

New Hartford Public Schools
Board of Education Regular Meeting Agenda
7:00 PM on Tuesday, August 20, 2024
Antolini School Library

New Hartford BOE meetings are accessible live via the following:

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

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

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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
- E. Board of Education Chair's Report
Social Media Policy/Etiquette
- F. Routine Business
Approval of Minutes - June 4, 2024
Expenditure Report (new format)
- G. New Business
 - 1. Action Regarding Tentative Agreement Reached with Local 1303-336 New Hartford Custodial Employees (Executive Session)
 - 2. Policy & Regulations 4112.5/4212.5 Personnel - 1st Read
 - 3. Policy & Regulations 5144.12 Students - 1st Read
- H. Old Business
 - 1. Chlorination System
 - 2. PFAS
 - 3. Asbestos
- I. Reports
EdAdvance
- J. Public Comment - (For Agenda Items Only)
- K. Executive session: Discussion related to ongoing negotiations. School security report.
- L. Adjournment

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

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

Bylaws of the Board

Board Member Use of Internet Social Networks

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

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

Compliance with Public Records Law

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

Compliance with the Freedom of Information Act

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

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

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

Social Networking Websites

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

Code of Ethics

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

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

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

Maintaining Confidentiality

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

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

Social Media Guidelines for Board Members

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

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

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

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

10-209 Records not to be public.

1-210 Access to public records. Exempt records.

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

Federal Family Educational Rights and Privacy Act of 1974.

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

Policy adopted: April 25, 2017

NEW HARTFORD PUBLIC SCHOOLS

New Hartford, Connecticut

Social Media Etiquette

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**New Hartford Public Schools
Board of Education Regular Meeting (In-Person)
Ann Antolini Elementary School – Library
Tuesday June 4, 2024 @ 7:00PM**

PRESENT: Superintendent Jeffrey Sousa; Chairman Timothy Klepps; Vice Chairman Thomas Buzzi; **Board Members:** Meagan Albert; Penny Miller; Erik Perotti; Frank Rodenberg; Timothy Russell and Kristin Young.

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

ABSENT: Board Member Deirdre Tindall

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

A. Pledge of Allegiance

B. Order of Business

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

D. Superintendent's Report:

Student representative Brooke gave a report. Mr. Sousa announced Kara Normand (Paraprofessional - Tutor) is retiring after 19 years with New Hartford Public Schools. There was discussion regarding the Data Systems Specialist, this is a full-time (Paraeducators Union) position, the position is work is during school year hours (8:00-4:00) at an hourly rate of \$28.83. Superintendent Sousa asked for the Boards approval of the job description for the Data Systems Specialist.

MOTION by Penny Miller to approve the Data Systems Specialist job description. Second by Thomas Buzzi.

**UNANIMOUS
Motion Passes**

Educator Evaluation Plan:

New Hartford Public Schools is adapting the Connecticut Leader and Educator Evaluation and Support Models 2024, with review on a yearly basis. Amy Kennedy and Heather Mathes did a PowerPoint presentation of what the committee has developed. Some changes are a higher focus on educator growth and profession learning, multi-tiered support and the removal of the rating scale system. This evaluation is an assessment of performance in relation to teaching and learning in a collaborative process. This plan was created by PDEC (Professional Development and Evaluation Committee) to better evaluate and support educators. **The school districts shall submit their Leader and Educator Evaluation and Support Plan prior to August 1, 2024.**

MOTION by Timothy Russell to adopt the leader and educator evaluation plan as presented. Second by Frank Rodenberg.

**UNANIMOUS
Motion Passes**

E. Board of Education Chair's Report:**Social Media Policy/Etiquette**

Chairman Timothy Klepps voiced he would like to table this discussion for next meeting, he would like this to be a full board discussion, one board member is not present, and the discussion is not an urgent matter. The Board agreed to table this subject until the next meeting. Chairman Klepps also made the Board aware he met with Mr. Sousa to go over his evaluation that he put together with Board Members comments.

F. Routine Business:

Approval of Minutes: May 14, 2024 (Regular Meeting)

MOTION by Thomas Buzzi to approve meeting minutes from May 14, 2024, as presented. Second by Kristin Young.

Aye: Meagan Albert, Thomas Buzzi, Timothy Klepps; Erik Perotti, Frank Rodenberg, Timothy Russell and Kristin Young

Naye:

Abstain: Penny Miller

Motion Passes

7-0-1

Expenditure Report:

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

Aye: Meagan Albert, Thomas Buzzi, Timothy Klepps; Erik Perotti, Frank Rodenberg, Timothy Russell and Kristin Young

Naye:

Abstain: Penny Miller

Motion Passes

7-0-1

G. New Business:**1. Becky Tyrell - Meal Prices 2024-2025:**

Becky Tyrell from EdAdvance the Director of Nutrition and Food Services has made a recommendation to increase the cost of breakfast from \$1.75 to \$2.25 and increase the cost of lunch from \$3.00 to \$3.50.

MOTION by Penny Miller to accept the recommendation by EdAdvance to increase meal prices (breakfast from \$1.75 to \$2.25 and lunch from \$3.00 to \$3.50) for the year 2024-2025. Second by Thomas Buzzi.

Discussion: Board Members asked Becky Tyrell several questions. Breakfast for students will not be free. Becky Tyrell noted that the reason for the increase is to cover the cost of the program. The meal prices in 2013-2014 are the same as they are today. The cost of lunch for adults is \$5.25.

UNANIMOUS

Motion Passes

2. Asbestos Abatement Design Plans

The Board has been given a proposal to have EnviroMed design a plan to remove the asbestos. Once the plan is designed, bidding can begin for each school. Timothy Klepps voiced that there needs to be more research and a plan in place for what this would cost, before spending the money to have the plans designed. Discussion was also had about possibly doing one school at a time. Very important to note, currently there is no danger to the children, there are no unsafe conditions within any of the schools. The Board decided to table this discussion, it appears more information is needed before this can fully be considered. The Board agreed rough pricing should be investigated before moving forward.

H. Old Business:

1. Policy & Regulation 4111.3 Personnel - Increasing Educator Diversity (*Second Read*)

MOTION by Frank Rodenberg to approve Policy & Regulation 4111.3 Personnel - Increasing Educator Diversity. Second by Penny Miller.

Aye: Meagan Albert, Timothy Klepps, Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell and Kristin Young

Naye: Thomas Buzzi

Abstain:

Motion Passes
7-1-0

2. Policy 4118.22/4218.22 Personnel - Code of Ethics (*Second Read*)

MOTION by Erik Perotti to approve Policy 4118.22/4218.22 Personnel - Code of Ethics. Second by Frank Rodenberg.

Aye: Meagan Albert, Timothy Klepps, Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell and Kristin Young

Naye: Thomas Buzzi

Abstain:

Motion Passes
7-1-0

3. Policy 5112 Students - Ages of Attendance/Admissions/Placement (*Second Read*) effective July 1, 2024

MOTION by Penny Miller to approve Policy 112 Students - Ages of Attendance/ Admissions/ Placement. Second by Timothy Russell.

Aye: Meagan Albert, Timothy Klepps, Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell and Kristin Young

Naye: Thomas Buzzi

Abstain:

Motion Passes
7-1-0

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

MOTION by Kristin Young to approve Policy & Regulation 5141.5 Students - Youth Suicide Prevention and Attempts. Second by Penny Miller.

UNANIMOUS
Motion Passes

I. **Reports: None**

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

K. **Executive Session:**
Superintendent Evaluation and Contract
New Hartford Board of Education Evaluation

MOTION by Penny Miller to enter Executive Session at 8:25PM *and to invite Superintendent Jeffrey Sousa*. Second by Frank Rodenberg.

UNANIMOUS
Motion Passes

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

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

Executive Session ended at 9:17PM.

MOTION by Thomas Buzzi to extend Superintendent Sousa's contract for three (3) years starting July 1, 2024, and ending June 30, 2027, at an increase of three (3) % for the 2024-2025 calendar year. Second by Timothy Russell.

Discussion: Penny Miller voiced that while Superintendent Jeffrey Sousa is doing a great job, Ms. Miller couldn't support a 3% increase in salary. When Mr. Sousa was hired, Ms. Miller supported his salary that was higher than the previous Superintendent. However, with the recent budget increase of 5.8% and contract negotiations starting, Ms. Miller was concerned that the town cannot support an additional increase in the Superintendent salary.

Aye: *Meagan Albert, Thomas Buzzi, Timothy Klepps; Erik Perotti, Frank Rodenberg, Timothy Russell and Kristin Young*

Naye: *Penny Miller*

Abstain:

Motion Passes
7-1-0

L. Adjournment:

MOTION by Thomas Buzzi to adjourn the meeting at 9:22PM. Second by Frank Rodenberg.

UNANIMOUS
Motion Passes

Respectfully submitted by,
Elizabeth Domas, Recording Secretary

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Attachments:

NHPS Leader/Educator Evaluation Plan

NHPS Educator Evaluation Plan

Becky Tyrell - Meal Prices 2024-2025

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2024-2025

From Date: 8/1/2024

To Date: 8/31/2024

☐ 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
100.1000.111.001.105	SALARIES, REGULAR CLASS TCHR-B	\$646,109.00	\$0.00	\$646,109.00	\$236.27	\$236.27	\$645,872.73	\$631,931.39	\$13,941.34	2.16%
100.1000.111.002.105	SALARIES, REGULAR CLASS TCHR-N	\$444,128.00	\$0.00	\$444,128.00	\$236.27	\$236.27	\$443,891.73	\$441,248.39	\$2,643.34	0.60%
100.1000.111.003.105	SALARIES, REGULAR CLASS TCHR-A	\$1,397,006.00	\$0.00	\$1,397,006.00	\$577.55	\$577.55	\$1,396,428.45	\$1,367,724.22	\$28,704.23	2.05%
100.1000.112.001.106	SALARIES, REGULAR CLASS PARA-B	\$33,722.00	\$0.00	\$33,722.00	\$262.71	\$703.81	\$33,018.19	\$40,636.73	(\$7,618.54)	-22.59%
100.1000.112.002.106	SALARIES, REGULAR CLASS PARA-N	\$54,908.00	\$0.00	\$54,908.00	\$262.71	\$703.81	\$54,204.19	\$60,335.93	(\$6,131.74)	-11.17%
100.1000.112.003.106	SALARIES, REGULAR CLASS PARA-A	\$36,428.00	\$0.00	\$36,428.00	\$642.19	\$1,720.44	\$34,707.56	\$54,068.30	(\$19,360.74)	-53.15%
100.1000.114.000.105	SALARIES, TCHR SUBSTITUTE	\$65,360.00	\$0.00	\$65,360.00	\$0.00	\$0.00	\$65,360.00	\$0.00	\$65,360.00	100.00%
100.1000.116.001.000	SALARIES, MISC STIPEND-B	\$1,560.00	\$0.00	\$1,560.00	\$0.00	\$0.00	\$1,560.00	\$0.00	\$1,560.00	100.00%
100.1000.116.002.000	SALARIES, MISC STIPEND-N	\$1,560.00	\$0.00	\$1,560.00	\$0.00	\$0.00	\$1,560.00	\$0.00	\$1,560.00	100.00%
100.1000.116.003.000	SALARIES, MISC STIPEND-A	\$20,535.00	\$0.00	\$20,535.00	\$0.00	\$0.00	\$20,535.00	\$0.00	\$20,535.00	100.00%
100.1000.313.001.000	CURRICULUM ASSESSMENTS-B	\$1,527.00	\$0.00	\$1,527.00	\$0.00	\$0.00	\$1,527.00	\$0.00	\$1,527.00	100.00%
100.1000.313.002.000	CURRICULUM ASSESSMENTS-N	\$1,424.00	\$0.00	\$1,424.00	\$0.00	\$0.00	\$1,424.00	\$0.00	\$1,424.00	100.00%
100.1000.313.003.000	CURRICULUM ASSESSMENTS-A	\$3,549.00	\$0.00	\$3,549.00	\$0.00	\$0.00	\$3,549.00	\$0.00	\$3,549.00	100.00%
100.1000.320.003.000	PURCHASED SERVICES-Extra Curr.-A	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$175.00	\$12,325.00	\$0.00	\$12,325.00	98.60%
100.1000.431.003.203	INSTRUMENT REPAIRS-A	\$925.00	\$0.00	\$925.00	\$0.00	\$0.00	\$925.00	\$0.00	\$925.00	100.00%
100.1000.560.000.000	CREC Magnet School Tuition	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	100.00%
100.1000.591.001.000	TRAVEL-B	\$175.00	\$0.00	\$175.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	100.00%
100.1000.591.002.000	TRAVEL-N	\$125.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	100.00%
100.1000.591.003.000	TRAVEL-A	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$350.00	100.00%
100.1000.616.001.202	ART-B	\$1,170.00	\$0.00	\$1,170.00	\$0.00	\$0.00	\$1,170.00	\$0.00	\$1,170.00	100.00%
100.1000.616.001.203	MUSIC-B	\$710.00	\$0.00	\$710.00	\$0.00	\$0.00	\$710.00	\$0.00	\$710.00	100.00%
100.1000.616.001.204	PHYS ED-B	\$465.00	\$0.00	\$465.00	\$0.00	\$0.00	\$465.00	\$115.99	\$349.01	75.06%
100.1000.616.001.206	REG CLASSROOM-B	\$705.00	\$0.00	\$705.00	\$0.00	\$0.00	\$705.00	\$0.00	\$705.00	100.00%
100.1000.616.001.210	CENTRAL Supplies-B	\$1,345.00	\$0.00	\$1,345.00	\$0.00	\$0.00	\$1,345.00	\$499.37	\$845.63	62.87%
100.1000.616.001.211	GENERAL Supplies-B	\$1,125.00	\$0.00	\$1,125.00	\$613.54	\$613.54	\$511.46	\$0.00	\$511.46	45.46%
100.1000.616.002.202	ART-N	\$775.00	\$0.00	\$775.00	\$0.00	\$0.00	\$775.00	\$0.00	\$775.00	100.00%
100.1000.616.002.203	MUSIC-N	\$465.00	\$0.00	\$465.00	\$0.00	\$0.00	\$465.00	\$0.00	\$465.00	100.00%
100.1000.616.002.204	PHYS ED-N	\$305.00	\$0.00	\$305.00	\$0.00	\$0.00	\$305.00	\$0.00	\$305.00	100.00%
100.1000.616.002.206	REG CLASSROOM-N	\$470.00	\$0.00	\$470.00	\$0.00	\$124.89	\$345.11	\$0.00	\$345.11	73.43%
100.1000.616.002.210	CENTRAL Supplies-N	\$885.00	\$0.00	\$885.00	\$0.00	\$701.80	\$183.20	\$0.00	\$183.20	20.70%
100.1000.616.002.211	GENERAL Supplies-N	\$740.00	\$0.00	\$740.00	\$0.00	\$216.54	\$523.46	\$87.08	\$436.38	58.97%
100.1000.616.003.200	TALENTED & GIFTED	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
100.1000.616.003.202	ART-A	\$2,855.00	\$0.00	\$2,855.00	\$0.00	\$0.00	\$2,855.00	\$0.00	\$2,855.00	100.00%
100.1000.616.003.203	MUSIC-A	\$1,725.00	\$0.00	\$1,725.00	\$0.00	\$0.00	\$1,725.00	\$0.00	\$1,725.00	100.00%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2024-2025

