking and shared services.

## Board of Education

2310

		<u>2022-2023</u>	<u>2022-2023</u>	<u>(Under)/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>Board of Education</u>								
<u>112 Meeting Minutes</u>								
	\$	1,200.00	\$ 1,200.00	\$0.00	\$ 1,625.00	\$ 1,625.00	\$ -	0.0%
<u>314 Legal Fees</u>								
	\$	28,000.00	\$ 44,078.00	(\$16,078.00)	\$ 30,000.00	\$ 30,000.00	\$ -	0.0%
<u>689 Recongition and Hospitality</u>								
						\$ 1,000.00	\$ 1,000.00	100%
<u>690 Supplies and Materials</u>								
	\$	1,000.00	\$ 1,042.19	(\$42.19)	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
<u>890 Professional Dues</u>								
	\$	8,500.00	\$ 11,770.47	(\$3,270.47)	\$ 7,700.00	\$ 7,600.00	\$ (100.00)	-1.3%
CABE	\$	5,850.00			\$ 6,000.00	\$ 6,500.00		
Edavance	\$	650.00			\$ 700.00	\$ 600.00		
Fingerprinting	\$	2,000.00			\$ 1,000.00	\$ 500.00		
<u>Grand Total</u>	\$	<u>38,700.00</u>	\$ <u>58,090.66</u>	<u>(\$19,390.66)</u>	\$ <u>40,325.00</u>	\$ <u>40,225.00</u>	\$ <u>(100.00)</u>	<u>-0.2%</u>

## **Central Office 2320**

### **111 Superintendent of Schools**

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.

### **112 Administrative Assistant**

In addition to being the Administrative Assistant for the Superintendent, the Administrative Assistant coordinates many of the required state reports. This role also manages district grants with district Directors.

### **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**

Overtime is paid to the Central Office staff, as needed, for extra hours worked each year.

### **320 Purchased Professional Services**

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**

Professional workshops and conferences for the Central Office.

**642 Educational Periodicals**

Subscriptions to educational reading materials.

**690 Office Supplies**

General supplies for the Central Office.

**693 Data Processing Services and Supplies**

Data processing supplies and services.

**730 Equipment**

Office equipment purchased or replaced.

**890 Professional Dues**

The Superintendent holds memberships in several statewide and national organizations. This also allows for important networking and shared services. CAPSS, LCSA, CASBO, AASA.

Central  
Office

2320

		<u>2022-2023</u>	<u>2022-2023 Actual</u>	<u>(Under) /Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>111 Superintendent of Schools</u>	\$	170,254.00	\$ 189,404.03	(\$19,150.03)	\$ 180,250.00	\$ 185,657.00	\$ 5,407.00	3.0%
<u>112 Fiscal Services Assistant</u>	\$	61,859.00	\$ 65,190.08	(\$3,331.08)	\$ 63,086.40	\$ 67,000.00	\$ 3,913.60	6.2%
<u>112 Administrative Assistant</u>	\$	58,261.00	\$ 55,223.73	\$3,037.27	\$ 68,265.60	\$ 73,257.00	\$ 4,991.40	7.3%
<u>112 Bookkeeper</u>	\$	32,038.00	\$ 31,481.49	\$556.51	\$ 32,678.40	\$ 33,659.00	\$ 980.60	3.0%
<u>113 Overtime</u>	\$	1,000.00	\$ 3,311.23	(\$2,311.23)	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	100.0%
<u>320 Purchased Professional Services</u>	\$	5,500.00	\$ 6,615.56	(\$1,115.56)	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)	-16.7%
<u>324 Professional Development</u>	\$	1,000.00	\$ 1,350.00	(\$350.00)	\$ 3,000.00	\$ 3,500.00	\$ 500.00	16.7%
<u>593 Printing</u>	\$	250.00	\$ 250.00	\$0.00	\$ 250.00		\$ (250.00)	-100.0%
<u>642 Educational Periodicals</u>	\$	250.00	\$ 97.00	\$153.00	\$ 200.00	\$ 200.00	\$ -	0.0%
<u>690 Office Supplies</u>	\$	2,560.00	\$ 2,953.78	(\$393.78)	\$ 3,000.00	\$ 3,500.00	\$ 500.00	16.7%

Central  
Office

2320

	<u>2022-2023</u>	<u>2022-2023 Actual</u>	<u>(Under) /Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>693 Data Processing Services and Supplies</u>	\$ 2,000.00	\$ 1,964.38	\$35.62	\$ 2,500.00	\$ 2,000.00	\$ (500.00)	-20.0%
<u>730 Equipment</u>	\$ 325.00	\$ 647.77	(\$322.77)	\$ 400.00	\$ 500.00	\$ 100.00	25.0%
<u>890 Professional Dues</u>	\$ 3,500.00	\$ 6,498.00	(\$2,998.00)	\$ 3,600.00	\$ 5,345.00	\$ 1,745.00	48.5%
<u>Grand Total</u>	<u>\$ 338,797.00</u>	<u>\$ 364,987.05</u>	<u>\$ (26,190.05)</u>	<u>\$ 364,230.40</u>	<u>\$ 381,618.00</u>	<u>\$ 17,387.60</u>	<u>4.8%</u>

## **School Offices 2410**

### **111 Salaries**

Salaries of our two (2) building principals inclusive of stipends.

