

***New Hartford Public Schools***  
**Board of Education Regular Meeting Agenda**  
**7:00 PM on Tuesday, June 4, 2024**  
**Antolini School Library**

New Hartford BOE meetings are accessible live via the following:

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

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- A. Pledge of Allegiance
- B. Order of Business
- C. Communications to the Board of Education/Public Comment
- D. Superintendent's Report
  - Job Description - Data Systems Specialist
  - Educator Evaluation Plan
- E. Board of Education Chair's Report
  - Social Media Policy/Etiquette
- F. Routine Business
  - Approval of Minutes - May 14, 2024
  - Expenditure Report
- G. New Business
  - 1. Becky Tyrell - Meal Prices 2024-2025
  - 2. Asbestos Abatement Design Plans
- H. Old Business
  - 1. Policy & Regulation 4111.3 Personnel - Increasing Educator Diversity (2nd Read)
  - 2. Policy 4118.22/4218.22 Personnel - Code of Ethics (2nd Read)
  - 3. Policy 5112 Students - Ages of Attendance/Admissions/Placement (2nd Read)
  - 4. Policy & Regulation 5141.5 Students - Youth Suicide Prevention and Attempts (2nd Read)
- I. Reports
- J. Additional Public Comment - (For Agenda Items Only)
- K. Executive Session
  - Superintendent Evaluation and Contract
  - New Hartford Board of Education Evaluation
- L. Adjournment

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

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

**NEW HARTFORD PUBLIC SCHOOLS**  
**JOB DESCRIPTION – DATA SYSTEMS SPECIALIST**

**POSITION TITLE:** Data Systems Specialist for New Hartford Public Schools

**REPORTS TO:** Superintendent (or designee)

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**JOB DESCRIPTION:** Manages, inputs, and assembles student information through the use of data systems and programs. Provides instruction and directs staff in the use of data applications such as PowerSchool. Facilitates the connections between Student Information Systems and third-party vendors, including the rostering processes. Provides data mining services and analysis as requested.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assume the lead role as SIS Data Systems Specialist relative to managing district data warehouses including the collection and maintenance of accurate educational data.
- Applies effective database management practices and ensures system security, data integrity and quality control procedures.
- Support administration in the collection, reporting, and maintenance of all student educational data and records inclusive of state and local assessment programs.
- Manage and complete state reporting of school district data (PSIS, ED166, TCS, CRDC, etc.) in accordance with internal and state deadlines. Keep data systems current for changing reporting needs.
- Data validation using reporting tools and best practices and put in action corrective measures to ensure accurate and timely data entry.
- Manage district level functions for and/or with schools on client-hosted PowerSchool in collaboration with the IT department.
- Act as a liaison with third party software, leveraging PowerSchool for sync and Single Sign On (SSO) for staff and students. Act as Student Data Security Manager within New Hartford Public Schools and the Connecticut State Department of Education. (LEA Security Manager, CT Privacy Officer, PSIS Coordinator, LEA Security Manager)
- Act as the liaison (LEA Security Manager) between the School District and the Connecticut State Department of Education to manage users and their roles for Portal Applications.
- Act as liaison (Directory Manager) between School District and the Connecticut State Department of Education to manage the assignment of access rights, permissions and overall security of the district's content and data as deemed necessary by Administration.
- Act as the liaison (CT Privacy Officer) between the School District and the Connecticut State Department of Education to maintain compliance with the Connecticut Student Data Privacy Act PA 16-189.
- Act as liaison (PSIS Coordinator) between School District and the Connecticut State Department of Education in regards to state reports requirements. Support the mandatory user requirements for the reporting of local, State and Federal student data. Manage the generation and upload of state reports.
- Perform SIS roll ups, de-registrations, downloads to other information systems/data drops.
- Support administration in the development and maintenance of form letters, progress reports, attendance, transcripts and other standardized practices for the organization of education records.

- Integrate multiple data sources and student information from all systems to communicate relevant information to inform and support administrators.
- Develop and communicate processes for administrators, end users, students and families.
- Build the annual master schedule utilizing PowerScheduler at the direction of administrators.
- Manage, coordinate, and train on yearly processes as appropriate to appropriate staff (e.g. setup of new school year, roll over, close out school year, master schedule, progress reports, transcripts, etc.)
- Create various reports as requested by administration and school district staff.
- Maintain and enhance the school district website.
- Other responsibilities as assigned by the Superintendent or designee.
- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to effectively present information to administrators, community groups and Board of Education.

### **Personal Development**

- Attend workshops, when appropriate, to expand knowledge, skills, and abilities.
- Contribute to creating a positive working environment.
- Assist others with their assignments, providing support and developing skills, abilities, and knowledge as needed.
- Demonstrate a high degree of professional growth, flexibility, initiative, and responsibility.
- Accept and adjust to change smoothly and positively.

### **Initiative**

- Regularly contribute to maximizing the effectiveness and efficiency of district operations.
- Consistently evaluate current methods, programs, and procedures, and implement new or modified procedures when necessary.
- Demonstrate a proactive approach to problem solving.
- Display a strong sense of task ownership.

### **Reliability**

- Maintain responsible, and effective performance and attendance.

### **Other Related Responsibilities**

- Travel throughout the district as required.
- Perform other duties as assigned by the Superintendent of Schools (or designee)..

**QUALIFICATION REQUIREMENTS:** Must be knowledgeable and have hands-on experience with database operations and ideally PowerSchool (SQL reports, etc). Must have the ability to set and meet deadlines, advanced computer skills and ability to work well with others. Willingness to learn and remain informed about developments in technology and administrative/curriculum applications.

**EDUCATION and/or EXPERIENCE:** Experience in an educational setting, training and/or professional development experience preferred. Ability to write and communicate steps/processes using effective digital tools.

**CERTIFICATION:** Not required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by the job include close vision, distance vision. Some driving is necessary. Often and essential to this position, the individual must meet deadlines with severe time constraints. The position requires the employee to interact with the public and other workers; work irregular or extended hours; direct responsibility for the safety, well-being or work output of other people; and meet multiple demands from several people. Consistent attendance is essential to this position.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this school-based job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be moderate. Work location is an office with occasions that require time in classrooms. Position usually demands meeting deadlines with time constraints. The employee continuously interacts with staff and occasionally meets multiple demands from several people.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

*The New Hartford Board of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.*

**May 2024**

## **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  
May 14, 2024 @ 7:00PM**

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

**Also Present:** Kelly Carroll; Amy Kennedy; Michael Lynch and Heather Mathes, Ron Black, and Jay Bailey.

**ABSENT:** Board Member/Secretary Penny Miller

Chairman Timothy Klepps called the meeting to order 7:00PM.

**A. Pledge of Allegiance**

**B. Communications to the Board of Education/Public Comment:**

Jay Bailey of 575 Main Street handed out a letter and asked Mr. Jeffrey Sousa to read his letter aloud. Superintendent Jeffrey Sousa read the letter. A copy of this letter is attached to the minutes.

**C. Superintendent's Report:**

Superintendent Sousa expressed his appreciation towards all staff in New Hartford Public Schools. Mr. Sousa highlighted several students. Student representative Brooke gave an update on what's going on in New Hartford Public Schools. The Celebration of Learning is happening on June 6, 2024, from 5:00-7:00PM and the Step-Up Ceremony will be happening on June 13, 2024. Mr. Sousa gives his thanks to the Board of Selectman, Board of Finance and Board of Education who are in support of the Board of Education. Lastly, Linda Fitzgerald, who is the data manager, is retiring after 26 years.

