

New Hartford Public Schools

Board of Education Regular Meeting

7:00 PM on Tuesday, May 14, 2024

Antolini School Library

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- A. Pledge of Allegiance**
- B. Communications to the Board of Education/Public Comment**
- C. Superintendent's Report**
- D. Board of Education Chair's Report**
Social Media Policy/Etiquette
- E. Routine Business**
Approval of Minutes - March 5, 2024; March 13, 2024; March 27, 2024; April 2, 2024; and
April 23, 2024
Expenditure Report
- G. Old Business**
- H. New Business**
 - 1. Presentation for consideration of chlorination systems at Ann Antolini and Bakerville Consolidated - Ron Black, President, Water System Solutions & Design, Inc.**
 - 2. Policy & Regulation 4111.3 Personnel - Increasing Educator Diversity (First Read)**
 - 3. Policy 4118.22/4218.22 Personnel - Code of Ethics (First Read)**
 - 4. Policy 5112 Students - Ages of Attendance/Admissions/Placement (First Read)**
 - 5. Policy & Regulation 5141.5 Students - Youth Suicide Prevention and Attempts (First Read)**
- I. Reports**
EdAdvance
- J. Additional Public Comment - (For Agenda Items Only)**
- K. Executive Session**
New Hartford Board of Education Superintendent Evaluation
- L. Adjournment**

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

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

Bylaws of the Board

Board Member Use of Internet Social Networks

The Board of Education (Board) recognizes that reliance on social media as a means of communication is rapidly becoming the norm for school districts. Many school board members are active users of social media, including, but not limited to, such online platforms as Facebook and Twitter, as well as other media such as blogs and personal websites. The Board understands that social media can be a positive tool for fostering community engagement with the school district. However, Board members need to operate with appropriate guidelines when they are communicating online about school district business.

While social networking sites can be an effective and efficient means of communication, Board members need to be aware of the obligations and requirements that arise when using this form of communication. Board members' personal use of social networking sites may be limited or prohibited because of the need to comply with Connecticut statutes pertaining to public records and open meetings as described in the Freedom of Information Act.

Compliance with Public Records Law

Any recorded data or information relating to the conduct of public's business prepared, owned, received, or retained by the Board or the school district, whether handwritten, typed, tape-recorded, printed, photo-stated, photographed or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. This includes communication that school board members and district employees send or receive relating to the affairs of the school district and the official acts of school officials and employees. Electronically stored information generally constitutes a "record" within the meaning of the public records law provided such recorded information is created or kept in connection with school business. The substance of the information, not the format, controls whether it is a public record. As an elected official, a school board member's information contained on a social networking site or a blog, that is created or kept by the Board member regarding the affairs of the district is likely to be considered a public record.

Compliance with the Freedom of Information Act

Board members must be mindful of the Connecticut Freedom of Information Act (FOIA) when using social networking sites. The FOIA defines a "meeting" as any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advisory power (C.G.S. [1-200\(2\)](#)).

Board member use of a social networking site may be susceptible to violations of the FOIA due to the ease with which Board members can discuss school business in a manner that may determine the Board's course of action. An online discussion by Board members can result in agreement, tacitly or explicitly to act in a certain manner in number sufficient to reach a quorum.

Board members will not have online conversations that violate or to seek to circumvent the FOIA. Board members may not use online websites to communicate with one another about official Board business.

Social Networking Websites

Board members need to periodically review the importance of maintaining proper decorum in the online digital world as well as in person. This review is to give special emphasis to Board member use of Facebook, Twitter and other social media.

Code of Ethics

Use of social media sites by Board members shall be consistent with the Board's Code of Ethics (Bylaw #[9271](#)).

Board members will refrain from inappropriate conduct in making public statements on Facebook and other social networking sites, and will refrain from any disparagement of fellow Board members or others on a personal, social, racial, or religious basis. Board members shall not send messages that contain material that may be defined by a reasonable person as profane or obscene; messages that are racist, sexist or promote illicit, illegal or unethical activity.

Board members will recognize that authority rests with the Board of Education and will make no personal promises on social media sites nor take any private action which may compromise the Board.

Maintaining Confidentiality

Board members will exercise care not to divulge confidential information about students, school employees, or Board business on social media sites. Board members who have access to student information, like District employees, are prohibited from disclosing that information without the consent of the adult student or parent/guardian of a minor. In general, all records related to the individual student maintained by a school constitute confidential student records.

Board members are not to expect that their online conversations will remain private. Discussion of investigations into school issues will not be conducted online. Extreme care must be taken not to disclose confidential information related to students or employees while interacting online.

Social Media Guidelines for Board Members

The following guidelines are for Board members to consider when using social media in their role as public officials. In using social media to communicate about school district activities, a Board member shall:

1. Clarify that the communication is as an individual member of the Board and not in the role of an official District spokesperson.
2. Avoid deliberating school district business with a quorum of the Board.
3. Direct complaints or concerns presented online from other individuals to the appropriate administrator.
4. Avoid posting content that indicated the reaching of an opinion on pending matters.

5. Ask for community input through appropriate channels, but will not allow the social network site to direct decisions as a Board member.
6. Post only content that the District has already released to the public.
7. Clarify, when attempting to restate what happened at a previous Board meeting, that the posting on the social media site is not an official record of such meeting. Share information only from the open portions of the meeting.
8. Conduct himself/herself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business.
9. Report immediately harassing or defamatory communications to the Superintendent if they involve school officials, staff, students or District business.
10. Retain electronic records, including the Board member's own posts and content others post to the Board members account, when required to do so by the District's retention policy.
11. Report immediately to the District any potential security breaches if the Board member loses control or possession of a District-issued or personal electronic device on which confidential District records could be accessed.
12. Comply with the District's acceptable use policy when using District-issued devices or technology resources, including District Internet access on a personal device.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

10-209 Records not to be public.

1-210 Access to public records. Exempt records.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Federal Family Educational Rights and Privacy Act of 1974.

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

Policy adopted: April 25, 2017

NEW HARTFORD PUBLIC SCHOOLS

New Hartford, Connecticut

Social Media Etiquette

As use of blogs, micro blogs, Twitter, Facebook, and cell phone message texting has become more commonplace, it is important for Board members, as elected officials, to make sure there is a clear definition between the school district's and board member's own accounts.

Board members need to keep both communication etiquette and legal restraints in mind when writing in their personal accounts. Remember:

1. The printed word, even if it is written and distributed via the Internet, is 'discoverable,' meaning it can be retrieved and used as evidence in lawsuits.
2. Don't assume that you can post any opinion you want citing 'freedom of speech.' More and more headlines are reporting defamation suits filed as the result of those postings.
3. Lawsuits are also being filed against social media users who have not obtained copyright permission prior to posting copyrighted materials (articles and photos). Make sure you have written permission for reproducing information and that you follow a publication's reprint/use guidelines, even if you are using only a small portion of a lengthy article about school improvement or other education-related topics from a publication.
4. Follow district guidelines and state and national privacy laws concerning the release of student information (including use of photos) if you post anything about school district events on a social media outlet. Obtain written permission from parents or guardians prior to posting photos or other identifying information on your personal accounts even if the school district has permission forms on file. Parents may not feel that a Board member's personal account is a place to display their children's information.
5. Don't solicit discussion among fellow Board members on any school district business using social media. While discussion of certain topics may be permitted, err on the side of caution so that you don't find yourself violating legal requirements for open meetings.
6. Even if you are posting to your personal websites, such as Facebook and Twitter accounts, remember that nothing is really personal on the Internet. People have a way of accessing the information, forwarding, copying and pasting and possibly distorting what you have written. Even though you use a personal page 2 account, as long as you are on the school board you are a 'public face' of the district and your comments could be misconstrued as reflecting views of the district.
 - a. Include a statement or disclaimer on your account that the opinions you post are yours as an individual.
 - b. Avoid posting your opinions about school district business or Board actions.
 - c. At a Board meeting, discuss with the district's legal counsel the legalities regarding use of a personal social media account while serving as an elected official.

7. If you have a reason to post information about the district, double check to make sure the information is correct. It is easy to transpose numbers, get a date or time incorrect even on the most well-intentioned post, blog entry, or tweet.

a. Once an error is discovered, make the correction and then note the date/time of the correction at the top of the post or blog. If you've sent an incorrect Tweet, send a new one with 'Correction' at the lead.

b. To avoid putting incorrect information on your personal blogs, use links to the school district's home page or blog directing readers/followers to get information from the 'official' source.

8. Commenting on school district business while using one's own computer can put you in a precarious position if a public records request is made of all communications concerning a particular topic. Your personal computer and hard drive, and other data memory equipment could be subpoenaed as part of a lawsuit discovery process.

9. Remember that once a thought, idea, claim, or suggestion has been distributed via social media, it takes on a life of its own. Think twice when writing anything. Ask yourself if you would want your comments to appear on the front page of the morning paper or as a lead item on the television news.

10. Don't continue school board discussions or debates using your social media as a vehicle for voicing your dissent or approval of an issue. The Boardroom is the place for discussion and decision, not the Internet.

11. If you want public comment on a particular issue with which the school board is dealing, don't ask readers/followers to comment on your own message boards or comment sections. Instead, tell readers/followers how to contact the district through e-mail or phone calls that will allow comments to be forwarded to all board members. Be sure to include information on deadlines for submitting comments.

12. Refrain from using your personal social media account to inflame or incite a public outcry on a topic that is being discussed by the board.

13. Never post any information gleaned during an executive session, such as that related to personnel, business negotiations, and employee contract negotiations.

14. If you post to other sites and social media outlets - not under your control - make sure those site's topics and photos are considered to be politically correct as well as socially acceptable for readers of all ages.

15. Refrain from using cell phones during a meeting. Should a personal emergency arise that a Board member must attend to, that member should remove him or herself from the meeting to handle the situation.

**New Hartford Public Schools
Board of Education Regular Meeting (In-Person)
Ann Antolini Elementary School – Library
March 5, 2024 @ 7:00PM**

PRESENT: Superintendent Jeffrey Sousa; Chairman Timothy Klepps; Vice Chairman Thomas Buzzi; Members: Meagan Albert; Timothy Russell; Deirdre Tindall (via Google meet); Frank Rodenberg; Board Secretary Penny Miller and Recording Secretary Elizabeth Domas.

Also Present: Kelly Carroll, Amy Kennedy, Michael Lynch and Heather Mathes.

ABSENT: Board Members Kelly O'Dell Longhi and Kristin Young

- A. Chair to Open Meeting:** @ 7:04PM the meeting was called to order by Chairman Timothy Klepps.
- B. Pledge of Allegiance**
- C. Communications to the Board of Education/Public Comment:** Superintendent Jeffrey Sousa notified the Board of a letter received from Colleen Wipperman and has stated the letter submitted has been addressed by the Board Chairman Timothy Klepps.
- D. Board of Education Chair's Report:** Chairman Timothy Klepps discussed two items to bring to the attention of the Board. First, he asked the Board members on their thoughts for allowing public comment at the end of the meeting as there have been some requests. Vice Chairman Thomas Buzzi is in favor of allowing more public comment for greater transparency and interaction with the public. Frank Rodenberg stated he feels the idea is worth a try to see how it works, with the opportunity to re-discuss the idea later in time. Mr. Klepps noted there is no requirement to have public comment based on the Boards policies and bylaws. Penny Miller agrees to offer public comment based on the subjects the Board has talked about during the meeting. Mr. Klepps agrees to allow public comment at the end and will add it to the next agenda. The second item to discuss is a letter of resignation received from Board Member Kelly O'Dell Longhi dated March 1, 2024, effective immediately. This letter was received by the Town Clerk on March 5, 2024. Board of Education policies require the Board of Education to post for a replacement and this must be within 30 days of resignation. The position, once filled by a vote from the Board of Education, will be temporary until the next election in November 2025, and must be filled by a democrat, unaffiliated or independent.
- E. Superintendents Report:** Superintendent Jeffrey Sousa voiced that March is Board Member appreciation month, Board Members are volunteers and work tirelessly, they serve on sub-committees, and sacrifice many hours of their time. Superintendent Jeffrey Sousa expressed his appreciation to all the present Board Members.

Students Representatives:

Fifth graders are working on multiplication and division in order to solve real world problems. In science, students are learning the watery planet unit, only 1% of all water on our planet is drinkable. This topic is hands on, engaging and very educational. In social studies, students are studying the American Revolution. Many students are involved in band or chorus and love outdoor recess. In first grade, students have lots of fun learning about birds and their adaptations; they also learn about the sun, moon and stars. Students create poems based on the point of view of the sun and will get to present their poems in front of their classmates. In math they are learning patterns in place values, they will be able to subtract 2 digit numbers.