From Date: 8/1/2024

To Date: 8/31/2024

- ☐ 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
100.1000.616.003.204	PHYS ED-A	\$1,130.00	\$0.00	\$1,130.00	\$0.00	\$0.00	\$1,130.00	\$0.00	\$1,130.00	100.00%
100.1000.616.003.206	REG CLASSROOM-A	\$1,525.00	\$0.00	\$1,525.00	\$300.37	\$529.98	\$995.02	\$16.98	\$978.04	64.13%
100.1000.616.003.210	CENTRAL Supplies-A	\$3,270.00	\$0.00	\$3,270.00	\$401.02	\$401.02	\$2,868.98	\$781.07	\$2,087.91	63.85%
100.1000.616.003.211	GENERAL Supplies-A	\$2,735.00	\$0.00	\$2,735.00	\$0.00	\$0.00	\$2,735.00	\$0.00	\$2,735.00	100.00%
100.1000.641.001.215	MATH-B	\$4,155.00	\$0.00	\$4,155.00	\$0.00	\$0.00	\$4,155.00	\$0.00	\$4,155.00	100.00%
100.1000.641.001.217	SCIENCE-B	\$610.00	\$0.00	\$610.00	\$0.00	\$0.00	\$610.00	\$0.00	\$610.00	100.00%
100.1000.641.001.218	SOCIAL STUDIES-B	\$485.00	\$0.00	\$485.00	\$0.00	\$0.00	\$485.00	\$0.00	\$485.00	100.00%
100.1000.641.002.215	MATH-N	\$2,740.00	\$0.00	\$2,740.00	\$0.00	\$0.00	\$2,740.00	\$0.00	\$2,740.00	100.00%
100.1000.641.002.217	SCIENCE-N	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
100.1000.641.002.218	SOCIAL STUDIES-N	\$730.00	\$0.00	\$730.00	\$0.00	\$0.00	\$730.00	\$0.00	\$730.00	100.00%
100.1000.641.003.215	MATH-A	\$10,105.00	\$0.00	\$10,105.00	\$0.00	\$0.00	\$10,105.00	\$0.00	\$10,105.00	100.00%
100.1000.641.003.217	SCIENCE-A	\$1,490.00	\$0.00	\$1,490.00	\$0.00	\$0.00	\$1,490.00	\$0.00	\$1,490.00	100.00%
100.1000.641.003.218	SOCIAL STUDIES-A	\$1,785.00	\$0.00	\$1,785.00	\$0.00	\$0.00	\$1,785.00	\$0.00	\$1,785.00	100.00%
100.1000.641.003.219	SPANISH	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
100.1000.642.001.220	PERIODICALS-B	\$735.00	\$0.00	\$735.00	\$0.00	\$0.00	\$735.00	\$508.75	\$226.25	30.78%
100.1000.642.002.220	PERIODICALS-N	\$485.00	\$0.00	\$485.00	\$0.00	\$0.00	\$485.00	\$316.26	\$168.74	34.79%
100.1000.642.003.220	PERIODICALS-A	\$1,780.00	\$0.00	\$1,780.00	\$2,053.00	\$2,053.00	(\$273.00)	\$0.00	(\$273.00)	-15.34%
100.1000.730.001.000	EQUIPMENT-B	\$220.00	\$0.00	\$220.00	\$0.00	\$0.00	\$220.00	\$0.00	\$220.00	100.00%
100.1000.730.002.000	EQUIPMENT-N	\$145.00	\$0.00	\$145.00	\$0.00	\$0.00	\$145.00	\$0.00	\$145.00	100.00%
100.1000.730.003.000	EQUIPMENT-A	\$535.00	\$0.00	\$535.00	\$0.00	\$0.00	\$535.00	\$0.00	\$535.00	100.00%
Func: Regular Education - 1000		\$2,818,291.00	\$0.00	\$2,818,291.00	\$5,585.63	\$8,993.92	\$2,809,297.08	\$2,598,270.46	\$211,026.62	7.49%
100.1200.111.000.100	SALARIES, Director- Student Services	\$123,012.00	\$0.00	\$123,012.00	\$9,462.46	\$18,924.92	\$104,087.08	\$104,087.08	\$0.00	0.00%
100.1200.111.001.105	SALARIES, CERTIFIED-B	\$177,318.00	\$0.00	\$177,318.00	\$0.00	\$0.00	\$177,318.00	\$177,318.55	(\$0.55)	0.00%
100.1200.111.002.105	SALARIES, CERTIFIED-N	\$342,636.00	\$5,175.00	\$347,811.00	\$0.00	\$0.00	\$347,811.00	\$342,635.90	\$5,175.10	1.49%
100.1200.111.003.105	SALARIES, CERTIFIED-A	\$476,548.40	\$0.00	\$476,548.40	\$0.00	\$0.00	\$476,548.40	\$543,568.31	(\$67,019.91)	-14.06%
100.1200.112.000.101	SALARIES, SECRETARY SPED	\$47,264.00	\$0.00	\$47,264.00	\$1,624.32	\$2,436.48	\$44,827.52	\$43,044.48	\$1,783.04	3.77%
100.1200.112.001.106	SALARIES, PARA-B	\$111,270.10	\$0.00	\$111,270.10	\$0.00	\$0.00	\$111,270.10	\$56,098.56	\$55,171.54	49.58%
100.1200.112.002.106	SALARIES, PARA-N	\$145,456.00	\$0.00	\$145,456.00	\$0.00	\$0.00	\$145,456.00	\$136,592.64	\$8,863.36	6.09%
100.1200.112.003.106	SALARIES, PARA-A	\$342,429.00	\$0.00	\$342,429.00	\$0.00	\$0.00	\$342,429.00	\$299,878.10	\$42,550.90	12.43%
100.1200.114.000.106	SALARIES, PARA SUBSTITUTE	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
100.1200.311.000.000	HOMEBOUND	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.1200.312.001.000	PUPIL SERVICES/ THERAPIES-B	\$13,725.00	\$0.00	\$13,725.00	\$0.00	\$385.91	\$13,339.09	\$0.00	\$13,339.09	97.19%
100.1200.312.002.000	PUPIL SERVICES/ THERAPIES-N	\$13,725.00	\$0.00	\$13,725.00	\$0.00	\$347.59	\$13,377.41	\$0.00	\$13,377.41	97.47%
100.1200.312.003.000	PUPIL SERVICES/ THERAPIES-A	\$33,550.00	\$0.00	\$33,550.00	\$0.00	\$234.02	\$33,315.98	\$0.00	\$33,315.98	99.30%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 8/1/2024

To Date: 8/31/2024

Fiscal Year: 2024-2025

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.1200.313.001.000	EVALUATIONS & CONSULTS-B	\$5,850.00	\$0.00	\$5,850.00	\$0.00	\$0.00	\$5,850.00	\$0.00	\$5,850.00	100.00%
100.1200.313.002.000	EVALUATIONS & CONSULTS-N	\$5,850.00	\$0.00	\$5,850.00	\$0.00	\$0.00	\$5,850.00	\$0.00	\$5,850.00	100.00%
100.1200.313.003.000	EVALUATIONS & CONSULTS-A	\$14,300.00	\$0.00	\$14,300.00	\$0.00	\$0.00	\$14,300.00	\$0.00	\$14,300.00	100.00%
100.1200.314.001.000	TESTING SUPPLIES-B	\$3,940.00	\$0.00	\$3,940.00	\$268.24	\$268.24	\$3,671.76	\$0.00	\$3,671.76	93.19%
100.1200.314.002.000	TESTING SUPPLIES-N	\$3,940.00	\$0.00	\$3,940.00	\$268.24	\$268.24	\$3,671.76	\$0.00	\$3,671.76	93.19%
100.1200.314.003.000	TESTING SUPPLIES-A	\$9,620.00	\$0.00	\$9,620.00	\$655.72	\$655.72	\$8,964.28	\$0.00	\$8,964.28	93.18%
100.1200.324.001.000	INSERVICE-B	\$563.00	\$0.00	\$563.00	\$0.00	\$0.00	\$563.00	\$0.00	\$563.00	100.00%
100.1200.324.002.000	INSERVICE-N	\$562.00	\$0.00	\$562.00	\$0.00	\$0.00	\$562.00	\$0.00	\$562.00	100.00%
100.1200.324.003.000	INSERVICE-A	\$1,375.00	\$0.00	\$1,375.00	\$0.00	\$0.00	\$1,375.00	\$0.00	\$1,375.00	100.00%
100.1200.560.000.000	TUITION	\$253,777.00	\$0.00	\$253,777.00	\$7,349.80	\$23,949.87	\$229,827.13	\$35,297.43	\$194,529.70	76.65%
100.1200.590.000.000	TRAVEL	\$725.00	\$0.00	\$725.00	\$0.00	\$0.00	\$725.00	\$0.00	\$725.00	100.00%
100.1200.616.000.000	OFFICE SUPPLIES-C	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
100.1200.616.001.000	TEACHING SUPPLIES-B	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
100.1200.616.002.000	TEACHING SUPPLIES-N	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
100.1200.616.003.000	TEACHING SUPPLIES-A	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$2,200.00	\$0.00	\$2,200.00	100.00%
100.1200.730.001.000	EQUIPMENT-B	\$720.00	\$0.00	\$720.00	\$0.00	\$0.00	\$720.00	\$0.00	\$720.00	100.00%
100.1200.730.002.000	EQUIPMENT-N	\$720.00	\$0.00	\$720.00	\$0.00	\$162.00	\$558.00	\$5,535.00	(\$4,977.00)	-691.25%
100.1200.730.003.000	EQUIPMENT-A	\$1,760.00	\$0.00	\$1,760.00	\$0.00	\$0.00	\$1,760.00	\$0.00	\$1,760.00	100.00%
100.1200.890.000.000	DUES & FEES	\$475.00	\$0.00	\$475.00	\$0.00	\$200.00	\$275.00	\$613.00	(\$338.00)	-71.16%
	Func: Special Education - 1200	\$2,144,160.50	\$5,175.00	\$2,149,335.50	\$19,628.78	\$47,832.99	\$2,101,502.51	\$1,744,669.05	\$356,833.46	16.60%
100.1300.560.000.000	ADULT EDUCATION	\$7,086.00	\$0.00	\$7,086.00	\$0.00	\$7,086.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: Adult Education - 1300	\$7,086.00	\$0.00	\$7,086.00	\$0.00	\$7,086.00	\$0.00	\$0.00	\$0.00	0.00%
100.2100.112.001.107	SALARIES, NURSE-B	\$46,311.00	\$0.00	\$46,311.00	\$0.00	\$0.00	\$46,311.00	\$44,398.42	\$1,912.58	4.13%
100.2100.112.002.107	SALARIES, NURSE-N	\$44,273.00	\$0.00	\$44,273.00	\$2,058.51	\$2,058.51	\$42,214.49	\$0.00	\$42,214.49	95.35%
100.2100.112.003.107	SALARIES, NURSE-A	\$43,307.00	\$0.00	\$43,307.00	\$0.00	\$0.00	\$43,307.00	\$43,338.76	(\$31.76)	-0.07%
100.2100.114.000.107	SALARIES, NURSE SUBSTITUTE	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
100.2100.320.001.000	MEDICAL ADVISOR-B	\$675.00	\$0.00	\$675.00	\$675.00	\$675.00	\$0.00	\$0.00	\$0.00	0.00%
100.2100.320.002.000	MEDICAL ADVISOR-N	\$675.00	\$0.00	\$675.00	\$675.00	\$675.00	\$0.00	\$0.00	\$0.00	0.00%
100.2100.320.003.000	MEDICAL ADVISOR-A	\$1,650.00	\$0.00	\$1,650.00	\$1,650.00	\$1,650.00	\$0.00	\$0.00	\$0.00	0.00%
100.2100.431.000.000	EQUIPMENT SERVICE	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	\$0.00	\$155.00	100.00%
100.2100.616.001.000	HEALTH SUPPLIES-B	\$563.00	\$0.00	\$563.00	\$0.00	\$0.00	\$563.00	\$0.00	\$563.00	100.00%
100.2100.616.002.000	HEALTH SUPPLIES-N	\$562.00	\$0.00	\$562.00	\$0.00	\$0.00	\$562.00	\$0.00	\$562.00	100.00%
100.2100.616.003.000	HEALTH SUPPLIES-A	\$1,375.00	\$0.00	\$1,375.00	\$0.00	\$0.00	\$1,375.00	\$0.00	\$1,375.00	100.00%
100.2100.730.001.000	EQUIPMENT-B	\$107.00	\$0.00	\$107.00	\$0.00	\$0.00	\$107.00	\$0.00	\$107.00	100.00%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2024-2025