**D. Board of Education Chair's Report:**

Chairman Timothy Klepps announced *the budget was approved by referendum on May 7, 2024.*

**Social Media Policy/Etiquette**

Chairman Timothy Klepps began by asking for Board Members input on whether this topic should be discussed with partial or full attendance. Board Member Deirdre Tindall thought all members should be present for the discussion. Frank Rodenberg mentioned a Supreme Court ruling on this topic. The purpose of this on the agenda is to review the policy and Timothy Klepps expressed that this is a learning initiative. The Board agreed to table this subject until the next meeting.

**E. Routine Business:**

**Approval of Minutes:** March 5, 2024 (Regular Meeting), March 13, 2024 (Special Meeting), March 27, 2024 (Special Meeting), April 2, 2024 (Special Meeting) and April 23, 2024 (Special Meeting).

**MOTION** by Timothy Russell to approve all meeting minutes from the March 5, 2024, March 13, 2024, March 27, 2024, April 2, 2024, and April 23, 2024, as presented. Second by Frank Rodenberg.

**AMENDED-MOTION** by Timothy Russell to approve all meeting minutes from the **March 5, 2024, March 13, 2024, March 27, 2024, April 2, 2024, and April 23, 2024**, as presented *subject* to a clerical change to the April 23, 2024, meeting minutes. Second by Frank Rodenberg.

**UNANIMOUS**  
***Motion Passes***  
**7-0-1**

**Expenditure Report:**

**MOTION** by Thomas Buzzi to approve the expenditure report as presented. Second by Kristin Young.

**UNANIMOUS**  
***Motion Passes***

**F. Old Business: None**

**G. New Business:**

**1. Presentation for Consideration of Chlorination Systems at Ann Antolini and Bakerville Consolidated - Ron Black, President, Water System Solutions & Design, Inc.**

Ron Black has suggested two proposals, one for each school. The recommendation is to prevent contamination a new tank install. Mr. Black noted that over the years contamination levels have gone up and there are more issues when things go wrong. He recommended installing a chlorination system at the schools. Mr. Black wanted to bring to the Board of Education's attention what could be coming down the pipe to allow time to prepare for this. Frank Rodenberg questioned Mr. Black if more frequent testing can be done, instead of installing the system and what's the cost to keep these systems going. Mr. Black was asked what the implementation timeframe is, Mr. Black noted a few weeks from approval by the State of Connecticut. Mr. Black noted it has been at least two years since the last contamination. Mr. Black stated he operates 15 different schools, and 11 of them have a chlorination system. Clearly noted this is not in the budget for next year (2024/2025). This recommendation is a protection for when bacteria hits. Chairman Timothy Klepps asked for a revised proposal from Water System Solutions & Design be brought to date and have the facility sub-committee investigate this topic and do more research. Mr. Black stated it will be required within the next three years for this to be mandated to be tested around \$1,000 per well. If the test comes up positive for any bacteria you must test again. You then have 5 years to get a system in place. This is why Mr. Black has suggested getting this in budget to test for, the sooner you test, the sooner you can remediate the problem. There is a link between the chemical PFAS and areas such as industrial properties, sewage plants, trash plants, fire departments, are more susceptible to contamination because the bacteria will get into the water supply.

**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*) effective July 1, 2024**

**5. Policy & Regulation 5141.5 Students - Youth Suicide Prevention and Attempts (*First Read*)**

**H. Reports**

Deirdre Tindall reported several items that were discussed at the EdAdvance Board meeting last week on May 2, 2024. The biggest news is Jeffrey Kitching is retiring. The Board approved FY 2024/2025 COLA increases. When going over the budget, originally there was a deficit although they are waiting on money owed from the state. They will look at the budget again in October and this deficit should be smoothed out. The meeting also approved the Slate of Officers for 2024/2025. When looking at the budget, Deirdre

noted that all assets were assessed so EdAdvance knows the value of their properties in the event there is a budget issue. There was a scholarship which 150 students applied for, EdAdvance gave out 4, very exciting news that one scholarship went to a student Region 7.

I. **Additional Public Comment – (For Agenda Items Only):** None

J. **Executive Session**  
**New Hartford Board of Education Superintendent Evaluation**

**MOTION** by Frank Rodenberg to enter Executive Session at 8:02PM. Second by Timothy Russell.

**AMENDED-MOTION** by Frank Rodenberg to enter Executive Session at 8:02PM *and to invite Superintendent Jeffrey Sousa*. Second by Timothy Russell.

**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 Chairman Timothy Klepps to the Recording Secretary.*

Executive Session ended at 9:14PM.

L. **Adjournment:**

**MOTION** by Thomas Buzzi to adjourn the meeting at 9:15PM. Second by Deirdre Tindall.

**UNANIMOUS**  
**Motion Passes**

Respectfully submitted by,  
Elizabeth Domas, Recording Secretary

Recorded Regular and Special Board of Education meetings will be posted to:  
<https://www.youtube.com/channel/UCX-ZlomWmjG81dc-QM3rfg>

***Attachments:***

*Email from Jay Bailey*

*Letter from Jay Bailey*

*EdAdvance meeting minutes*

# Town of New Hartford Board of Education

## GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2023-2024

☐ Include pre encumbrance  
☐ Exclude inactive accounts with zero balance

☐ Print accounts with zero balance  
☒ Filter Encumbrance Detail by Date Range

From Date: 5/1/2024 To Date: 5/31/2024

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100,1000,111,001,117	SALARIES, REGULAR CLASS	\$2,478,400.63	\$0.00	\$2,478,400.63	\$199,869.80	\$1,986,227.96	\$492,172.67	\$464,091.63	\$28,081.04	1.13%
100,1000,112,001,117	TCHR									
100,1000,112,001,117	SALARIES, REGULAR CLASS	\$164,195.14	\$0.00	\$164,195.14	\$8,252.13	\$93,126.22	\$71,068.92	\$8,335.11	\$62,733.81	38.21%
100,1000,114,001,100	PARAS	\$59,000.00	\$10,000.00	\$69,000.00	\$8,825.94	\$88,511.59	(\$19,511.59)	\$0.00	(\$19,511.59)	-28.28%
100,1000,116,000,100	SALARIES, TCHR SUBSTITUTES	\$26,525.00	\$204.00	\$26,729.00	\$15,100.00	\$24,950.00	\$1,779.00	\$0.00	\$1,779.00	6.66%
100,1000,313,000,100	SALARIES, MISC STIPENDS	\$6,100.00	\$0.00	\$6,100.00	\$0.00	\$0.00	\$6,100.00	\$5,658.30	\$441.70	7.24%
100,1000,320,000,100	CURRICULUM ASSESSMENTS	\$14,200.00	\$0.00	\$14,200.00	\$639.11	\$4,883.44	\$9,316.56	\$0.00	\$9,316.56	65.61%
100,1000,560,603,120	PURCHASED SERVICES- Extra Curr.	\$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	CREC Magnet School Tuition	\$2,000.00	\$0.00	\$2,000.00	\$70.35	\$765.43	\$1,234.57	\$0.00	\$1,234.57	61.73%
100,1000,616,000,101	TRAVEL- All Dept.	\$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	GIFTED & TALENTED SUPPLIES	\$4,700.00	\$0.00	\$4,700.00	\$3,085.09	\$4,695.11	\$4.89	\$0.00	\$4.89	0.10%
100,1000,616,001,112	ART SUPPLIES	\$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	MUSIC - K - 6	\$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	CLASSROOM/TEACHER	\$1,800.00	\$0.00	\$1,800.00	\$112.93	\$818.10	\$981.90	\$429.25	\$552.65	30.70%
100,1000,616,001,119	PHYSICAL EDUCATION	\$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	GENERAL 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	CENTRAL SUPPLIES -BAK	\$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	MUSIC - INSTRUMENTAL	\$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	GENERAL 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	CENTRAL SUPPLIES- NHES	\$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	GENERAL 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	CENTRAL SUPPLIES- ANT	\$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	SCIENCE	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
100,1000,641,003,109	SPANISH	\$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	LANGUAGE ARTS	\$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	SOCIAL STUDIES	\$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	READING	\$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	MATH	\$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	PERIODICALS	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	EQUIPMENT	\$2,886,120.77	(\$9,796.00)	\$2,876,324.77	\$236,957.02	\$2,282,231.10	\$594,093.67	\$481,545.31	\$112,548.36	3.91%
	Func: Regular Education - 1000									
100,1200,111,000,120	SALARIES, CERTIFIED	\$840,750.60	\$66,975.00	\$907,725.60	\$77,092.86	\$798,777.77	\$108,947.83	\$151,948.59	(\$43,000.76)	-4.74%
100,1200,111,001,120	SALARIES, Director -Student Services	\$120,600.00	\$0.00	\$120,600.00	\$9,276.92	\$111,323.04	\$9,276.96	\$9,276.96	\$0.00	0.00%
100,1200,112,000,120	SALARIES, SECRETARY SPED	\$45,887.04	\$0.00	\$45,887.04	\$3,248.64	\$39,288.24	\$6,598.80	\$5,685.12	\$913.68	1.99%
100,1200,112,001,120	SALARIES, PARAS	\$475,730.49	\$0.00	\$475,730.49	\$42,845.37	\$334,057.10	\$141,673.39	\$59,324.09	\$82,349.30	17.31%
100,1200,114,001,120	SALARIES, PARA SUBSTITUTES	\$6,000.00	\$10,000.00	\$16,000.00	\$2,846.25	\$29,337.49	(\$13,337.49)	\$0.00	(\$13,337.49)	-83.36%