Revised Capital Expenditure: Mr. Sousa notes a special thanks to the Board of Finance for helping to achieve the goal of improving the infrastructure of security in the schools. The revised capital expenditure from 2-21-2024 is available online and brings us closer to the local match for the security grant. An item being worked on and in the process of is installing ballistic glass coating and glazing on windows in all the schools. The next step would be adding the interoperability of radios and communications from inside the school to police and emergency services.

ASO Update: Mr. Sousa stated the security sub-committee met, and a job description is in place. The approximate cost for an Armed Security Officer would be \$42,000 to rotate through the three schools. Frank Rodenberg questioned when members will see the job description. Frank Rodenberg clarified to Mr. Sousa the amount of \$42,000, what does this cover? Mr. Sousa stated this covers the salary at \$29.00 an hour for 180 school days, another \$8,000 has been allocated in the event benefits are needed. Equipment costs have not been factored in yet. The service could be purchased now for next year. Originally \$75,000 was earmarked for security, some of the funding was used towards immediate needs like asbestos testing, there is \$50,000 left.

F. Routine Business:

Approval of Minutes: February 21, 2024 (Special Meeting)

MOTION by Penny Miller to approve the minutes from the February 21, 2024, Special Meeting as presented. Second by Frank Rodenberg.

UNANIMOUS
Motion passes

Expenditure Report:

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

UNANIMOUS
Motion Passes

G. Old Business:

2024-2025 Budget Workshop #1

Mr. Timothy Klepps thanks the Board members for submitting their questions to Superintendent Sousa regarding the 2024-2025 budget since the previous meeting. Mr. Sousa began going through the many questions submitted. The first question stated was what would be the absolute non-negotiable line items? Mr. Sousa stated special education (legally bound), contractual increases (negotiations), and insurance. In regard to regular education, Board Members expressed their desire for the increase in this section to be closer to 3% than 6%. Mr.

Sousa noted a Kindergarten teacher was hired due to more students in the summer, a library media specialist was hired (the school year began without one, and this also came with a salary increase) and the addition of a school counselor (there is now a school counselor at each school every day of the week). There is a grant that pays for the school counselor, the grant runs out in September of 2024. Although the number of students is projected to decrease by 18, this number is very hard to predict. A suggestion was made to have a parent volunteer to assist with the yearbook to offset the cost of some savings. There are salary increases that are due to higher education and longevity. Line item 560 for magnet school tuition was questioned. How many students were paid for in the 2022-2023 year? The answer is 7 students, and each student was \$6,300 for tuition to the CREC, and 1 student graduated. A recommendation was made by a Board member to cut Travel line 519 to \$1,500. In Special Education the budget increase of about 25% is necessary to decrease outplacement and keep students within the district. In addition, to provide mental health support for the 110 students. Special Education will see savings of \$25,000 under grant 611 which will be utilized against this budget. Under Pupil Services, 313, \$17,000 was spent in 2022-2023. A Board member inquired about the high number for this line. This line is set aside for third party independent evaluations for special needs if necessary to help students and families be in the same understanding as the schools. Mr. Sousa noted in teaching supplies, 616, the increase of \$3,000 is due to the implementation of pre-school screeners. Moving forward to the health services, under Lead Nurse Stipend 112, the increase of \$1,000 was due to a contractual agreed increase. Then in line 113, specifically how often are nurses working after hours? Mr. Sousa noted this depends on the needs of the students. Overtime has been added to provide students with treatment after school. Are we seeing the same need for substitute nurses? Mr. Sousa replied yes due to the fact that nurse substitutes are mandated to conduct professional development. In the Improvement of Instruction section, line 593, a Board member asked, "can this be removed?" The answer is no because not all booklets can be printed in house. The Curriculum Software, 618, \$30,000 increase is because a transfer was made to move this line item from Technology to Curriculum because there is a different level of importance under Curriculum. Media Services and Supplies has an increased cost for book repairs and to have optimal books in stock. Also under Library Media Centers, 641, there is a 40% increase in online subscriptions, Mr. Sousa noted they are always looking for different companies and longer term subscriptions in an effort to save money. Superintendent Sousa would partner with region 7 if the opportunity were to arise for savings. Board of Education, 689, Recognition and Hospitality for the District, the purpose of this line is to honor staff members or provide sympathy during difficult times. Recognition and Hospitality was recommended by more than 1 Board Member to reduce, Mr. Sousa suggested decreasing from \$1,000 to \$500. Board of Education members feel this line could start at a slower pace. Central Office, 112 & 113, Board members notice the increases are double on average for other staff. What are examples of overtime for central office staff? Examples of OT in the Central Office are completing FOI requests and extra hours for the part-time bookkeeper. Central Office, 690, there is a 16.7% increase solely due to the cost of paper. In the School Offices category, 730, the budget increased from \$2500 to \$5,000 because the line was short previously and these funds are used to purchase walkie talkies that would cover the entire school grounds. Plant Operations, 112, the increase is an excess of other staff, contingencies due to ongoing negotiations. Line 115, 2022-2023 does not indicate that Custodial Substitutes needs to double, a suggestion was made to cut in half. Utilities, 402, Refuse Subsection a Board member inquired on the increase from \$9,500 to \$14,000, Mr. Sousa noted the cost to eliminate trash is increasing and he continually works with First Selectman Dan Jerram on the

ongoing trash project increases. A member proposed line 406, Emergency Repairs, be increased by \$7,000 not \$17,000. Building Maintenance, a clerical note was stated for line 407, building maintenance should be moved to service contracts, the \$30,000 should be moved under Furniture for supplies such as toiletries and cleaning products and will be taken under advisement. Employee Benefits, 6100, 18% increase at this time. Good news to share is the insurance which was 11.6% will be dropped to 10.95%. This takes \$85,000 off the proposed budget. Pupil Transportation section 2700, line 510, this is our last year to be contracted with Dattco, bidding will go out for 2025-2026 along with Northwest Region 7. Under CAPEX a \$150,000 security investment allows at least \$251,000 on a 60% match on average to upgrade walls, windows, and surveillance. This translates to a total Capital of \$380,000 for a \$285,000 investment.

Frank Rodenberg stated some questions regarding employees, he clarified the increase in occupational therapy (.2) and how many other new positions are in this budget. The answer is 1 Special Education teacher at Ann Antolini. In addition, 1 new para educator, previously paid by pandemic relief. The Board of Education asked for the total number of staff in Special Education. There are: 12.6 Certified Staff which include 6 Special Education Teachers, 2 School Psychologists, 1.6 Speech Language Pathologists, 2 Pre-K Teachers and 1 Social Worker. How many paras are in this line? There are 17.5 Special Education Para, 5.5 Regular Education Para Educators, a total of 24 Paras. This line includes a Data Manager who is not a Para. Penny Miller asked for clarification on the employee being funded by a grant. Additionally, Penny Miller questioned the Utilities Refuse, Penny mentioned that region 7 has a 0% for this line and New Hartford has a fee. Mr. Sousa will inquire about region 7. Penny Miller asked for a status on the solar panel project, Mr. Sousa stated we were not granted the project and an application was re-submitted for a Second round, hopefully there will be an answer in April, the application is submitted to Eversource and federally funded. Thomas Buzzi asked Superintendent Sousa for clarification on what can and can't be cut from the budget. Thomas Buzzi inquired what the increase be if the non-requirements were flatlined? The Board of Education would like to have a responsible number to bring to the Board of Finance at the meeting on March 16, 2024. What does the Board want to do, considering today is March 5, 2024? Chairman Timothy Klepps feels the Board of Education needs to give Superintendent Sousa and idea of what percentage the members feel is appropriate and more of an idea as to where the Board would like the budget to be.

MOTION by Timothy Klepps to challenge Superintendent Sousa to come back to the Board with his assessments of cuts to reduce the budget down/within 5.25%. The cut would be roughly around \$275,000, with a list of items adjusted to get to the 5.25%. Second by Penny Miller.

Aye: Meagan Albert, Thomas Buzzi, Timothy Klepps, Tim Russell and Deirdre Tindall (5)

Naye: Penny Miller (1)

Abstained: Frank Rodenberg (1)

(5-1-1)

Motion Passes

MOTION by Penny Miller for approval 2024-2025 Capital as proposed. Second by Thomas Buzzi.

Aye: Meagan Albert, Thomas Buzzi, Timothy Klepps, Frank Rodenberg, Tim Russell and Deirdre Tindall (6)

Naye: Penny Miller (1)

(6-1)

Motion Passes

H. New Business:

Healthy Food Certification Application Process 2024-2025

Vote 1: Required vote for participation in healthy food option of HFC.

This vote is required for all BOEs that participate in the NSLP. Each BOE must vote “yes” or “no” to participate in the healthy food option of C.G.S. Section 10-215f and follow the Connecticut Nutrition Standards (CNS). The motion and BOE-approved meeting minutes must include the exact motion language below:

MOTION by Timothy Klepps to vote yes on Vote 1 “Pursuant to C.G.S. Section 10-215f, the New Hartford Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups”. Second by Penny Miller.

UNANIMOUS

Motion Passes

Vote 2: Required vote for food exemptions for BOEs choosing healthy food option of HFC.

This vote is required for all BOEs that vote “yes” to participate in the healthy food option. The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions using the exact motion language below.

MOTION by Timothy Klepps to vote yes on Vote 2, “The New Hartford Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales”. Second by Penny Miller.

UNANIMOUS

Motion Passes

I. Executive Session:

Financial Matter re: Teacher Retirement Board

MOTION by Penny Miller to enter executive session at 8:49PM to discuss a personnel matter and to invite Superintendent Jeff Sousa to join the Board of Education for the purpose of discussing a Financial Matter re: Teacher Retirement Board. Second by Thomas Buzzi.

UNANIMOUS
Motion Passes

*Everyone in attendance left the meeting.
The Board of Education and Superintendent Sousa remained for Executive Session.*

Executive Session ended at 8:58PM.

MOTION by Penny Miller to reimburse Superintendent Sousa in the amount of \$1,487.26 for his Connecticut Retirement Contribution. Second by Tim Russell.

UNANIMOUS
Motion Passes

J. Adjournment:

MOTION by Penny Miller to adjourn the meeting at 9:00PM. Second by Frank Rodenberg.

UNANIMOUS
Motion Passes

Motions following Executive Session were provided by Penny Miller to the Recording Secretary.

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-ZlomWmjG81dcQM3rfg>

Attachments:

Letter from Colleen Wipperman (available from Town Clerk upon request)

Resignation Letter Kelly O'Dell Longhi (available from Town Clerk upon request)

**New Hartford Public Schools
Board of Education Special Meeting (In-Person)
Ann Antolini Elementary School – Library
March 13, 2024 @ 6:00PM**

PRESENT: Superintendent Jeffrey Sousa; Chairman Timothy Klepps; Vice Chairman Thomas Buzzi; Members: Meagan Albert; Timothy Russell; Deirdre Tindall (via Google meet); Frank Rodenberg (via Google meet); Kristin Young; Board Secretary Penny Miller and Recording Secretary Elizabeth Domas.

Also Present: Kelly Carroll (via Google meet) Amy Kennedy, Michael Lynch and Heather Mathes.

- A. Chair to Open Meeting:** @ 6:00PM the meeting was called to order by Chairman Timothy Klepps.
- B. Pledge of Allegiance**
- C. Board of Education Chair's Report:** Timothy Klepps and Jeffrey Sousa attended the Board of Finance meeting Tuesday March 12, 2024, to present the CAPEX (Capital Expenditures). There were several questions, many on the Security Grant, an Executive Session regarding security will likely occur at the Board of Finance meeting on Saturday March 16, 2024.
- D. Superintendents Report:** Superintendent Sousa is proud of students and how they engage in the learning. He also extends a great job done by staff members. The Board of Finance has been invited to tour the schools on Friday March 15, 2024, at 9:00AM, the order will be Bakerville, Ann Antolini then New Hartford Elementary.
- E. New Business:**
Increasing Educator Diversity Plan: In accordance with Public Act 23-167, the Boards of Education in the State of Connecticut are required to submit a plan to increase diversity within the school educators. Mr. Sousa thanked the entire team who played a part in helping to create this plan. This plan was created with the help of EdAdvance and other local Superintendents, in an effort to promote and hire cultural diversity candidates. There are three main sections to the plan: *recruitment, hiring and selecting, and retention*. This plan requires the New Hartford Board of Education approval before submitting it to the State of Connecticut.