From Date: 8/1/2024

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2100.730.002.000	EQUIPMENT-N	\$107.00	\$0.00	\$107.00	\$0.00	\$0.00	\$107.00	\$57.13	\$49.87	46.61%
100.2100.730.003.000	EQUIPMENT-A	\$261.00	\$0.00	\$261.00	\$0.00	\$0.00	\$261.00	\$0.00	\$261.00	100.00%
	Func: Health Services - 2100	\$143,521.00	\$0.00	\$143,521.00	\$5,058.51	\$5,058.51	\$138,462.49	\$87,794.31	\$50,668.18	35.30%
100.2200.320.001.000	PURCHASED SERVICES-B	\$225.00	\$0.00	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	\$225.00	100.00%
100.2200.320.002.000	PURCHASED SERVICES-N	\$225.00	\$0.00	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	\$225.00	100.00%
100.2200.320.003.000	PURCHASED SERVICES-A	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
100.2200.324.001.000	STAFF DEVELOPMENT-B	\$1,125.00	\$0.00	\$1,125.00	\$92.42	\$92.42	\$1,032.58	\$262.55	\$770.03	68.45%
100.2200.324.002.000	STAFF DEVELOPMENT-N	\$1,125.00	\$0.00	\$1,125.00	\$92.42	\$92.42	\$1,032.58	\$262.55	\$770.03	68.45%
100.2200.324.003.000	STAFF DEVELOPMENT-A	\$2,750.00	\$0.00	\$2,750.00	\$92.43	\$92.43	\$2,657.57	\$641.80	\$2,015.77	73.30%
100.2200.325.001.000	CURRICULUM WORK-B	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00	100.00%
100.2200.325.002.000	CURRICULUM WORK-N	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00	100.00%
100.2200.325.003.000	CURRICULUM WORK-A	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$0.00	\$6,600.00	\$0.00	\$6,600.00	100.00%
100.2200.593.000.000	PRINTING	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
100.2200.616.001.000	CURRICULUM MATERIALS-B	\$1,012.00	\$0.00	\$1,012.00	\$0.00	\$160.95	\$851.05	\$0.00	\$851.05	84.10%
100.2200.616.002.000	CURRICULUM MATERIALS-N	\$1,013.00	\$0.00	\$1,013.00	\$0.00	\$149.35	\$863.65	\$0.00	\$863.65	85.26%
100.2200.616.003.000	CURRICULUM MATERIALS-A	\$2,475.00	\$0.00	\$2,475.00	\$482.76	\$664.01	\$1,810.99	\$0.00	\$1,810.99	73.17%
100.2200.641.001.610	CURRICULUM SOFTWARE-B	\$6,413.00	\$0.00	\$6,413.00	\$0.00	\$395.15	\$6,017.85	\$308.25	\$5,709.60	89.03%
100.2200.641.001.620	PROF. DEVELOP. LIBRARY-B	\$203.00	\$0.00	\$203.00	\$0.00	\$0.00	\$203.00	\$0.00	\$203.00	100.00%
100.2200.641.002.610	CURRICULUM SOFTWARE-N	\$6,412.00	\$0.00	\$6,412.00	\$0.00	\$395.15	\$6,016.85	\$308.25	\$5,708.60	89.03%
100.2200.641.002.620	PROF. DEVELOP. LIBRARY-N	\$202.00	\$0.00	\$202.00	\$0.00	\$0.00	\$202.00	\$0.00	\$202.00	100.00%
100.2200.641.003.610	CURRICULUM SOFTWARE-A	\$15,675.00	\$0.00	\$15,675.00	\$0.00	\$965.96	\$14,709.04	\$753.50	\$13,955.54	89.03%
100.2200.641.003.620	PROF. DEVELOP. LIBRARY-A	\$495.00	\$0.00	\$495.00	\$0.00	\$0.00	\$495.00	\$0.00	\$495.00	100.00%
100.2200.890.000.000	DUES AND FEES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
	Func: Improvements of Instruction - 2200	\$52,250.00	\$0.00	\$52,250.00	\$760.03	\$3,007.84	\$49,242.16	\$2,536.90	\$46,705.26	89.39%
100.2300.320.001.000	PURCHASED SERVICES-B	\$788.00	\$0.00	\$788.00	\$0.00	\$0.00	\$788.00	\$0.00	\$788.00	100.00%
100.2300.320.002.000	PURCHASED SERVICES-N	\$787.00	\$0.00	\$787.00	\$0.00	\$0.00	\$787.00	\$0.00	\$787.00	100.00%
100.2300.320.003.000	PURCHASED SERVICES-A	\$1,925.00	\$0.00	\$1,925.00	\$0.00	\$0.00	\$1,925.00	\$0.00	\$1,925.00	100.00%
100.2300.616.001.000	INSTRUCTIONAL SUPPLIES-B	\$125.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	100.00%
100.2300.616.002.000	INSTRUCTIONAL SUPPLIES-N	\$125.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	100.00%
100.2300.616.003.000	INSTRUCTIONAL SUPPLIES-A	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
100.2300.641.001.610	ON-LINE SUBSCRIPTIONS-B	\$2,325.00	\$0.00	\$2,325.00	\$0.00	\$0.00	\$2,325.00	\$1,414.00	\$911.00	39.18%
100.2300.641.001.620	BOOKS/PERIODICALS-B	\$895.00	\$0.00	\$895.00	\$0.00	\$0.00	\$895.00	\$0.00	\$895.00	100.00%
100.2300.641.002.610	ON-LINE SUBSCRIPTIONS-N	\$2,325.00	\$0.00	\$2,325.00	\$0.00	\$0.00	\$2,325.00	\$1,414.00	\$911.00	39.18%
100.2300.641.002.620	BOOKS/PERIODICALS-N	\$895.00	\$0.00	\$895.00	\$0.00	\$0.00	\$895.00	\$0.00	\$895.00	100.00%

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100.2300.641.003.610	ON-LINE SUBSCRIPTIONS-A	\$5,700.00	\$0.00	\$5,700.00	\$0.00	\$0.00	\$5,700.00	\$1,535.00	\$4,165.00	73.07%
100.2300.641.003.620	BOOKS/PERIODICALS-A	\$2,185.00	\$0.00	\$2,185.00	\$0.00	\$0.00	\$2,185.00	\$0.00	\$2,185.00	100.00%
100.2300.730.001.000	EQUIPMENT/ AV SUPPLIES-B	\$158.00	\$0.00	\$158.00	\$0.00	\$0.00	\$158.00	\$0.00	\$158.00	100.00%
100.2300.730.002.000	EQUIPMENT/ AV SUPPLIES-N	\$157.00	\$0.00	\$157.00	\$0.00	\$0.00	\$157.00	\$0.00	\$157.00	100.00%
100.2300.730.003.000	EQUIPMENT/ AV SUPPLIES-A	\$385.00	\$0.00	\$385.00	\$0.00	\$0.00	\$385.00	\$0.00	\$385.00	100.00%
100.2300.890.003.000	DUES AND FEES	\$402.00	\$0.00	\$402.00	\$0.00	\$0.00	\$402.00	\$0.00	\$402.00	100.00%
	Func: Library Media - 2300	\$19,477.00	\$0.00	\$19,477.00	\$0.00	\$0.00	\$19,477.00	\$4,363.00	\$15,114.00	77.60%
100.2400.112.000.110	SALARIES, SUPPORTIVE	\$72,572.00	\$0.00	\$72,572.00	\$5,419.84	\$10,839.68	\$61,732.32	\$59,618.32	\$2,114.00	2.91%
100.2400.321.000.000	TECHNICAL/LICENSES-C	\$14,500.00	\$0.00	\$14,500.00	\$864.23	\$2,076.43	\$12,423.57	\$0.00	\$12,423.57	85.68%
100.2400.321.000.610	DATA MANAGEMENT LICENSES-C	\$26,538.00	\$0.00	\$26,538.00	\$244.00	\$10,874.42	\$15,663.58	\$0.00	\$15,663.58	59.02%
100.2400.324.000.000	PROFESSIONAL DEVELOPMENT	\$1,500.00	\$0.00	\$1,500.00	\$25.00	\$25.00	\$1,475.00	\$0.00	\$1,475.00	98.33%
100.2400.407.000.000	REPAIRS/MAINTENANCE-C	\$1,325.00	\$0.00	\$1,325.00	\$0.00	\$404.00	\$921.00	\$36.75	\$884.25	66.74%
100.2400.407.001.000	REPAIRS/MAINTENANCE-B	\$5,565.00	\$0.00	\$5,565.00	\$0.00	\$440.87	\$5,124.13	\$521.13	\$4,603.00	82.71%
100.2400.407.002.000	REPAIRS/MAINTENANCE-N	\$5,565.00	\$0.00	\$5,565.00	\$0.00	\$7.87	\$5,557.13	\$102.50	\$5,454.63	98.02%
100.2400.407.003.000	REPAIRS/MAINTENANCE-A	\$14,045.00	\$0.00	\$14,045.00	\$0.00	\$613.52	\$13,431.48	\$897.62	\$12,533.86	89.24%
100.2400.616.000.000	SUPPLIES-C	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
100.2400.730.000.000	EQUIPMENT-C	\$400.00	\$0.00	\$400.00	\$76.35	\$76.35	\$323.65	\$0.00	\$323.65	80.91%
100.2400.730.001.000	EQUIPMENT-B	\$1,680.00	\$0.00	\$1,680.00	\$0.00	\$0.00	\$1,680.00	\$0.00	\$1,680.00	100.00%
100.2400.730.002.000	EQUIPMENT-N	\$1,680.00	\$0.00	\$1,680.00	\$0.00	\$0.00	\$1,680.00	\$0.00	\$1,680.00	100.00%
100.2400.730.003.000	EQUIPMENT-A	\$4,240.00	\$0.00	\$4,240.00	\$76.35	\$76.35	\$4,163.65	\$620.86	\$3,542.79	83.56%
100.2400.890.000.000	DUES AND FEES	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
	Func: Technology - 2400	\$150,210.00	\$0.00	\$150,210.00	\$6,705.77	\$25,434.49	\$124,775.51	\$61,797.18	\$62,978.33	41.93%
100.2500.315.000.000	LEGAL	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	100.00%
100.2500.320.000.000	SALARIES, BOARD SECRETARY	\$1,875.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$1,875.00	\$0.00	\$1,875.00	100.00%
100.2500.616.000.000	OFFICE SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.2500.689.000.000	HOSPITALITY	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
100.2500.890.000.000	DUES & FEES	\$7,600.00	\$0.00	\$7,600.00	\$1,731.11	\$2,313.11	\$5,286.89	\$0.00	\$5,286.89	69.56%
	Func: Board of Education - 2500	\$45,975.00	\$0.00	\$45,975.00	\$1,731.11	\$2,313.11	\$43,661.89	\$0.00	\$43,661.89	94.97%
100.2600.111.000.100	SALARIES, SUPERINTENDENT	\$185,657.00	\$0.00	\$185,657.00	\$14,281.30	\$29,937.60	\$155,719.40	\$157,094.40	(\$1,375.00)	-0.74%
100.2600.112.000.101	SALARIES, ADMINISTATIVE ASST	\$73,257.00	\$0.00	\$73,257.00	\$5,635.20	\$11,270.40	\$61,986.60	\$61,987.20	(\$0.60)	0.00%
100.2600.112.000.102	SALARIES, FISCAL SERVICES	\$67,000.00	\$0.00	\$67,000.00	\$4,852.80	\$9,705.60	\$57,294.40	\$53,380.80	\$3,913.60	5.84%
100.2600.112.000.103	SALARIES, BOOKKEEPER	\$33,659.00	\$0.00	\$33,659.00	\$2,450.88	\$4,901.76	\$28,757.24	\$26,959.68	\$1,797.56	5.34%
100.2600.113.000.000	SALARIES, SPECIAL PROJECTS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 8/1/2024