# Town of New Hartford Board of Education

## GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2023-2024

From Date: 5/1/2024 To Date: 5/31/2024

☐ Include pre encumbrance  
☐ Exclude inactive accounts with zero balance

☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.1200.311.000.120	HOMESOUND	\$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	\$15,543.96	\$34,953.57	(\$4,953.57)	\$0.00	(\$4,953.57)	-16.51%
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	\$79.00	\$12,561.18	(\$2,561.18)	\$155.00	(\$2,716.18)	-27.16%
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	\$69,937.22	\$376,177.85	\$17,822.15	\$1,491.50	\$16,330.65	4.14%
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	\$59.00	\$1,658.15	\$1,341.85	\$1,284.30	\$57.55	1.92%
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	\$76,975.00	\$2,041,578.13	\$221,099.22	\$1,754,880.76	\$286,697.37	\$229,394.37	\$57,363.00	2.81%
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	\$12,793.26	\$120,200.44	\$12,964.56	\$11,793.40	\$1,171.16	0.88%
100.2130.114.000.129	SALARIES, NURSES SUBSTITUTE	\$2,000.00	\$0.00	\$2,000.00	\$160.00	\$2,600.00	(\$600.00)	\$0.00	(\$600.00)	-30.00%
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	\$58.95	\$2,567.32	\$932.68	\$10.99	\$921.69	26.33%
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	\$13,012.21	\$128,367.76	\$13,797.24	\$11,804.39	\$1,992.85	1.40%
100.2210.322.000.130	PARTIAL TUITION REIM.	\$10,000.00	\$0.00	\$10,000.00	\$2,190.00	\$5,702.80	\$4,297.20	\$0.00	\$4,297.20	42.97%
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	\$482.22	\$7,904.21	\$7,095.79	\$0.00	\$7,095.79	47.31%
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	\$2,992.22	\$21,821.27	\$16,428.73	\$162.18	\$16,266.55	42.53%
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

Fiscal Year: 2023-2024

- ☐ Include pre encumbrance
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Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 5/1/2024

To Date: 5/31/2024

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	\$5,419.84	\$65,038.08	\$5,419.92	\$5,419.92	\$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	\$748.00	\$2,183.89	15.60%
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	\$923.58	\$21,193.15	\$4,806.85	\$1,238.38	\$3,568.47	13.72%
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	\$6,352.42	\$109,914.33	\$43,943.67	\$7,406.30	\$36,537.37	23.75%
100.2310.112.005.132	SALARIES, BOARD SECRETARY	\$1,625.00	\$0.00	\$1,625.00	\$250.00	\$1,125.00	\$500.00	\$0.00	\$500.00	30.77%
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	\$5,717.60	\$8,730.39	(\$1,030.39)	\$0.00	(\$1,030.39)	-13.38%
100.2310.891.005.132	LEGAL	\$30,000.00	\$0.00	\$30,000.00	\$308.00	\$23,334.50	\$6,665.50	\$0.00	\$6,665.50	22.22%
Func: Board of Education - 2310		\$40,325.00	\$0.00	\$40,325.00	\$6,517.10	\$34,651.42	\$5,673.58	\$0.00	\$5,673.58	14.07%
100.2320.111.004.133	SALARIES, SUPERINTENDENT	\$180,250.00	\$0.00	\$180,250.00	\$13,865.38	\$168,884.56	\$11,385.44	\$13,865.44	(\$2,500.00)	-1.39%
100.2320.112.002.133	SALARIES, ADMINISTRATIVE ASST	\$68,265.60	\$0.00	\$68,265.60	\$5,251.20	\$61,964.16	\$6,301.44	\$5,251.20	\$1,050.24	1.54%
100.2320.112.003.133	BOOKKEEPER	\$32,678.40	\$0.00	\$32,678.40	\$2,770.01	\$30,099.88	\$2,578.52	\$2,450.88	\$127.64	0.39%
100.2320.112.004.133	SALARIES, FISCAL SERVICES	\$63,086.40	\$0.00	\$63,086.40	\$4,852.80	\$58,233.60	\$4,852.80	\$4,852.80	\$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%