### **112 School Secretaries**

Salaries for the three Administrative Assistants at ANT, BAK, and NHE and part time Clerical Aide at Antolini.

### **113 Secretary Substitutes**

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

### **114 Substitute Coordinator**

Stipend for the coordination of substitutes for all three schools.

### **591 Travel Reimbursement**

Mileage reimbursement to Administrators.

### **690 Office Supplies**

All general supplies for school buildings.

### **730 Equipment**

Equipment for our school offices to be purchased or replaced. (Walkies, etc)



**890 Professional Dues**

Our administration holds memberships in several statewide and national organizations for professional growth, education, and networking (Association for Supervision Curriculum and Development, Connecticut Association of Superintendents, National Association of Elementary School Principals, National School Development Council).

School Offices      2410

		<u>2022-2023</u>	<u>2022-2023</u> <u>Actual</u>	<u>(Under)</u> <u>/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b><u>111 Administrators' Salaries</u></b>								
	\$	261,256.00	\$ 267,554.70	(\$6,298.70)	\$ 266,441.00	\$ 273,729.00	\$ 7,288.00	2.7%
Principals	\$	259,256.00			\$ 264,441.00	\$ 269,729.00		
Team Facilitator	\$	1,000.00			\$ 1,000.00	\$ 1,000.00		
Stipend - Superintendent-in-Charge	\$	1,000.00			\$ 1,000.00	\$ 1,000.00		
Stipend- Doctorate						\$ 2,000.00		
<b><u>112 Administrative Assistants'/Secretaries' Salaries</u></b>								
	\$	153,481.00	\$ 158,223.35	(\$4,742.35)	\$ 165,096.92	\$ 167,112.00	\$ 2,015.08	1.2%
					\$ 160,271.92	\$ 162,289.00		
Substitute Coordinator Stipend					\$ 4,825.00	\$ 4,823.00		
<b><u>113 Secretary Substitutes</u></b>								
	\$	1,500.00	\$ 3,108.18	(\$1,608.18)	\$ 3,500.00	\$ 3,500.00	\$ -	0.0%
<b><u>591 Travel</u></b>								
						\$ 1,500.00	\$ 1,500.00	100%
<b><u>690 Office Supplies</u></b>								
	\$	5,000.00	\$ 4,662.07	\$337.93	\$ 5,000.00	\$ 5,700.00	\$ 700.00	14.0%
<b><u>730 Equipment</u></b>								
	\$	2,000.00	\$ 5,450.68	(\$3,450.68)	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00	100.0%
<b><u>890 Professional Dues</u></b>								
	\$	1,230.00	\$ 600.00	\$630.00	\$ 1,250.00	\$ 1,200.00	\$ (50.00)	-4.0%
<b><u>Grand Total</u></b>	\$	<u>424,467.00</u>	\$ <u>439,598.98</u>	\$ <u>(15,131.98)</u>	\$ <u>443,787.92</u>	\$ <u>457,741.00</u>	\$ <u>13,953.08</u>	<u>3.1%</u>

# **Plant Operations 2600**

## **112 Custodian Salaries**

Salaries and contracted increases of four (4) building custodians and one part time custodian, inclusive of stipends for Lead Custodian and longevity.

## **113 Overtime**

Our custodians are paid for all overtime services, i.e., snow removal, school & community events. During the winter, one custodian is paid to inspect all the buildings each weekend.

## **114 Part-Time Summer Custodians**

Summertime assistance for thorough cleaning to prepare our buildings for fall opening.

## **115 Substitute Custodians**

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

## **402 Utilities**

Pays for waste removal and electricity at each of our buildings. Includes city water at NHE.

## **406 Emergency Repairs**

Plumbing, HVAC, security, and all unanticipated repairs throughout the year at each of our buildings.

**407 Building Maintenance**

Multiple maintenance projects/replacements necessary at each building as requested by each principal. (Doors, locks, fixtures, furntiure)

**408 Service Contracts**

Multiple services necessary districtwide.

**431 Equipment Repair**

Lawn mowers, snow blowers, floor machines, and other heavy duty equipment.

