

# *New Hartford Public Schools*

## **Board of Education Regular Meeting Agenda Tuesday, January 7, 2025 7:00 PM**

New Hartford BOE meetings are accessible live via the following:

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

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

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

- A. Pledge of Allegiance
- B. Order of Business
- C. Communications to the Board of Education/Public Comment
- D. Superintendent's Report
  - a. District Engagement Plan
  - b. Nutrition Services - EdAdvance
  - c. 2025-2026 Calendar/BOE Calendar
- E. Board of Education Chair's Report
  - Subcommittee Discussion
- F. Routine Business
  - a. Approved Minutes - December 3, 2024
  - b. Expenditure Report
- G. New Business
  - Policy 1327 - Relations with Youth Organizations
  - Policy 4222 - Paraeducators/Title I Paraeducators
  - Policy and Regulations 5131.81 - Electronic Devices
  - Bylaw 9030 - Commitment to Democratic Principles in Relation to Community, Staff, Students
- H. Old Business
  - EdAdvance
- I. Reports
- J. Public Comment - Agenda Items Only
- K. Executive Session - School security. Student residency
- K. Adjournment

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

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

# NEW HARTFORD PUBLIC SCHOOLS

## DISTRICT ENGAGEMENT PLAN 2024-2029

### NEW HARTFORD PUBLIC SCHOOLS MISSION

The mission of the New Hartford Public Schools, in partnership with families and the community, is to inspire and prepare all children to become independent and enthusiastic learners who achieve personal excellence by providing a challenging and exemplary education program that is differentiated, inclusive, and dynamic.

### SCHOOL COMMUNITY PLEDGE

We are safe, caring, respectful of others and proud of our differences. Everyday we work together to learn, to grow and to create a stronger community.

### NEW HARTFORD PUBLIC SCHOOLS FIVE-YEAR STRATEGIC GOALS

#### TEACHING AND LEARNING

If we provide high quality instruction through a coherent and relevant curriculum with a balanced assessment system, then students will engage in meaningful learning experiences that will maximize their holistic growth.

#### SCHOOL CLIMATE

If we provide the conditions for a positive school environment, then we will cultivate an emotionally, intellectually and physically safe learning community.

#### VISION OF A LEARNER

If we provide opportunities for continuous collaboration with members of our school community, then the desired dispositions of our learners will be realized.



## TEACHING AND LEARNING

If we provide high quality instruction through a coherent and relevant curriculum with a balanced assessment system, then students will engage in meaningful learning experiences that will maximize their holistic growth.

### TEACHING AND LEARNING 24-25 ENGAGEMENT GOAL(S)

GOAL 1: Implementation of new curricula based on the science of reading.

GOAL 2: Revise the current report card to align with our current curricula and assessments.

GOAL 3: Review current math practices and curriculum

#### Data Driven Insights

- 89% of parents responded favorably to “I know how my child is doing in school before I get my child’s report card”
- Significant curriculum changes since last report card revisions process in all major content areas
- Parent focus group reveals the current reporting tool can be challenging to understand
- Teachers are requesting clarification on calibration of assessments and data to inform grading since curricular changes
- Year 2 of ELA curriculum implementation for alignment with the science of reading and current legislation
- 65% of students in grades 3-6 at/above benchmark on Smarter Balanced Assessment ELA
- 49% of high needs student in grades 3-6 at/above benchmark on Smarter Balanced Assessment ELA
- 52% of students in grades 3-6 at/above benchmark on Smarter Balanced Assessment MATH
- 32% of high needs student in grades 3-6 at/above benchmark on Smarter Balanced Assessment MATH

#### Strategies and Actions

- Convene a report card committee and roll out new report card for the 2025-2026 school year
- Professional development
  - a. EL Education training and coaching for classroom teachers
  - b. OG Training for all special education teachers
- Curriculum review process - Step 1

#### Indicators of Growth and Progress

- DIBELS 8 data
- STAR Reading/Math data

- SBA ELA/Math data
- MTSS progress and data
- Progress report indicators

## SCHOOL CLIMATE

If we provide the conditions for a positive school environment, then we will cultivate an emotionally, intellectually and physically safe learning community.

### SCHOOL CLIMATE 24-25 ENGAGEMENT GOAL(S)

GOAL 1: Implement a new school climate survey to effectively measure perceptions of positive school climate from all stakeholders.

GOAL 2: Increase collective efficacy of school staff to systematically address challenging behaviors.

#### Data Driven Insights

- New legislation around school climate and addressing challenging behaviors
- 67% of staff responded favorably to “I believe the school effectively addresses behavior issues”
- 75% of staff responded favorably to “Teachers and students treat each other with respect”
- 90% of parents responded favorably to “I believe the school will effectively address reports of bullying/mean-spirited behavior”

#### Strategies and Actions

- Partner with EdAdvance
- Climate committee
- District wide behavior flow chart

#### Indicators of Growth and Progress

- Climate surveys
- Behavioral/discipline data
- Students requiring tiered supports through MTSS

## VISION OF A LEARNER

If we provide opportunities for continuous collaboration with members of our school community, then the desired dispositions of our learners will be realized.

### VISION OF A LEARNER 24-25 ENGAGEMENT GOAL(S)

#### GOAL 1: Develop a common definition and characteristics for a Vision of Learner.

##### Data Driven Insights

- In today's world, the demands for students are tremendous as they move on to college, career, and adult life. It's no longer enough to just graduate on time with the right academic credentials. That's why creating a Portrait of a Graduate may be at the top of the agenda for you and your team. Unique to each district, a Portrait of a Graduate outlines the 21st century skills that a district believes their students should embody and exemplify by graduation. A Portrait of a Graduate is a great way to align school operations and pedagogy around a collective vision for student success. With this vision, your community is taking a strong stance on what it means for your students to be college, career, and life ready. You are also reinforcing your commitment to supporting the whole child in a way that goes beyond test scores.

Panorama Education. (n.d.). *A comprehensive guide to Portrait of a Graduate*. Panorama Education. Retrieved December 6, 2024, from <https://www.panoramaed.com/blog/comprehensive-guide-portrait-of-a-graduate>

##### Strategies and Actions

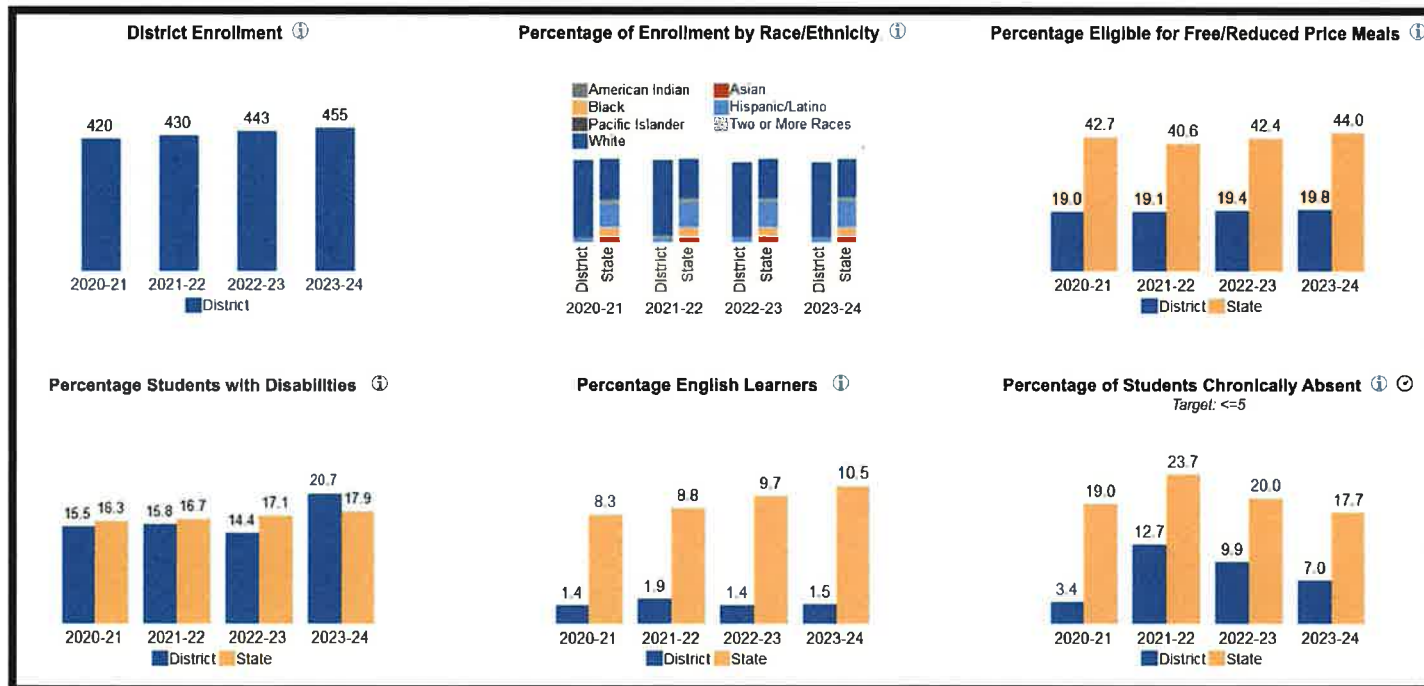
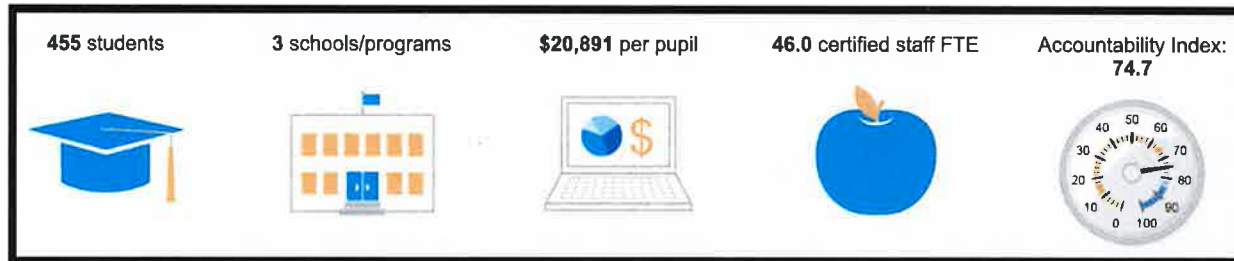
- Utilize a survey to collect information from all stakeholders
- Convene a committee of stakeholders to collectively develop a shared Vision of a Learner