# Town of New Hartford Board of Education

## GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2023-2024

From Date: 5/1/2024 To Date: 5/31/2024

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2320.324.004.133	WORKSHOPS/CONFERENCES	\$3,000.00	\$0.00	\$3,000.00	\$57.98	\$2,998.63	\$1.37	\$0.00	\$1.37	0.05%
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	\$445.21	\$1,826.19	\$1,173.81	\$114.15	\$1,059.66	35.32%
100.2320.693.004.133	DATA PROCESSING	\$2,500.00	\$718.79	\$3,218.79	\$156.70	\$475.58	\$2,743.21	\$32.92	\$2,710.29	84.20%
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	\$27,399.28	\$326,211.05	\$38,738.14	\$26,567.39	\$12,170.75	3.33%
100.2410.111.001.141	SALARIES, ADMINISTRATORS	\$266,441.00	\$0.00	\$266,441.00	\$22,341.62	\$248,099.44	\$18,341.56	\$20,341.56	(\$2,000.00)	-0.75%
100.2410.112.001.141	SALARIES, ADMINISTRATIVE ASST	\$165,096.92	\$0.00	\$165,096.92	\$12,493.36	\$138,794.75	\$26,302.17	\$19,024.71	\$7,277.46	4.41%
100.2410.114.001.141	SALARIES, ADMIN ASST SUBS	\$3,500.00	\$0.00	\$3,500.00	\$710.96	\$5,011.20	(\$1,511.20)	\$0.00	(\$1,511.20)	-43.18%
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	\$240.14	\$1,702.12	63.04%
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	\$36,128.41	\$396,563.97	\$47,223.95	\$39,612.00	\$7,611.95	1.72%
100.2600.112.001.154	SALARIES, CUSTODIANS	\$264,249.60	\$0.00	\$264,249.60	\$21,256.00	\$245,852.28	\$18,397.32	\$19,756.00	(\$1,358.68)	-0.51%
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	\$1,201.42	\$9,701.42	\$986.53	\$7,312.60	\$2,388.82	\$0.00	\$2,388.82	24.62%
100.2600.114.001.154	SALARIES, SUBSTITUTES	\$1,000.00	\$0.00	\$1,000.00	\$657.75	\$2,999.35	(\$1,999.35)	\$0.00	(\$1,999.35)	-199.94%
100.2600.402.000.154	UTILITIES, REFUSE	\$114,000.00	\$0.00	\$114,000.00	\$8,394.21	\$91,908.39	\$22,091.61	\$0.00	\$22,091.61	19.38%
100.2600.406.000.154	EMERGENCY REPAIRS/MAINTENANCE SERVICE CONTRACTS	\$53,000.00	\$10,000.00	\$63,000.00	\$4,180.01	\$58,503.70	\$4,496.30	\$4,419.94	\$76.36	0.12%
100.2600.408.000.154	REPAIRS, NON-INSTR EQUIPMENT	\$119,265.00	\$0.00	\$119,265.00	\$8,310.00	\$85,738.47	\$33,526.53	\$1,782.00	\$31,744.53	26.62%
100.2600.431.000.154	REPAIRS, NON-INSTR EQUIPMENT	\$4,000.00	\$0.00	\$4,000.00	\$661.60	\$3,701.68	\$298.32	\$0.00	\$298.32	7.46%
100.2600.532.001.154	COMMUNICATIONS	\$12,000.00	\$0.00	\$12,000.00	\$890.06	\$12,290.24	(\$290.24)	\$0.00	(\$290.24)	-2.42%
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	(\$10,000.00)	\$33,000.00	\$0.00	\$32,097.00	\$903.00	\$0.00	\$903.00	2.74%
100.2600.691.001.154	MAINTENANCE SUPPLIES - BAK	\$8,250.00	\$0.00	\$8,250.00	\$407.38	\$6,799.23	\$1,450.77	\$243.85	\$1,206.92	14.63%
100.2600.691.002.154	MAINTENANCE SUPPLIES - NHE	\$8,250.00	\$0.00	\$8,250.00	\$259.57	\$2,727.54	\$5,522.46	\$0.00	\$5,522.46	66.94%
100.2600.691.003.154	MAINTENANCE SUPPLIES - ANT	\$13,500.00	\$0.00	\$13,500.00	\$2,633.67	\$12,885.51	\$614.49	\$243.85	\$370.64	2.75%
100.2600.692.001.154	FUEL ENERGY SUPPLIES	\$110,000.00	\$0.00	\$110,000.00	\$0.00	\$0.00	\$110,000.00	\$0.00	\$110,000.00	100.00%

# Town of New Hartford Board of Education

## GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2023-2024

☐ Include pre encumbrance

☐ Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

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	\$2,879.38	\$32,401.85	\$12,598.15	\$212.10	\$12,386.05	27.52%
	Func: Plant Operations - 2600	\$834,014.60	\$12,176.88	\$846,191.48	\$53,122.26	\$627,295.99	\$218,895.49	\$26,657.74	\$192,237.75	22.72%
100.2700.510.000.155	PUPIL TRANS.	\$580,032.00	\$0.00	\$580,032.00	\$60,963.20	\$478,950.60	\$101,081.40	\$116,006.40	\$14,925.00	-2.57%
100.2700.511.603.155	TRANS SPEC ED	\$108,000.00	\$0.00	\$108,000.00	\$16,566.96	\$130,135.29	(\$22,135.29)	\$0.00	(\$22,135.29)	-20.50%
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	\$14,712.96	\$74,712.96	\$4,671.15	\$56,032.31	\$18,680.65	\$0.00	\$18,680.65	25.00%
	Func: Pupil Transportation - 2700	\$759,032.00	\$14,712.96	\$773,744.96	\$82,201.31	\$677,458.13	\$96,286.83	\$116,006.40	(\$19,719.57)	-2.55%
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	\$52,413.31	\$1,354,291.31	\$80,203.82	\$1,202,713.74	\$151,577.57	\$0.00	\$151,577.57	11.19%
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	\$8,163.56	\$83,388.32	\$15,311.68	\$9,638.68	\$5,673.00	5.75%
100.6100.206.000.161	MEDICARE	\$76,458.00	\$0.00	\$76,458.00	\$6,638.27	\$66,212.36	\$10,245.64	\$12,086.40	(\$1,840.76)	-2.41%
100.6100.209.000.161	TOWN PENSION FUND	\$152,473.00	\$0.00	\$152,473.00	\$0.00	\$150,729.00	\$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	\$4,026.37	\$41,485.76	\$4,885.24	\$5,133.13	(\$247.89)	-0.53%
100.6100.211.000.161	TSA	\$11,000.00	\$0.00	\$11,000.00	\$880.00	\$17,047.26	(\$6,047.26)	\$440.00	(\$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	\$52,413.31	\$1,810,822.81	\$99,912.02	\$1,626,314.76	\$184,508.05	\$27,298.21	\$157,209.84	8.68%
	Func: General Fund - 100	\$9,418,050.32	\$147,200.94	\$9,565,251.26	\$786,125.87	\$8,003,979.24	\$1,561,272.02	\$968,917.21	\$592,354.81	6.19%
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%
	Func: 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%
	Func: 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	\$6,882.02	\$19,116.70	\$30,883.30	\$22,940.08	\$7,943.22	15.89%
400.1200.112.619.025	IDEA 619- Salaries 6/30/25	\$0.00	\$5,949.00	\$5,949.00	\$1,371.96	\$4,449.00	\$1,500.00	\$3,887.70	(\$2,387.70)	-40.14%

# Town of New Hartford Board of Education

## GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2023-2024

From Date: 5/1/2024 To Date: 5/31/2024  
☐ Include pre encumbrance ☐ Print accounts with zero balance  
☐ Exclude inactive accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

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 Func: Special Education - 1200	\$0.00	\$3,499.00	\$3,499.00	\$0.00	\$780.70	\$2,718.30	\$0.00	\$2,718.30	77.69%
		\$0.00	\$130,088.00	\$130,088.00	\$8,253.98	\$65,213.67	\$64,874.33	\$26,827.78	\$38,046.55	29.25%
400.1208.111.001.120	IDEA 611- Salaries SPED CERTIFIED 6/30/2024 Func: - 1208	\$9,615.32	\$0.00	\$9,615.32	\$0.00	\$9,615.32	\$0.00	\$0.00	\$0.00	0.00%
		\$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- Multisens literacy, math suppl 6/30/2024 Func: - 1209	\$3,359.06	\$0.00	\$3,359.06	\$1,927.07	\$2,741.50	\$617.56	\$693.43	(\$75.87)	-2.26%
		\$14,769.87	\$0.00	\$14,769.87	\$1,927.07	\$14,152.31	\$617.56	\$693.43	(\$75.87)	-0.51%
	Fund: IDEA - 400	\$24,385.19	\$130,088.00	\$154,473.19	\$10,181.05	\$88,981.30	\$65,491.89	\$27,521.21	\$37,970.68	24.58%
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%
414.1201.001.100.120	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%
	Esser II Bonus Tutor SALARIES expires 6/30/2023 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 Func: - 1201	\$52,505.69	\$0.00	\$52,505.69	\$8,785.59	\$51,128.56	\$1,377.13	\$8,708.25	(\$7,331.12)	-13.96%
		\$52,505.69	\$0.00	\$52,505.69	\$8,785.59	\$51,128.56	\$1,377.13	\$8,708.25	(\$7,331.12)	-13.96%
415.2210.617.000.000	ARP ESSER- small Town Right to Read 9/30/24 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	\$8,785.59	\$52,013.56	\$78,492.13	\$8,708.25	\$69,783.88	53.47%
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 Func: - 1201	\$682.15	\$0.00	\$682.15	\$0.00	\$615.75	\$66.40	\$0.00	\$66.40	9.73%
		\$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