MOTION by Penny Miller to approve the Increasing Educator Diversity Plan. Second by Tim Russell.

Kristin Young had concerns with the timeline and clarified if there may need to be more time to complete this plan. Thomas Buzzi clarified the quota that is intended to be met. Mr. Sousa reassured Board members the plan in place is to ensure that the Board of Education is not biased or discriminatory. Thomas Buzzi stated measured success cannot

be determined by the percentage of diversity within the staff members. Thomas Buzzi feels merit is most important and should be mentioned in this Increasing Educator Diversity Plan. Deirdre Tindall agrees, the word merit needs to be in this document as well, hiring needs to be based on qualifications not just on race. Superintendent Sousa states that interviews and resumes is the merit, which is within the interview process already in place, Sousa notes the individual hired will always be the best candidate for the job, based on qualifications and what they bring to the table.

AMENDED-MOTION by Penny Miller to approve the Increasing Educator Diversity Plan but to include the “*merit*” of the applicant in several areas within the plan as suggested by Thomas Buzzi and Deirdre Tindall, then submit for approval. Second by Tim Russell.

UNANIMOUS
Motion Passes

F. Old Business:

2024-2025 Budget

Superintendent Sousa recapped the last budget workshop, where the Board voted to reduce the proposed budget increase to 5.25%. The original Superintendents proposed budget started at \$769,364 at 8.17%. The Board of Education voted to reduce the proposed budget by \$275,000 to target a 5.25% increase.

Several savings now noted within the proposed budget are -\$25,000 (IDEA611 Grant) and -\$8,461 Medical 10.95% (was 11.6%) which brings the proposed budget down to \$735,903 or 7.81%.

The next proposed reductions are -\$130,000 (Excess Cost Grant, moving the excess cost grant revenue from the town revenue to the Board of Education budget to offset expenses in the amount of \$130,000), -\$38,000 Tuitions/Outplacements, -\$20,000 Emergency Repairs, -\$10,000 Legal Fees, -\$15,000 in Maintenance (Plant Operations), -\$5,000 in Online Subscriptions, -\$500 in Recognition and Hospitality and lastly -\$500 in Curriculum Materials. This is a total of \$231,000 reduced from the proposed budget and this reduces the increase from \$735,903 to \$516,900 or 5.49%.

Mr. Klepps expressed the importance of the Board of Education to understand the Excess Cost Grant, which was discussed at the Board of Finance meeting last night. This grant is currently reimbursed on the town revenue side, currently sits in general town budget and has been since the start of the grant, this is money returned to the town from the State of Connecticut. There has been some debate whether this should be moved to the Board of Education side and requires further discussion. If the excess costs revenues are not applied directly to the education expenses, the budget increase is higher than the 5.49%.

The other proposed budget reduction is -\$16,000 for Occupational Therapy (.2 FTE=1 Day, from 5 days down to 4) which would get the budget reduced to \$500,900 or 5.31%.

The next budget cut would be -\$19,000 for the Speech Language Pathologist (.2FTE=1 Day, from 4 days down to 3) less of service, this would bring the budget to \$481,900 or 5.11%.

The 23-24 Occupational Therapist works 4 days a week (with 50 students), the proposed budget increases the working day by 1. 23-24 Speech Language Pathologist works 3 days a week (with 22 students), the proposed budget increases the working day by 1.

Third grade has significant need for Special Education, which is approximately 20%. The importance of small class sizes is to make sure classes are not overburdened with services, to have so many needs in one classroom, increase class size and implement the needs that are being met. Superintendent Sousa would not recommend increasing class sizes. Smaller class sizes effectively manage the needs of each child to make sure services are being met. There are currently 62 Kindergarteners who will go into First Grade.

MOTION by Kristin Young to approve the proposed reductions of the initial first batch which is a budget of \$516,900 or 5.49% increase to send to the Board of Finance with Board of Education approval. Second by Tim Russell.

Thomas Buzzi stated he does not disagree with the proposed budget but does not think this will cut it. Penny Miller is not in favor of these cuts, and the budget increase needs to be closer to 4%. Meagan Albert suggested seeing what the Board of Finance says on Saturday in regard to the \$130,000 Excess Cost Grant. Tim Russell says that 4% sounds great although he reminded everyone of inflation but could not be in favor of cutting staff. Tim Russell believes other items can be adjusted rather than staff. Penny Miller doesn't believe in a reduction in force but there are other areas where cuts can be made. Frank Rodenberg supports the proposed budget at 5.49% to provide the best education possible. Timothy Klepps does not want to cut Special Education but feels he would like the budget increase to be at 5.11% (\$481,900) whether it means cutting those two positions or finding other areas to cut. Kristin Young does not wish to amend her motion based on the discussion.

Aye: Meagan Albert; Timothy Russell; Deirdre Tindall; Frank Rodenberg; Kristin Young

Naye: Thomas Buzzi; Timothy Klepps; Penny Miller

Abstained:

(5-3-0)

Motion Passes

G. Adjournment:

MOTION by Penny Miller to adjourn the meeting at 7:04PM. Second by Thomas Buzzi.

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

**New Hartford Public Schools
Board of Education Special Meeting (In-Person)
Ann Antolini Elementary School – Library
Wednesday March 27, 2024 @ 6:00PM**

PRESENT: Superintendent Jeffrey Sousa; Chairman Timothy Klepps; **Members:** Meagan Albert; Deirdre Tindall; Frank Rodenberg; Kristin Young; and Recording Secretary Elizabeth Domas.

ABSENT: Vice Chairman Thomas Buzzi; Board Secretary/Member Penny Miller; Board Member Timothy Russell.

1. Pledge of Allegiance

**2. Interview Potential Candidates for the Board of Education Vacancy
(Invitation to Executive Session will be extended to Candidates for Purposes of Discussion)**

Adam La Faci from 22 Turnbull Road and Erik J. Perotti from 27 Church Street were interviewed as potential candidates for the Board of Education vacancy.

3. Executive Session

MOTION by Kristin Young to enter Executive Session at 6:45PM. Second by Frank Rodenberg.

Executive Session ended at 7:10PM.

Board Members who voted for **Adam La Faci**: Frank Rodenberg; Kristin Young

Board Members who voted for **Erik J. Perotti**: Meagan Albert; Timothy Klepps; Deirdre Tindall

4. Vote to Fill Unfinished Term Position

MOTION by Deirdre Tindall to fill the Board of Education vacancy with Erik J. Perotti. Second by Kristin Young.

**UNANIMOUS
*Motion Passes***

5. 2024-2025 Budget

The Board of Finance gave orders to the Board of Education to cut \$100,000. The recommendation from Superintendent Jeffrey Sousa is to cut a Kindergarten teacher, 1.0 FTE (1.0 FTE = Full Time Equivalent). Additionally cut a .6 FTE, Spanish is not in curriculum alignment, this Spanish curriculum is the same that 7th grade students receive in 6th grade. The new 2024-2025 budget increase is in the amount of \$416,469.27. Discussion was had on class sizes, regarding kindergarten students due to the difficulty in projecting the numbers of students being enrolled and the cut of a full time teacher. There was a projection of 60 kindergarten students last year. A total of 54 students would be within the Boards policy. Kristin

Young would like to get better at these projections, it was noted this is a tough situation to be in.

MOTION by Kristin Young to approve the proposed budget cuts of 1.0 FTE Kindergarten teacher and .6 FTE Spanish Teacher. Second by Deirdre Tindall.

Aye: Timothy Klepps, Frank Rodenberg, Deirdre Tindall, Kristin Young

Nay: Meagan Albert

Abstained:

(4-1-0)

Motion Passes

The previous Capital Expenditures increase amount was \$285,515 which has been reduced to \$128,515. The Board of Finance motioned to fund the \$157,000 grant money from the general fund, therefore, to remove this from the Capital Expenditures. Action was taken by the Board of Finance to remove the \$130,000 Excess Cost Grant (ECG) from the Board of Education budget, even though there is a Statute (**CGS 10-76g**) requiring the Board of Education to receive the funds. The Board of Finance requested more time to discuss this matter with auditors and understand the ECG before making a decision, therefore they voted to keep \$130,000 ECG in place for now on the town side for this budget and told the Board of Education to remove this from their budget. The Board of Education increase is a 4.42% with \$130,000 ECG applied to the Board of Education budget and an increase of 5.80% without the \$130,000 ECG applied to the Board of Education budget.

MOTION by Kristin Young to request Chairman Timothy Klepps send an email to the Board of Finance regarding the placement of the \$130,000 Excess Cost Grant in the budget. Second by Frank Rodenberg.

UNANIMOUS

Motion Passes

6. Adjournment

MOTION by Deirdre Tindall to adjourn the meeting at 8:00PM. Second by Frank Rodenberg.

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

New Hartford Public Schools
Board of Education Special Meeting (Virtual Only)
Tuesday April 2, 2024 @ 5:30PM

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

ABSENT: Board Secretary/Member Penny Miller; and Board Member Frank Rodenberg.

Chair to Open Meeting: @ 5:35PM the meeting was called to order by Chairman Timothy Klepps.

1. Pledge of Allegiance

2. 2024-2025 Budget - Vote to Approve Budget for Public Hearing

Chairman Timothy Klepps summarized for the Board Members present at this meeting the discussion that was had regarding the placement of the Excess Cost Grant (ECG) in the budget at Board of Finance meeting Friday March 29, 2024. Kerry Guilfoyle the Board of Finance Chairwoman would like the New Hartford School budget to be presented with and without the Excess Cost Grant. Thomas Buzzi and Deirdre Tindall expressed their concerns regarding the decision made on the Excess Cost Grant by the Board of Finance. Additionally noted, currently there are 37 incoming Kindergarten students, which requires three sections. Per Board of Education policy there can be a maximum 18 students per teacher. Timothy Russell inquired about incentives for early retirement to avoid cutting a Kindergarten teacher, which he is not in favor of. Superintendent Jeffrey Sousa stated a process like so would require a lot of planning and there is not enough time for this to happen. Thomas Buzzi stated his concern with the up and down employment and how this may cause turmoil for the future, this may set a precedent. If the budget is not voted on by the Board of Education at tonight's meetings, the budget will go to Public Hearing tomorrow April 3, 2024, anyway.

MOTION by Kristin Young to approve the 2024-2025 budget at \$9,964,530.59, an increase of \$546,480.27 equaling a 5.80% increase, for presentation at Public Hearing on April 3, 2024, as presented without the \$130,000 Excess Cost Grant (ECG). Second by Timothy Klepps.

Aye: Thomas Buzzi, Timothy Klepps, Deirdre Tindall, Kristin Young

Nay: Meagan Albert, Timothy Russell

Abstained:

(4-2-0)
Motion Passes

3. Adjournment

MOTION by Thomas Buzzi to adjourn the meeting at 6:03PM. Second by Kristin Young.

UNANIMOUS
Motion Passes

Respectfully submitted by,
Elizabeth Domas, Recording Secretary

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

**New Hartford Public Schools
Board of Education Special Meeting (In-Person)
Ann Antolini Elementary School – Library
Tuesday April 23, 2024 @ 5:30PM**

PRESENT: Superintendent Jeffrey Sousa; Chairman Timothy Klepps; Vice Chairman Thomas Buzzi; Members: Meagan Albert; Erik Perotti; Timothy Russell; Deirdre Tindall; Frank Rodenberg and Recording Secretary Elizabeth Domas.

ABSENT: Board Members Penny Miller and Kristin Young.

Chairman Timothy Klepps called the meeting to order at 5:30PM.

1. Pledge of Allegiance

2. 2024-2025 Budget Update

Superintendent Jeffrey Sousa welcomes the newest Board Member Erik Perotti and thanks him for his service. Mr. Sousa updated the Board that upon further discussion with the Board of Finance, a motion was made by the Board of Finance to place the Excess Cost Grant in the Board of Education budget rather than the general Town budget. The letter sent by the Board of Finance Chairwoman is attached to these minutes. The final Board of Education budget is \$416,480.27 which is a 4.42% increase in the budget with the \$130,000 ECG applied to the budget. Deirdre Tindall asked Chairman Timothy Klepps to clarify the reporting that will be required to the Board of Finance. The plan is to have this reflected in the expenditure report as a line item.

3. CABA Delegate Discussion and Appointment

Superintendent Jeffrey Sousa notified the Board that members of CABA are involved in the legislative process. Mr. Sousa would like the Board to nominate a Board Member to represent the New Hartford Board of Education with him, this usually consists of a 2–3-day workshop. Mr. Sousa made a recommendation to the Board to have an individual be a delegate representative primary to get involved. Deirdre Tindall volunteered.