**532 Communications**

Cost for phone service in our buildings and Central Office.

**533 Internet Service Provider**

Internet service provider and our website service providers and fees for CEN (Connecticut Education Network) for use of their network.

**590 Property and Liability Insurance**

Multiple insurances.

**691 Maintenance Supplies**

Maintenance supplies for all three schools. The lead custodian prepares a comprehensive list of necessary supplies.

**692 Heating Oil**

Our three buildings use approximately 35,000 gallons of oil each year at an approximate price of \$3.00 a gallon. Purchased via 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**

Maintenance agreements for four (4) copy machines and the Pitney Bowes Mail Meter.

Plant Operations      2600

		<u>2022-2023</u>	<u>2022-2023</u>	<u>(Under)</u>			<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
		<u>,</u>	<u>Actual</u>	<u>/Overage</u>	<u>2023-2024</u>				
<b><u>112 Custodian Salaries</u></b>									
	\$	262,052.00	\$ 263,975.06	(\$1,923.06)	\$ 264,249.60	\$	276,270.00	\$ 12,020.40	<u>4.5%</u>
Salaries	\$	258,752.00			\$ 260,949.60	\$	272,970.00		
Stipend (Lead Custodian)	\$	3,000.00			\$ 3,000.00	\$	3,000.00		
Longevity (1 Employee)	\$	300.00			\$ 300.00	\$	300.00		
<b><u>113 Overtime</u></b>									
	\$	7,500.00	\$ 10,811.72	(\$3,311.72)	\$ 8,500.00	\$	8,500.00	\$ -	<u>0.0%</u>
<b><u>114 Part-Time Summer Custodians</u></b>									
	\$	5,500.00	\$ 8,172.28	(\$2,672.28)	\$ 8,000.00	\$	7,845.00	\$ (155.00)	<u>-1.9%</u>
<b><u>115 Substitute Custodians</u></b>									
	\$	1,000.00	\$ 838.18	\$161.82	\$ 1,000.00	\$	2,000.00	\$ 1,000.00	<u>100.0%</u>
<b><u>402 Utilities</u></b>									
	\$	108,000.00	\$ 103,268.00	\$4,732.00	\$ 114,000.00	\$	116,000.00	\$ 2,000.00	<u>1.8%</u>
Refuse	\$	9,000.00			\$ 9,500.00	\$	14,000.00		
Electricity	\$	96,000.00			\$ 101,000.00	\$	97,000.00		
Water	\$	3,000.00			\$ 3,500.00	\$	5,000.00		
<b><u>406 Emergency Repairs</u></b>									
	\$	38,900.00	\$ 69,339.64	(\$30,439.64)	\$ 53,000.00	\$	70,000.00	\$ 17,000.00	<u>32.1%</u>
<b><u>407 Building Maintenance</u></b>	\$	24,300.00	\$ 41,608.40	(\$17,308.40)	\$ -	\$	15,000.00	\$ 15,000.00	<u>100.0%</u>

Plant Operations      2600

	<u>2022-2023</u>	<u>2022-2023</u> <u>Actual</u>	<u>(Under)</u> <u>/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
ANT				\$ 12,500.00	\$ 5,000.00		
				\$ 2,500.00			
				\$ 10,000.00			
BAK				\$ 10,000.00	\$ 5,000.00		
NHES				\$ 10,000.00	\$ 5,000.00		

**408 Service Contracts**

	\$ 112,851.00	\$ 101,113.74	\$11,737.26	\$ 119,265.00	\$ 108,399.00
Alarm Inspection Monitoring and Lights (Johnson Controls)				\$ 4,700.00	\$ 4,570.00
Alert Notification System (PowerSchool, formerly School Messenger)				\$ 1,000.00	\$ 1,250.00
Application Processing for Federal E-Rate Services (E-Rate Services)				\$ 1,300.00	\$ 1,300.00
Asbestos and Radon Inspections (EnviroMed Services)				\$ 12,000.00	\$ 3,000.00
Audit Reporting (Level Data)				\$ 1,068.00	\$ 1,068.00
Boiler Inspections - Biennial (Dept. of Public Safety)				\$ 1,200.00	\$ -
Calibration of Hearing Testing Equipment (Lipin Dietz Audiometer)				\$ 155.00	\$ 155.00
Cooperative Purchasing (CREC Membership)				\$ 130.00	\$ 130.00
Cusotmized Reporting Sequel Reports				\$ 100.00	\$ 100.00
Custom Reports (RAS Technologies)				\$ -	\$ 250.00
Data Management System Software (PowerSchool)				\$ 5,945.00	\$ 6,360.00
District Website (Finalsite, Formerly Blackboard)				\$ 4,635.00	\$ 5,235.00