##### Indicators of Growth and Progress

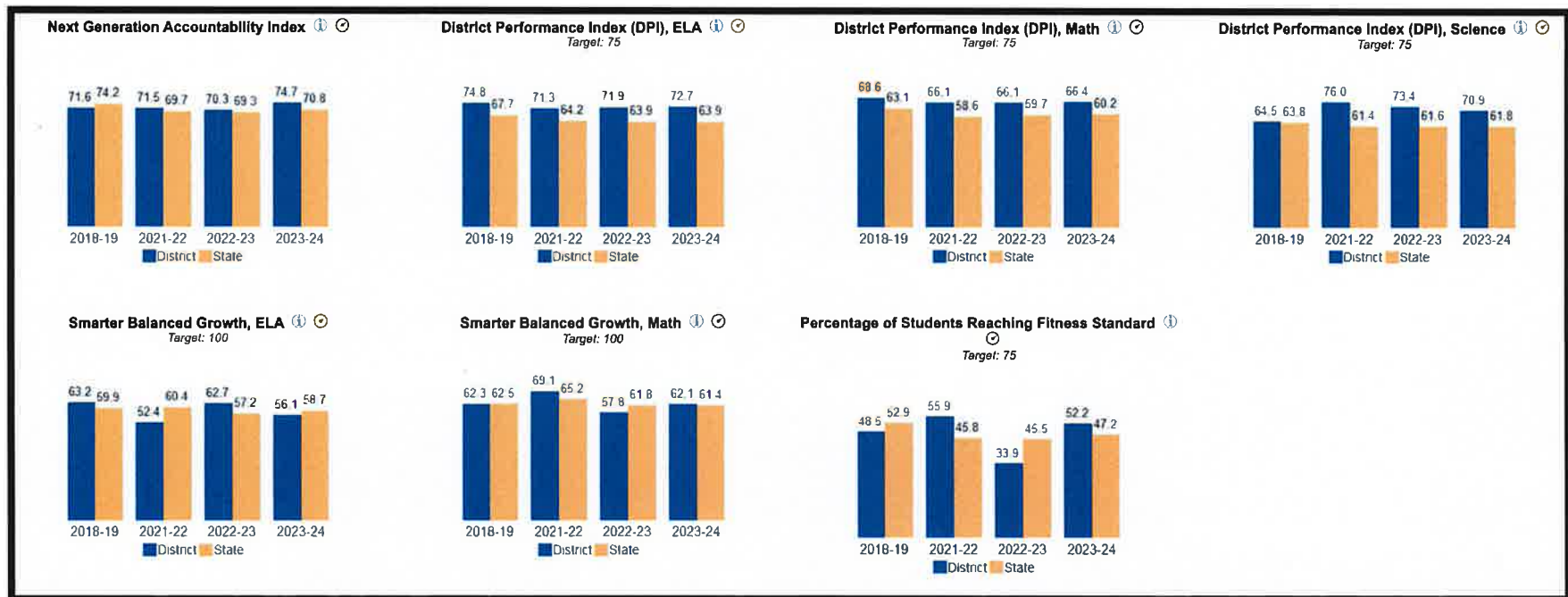
- Share Vision of a Learner with all stakeholders
- Include Vision of Learner in report card

# DRIVING DATA

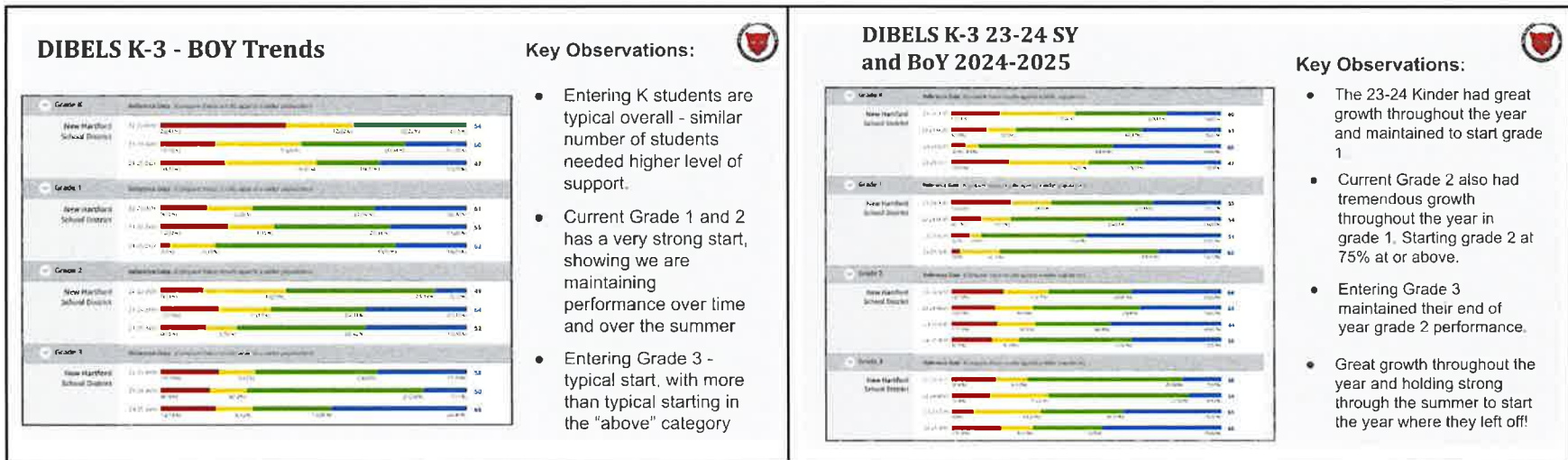
## CURRENT DEMOGRAPHICS - CSDE REPORT CARD







## DIBELS: FOUNDATIONS OF READING



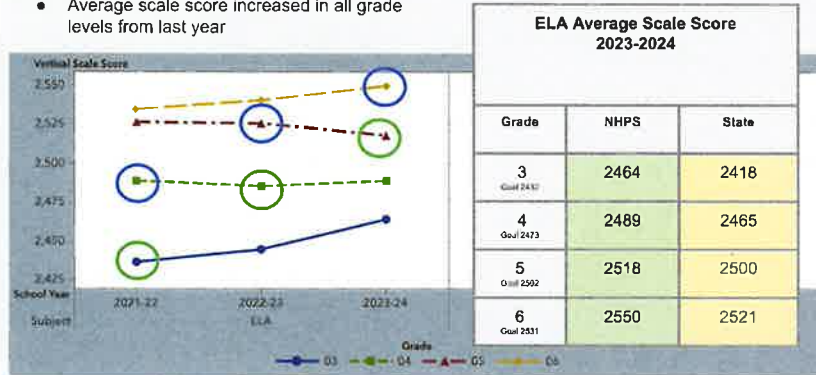
## SMARTER BALANCED ASSESSMENT AND STAR: ELA