MOTION by Frank Rodenberg to appoint Deirdre Tindall to be the New Hartford Board of Education CABA delegate. Second by Timothy Russell.

**UNANIMOUS
Motion Passes**

Chairman Timothy Klepps recommended to have an alternate delegate in the event the delegate cannot attend.

MOTION by Frank Rodenberg to appoint Thomas Buzzi to be the New Hartford Board of Education CABA delegate alternate. Second by Deirdre Tindall.

**UNANIMOUS
Motion Passes**

MOTION by Thomas Buzzi to enter Executive Session and to invite Superintendent Jeffrey Sousa to the session at 5:43PM. Second by Frank Rodenberg.

UNANIMOUS
Motion Passes

*Everyone in attendance left the meeting.
The Board of Education and Superintendent Sousa remained for Executive Session.*

Motions following Executive Session were provided by Superintendent Jeffrey Sousa to the Recording Secretary.

4. Executive Session: Physical Security and Concerning the Performance of a Board Member

MOTION by Thomas Buzzi to exit Executive Session at 6:20PM. Second by Timothy Klepps.

UNANIMOUS
Motion Passes

5. Adjournment

MOTION by Thomas Buzzi to adjourn the meeting at 6:21PM. Second by Timothy Klepps.

UNANIMOUS
Motion Passes

*Respectfully submitted by,
Elizabeth Domas, Recording Secretary*

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Attachments:
Board of Finance ECG Letter

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 5/1/2024

To Date: 5/31/2024

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	\$100,238.32	\$1,886,596.48	\$591,804.15	\$564,329.95	\$27,474.20	1.11%
100.1000.112.001.117	SALARIES, REGULAR CLASS PARAS	\$164,195.14	\$0.00	\$164,195.14	\$3,112.08	\$87,986.17	\$76,208.97	\$12,686.09	\$63,522.88	38.69%
100.1000.114.001.100	SALARIES, TCHR SUBSTITUTES	\$59,000.00	\$10,000.00	\$69,000.00	\$3,407.59	\$83,093.24	(\$14,093.24)	\$0.00	(\$14,093.24)	-20.42%
100.1000.116.000.100	SALARIES, MISC STIPENDS	\$26,525.00	\$204.00	\$26,729.00	\$0.00	\$9,850.00	\$16,879.00	\$0.00	\$16,879.00	63.15%
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	\$4,244.33	\$9,955.67	\$0.00	\$9,955.67	70.11%
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	\$58.96	\$754.04	\$1,245.96	\$0.00	\$1,245.96	62.30%
100.1000.616.000.101	GIFTED & TALENTED SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$657.90	\$1,342.10	\$0.00	\$1,342.10	67.11%
100.1000.616.001.102	ART SUPPLIES	\$4,700.00	\$0.00	\$4,700.00	\$447.13	\$2,057.15	\$2,642.85	\$2,637.96	\$4.89	0.10%
100.1000.616.001.112	MUSIC - K - 6	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$368.76	\$1,131.24	\$894.24	\$237.00	15.80%
100.1000.616.001.117	CLASSROOM/TEACHER	\$2,500.00	\$0.00	\$2,500.00	\$100.00	\$2,171.67	\$328.33	\$0.00	\$328.33	13.13%
100.1000.616.001.118	PHYSICAL EDUCATION	\$1,800.00	\$0.00	\$1,800.00	\$32.50	\$737.67	\$1,062.33	\$429.25	\$633.08	35.17%
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	\$31.36	\$1,117.93	(\$62.93)	\$0.00	(\$62.93)	-5.96%
100.1000.616.002.112	MUSIC - INSTRUMENTAL	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,116.22	\$83.78	\$83.78	\$0.00	0.00%
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	\$745.78	\$259.22	\$0.00	\$259.22	25.79%
100.1000.616.003.119	GENERAL SUPPLIES- ANT	\$2,440.00	\$0.00	\$2,440.00	\$771.16	\$3,044.71	(\$604.71)	\$0.00	(\$604.71)	-24.78%
100.1000.616.003.120	CENTRAL SUPPLIES- ANT	\$2,440.00	\$0.00	\$2,440.00	\$44.22	\$2,412.55	\$27.45	\$0.00	\$27.45	1.13%
100.1000.641.000.110	SCIENCE	\$2,000.00	\$0.00	\$2,000.00	\$54.93	\$584.82	\$1,415.18	\$0.00	\$1,415.18	70.76%
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	\$5,229.88	\$4,770.12	\$0.00	\$4,770.12	47.70%
100.1000.641.100.114	SOCIAL STUDIES	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$849.03	\$2,150.97	\$0.00	\$2,150.97	71.70%
100.1000.641.200.109	READING	\$20,000.00	(\$10,000.00)	\$10,000.00	\$0.00	\$4,114.76	\$5,885.24	\$0.00	\$5,885.24	58.85%
100.1000.641.200.111	MATH	\$19,000.00	\$0.00	\$19,000.00	\$0.00	\$1,988.02	\$17,011.98	\$0.00	\$17,011.98	89.54%
100.1000.642.001.100	PERIODICALS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$553.48	\$2,446.52	\$2,053.00	\$393.52	13.12%
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	(\$9,796.00)	\$2,876,324.77	\$108,298.25	\$2,153,572.33	\$722,752.44	\$583,114.27	\$139,638.17	4.85%
100.1200.111.000.120	SALARIES, CERTIFIED	\$840,750.60	\$63,150.00	\$903,900.60	\$38,890.74	\$760,575.65	\$143,324.95	\$197,207.00	(\$53,882.05)	-5.96%
100.1200.111.001.120	SALARIES, Director -Student Services	\$120,600.00	\$0.00	\$120,600.00	\$4,638.46	\$106,684.58	\$13,915.42	\$13,915.42	\$0.00	0.00%
100.1200.112.000.120	SALARIES, SECRETARY SPED	\$45,887.04	\$0.00	\$45,887.04	\$1,421.28	\$37,460.88	\$8,426.16	\$7,715.52	\$710.64	1.55%
100.1200.112.001.120	SALARIES, PARAS	\$475,730.49	\$0.00	\$475,730.49	\$16,573.28	\$307,785.01	\$167,945.48	\$84,132.54	\$83,812.94	17.62%
100.1200.114.001.120	SALARIES, PARA SUBSTITUTES	\$6,000.00	\$10,000.00	\$16,000.00	\$805.00	\$27,296.24	(\$11,296.24)	\$0.00	(\$11,296.24)	-70.60%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 5/1/2024

To Date: 5/31/2024

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	\$4,277.08	\$23,686.69	\$6,313.31	\$0.00	\$6,313.31	21.04%
100.1200.313.000.120	EVALUATIONS & CONSULTS	\$26,000.00	\$0.00	\$26,000.00	\$170.00	\$8,046.75	\$17,953.25	\$0.00	\$17,953.25	69.05%
100.1200.314.000.120	TESTING SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$12,482.18	(\$2,482.18)	\$224.00	(\$2,706.18)	-27.06%
100.1200.324.000.120	INSERVICE	\$10,200.00	\$0.00	\$10,200.00	\$0.00	\$7,603.76	\$2,596.24	\$0.00	\$2,596.24	25.45%
100.1200.560.603.120	TUITION	\$394,000.00	\$0.00	\$394,000.00	\$23,654.94	\$329,895.57	\$64,104.43	\$0.00	\$64,104.43	16.27%
100.1200.616.000.120	TEACHING SUPPLIES - SPED	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$845.86	\$154.14	\$168.81	(\$14.67)	-1.47%
100.1200.730.000.120	EQUIPMENT - SPED	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,599.15	\$1,400.85	\$1,401.83	(\$0.98)	-0.03%
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	\$73,150.00	\$2,037,753.13	\$90,430.78	\$1,624,212.32	\$413,540.81	\$304,765.12	\$108,775.69	5.34%
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	\$113,303.81	\$19,861.19	\$17,690.03	\$2,171.16	1.63%
100.2130.114.000.129	SALARIES, NURSES SUBSTITUTE	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,440.00	(\$440.00)	\$0.00	(\$440.00)	-22.00%
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	\$2,508.37	\$991.63	\$52.99	\$938.64	26.82%
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	\$121,252.18	\$20,912.82	\$17,743.02	\$3,169.80	2.23%
100.2210.322.000.130	PARTIAL TUITION REIM.	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$3,512.80	\$6,487.20	\$0.00	\$6,487.20	64.87%
100.2210.324.000.130	STAFF DEVELOPMENT	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,003.41	(\$3.41)	\$0.00	(\$3.41)	-0.07%
100.2210.325.000.130	CURRICULUM WORK	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$7,421.99	\$7,578.01	\$0.00	\$7,578.01	50.52%
100.2210.590.000.130	PURCHASED SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$687.50	\$812.50	\$0.00	\$812.50	54.17%
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	\$320.00	\$1,570.72	\$2,929.28	\$162.18	\$2,767.10	61.49%
100.2210.618.000.130	INNOVATIVE TEACHING	\$500.00	\$0.00	\$500.00	\$0.00	\$426.14	\$73.86	\$0.00	\$73.86	14.77%
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	\$320.00	\$19,149.05	\$19,100.95	\$162.18	\$18,938.77	49.51%
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	\$374.93	\$1,125.07	\$0.00	\$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	\$59.99	\$68.51	34.26%
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

From Date: 5/1/2024

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☐ 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	\$3,022.00	\$7,978.00	\$0.00	\$7,978.00	72.53%
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	\$432.40	\$432.40	\$167.60	\$542.90	(\$375.30)	-62.55%
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	\$184.97	\$215.03	\$0.00	\$215.03	53.76%
100.2220.730.003.131	EQUIPMENT/ AV SUPPLIES - ANT	\$800.00	\$0.00	\$800.00	\$0.00	\$49.98	\$750.02	\$0.00	\$750.02	93.75%
100.2220.890.001.131	DUES AND FEES	\$679.00	\$0.00	\$679.00	\$0.00	\$431.00	\$248.00	\$0.00	\$248.00	36.52%
	Func: Library Media Centers - 2220	\$20,854.00	\$0.00	\$20,854.00	\$432.40	\$5,398.41	\$15,455.59	\$2,522.92	\$12,932.67	62.02%
100.2230.112.000.134	SALARIES, SUPPORTIVE	\$70,458.00	\$0.00	\$70,458.00	\$2,709.92	\$62,328.16	\$8,129.84	\$8,129.84	\$0.00	0.00%
100.2230.321.000.134	TECHNICAL/LICENSES	\$14,000.00	\$0.00	\$14,000.00	\$9.00	\$11,068.11	\$2,931.89	\$0.00	\$2,931.89	20.94%
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	\$173.58	\$20,443.15	\$5,556.85	\$1,046.88	\$4,509.97	17.35%
100.2230.617.000.134	CURRICULUM SOFTWARE	\$33,000.00	\$0.00	\$33,000.00	\$0.00	\$4,556.00	\$28,444.00	\$0.00	\$28,444.00	86.19%
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	\$7,990.00	\$10.00	\$0.00	\$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	\$2,892.50	\$106,454.41	\$47,403.59	\$9,176.72	\$38,226.87	24.85%
100.2310.112.005.132	SALARIES, BOARD SECRETARY	\$1,625.00	\$0.00	\$1,625.00	\$125.00	\$1,000.00	\$625.00	\$0.00	\$625.00	38.46%
100.2310.690.005.132	OFFICE SUPPLIES - BOE	\$1,000.00	\$0.00	\$1,000.00	\$241.50	\$1,461.53	(\$461.53)	\$0.00	(\$461.53)	-46.15%
100.2310.890.005.132	DUES & FEES - BOE	\$7,700.00	\$0.00	\$7,700.00	\$0.00	\$3,012.79	\$4,687.21	\$0.00	\$4,687.21	60.87%
100.2310.891.005.132	LEGAL	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$23,026.50	\$6,973.50	\$0.00	\$6,973.50	23.25%
	Func: Board of Education - 2310	\$40,325.00	\$0.00	\$40,325.00	\$366.50	\$28,500.82	\$11,824.18	\$0.00	\$11,824.18	29.32%
100.2320.111.004.133	SALARIES, SUPERINTENDENT	\$180,250.00	\$0.00	\$180,250.00	\$6,932.69	\$161,951.87	\$18,298.13	\$20,798.13	(\$2,500.00)	-1.39%
100.2320.112.002.133	SALARIES, ADMINISTRATIVE ASST	\$68,265.60	\$0.00	\$68,265.60	\$2,625.60	\$59,338.56	\$8,927.04	\$7,876.80	\$1,050.24	1.54%
100.2320.112.003.133	BOOKKEEPER	\$32,678.40	\$0.00	\$32,678.40	\$1,225.44	\$28,555.31	\$4,123.09	\$3,676.32	\$446.77	1.37%
100.2320.112.004.133	SALARIES, FISCAL SERVICES	\$63,086.40	\$0.00	\$63,086.40	\$2,426.40	\$55,807.20	\$7,279.20	\$7,279.20	\$0.00	0.00%
100.2320.113.004.133	SALARIES, OT-ADM ASST	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$402.27	\$597.73	\$0.00	\$597.73	59.77%
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%