**Plant Operations      2600**

	<u>2022-2023</u>	<u>2022-2023</u> <u>Actual</u>	<u>(Under)</u> <u>/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
Drinking Water Inspections (State of CT)				\$ 250.00	\$ 250.00		
Electronic Funds Payment Services (E-Funds)				\$ -	\$ 1,300.00		
Fire Pump Maintenance (Advance Power Services)				\$ 780.00	\$ 780.00		
Handicap Lift for Stage (Handi Lift)				\$ 450.00	\$ 500.00		
Heating Maintenance and Repairs (Urban Engineering)				\$ 3,700.00	\$ 3,700.00		
Instrument Tuning (Piano/Drum Tuning and Repairs)				\$ 625.00	\$ 925.00		
Payroll and Accounting Software (Tyler Technologies)				\$ 7,600.00	\$ 8,000.00		
Performance Matters Data System (PowerSchool)				\$ 8,507.00	\$ 8,775.00		
Pest Inspections and Visits (Yellow Jacket Expert)				\$ 1,500.00	\$ 2,500.00		
Playground Canopies Install and Removal (Ultiplay)				\$ -	\$ 1,200.00		
Remote Heating Maintenance and Repairs (Universal Building Controls)				\$ 5,030.00	\$ 1,390.00		
School Security (Associated Security)				\$ 730.00	\$ 720.00		
Security Document Shredding (Infoshred)				\$ 600.00	\$ 800.00		
Septic Cleaning (B & B Septic, formerly Neher's)				\$ 8,000.00	\$ 6,000.00		
Septic Maintenance (M E Carroll & Sons)				\$ 1,250.00	\$ 1,250.00		
Snow Plowing (Snow Plowing for 3 Schools)				\$ 13,500.00	\$ 13,500.00		
Sprinklers, Smoke Alarms & Extinguishers Inspections (Fire Protection Team)				\$ 6,700.00	\$ 5,698.00		
Student Data Privacy Security (Education Framework)				\$ 1,500.00	\$ 1,500.00		
Survey Software (Survey Monkey)				\$ 305.00	\$ 305.00		
Test/Cloud Server (PowerSchool)					\$ 2,000.00		
Tick Treatment (Natural Lawn)				\$ 1,636.00	\$ 1,718.00		
Underground Storage Tank Inspections (Hughes Mechanical)				\$ 2,200.00	\$ 2,320.00		
Volunteer Fingerprinting (Department of Emergency Management)				\$ 199.00	\$ 250.00		
Water Testing Required by State (Water Systems Solutions)				\$ 13,900.00	\$ 15,500.00		
Window Cleaning (Yearly Window Cleaning)				\$ 3,000.00	\$ 4,100.00		
Expired Contracts (Alexandria,Group Tweet, Project Adventure)				\$ 5,070.00			
<b><u>431 Equipment Repair</u></b>							
	\$ 4,000.00	\$ 3,513.54	\$486.46	\$ 4,000.00	\$ 4,000.00	\$ -	<u>0.0%</u>
<b><u>532 Communications</u></b>							
	\$ 12,000.00	\$ 13,399.72	(\$1,399.72)	\$ 12,000.00	\$ 14,000.00	\$ 2,000.00	<u>16.7%</u>
<b><u>533 Internet Service Provider</u></b>							
	\$ 13,000.00	\$ 21,878.55	(\$8,878.55)	\$ 13,000.00	\$ 13,000.00	\$ -	<u>0.0%</u>
<b><u>590 Property and Liability Insurance</u></b>							
	\$ 42,285.00	\$ 31,799.01	\$10,485.99	\$ 43,000.00	\$ 44,290.00	\$ 1,290.00	<u>3.0%</u>

Plant Operations      2600

		<u>2022-2023</u>	<u>2022-2023</u>	<u>(Under)</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
			<u>Actual</u>	<u>/Overage</u>				
<b><u>691 Maintenance Supplies</u></b>	\$	32,046.00	\$ 28,442.74	\$3,603.26	\$ 30,000.00	\$ 30,000.00	\$ -	<u>0.0%</u>
<b><u>692 Heating Oil</u></b>	\$	95,700.00	\$ 207,704.95	(\$112,004.95)	\$ 110,000.00	\$ 105,000.00	\$ (5,000.00)	<u>-4.5%</u>
35,000 Gallons								
<b><u>694 Propane Fuel</u></b>	\$	9,000.00	\$ 7,428.46	\$1,571.54	\$ 9,000.00	\$ 8,500.00	\$ (500.00)	<u>-5.6%</u>
<b><u>731 Leases and Copying</u></b>	\$	47,000.00	\$ 38,428.25	\$8,571.75	\$ 45,000.00	\$ 42,000.00	\$ (3,000.00)	<u>-6.7%</u>
<b><u>Grand Total</u></b>	\$	<u>815,134.00</u>	\$ <u>951,722.24</u>	\$ <u>(136,588.24)</u>	\$ <u>834,014.60</u>	\$ <u>864,804.00</u>	\$ <u>30,789.40</u>	<u>3.7%</u>

## **Employee Benefits 6100**

### **201 Medical & Dental Insurance**

Employee health/dental and vision insurance costs.