### Smarter Balanced Assessment Data: Achievement Trends

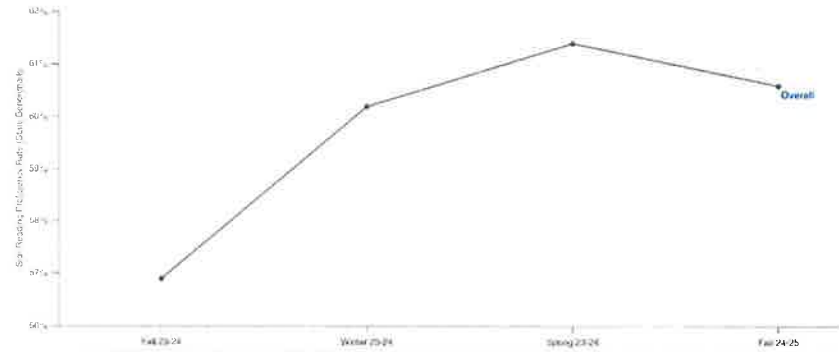


#### Key Observations:

- Average scale score increased in all grade levels from last year



### STAR Reading Proficiency Rate



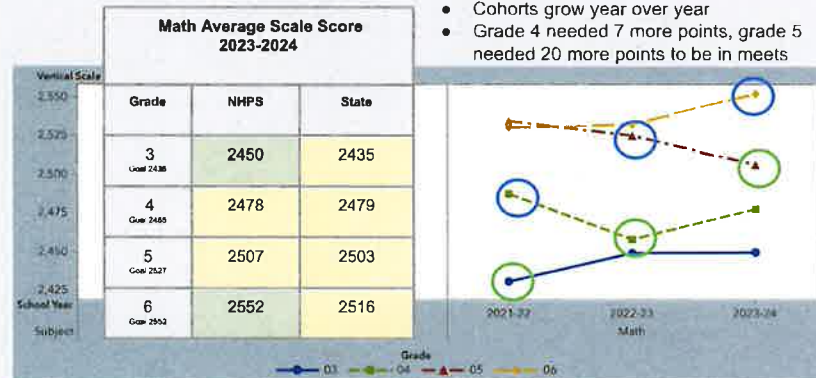
## SMARTER BALANCED ASSESSMENT AND STAR: MATHEMATICS

### Smarter Balanced Assessment Data: Achievement Trends

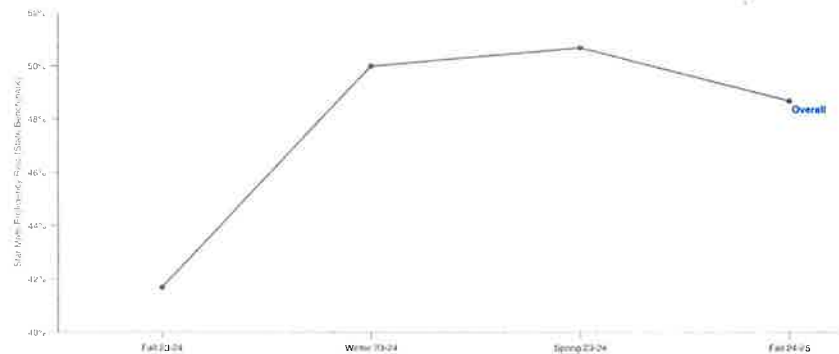


#### Key Observations:

- Cohorts grow year over year
- Grade 4 needed 7 more points, grade 5 needed 20 more points to be in meets



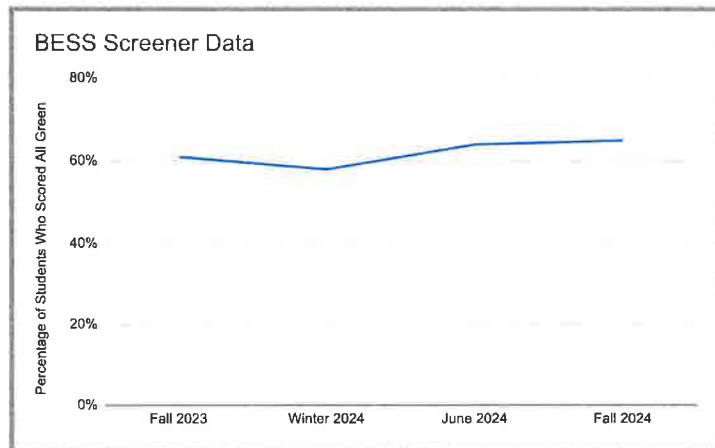
### STAR Math Proficiency Rate



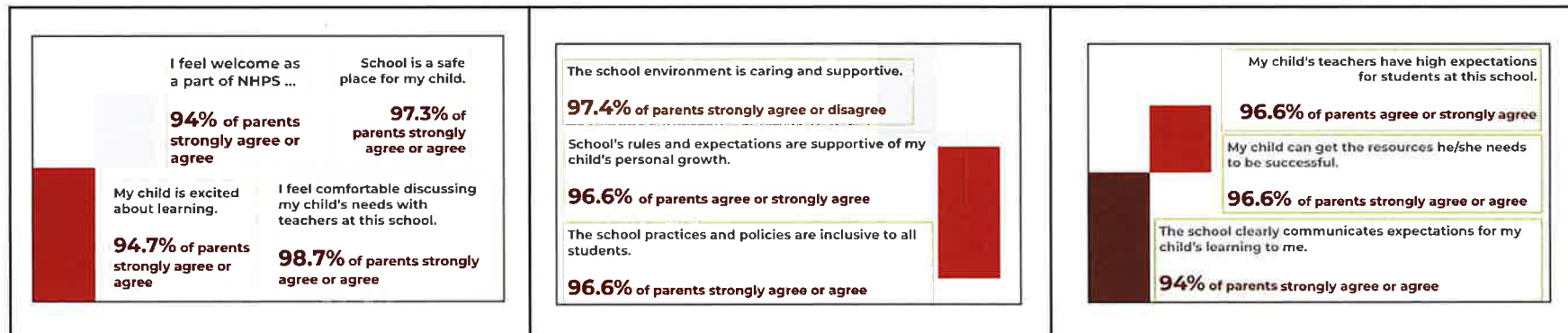


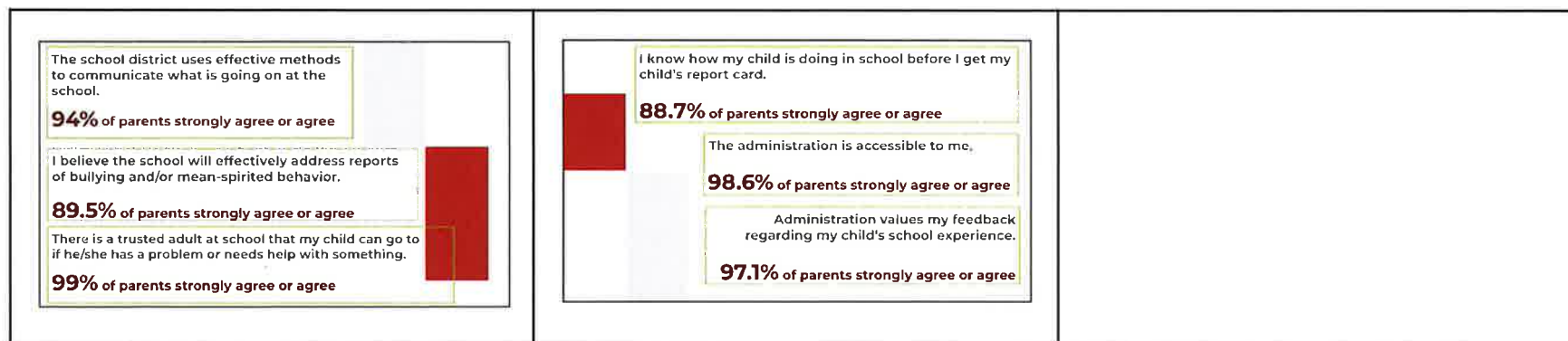
## SEL Screener

### BESS Screener Data



## ANNUAL CLIMATE PARENT SURVEY





## ANNUAL CLIMATE STAFF SURVEY



ANNUAL CLIMATE STUDENT SURVEY

<div><p>Percentage of students that strongly agree or agree</p><div><div></div><div>95%</div></div><p>Do you enjoy coming to school?</p><div><div></div><div></div></div></div> <div><p>TOP 3 STUDENT REQUESTS</p><ul style="list-style-type: none"><li>Field trips</li><li>Special clubs and activities</li><li>Extra recess equipment</li></ul></div>		
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**New Hartford Public Schools  
Board of Education Special Meeting (VIRTUAL ONLY)  
7:00PM on Tuesday, December 3, 2024**

**PRESENT:** Superintendent Jeffrey Sousa; Chairman Timothy Klepps; **Board Members:** Meagan Albert; Penny Miller; Erik Perotti; Timothy Russell; Deirdre Tindall and Kristin Young.

**ABSENT:** Vice Chairman Thomas Buzzi and Board Member Frank Rodenberg.

Chairman Timothy Klepps called the special meeting to order at 7:02PM.

**A. Pledge of Allegiance**

**B. Order of Business**

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

**D. Superintendent's Report**

Superintendent Jeffrey Sousa informed the Board of Education that he is waiting on the auditors final review of the non-lapsing account, hopefully in the next couple of weeks Mr. Sousa will have the amount. Mr. Sousa announced negotiations have wrapped up and he expressed his thanks to Board Members Penny Miller, Frank Rodenberg and Deirdre Tindall for their extra time and efforts on the contracts that were recently settled. The next Board of Education meeting is on Tuesday January 7, 2025 and at this meeting the Board will review the district plan. Mr. Sousa wishes everyone a Happy Holidays and a Happy New Year.