From Date: 5/1/2024

To Date: 5/31/2024

☐ Exclude inactive accounts with zero balance

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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	\$5,422.46	\$69,484.68	\$15,120.32	\$2,711.28	\$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	\$26,288.46	\$224,733.82	\$111,066.18	\$2,711.28	\$108,354.90	32.27%
	Fund: Behavior Health Grant - 419	\$335,800.00	\$0.00	\$335,800.00	\$26,288.46	\$224,733.82	\$111,066.18	\$2,711.28	\$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	\$3,874.00	\$9,126.00	35.10%
	Func: Improvement of Instruction - 2210	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$13,000.00	\$13,000.00	\$3,874.00	\$9,126.00	35.10%
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	\$4,918.05	\$8,395.03	\$23,084.97	\$6,805.47	\$16,279.50	51.71%
	Func: Regular Education - 1000	\$58,156.00	(\$7,770.00)	\$50,386.00	\$4,918.05	\$27,301.03	\$23,084.97	\$6,805.47	\$16,279.50	32.31%
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	\$4,918.05	\$27,301.03	\$23,674.97	\$7,130.29	\$16,544.68	32.46%
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	\$710.01	\$3,118.55	40.14%
	Func: Regular Education - 1000	\$0.00	\$7,770.00	\$7,770.00	\$198.45	\$3,941.44	\$3,828.56	\$710.01	\$3,118.55	40.14%
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

Fiscal Year: 2023-2024

From Date: 5/1/2024 To Date: 5/31/2024  
☐ 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
442.2210.617.000.025	Title II-A-Supplies 6/30/25 Func: Improvement of Instruction - 2210	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
		\$7,746.00	\$0.00	\$7,746.00	\$0.00	\$7,246.00	\$500.00	\$0.00	\$500.00	6.45%
444.1004.300.010.144	Fund: Title II Part A - 442 Title IV Part A 6/30/24 Func: - 1004	\$7,746.00	\$7,770.00	\$15,516.00	\$198.45	\$11,187.44	\$4,328.56	\$710.01	\$3,618.55	23.32%
		\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$4,000.00	\$2,000.00	\$0.00	\$2,000.00	33.33%
		\$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	67.50%
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 Func: Improvement of Instruction - 2210	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$1,000.00	\$4,000.00	\$0.00	\$4,000.00	80.00%
		\$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	\$0.00	(\$17,076.41)	\$17,076.41	\$0.00	\$17,076.41	0.00%
	Fund: - 9000	\$0.00	\$0.00	\$0.00	\$0.00	(\$17,076.41)	\$17,076.41	\$0.00	\$17,076.41	0.00%
	Fund: Payroll Deductions - 600	\$0.00	\$0.00	\$0.00	\$0.00	(\$17,076.41)	\$17,076.41	\$0.00	\$17,076.41	0.00%
Grand Total:		\$10,542,701.69	\$413,565.94	\$10,956,267.63	\$838,639.47	\$8,478,752.88	\$2,477,514.75	\$1,019,572.25	\$1,457,942.50	13.31%

End of Report



March 15, 2024

Mr. Jeffrey Sousa  
Superintendent of Schools  
530 Main Street  
P.O. Box 315  
New Hartford, CT 06057

**Subject: Asbestos Abatement Professional Design Services**

Abatement Specification, Plan(s), Probable Cost Estimates and Professional Services

**Site: Ann Antolini Elementary School**

Areas of Concern for Asbestos Abatement Include:

1. Main Hall Corridors in the original building
2. Girls and Boys Bathrooms at south entrance
3. Attic Stairwell

**Proposal: P-24-153**

Dear Mr. Sousa,

EnviroMed Services, Inc., submits this proposal to provide asbestos abatement design services for the above referenced school facility. In accordance with state and federal regulatory requirements that apply to school facilities, a design plan specification for asbestos abatement is required to be provided by an accredited and state licensed asbestos project designer.

EnviroMed proposes the following scope of professional services.

**SCOPE OF SERVICES**

EnviroMed Services Inc., state licensed Asbestos Project Designer reviews existing inspection records in the area(s) of concern for asbestos containing materials scheduled for removal.

A site visit is performed to visually inspect existing conditions and delineate the specific scope of asbestos abatement work. This includes developing the sequence of work, number and location of containments, approximate quantities and types of asbestos containing material, specific engineering controls and / or other specific regulatory requirements.

A probable abatement cost estimate is prepared by the asbestos designer. This is typically based on current average Asbestos Abatement Contractor rates based on time and material costs.

Asbestos Consultant costs are provided based on estimated number of days of project monitoring, air sampling laboratory cost(s), re-occupancy clearance testing and close out reporting.

The Asbestos Project Designer, on request, provides professional services including attendance at Pre-Bid Meeting(s), Construction Phase Progress Meetings and assists the Board of Education with contractor requests for Information related to the asbestos abatement project.

## **SCHEDULE**

### **Asbestos Abatement Design Services**

Areas Included for Abatement Design at the Ann Antolini Elementary School

1. Main Hallways Original Building
2. Girls and Boys Bathrooms at South Entrance
3. Attic Stairwell

### **Engineer/Licensed Designer \$ 95/ hour (up to 40 hours)**

Includes Records Review, Design Site Visit  
Asbestos Abatement Specification and Plan(s)  
Attendance at the initial pre-bid walk through

Mileage 2 round trips from office at federal rate (184 miles @ \$0.625)

**Cost \$ 3,915**

### **Additional Services on Request**

Asbestos Project Designer \$ 95 / hour

CT DPH Application for Alternative Work Practices (AWP)

Asbestos Project Designer \$ 95 / hour

State Application Fee \$ 200

CT DPH School in Session Application

Asbestos Project Designer (\$ 95 / hour)

### Mileage

(Round Trip from Office at Federal Rate \$ 0.625 / mile)

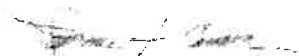
### **Terms**

A purchase order is required to initiate with the above noted services.

Payment net 30 days

Our proposal for this project is based on our evaluation of your project requirements and EnviroMed's ability to meet those requirements. EnviroMed Services Inc. welcomes the opportunity to work on this project and future endeavors.

Respectfully Submitted,



Lawrence J. Cannon, MPH, CIH, CSP, CMC, RS  
President



**Proposal # P-24-153 is agreed and accepted an authorized representative.**

BY: \_\_\_\_\_  
PRINT NAME TITLE

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# EnviroMed

Design for a Safer Environment

March 15, 2024

Mr. Jeffrey Sousa  
Superintendent of Schools  
530 Main Street  
P.O. Box 315  
New Hartford, CT 06057

**Subject: Asbestos Abatement Professional Design Services**

Abatement Specification, Plan(s), Probable Cost Estimates and Professional Services

**Site: Bakerville Consolidated School**

Areas of Concern for Asbestos Abatement Include:

1. Hallway to new addition
2. Music Classroom 6
3. Classroom 8
4. Hallway from Boiler Room to K 5 Classroom
5. Classrooms K-4, K-5
6. Lower Level Equipment Room

**Proposal: P-24-154**

Dear Mr. Sousa,

EnviroMed Services, Inc., submits this proposal to provide asbestos abatement design services for the above referenced school facility. In accordance with state and federal regulatory requirements that apply to school facilities, a design plan specification for asbestos abatement is required to be provided by an accredited and state licensed asbestos project designer.