### **204 Life/Disability Insurance Policy**

Life and disability insurance benefit and Accidental Death & Dismemberment benefits.

### **205 Social Security**

The school district pays an amount based on the salaries (6.2%) of our employees.

### **206 Medicare**

The school district pays an amount based on the salaries (1.45%) of our employees.

### **209 Pension Fund**

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

### **211 Tax Sheltered Annuities**

Contracted annual annuity contribution.

### **212 Personal Day Teacher Payout**

A contractual obligation for teachers grandfathered in from previous contract agreements.

### **214 Unemployment Compensation**

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

**215 Workers' Compensation**

The cost of insurance if any employee is unable to work due to a work related injury.

**217 Administrators' Travel**

Travel costs incurred by the Administrators between schools.

Employee Benefits 6100

		<u>2022-2023</u>	<u>2022-2023Actual</u>	<u>(Under) /Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>201 Medical/Dental Insurance</u>								
	\$	1,199,020.00	\$ 1,148,511.70	\$ 50,508.30	\$ 1,301,878.00	\$ 1,452,895.00	\$ 151,017.00	<u>11.6%</u>
<u>204 Life/Disability Insurance</u>								
	\$	16,850.00	\$ 16,715.98	\$ 134.02	\$ 18,029.50	\$ 18,390.09	\$ 360.59	<u>2.0%</u>
<u>205 Social Security</u>								
	\$	92,020.00	\$ 97,187.47	\$ (5,167.47)	\$ 98,700.00	\$ 106,734.00	\$ 8,034.00	<u>8.1%</u>
<u>206 Medicare</u>								
	\$	70,869.00	\$ 73,896.57	\$ (3,027.57)	\$ 76,458.00	\$ 88,047.00	\$ 11,589.00	<u>15.2%</u>
<u>209 Pension Fund (non certified staff)</u>								
	\$	167,150.00	\$ 188,648.73	\$ (21,498.73)	\$ 198,844.00	\$ 147,516.00	\$ (51,328.00)	<u>-25.8%</u>
Fund	\$	149,800.00	\$ 139,905.00	\$ 9,895.00	\$ 151,073.00	\$ 96,071.00		
Expenses	\$	2,200.00	\$ 1,000.00	\$ 1,200.00	\$ 1,400.00	\$ 1,485.00		
Defined Contribution 457	\$	15,150.00	\$ 47,743.73	\$ (32,593.73)	\$ 46,371.00	\$ 49,960.00		
<u>211 Tax Sheltered Annuities</u>								
	\$	10,500.00	\$ 9,280.00	\$ 1,220.00	\$ 11,000.00	\$ 23,000.00	\$ 12,000.00	<u>109.1%</u>
<u>214 Unemployment Compensation</u>								
	\$	3,500.00	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 1,500.00	<u>42.9%</u>
<u>215 Workers' Compensation</u>								
	\$	51,000.00	\$ 41,724.76	\$ 9,275.24	\$ 48,500.00	\$ 48,500.00	\$ -	<u>0.0%</u>
<u>217 Administrators' Travel</u>								
Moved to Admin	\$	2,000.00	\$ 2,086.98	\$ (86.98)	\$ 1,500.00	\$ -	\$ (1,500.00)	<u>-100.0%</u>

Employee Benefits      6100

		<u>2022-2023</u>	<u>2022-2023Actual</u>	<u>(Under)</u> <u>/Overage</u>				
					<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>Grand Total</u>	\$	<u>1,612,909.00</u>	\$	<u>1,578,052.19</u>	\$	<u>34,856.81</u>	\$	
					\$	<u>1,758,409.50</u>	\$	<u>1,890,082.09</u>
							\$	<u>131,672.59</u>
								<u>7.5%</u>

## **Pupil Transportation 2700**

### **510 Regular Education Bus Lease**

Contracted price increase for our annual bus service.

### **511 Special Education Bus Leases**

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 fuel.