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

Chairman Timothy Klepps reminded all Board Members of the Town Meeting scheduled for Tuesday December 10, 2024, at 7:00PM, at this meeting Board of Education grants will be presented. Mr. Klepps noted at the next Board of Education meeting he would like to spend time talking about committees and memberships.

**F. Routine Business**

**Approval of Minutes: November 19, 2024 (Regular Meeting) & Expenditure Report**

**MOTION** by Penny Miller to approve meeting minutes from November 19, 2024. Second by Erik Perotti.

**UNANIMOUS  
Motion Passes**

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

**UNANIMOUS  
Motion Passes**

## **G. New Business**

**MOTION** by Penny Miller to approve the Board of Education meeting schedule 2025-2026.  
Second by Kristin Young.

Board Member Penny Miller requested Board of Education meeting dates to not be on the same day as the Board of Finance meetings.

**AMENDED-MOTION** by Penny Miller to approve the Board of Education meeting schedule 2025-2026 except to include three date changes, which are as follows. The meeting on May 13, 2025, changed to May 6, 2025, the meeting on October 14, 2025, changed to October 7, 2025, and the meeting on May 12, 2026, changed to May 5, 2026. The meeting for April 8 left as is. Second by Kristin Young.

**AMENDED-MOTION** by Penny Miller to approve the Board of Education meeting schedule 2025-2026 with the three date changes as noted above **and** to add an additional date change for the meeting on November 18, 2025, changed to November 11, 2025. Second by Kristin Young.

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

Mr. Sousa noted he made verification that Region 7 open houses do not conflict with New Hartford open houses. New Hartford open houses are a week later than Region 7, this was also added to the calendar.

**MOTION** by Penny Miller to approve the Board of Education School Calendar 2025-2026. Second by Timothy Russell.

Board member Erik Perotti inquired if February 17 should be shaded the day was not identified in gray, the answer was yes, and this will be corrected. Mr. Sousa noted he will confirm February 17 to not be counted in the 180 school days. If the count was off the last day of school would need to be pushed back by one day. The Board of Education has a meeting scheduled for February 17, although school is not in session, the consensus was to leave this as is and the date can be adjusted later.

**AMENDED-MOTION** by Penny Miller to approve the Board of Education School Calendar 2025-2026 with a shading correction made to February 17. Second by Timothy Russell.

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

## **H. Old Business**

### **I. Reports**

Becky from EdAdvance was invited to tonight's meeting, although she was not able to attend due to a schedule conflict. There is possibility she can attend the Tuesday January 7, 2024 Board of Education meeting, stay tuned.

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

**K. Adjournment:**

**MOTION** by Penny Miller to adjourn the meeting at 7:36PM. Second by Timothy Russell.

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

Respectfully submitted by,  
Elizabeth Domas, Recording Secretary

Recorded Regular and Special Board of Education meetings will be posted to:  
<https://www.youtube.com/channel/UCX-ZlomWmjG81dcQM3rfg>

*Attachments:*

*Board of Education Meeting Schedule 2025-2026*

*New Hartford Public Schools Calendar 2025-2026*



# Town of New Hartford Board of Education

## BOE GF EXPENDITURE

Fiscal Year: 2024-2025

From Date: 12/1/2024

To Date: 12/31/2024

- ☐ 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
100.1000.111.000.000	Staff	\$2,487,243.00	\$0.00	\$2,487,243.00	\$199,525.12	\$892,306.87	\$1,594,936.13	\$1,603,228.96	(\$8,292.83)	-0.33%
100.1000.112.000.000	Support Saff	\$125,058.00	\$0.00	\$125,058.00	\$11,861.95	\$49,192.80	\$75,865.20	\$81,896.42	(\$6,031.22)	-4.82%
100.1000.114.000.000	Substitutes	\$65,360.00	\$0.00	\$65,360.00	\$4,783.25	\$20,911.90	\$44,448.10	\$0.00	\$44,448.10	68.01%
100.1000.116.000.000	Stipends	\$23,655.00	\$0.00	\$23,655.00	\$0.00	\$8,037.50	\$15,617.50	\$0.00	\$15,617.50	66.02%
100.1000.313.000.000	Evaluation & Other services	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00	100.00%
100.1000.320.000.000	Purch Services	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$175.00	\$12,325.00	\$0.00	\$12,325.00	98.60%
100.1000.431.000.000	Equip Repairs	\$925.00	\$0.00	\$925.00	\$320.00	\$1,192.00	(\$267.00)	\$0.00	(\$267.00)	-28.86%
100.1000.560.000.000	CREC Magnet School Tuition	\$45,000.00	\$0.00	\$45,000.00	\$14,696.00	\$14,696.00	\$30,304.00	\$0.00	\$30,304.00	67.34%
100.1000.591.000.000	Travel	\$650.00	\$0.00	\$650.00	\$0.00	\$195.90	\$454.10	\$0.00	\$454.10	69.86%
100.1000.616.000.000	Teaching/ Instructional Supplies	\$24,400.00	\$0.00	\$24,400.00	\$685.91	\$11,034.37	\$13,365.63	\$112.70	\$13,252.93	54.32%
100.1000.641.000.000	Material	\$23,100.00	\$0.00	\$23,100.00	\$19.20	\$860.31	\$22,239.69	\$29.99	\$22,209.70	96.15%
100.1000.642.000.000	Periodicals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,280.14	(\$280.14)	\$0.00	(\$280.14)	-9.34%
100.1000.730.000.000	Equipment	\$900.00	\$0.00	\$900.00	\$0.00	\$1,108.77	(\$208.77)	\$49.50	(\$258.27)	-28.70%
	Func: Regular Education - 1000	\$2,818,291.00	\$0.00	\$2,818,291.00	\$231,891.43	\$1,002,991.56	\$1,815,299.44	\$1,685,317.57	\$129,981.87	4.61%
100.1200.111.000.000	Staff	\$1,119,514.40	\$21,325.00	\$1,140,839.40	\$89,632.04	\$431,272.22	\$709,567.18	\$692,336.24	\$17,230.94	1.51%
100.1200.112.000.000	Support Saff	\$646,419.10	\$0.00	\$646,419.10	\$55,348.35	\$224,557.17	\$421,861.93	\$373,433.60	\$48,428.33	7.49%
100.1200.114.000.000	Substitutes	\$7,500.00	\$0.00	\$7,500.00	\$2,111.08	\$10,769.09	(\$3,269.09)	\$0.00	(\$3,269.09)	-43.59%
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%
100.1200.312.000.000	Pupil Services- Therapies	\$61,000.00	\$0.00	\$61,000.00	\$1,994.00	\$2,961.52	\$58,038.48	\$0.00	\$58,038.48	95.15%
100.1200.313.000.000	Evaluation & Other services	\$26,000.00	\$0.00	\$26,000.00	\$149.58	\$7,951.58	\$18,048.42	\$0.00	\$18,048.42	69.42%
100.1200.314.000.000	Testing Supplies	\$17,500.00	\$0.00	\$17,500.00	\$240.62	\$6,657.36	\$10,842.64	\$0.00	\$10,842.64	61.96%
100.1200.324.000.000	Staff Development/ Inservice	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$893.32	\$1,606.68	\$0.00	\$1,606.68	64.27%
100.1200.560.000.000	TUITION	\$253,777.00	\$0.00	\$253,777.00	\$55,981.65	\$116,924.30	\$136,852.70	\$0.00	\$136,852.70	53.93%
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	\$4,550.00	\$0.00	\$4,550.00	\$137.77	\$145.75	\$4,404.25	\$0.00	\$4,404.25	96.80%
100.1200.730.000.000	Equipment	\$3,200.00	\$0.00	\$3,200.00	\$190.30	\$6,238.06	(\$3,038.06)	\$0.00	(\$3,038.06)	-94.94%
100.1200.890.000.000	DUES & FEES	\$475.00	\$0.00	\$475.00	\$0.00	\$1,013.00	(\$538.00)	\$0.00	(\$538.00)	-113.26%
	Func: Special Education - 1200	\$2,144,160.50	\$21,325.00	\$2,165,485.50	\$205,785.39	\$809,383.37	\$1,356,102.13	\$1,065,769.84	\$290,332.29	13.41%
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%
100.2100.112.000.000	Support Saff	\$133,891.00	\$0.00	\$133,891.00	\$11,812.02	\$47,079.85	\$86,811.15	\$76,778.05	\$10,033.10	7.49%
100.2100.114.000.000	Substitutes	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$3,147.45	\$352.55	\$0.00	\$352.55	10.07%
100.2100.320.000.000	Purch Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%