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100.2320.324.004.133	WORKSHOPS/CONFERENCES	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,940.65	\$59.35	\$0.00	\$59.35	1.98%
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	\$362.70	\$1,743.68	\$1,256.32	\$0.00	\$1,256.32	41.88%
100.2320.693.004.133	DATA PROCESSING	\$2,500.00	\$718.79	\$3,218.79	\$156.70	\$475.58	\$2,743.21	\$0.00	\$2,743.21	85.22%
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	\$13,729.53	\$312,541.30	\$52,407.89	\$39,630.45	\$12,777.44	3.50%
100.2410.111.001.141	SALARIES, ADMINISTRATORS	\$266,441.00	\$0.00	\$266,441.00	\$10,170.81	\$235,928.63	\$30,512.37	\$30,512.37	\$0.00	0.00%
100.2410.112.001.141	SALARIES, ADMINISTRATIVE ASST	\$165,096.92	\$0.00	\$165,096.92	\$5,407.12	\$131,708.51	\$33,388.41	\$26,152.41	\$7,236.00	4.38%
100.2410.114.001.141	SALARIES, ADMIN ASST SUBS	\$3,500.00	\$0.00	\$3,500.00	\$169.28	\$4,469.52	(\$969.52)	\$0.00	(\$969.52)	-27.70%
100.2410.690.001.141	OFFICE SUPPLIES-BAK	\$1,150.00	\$0.00	\$1,150.00	\$0.00	\$1,200.97	(\$50.97)	\$0.00	(\$50.97)	-4.43%
100.2410.690.002.141	OFFICE SUPPLIES-NHES	\$1,150.00	\$0.00	\$1,150.00	\$582.47	\$918.51	\$231.49	\$0.00	\$231.49	20.13%
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	\$5.59	\$43.32	7.53%
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	\$16,329.68	\$376,765.24	\$67,022.68	\$56,670.37	\$10,352.31	2.33%
100.2600.112.001.154	SALARIES, CUSTODIANS	\$264,249.60	\$0.00	\$264,249.60	\$9,878.00	\$234,474.28	\$29,775.32	\$29,634.00	\$141.32	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	\$0.00	\$6,326.07	\$3,289.66	\$0.00	\$3,289.66	34.21%
100.2600.114.001.154	SALARIES, SUBSTITUTES	\$1,000.00	\$0.00	\$1,000.00	\$315.72	\$2,657.32	(\$1,657.32)	\$0.00	(\$1,657.32)	-165.73%
100.2600.402.000.154	UTILITIES, REFUSE	\$114,000.00	\$0.00	\$114,000.00	\$1,459.29	\$84,973.47	\$29,026.53	\$0.00	\$29,026.53	25.46%
100.2600.406.000.154	EMERGENCY REPAIRS/MAINTENANCE	\$53,000.00	\$0.00	\$53,000.00	\$1,867.51	\$56,191.20	(\$3,191.20)	\$4,419.94	(\$7,611.14)	-14.36%
100.2600.408.000.154	SERVICE CONTRACTS	\$119,265.00	\$0.00	\$119,265.00	\$900.00	\$78,328.47	\$40,936.53	\$325.00	\$40,611.53	34.05%
100.2600.431.000.154	REPAIRS, NON-INSTR EQUIPMENT	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$3,040.08	\$959.92	\$0.00	\$959.92	24.00%
100.2600.532.001.154	COMMUNICATIONS	\$12,000.00	\$0.00	\$12,000.00	\$82.16	\$11,482.34	\$517.66	\$0.00	\$517.66	4.31%
100.2600.533.000.154	INTERNET SERVICE PROVIDER	\$13,000.00	\$10,975.46	\$23,975.46	\$1,606.10	\$18,979.68	\$4,995.78	\$0.00	\$4,995.78	20.84%
100.2600.592.000.154	PROP & LIABILITY INSURANCE	\$43,000.00	\$0.00	\$43,000.00	\$0.00	\$32,097.00	\$10,903.00	\$0.00	\$10,903.00	25.36%
100.2600.691.001.154	MAINTENANCE SUPPLIES - BAK	\$8,250.00	\$0.00	\$8,250.00	\$208.72	\$6,600.57	\$1,649.43	\$243.85	\$1,405.58	17.04%
100.2600.691.002.154	MAINTENANCE SUPPLIES - NHE	\$8,250.00	\$0.00	\$8,250.00	\$60.91	\$2,528.88	\$5,721.12	\$0.00	\$5,721.12	69.35%
100.2600.691.003.154	MAINTENANCE SUPPLIES - ANT	\$13,500.00	\$0.00	\$13,500.00	\$23.98	\$10,275.82	\$3,224.18	\$1,558.65	\$1,665.53	12.34%
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%

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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	\$6,168.47	\$2,831.53	\$0.00	\$2,831.53	31.46%
100.2600.731.000.154	EQUIPMENT, LEASED	\$45,000.00	\$0.00	\$45,000.00	\$40.95	\$29,563.42	\$15,436.58	\$0.00	\$15,436.58	34.30%
	Func: Plant Operations - 2600	\$834,014.60	\$12,091.19	\$846,105.79	\$16,443.34	\$590,617.07	\$255,488.72	\$36,181.44	\$219,307.28	25.92%
100.2700.510.000.155	PUPIL TRANS,	\$580,032.00	\$0.00	\$580,032.00	\$0.00	\$417,987.40	\$162,044.60	\$174,009.60	(\$11,965.00)	-2.06%
100.2700.511.603.155	TRANS SPEC ED	\$108,000.00	\$0.00	\$108,000.00	\$0.00	\$113,568.33	(\$5,568.33)	\$0.00	(\$5,568.33)	-5.16%
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	\$13,377.07	\$73,377.07	\$2,111.89	\$53,473.05	\$19,904.02	\$0.00	\$19,904.02	27.13%
	Func: Pupil Transportation - 2700	\$759,032.00	\$13,377.07	\$772,409.07	\$2,111.89	\$597,368.71	\$175,040.36	\$174,009.60	\$1,030.76	0.13%
100.2800.530.000.156	POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$4,646.32	\$353.68	\$0.00	\$353.68	7.07%
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	\$5,990.29	(\$390.29)	\$0.00	(\$390.29)	-6.97%
100.6100.201.000.161	MEDICAL & DENTAL INSURANCE	\$1,301,878.00	\$50,948.01	\$1,352,826.01	\$0.00	\$1,122,509.92	\$230,316.09	\$0.00	\$230,316.09	17.02%
100.6100.204.000.161	LIFE INSURANCE	\$18,029.50	\$0.00	\$18,029.50	\$0.00	\$18,524.91	(\$495.41)	\$0.00	(\$495.41)	-2.75%
100.6100.205.000.161	SOCIAL SECURITY	\$98,700.00	\$0.00	\$98,700.00	\$3,373.88	\$78,598.64	\$20,101.36	\$13,488.03	\$6,613.33	6.70%
100.6100.206.000.161	MEDICARE	\$76,458.00	\$0.00	\$76,458.00	\$3,031.02	\$62,605.11	\$13,852.89	\$15,229.09	(\$1,376.20)	-1.80%
100.6100.209.000.161	TOWN PENSION FUND	\$152,473.00	\$0.00	\$152,473.00	\$0.00	\$150,723.00	\$1,750.00	\$0.00	\$1,750.00	1.15%
100.6100.209.001.161	DEFERRED COMP EXPENSE 457	\$46,371.00	\$0.00	\$46,371.00	\$1,758.81	\$39,218.20	\$7,152.80	\$7,311.98	(\$159.18)	-0.34%
100.6100.211.000.161	TSA	\$11,000.00	\$0.00	\$11,000.00	\$440.00	\$16,607.26	(\$5,607.26)	\$880.00	(\$6,487.26)	-58.98%
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	\$41,722.10	\$6,777.90	\$0.00	\$6,777.90	13.98%
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	\$50,948.01	\$1,809,357.51	\$8,603.71	\$1,535,006.45	\$274,351.06	\$36,909.10	\$237,441.96	13.12%
	Fund: General Fund - 100	\$9,418,050.32	\$140,489.06	\$9,558,539.38	\$265,855.21	\$7,483,708.58	\$2,074,830.80	\$1,260,885.19	\$813,945.61	8.52%
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	\$3,058.67	\$15,293.35	\$34,706.65	\$21,410.74	\$13,295.91	26.59%
400.1200.112.619.025	IDEA 619- Salaries 6/30/25	\$0.00	\$5,949.00	\$5,949.00	\$724.01	\$3,801.05	\$2,147.95	\$5,068.05	(\$2,920.10)	-49.09%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 5/1/2024

To Date: 5/31/2024

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	\$37,252.27	\$29,772.73	\$0.00	\$29,772.73	44.42%
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	\$3,782.68	\$60,742.37	\$69,345.63	\$26,478.79	\$42,866.84	32.95%
400.1208.111.001.120	IDEA 611- Salaries SPED CERTIFIED 6/30/2024	\$9,615.32	\$0.00	\$9,615.32	\$0.00	\$9,615.32	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1208	\$9,615.32	\$0.00	\$9,615.32	\$0.00	\$9,615.32	\$0.00	\$0.00	\$0.00	0.00%
400.1209.112.004.120	IDEA 611 Pupil Serv- OT 6/30/2024	\$0.00	\$8,934.00	\$8,934.00	\$0.00	\$8,934.00	\$0.00	\$0.00	\$0.00	0.00%
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	(\$4,379.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
400.1209.112.007.120	IDEA 611- Contracted Speech & Lang Costs 6/30/2024	\$4,555.00	(\$4,555.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
400.1209.112.009.120	IDEA 611- Multisen literacy, math suppl 6/30/2024	\$3,359.06	\$0.00	\$3,359.06	\$1,838.32	\$2,652.75	\$706.31	\$706.31	\$0.00	0.00%
	Func: - 1209	\$14,769.87	\$0.00	\$14,769.87	\$1,838.32	\$14,063.56	\$706.31	\$706.31	\$0.00	0.00%
	Fund: IDEA - 400	\$24,385.19	\$130,088.00	\$154,473.19	\$5,621.00	\$84,421.25	\$70,051.94	\$27,185.10	\$42,866.84	27.75%
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	\$3,963.12	\$46,306.09	\$6,199.60	\$12,494.45	(\$6,294.85)	-11.99%
	Func: - 1201	\$52,505.69	\$0.00	\$52,505.69	\$3,963.12	\$46,306.09	\$6,199.60	\$12,494.45	(\$6,294.85)	-11.99%
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	\$885.00	\$77,115.00	\$0.00	\$77,115.00	98.87%
	Func: Improvement of Instruction - 2210	\$0.00	\$78,000.00	\$78,000.00	\$0.00	\$885.00	\$77,115.00	\$0.00	\$77,115.00	98.87%
	Fund: Esser Fund - 415	\$52,505.69	\$78,000.00	\$130,505.69	\$3,963.12	\$47,191.09	\$83,314.60	\$12,494.45	\$70,820.15	54.27%
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%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2023-2024