Pupil Transportation 2700

	<u>2022-2023</u>	<u>2022-2023 Actual</u>	<u>(Under) /Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b>510 Regular Education Bus Lease</b>							
	\$ 560,412.00	\$ 558,412.00	\$2,000.00	\$ 580,032.00	\$ 600,336.00	\$ 20,304.00	3.5%
<b>511 Special Education Bus Leases</b>							
	\$ 170,354.00	\$ 89,618.54	\$80,735.46	\$ 108,000.00	\$ 165,000.00	\$ 57,000.00	52.8%
<b>511 Special Education Summer School Transportation</b>							
	\$ 10,000.00	\$ 14,955.26	(\$4,955.26)	\$ 11,000.00	\$ 20,500.00	\$ 9,500.00	86.4%
<b>512 Fuel Costs for Pupil Transportation</b>							
	\$ 55,000.00	\$ 75,159.91	(\$20,159.91)	\$ 60,000.00	\$ 60,000.00	\$ -	0.0%
<b>Grand Total</b>							
	\$ 795,766.00	\$ 738,145.71	\$57,620.29	\$ 759,032.00	\$ 845,836.00	\$ 86,804.00	11.4%



## **Communications 2800**

### **530 Postage**

Postage and mailings for the schools and Central Office.

### **533 Job Postings**

The cost of posting district vacancies, Request for Proposals (RFP), Pre-School, free and reduced meals information, etc.

<b>Communications</b>		<b>2800</b>								
		<u>2022-2023</u>	<u>2022-2023</u> <u>Actual</u>	<u>(Under)</u> <u>/Overage</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Dollar Variance</u>	<u>% Variance</u>		
<u>530 Postage</u>	\$	6,000.00	\$ 5,377.48	\$622.52	\$ 5,000.00	\$ 5,500.00	\$ 500.00	<u>10.0%</u>		
<u>533 Job Postings</u>	\$	1,000.00	\$ -	\$1,000.00	\$ 600.00	\$ 750.00	\$ 150.00	<u>25.0%</u>		
<u>Grand Total</u>	\$	<u>7,000.00</u>	\$ <u>5,377.48</u>	<u>\$1,622.52</u>	\$ <u>5,600.00</u>	\$ <u>6,250.00</u>	\$ <u>650.00</u>	<u>11.6%</u>		

<b>New Hartford Public Schools</b>
<b>Preliminary Capital Expenditure Requests</b>
<b>2024-2025</b>

School	Request	Amount
<b>District-Wide</b>	Technology (48 port network switches, staff laptops)	\$15,000.00
	Security grants local match	\$157,000.00
	11 Desktop computers (Office staff, nurses and Central Office)	\$11,000.00
	IAQ and HVAC inspections	
	Indoor Air Quality (yearly)	\$15,675
	Heating, Ventilation and Air Conditioning (every 5 years)	\$28,440.00
<b>Antolini</b>	Presentation System, Promethean	\$8,400.00
	Painting	\$10,000.00
	Paving walkway	\$20,000.00
<b>Bakerville</b>	Painting, exterior trim replacement	\$10,000.00
<b>New Hartford</b>	Painting	\$10,000.00
<b>Total</b>		<b>\$285,515.00</b>

### Budget Timeline

<b>Superintendent's Proposal</b>	<b>February 20, 2024</b>	<b>7:00p.m.</b>	<b>Antolini</b>
<b>Budget Workshop #1</b>	<b>March 5, 2024</b>	<b>7:00p.m.</b>	<b>Antolini</b>
<b>Board of Finance</b>	<b>March 16, 2024</b>	<b>9:00a.m.</b>	<b>Town Hall</b>
<b>Budget Workshop #2</b>	<b>March 18, 2024</b>	<b>7:00p.m.</b>	<b>Antolini</b>
<b>Budget Workshop #3</b>	<b>April 4, 2024</b>	<b>7:00p.m</b>	<b>Antolini</b>
<b>Referendum</b>	<b>May 7, 2024</b>		

**New Hartford Public Schools  
Board of Education Regular Meeting (In-Person)  
Ann Antolini Elementary School – Library  
February 6, 2024 @ 7:00PM**

**PRESENT:** Superintendent Jeffrey Sousa; Chairman Timothy Klepps; Vice Chairman Thomas Buzzi; Members: Meagan Albert; Penny Miller; Timothy Russell; Deirdre Tindall; Kristin Young, Frank Rodenberg and Recording Secretary Elizabeth Domas.

**ABSENT:** Kelly O'Dell Longhi

**A. Chair to Open Meeting:** @ 7:00 PM the meeting was called to order by Chairman Timothy Klepps.

**B. Pledge of Allegiance**

**C. Communications to the Board of Education/Public Comment:** Chairman Timothy Klepps noted communication to the Board contains an email from Mr. Jay Bailey. Mr. Jay Bailey (575 Main Street) spoke to the Board and stated he felt if the Board of Education were to go ahead with an armed security officer there needs to be an armed security officer for each school. He made the suggestion to consolidate into two schools, then there would only be a need for two armed security officers, he is not supportive of 1 armed security officer for the three schools. Mr. Bailey stated that school buses have technology (cameras) that could be useful. Mr. Bailey feels that the armed security officer(s) should be subcontracted and expressed his support to alleviate the Board of Education of the responsibility of buying or holding liability for firearms. A request was made by Mr. Bailey to have to have opportunity for public comment at the end of the Board meetings.