# Town of New Hartford Board of Education

## BOE GF EXPENDITURE

Fiscal Year: 2024-2025

From Date: 12/1/2024

To Date: 12/31/2024

☐ 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
100.2100.431.000.000	EQUIPMENT SERVICE	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	\$0.00	\$155.00	100.00%
100.2100.616.000.000	Teaching/ Instructional Supplies	\$2,500.00	\$0.00	\$2,500.00	\$227.05	\$270.26	\$2,229.74	\$30.89	\$2,198.85	87.95%
100.2100.730.000.000	Equipment	\$475.00	\$0.00	\$475.00	\$0.00	\$217.25	\$257.75	\$0.00	\$257.75	54.26%
	Func: Health Services - 2100	\$143,521.00	\$0.00	\$143,521.00	\$12,039.07	\$53,714.81	\$89,806.19	\$76,808.94	\$12,997.25	9.06%
100.2200.320.000.000	Purch Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.2200.324.000.000	Staff Development/ Inservice	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$3,219.95	\$1,780.05	\$0.00	\$1,780.05	35.60%
100.2200.325.000.000	Curriculum Work	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$7,148.37	\$4,851.63	\$0.00	\$4,851.63	40.43%
100.2200.593.000.000	PRINTING	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
100.2200.616.000.000	Teaching/ Instructional Supplies	\$4,500.00	\$0.00	\$4,500.00	\$169.88	\$2,875.95	\$1,624.05	\$0.00	\$1,624.05	36.09%
100.2200.641.000.000	Material	\$29,400.00	\$0.00	\$29,400.00	\$0.00	\$4,342.21	\$25,057.79	\$0.00	\$25,057.79	85.23%
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	\$169.88	\$17,586.48	\$34,663.52	\$0.00	\$34,663.52	66.34%
100.2300.320.000.000	Purch Services	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$190.00	\$3,310.00	\$0.00	\$3,310.00	94.57%
100.2300.616.000.000	Teaching/ Instructional Supplies	\$550.00	\$0.00	\$550.00	\$29.99	\$29.99	\$520.01	\$0.00	\$520.01	94.55%
100.2300.641.000.000	Material	\$14,325.00	\$0.00	\$14,325.00	\$233.64	\$7,103.22	\$7,221.78	\$2,475.95	\$4,745.83	33.13%
100.2300.730.000.000	Equipment	\$700.00	\$0.00	\$700.00	\$59.96	\$59.96	\$640.04	\$0.00	\$640.04	91.43%
100.2300.890.000.000	DUES AND FEES	\$402.00	\$0.00	\$402.00	\$0.00	\$136.00	\$266.00	\$0.00	\$266.00	66.17%
	Func: Library Media - 2300	\$19,477.00	\$0.00	\$19,477.00	\$323.59	\$7,519.17	\$11,957.83	\$2,475.95	\$9,481.88	48.68%
100.2400.112.000.000	Support Staff	\$72,572.00	\$0.00	\$72,572.00	\$5,419.84	\$35,228.96	\$37,343.04	\$35,229.04	\$2,114.00	2.91%
100.2400.321.000.000	TECHNICAL/LICENSES-C	\$41,038.00	\$0.00	\$41,038.00	\$1,598.75	\$28,717.16	\$12,320.84	\$2,225.00	\$10,095.84	24.60%
100.2400.324.000.000	PROFESSIONAL DEVELOPMENT	\$1,500.00	\$0.00	\$1,500.00	\$383.36	\$1,107.36	\$392.64	\$0.00	\$392.64	26.18%
100.2400.407.000.000	REPAIRS/MAINTENANCE-C	\$26,500.00	\$0.00	\$26,500.00	\$232.78	\$7,698.29	\$18,801.71	\$115.00	\$18,686.71	70.52%
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	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$773.56	\$7,226.44	\$0.00	\$7,226.44	90.33%
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	\$7,634.73	\$73,525.33	\$76,684.67	\$37,569.04	\$39,115.63	26.04%
100.2500.315.000.000	LEGAL	\$35,000.00	\$0.00	\$35,000.00	\$25,937.00	\$63,749.00	(\$28,749.00)	\$0.00	(\$28,749.00)	-82.14%
100.2500.320.000.000	SALARIES, BOARD SECRETARY	\$1,875.00	\$0.00	\$1,875.00	\$250.00	\$625.00	\$1,250.00	\$0.00	\$1,250.00	66.67%
100.2500.616.000.000	OFFICE SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$7.59	\$992.41	\$0.00	\$992.41	99.24%
100.2500.689.000.000	HOSPITALITY	\$500.00	\$0.00	\$500.00	\$300.00	\$404.46	\$95.54	\$0.00	\$95.54	19.11%
100.2500.890.000.000	DUES & FEES	\$7,600.00	\$0.00	\$7,600.00	\$362.40	\$2,704.37	\$4,895.63	\$0.00	\$4,895.63	64.42%
	Func: Board of Education - 2500	\$45,975.00	\$0.00	\$45,975.00	\$26,849.40	\$67,490.42	(\$21,515.42)	\$0.00	(\$21,515.42)	-46.80%
100.2600.111.000.000	Staff	\$185,657.00	\$0.00	\$185,657.00	\$14,281.30	\$94,203.45	\$91,453.55	\$92,828.55	(\$1,375.00)	-0.74%

# Town of New Hartford Board of Education

## BOE GF EXPENDITURE

Fiscal Year: 2024-2025

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 12/1/2024

To Date: 12/31/2024

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2600.112.000.000	Support Staff	\$173,916.00	\$0.00	\$173,916.00	\$14,806.03	\$85,508.47	\$88,407.53	\$86,057.92	\$2,349.61	1.35%
100.2600.113.000.000	SALARIES, SPECIAL PROJECTS	\$2,000.00	\$0.00	\$2,000.00	\$14.81	\$731.36	\$1,268.64	\$0.00	\$1,268.64	63.43%
100.2600.320.000.000	PROF/TECH SERVICES	\$16,155.00	\$0.00	\$16,155.00	\$1,500.00	\$14,209.39	\$1,945.61	\$0.00	\$1,945.61	12.04%
100.2600.324.000.000	WORKSHOPS/CONFERENCES	\$3,500.00	\$0.00	\$3,500.00	(\$25.00)	\$801.85	\$2,698.15	\$0.00	\$2,698.15	77.09%
100.2600.591.000.000	TRAVEL-C	\$1,000.00	\$0.00	\$1,000.00	\$95.14	\$362.02	\$637.98	\$0.00	\$637.98	63.80%
100.2600.616.000.000	OFFICE SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$159.58	\$845.81	\$2,654.19	\$102.69	\$2,551.50	72.90%
100.2600.642.000.000	PERIODICALS	\$200.00	\$0.00	\$200.00	\$0.00	\$171.60	\$28.40	\$0.00	\$28.40	14.20%
100.2600.693.000.000	DATA PROCESSING	\$2,000.00	\$0.00	\$2,000.00	\$15.15	\$188.13	\$1,811.87	\$35.98	\$1,775.89	88.79%
100.2600.730.000.000	EQUIPMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$201.98	\$298.02	59.60%
100.2600.890.000.000	DUES & FEES	\$5,475.00	\$0.00	\$5,475.00	\$0.00	\$4,918.00	\$557.00	\$0.00	\$557.00	10.17%
	Func: Central Office - 2600	\$393,903.00	\$0.00	\$393,903.00	\$30,847.01	\$201,940.08	\$191,962.92	\$179,227.12	\$12,735.80	3.23%
100.2700.111.000.000	Staff	\$273,729.00	\$0.00	\$273,729.00	\$20,748.38	\$136,864.47	\$136,864.53	\$134,864.53	\$2,000.00	0.73%
100.2700.112.000.000	Support Staff	\$167,112.00	\$0.00	\$167,112.00	\$13,668.14	\$72,285.75	\$94,826.25	\$94,085.64	\$740.61	0.44%
100.2700.114.000.000	Substitutes	\$3,500.00	\$0.00	\$3,500.00	\$265.70	\$1,940.85	\$1,559.15	\$0.00	\$1,559.15	44.55%
100.2700.591.000.000	Travel	\$1,125.00	\$0.00	\$1,125.00	\$0.00	\$0.00	\$1,125.00	\$0.00	\$1,125.00	100.00%
100.2700.616.000.000	Teaching/ Instructional Supplies	\$5,700.00	\$0.00	\$5,700.00	\$271.01	\$764.97	\$4,935.03	\$0.00	\$4,935.03	86.58%
100.2700.730.000.000	Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,100.84	\$3,899.16	\$0.00	\$3,899.16	77.98%
100.2700.890.000.000	Professional Dues	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$600.00	\$600.00	\$0.00	\$600.00	50.00%
	Func: School Offices - 2700	\$457,366.00	\$0.00	\$457,366.00	\$34,953.23	\$213,556.88	\$243,809.12	\$228,950.17	\$14,858.95	3.25%
100.2800.112.000.000	Support Staff	\$284,115.00	\$0.00	\$284,115.00	\$20,458.85	\$146,118.89	\$137,996.11	\$133,775.20	\$4,220.91	1.49%
100.2800.113.000.000	Special Projects/ Overtime	\$8,500.00	\$0.00	\$8,500.00	\$1,057.31	\$2,303.01	\$6,196.99	\$0.00	\$6,196.99	72.91%
100.2800.114.000.000	SALARIES, CUSTODIAN SUBSTITUTES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,842.80	\$157.20	\$0.00	\$157.20	7.86%
100.2800.402.000.000	Utilities	\$257,300.00	\$10,602.42	\$267,902.42	\$14,246.80	\$64,314.96	\$203,587.46	\$0.00	\$203,587.46	75.99%
100.2800.406.000.000	EMERGENCY REPAIRS-C	\$70,000.00	\$0.00	\$70,000.00	\$5,860.02	\$17,215.42	\$52,784.58	\$1,693.23	\$51,091.35	72.99%
100.2800.407.000.000	MAINTENANCE-C	\$30,000.00	\$0.00	\$30,000.00	\$500.00	\$1,355.35	\$28,644.65	\$2,250.00	\$26,394.65	87.98%
100.2800.420.000.000	Service Contracts	\$68,696.00	\$0.00	\$68,696.00	\$3,785.00	\$19,936.00	\$48,760.00	\$2,600.00	\$46,160.00	67.19%
100.2800.431.000.000	Equip Repairs	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$768.75	\$3,231.25	80.78%
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	\$721.00	\$29.00	\$0.00	\$29.00	3.87%
100.2800.592.000.000	PROP.INS. & LIAB	\$44,290.00	\$0.00	\$44,290.00	\$7,775.91	\$23,328.08	\$20,961.92	\$0.00	\$20,961.92	47.33%
100.2800.616.000.000	Teaching/ Instructional Supplies	\$30,000.00	\$0.00	\$30,000.00	\$139.46	\$17,356.03	\$12,643.97	\$0.00	\$12,643.97	42.15%
100.2800.731.000.000	EQUIPMENT, LEASED-C	\$42,000.00	\$26.00	\$42,026.00	\$4,048.33	\$15,448.39	\$26,577.61	\$0.00	\$26,577.61	63.24%
	Func: Plant Operations - 2800	\$847,151.00	\$10,628.42	\$857,779.42	\$57,871.68	\$309,939.93	\$547,839.49	\$141,087.18	\$406,752.31	47.42%