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

From Date: 5/1/2024

To Date: 5/31/2024

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
	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%
419.1200.112.000.000	Behavioral Health Grant- Payroll 1/1/24	\$147,695.00	(\$14,658.08)	\$133,036.92	\$0.00	\$85,078.28	\$47,958.64	\$0.00	\$47,958.64	36.05%
419.1200.112.001.024	Behav. Health REV- Payroll 9/30/24	\$84,605.00	\$0.00	\$84,605.00	\$2,711.23	\$66,773.45	\$17,831.55	\$5,422.51	\$12,409.04	14.67%
419.1200.312.000.000	Behavioral Health- Non-Payroll 1/1/24	\$13,500.00	\$14,000.00	\$27,500.00	\$0.00	\$16,789.00	\$10,711.00	\$0.00	\$10,711.00	38.95%
419.1200.312.001.024	Behav. Health REV- Non-Payroll 9/30/24	\$74,500.00	\$0.00	\$74,500.00	\$20,866.00	\$43,204.25	\$31,295.75	\$0.00	\$31,295.75	42.01%
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	\$1,473.16	\$926.84	\$0.00	\$926.84	38.62%
	Func: Special Education - 1200	\$335,800.00	\$0.00	\$335,800.00	\$23,577.23	\$222,022.59	\$113,777.41	\$5,422.51	\$108,354.90	32.27%
	Fund: Behavior Health Grant - 419	\$335,800.00	\$0.00	\$335,800.00	\$23,577.23	\$222,022.59	\$113,777.41	\$5,422.51	\$108,354.90	32.27%
421.1200.312.000.026	ARPA- School Mental Health Spec. 6/30/26	\$60,000.00	\$0.00	\$60,000.00	\$2,142.00	\$30,299.50	\$29,700.50	\$0.00	\$29,700.50	49.50%
	Func: Special Education - 1200	\$60,000.00	\$0.00	\$60,000.00	\$2,142.00	\$30,299.50	\$29,700.50	\$0.00	\$29,700.50	49.50%
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	\$2,142.00	\$43,299.50	\$42,700.50	\$0.00	\$42,700.50	49.65%
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	\$0.00	\$18,906.00	\$0.00	\$0.00	\$0.00	0.00%
441.1000.112.000.025	Title I-A-Salaries 6/30/25	\$39,250.00	(\$7,770.00)	\$31,480.00	\$2,071.23	\$5,548.21	\$25,931.79	\$9,764.37	\$16,167.42	51.36%
	Func: Regular Education - 1000	\$58,156.00	(\$7,770.00)	\$50,386.00	\$2,071.23	\$24,454.21	\$25,931.79	\$9,764.37	\$16,167.42	32.09%
441.2210.617.000.000	Title I-A- Supplies 6/30/24	\$295.00	\$0.00	\$295.00	\$0.00	\$0.00	\$295.00	\$295.00	\$0.00	0.00%
441.2210.617.000.025	Title I-A-Supplies 6/30/25	\$295.00	\$0.00	\$295.00	\$0.00	\$0.00	\$295.00	\$29.82	\$265.18	89.89%
	Func: Improvement of Instruction - 2210	\$590.00	\$0.00	\$590.00	\$0.00	\$0.00	\$590.00	\$324.82	\$265.18	44.95%
	Fund: Title I Part A - 441	\$58,746.00	(\$7,770.00)	\$50,976.00	\$2,071.23	\$24,454.21	\$26,521.79	\$10,089.19	\$16,432.60	32.24%
442.1000.112.000.025	Title II-A-Salaries 6/30/25	\$0.00	\$7,770.00	\$7,770.00	\$198.45	\$3,941.44	\$3,828.56	\$1,018.71	\$2,809.85	36.16%
	Func: Regular Education - 1000	\$0.00	\$7,770.00	\$7,770.00	\$198.45	\$3,941.44	\$3,828.56	\$1,018.71	\$2,809.85	36.16%
442.2210.590.000.000	Title II-A- Purchased Services 6/30/24	\$7,246.00	\$0.00	\$7,246.00	\$0.00	\$7,246.00	\$0.00	\$0.00	\$0.00	0.00%
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%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 5/1/2024

To Date: 5/31/2024

Fiscal Year: 2023-2024

☐ Include pre encumbrance

☐ Print accounts with zero balance

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
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	\$7,246.00	\$500.00	\$0.00	\$500.00	6.45%
	Fund: Title II Part A - 442	\$7,746.00	\$7,770.00	\$15,516.00	\$198.45	\$11,187.44	\$4,328.56	\$1,018.71	\$3,309.85	21.33%
444.1004.300.010.144	Title IV Part A 6/30/24	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$4,000.00	\$2,000.00	\$0.00	\$2,000.00	33.33%
	Func: - 1004	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$4,000.00	\$2,000.00	\$0.00	\$2,000.00	33.33%
444.2210.324.000.025	Title IV Part A Prof & Tech Services 6/30/25	\$0.00	\$4,000.00	\$4,000.00	\$0.00	\$500.00	\$3,500.00	\$0.00	\$3,500.00	87.50%
444.2210.325.000.025	Title IV Part A Salaries 6/30/25	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
444.2210.617.000.025	Title IV Part A Curriculum Material 6/30/25	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$1,000.00	\$4,000.00	\$0.00	\$4,000.00	80.00%
	Func: Improvement of Instruction - 2210	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$1,500.00	\$8,500.00	\$0.00	\$8,500.00	85.00%
	Fund: TITLE IV - 444	\$6,000.00	\$10,000.00	\$16,000.00	\$0.00	\$5,500.00	\$10,500.00	\$0.00	\$10,500.00	65.63%
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	(\$274.52)	(\$274.52)	\$274.52	\$0.00	\$274.52	0.00%
600.9000.021.501.199	ADM-HOSP.	\$0.00	\$0.00	\$0.00	(\$15,562.47)	(\$15,562.47)	\$15,562.47	\$0.00	\$15,562.47	0.00%
600.9000.026.502.199	DENTAL	\$0.00	\$0.00	\$0.00	(\$844.52)	(\$844.52)	\$844.52	\$0.00	\$844.52	0.00%
	Func: - 9000	\$0.00	\$0.00	\$0.00	\$394.90	(\$16,681.51)	\$16,681.51	\$0.00	\$16,681.51	0.00%
	Fund: Payroll Deductions - 600	\$0.00	\$0.00	\$0.00	\$394.90	(\$16,681.51)	\$16,681.51	\$0.00	\$16,681.51	0.00%
Grand Total:		\$10,542,701.69	\$406,854.06	\$10,949,555.75	\$303,823.14	\$7,943,936.55	\$3,005,619.20	\$1,317,095.15	\$1,688,524.05	15.42%

End of Report

WATER SYSTEM SOLUTIONS & DESIGN, INC.

740 Thomaston Road
P. O. Box 180
Watertown, CT. 06795

Tel: 860-274-8853
Fax: 860-274-9648
ronwblack@msn.com

May 23, 2023

Attn: Jeff Sousa, Superintendent
From: Ron W. Black
RE: **Antolini School** – Chlorination of Water Supply

Dear Jeff,

As we discussed, we have become strong advocates of getting school water supplies chlorinated. In addition, we have had bacteria hits at Antolini School over the past 10-20 years. Because we are required to sample once every 3 months, a problem can occur and contaminate the drinking water without ever being detected for months. The DPH and we have become firm supporters of chlorinating all public water supply systems in an effort to prevent bacterial and viral contamination and illness. Public awareness to water quality and safety has grown exponentially over the past few years, and we now strongly recommend to all of our clients that they should do everything possible to assure the public that they are providing safe and reliable water to the best of their ability – including chlorination as a basic step.

A permanent chlorination system installed at each school will help insure safe and potable water all the time to the entire school population. Maintaining a free chlorine residual will help keep the water safe, and will help maintain full uninterrupted compliance with the health codes and DPH standards. We have nearly 30 other systems throughout this area that we have chlorination in, as wells are slowly showing that bacteria comes and goes - and it is best for the consumer and customers to *proactively* install a chlorine system, instead of waiting for a DPH violation, or, worse, a health risk or illness to occur.

We do all design and submittal work required for State of CT DPH approval needed to install and maintain the system:

- Full design submittal that we prepare and send to the DPH for their review and Approval to Install
- Installation of the feedpump system as designed with piping, controls, safety switches and solution tank
- Installation of the required automatic chlorine analyzer to sample continually and activate alarms as needed
- The 24/7 chart recorder to document the levels that need to be measured daily and then reported to the DPH
- Prepare and send the monthly treatment daily logs to DPH; sampling as required.

COST: Complete chlorine feedpump system with analyzer and chart recorder, designed/installed: \$14,500

- Pulstatron chemical feedpump, internal control, paced to adjust to varying well flows
- Safety flow-switch and lockout controls
- 35-gallon chemical day tank for solution, on spill containment skid.
- Piping, valves, electrical controls and safety shut-offs for system installed
- Designs and Drawings, with Submittals to the State of CT for DPH review and approvals
- ATI Q46 monitoring system with alarms for high and low chlorine, with appropriate shutoffs
- Honeywell DR4301 - 7-day chart recorder system to log chlorine levels per DPH requirements
- Piping and electrical, as needed
- Labor and Warranties

Adding a chlorination system will change and increase the water testing requirements - lead and copper sampling will need to be done every 6 months for a year. In addition, our operations visits and fee would increase every 2 weeks to insure proper operations and to cover the additional time and costs of overseeing and operating a chlorine treatment system.

Thank you,



Ron W. Black
President, Chief Operator

WATER SYSTEM SOLUTIONS & DESIGN, INC.

740 Thomaston Road
P. O. Box 180
Watertown, CT. 06795

Tel: 860-274-8853
Fax: 860-274-9648
ronwblack@msn.com

May 23, 2023

Attn: Jeff Sousa, Superintendent
From: Ron W. Black
RE: **Bakerville School – Chlorination of Water Supply**

Dear Jeff,

As we discussed, we have become strong advocates of getting school water supplies chlorinated. In addition, we have had bacteria hits at Bakerville over the past 10-20 years. Because we are required to sample once every 3 months, a problem can occur and contaminate the drinking water without ever being detected for months. The DPH and we have become firm supporters of chlorinating all public water supply systems in an effort to prevent bacterial and viral contamination and illness. Public awareness to water quality and safety has grown exponentially over the past few years, and we now strongly recommend to all of our clients that they should do everything possible to assure the public that they are providing safe and reliable water to the best of their ability – including chlorination as a basic step.

A permanent chlorination system installed at each school will help insure safe and potable water all the time to the entire school population. Maintaining a free chlorine residual will help keep the water safe, and will help maintain full uninterrupted compliance with the health codes and DPH standards. We have nearly 30 other systems throughout this area that we have chlorination in, as wells are slowly showing that bacteria comes and goes - and it is best for the consumer and customers to *proactively* install a chlorine system, instead of waiting for a DPH violation, or, worse, a health risk or illness to occur.

We do all design and submittal work required for State of CT DPH approval needed to install and maintain the system:

- Full design submittal that we prepare and send to the DPH for their review and Approval to Install
- Installation of the feedpump system as designed with piping, controls, safety switches and solution tank
- Installation of the required automatic chlorine analyzer to sample continually and activate alarms as needed
- The 24/7 chart recorder to document the levels that need to be measured daily and then reported to the DPH
- Prepare and send the monthly treatment daily logs to DPH; sampling as required.

COST: Complete chlorine feedpump system with analyzer and chart recorder, designed/installed: \$14,500

- Pulstatron chemical feedpump, internal control, paced to adjust to varying well flows
- Safety flow-switch and lockout controls
- 35-gallon chemical day tank for solution, on spill containment skid.
- Piping, valves, electrical controls and safety shut-offs for system installed
- Designs and Drawings, with Submittals to the State of CT for DPH review and approvals
- ATI Q46 monitoring system with alarms for high and low chlorine, with appropriate shutoffs
- Honeywell DR4301 - 7-day chart recorder system to log chlorine levels per DPH requirements
- Piping and electrical, as needed
- Labor and Warranties

Adding a chlorination system will change and increase the water testing requirements - lead and copper sampling will need to be done every 6 months for a year. In addition, our operations visits and fee would increase every 2 weeks to insure proper operations and to cover the additional time and costs of overseeing and operating a chlorine treatment system.

Thank you,



Ron W. Black
President, Chief Operator

Suggested replacement for existing policy 5112 which has been updated.

Students

Ages of Attendance/Admissions/Placement

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons, residing in the District, five years of age and over, who reach age five on or before the first day of ~~September~~ **January (effective July 1, 2024)** of any school year, and under twenty-one (age twenty-two for special education students) who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d.

Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

In order to determine a child's eligibility for ELL programs, parents/guardians of all new students enrolling for the first time and all re-enrolling students who have not previously attended a Connecticut public school must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.

Note: *When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.*

Children who apply for initial admission to the District's schools by transfer from nonpublic schools or from schools outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Parents and those who have the control of children five years of age and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the District in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Students under age eighteen are subject to mandatory attendance laws unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form.

Students

Ages of Attendance/Admissions/Placement (continued)

Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that this District has provided the parent or person with information on the educational opportunities options available in the school system and in the community, and the parent or guardian that the child will be enrolled in an adult education program upon the child's withdrawal from school.

Enrollment

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies or on its websites or otherwise, that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.