EnviroMed proposes the following scope of professional services.

**SCOPE OF SERVICES**

EnviroMed Services Inc., state licensed Asbestos Project Designer reviews existing inspection records in the areas(s) of concern for asbestos containing materials scheduled for removal.

A site visit is performed to visually inspect existing conditions and delineate the specific scope of asbestos abatement work. This includes developing the sequence of work, number and location of containments, approximate quantities and types of asbestos containing material, specific engineering controls and / or other specific regulatory requirements.

A probable abatement cost estimate is prepared the asbestos designer. This is typically based on current average Asbestos Abatement Contractor rates based on time and material costs.

Asbestos Consultant costs are provided based on estimated number of days of project monitoring, air sampling laboratory cost(s), re-occupancy clearance testing and close out reporting.

The Asbestos Project Designer, on request, provides professional services including attendance at Pre-Bid Meeting(s), Construction Phase Progress Meetings and assists the Board of Education with contractor requests for Information related to the asbestos abatement project.

## **SCHEDULE**

### **Asbestos Abatement Design Services**

Areas Included for Abatement Design at the Bakerville Consolidated School

1. Hallway to new addition
2. Music Classroom 6
3. Classroom 8
4. Hallway from Boiler Room to K 5 Classroom
5. Classrooms K-4, K-5
6. Lower Level Equipment Room

### **Engineer/Licensed Designer \$ 95/ hour (up to 48 hours)**

Includes Records Review, Design Site Visit  
Asbestos Abatement Specification and Plan(s)  
Attendance at the initial pre-bid walk through

Mileage 2 round trips from office at federal rate (184 miles @ \$0.625)

**Cost \$ 4,675**

### **Additional Services on Request**

Asbestos Project Designer \$ 95 / hour

CT DPH Application for Alternative Work Practices (AWP)

Asbestos Project Designer \$ 95 / hour

State Application Fee \$ 200

CT DPH School in Session Application

Asbestos Project Designer (\$ 95 / hour)

### **Mileage**

(Round Trip from Office at Federal Rate \$ 0.625 / mile)

**Terms**

A purchase order is required to initiate with the above noted services.

Payment net 30 days

Our proposal for this project is based on our evaluation of your project requirements and EnviroMed's ability to meet those requirements. EnviroMed Services Inc. welcomes the opportunity to work on this project and future endeavors.

Respectfully Submitted,



Lawrence J. Cannon, MPH, CIH, CSP, CMC, RS

President

**Proposal # P-24-154 is agreed and accepted an authorized representative.**

BY:

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



March 15, 2024

Mr. Jeffrey Sousa  
Superintendent of Schools  
530 Main Street  
P.O. Box 315  
New Hartford, CT 06057

**Subject: Asbestos Abatement Professional Design Services**

Abatement Specification, Plan(s), Probable Cost Estimates and Professional Services

**Site: New Hartford Elementary School**

Areas of Concern for Asbestos Abatement Include:

1. Custodian Closet by classrooms 3 and 5
2. Custodian Closet by teachers lounge
3. Basement Boiler Internals

**Proposal: P-24-155**

Dear Mr. Sousa,

EnviroMed Services, Inc., submits this proposal to provide asbestos abatement design services for the above referenced school facility. In accordance with state and federal regulatory requirements that apply to school facilities, a design plan specification for asbestos abatement is required to be provided by an accredited and state licensed asbestos project designer.

EnviroMed proposes the following scope of professional services.

**SCOPE OF SERVICES**

EnviroMed Services Inc., state licensed Asbestos Project Designer reviews existing inspection records in the area(s) of concern for asbestos containing materials scheduled for removal.

A site visit is performed to visually inspect existing conditions and delineate the specific scope of asbestos abatement work. This includes developing the sequence of work, number and location of containments, approximate quantities and types of asbestos containing material, specific engineering controls and / or other specific regulatory requirements.

A probable abatement cost estimate is prepared by the asbestos designer. This is typically based on current average Asbestos Abatement Contractor rates based on time and material costs.

Asbestos Consultant costs are provided based on estimated number of days of project monitoring, air sampling laboratory cost(s), re-occupancy clearance testing and close out reporting.

The Asbestos Project Designer, on request, provides professional services including attendance at Pre-Bid Meeting(s), Construction Phase Progress Meetings and assists the Board of Education with contractor requests for Information related to the asbestos abatement project.

## **SCHEDULE**

### **Asbestos Abatement Design Services**

Areas Included for Abatement Design at the New Hartford Elementary School

1. Custodian Closet by Classrooms 3 and 5
2. Custodian Closet by Teachers' lounge
3. Basement Boiler Internals

### **Engineer/Licensed Designer \$ 95/ hour (up to 40 hours)**

Includes Records Review, Design Site Visit  
Asbestos Abatement Specification and Plan(s)  
Attendance at the initial pre-bid walk through

Mileage 2 round trips from office at federal rate (152 miles @ \$0.625)

**Cost \$ 3,895**

### **Additional Services on Request**

Asbestos Project Designer \$ 95 / hour

CT DPH Application for Alternative Work Practices (AWP)  
Asbestos Project Designer \$ 95 / hour  
State Application Fee \$ 200

CT DPH School in Session Application  
Asbestos Project Designer (\$ 95 / hour)

### Mileage

(Round Trip from Office at Federal Rate \$ 0.625 / mile)

### **Terms**

A purchase order is required to initiate with the above noted services.  
Payment net 30 days. Our proposal for this project is based on our evaluation of your project requirements and EnviroMed's ability to meet those requirements. EnviroMed Services Inc. welcomes the opportunity to work on this project and future endeavors.

Respectfully Submitted,



Lawrence J. Cannon, MPH, CIH, CSP, CMC, RS  
President

BY: \_\_\_\_\_  
PRINT NAME TITLE

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



*A sample policy to consider.*

## **Personnel -- Certified**

### **Increasing Educator Diversity**

The **New Hartford** Board of Education recognizes the importance of diversity among its educators. It is committed to ensuring effective strategies are implemented to recruit and retain a diverse pool of highly qualified and effective educators who reflect the demographics of our student population and those diverse communities extending beyond our schools' walls.

In accordance with Public Act 23-167, Section 10, the Board directs the Superintendent to develop and submit an Increasing Educator Diversity Plan (the Plan) to the Connecticut State Department of Education (CSDE) on or before March 15, 2024, and comply with all CSDE procedures related to the Public Act. Upon completion of the Plan and prior to its submission, the Board shall approve it. The day, month, and year on which the Plan receives Board approval is required to complete the application.

The Board recognizes the complexity of sustaining the critical efforts to increase educator diversity. To that end, the Board will work within its authority to support planning and implementation tasks, including but not limited to planning team responsibilities, administrator and staff training, recruitment efforts, and data collection.

The Board directs the Superintendent to draft regulations referencing resources available on CSDE's Talent Office Homepage.

(cf. 4111 – Recruitment and Selection)

(cf. 4111.1/4211.1 – Affirmative Action: Equal Employment Opportunity)

Legal Reference:

- Connecticut General Statutes
- 10-4a (3) Educational interests of state identified.
- 10-151 Employment of teachers. Notice and hearing on termination of contract.
- 10-153 Discrimination on account of marital status.
- 10-220(a) Duties of Boards of Education. (as amended by PA 18-34)
- 46a-60 Discriminatory employment practices prohibited.
- PA 16-41 An Act Concerning the Recommendations of the Minority Teacher Recruitment Task Force.
- PA 18-34 An Act Concerning Minority Teacher Recruitment and Retention.
- PA 19-74 An Act Concerning Minority Teacher Recruitment and Retention.
- PA 21-2 June Special Session, Sections 378 & 379.
- PA 23-27 An Act Concerning Transparency in Education, Section 10

Policy adopted:

cps 1/24

*A sample regulation to consider.*

## **Personnel -- Certified**

### **Increasing Educator Diversity**

The **New Hartford** Board of Education recognizes the importance of diversity among its educators. It is committed to ensuring effective strategies are implemented to recruit and retain a diverse pool of highly qualified and effective educators who reflect the demographics of our student population and those diverse communities extending beyond our schools' walls.