# Town of New Hartford Board of Education

## BOE GF EXPENDITURE

Fiscal Year: 2024-2025

☐

Include pre encumbrance

☐ Print accounts with zero balance

☒

Filter Encumbrance Detail by Date Range

From Date: 12/1/2024

To Date: 12/31/2024

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2900.510.000.000	PUPIL TRANS.	\$600,336.00	\$0.00	\$600,336.00	\$60,033.60	\$180,100.80	\$420,235.20	\$0.00	\$420,235.20	70.00%
100.2900.511.000.000	TRANS SPEC ED	\$185,500.00	\$0.00	\$185,500.00	\$11,661.22	\$41,785.29	\$143,714.71	\$0.00	\$143,714.71	77.47%
100.2900.512.000.000	FUEL	\$60,000.00	\$5,621.61	\$65,621.61	\$5,618.28	\$19,455.48	\$46,166.13	\$0.00	\$46,166.13	70.35%
	Func: Pupil Transportation - 2900	\$845,836.00	\$5,621.61	\$851,457.61	\$77,313.10	\$241,341.57	\$610,116.04	\$0.00	\$610,116.04	71.66%
100.6100.201.000.000	Medical & Dental Insurance	\$1,444,441.00	\$30,419.76	\$1,474,860.76	\$543.46	\$725,250.93	\$749,609.83	\$2,506.25	\$747,103.58	50.66%
100.6100.204.000.000	Life/Disability Insurance	\$18,390.09	\$0.00	\$18,390.09	\$0.00	\$10,615.58	\$7,774.51	\$0.00	\$7,774.51	42.28%
100.6100.205.000.000	Social Security	\$106,734.00	\$0.00	\$106,734.00	\$7,952.17	\$40,877.99	\$65,856.01	\$48,439.00	\$17,417.01	16.32%
100.6100.206.000.000	Medicare	\$85,723.00	\$0.00	\$85,723.00	\$6,307.85	\$31,335.72	\$54,387.28	\$48,269.18	\$6,118.10	7.14%
100.6100.209.000.000	Pension Fund	\$147,516.00	\$0.00	\$147,516.00	\$100,900.50	\$118,636.28	\$28,879.72	\$26,545.12	\$2,334.60	1.56%
100.6100.211.000.000	Tax Shelter Annuities	\$23,000.00	\$0.00	\$23,000.00	\$1,160.00	\$12,540.00	\$10,460.00	\$8,710.00	\$1,750.00	7.61%
100.6100.214.000.000	Unemployment Compensation	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
100.6100.215.000.000	Workers' Comp	\$48,500.00	\$0.00	\$48,500.00	\$10,429.86	\$31,290.34	\$17,209.66	\$0.00	\$17,209.66	35.48%
100.6100.216.000.000	PARTIAL TUITION REIM.	\$10,000.00	\$0.00	\$10,000.00	\$2,627.50	\$2,627.50	\$7,372.50	\$0.00	\$7,372.50	73.73%
	Func: Employee Benefits - 6100	\$1,909,304.09	\$30,419.76	\$1,939,723.85	\$129,921.34	\$973,174.34	\$966,549.51	\$134,469.55	\$832,079.96	42.90%
	Fund: General Fund - 100	\$9,834,530.59	\$67,994.79	\$9,902,525.38	\$815,599.85	\$3,979,249.94	\$5,923,275.44	\$3,551,675.36	\$2,371,600.08	23.95%
400.1200.112.000.000	Support Staff	\$82,000.01	(\$517.00)	\$81,483.01	\$8,170.00	\$28,511.67	\$52,971.34	\$75,722.06	(\$22,750.72)	-27.92%
400.1200.312.000.000	Pupil Services- Therapies	\$100,860.73	\$0.00	\$100,860.73	\$9,675.75	\$43,164.50	\$57,696.23	\$0.00	\$57,696.23	57.20%
400.1200.616.000.000	Teaching/ Instructional Supplies	\$6,218.30	\$0.00	\$6,218.30	\$0.00	\$0.00	\$6,218.30	\$0.00	\$6,218.30	100.00%
	Func: Special Education - 1200	\$189,079.04	(\$517.00)	\$188,562.04	\$17,845.75	\$71,676.17	\$116,885.87	\$75,722.06	\$41,163.81	21.83%
	Fund: IDEA - 400	\$189,079.04	(\$517.00)	\$188,562.04	\$17,845.75	\$71,676.17	\$116,885.87	\$75,722.06	\$41,163.81	21.83%
410.2200.325.000.000	Curriculum Work	\$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%
410.2210.325.000.000	Curriculum Work	\$43,424.37	\$0.00	\$43,424.37	\$1,005.25	\$1,005.25	\$42,419.12	\$12,416.50	\$30,002.62	69.09%
	Func: OLD Improvement of Instruction - 2210	\$43,424.37	\$0.00	\$43,424.37	\$1,005.25	\$1,005.25	\$42,419.12	\$12,416.50	\$30,002.62	69.09%
	Fund: REAP Grant - 410	\$92,557.37	\$0.00	\$92,557.37	\$1,005.25	\$1,005.25	\$91,552.12	\$12,416.50	\$79,135.62	85.50%
415.2210.320.000.000	ARP ESSER- small Town Right to Read - Prof. Serv.	\$20,800.00	\$0.00	\$20,800.00	\$0.00	\$20,800.00	\$0.00	\$0.00	\$0.00	0.00%
415.2210.616.000.000	ARP ESSER- small Town Right to Read - Supplies	\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$34,729.33	\$674.17	\$0.00	\$674.17	1.90%
	Func: OLD Improvement of Instruction - 2210	\$60,003.50	\$0.00	\$60,003.50	\$0.00	\$59,329.33	\$674.17	\$0.00	\$674.17	1.12%
	Fund: Esser Fund - 415	\$60,003.50	\$0.00	\$60,003.50	\$0.00	\$59,329.33	\$674.17	\$0.00	\$674.17	1.12%
419.1200.112.000.000	Behavioral Health Grant- Payroll 1/1/24	\$11,241.89	(\$1,018.88)	\$10,223.01	\$0.00	\$10,223.01	\$0.00	\$0.00	\$0.00	0.00%