To Date: 8/31/2024

Fiscal Year: 2024-2025

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2600.320.000.000	PROF/TECH SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
100.2600.320.000.210	PURCHASED SERVICES	\$11,155.00	\$0.00	\$11,155.00	\$0.00	\$8,124.39	\$3,030.61	\$0.00	\$3,030.61	27.17%
100.2600.324.000.000	WORKSHOPS/CONFERENCES	\$3,500.00	\$0.00	\$3,500.00	\$75.00	\$75.00	\$3,425.00	\$0.00	\$3,425.00	97.86%
100.2600.591.000.000	TRAVEL-C	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.2600.616.000.000	OFFICE SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$28.94	\$28.94	\$3,471.06	\$44.98	\$3,426.08	97.89%
100.2600.642.000.000	PERIODICALS	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
100.2600.693.000.000	DATA PROCESSING	\$2,000.00	\$0.00	\$2,000.00	\$93.16	\$93.16	\$1,906.84	\$0.00	\$1,906.84	95.34%
100.2600.730.000.000	EQUIPMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
100.2600.890.000.000	DUES & FEES	\$5,475.00	\$0.00	\$5,475.00	\$0.00	\$5,018.00	\$457.00	\$0.00	\$457.00	8.35%
	Func: Central Office - 2600	\$393,903.00	\$0.00	\$393,903.00	\$27,417.28	\$69,154.85	\$324,748.15	\$299,467.06	\$25,281.09	6.42%
100.2700.111.001.100	SALARIES, ADMINISTRATORS-B	\$64,067.00	\$0.00	\$64,067.00	\$4,928.24	\$9,856.48	\$54,210.52	\$54,210.65	(\$0.13)	0.00%
100.2700.111.002.100	SALARIES, ADMINISTRATORS-N	\$64,067.00	\$0.00	\$64,067.00	\$5,366.68	\$10,294.90	\$53,772.10	\$54,210.43	(\$438.33)	-0.68%
100.2700.111.003.100	SALARIES, ADMINISTRATORS-A	\$145,595.00	\$0.00	\$145,595.00	\$10,891.92	\$21,783.84	\$123,811.16	\$119,811.16	\$4,000.00	2.75%
100.2700.112.001.101	SALARIES, ADMINISTRATIVE ASST-B	\$48,349.00	\$0.00	\$48,349.00	\$2,334.96	\$3,553.20	\$44,795.80	\$43,044.48	\$1,751.32	3.62%
100.2700.112.002.101	SALARIES, ADMINISTRATIVE ASST-N	\$48,349.00	\$0.00	\$48,349.00	\$3,654.72	\$4,060.80	\$44,288.20	\$43,044.48	\$1,243.72	2.57%
100.2700.112.003.101	SALARIES, ADMINISTRATIVE ASST-A	\$70,414.00	\$0.00	\$70,414.00	\$3,413.61	\$3,749.90	\$66,664.10	\$65,018.28	\$1,645.82	2.34%
100.2700.114.000.101	SALARIES, ADMIN. ASST. SUBSTITUTES	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$150.00	\$3,350.00	\$0.00	\$3,350.00	95.71%
100.2700.591.001.000	ADMIN TRAVEL-B	\$375.00	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00	\$0.00	\$375.00	100.00%
100.2700.591.002.000	ADMIN TRAVEL-N	\$375.00	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00	\$0.00	\$375.00	100.00%
100.2700.591.003.000	ADMIN TRAVEL-A	\$375.00	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00	\$0.00	\$375.00	100.00%
100.2700.616.001.000	OFFICE SUPPLIES-B	\$1,283.00	\$0.00	\$1,283.00	\$0.00	\$0.00	\$1,283.00	\$0.00	\$1,283.00	100.00%
100.2700.616.002.000	OFFICE SUPPLIES-N	\$1,282.00	\$0.00	\$1,282.00	\$0.00	\$0.00	\$1,282.00	\$0.00	\$1,282.00	100.00%
100.2700.616.003.000	OFFICE SUPPLIES-A	\$3,135.00	\$0.00	\$3,135.00	\$0.00	\$0.00	\$3,135.00	\$51.54	\$3,083.46	98.36%
100.2700.730.001.000	EQUIPMENT-B	\$1,125.00	\$0.00	\$1,125.00	\$0.00	\$0.00	\$1,125.00	\$0.00	\$1,125.00	100.00%
100.2700.730.002.000	EQUIPMENT-N	\$1,125.00	\$0.00	\$1,125.00	\$0.00	\$0.00	\$1,125.00	\$324.70	\$800.30	71.14%
100.2700.730.003.000	EQUIPMENT-A	\$2,750.00	\$0.00	\$2,750.00	(\$52.94)	(\$52.94)	\$2,802.94	\$0.00	\$2,802.94	101.93%
100.2700.890.001.000	DUES AND FEES-B	\$270.00	\$0.00	\$270.00	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00	100.00%
100.2700.890.002.000	DUES AND FEES-N	\$270.00	\$0.00	\$270.00	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00	100.00%
100.2700.890.003.000	DUES AND FEES-A	\$660.00	\$0.00	\$660.00	\$0.00	\$0.00	\$660.00	\$0.00	\$660.00	100.00%
	Func: School Offices - 2700	\$457,366.00	\$0.00	\$457,366.00	\$30,537.19	\$53,396.18	\$403,969.82	\$379,715.72	\$24,254.10	5.30%
100.2800.112.001.108	SALARIES, CUSTODIANS-B	\$63,142.00	\$0.00	\$63,142.00	\$4,468.80	\$8,937.60	\$54,204.40	\$49,156.80	\$5,047.60	7.99%
100.2800.112.002.108	SALARIES, CUSTODIANS-N	\$59,842.00	\$0.00	\$59,842.00	\$4,468.80	\$8,937.60	\$50,904.40	\$49,156.80	\$1,747.60	2.92%
100.2800.112.003.108	SALARIES, CUSTODIANS-A	\$153,286.00	\$0.00	\$153,286.00	\$13,068.28	\$25,377.70	\$127,908.30	\$124,413.12	\$3,495.18	2.28%
100.2800.112.003.109	SALARIES, PART-TIME SUMMER	\$7,845.00	\$0.00	\$7,845.00	\$2,507.28	\$4,549.50	\$3,295.50	\$1,941.12	\$1,354.38	17.26%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2024-2025

From Date: 8/1/2024

To Date: 8/31/2024

- ☐ 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
100.2800.113.001.108	SALARIES, OVERTIME-B	\$1,912.00	\$0.00	\$1,912.00	\$0.00	\$0.00	\$1,912.00	\$0.00	\$1,912.00	100.00%
100.2800.113.002.108	SALARIES, OVERTIME-N	\$1,913.00	\$0.00	\$1,913.00	\$0.00	\$0.00	\$1,913.00	\$0.00	\$1,913.00	100.00%
100.2800.113.003.108	SALARIES, OVERTIME-A	\$4,675.00	\$0.00	\$4,675.00	\$0.00	\$681.77	\$3,993.23	\$0.00	\$3,993.23	85.42%
100.2800.114.000.000	SALARIES, CUSTODIAN SUBSTITUTES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
100.2800.402.000.402	SHREDDING-C	\$225.00	\$0.00	\$225.00	\$25.85	\$51.70	\$173.30	\$0.00	\$173.30	77.02%
100.2800.402.000.405	COMMUNICATIONS-C	\$4,200.00	\$0.00	\$4,200.00	\$350.18	\$350.18	\$3,849.82	\$0.00	\$3,849.82	91.66%
100.2800.402.000.406	INTERNET-C	\$2,000.00	\$0.00	\$2,000.00	\$229.50	\$459.00	\$1,541.00	\$0.00	\$1,541.00	77.05%
100.2800.402.001.402	REFUSE & SHREDDING-B	\$3,375.00	\$0.00	\$3,375.00	\$305.95	\$331.80	\$3,043.20	\$0.00	\$3,043.20	90.17%
100.2800.402.001.404	ELECTRICITY-B	\$18,000.00	\$0.00	\$18,000.00	\$1,314.32	\$1,314.32	\$16,685.68	\$0.00	\$16,685.68	92.70%
100.2800.402.001.405	COMMUNICATIONS-B	\$3,350.00	\$0.00	\$3,350.00	\$276.58	\$276.58	\$3,073.42	\$0.00	\$3,073.42	91.74%
100.2800.402.001.406	INTERNET-B	\$2,000.00	\$0.00	\$2,000.00	\$229.50	\$459.00	\$1,541.00	\$0.00	\$1,541.00	77.05%
100.2800.402.001.407	PROPANE-B	\$4,200.00	\$0.00	\$4,200.00	\$83.63	\$83.63	\$4,116.37	\$0.00	\$4,116.37	98.01%
100.2800.402.001.408	FUEL ENERGY SUPPLIES-B	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
100.2800.402.002.402	REFUSE & SHREDDING-N	\$2,975.00	\$0.00	\$2,975.00	\$217.53	\$243.38	\$2,731.62	\$0.00	\$2,731.62	91.82%
100.2800.402.002.403	WATER-N	\$5,000.00	\$0.00	\$5,000.00	\$172.27	\$172.27	\$4,827.73	\$0.00	\$4,827.73	96.55%
100.2800.402.002.404	ELECTRICITY-N	\$18,000.00	\$0.00	\$18,000.00	\$1,331.57	\$1,331.57	\$16,668.43	\$0.00	\$16,668.43	92.60%
100.2800.402.002.405	COMMUNICATIONS-N	\$2,050.00	\$0.00	\$2,050.00	\$157.61	\$157.61	\$1,892.39	\$0.00	\$1,892.39	92.31%
100.2800.402.002.406	INTERNET-N	\$2,000.00	\$0.00	\$2,000.00	\$229.50	\$459.00	\$1,541.00	\$0.00	\$1,541.00	77.05%
100.2800.402.002.407	PROPANE-N	\$3,000.00	\$0.00	\$3,000.00	\$310.78	\$310.78	\$2,689.22	\$0.00	\$2,689.22	89.64%
100.2800.402.002.408	FUEL ENERGY SUPPLIES-N	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
100.2800.402.003.402	REFUSE & SHREDDING-A	\$8,225.00	\$0.00	\$8,225.00	\$469.61	\$495.46	\$7,729.54	\$0.00	\$7,729.54	93.98%
100.2800.402.003.404	ELECTRICITY-A	\$61,000.00	\$0.00	\$61,000.00	\$4,780.58	\$4,780.58	\$56,219.42	\$0.00	\$56,219.42	92.16%
100.2800.402.003.405	COMMUNICATIONS-A	\$4,400.00	\$0.00	\$4,400.00	\$356.56	\$356.56	\$4,043.44	\$0.00	\$4,043.44	91.90%
100.2800.402.003.406	INTERNET-A	\$7,000.00	\$0.00	\$7,000.00	\$688.52	\$1,377.04	\$5,622.96	\$0.00	\$5,622.96	80.33%
100.2800.402.003.407	PROPANE-A	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00	100.00%
100.2800.402.003.408	FUEL ENERGY SUPPLIES-A	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00	100.00%
100.2800.406.000.000	EMERGENCY REPAIRS-C	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
100.2800.406.001.000	EMERGENCY REPAIRS-B	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
100.2800.406.002.000	EMERGENCY REPAIRS-N	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	100.00%
100.2800.406.003.000	EMERGENCY REPAIRS-A	\$43,200.00	\$0.00	\$43,200.00	\$0.00	\$0.00	\$43,200.00	\$0.00	\$43,200.00	100.00%
100.2800.407.001.000	MAINTENANCE-B	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$199.43	\$9,800.57	98.01%
100.2800.407.002.000	MAINTENANCE-N	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
100.2800.407.003.000	MAINTENANCE-A	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
100.2800.420.001.000	SERVICE CONTRACTS-B	\$27,599.00	\$0.00	\$27,599.00	\$450.00	\$1,515.00	\$26,084.00	\$0.00	\$26,084.00	94.51%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2024-2025

- ☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 8/1/2024

To Date: 8/31/2024

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2800.420.002.000	SERVICE CONTRACTS-N	\$15,881.00	\$0.00	\$15,881.00	\$0.00	\$1,540.00	\$14,341.00	\$0.00	\$14,341.00	90.30%
100.2800.420.003.000	SERVICE CONTRACTS-A	\$25,216.00	\$0.00	\$25,216.00	\$450.00	\$2,415.00	\$22,801.00	\$0.00	\$22,801.00	90.42%
100.2800.431.001.000	REPAIRS, NON-INSTR EQUIPMENT-B	\$1,333.00	\$0.00	\$1,333.00	\$0.00	\$0.00	\$1,333.00	\$0.00	\$1,333.00	100.00%
100.2800.431.002.000	REPAIRS, NON-INSTR EQUIPMENT-N	\$1,333.00	\$0.00	\$1,333.00	\$0.00	\$0.00	\$1,333.00	\$0.00	\$1,333.00	100.00%
100.2800.431.003.000	REPAIRS, NON-INSTR EQUIPMENT-A	\$1,334.00	\$0.00	\$1,334.00	\$0.00	\$0.00	\$1,334.00	\$0.00	\$1,334.00	100.00%
100.2800.530.000.000	POSTAGE	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$5,500.00	100.00%
100.2800.533.000.000	ADVERTISING	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
100.2800.592.000.000	PROP. INS. & LIAB	\$44,290.00	\$0.00	\$44,290.00	\$0.00	\$7,776.26	\$36,513.74	\$0.00	\$36,513.74	82.44%
100.2800.616.001.000	MAINTENANCE SUPPLIES-B	\$6,750.00	\$0.00	\$6,750.00	\$333.93	\$333.93	\$6,416.07	\$0.00	\$6,416.07	95.05%
100.2800.616.002.000	MAINTENANCE SUPPLIES-N	\$6,750.00	\$0.00	\$6,750.00	\$278.95	\$278.95	\$6,471.05	\$0.00	\$6,471.05	95.87%
100.2800.616.003.000	MAINTENANCE SUPPLIES-A	\$16,500.00	\$0.00	\$16,500.00	\$13,844.61	\$15,793.25	\$706.75	\$0.00	\$706.75	4.28%
100.2800.731.000.000	EQUIPMENT, LEASED-C	\$6,020.00	\$0.00	\$6,020.00	\$302.20	\$534.18	\$5,485.82	\$0.00	\$5,485.82	91.13%
100.2800.731.001.000	EQUIPMENT, LEASED-B	\$8,140.00	\$0.00	\$8,140.00	\$11.27	\$225.27	\$7,914.73	\$0.00	\$7,914.73	97.23%
100.2800.731.002.000	EQUIPMENT, LEASED-N	\$9,140.00	\$0.00	\$9,140.00	\$13.42	\$219.42	\$8,920.58	\$0.00	\$8,920.58	97.60%
100.2800.731.003.000	EQUIPMENT, LEASED-A	\$18,700.00	\$0.00	\$18,700.00	\$555.96	\$780.96	\$17,919.04	\$0.00	\$17,919.04	95.82%
	Func: Plant Operations - 2800	\$847,151.00	\$0.00	\$847,151.00	\$52,283.54	\$92,906.85	\$754,244.15	\$224,867.27	\$529,376.88	62.49%
100.2900.510.000.000	PUPIL TRANS.	\$600,336.00	\$0.00	\$600,336.00	\$0.00	\$0.00	\$600,336.00	\$0.00	\$600,336.00	100.00%
100.2900.511.000.000	TRANS SPEC ED	\$165,000.00	\$0.00	\$165,000.00	\$0.00	\$0.00	\$165,000.00	\$0.00	\$165,000.00	100.00%
100.2900.511.000.220	TRANSPORTATION SUMMER	\$20,500.00	\$0.00	\$20,500.00	\$0.00	\$0.00	\$20,500.00	\$6,257.24	\$14,242.76	69.48%
100.2900.512.000.000	FUEL	\$60,000.00	\$1,030.61	\$61,030.61	\$2,189.33	\$2,189.33	\$58,841.28	\$0.00	\$58,841.28	96.41%
	Func: Pupil Transportation - 2900	\$845,836.00	\$1,030.61	\$846,866.61	\$2,189.33	\$2,189.33	\$844,677.28	\$6,257.24	\$838,420.04	99.00%
100.6100.201.000.161	MEDICAL & DENTAL INSURANCE	\$1,444,441.00	\$2,214.95	\$1,446,655.95	\$0.00	\$280,031.52	\$1,166,624.43	\$3,012.50	\$1,163,611.93	80.43%
100.6100.204.000.161	LIFE INSURANCE	\$18,390.09	\$0.00	\$18,390.09	\$0.00	\$4,165.60	\$14,224.49	\$0.00	\$14,224.49	77.35%
100.6100.205.000.161	SOCIAL SECURITY	\$106,734.00	\$0.00	\$106,734.00	\$3,550.61	\$6,856.92	\$99,877.08	\$82,149.59	\$17,727.49	16.61%
100.6100.206.000.161	MEDICARE	\$85,723.00	\$0.00	\$85,723.00	\$1,563.73	\$3,132.74	\$82,590.26	\$77,491.02	\$5,099.24	5.95%
100.6100.209.000.161	TOWN PENSION FUND	\$97,556.00	\$0.00	\$97,556.00	\$0.00	\$0.00	\$97,556.00	\$0.00	\$97,556.00	100.00%
100.6100.209.001.161	DEFERRED COMP EXPENSE 457	\$49,960.00	\$0.00	\$49,960.00	\$1,763.07	\$3,025.18	\$46,934.82	\$45,086.15	\$1,848.67	3.70%
100.6100.211.000.161	TSA	\$23,000.00	\$0.00	\$23,000.00	\$880.00	\$6,760.00	\$16,240.00	\$14,490.00	\$1,750.00	7.61%
100.6100.214.000.161	UNEMPLOYMENT COMP.	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
100.6100.215.000.161	WORKMENS COMP	\$48,500.00	\$0.00	\$48,500.00	\$0.00	\$10,430.62	\$38,069.38	\$0.00	\$38,069.38	78.49%
100.6100.216.000.000	PARTIAL TUITION REIM.	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
	Func: Employee Benefits - 6100	\$1,909,304.09	\$2,214.95	\$1,911,519.04	\$7,757.41	\$314,402.58	\$1,597,116.46	\$222,229.26	\$1,374,887.20	71.93%
	Fund: General Fund - 100	\$9,834,530.59	\$8,420.56	\$9,842,951.15	\$159,654.58	\$631,776.65	\$9,211,174.50	\$5,631,967.45	\$3,579,207.05	36.36%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2024-2025

From Date: 8/1/2024

To Date: 8/31/2024

☐ 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
400.1200.112.611.025	IDEA 611- Salaries 6/30/25	\$25,000.01	\$0.00	\$25,000.01	\$0.00	\$0.00	\$25,000.01	\$40,557.64	(\$15,557.63)	-62.23%
400.1200.112.611.026	IDEA 611- Salaries 6/30/26	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
400.1200.112.619.025	IDEA 619- Salaries 6/30/25	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
400.1200.112.619.026	IDEA 619- Salaries 6/30/26	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$5,500.00	100.00%
400.1200.312.611.025	IDEA 611- Pupil Ser. 6/30/25	\$29,772.73	\$0.00	\$29,772.73	\$0.00	\$0.00	\$29,772.73	\$0.00	\$29,772.73	100.00%
400.1200.312.611.026	IDEA 611- Pupil Serv. 6/30/26	\$67,024.00	\$0.00	\$67,024.00	\$0.00	\$0.00	\$67,024.00	\$0.00	\$67,024.00	100.00%
400.1200.312.619.026	IDEA 619- Pupil Serv. 6/30/26	\$4,064.00	\$0.00	\$4,064.00	\$0.00	\$0.00	\$4,064.00	\$0.00	\$4,064.00	100.00%
400.1200.616.611.025	IDEA 611- Supplies, Tech, Inst. 6/30/25	\$2,718.30	\$0.00	\$2,718.30	\$0.00	\$0.00	\$2,718.30	\$0.00	\$2,718.30	100.00%
400.1200.616.611.026	IDEA 611- Supplies 6/30/26	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
	Func: Special Education - 1200	\$189,079.04	\$0.00	\$189,079.04	\$0.00	\$0.00	\$189,079.04	\$40,557.64	\$148,521.40	78.55%
	Fund: IDEA - 400	\$189,079.04	\$0.00	\$189,079.04	\$0.00	\$0.00	\$189,079.04	\$40,557.64	\$148,521.40	78.55%
410.2200.325.000.027	Reap- #S358A240636 2/1/27	\$49,133.00	\$0.00	\$49,133.00	\$0.00	\$0.00	\$49,133.00	\$0.00	\$49,133.00	100.00%
	Func: Improvements of Instruction - 2200	\$49,133.00	\$0.00	\$49,133.00	\$0.00	\$0.00	\$49,133.00	\$0.00	\$49,133.00	100.00%
410.2210.325.000.026	REAP- #S358A230645 1/30/26	\$43,424.37	\$0.00	\$43,424.37	\$0.00	\$0.00	\$43,424.37	\$0.00	\$43,424.37	100.00%
	Func: OLD Improvement of Instruction - 2210	\$43,424.37	\$0.00	\$43,424.37	\$0.00	\$0.00	\$43,424.37	\$0.00	\$43,424.37	100.00%
	Fund: REAP Grant - 410	\$92,557.37	\$0.00	\$92,557.37	\$0.00	\$0.00	\$92,557.37	\$0.00	\$92,557.37	100.00%
415.2210.320.000.000	ARP ESSER- small Town Right to Read - Prof. Serv.	\$20,800.00	\$0.00	\$20,800.00	\$0.00	\$0.00	\$20,800.00	\$0.00	\$20,800.00	100.00%
415.2210.616.000.000	ARP ESSER- small Town Right to Read - Supplies	\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$0.00	\$3,800.00	\$0.00	\$3,800.00	100.00%
415.2210.617.000.000	ARP ESSER- small Town Right to Read 9/30/24	\$35,403.50	\$0.00	\$35,403.50	\$0.00	\$0.00	\$35,403.50	\$0.00	\$35,403.50	100.00%
	Func: OLD Improvement of Instruction - 2210	\$60,003.50	\$0.00	\$60,003.50	\$0.00	\$0.00	\$60,003.50	\$0.00	\$60,003.50	100.00%
	Fund: Esser Fund - 415	\$60,003.50	\$0.00	\$60,003.50	\$0.00	\$0.00	\$60,003.50	\$0.00	\$60,003.50	100.00%
419.1200.112.001.024	Behav. Health REV- Payroll 9/30/24	\$11,241.89	\$0.00	\$11,241.89	\$0.00	\$0.00	\$11,241.89	\$63,449.10	(\$52,207.21)	-464.40%
419.1200.312.001.024	Behav. Health REV- Non-Payroll 9/30/24	\$29,727.50	\$0.00	\$29,727.50	\$0.00	\$0.00	\$29,727.50	\$0.00	\$29,727.50	100.00%
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%
419.1200.324.001.024	Behav. Health REV- In Service 9/30/24	\$753.62	\$0.00	\$753.62	\$0.00	\$0.00	\$753.62	\$0.00	\$753.62	100.00%
	Func: Special Education - 1200	\$45,723.01	\$0.00	\$45,723.01	\$0.00	\$0.00	\$45,723.01	\$63,449.10	(\$17,726.09)	-38.77%
	Fund: Behavior Health Grant - 419	\$45,723.01	\$0.00	\$45,723.01	\$0.00	\$0.00	\$45,723.01	\$63,449.10	(\$17,726.09)	-38.77%
421.1200.312.000.026	ARPA- School Mental Health Spec. 6/30/26	\$22,760.00	\$0.00	\$22,760.00	\$126.00	\$126.00	\$22,634.00	\$0.00	\$22,634.00	99.45%
	Func: Special Education - 1200	\$22,760.00	\$0.00	\$22,760.00	\$126.00	\$126.00	\$22,634.00	\$0.00	\$22,634.00	99.45%
	Fund: ARPA - 421	\$22,760.00	\$0.00	\$22,760.00	\$126.00	\$126.00	\$22,634.00	\$0.00	\$22,634.00	99.45%
441.1000.112.000.025	Title I-A-Salaries 6/30/25	\$20,126.07	\$0.00	\$20,126.07	\$0.00	\$0.00	\$20,126.07	\$0.00	\$20,126.07	100.00%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 8/1/2024

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Fiscal Year: 2024-2025

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
	Func: Regular Education - 1000	\$20,126.07	\$0.00	\$20,126.07	\$0.00	\$0.00	\$20,126.07	\$0.00	\$20,126.07	100.00%
441.2210.617.000.025	Title I-A-Supplies 6/30/25	\$265.18	\$0.00	\$265.18	\$0.00	\$0.00	\$265.18	\$0.00	\$265.18	100.00%
	Func: OLD Improvement of Instruction - 2210	\$265.18	\$0.00	\$265.18	\$0.00	\$0.00	\$265.18	\$0.00	\$265.18	100.00%
	Fund: Title I Part A - 441	\$20,391.25	\$0.00	\$20,391.25	\$0.00	\$0.00	\$20,391.25	\$0.00	\$20,391.25	100.00%
442.1000.112.000.025	Title II-A-Salaries 6/30/25	\$3,828.56	\$0.00	\$3,828.56	\$0.00	\$0.00	\$3,828.56	\$0.00	\$3,828.56	100.00%
	Func: Regular Education - 1000	\$3,828.56	\$0.00	\$3,828.56	\$0.00	\$0.00	\$3,828.56	\$0.00	\$3,828.56	100.00%
442.2210.617.000.025	Title II-A-Supplies 6/30/25	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	Func: OLD Improvement of Instruction - 2210	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	Fund: Title II Part A - 442	\$4,078.56	\$0.00	\$4,078.56	\$0.00	\$0.00	\$4,078.56	\$0.00	\$4,078.56	100.00%
444.2210.324.000.025	Title IV Part A Prof & Tech Services 6/30/25	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
444.2210.325.000.025	Title IV Part A Salaries 6/30/25	\$1,000.00	\$0.00	\$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	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
	Func: OLD Improvement of Instruction - 2210	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$8,500.00	100.00%
	Fund: TITLE IV - 444	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$8,500.00	100.00%
Grand Total:		\$10,277,623.32	\$8,420.56	\$10,286,043.88	\$159,780.58	\$631,902.65	\$9,654,141.23	\$5,735,974.19	\$3,918,167.04	38.09%

End of Report

A policy to consider. A sample regulation follows.

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

Criminal Justice Information

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry before the person may be hired.

***Note:** Applicants for all positions, certified or non-certified must submit to a check of Department of Children and Families Child Abuse and Neglect Registry.*

Applicants, as required, shall make disclosures containing (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations.

The District, prior to hiring such applicants, applicants, will (1) ensure that they complete the above stated three requirements; (2) review applicants' employment history after making a documented, good faith effort to contact previous employers for information; and (3) request any available information about applicants from SDE.

The background/reference checks shall be done in compliance with the statutory guidelines contained in Board policy #4112.51/4212.51, as ~~amended~~ **updated in 2019**.

District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement. ~~[Optional: After 40 days of continuous employment in the District, the employee will be reimbursed for the cost of the State and National criminal check.]~~

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

~~School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.~~

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall also be required to undergo the same criminal background checks and DCF child abuse and neglect registry check already required for school employees.

A District student, employed by the District or a person employed by the Board as a teacher for a non-credit adult class or adult education activity (as defined in C.G.S. 10-67) who is not required to hold a teaching certificate, pursuant to C.G.S. 10-145b, as amended by PA 18-51, is exempt from the fingerprinting requirement.

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information (continued)

Criminal Justice Information

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, PA 09-1, PA 11-93, PA 16-67, PA 18-51, and PA 19-91)

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

Criminal Justice Information Services (CJIS) Security Policy, Version 5.8, June 2019

Policy adopted:

rev 10/18
rev 7/19
rev 4/24

A new model regulation to consider, to fully comply with the procedures mandated through the Criminal Justice Information Services Security Policy, Version 5.8.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

CHRI Retention and Destruction

The following administrative regulations are developed to ensure Criminal Justice Information compliance:

Relevant Acronym Key

CJI/CJIS	Criminal Justice Information/Services
CJA	Criminal Justice Agency
CSA	CJIS Systems Agencies
CSO	CJIS Systems Officer
CGA	Contracting Government Agency
AC	Agency Coordinator
CSA ISO	CJIS Systems Agency Information Security Officer
LASO	Local Agency Security Officer
FBI CJIS ISO	FBI CJIS Division Information Security Officer
CJI	Criminal Justice Information
CHRI	Criminal History Record Information
PII	Personally Identifiable Information
COLLECT CJBAU	CT On-Line Law Enforcement Communications Teleprocessing Criminal Justice Business Applications Unit

Purpose

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for hiring personnel for employment in the **New Hartford School District**.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. While the **New Hartford School District** may complement CJIS policy with local requirements, CJIS policy shall always be the minimum standard. The local policy may augment or increase the standards but shall not detract from the CJIS Security Policy Standards.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

CHRI Retention and Destruction (continued)

Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI is the term used to refer to all of the FBI CJIS-provided data necessary for law enforcement and civil agencies to perform their missions, including, but not limited to, biometric, identity history, biographic, property, and case/incident history data.