In accordance with Public Act 23-167, Section 10, the Board directs the Superintendent to develop and submit an Increasing Educator Diversity Plan (the Plan) to the Connecticut State Department of Education (CSDE) on or before March 15, 2024, and comply with all CSDE procedures related to the Public Act. Upon completion of the Plan and prior to its submission, the Board shall approve it. The day, month, and year on which the Plan receives Board approval is required to complete the application.

The materials provided by the CSDE will assist districts in developing comprehensive and sustainable plans to support efforts for diversifying their educator workforce. The following suggestions are referenced in detail in these documents and are meant to provide a broad overview:

1. Convene a team passionate about this work, bringing diverse backgrounds and experiences, having the credibility to lead this work, and devote the time necessary to engage in preplanning and planning activities.
2. Utilize CSDE resources, such as EdSight, to examine your district's data and demographics.
3. Utilize the Toolkit to create an action plan.
4. Utilize the Toolkit to assist your team in creating a Shared Vision, a Theory of Action, SMART Goals, and a Problem Statement and performing a Root Cause Analysis. These tasks and their desirable outcomes are clearly explained and will assist your team's plan development.
5. Use the coaching webinars for training purposes to build your team's capacity to lead this work.
6. While your team's functionality is critical for sustaining your district's efforts up to and beyond the plan submission stage, having one person in the district responsible for recruiting and prioritizing diversity hiring is also identified as a key to reaching your goals.
7. In addition to approving the Plan, the Board's support is critical in ensuring it provides the resources necessary for the plan's development, communicates the plan's importance to the community, and provides time in its meetings for updates.

## Personnel -- Certified

### Increasing Educator Diversity (continued)

Through its Talent Office portal, the Connecticut State Department of Education provides various resources designed to support districts in preparing their Increasing Educator Diversity Plans.

Connecticut State Department of Education's Talent Office Page:  
[https://portal.ct.gov/SDE/Talent\\_Office/Talent-Office-home-page](https://portal.ct.gov/SDE/Talent_Office/Talent-Office-home-page)

Materials including:

Webinars are provided to provide districts with an overview of the work required in creating planning teams, plan development and dissemination, and training.

Creating a District Plan to Increase the Racial, Ethnic and Linguistic Diversity of Your Educator Workforce: A Guidebook for Hiring and Selection is a comprehensive guide divided into three parts:

1. Creating a District Plan to Increase the Racial, Ethnic and Linguistic Diversity of Your Educator Workforce: A Guidebook for Hiring and Selection;
2. The Brookside Story: A Process Scenario designed to illustrate what district and school leaders in a fictitious district are thinking and doing to address the goal of building a more diverse teacher and administrator workforce;
3. Culturally Responsive Hiring Strategies Guidance Resource: A Companion to the Culturally Responsive Hiring Self-Assessment Tool.

Creating an Action Plan and Sustaining Efforts to Increase Educator Diversity: A Toolkit for District & School Leaders provides practical suggestions for getting started with preplanning tasks, developing an action plan, and ongoing progress monitoring. **Of great importance, this Toolkit includes the Increasing Educator Diversity Plan Template. While not required, the SDE materials strongly suggest using this template for plan submission.**

An 80-minute training module is provided to help school leaders in hiring professionals, identify implicit bias in the hiring and selection process, and help create a plan for recruiting and retaining educators of color. Recent legislation passed by the General Assembly required that the diversity training module be provided to all school district personnel responsible for hiring teachers to examine implicit bias's pervasive role in discriminatory hiring practices and the disproportionate distribution of teachers of color in the educator workforce.

## Personnel -- Certified

### Increasing Educator Diversity (continued)

#### The Video Contents and Agenda include:

1. [Welcome from CSDE Chief Talent Officer Dr. Shuana Tucker](#)
2. [Introduction](#)
  - a. Quiz 1: [True or False: Myths and Misconceptions About Teacher Diversity](#)
3. [Core Dispositions](#)
4. [Equity](#) and [Systemic Racism](#)
5. [Why Educator Diversity Matters](#)
6. [Core Tensions](#)
  - a. Quiz 2: [Core Tensions](#)
7. [Implicit Bias and Bias-Based Beliefs](#)
  - a. Activity: [Reflect on Bias-Based Beliefs](#)
8. [Responding to Microaggressions](#)
9. [CSDE Resources for Creating and Sustaining Educator Diversity Efforts](#)
10. [Closing](#)

You can find more information about creating a plan on the CSDE's website, including:


- [Creating a District Plan to Increase the Racial, Ethnic and Linguistic Diversity of Your Educator Workforce: A Guidebook for Hiring and Selection](#)
- [Creating an Action Plan and Sustaining Efforts to Increase Educator Diversity: Toolkit for District & School Leaders](#)

[https://portal.ct.gov/SDE/Talent\\_Office/Workforce-Diversity/Diversity-Training-Guide-for-Hiring-Recruiting-Diverse-Educators](https://portal.ct.gov/SDE/Talent_Office/Workforce-Diversity/Diversity-Training-Guide-for-Hiring-Recruiting-Diverse-Educators)

The CSDE requires that the district's Increasing Educator Diversity Plan Template **must use the fillable Increasing Educator Diversity Plan Template, below, to create and submit your increasing educator diversity plan.**

## Personnel -- Certified

### Increasing Educator Diversity (continued)

<b>Increasing Educator Diversity Plan Template</b>		<b>IMPORTANT NOTES:</b>  1. Formal approval by your local or regional board of education, or equivalent governing body for schools must be obtained prior to submitting your Increasing Educator Diversity Plan. Be prepared to provide the day, month and year that the plan was approved by the board or equivalent governing body as part of the upload of your submission.  2. In the absence of an original motion or a preexisting board or board equivalent policy expressly conferring authority on the superintendent or equivalent schools administrator to make any necessary Plan revisions, the school board or equivalent governing body will be expected to formally approve any necessary revisions to its Plan prior to resubmitting the revised Plan by May 15, 2024
		
<b>COVER PAGE</b>		
<b>District:</b>		
<b>Vision:</b>		
<b>Theory of Action</b>		
<b>Team Lead:</b>		
<b>Team Members:</b>		

Email questions about increasing educator diversity plans to: [SDE.IEDPlans@ct.gov](mailto:SDE.IEDPlans@ct.gov)

1. To upload your increasing educator diversity plan by March 15, 2024 use the link below to access the Increasing Educator Diversity Plan Submission

Portal: [https://sde.ct.gov/qualtrics.com/jfe/form/SV\\_0IJ4GfNUJNNuuaO](https://sde.ct.gov/qualtrics.com/jfe/form/SV_0IJ4GfNUJNNuuaO)

2. [FAQs, Plan Template, EdSight Educator Diversity Dashboard and Reports](#)

<https://portal.ct.gov/->

[/media/SDE/Talent Office/IED/Increasing Educator Diversity Plan Fillable Template.xlsx](#)



*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



*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 31<sup>st</sup> 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 31<sup>st</sup> 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 1<sup>st</sup>. 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**