# Town of New Hartford Board of Education

## BOE GF EXPENDITURE

Fiscal Year: 2024-2025

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 12/1/2024

To Date: 12/31/2024

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
419,1200,312,000,000	Behavioral Health- Non-Payroll 1/1/24	\$29,727.50	\$5,272.50	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	0.00%
419,1200,313,000,000	Behavioral Health- Purch. & Tech. Serv. 1/1/24	\$4,000.00	(\$4,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
419,1200,324,000,000	Behavioral Health- In Service 1/1/24	\$753.62	(\$253.62)	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: Special Education - 1200	\$45,723.01	\$0.00	\$45,723.01	\$0.00	\$45,723.01	\$0.00	\$0.00	\$0.00	0.00%
	Fund: Behavior Health Grant - 419	\$45,723.01	\$0.00	\$45,723.01	\$0.00	\$45,723.01	\$0.00	\$0.00	\$0.00	0.00%
421,1200,312,000,000	Pupil Services- Therapies	\$82,760.00	\$0.00	\$82,760.00	\$3,129.00	\$13,219.50	\$69,540.50	\$0.00	\$69,540.50	84.03%
	Func: Special Education - 1200	\$82,760.00	\$0.00	\$82,760.00	\$3,129.00	\$13,219.50	\$69,540.50	\$0.00	\$69,540.50	84.03%
	Fund: ARPA - 421	\$82,760.00	\$0.00	\$82,760.00	\$3,129.00	\$13,219.50	\$69,540.50	\$0.00	\$69,540.50	84.03%
441,1000,112,000,000	Title I-A- Salaries 6/30/24	\$20,126.07	\$0.00	\$20,126.07	\$1,918.29	\$12,818.42	\$7,307.65	\$12,627.65	(\$5,320.00)	-26.43%
	Func: Regular Education - 1000	\$20,126.07	\$0.00	\$20,126.07	\$1,918.29	\$12,818.42	\$7,307.65	\$12,627.65	(\$5,320.00)	-26.43%
441,2210,617,000,000	Title I-A- Supplies 6/30/24	\$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	\$1,918.29	\$12,818.42	\$7,572.83	\$12,627.65	(\$5,054.82)	-24.79%
442,1000,112,000,000	Support Staff	\$3,828.56	\$0.00	\$3,828.56	\$368.70	\$3,525.58	\$302.98	\$2,423.59	(\$2,120.61)	-55.39%
	Func: Regular Education - 1000	\$3,828.56	\$0.00	\$3,828.56	\$368.70	\$3,525.58	\$302.98	\$2,423.59	(\$2,120.61)	-55.39%
442,2210,617,000,000	Title II-A- Supplies 6/30/24	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	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	\$368.70	\$3,525.58	\$552.98	\$2,423.59	(\$1,870.61)	-45.86%
444,2200,324,000,000	Staff Development/ Inservice	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
444,2200,325,000,000	Curriculum Work	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
444,2200,617,000,000	Curriculum Material	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
	Func: Improvements of Instruction - 2200	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
444,2210,324,000,000	Staff Development/ Inservice	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
444,2210,325,000,000	Curriculum Work	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
444,2210,617,000,000	Curriculum Material	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,000.00	\$3,000.00	\$0.00	\$3,000.00	75.00%
	Func: OLD Improvement of Instruction - 2210	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$1,000.00	\$7,500.00	\$0.00	\$7,500.00	88.24%
	Fund: TITLE IV - 444	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$1,000.00	\$17,500.00	\$0.00	\$17,500.00	94.59%
450,1200,560,000,000	Tuition	\$113,196.00	\$0.00	\$113,196.00	\$11,308.54	\$113,196.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: Special Education - 1200	\$113,196.00	\$0.00	\$113,196.00	\$11,308.54	\$113,196.00	\$0.00	\$0.00	\$0.00	0.00%
	Fund: Excess Cost - 450	\$113,196.00	\$0.00	\$113,196.00	\$11,308.54	\$113,196.00	\$0.00	\$0.00	\$0.00	0.00%

Town of New Hartford Board of Education

BOE GF EXPENDITURE

Fiscal Year: 2024-2025

From Date: 12/1/2024

To Date: 12/31/2024

- ☐ 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
Grand Total:		\$10,460,819.32	\$67,477.79	\$10,528,297.11	\$851,175.38	\$4,300,743.20	\$6,227,553.91	\$3,654,865.16	\$2,572,688.75	24.44%

End of Report



*An optional sample policy to consider.*

## **Community Relations**

### **Relations with Youth Organizations**

To provide the best possible educational opportunities for all students, the Board may consider properly submitted proposals for activities offering explorations of areas which are adjunct to or outside the District's curriculum. Whenever appropriate, the Board will co-sponsor such activities with a bona fide youth organization, such as but not limited to, Boy Scouts, Girl Scouts, YMCA/YWCA or Boy's Club. Such sponsorship shall be consistent with law and Board of Education policies, especially those pertaining to nondiscrimination.

Proposals shall be judged on their educational value, relevance to student educational levels, **needs** and interests, and the availability of funds for adequate supervision and transportation.

The Administration will develop a viable proposal in detail with the co-sponsoring organization prior to its submission to the Board for approval.

The Board encourages efforts by the staff, students, youth organizations and the community to make the widest possible range of educational experiences available to the students of the District. Students will be encouraged to take an active part in the planning and implementation of such approved activities.

The Administration, in cooperation with the co-sponsoring organization, will devise and implement procedures to evaluate each approved activity and will report to the Board as requested.

### **BOE Memorandum of Understanding (MOU) with Youth Service Bureau**

The New Hartford Board of Education recognizes that one or more municipalities or a private youth-serving organization may designate a youth service bureau as its agent. Additionally, that youth service bureau ("bureau") may be established by a private youth-serving organization designated to act as the agent of the Board of Education.

Upon request of the youth service bureau that provides services to the Board, the Board shall enter into a Memorandum of Understanding ("MOU") with the youth service bureau. The MOU shall outline the circumstances under which the Board may share student education records with the bureau as required. The bureau shall maintain those records received in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

(cf. 1330 - Use of School Facilities)

(cf. 3515 - Community Use of School Facilities)

## **Community Relations**

### **Relations with Youth Organizations**

Legal Reference: Connecticut General Statutes

10-215c Discrimination in public schools prohibited.

10-239 Use of school facilities for other purposes.

Equal Access Act, 20 U.S.C. ss 4071-4074

Public Act 24-45 An Act Concerning Education Mandate Relief, School Discipline and Disconnected Youth, Sections 23 and 24

Policy adopted:

cps 4/01

rev 9/24

*Developed by Shipman and Goodwin on behalf of CAGE and CAPSS.*

MEMORANDUM OF UNDERSTANDING BETWEEN THE NUTMEG BOARD OF  
EDUCATION AND THENUTMEG YOUTH SERVICE BUREAU

This agreement ("Agreement") is made by and between the Nutmeg Board of Education (the "Board") and the Nutmeg Youth Service Bureau (the "YSB") (collectively, "the Parties").

WHEREAS, section 23 of Public Act 24-45, provides in relevant part:

(b) A local or regional board of education shall, upon request of the youth service bureau that provides services for such board, enter into a memorandum of understanding with such youth service bureau regarding the circumstances under which educational records of students may be shared between the board and the youth service bureau in the provision of services for which such youth service bureau is providing for such board.

(c) Any memorandum of understanding entered into under this section shall require that the local or regional board of education shall provide, and such youth service bureau shall receive and maintain, any educational records of students in a manner that is in accordance with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time, and 34 CFR 99.1 et seq., as amended from time to time.

and,

WHEREAS, the Board and the YSB agree that students and their families working with the YSB can benefit from collaboration between the Board and the YSB, and such collaboration can include school officials sharing educational records of certain students with YSB personnel and YSB officials sharing information about such students with school officials, as contemplated by the enactment of Section 23 of Public Act 24-45, and

WHEREAS, the Board may delegate to the YSB services or functions to support students and their families, and

WHEREAS, access to personally-identifiable student information for YSB personnel providing such services or functions will aid YSB personnel in performing such services or functions on behalf of the Board as described herein

Whereas, YSB personnel performing such services or functions on behalf of the Board may be considered school officials as defined by the regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g at 34 C.F.R. § 99.31(a)(1),

NOW, THEREFORE, the Parties agree to the following:

1. When the Board has delegated responsibilities to the YSB for any of the services and functions listed in Paragraph 2 below, the Board, acting through the Superintendent or designee, may provide YSB personnel providing such services or functions personally-identifiable student information related to the behavior, discipline, disability, attendance, and academic performance of such student or students served by the YSB as required to fulfill such responsibilities.
2. Such services or functions performed by YSB personnel on behalf of the Board may include the following:
  - attendance support and truancy prevention, including participation on attendance review teams in accordance with Conn. Gen. Stat. § 10-198c(b)(2)
  - programming for students subject to exclusionary discipline,
  - behavioral health evaluation,
  - crisis intervention,
  - trauma support,
  - individual therapy, family therapy, or group therapy, teen pregnancy programs,
  - employment and training programs,
  - leadership development programs,
  - mentoring,
  - life skills training,
  - community service,
  - service learning,
  - teen parent education,
  - after-school programming,
  - summer programming.
  - needs assessment and planning,

Nothing in this section shall be construed to require the YSB to deliver services or provide functions other than those specifically agreed to.