**D. Board of Education Chair's Report:** Chairman Timothy Kelpps highly encouraged all Board members to note the meeting dates for of the Board of Education going forward, as the budget process will soon begin. Mr. Kelpps requested members to arrange their schedules to be available to attend the upcoming meetings, as participation from the Board is very important. Chairman Timothy Klepps thanks Mr. Jay Bailey for his input and for joining the Policy Subcommittee as a spectator.

**E. Superintendents Report:**

- 1. Student Representatives:** To give you an update on what students are doing in the classroom, in Social Studies they wrapped up learning about the industrial revolution, the students are now learning about immigration and the individuals who traveled to Ellis Island. In Science, students learned about the principles of heat transfer, convection, radiation and conduction. The students did a project to learn about the process of slowing down the melting of an ice cube. In Math, students are learning to multiply with decimals. In recess, students enjoy spending time (30 minutes) outside. If snow gear is brought students may play in the snow. Many are playing games such as kickball, basketball and football, or enjoying the playground and many of the girls like to jump rope. The cafeteria lines are fast, even on pizza day, allowing more time to eat. Some favorite meals

are Thanksgiving dinner and popcorn chicken. To give an update on the second graders in Bakerville, in art they are learning about Ted Harrison, a British painter, by creating a sunset using oil pastels. A thank you to Art Teacher Ms. Rachel Savage was expressed. In math, students are learning the base ten system, using numbers to add and subtract. In Science, students are learning about fossils, how the earth changed over time, animal biodiversity and paleontology. A field trip was taken to Dinosaur State Park. An exciting expedition that will happen this Spring, second graders from Bakerville will field trip to their new school (Ann Antolini Elementary School) to help the transition from 2nd to 3rd grade. The 5th graders will gain responsibility by assisting the 2nd graders in a tour of the school. Recently, PTO sponsored the Winter Wonderland father daughter dance this past weekend, which was a great success.

Superintendent Mr. Sousa would like to publicly announce the art show Thursday February 8, 2024, at 4:30PM at Town Hall. Tomorrow February 7, 2024, is read aloud day to celebrate the importance of literacy.

2. **2024-2025 Budget Drivers:** Mr. Sousa noted some considerations as the Board moves forward with the budget process. Mr. Sousa met with brokers (Brown & Brown) for healthcare insurance, he noted the Board of Education is expected to see a 11.6% increase to healthcare line. Federal (pandemic relief) is fully expended, about \$100,000, this money was used to hire staff and help support students. Governor Lamont has proposed cuts to the educational budget. The Board should be aware of contractual employee increases, negotiations with MERA UNIONS are currently in the works, increased student enrollment, contractual transportation increases occur every year (contract with region 7 and New Hartford together). Some offsets include grant money (Title 1, Title 4, REAP (Rural Energy for America Program), and IDEA (Individuals with Disabilities Education Act) 619 and 611. The next regular Board of Education meeting is Tuesday February 20, 2024, to kickoff more details of the budgetary process, review the overall proposal, the Board will motion to receive the Superintendents proposed budget. Mr. Sousa gave a special thanks to the Policy Subcommittee for working diligently to complete items on the agenda, in preparation for first reads at tonight's meeting. Mr. Kelpps noted there are no motions regarding this discussion. He also expressed interest in looking at what alternatives there are to the budget drivers previously noted, what other options does the Board of Education have?

**F. Routine Business:**

1. Approval of Minutes: January 22, 2024 (Special Meeting)  
**MOTION** by Penny Miller to approve the minutes from the Special Meeting on January 22, 2024, as presented. Second by Thomas Buzzi.

**UNANIMOUS**  
**Motion passes**

2. **Expenditure Report:**  
**MOTION** by Penny Miller to approve the expenditure report as presented. Second by Thomas Buzzi.

**UNANIMOUS**

**G. New Business: FIRST READINGS**

**1. Policy and Regulation 5142.2 Armed Security Officer – 1<sup>ST</sup> READING**

The Policy Subcommittee created a policy for review at tonight's meeting. The position is an "armed security officer" or ASO. Clarification was made regarding the term "*other weapons*", this term refers to items such as a shirt, belt, hat. Other weapons does not reference items like a taser or pepper spray.

Tim Russell suggested wording be added to this policy to state an incident must be reported immediately to 911 and State/Local Police first then the Superintendent.