CHRI is a subset of CJI and is considered interchangeable for purposes of this document. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI

Requesting CHRI Checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and the Connecticut Department of Emergency Services and Public Protection COLLECT CJBAU, in accordance with all applicable state and federal rules and regulations.

If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law. Such instructions will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

Acceptable Use of CHRI

All CHRI is subject to strict state and federal rules and regulations. CHRI is used only for the official purpose for which it was requested, and CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the COLLECT CJBAU (Connecticut On-Line Law Enforcement Communications Teleprocessing/Criminal Justice Business Applications Unit) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, the **New Hartford School District** and the employee responsible for overseeing CJI can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

CHRI Retention and Destruction (continued)

Personnel Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI for the **New Hartford** School District will review and become familiar with educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on a biennial basis. This training will be accomplished using the training provided by CJIS Online.

The Superintendent or his/her/their designee will be responsible for overseeing all training programs and adherence to all training requirements.

Personnel Security (All Personnel)

All personnel requiring access to CHRI must first be deemed “Authorized Personnel” by the Superintendent or his/her/their designee. The COLLECT CJBAU will review and determine if access is appropriate. Access is denied if the individual has ever had a felony conviction of any kind, no matter when it occurred. Access may be denied if the individual has one or more recent misdemeanor convictions.

In addition to the above, an individual believed to be a fugitive from justice or having an arrest history without convictions will be reviewed to determine if access to CHRI is appropriate. The COLLECT CJBAU will take into consideration extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.

Persons already having access to CHRI and who are subsequently arrested and/or convicted of a crime will:

1. Have their access to CVHRI suspended until the outcome of an arrest is determined and reviewed by the COLLECT CJBAU to determine if continued access is appropriate;
2. Have their access suspended indefinitely if a conviction results in a felony of any kind;
3. Have their access denied by the COLLECT CJBAU, where it is determined that access to CHRI by the person would not be in the public’s best interest.

Support personnel, contractors, and custodial workers will be denied access to CHRI. If such persons need to be in an area (s) where CHRI is maintained or processed (at rest or in transit), they will be escorted by authorized personnel or under their supervision at all times while in the area(s). .

Personnel – Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

CHRI Retention and Destruction (continued)

Personnel Termination

The Local Agency Security Officer (LASO) shall terminate access to CHRI immediately upon notification of an individual's termination of employment.

The **New Hartford** School District shall follow the following CHRI termination process:

1. Notification will be sent via email to the COLLECT CJBAU;
2. This is to be done within 24 hours of receiving notification of termination;
3. All keys, email accounts, and other district accounts and materials identified by the Superintendent. will be obtained/disabled from the user within 24 hours.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the **New Hartford** School District will take the following steps prior to making a final adverse determination:

1. Provide the individual the opportunity to complete or challenge the accuracy of his/her/their CHRI; and
2. Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable fifteen-day period (15) to correct or complete the CHRI.

Non-Criminal Agency Coordinator (TAC)

The **New Hartford** School District TAC is the **Executive Assistant to the Superintendent** and is responsible for the following:

1. Maintaining an updated Authorized Personnel List on file with the COLLECT CJBAU.
 - a. Ensuring everyone included on this list must undergo the appropriate level of CJIS Security Awareness Training;
 - b. Ensuring everyone included on the list has appropriate access based on job functions and a need-to-know basis.
2. Inform the COLLECT CJBAU of changes in the agency head or any relevant business information (agency name changes, mailing/physical address changes, etc.).
 - a. Contact the COLLECT CJBAU immediately to update the User Agreement and, if necessary, submit the new authorization to the COLLECT CJBAU;
 - b. Submit a TAC change form to the COLLECT CJBAU in the event of a change in roles.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

CHRI Retention and Destruction (continued)

Local Agency Security Officer (LASO)

The New Hartford School District LASO is the Superintendent of Schools and is responsible for the following:

1. Identifying who is using or accessing CHRI and/or systems with access to CHRI;
2. Ensuring that personnel security screening procedures are being followed as stated in this policy.
3. Ensuring the approved and appropriate security measures are in place and working as expected.

Storage of CHRI

CHRI shall only be stored for extended periods of time when necessary to ensure the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which comply with the most recent COLLECT CJBAU and FBI Security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to become familiarized with these safeguards.

In addition to the above, each individual involved in handling CHRI will strictly adhere to the policy on its storage and destruction.

Media/Physical Protection

All media containing CHRI must be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storage of CHRI media in all forms.

Controls shall be in place to protect electronic and physical media containing CHRI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CHRI.

The District shall securely store electronic and physical media within physically secure locations or controlled areas and restrict access to electronic and physical media to only authorized individuals. If physical and personnel restrictions are not feasible, the data shall be encrypted per Section 5.10.1.2.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

CHRI Retention and Destruction (continued)

Physical Storage and Access

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Only authorized personnel will have access to physically secure non-public locations. The Superintendent or his/her/their designee will maintain and keep a list of authorized personnel. Before granting access, all physical access points into the District's secure areas will be authorized. The Superintendent or his/her/their designee will implement access controls and monitor physically secure areas to protect all transmission and display mediums of CJI.

Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical, and electronic breaches.

Physical CHRI media:

1. Is to be stored within employee records when feasible or by itself when necessary.
2. Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, or other secure container.

Electronic CHRI media:

1. Is to be stored on secure servers within a physically secure location when feasible.
2. (Include details on how electronic CHRI is secured.)

Destruction of CHRI

Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by the District, it shall be destroyed and disposed of appropriately. Physical CHRI media shall be destroyed by cross-cut shredding or incineration. The Superintendent or his/her/their designee will ensure such destruction is witnessed or carried out by authorized personnel:

1. The LASO shall witness or conduct disposal
2. Cross-cut shredding will be the method of destruction used by the District.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

CHRI Retention and Destruction (continued)

Destruction of CHRI

Media Sanitization and Disposal (Disposal of Electronic Media)

Once the District determines that electronic CHRI media (data stored on computers) are no longer needed, they shall be destroyed and disposed of appropriately.

The **New Hartford** Public Schools shall choose one of the following options below to use in this policy:

Option 1: Overwriting

Overwriting involves a program writing onto the media where the file to be sanitized is located. The NCJA will sanitize the electronic CHRI by overwriting the data at least three times before disposing of or reusing the computer/device/system on which it was stored. Overwriting the CHRI data must be completed or witnessed by authorized district personnel.

Option 2: Degaussing

Degaussing is a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets are weak and cannot effectively degauss magnetic media. The NCJA will degauss the electronic CHRI prior to disposing of or reusing the computer/device/system on which the electronic CHRI was stored. Degaussing the CHRI data must be completed or witnessed by authorized district personnel. (Degaussing means neutralizing a magnetic field to erase information from a magnetic disk or other storage device.)

Option 3: Destruction

If the computer/device on which the CHRI data is stored is no longer operational, The NCJA must physically destroy the device. Destruction of the device containing physical electronic CHRI, including printouts and other media, shall be disposed of by one of the following methods:

Remote Access

The Superintendent shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access means any temporary access to an agency's information system by a user or information system communicating temporarily through an external, non-district-controlled network, such as the Internet.

The District shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The Superintendent or his/her/their designee shall control all remote access through managed access control points and may permit remote access for privileged functions only for compelling operational needs. However, this person shall document the rationale for such access in the security plan for the information system.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

CHRI Retention and Destruction

Destruction of CHRI (continued)

Remote Access (continued)

It is prohibited to use publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include but are not limited to, hotel business center computers, convention center computers, public library computers, and public kiosk computers.

Personally Owned Information Systems

A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes portable technology like a camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards, mobile wireless devices, or any personal desktop computer. When bringing your own devices are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy.

Disciplinary

If an individual employed by the **New Hartford** Public School District has misused or is currently misusing CHRI, the following requirements will be adhered to:

1. Using CHRI for any purpose other than what is allowed by state statute or Federal code is considered misuse.
2. **The specific steps the District will take in the event intentional misuse is discovered.
3. Misuse of CHRI can result in loss of access to CHRI, loss of employment, and/or criminal prosecution.
4. Misuse of CHRI shall be reported to the State.

**(CABE's Policy Department recommends consulting with the Board attorney regarding item #2 and a general review of the Disciplinary section of this policy.)

Incident Response

The security of information and systems in general, and of CHRI in particular, is a top priority for the **New Hartford** Public School district. Therefore, the District has established appropriate operational incident response procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents that pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to minimize any breach of security or loss of information.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

CHRI Retention and Destruction

Incident Response (continued)

The following security incident handling procedures must be followed by each individual:

1. All incidents will be reported directly to the LASO.
2. If any records are stolen, the incident will also be reported to appropriate authorities.
3. Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy of the District

In addition to the above, the LASO shall report all security-related incidents to the COLLECT CJBAU within 24 hours.

All District personnel with access to FBI and/or COLLECT CJBAU CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the information. All existing laws, District regulations, and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.

The Superintendent shall ensure that all staff members are aware of this policy and that those responsible for implementation and oversight receive adequate training and updates.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181, June 19 Special Session, PA 09-1, PA 11-93, PA 16-67 and PA 18-51, and PA 19-91)

17a-101k Registry of findings of abuse or neglect of children maintained by Commissioner of Children and Families. Notice of finding of abuse or neglect of child. Appeal of finding. Hearing procedure. Appeal after hearing. Confidentiality. Regulations.

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records.

PA 16-83 An Act Concerning Fair Chance Employment

Criminal Justice Information Services (CJIS) Security Plan, Version 5.8, 06/01/2019 Prepared by CJIS Information Officer Approved by CJIS Advisory Policy Board

Regulation approved:

cps 4/24

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

A model policy to consider. (Required policy July 2025)

Students

Challenging Behavior Prevention: Restorative Practices Response

Introduction

Related to all matters of student discipline, the Board of Education requires district staff to make every effort to correct student challenging behavior through school-based resources and to support students in learning the skills necessary to enhance a positive school climate and avoid challenging behavior.

For most behaviors, schools should minimize the use of in-school and out-of-school suspensions, recommendations for expulsion, and referrals to law enforcement to the extent practicable while in compliance with state statutes, local ordinances, and mandatory reporting laws. It is the goal of the **New Hartford Public Schools** and the Board of Education that the juvenile and criminal justice systems be utilized rarely to address all forms of challenging behavior.

All challenging behavior procedures and responses shall ensure due process and be enforced uniformly, fairly, consistently, and in a manner that does not discriminate on the basis of ethnicity, race, color, religion, national origin, ancestry, gender, sexual orientation, gender identity or expression, age, or disability.

For the school year beginning July 1, 2025, the **New Hartford** Board of Education adopts this “Restorative Practices Response” policy to be implemented by school employees for incidents of challenging behavior or student conflict that is nonviolent and does not constitute a crime. This policy shall not include the involvement of school resource officers or other law enforcement officials. ~~unless the behavior or conflict becomes violent or criminal.~~

The Board of Education (Board) supports the District’s fundamental mission to provide all students the opportunity to achieve academically and socially and emotionally, ethically, civically, and intellectually at the highest levels and to become a contributing and engaged citizen in our diverse society. All students should have the opportunity to develop their skills, knowledge, and competencies in a nurturing and accountable school setting. Schools play an important role in helping families and children make responsible decisions, cooperate with others, and have a successful life. Children at times find it difficult to effectively manage their emotions and focus on their studies. Developmentally appropriate social and emotional skills building allows students to cope with stress so they can access learning and develop into productive adults. Learning is a social activity, which means children have to be ready to learn by regulating their emotions and working constructively with others. Social and emotional learning (SEL) helps build positive school climate by developing emotional intelligence through self-awareness, self-management, goal setting, social awareness, relationship building, collaborative skills, and responsible decision making. Students should receive effective and engaging teaching, with curriculum, instruction, and assessment designed to address the needs of diverse learners.

Students

Challenging Behavior Prevention: Restorative Practices Response (continued)

Restorative approaches recognized the unique strengths, needs and interests of students, and present an opportunity for schools to develop a structure that utilizes practices that will create a more equitable path for all students. Utilizing restorative practices allows for schools to embody more equitable approaches and meet the students' short and long term needs.

The Board believes that all students have a right to attend schools that are safe and free from unnecessary disruption. The Board believes that appropriate student behavior, reinforced by an effective system of discipline, is essential to create and maintain a positive school climate. This is the joint responsibility of students, staff, parents, and the community.

The Board requires District schools to implement restorative practices in response to conflict and harm. The "Restorative Practices Response" philosophy supported by the Board views misconduct as a violation against people and damaging to relationships in the school and throughout the community. The Board recognizes that schools may involve a wide range of people in the "Restorative Practices Response" process, voluntarily including victims, who are often teachers, school staff, bystanders, other students, and the school community.