Each child entering the District schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include, but are not limited to, a photocopy of a birth certificate, earlier school records, state-issued identification document, driver's license or passport, parent's affidavit or unsworn statement as to a child's age, physician's certificate verifying a child's age, or immunization records.

If the parents or guardians of any children are unable to pay for such immunizations and/or physicals, the expense of such immunizations and/or physicals shall on the recommendation of the Board, be paid by the Town. Proof of domicile may also be requested by the Building Principal.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age by December 31st of any school year. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age by December 31st of any school year.

Any child entering or returning to the District from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

Students

Ages of Attendance/Admissions/Placement (continued)

Residency

The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Board believes such documentation is not relevant to establishing residency.

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, mortgage document, property tax record, rent receipt, home owners insurance, current utility bill, current proof of government benefits, CT driver's license, automobile registration or insurance. An Affidavit of Residence, properly executed, shall also be acceptable.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in C.G.S. 27-103, and who is seeking enrollment in a district school, in which such child is not yet a resident, the Board shall accept the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut as proof of residency in the District.

The above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by the ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation. The District shall immediately enroll a homeless student and allow such student to attend school even if the student is unable to produce records normally required for enrollment.

The parent/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The District shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the District's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination unless such child seeks readmission to the District not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

Students

Ages of Attendance/Admissions/Placement

Residency (continued)

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

In summary:

- ❖ A parent with a child 5 and **under 18** is obligated to have that child attend school.
 - Unless the child graduated High School
 - Unless the parent demonstrates the child is receiving equivalent instruction elsewhere.
- ❖ Students **under 18** are subject to mandatory attendance laws
 - Unless they are at least 17 and the parent consents to the child's removal from school having demonstrated the child is receiving equivalent instruction elsewhere.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(18 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(17 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
 - The parent or guardian must attest that the 17 year old withdrawing student has enrolled in an adult education program
- ❖ The parent with a five year old has the option of not sending a child until 6.
- ❖ The parent with a six year old has the option of not sending a child until 7.

(cf. 5118.1 - Homeless Students)

(cf. 5118.3 - Children in Foster Care)

(cf. 6146 - Graduation Requirements)

Students

Ages of Attendance

Legal Reference: Connecticut General Statutes
4-176e to 4-180a Agency hearings
4-181a Contested cases. Reconsideration. Modifications.
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year-olds
10-76a - 10-76g re special education
10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157, PA 09-6 (September Special Session) and PA 18-15
10-186 Duties of local and regional boards of education re school attendance. Hearings. (as amended by P.A. 19-179)
P.A. 19-179 An Act concerning Homeless Students; Access to education Appeals to State Board. Establishment of hearing board
10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
State Board of Education Regulations
10-76a-1 General definitions (c) (d) (q) (t)
P.A. 19-179 An Act Concerning Homeless Students' Access to Education "Guidance for Connecticut School Districts: Enrollment Process and Practice," State Department of Education, December 2019.
P.A. 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools and the Establishment of a Purple Star School Program
McKinney-Vento Homeless Assistance Act (PL 107-110 Sec. 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95
Federal Register: McKinney-Vento Education for Homeless Children & Youths Program, Vol. 81 No. 52, 3/17/2016

Policy adopted:

NEW HARTFORD PUBLIC SCHOOLS
New Hartford, Connecticut

NEW HARTFORD PUBLIC SCHOOLS
New Hartford, Connecticut

ACKNOWLEDGMENT OF OPTION TO EXEMPT ATTENDANCE OF
CHILD FIVE OR SIX YEARS OF AGE FROM SCHOOL

Pursuant to Section 10-184 of the Connecticut General Statutes,

I _____, of _____
Name of Parent, Guardian or Other *Address*

the parent, guardian or other person charged with the care of the following minor child

_____, of _____ who was
Name of Child *Address*

born on _____ do hereby choose not to send my child to public
Date

school during the _____.
School Year

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational
opportunities and school accommodations available in the school system.

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other

Date

NEW HARTFORD PUBLIC SCHOOLS
New Hartford, Connecticut

Request for a Waiver

**To Request an Exemption to Public Act 23-208
Establishing an Age 5 Kindergarten Cutoff Date of September 1**

Pursuant to Public Act 23-208 of the Connecticut General Statutes,

I, _____, of _____
Name of Parent or Guardian *Address*

the parent, guardian, or other person charged with the care of the following child,

_____, of _____ who was born
Name of Child *Address*

on _____ request that my child attend kindergarten prior to reaching five
Date of Birth

(5) years of age on September 1st. I understand that my child will be subject to an assessment by the principal and a certified staff member, who will determine whether admitting my child is “developmentally appropriate.”

Acknowledged by:

Signature of Parent or Guardian

Date

A sample policy to consider.

Personnel – Certified/Non-Certified

Code of Ethics

The **New Hartford** Board of Education expects its employees to be committed to fostering a safe, inclusive, and supportive environment that promotes learning, growth and development. Professional conduct is guided by principles of integrity, equity, ethical and professional considerations, and dedication to the well-being of all students and the community we serve. This code of ethics and professional responsibility is a guide for all public school personnel and serves as a foundation for maintaining the highest standards of professionalism and integrity while serving the community's public educational interests. To that end, all Board employees are expected to comply with the following standards:

- Uphold the highest standards of integrity and honesty in all professional activities, providing accurate and truthful information to students, colleagues, parents, and the community.
- Adhere to the Connecticut Code of Professional Responsibility for teachers and school administrators.
- Prioritize the well-being, safety and emotional health of all students while creating a positive and inclusive learning environment, which supports the academic and personal growth of every student.
- Adhere to all applicable laws, regulations, and school policies.
- Maintain a professional relationship with all students, colleagues, parents, board of education members, and those contracted to provide a service, and treat members of the community with respect and dignity.
- Be truthful and forthcoming with supervisors regarding any matter that may erode the public trust and limit the ability to effectively discharge professional duties.
- Safeguard the confidentiality of student and colleague information, respecting rights and legal obligations.
- Pursue your profession with a growth mindset engaging in continuous learning to enhance practice and remain aware of and open to current theory and practice.
- Make decisions based on ethical considerations, prioritizing the best interests of students and the educational community, and seek guidance when confronted with ethical dilemmas involving, students, colleagues, administrators, or relevant authorities.
- Collaborate with colleagues and stakeholders to foster a supportive and engaging professional community.
- Fulfill professional responsibilities promptly and effectively and contribute to a positive and professional school culture.

Personnel – Certified/Non-Certified

Code of Ethics (continued)

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Legal References: Regulations of Connecticut State Agencies, §10-145d-400a Code of Professional Responsibility for Teachers and Code of Professional Responsibilities for School Administrators

Policy adopted:
cps 12/23

Students

Youth Suicide Prevention and Attempts

In view of the increasing incidence of suicide and suicide attempts among young people, the New Hartford Board of Education will take a pro active posture in the prevention of youth suicide. The Board recognizes however, that suicide is a complex issue and that while school personnel may recognize potentially suicidal youth, they may not make a clinical assessment of risk or provide in-depth counseling, but must refer the youth to an appropriate place for such assessment and counseling.

Any school employee who may have knowledge of a suicide threat or suicide attempt must report this information to the building Principal or his/her designee who will, in turn, notify the Superintendent, the student's family, and appropriate resource services.

The Board of Education recognizes the need for youth suicide prevention procedures and will establish student assistance program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs.

Risk factors for youth suicide will be based on the statewide strategic suicide prevention plan developed by the Connecticut Suicide Advisory Board, which includes, but is not limited to youth who are:

1. bereaved by suicide,
2. disabled or have chronic health conditions, such as mental health or substance use disorders,
3. involved in the juvenile justice system,
4. experiencing homelessness or placed in an out-of-home setting, such as foster care, or
5. lesbian, gay, bisexual, transgender or questioning.

To that end, the Board directs the Superintendent to implement an assessment recommended by the Connecticut State Department of Education for determining suicide risk. The assessment shall be used to determine the suicide risk of students who:

1. exhibit mental health distress,
2. have been identified as at risk of suicide, or
3. are considered to be at an increased risk of suicide based on particular risk factors.

It is the policy of this Board that the New Hartford Schools:

1. Utilize a K-6 health curriculum that includes suicide prevention lessons;
2. Provide training for teachers, administrators, and ancillary personnel in order to increase their awareness of the risk factors and behaviors that may indicate suicidal thinking;
3. Identify community resources that can be of assistance;
4. Draw up intervention procedures for use in the event of a suicide or suicide attempt; and
5. Have a post-intervention strategy in place.

Students

Youth Suicide Prevention and Attempts

Legal Reference: Connecticut General Statutes
 10-221(e) Boards of education to prescribe rules

Policy adopted: December 18, 2007

NEW HARTFORD PUBLIC SCHOOLS
New Hartford, Connecticut

Sample regulation to review and compare, other versions are available.

Students

Suicide Prevention/Intervention

Guidelines

All school district professionals have a responsibility to share with Principal observations of student behavior which appear to be related to the possibility of suicide.

The Principal, in turn, has a responsibility to follow the guidelines attached to the Board policy and regulation on suicide. If circumstances of a particular situation indicate that actions other than those described would serve the best interests of a given student and the school system, the Principal may consult with the designated student school system, the Principal may consult with the designated Student Assistance Team (SAT), Planning and Placement Team (PPT) and/or other appropriate personnel to make such a decision and shall make appropriate documentation of the circumstances and the resulting decision.

For the elementary schools, the term Student Assistance Teams should be replaced with Pupil Personnel Services Designee or school nurse.

In addition, information regarding the 988 crisis line should be made widely available in schools and district offices. Text should note to call 988 if you are in emotional distress and/or you are having suicidal ideations. It should also include that by calling 988, you will be provided with support and connected to resources if needed.

Special Issues in Using Procedures

1. Communication

The building Principal shall maintain communication with the Superintendent of Schools about all suicide attempts and shall call on the Central Office for advice on how to proceed if any situation warrants. In turn the Superintendent will keep the Board informed about suicide related issues as appropriate. All communications must be kept confidential as appropriate.

2. Documentation

All actions taken by school personnel should be carefully documented. Such records should express facts, observable behaviors and actions. They should be placed in the student's supplementary file. Following an attempt or completed suicide, a daily log might be helpful.

3. Contagion

Sometimes a suicide attempt or completed suicide will trigger other suicide attempts. There is no clear body of knowledge about how or why this occurs and what unique circumstances cause it. The best preventive measure against the contagion effect seems to involve careful identification and monitoring of students who may be in a risk category, efforts to reduce glamorization of the suicide and carefully planned follow-up activities.

Students

Suicide Prevention/Intervention

Guidelines (continued)

4. Principal

Shall be understood to mean Principal or Principal's designee.

5. Anniversary Dates

The week, month or year anniversary of the death may trigger a delayed grief reaction or suicide attempts modeled after the first. School personnel should be sensitive to this and intensify monitoring of students at these times.

6. Support

While Student Assistance Team members will probably be sensitive to each other's needs for support, it can also be helpful to have an outside professional available during and following crisis periods to "debrief" the team and offer support to individual members as needed.

7. Suicide at School

Most experts agree it is better to keep students at school where adult support systems are available than to send them home, where no adult supervisors might be available to them. Students should only be released to their parent(s)/guardian(s) or other responsible adults should they ask to leave school early.

Students at Risk for Suicide

1. General Procedures During School Hours

School staff who have identified a student who exhibits the signs as noted in Appendix or who have other reason to believe the student is at risk for suicide must immediately bring the student's name to the attention of the Principal or his/her designee. This must be done even if the student has confided in the staff person and asked the staff person to keep their discussion confidential. In such cases, the staff person would explain that he/she cannot keep confidentiality in these circumstances.

Appropriate staff member(s) gather background information prior to contacting the student unless there appears to be imminent risk of self harm. This background check should be done on the same day as the referral and may include:

Students

Suicide Prevention/Intervention

Students at Risk for Suicide (continued)

- A. Further discussion with the person who made the referral.
- B. Contact with other staff members to get data on recent student performance. At the earliest possible moment following the collection of information, contact with the student will be made to determine the seriousness of the situation.
- C. **Critical Situation**

The student has the intent to kill himself/herself, a specific plan for how he/she will do it and immediate access to the method; in addition, he/she exhibits feelings of loneliness, hopelessness, helplessness and the inability to tolerate any more pain.