Thomas Buzzi suggested regular practice range time should be written into this policy to be reported and should also be added to the duties of the ASO, because practice time is still considered a discharge of a firearm.

Firearm handling and storage was a discussion at the meeting. The newly created policy allows for the Board, contracted hiring agency or Connecticut State Police, to purchase the firearm. If the Board were to purchase the firearm, liability insurance would also need to be purchased with CIRMA an insurance agent. The ASO Policy drafted by the Policy Subcommittee allows for three different avenues for the Board to take.

Consensus was the Board members as a whole were not in favor of "the Board" being responsible for the purchase, storage, handling and inspection of the firearm, the Board would like this language to be left in the policy but would be the last preferred choice and all members agreed they would rather a subcontracted agency or CSP to be an option first before the Board. There was a suggestion to inquire with region 7 on the topic of purchasing a firearm. Mr. Klepps noted, when referencing "the Board", what does that mean? Who is the gun registered to? More information was requested.

**2. Policy 4117.6 Personnel – Exit Survey/Interviews – 1<sup>ST</sup> READING**

Some changes to this policy are on the first page, previously the surveys were sent to other individuals, the change the Policy Subcommittee has made states the survey will now be sent right to the Superintendent directly. On the second page, changes to delete the "old" exit survey have been suggested, these changes are based on Policy Subcommittee feedback. The new survey includes years of service, which was suggested by Board member Frank Rodenberg. The purpose of the exit survey is to help the Board of Education understand why an individual has left their position, while making sure policies are up to date.

**3. Bylaw 9323 – Construction of the Agenda – 1<sup>ST</sup> READING**

CABE Policy Services, the changes in this policy are the term "*City*" was removed, the Town of New Hartford only has a Town Clerk. Additionally, the language in red was added to include the posting of meeting agendas 24 hours prior to the meeting and associated documents will be made available for members of the Board to review on the Board's website. This requirement and addition to the bylaw has always been done, the Board of Education is always compliant with this requirement. The purpose of adding this language into the bylaw is a formality to meet the criteria of Public Act 23-169.

**4. Bylaw 9324 – Advanced Delivery of Meeting Materials – 1<sup>ST</sup> READING**

CABE Policy Services, the same language that is purposed to be inserted into Bylaw 9323 was also added in Bylaw 9324.

**H. Adjournment:**

**MOTION** by Penny Miller to adjourn the meeting at 7:49 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](https://www.youtube.com/channel/UCX-ZlomWmjG81dc_QM3rfg)

*Attachments:*

Email from Jay Bailey (575 Main Street)



## 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 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.

## **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 Resident Trooper. 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 Resident Trooper.

#### **Firearm Handling and Storage**

The Board and/or contracted hiring agency and/or Connecticut State Police 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 and/or contracted hiring agency and/or Connecticut State Police Resident Trooper will arrange for the qualification testing.

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 and or

contracted hiring agency. 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 Resident Trooper 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 law enforcement first, 911, then 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 Resident Trooper, 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 law enforcement, 911, and then 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.

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

### **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 Resident Trooper 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.

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

Policy adopted:  
cps 10/23



# NEW HARTFORD PUBLIC SCHOOLS

530 Main Street | P. O. Box 315 | New Hartford | Connecticut 06057 | Phone: 860-379-8546 | Fax: 860-738-1766 |

## \* Date

Today's date

Date

MM/DD/YYYY

## \* Building/School Name

☐

Antolini School

☐

Bakerville School

☐

New Hartford  
Elementary

☐

District Office

## \* Grade Level

## \* Area/Subject Taught

## \* Position

## \* Gender

☐

Male

☐

Female

Other (please specify)

## \* Race

☐

American Indian/Alaska Native

☐

Black or African American

☐

Native Hawaiian or Other  
Pacific Islander

☐

Asian

☐

Hispanic or Latino

☐

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**

☐ Took another position

☐ To attend school

☐ Retirement

☐ Relocation

☐ Position Eliminated

☐ Dissatisfaction with type of work

☐ Pregnancy/home/family needs

☐ Dissatisfaction with supervisor

☐ Poor health/physical disability

☐ Dissatisfaction with coworkers

☐ Other (please specify)

**\* 2. What did you find most 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
<b>Rate of pay for your job</b>	<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"/>
<b>Paid vacation</b>	<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"/>
<b>Medical coverage for self</b>	<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"/>
<b>Life Insurance</b>	<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
<b>Opportunity to use your abilities</b>	<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"/>
<b>Training you received</b>	<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"/>
<b>The information you received on policies, programs and/or problems</b>	<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"/>
<b>Student discipline policies and practices</b>	<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"/>
<b>Physical working conditions</b>	<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