The four main goals of Restorative Practices Response are:

1. **Relationship Building:** creating a school environment where everyone is safe, welcomed, supported, and included in all school-based activities and focuses on high-quality, constructive relationships among the school community members;
2. **Accountability:** Restorative Practices Response strategies hold each student accountable for any challenging behavior;
3. **Community Safety:** Restorative Practices recognize the need to keep the school community safe through strategies ensuring that all students have a role in repairing relationships affected by challenging behavior. In safe, supportive education environments students feel a sense of belonging and allow schools to challenge policies and procedures that prevent student growth;
4. **Competency Development:** Restorative Practices Response seeks to increase the social emotional intelligence skills of those who have harmed others, address underlying factors that lead students to engage in a form of challenging behavior, and build on strengths.

Definitions

Through adopting the Connecticut School Climate Policy (5131.911), the Board endorses a "Restorative Practices Response" approach to student discipline. As defined in Policy 5131.911,

Restorative Practices mean evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

Students

Challenging Behavior Prevention: Restorative Practices Response

Definitions (continued)

“Challenging Behavior” means behavior that negatively impacts school climate or interferes, or is at risk of interfering with, the learning or safety of a student or the safety of a school employee.

“Evidenced-Based Practices” in education refer to instructional and school-wide improvement practices that systematic empirical research has provided evidence of statistically significant effectiveness.

“School Climate” means the quality and character of school life, with a particular focus on the quality of the relationships within the school community, and which is based on patterns of people’s experiences of school life and that reflects the norms, goals, organizational structures within the school community.

“Social and Emotional Learning” means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.

“Emotional Intelligence” means the ability to (A) perceive, recognize, and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.

“School Community” means any individuals, groups, businesses, public institutions and nonprofit organizations that are invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

“School Environment” means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if **bullying challenging behavior** at or during such other activities, functions or programs negatively impacts the school environment.

Purpose

The purpose of this policy is to support school discipline that:

1. The school district community has a shared vision and plan for promoting and sustaining a positive school climate that focuses on prevention, identification and response to all challenging behavior;
2. Maintains safe and engaging learning communities;

Students

Challenging Behavior Prevention: Restorative Practices Response

Purpose (continued)

3. Assures consistency and coherence across all schools in the District;
4. Defines and communicates expectations for student behavior;
5. Defines and communicates expectations for staff responsibility related to school discipline;
6. Balances the needs of the student, the needs of those directly affected by “challenging behaviors,” and the needs of the overall school community;
7. Assures equity across racial, ethnic, and cultural groups, as well as all other protected classes, including but not limited to gender, color, national origin, ancestry, religion, age, disability, sexual orientation, and gender identity and expression.

General Principles

1. A positive school climate is best accomplished by preventing challenging behavior before it occurs and using effective restorative practices, in response to those challenging behaviors that may occur despite proactive measures;
2. School safety and academic success are formed and strengthened when all school staff and employees build positive relationships with students and their parents and/or guardians;
3. Effective school climate maximizes the amount of time students spend learning academically, socially, and emotionally, ethically, civically, and intellectually and minimizes the amount of time students cause disruption or are removed from their classrooms due to an act of challenging behavior;
4. School discipline should be reasonable, timely, fair, age-appropriate, and should be proportionate to the student’s challenging behavior. Response to an act of challenging behavior that is rooted in restorative practices will provide meaningful instruction and guidance, offers students an opportunity to learn from their mistakes and is more likely to result in engaging rather than punitive responses to challenging behavior. The school community should adopt policies that promote a restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful school-wide relationships, and intentionally re-engaging and disengaged students, educators, and families of students in the school community;
5. Effective school climate improvement is a restorative process that engages all school community members in promoting positive school climate. The vast majority of challenging behaviors should be addressed at the classroom level by teachers; however, behaviors that cannot be addressed at this level should receive more targeted and intensive interventions, as determined by an individualized assessment;

Students

Challenging Behavior Prevention: Restorative Practices Response

General Principles (continued)

6. The District serves a diverse community. In order to serve all students and to prepare them to be members of an increasingly diverse community, schools and staff must build cultural competence. We must commit to eliminating ~~institutional racism and any other~~ all discrimination that presents barriers to success. The school community should create a school environment where everyone is safe, welcomed, supported, and included in all school-based activities;
7. Challenging behaviors, which may be subject to disciplinary action, including any within the school environment, but not limited to those occurring during either curricular or extracurricular activities, in classrooms, in school buildings, on school grounds, or in school vehicles, when such conduct is detrimental to the school environment and to the welfare or safety of other students or school personnel.

General Policy Guidelines

The District's system of school climate improvement is built on the incorporation of restorative practices, which should include:

Evidence and research-based system-level restorative practices that focus on:

- 1.) building high-quality, constructive relationships among the school community,
- 2.) holding each student accountable for any challenging behavior, and
- 3.) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

Restorative practices should be guided by the Connecticut School Climate Standards:

1. The school district community has a shared vision and plan for promoting and sustaining a positive school climate that focuses on prevention, identification, and response to all challenging behavior.
2. The school district community adopts policies that promote: a) a sound school environment that the develops and sustains academic, social, emotional, ethical, civic, and intellectual skills; and b) a restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful school-wide relationships, and intentionally reengaging any disengaged students, educators, and families of students in the school community.
3. The school community's practices are identified, prioritized, and supported to: a) promote learning and the positive academic, social, emotional, ethical, and civic development of students. b) enhance engagement in teaching, learning, and school-wide activities. c) address barriers to teaching and learning; and d) develop and sustain a restorative infrastructure that builds capacity, accountability, and sustainability.

Students

Challenging Behavior Prevention: Restorative Practices Response

General Policy Guidelines (continued)

4. The school community creates a school environment where everyone is safe, welcomed, supported, and included in all school-based activities.
5. The school community creates a restorative system that cultivates a sense of belonging through norms and activities that promote social and civic responsibility, and a dedication to cultural responsiveness, diversity, equity, and inclusion:
 - a. Practicing early identification and assessment of struggling students;
 - b. Using a problem solving/collaborative process to provide interventions matched to student needs;
 - c. Ensuring timely progress monitoring and feedback; and
 - d. Delivering scientific research based interventions

The District shall post this policy on the District website and in each school. A copy of this policy and accompanying procedures shall be readily available in each school's administration office.

Copies of this policy, any accompanying procedures/regulations, and school rules will be made available, upon request, to each student and parent/guardian, and, upon request, promptly translated in a language that the parent/guardian can understand.

Applying the goals related to Restorative Practices Response, this policy's definitions, purpose, principles and guidelines, the Superintendent, or his/her/their designee shall develop such procedures and provide for any training necessary as may be needed to effectively implement this policy.

- (cf. 1110.1 – Parent Involvement)
- (cf. 4131 – Staff Development)
- (cf. 5114 – Suspension/Expulsion; Student Due Process)
- (cf. 5131 – Conduct)
- (cf. 5131.1 – Bus Conduct)
- (cf. 5131.6 – Drugs, Alcohol, Tobacco)
- (cf. 5131.7 – Weapons and Dangerous Instruments)
- (cf. 5131.8 – Out of School Grounds Misconduct)
- (cf. 5131.9 – Gang Activity or Association)
- (cf. 5131.911 – Connecticut School Climate Policy)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5131.92 – Corporal Punishment)
- (cf. 5141.4 – Reporting of Child Abuse and Neglect)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5144.3 – Discipline of Students with Disabilities)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.52 – Harassment)

Students

Challenging Behavior Prevention: Restorative Practices Response

Legal Reference: Connecticut General Statutes
4-177 through 4-180. Contested Cases. Notice. Record, as amended.
10-233a through 10-233f Suspension, removal and expulsion of students,
as periodically amended.
21a-240(9) Definitions.
53a-3 Definitions.
GOALS 2000: Educate America Act, Pub. L. 103-227.
18 U.S.C. 921 Definitions
Title III - Amendments to the Individuals with Disabilities Act Sec. 314
Elementary and Secondary Schools Act of 1968, as amended by the Gun
Free Schools Act of 1994
PL 105-17 The Individuals with Disabilities Act, Amendments of 1997
P.L. 108-446 Individuals with Disabilities Education Improvement Act of
2004
State v. Hardy, 896 A.2d 755, 278 Conn 113 (2006)
Public Act 23-167, Section 74, An Act Concerning Transparency in
Education

Policy adopted:

cps 4/24

An administrative regulation to consider/modify to fit the local learning community.

Students

Challenging Behavior Prevention: Restorative Practices Response

The following procedures are developed for the implementation of Board policy #5144.12. These procedures are designed to be consistent with the general purpose and principles outlined in the aforementioned policy, as well as consistent with federal and state statutes and regulations.

The District and staff are committed to establishing positive learning environments that ensure that all students have access to a quality education. The District recognizes that a key aspect of maintaining a healthy and safe environment is establishing ~~order~~ and maintaining **positive and constructive behavior** in our schools. This goal can only be achieved through the cooperative efforts of our school personnel, students, parents, guardians, and our community.

School Discipline Administration

1. Staff training will be provided as needed to ensure that the ~~disciplinary program~~ **Restorative Practices** in each school are effective and that relevant policies and procedures are equitably applied. **Such training will include, but not limited to, strategies and approaches related to Restorative Practices and its theoretical framework.**
2. School district staff responsible for implementing this policy shall do so without discrimination based on ethnicity, race, color, religion, national origin, ancestry, gender, sexual orientation, sexual identity or expression, age or disability.
3. ~~Discipline for disabled~~ **The response to challenging behavior related to exhibited by students receiving special education and tiered intervention supports** shall be in accordance with the student's Individualized Education Program (IEP), any behavior intervention plan, 504 Plan, and Board policy.
4. The District believes that developing strong relationships with families is the first step in establishing safe and healthy schools. ~~The District and staff want to work collaboratively with families to establish positive relationships that aid in the development and achievement of all students.~~ School staff members are encouraged to contact parents early in the school year to proactively establish positive school-home communication and throughout the school year to share student successes and challenges, and develop plans to help students have access to a quality education. **The District Schools will convene parent sessions to educate the community on Restorative Practices Response and how it will be implemented in the schools.**
5. The District is committed to eliminating disparity in school discipline with respect to its underserved populations by reducing the number of referrals, suspensions, and expulsions. The staff will engage in restorative practices that enhance school **culture climate** and ~~improve develop discipline systems to address~~ **a system for addressing challenging behavior that promotes equity.** Staff members are specifically charged with monitoring the impact of their actions on students from racial and ethnic groups or other protected classes that have historically been over-represented among those students who are suspended, expelled or referred to law enforcement.

Students

Challenging Behavior Prevention: Restorative Practices Response

School Discipline Administration (continued)

5. (continued) The District will collect discipline data examining and aggregating referrals and disciplinary responses. In addition, principals will provide the Superintendent with an annual report highlighting Restorative Practices Response programs and their impact on school climate and the number of referrals and disciplinary actions.

School-Level Rules

In developing school-level ~~disciplinary rules~~ rules of behavior, the school shall solicit the participation, views, and ~~advice~~ feedback of at least one representative selected by each of the following groups:

1. Parents/guardians
2. Teachers
3. School administrators
4. For middle, junior high and high schools, students enrolled in the school

The “rules” shall be consistent with law, Board of Education (Board) policy, and District administrative regulations. The development of the rules shall be informed by school-level ~~discipline~~-challenging behavior data as described in policy #5144.12.

The school shall also solicit participants’ views on whether school-level and District-level ~~discipline rules~~ standards of behavior are being equitably and fairly applied. The confidentiality of student records shall be maintained at all times.

Interventions and Consequences

General: Effective school ~~discipline policies~~ responses related to challenging behavior shall promote ~~disciplinary responses~~ interventions that refrain from interrupting a student’s education to the extent possible. Schools should minimize the use of suspensions, recommendations for expulsion, and referrals to law enforcement, to the extent practicable while remaining consistent with federal and state statutes, regulations and Board policies.

Reasonable Responses to Challenging Behavior Consequences: ~~Consequences~~ Responses should be reasonable, fair, age-appropriate, and match the severity of the student’s misbehavior, as well as ~~and~~ through restorative practice consider the impact on the victim and/or community. ~~Consequences that are paired~~ Restorative practices that include meaningful instruction and guidance (~~corrective feedback and re-teaching~~) offer students an opportunity to learn from their mistakes and contribute back to the school community, and are more likely to result in ~~getting~~ having the student re-engage in learning.

Students

Challenging Behavior Prevention: Restorative Practices Response (continued)

Relevant Factors Considerations For Determining Restorative Practices

1. Age, health and ~~disability or~~ special education status of the student.
2. Appropriateness of student's academic placement.
3. Student's prior conduct and record of challenging behavior.
4. Student's attitude.
- ~~5. Level of parent/guardian's cooperation and involvement.~~
5. Student's willingness to repair the harm.
6. Seriousness of the offense and the degree of harm caused.
7. Impact of the incident on overall school community.
8. The availability of prevention programs that are designed to address student misbehavior **challenging behavior** should also be considered prior to ~~disciplining students~~ **determining a restorative practices response.**

Interventions/Alternative Means of Correction: When ~~misconduct~~ **challenging behavior** occurs, schools shall investigate the circumstances and gather facts that will help determine appropriate interventions and ~~consequences~~ **a restorative response** for that student, with emphasis on correcting student misbehavior through school-based resources. ~~at the lowest possible level.~~ **Interventions Responses to challenging behavior** should provide students an opportunity to learn from their mistakes, and reengage the student in learning. All interventions should balance the needs of the student, the needs of those directly affected by the behavior, and the needs of the overall school community.