- (1) A staff member will stay with the student to offer support. In addition, he/she will explain to the student that someone will be contacting parent(s)/guardian(s) because of deep concern. **Under no circumstance is the student to be left alone.**
- (2) A staff member will notify the parent(s)/guardian(s) and request that they come to the school immediately. The following points should be covered in the meeting with the parent(s) /guardian(s):
 - (a) The seriousness of the situation.
 - (b) The need for immediate outside professional help.
 - (c) The need for continued monitoring.
 - (d) A request for parent(s)/guardian(s) to sign a release of information form for communication between the school and the facility to which the student will be taken, the student's therapist and other individuals as appropriate.
- (3) If the parent(s)/guardian(s) cannot be contacted or if they refuse to come to the school and the team determines that a medical emergency exists, normal procedures will be followed for such emergencies. The Principal will explain that the school may be required to file a medical neglect report with the Department of Children and Families. In addition, the Principal may inform the parent(s)/guardian(s) that the student will not be accepted back into school until a formal mental health evaluation has taken place.

This exclusion will be done in compliance with state regulations and only if it is deemed to be in the best interest of the student.

Students

Suicide Prevention/Intervention

Students at Risk for Suicide (continued)

- (4) As a follow-up, a staff member will contact the family to discuss the family's plans to provide professional help and support to the student. Permission for communication between school and therapist will be requested. A plan of action for in-school support of the student will be discussed at the next Student Assistance Team meeting. The team will continue to monitor the student.

D. Potential Situation

The student has some intent to kill himself/herself and has thought about how he/she would do it. He/she has access to the method but does not have everything in place. Although the student may exhibit feelings of hopelessness, helplessness and unbearable pain, he/she shows some willingness to accept help. The following action will be taken, the order to be determined by the specific situation:

- (1) A staff member will explain to the student that parent(s)/guardian(s) will be contacted in order to arrange for professional help and to develop an appropriate support system. The staff member will offer to speak to those people on the student's behalf. **Under no circumstance is the student to be left alone.**
- (2) The Principal or designee will ask the student to sign an agreement not to harm himself/herself.
- (3) Following the meeting with the student the Principal or designee will:
 - (a) Convene the Student Assistance Team to plan a course of action.
 - (b) Contact the student's parent(s)/guardian(s) to inform them of the seriousness of the situation and to request a meeting that day.
 - (c) Obtain further information from the parent(s)/guardian(s) concerning the student's mental health history including therapy and previous suicidal attempts or threats. If the student is currently being seen by a mental health professional, the Principal will ask for parental permission to speak with that professional.
 - (d) Communicate the need for suicidal risk evaluation.

Students

Suicide Prevention/Intervention

7

Students at Risk for Suicide (continued)

- (4) If the parent/guardian refuses to come to school, the Principal will explain that the school may be required to file a medical neglect report with the Department of Children and Families (DCF).
- (5) As follow up a team member will contact the family to discuss their plans to provide professional help to the student. The team will meet to develop a plan for in school support.

E. General Procedures After School Hours

If a staff member has become aware of a potentially suicidal student during after school hours, he/she should consider and decide the following actions:

1. Contact the parents(s)/guardian(s)
2. Contact the police.
3. Contact student's therapist.
4. Contact 24-hour crisis center.
5. Contact the Principal.

Students Who Have Attempted Suicide

1. In School Attempt

- A. The staff person who becomes aware of the attempt will remain with the student and will immediately send for the nurse and Principal.
- B. The nurse and Principal will follow school medical emergency procedures to get immediate medical help for the student.
- C. The parent(s)/guardian(s) will be contacted.
- D. The Principal will refer to the Crisis Intervention Plan and Media guidelines to determine a course of action.

2. Out of School Attempt

- A. The Staff person who receives the information concerning an attempted suicide will immediately contact the school Principal who will verify the information and actions taken by the parent(s)/guardian(s).

Students

Suicide Prevention/Intervention

Students Who Have Attempted Suicide (continued)

- B. The Principal will determine if the situation warrants informing the full faculty.
- C. If the attempted suicide is causing visible distress among students, staff may be asked to follow "Guidelines For Talking to Students About Suicide/Sudden Death." An after school meeting may be held to identify others at risk with students and discuss concerns.
- D. The Principal in conjunction with the Student Assistance Team will develop a plan to monitor and support high risk students.
- E. A team member will be assigned to follow up and monitor the student upon his/her return to school.
- F. If appropriate, information will be shared with the Principal of the sibling's school.

Legal Reference: Connecticut General Statutes

10-221(e) Boards of education to prescribe rules.

Regulation approved:

rev 2/23



BOARD OF DIRECTORS MEETING
April 4, 2024

MINUTES

On April 4, 2024, the EdAdvance Board of Directors held a Zoom online meeting during which a quorum was present. President John Kissko called the meeting to order at 4:00 PM and recorded the following members in attendance:

1. Roll Call:

Name (District): Joseph Abdella, Region 12
Roxy Fainer, Thomaston
John Kissko, Torrington
Alison Plante, Newtown
Sarah Robichaud, Colebrook
Dave Schneiderbeck, Region 6
Deirdre Tindall, New Hartford

EdAdvance Personnel: Jeffrey Kitching, Executive Director
Jonathan P. Costa, Sr., Assistant Executive Director
Richard Carmelich, III, Chief Operations Officer
Tracey Lay, Chief Talent & Development Officer
Carol Montory, Board Clerk

2. Approval of March 7, 2024 Minutes

Upon a motion by Joseph Abdella, duly seconded by Sarah Robichaud, the Board unanimously approved the minutes of the March 7, 2024 meeting.

3. Questions and Comments from the Public: None

4. Communications

a) Written

Jeff talked about a letter we received from our auditors, King, King & Associates, P.C. The letter provided information about the auditor's responsibilities and the planned scope and timing of the audit.

5. **Old Business:** None

6. **New Business:**

a) **Action Item:** Healthy Food Certification – Healthy Food Option

Upon a motion by Joseph Abdella, duly seconded by Roxy Fainer, the Board of Directors unanimously approved of EdAdvance's *Healthy Food Certification - Healthy Food Option* pursuant to C.G.S. Section 10-215f, EdAdvance certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

b) **Action Item:** Healthy Food Certification – Food and Beverages Option

Upon a motion by Dave Schneiderbeck, duly seconded by Roxy Fainer, the Board of Directors unanimously approved of EdAdvance's *Healthy Food Certification – Food and Beverage Exemption* as stated: EdAdvance will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the food and beverage sales.

c) **Update:** Status of Current Budget FY 2023-2024

Jeff spoke about the status of our current budget. The closeout budget process begins mid-year with the program directors meeting with Rich to update their revenue and expenditures. The deficit for this year's budget was planned. We have implemented new initiatives in the School Climate and Mental Health Service program and the College and Career Accelerator. These initiatives require an initial outlay of funds to implement them properly. Our ancillary costs associated with our building projects also increased. Our reserved funds are in a healthy condition, and we can absorb these increased expenses.

d) **Presentation:** Audit Report for FY 2022-2023

Rich spoke about the results of the Financial Statement, the State Single Audit, and the Federal Single Audit completed by our auditor, King, King, & Associates. There is no indication from the auditors that our agency has failed to comply with any major state or federal program requirements. Our fixed assets increased to \$11,640,244 due mainly to the purchase of the Hogan Drive and Grove Street properties and our notes payable decreased due mainly to the change in

\$3,513,740 in Paycheck Protection Program (PPP) funds from a potential loan to final forgiveness status.

e) **Appoint: Nominating Committee for Officers for FY 2024-2025**

The Board of Directors appointed Jeff to develop a slate of Board officers on their behalf. Jeff will reach out to the current Board officers to see if they would like to keep their current position or move to a different one. He will bring forward the slate of officers at either the May or June Board meetings.

f) **Approval: Personnel Report**

Upon motion by Roxy Fainer, duly seconded by Dave Schneiderbeck, the Board of Directors unanimously approved the Personnel Report for March 2024 as submitted.

7. Reports/Updates:

a) **Executive Director's Report – Jeffrey C. Kitching**

- Jeff reported that our office is closed today. Our office lost power in the early morning, and it wasn't restored until later in the afternoon.
- Jeff reminded everyone that our May 2 meeting starts at 5:00 pm with dinner. One of the agenda items is a presentation and approval of our 2024-2025 budget.
- We hoped to have a Board meeting in one of our new facilities, but they are still under construction.

b) **Professional Learning – Jonathan P. Costa, Sr.**

- Jonathan reported that the agency continues to lead in Artificial Intelligence (AI) professional development throughout the area.
- Skills21 continues to produce their AI podcast, ChatEDU at EdAdvance.
- We assisted Brookfield Public Schools to place an interim high school administrator.
- As part of his transition to Executive Director, Jonathan will be visiting each superintendent in our member districts as well as attending their Board of Education meetings.
- The deadline for our annual scholarship application period is April 15. We provide \$1500 college scholarships to four graduating high school seniors from throughout our member districts. The winners will be announced at our May Board meeting.

c) **Business and Operations – Richard Carmelich**

- Rich reported that the Fiscal department has been busy with budgets and finishing the audit.
- Our Food Service department is now working with Region 16 to assist them through the end of June.

d) **Talent and Development – Tracey Lay**

- Tracey reported that our HR and Marketing departments will be having a staff training for agency leadership and hiring managers on recruitment and hiring on April 23.
- The American Red Cross will be holding a blood drive at our Litchfield location on April 18 from 1:00 pm to 6:00 pm.
- The agency Spirit Week was held from March 11 to 15. It was a success with many of our staff participating and sharing photos.
- Tracey shared that our Danbury School Readiness Coordinator, Eileen Costello, will be receiving the Alvin Goldman Community Service Award at the upcoming Families Network luncheon on May 1st.

8. Adjournment

Upon a motion by Roxy Fainer, duly seconded by Joseph Abdella, the meeting was adjourned at 4:31 PM.

Minutes recorded by:
Carol Montory, Board Clerk

Deb Bell, Secretary

School Guard

Jay Bailey <jabmudflap@gmail.com>

Wed, Apr 3, 2024 at 9:52 AM

To: Timothy Klepps <kleppst@newhtfd.org>, buzzit@newhtfd.org, albertm@newhtfd.org, millerp@newhtfd.org, Frank Rodenberg <rodenbergf@newhtfd.org>, Timothy Russell <russellt@newhtfd.org>, tindalld@newhtfd.org, youngk@newhtfd.org, sousaj@newhtfd.org, Christine Hayward <chayward@newhartfordct.gov>, Martha Steenburgh <mewsby@yahoo.com>

To the Board of Education,

You have asked for the town resident's feedback about one armed security officer for our 3 elementary schools, but despite our concerns the board wants to push the guard through anyway. Board members Penny Miller and Kristin Young have voiced concerns, too, but have been overruled and disregarded.

We have a grant for upgrading the buildings for security but the work has not been done yet. It makes more sense that we secure the schools themselves first as the priority; that should include a comprehensive camera system and monitor station.

I do not feel you have properly discussed my idea of hiring monitors working in shifts for the camera system. Department Stores and Malls use the monitor/security guard system all the time. Do you think our children are worth less than common store merchandise?

The monitor position with properly locked down buildings should be in place first before any guard is hired. That way the guard starts out being part of a team system. The whole mindset of the guard would be completely different.

The cost of everything is skyrocketing, the average person is feeling it at the grocery store and we look to keep our expenses down. It's insulting to the hard-working taxpayers to throw away money on such a foolish idea that one guard can secure three schools in different parts of town that are improperly secured mechanically, too.

The budget has been an issue this year; the fact that you plan to throw the guard in as an extra later down the line is a deception to the Board of Finance and the whole town; again another insult to the hard working tax-payers.

There are many aspects of this decision that are flawed. An example: board member Kristin Young has repeatedly expressed concern about the Board of Education owning guns, which you seem to shrug off as petty. Connecticut has some of the most aggressive gun laws in the country; owning guns is a huge liability for the taxpayers. That issue alone should cause you to think carefully exactly how the guard job is formatted. Either we hire a private security firm or even better, the guards could be official constables in our police department.

To focus the process in steps, we should secure the buildings first and have monitors on the job, The buildings should be monitored before the schools begin sessions and until after the schools close every day.

Another important issue that you are disregarding is the fact that both Bakerville and New Hartford Elementary schools and especially their playgrounds are directly exposed to the streets, making it impossible to protect the children from a determined threat. That issue combined with the aging buildings and three separate locations make Antolini's site ideal for consolidating our elementary schools.

You need to start the process of obtaining a grant ASAP, because it's going to take a long time no matter how fast we move. It must be a thought-out plan for a state of the art facility, with room to grow as the town moves forward; the plan should include a reserve area for further expansion so that we are prepared to grow far into the future.

Sincerely,
Jay A Bailey