*Existing policy 5141.5 with newly updated modifications added.*

## **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 Education Self-Evaluation**

*Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 3.*

<b>Vision</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not sure</b>
1. The Board has a vision and /or mission based on core values and beliefs of the district and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The Board demonstrates a belief that high quality instruction in every classroom is the foundation for high achievement for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Board communicates clearly the goals and expectations for the district, staff, and students with an emphasis on high achievement for all students in the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The Board works to promote the accomplishments of the district within the district and community at large and elicits community discourse and support for district goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The Board adopts policies that create a culture that supports the vision and goals of the district and ensures the manual is up-to-date and comprehensive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Vision</b>						
<b>Board Operations</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not sure</b>
6. The Board conducts meetings that are efficient, effective and focus primarily on student achievement and other district priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The Board sets goals related to the Board's work and focuses on them on an annual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The Board adopts a fiscally responsible budget based on the district's priorities and regularly monitors the fiscal health of the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The Board conducts a comprehensive orientation process to familiarize new Board members with their roles on the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The Board conducts district business in accordance with established ethical standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The Board participates in leadership development activities on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total - Board Operations</b>						



**2400**  
**Form 1**  
(continued)

*Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate an item for any reason. A space for comments is also provided on Page 3.*

<b>Board Ethics</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not sure</b>
12. The Board members maintain confidentiality regarding sensitive communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The Board members honor Board decisions even when the vote is not unanimous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The Board does not let party politics interfere with district business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The Board makes decisions based on analysis of relevant research and data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The Board deals with conflicts openly, honestly and respectfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Board Ethics</b>						
<b>Board Superintendent Team</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not sure</b>
17. The Board works effectively with the Superintendent as a collaborative leadership team to focus priorities around high achievement for all students in the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The Board evaluates the Superintendent based on progress toward attainment of predetermined goals and the effectiveness of his/her leadership in implementation and achievement of the district goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The Board demonstrates support and respect for the Superintendent's role as the chief executive officer of the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The Board provides direction to the Superintendent as a whole, not from individual Board members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total – Board Superintendent Team</b>						
<b>Grand Total</b>						
<b>Average</b>						

Please add any additional comments here (comments will be shared with participants):

**Vision:**

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**Student Achievement:**

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**Board Operations:**

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**Board Ethics:**

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**Board/Superintendent Relations:**

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**General Comments:**

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**BOARD OF DIRECTORS MEETING  
May 2, 2024**

**MINUTES**

On May 2, 2024, the EdAdvance Board of Directors held a meeting during which a quorum was present. President John Kissko called the meeting to order at 5:32 PM and recorded the following members in attendance:

**1. Roll Call:**

**Name (District):** Joseph Abdella, Region 12  
Deb Bell, Region 7  
Kate Conetta, Danbury  
John Kissko, Torrington  
Dave Schneiderbeck, Region 6  
Deirdre Tindall, New Hartford

**EdAdvance  
Personnel:**

Jeffrey Kitching, Executive Director  
Jonathan P. Costa, Sr., Assistant Executive Director  
Tracey Lay, Chief Talent & Development Officer  
Carol Montory, Board Clerk

**2. Approval of April 4, 2024 Minutes**

Upon a motion by Kate Conetta, duly seconded by Joseph Abdella, the Board unanimously approved the minutes of the April 4, 2024 meeting.

**3. Questions and Comments from the Public: None**

**4. Old Business: None**

**5. New Business:**

**a) Presentation/Approval: FY 2024-2025 COLA Increase**

Jeff presented the proposed agency COLA for FY 2024-2025. Based on the presented budget, a 3% COLA for eligible hourly staff and a 1-1/2% COLA for eligible salaried staff for FY 2024-2025 was recommended to the Board.

Upon a motion by Joseph Abdella, duly seconded by Deb Bell, the Board of Directors unanimously approved the COLA for FY 2024-2025 as presented to the Board.

b) Presentation/Approval: Proposed Agency Budget for FY 2024-2025

Jeff presented EdAdvance's proposed preliminary agency budget for FY 2024-2025. This proposed preliminary budget projects a \$275,718 deficit at the end of FY 2025. This is a planned deficit due to our new initiatives in the School Climate and Mental Health Service program and the College and Career Accelerator. As part of our budget process, we present new budget projections in October after the new fiscal year starts.

Upon motion by Kate Conetta, duly seconded by Dave Schneiderbeck, the Board of Directors unanimously approved the FY 2024-2025 budget as presented.

c) Presentation/Election: Slate of Officers for FY 2024-2025

Jeff presented the Slate of Officers for FY 2024-2025.

President: John Kissko

Vice President: Roxy Fainer

Secretary: Deb Bell

Treasurer: Joseph Abdella

Member at Large: Sarah Robichaud

Upon a motion by Joseph Abdella, duly seconded by Dave Schneiderbeck, the Board of Directors approved the Slate of Officers for FY 2024-2025 as presented to the Board. The motion was approved unanimously.

d) Presentation: EdAdvance Increasing Employee Diversity Plan

Jeff announced that Tracey will speak about this during her update later in the meeting and informed them that the plan was included in this month's packet for their review.

e) Approval: Personnel Report

Upon motion by Deb Bell, duly seconded by Kate Conetta, the Board of Directors unanimously approved the Personnel Report for April 2024 as submitted.

## 6. Reports/Updates:

a) Professional Learning – Jonathan P. Costa, Sr.

- Jonathan reported that we had 150 applicants for our four \$1500 scholarships.

The northern region scholarship winners are:

- Garrett Gallo, Northwestern Regional High School, will be attending Northwestern Connecticut Community College to study Computer Information Systems. His essay was about his various volunteer experiences.
- Baylie Pesce, Litchfield High School, will be attending the University of South Carolina to study Biomedical Engineering. Her essay was about her service to her local community.

The southern region scholarship winners are:

- Nihitha Nelakudity, Pomperaug High School, Region 15, will be attending Babson University to study Management Information Systems. Her essay was about her experience with Teens Tutor Teens, a small, nonprofit tutoring service run by local teenagers.
  - Layne Nittolo, Henry Abbott Technical High School, will be attending AIC to study Physical Therapy. Her essay was about experiences as a student at a technical school and a volunteer for the American Red Cross.
- Lisa Carter, our new Assistant Executive Director, will be starting on July 1, 2024. She will be attending our Leadership and Extended Leadership Retreat on June 18.
- b) Talent and Development – *Tracey Lay*
- Tracey spoke about the EdAdvance Increasing Employee Diversity Plan that was included in this month's Board of Directors information packet. There is an agency committee that assisted in compiling our plan. We will be holding affinity groups that are open to our districts. This information will be embedded into our recruitment and hiring process. We have already started this by having a bias training for our program directors and hiring staff.
- c) Executive Director's Report – *Jeffrey C. Kitching*
- Jeff thanked everyone for their support for the last 8 years as this is his last Board meeting. We will probably need a June Board meeting, but Jonathan will be leading that one. He is proud of everything that has been accomplished and our districts will be in good hands.

## 7. Adjournment

Upon a motion by Joseph Abdella, duly seconded by Kate Conetta, the meeting was adjourned at 6:06 PM.

*Minutes recorded by:*  
*Carol Montory, Board Clerk*

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Deb Bell, Secretary

# WATER SYSTEM SOLUTIONS & DESIGN, INC.

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

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

May 16, 2024

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. Since we currently visit the site once every 2 weeks to insure proper operations, we would not need to increase this current frequency of site visits to oversee and operate the chlorine treatment system.

Thank you,



Ron W. Black  
President, Chief Operator

# WATER SYSTEM SOLUTIONS & DESIGN, INC.

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

May 16, 2024

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.
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Thank you,



Ron W. Black  
President, Chief Operator