Each school is responsible for incorporating ~~an intervention~~ **a restorative response** framework into its planning to reduce referrals and suspensions through pro-active intervention, positive behavioral support, restorative practices, and other non-punitive approaches to ~~discipline~~ **challenging behavior** focused on maximizing student achievement, reducing ~~behavior problems,~~ **such behaviors** and avoiding loss of instructional time through the use of tiered interventions. **That intervention framework shall integrate a Restorative Practices framework.**

Referral of students from the classroom environment for ~~misbehavior~~ **challenging behaviors** should be avoided. The District expects that alternatives to suspension and ~~progressive discipline approaches~~ **restorative practices** shall be utilized prior to referring a student out of the classroom. The District expects that alternatives will be undertaken within the classroom except where suspension for ~~certain~~ **specific** offenses is ~~permitted~~ **required** by statute and Board policy or where it can be documented that the ~~behavior-violation~~ **challenging behavior** imposes a clear danger to ~~persons~~ **others.**

There are three types of intervention strategies to be considered: Administrative, Restorative, and Skill-based/Therapeutic.

1. **Administrative Strategies** are statutorily, ~~rule-based, or contract-based~~ **or policy required** interventions ~~done~~ **responding** "to" the offender. These include removal from the classroom, detention, suspension, and expulsion.

Students

Challenging Behavior Prevention: Restorative Practices Response (continued)

Interventions/Alternative Means of Correction (continued)

2. **Restorative Strategies** coordinate with Connecticut's School Climate Policy as they are problem solving interventions ~~done~~ **responding** "with" the offender. They are driven by justice ~~an opportunity to~~ **for restoration for the harm caused as much as possible and by** focusing on the harm caused and how it will be repaired. A successful restorative justice **practice response** strategy may utilize ~~collaboration in~~ interventions with allied agencies and professionals. An assessment of the incident/conduct will be ~~done~~ **completed** and a determination will be made by the school or district whether a face-to-face meeting with all parties is appropriate. Examples may include:
 - a. Family group conferencing
 - b. Victim-offender mediation
 - c. Classroom ~~peace~~ **mediation** restorative circles
 - d. Reparation of harm
3. **Therapeutic/Resource Strategies** are ~~done~~ **responses** "by" the offender and require intrinsic motivational behavior change. Such interventions include:
 - a. Mental health counseling
 - b. Anger management classes
 - c. Informal mentoring and behavior coaching

Teachers and administrators should ~~consider~~ **intentionally** utilize ~~different~~ **various** types of strategies, or multiple strategies simultaneously, to ~~deal with~~ **address and correct** ~~misbehavior~~ **challenging behavior**, especially for ~~2nd or 3rd~~ **multiple** offenses.

Consider adopting a District Restorative Practices Response statement and model with a common framework, definitions, and procedures. This statement and model should be widely displayed and available to all members of the school community.

Considerations for adopting a District Restorative Practices Response Model:

1. The degree to which the model is easily integrated with the District's Discipline policy;
2. The degree to which the model receives buy-in from the staff and school community;
3. The degree to which the model can be consistently and reliably implemented;
4. The degree to which adherence to the model is supported by research and yields positive results.

A statement and model can be designed in a manner similar to the following example:

Restorative ~~Justice~~ Practices in New Hartford Public Schools

The Board considers Restorative Practices Response as a set of principles and practices used to build community, respond to harm/conflict, and provide individual circles of support for students in District schools. By building, maintaining, and restoring relationships between members of the entire school community, the District strives to create an environment where all students can thrive. The Restorative ~~Justice~~ Practices approach to school discipline is to be implemented through a 3-tier, school-wide model.

Students

Challenging Behavior Prevention: Restorative Practices Response (continued)

Interventions/Alternative Means of Correction (continued)

Tier 1: Community Building (Prevention/Relate)

Tier I is characterized by the use of social emotional skills and practice (classroom circles) to build relationships, create shared values and guidelines, and promote restorative conversations following behavioral disruption. The goal is to build a caring, intentional, and equitable community with conditions conducive to learning.

Tier 2: Restorative Processes (Intervention/Repair)

Tier 2 is characterized by the use of non-punitive response to harm/conflict such as ~~harm~~ restorative circles, mediation, or family group conferencing to respond to disciplinary issues in a restorative manner. This process addresses the root causes of the harm, supports accountability for the offender, and promotes healing for the victim(s), the offender, and the school community.

Tier 3: Supported Re-entry (Individualized/Re-Integrate)

Tier 3 is characterized by 1:1 support and successful re-entry of youth following suspension, truancy or expulsion ~~or incarceration~~. The goal is to welcome youth to the school community in a manner that provides wraparound support and promotes student accountability and achievement.

Classroom-based Strategies to Reduce Challenging Behaviors

Classroom-based strategies include, but are not limited to:

1. Explicit re-teaching of behavioral expectations;
2. ~~Separating students;~~ Limiting student interactions and proximity when feasible;
3. ~~Writing an apology letter;~~
4. ~~Assignment of additional tasks;~~
3. Phone call to parent;
4. Keeping students after class;
5. Restorative conference with student(s) or class;
6. Creation of a positive behavior contract;
7. Conference with student;
8. Conference with parent and the student.

School-based Strategies to Reduce Challenging Behaviors

Students who exhibit a pattern of ~~misbehavior~~ challenging behaviors should be provided more intensive support ~~and through a system of tiered~~ interventions. Parents should be notified if there is an escalating pattern of ~~misbehavior~~ challenging behavior that could lead to classroom or school removal. Appropriate school-based strategies include, but are not limited to:

1. A conference between school staff and the student and his/her parents/guardians.
2. Referral to a school counselor or other school support service personnel for case management and counseling.

Students

Challenging Behavior Prevention: Restorative Practices Response

School-based Strategies (continued)

3. Referral for drug or alcohol counseling.
4. Convening of a ~~Student Study Team (SST)~~ **Multi-tiered Support Systems (MTSS) Team** or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians.
5. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, **or Applied Behavior Analysis** including for purposes of creating **a behavior plan**, an individualized education program or a Section 504 plan.
6. Enrollment in a program for ~~teaching social/emotional behavior or~~ **building** anger management **skills**.
7. **Continue to encourage** participation in **the** restorative **practices approach**. ~~justice program or conversation/circle.~~
8. A positive behavior support approach with tiered interventions that occur during the school day on campus.
9. After-school programs that address ~~specific behavioral issues~~ **identified challenging behaviors** or expose students to ~~positive~~ **constructive** activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
10. ~~Detention after school hours as provided in the section below entitled "Detention After School."~~
11. ~~Community service as provided in the section below entitled "Community Service."~~
12. ~~In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities.~~

Detention After School

Students may be detained for disciplinary reasons (up to one hour) after the close of the school day.

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall ~~notify~~ **confirm with the** parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. ~~The student shall not be detained unless the principal or designee notifies the parent/guardian.~~

Students shall remain under the supervision of a certified employee during the period of detention.

Community Service

~~As part of or instead of disciplinary action~~ **For consideration with a restorative practices response strategy**, the Board, Superintendent, Principal, or Principal's designee may, at his/her discretion, **require allow for** a student to perform community service during non-school hours on school grounds, or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs.

Students

Challenging Behavior Prevention: Restorative Practices Response (continued)

Referrals

The Board desires ~~supports~~ the adoption of the ~~RTI-SRBI MTSS~~ framework to facilitate a ~~consistent-systems~~ approach for positive, pro-social behavior management. The District expects teachers to attempt ~~RTI-SRBI MTSS~~ ~~tiered~~ interventions prior to making a referral out of the classroom whenever possible.

When a referral out of the classroom is made, the principal or his/her designee must ensure that ~~site staff making the referral completed~~ the following ~~is completed~~:

1. Teacher completed a written referral notification/form;
2. Principal or his/her designee reviewed the referral form and, if warranted, assigned appropriate consequences;
3. The Principal or his/her designee or teacher contacted the student's parents/guardians and notified them of any consequences;
4. The Principal or his/her designee investigated the reasons for the student's conduct;
5. The Principal or his/her designee recorded the classroom interventions and referral in the District's database.

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or his/her designee shall notify parents/guardians about the availability of district rules ~~and procedures~~ related to ~~discipline student behaviors and school climate~~.

The Superintendent or his/her designee shall also ~~provide written notice~~ ~~notify parents/guardians about the availability of district rules and procedures related to student behaviors and school climate for transfer~~ students at the time of their enrollment in the District.

~~Parent programs will be provided related to~~ The District will educate how the school integrates Restorative Practices Response. ~~in the student discipline/behavior management system.~~

Annual Review/Discipline Committees

Both individual schools and the district will evaluate and monitor the effectiveness of the school ~~discipline~~ ~~behavior~~ plan using school disciplinary data disaggregated by race, ethnicity and gender of student. This will allow schools and the district to identify areas of need; target areas of concern; access professional development, supports, and services; and revise school procedures as needed.

~~Schools will annually review their school climate and submit a written report in a form to be prescribed to the Superintendent and the Board of Education. Based on the review, schools will make changes consistent with the intent of this and other policies.~~ In consideration with the Connecticut Positive School Climate Policy, schools will review student discipline data.

Students

Challenging Behavior Prevention: Restorative Practices Response (continued)

Annual Review/Discipline Committees (continued)

The review will include the following:

1. Intervention and prevention strategies.
2. The number of referrals, in school suspensions, out-of-school suspensions, expulsions, and referrals to law enforcement, disaggregated by race, ethnicity, age, grade, disability, and gender of the students, where available.
3. Differences in referrals among staff members.
4. The extent to which the policy, including but not limited to disciplinary action, is consistently applied to all students.
5. Review of Restorative Practices and their impact on student discipline and climate.

Based on the review, schools will make changes consistent with the intent of this and other related policies.

Schools are encouraged to establish a discipline committee composed of including school personnel, parents and students to develop, monitor, and evaluate school discipline policy and school climate. The use of school discipline data is recommended in this process.

Regulation approved:

cps 1/18

rev 4/24



BOARD OF DIRECTORS MEETING
June 6, 2024

MINUTES

On June 6, 2024, the EdAdvance Board of Directors held a Zoom online meeting during which a quorum was present. President John Kissko called the meeting to order at 4:02 PM and recorded the following members in attendance:

1. Roll Call:

Name (District): Deb Bell, Region 7
Roxy Fainer, Thomaston
Christine Faressa, Watertown
John Kissko, Torrington
Sarah Robichaud, Colebrook
Dave Schneiderbeck, Region 6
Deirdre Tindall, New Hartford

EdAdvance

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

2. Approval of May 2, 2024 Minutes

Upon a motion by Deb Bell, duly seconded by Dave Schneiderbeck, the Board unanimously approved the minutes of the May 2, 2024 meeting.

3. Questions and Comments from the Public: None

4. Old Business: None

5. New Business:

a) Action Item: Head Start Annual Grant Renewal Application

Upon motion by Dave Schneiderbeck, duly seconded by Sarah Robichaud, the Board of Directors approve of EdAdvance's submission of our annual grant renewal application for Head Start: Prenatal to Five funds, aimed at delivering vital services to nurture the development of 32 Early

Head Start and 141 Head Start children, alongside supporting their families throughout FY'25. Our proposed budget includes a Head Start & Early Head Start Base Grant totaling \$3,075,373, complemented by an additional Head Start & Early Head Start T&TA allocation of \$33,776. The motion passed unanimously.

b) Action Item: Head Start Annual Self-Assessment and Improvement Plan

Upon motion by Dave Schneiderbeck, duly seconded by Deb Bell, the Board of Directors approve of EdAdvance's 2023-2024 Head Start Annual Program Self-Assessment and Improvement plan. The motion passed unanimously.

c) Action Item: Head Start Selection and Enrollment Priorities (ERSEA) for 2024-2025

Upon motion by Deb Bell, duly seconded by Dave Schneiderbeck, the Board of Directors approve of EdAdvance's Head Start: Prenatal to Five program's selection and enrollment priorities (ERSEA) for the 2024-2025 program year. The motion passed unanimously.

d) Action Item: Submission of CIF Grant Application

Upon motion by Dave Schneiderbeck, duly seconded by Sarah Robichaud, the Board of Directors approve of EdAdvance's grant application to the CT Community Investment Fund 2030 Round 5 (CIF) to support a Capital Improvement Project that will result in the construction of a Makerspace at The Regional Learning Center, charging stations, and electric vehicles to support the transportation of students to and from this facility, and solar panels to offset utilities costs. The motion passed with 6 in favor and 1 against.

e) Action Item: Potential Sale of Grove Street Property

Upon motion by Roxy Fainer, duly seconded by Deb Bell, the Board of Directors approve of EdAdvance's Executive Director to enter into an agreement for the lease and possible sale of the property located at 104 Grove Street in Torrington. The motion passed unanimously.

f) Presentation: Workforce Analysis Information

Jonathan shared the Workforce Analysis which is updated annually. The Workforce Analysis provides demographic data on our employees.

g) Approval: Personnel Report

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

6. Adjournment

Upon a motion by Roxy Fainer, duly seconded by Deb Bell, the meeting was adjourned at 4:40 PM.

Minutes recorded by:
Carol Montory, Board Clerk

Deb Bell, Secretary

DRAFT



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



TO: Jeffrey Sousa, Superintendent
New Hartford Public Schools

FROM: Dr. Shuana K. Tucker
Chief Talent Officer

DATE: July 17, 2024

SUBJECT: Leader and Educator Evaluation and Support Plan Approval for 2024-25

Thank you for submitting New Hartford Public Schools' 2024-25 Leader and Educator Evaluation and Support Plan. We appreciate the commitment and hard work put forth by all involved in your district.

This letter serves as Connecticut State Department of Education's (CSDE) approval of your district's 2024-25 Leader and Educator Evaluation and Support Plan. Implementation can proceed as soon as your local Board of Education adopts the CSDE approved plan.

Thank you for your diligent efforts as we work together toward the shared goal of continuous learning, growth, and development of all leaders and educators in order to impact positive outcomes for all students.

SKT:smf:mb

cc: Sharon M. S. Fuller, Talent Office Consultant
Dr. Jessica G. Ocasio, Talent Office Consultant