3. The Parties agree that the YSB personnel providing such services or functions shall be under the direct control of the Board with respect to the use and maintenance of such education records.
4. The YSB and its personnel shall not use student information, student records and student-generated content for any purposes other than those authorized pursuant to this Agreement.
5. The YSB shall take such actions necessary and establish such protocols necessary to ensure the security and confidentiality of information provided to the YSB in accordance with this Agreement.

6. As to information it receives in accordance with this Agreement, the YSB and its personnel will comply with the provisions of the Family Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended from time to time, and 34 CFR 99.1 *et seq.*, as amended from time to time, as well as with the provisions of the Student Data Privacy Act, Conn. Gen. Stat. § 10-234aa

*et seq.*, as set forth in Appendix A.

7. All obligations assumed by the YSB under this Agreement shall be equally applicable to any employee, agent, volunteer, officer, director, or other individual working with, through, or under the YSB, who has access to any personally-identifiable information from a student educational record. It is the obligation of the YSB to ensure compliance with this provision.

8. This Agreement controls over any prior agreements between the Parties concerning student information.

9. The Board or the YSB may terminate this Agreement by notifying the other party in writing of that action. In such case, at the request of the YSB the Board shall enter into a revised memorandum of understanding with the YSB regarding the circumstances under which the Board may share educational records of students with the YSB in connection with the provision by the YSB of services to the Board.

Agreed to:

NUTMEG BOARD OF EDUCATION

NUTMEG YOUTH SERVICES BUREAU

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Its Superintendent

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Its Director

## APPENDIX A

The following obligations as set forth in Conn. Gen. Stat. are applicable to the YSB as to the use of personally-identifiable student information the Board provides to the YSB in accordance with this Agreement:

- (1) Student information, student records and student-generated content are not the property of or under the control of YSB;
- (2) The Board may request that the YSB delete any student information, student records or student-generated content in the possession of the YSB that is not (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the YSB provided that the Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery;
- (3) The YSB shall not use student information, student records and student-generated content for any purposes other than those authorized pursuant to this Agreement;
- (4) A student, parent or legal guardian of a student may review personally identifiable information contained in student information, student records or student-generated content and correct erroneous information, if any, in such student record by requesting that the YSB make that correction;
- (5) The YSB shall take appropriate actions designed to ensure the security and confidentiality of student information, student records and student-generated content;
- (6) The YSB shall notify the Board, in accordance with the provisions of Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student information, student records or student-generated content;
- (7) The YSB shall not retain or have access to student information, student records or student-generated content upon the expiration of this Agreement;
- (8) The YSB and the Board shall ensure compliance with the Family Educational Rights and Privacy Act, 20 USC 1232g, as amended from time to time;
- (9) The laws of the state of Connecticut shall govern the rights and duties of the YSB and the Board; and
- (10) If any provision of this Agreement or the application of this Agreement is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this Agreement that can be given effect without the invalid provision or application.





*A policy to consider.*

## **Personnel -- Non-Certified**

### **Paraeducators/Title I Paraeducators**

All support staff positions in the school system shall be established initially by the Board.

All paraeducators who provide instructional support for students in Title I Schoolwide Programs and Targeted Assistance Programs shall meet the qualifications set forth in federal law and regulations.

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

### **Paraeducators**

The Board shall employ teacher aides to work under the general supervision of the Superintendent and to assist teachers in such duties as:

1. Managing and maintaining records, materials, and equipment.
2. Attending to the physical needs of children.
3. Performing other limited services to support teaching duties when such duties are determined and directed by a teacher or administrator.
4. Lunchroom duties.

### **Qualification**

In compliance with applicable legal requirements, the Board shall require all paraeducators ~~with instructional duties~~ that are hired in a Title I school program to have a secondary school diploma or its recognized equivalent and to have:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an Associate’s or higher degree; or
3. Met a rigorous standard of quality through a formal state or local academic assessment.
4. The district will not hire Title I paraeducators who do not meet these standards.

Exception to these requirements may be made with regard to paraeducators who act as translators or who coordinate parent involvement activities.

The Professional Development and Evaluation Committee shall develop, evaluate, and annually update a comprehensive local professional development plan for paraeducators of the district.

## **Personnel -- Non-Certified**

### **Paraeducators/Title I Paraeducators**

#### **Paraeducators (continued)**

The annual program of professional development shall be made available at no cost to the paraeducator. The program must be at least eighteen (18) hours in length, with a preponderance of time spent in a small group or individual instructional setting. The professional development program must (1) be a comprehensive, sustained and intensive approach to improving paraeducator effectiveness in increasing student knowledge achievement; (2) focus on refining and improving various effective instruction methods that are shared between and among paraeducators; (3) foster collective responsibility for improved student performance; and (4) include training in culturally responsive pedagogy and practice. The program must also be comprised of professional learning that (1) is aligned with rigorous state student academic achievement standards; (2) is conducted among paraeducators at the school and facilitated by principals, coaches, mentors, distinguished educators, or other appropriate teachers; (3) occurs frequently on an individual basis or among groups of paraeducators in a job-embedded process of continuous improvement; and (4) includes a repository of best practices for instruction methods developed by paraeducators within each school that is continuously available to such paraeducators for comment and updating. The principles and practices of social-emotional learning and restorative practices must be integrated throughout the components of the program.

The Board shall offer professional development activities to paraeducators as part of a paraeducator's professional development plan. These professional development activities may be made available directly by the Board of Education, through a RESC or cooperative arrangement with another board, or through arrangements with any CSDE-approved professional development provider. The activities must be consistent with any goals identified by the paraeducator and Board.

Paraeducators are employed so that the certified staff may direct their energies to the students' education. The Principal and the supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraeducator.

In each case, the Board shall approve a statement of job requirements as presented by the Superintendent. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

Only the Board may eliminate a position that it has created.

#### **Title I Paraeducators**

A Title I paraeducator is an individual who provides instructional support for students in a Title I Schoolwide or Targeted Assistance Program, supported with Title I, Part A funds.

## **Personnel -- Non-Certified**

### **Paraeducators/Title I Paraeducators**

#### **Title I Paraeducators (continued)**

Title I paraeducators may perform the following instructional support duties:

- One-on-one tutoring for eligible students if the tutoring is scheduled at a time when the student would not ordinarily be receiving instruction from the regular teacher
- Assist in classroom management
- Conduct parent involvement activities
- Assist in computer instruction
- Provide instructional support in a library or media center
- Act as a translator
- Provide instructional support services under the direct supervision of qualified teachers

Title I paraeducators may assume limited non-instructional duties, even if they benefit non-Title I students, in the same proportion to their total work time as non-Title I paraeducators.

Title I paraeducators do not include individuals who have only non-instructional duties such as providing technical support for computers, providing personal care services or performing clerical duties.

### **Qualifications**

Title I paraeducators must have earned a secondary school diploma or demonstrated through a formal local academic assessment the knowledge of and ability to assist in instructing, as appropriate:

- a. Reading/language arts, writing and mathematics; or
- b. Reading readiness, writing readiness, and mathematics readiness.

### **Requirement Specific to Paraeducators Providing Special Education or Related Services**

Parents of children receiving special education services are required to be notified of their right to have the paraeducator assigned to their child to attend and participate in all portions of the PPT at which an educational program for the child is developed, reviewed, or revised. If the parent, guardian, student, or surrogate parent makes such a request, the Board shall provide the following:

1. Adequate notice of the PPT meeting to the paraeducator, allowing the paraeducator adequate time to prepare.
2. Training, upon request of the paraeducator, on the role of the paraeducator at the meeting.

## Personnel -- Non-Certified

### Paraeducators/Title I Paraeducators

#### Requirement Specific to Paraeducators Providing Special Education or Related Services (continued)

Following the PPT meeting, the paraeducator who is providing special education or related services to the student shall be permitted to view the child's educational program in order to provide services to the student in accordance with the educational program.

Any paraeducator providing special education or related services to a student is required to review the student's IEP with a supervisor as needed.

#### Notice to Parents

An annual written notice shall be provided to parents of students enrolled in a Title I Schoolwide or Targeted Assistance Program telling them they may request information about any paraeducators who provide instructional support for their child. The notice may be combined with a notice regarding Title I teacher qualifications.

**NOTE:** *The requirements outlined in this policy apply to all paraeducators who work in a school that qualifies as a Title I Schoolwide Program, whether or not their salaries are paid with Title I funds. For Targeted Assistance Programs, only those paraeducators who provide instructional support to students in the Title I Program are subject to the requirements.*

Legal Reference:      42 U.S.C. 653(a) Personal Responsibilities and Work Opportunity  
                                 Reconciliation Act  
                                 15 U.S.C. et. seq., Fair Credit Reporting Act  
                                 Section 1111(g)(2)(M), ESEA  
                                 20 C.F.R. 200.59 Federal Regulations  
                                 Public Act 23-159, Section 12  
                                 Public Act 24-41, An Act Concerning Educator Certification, Teachers,  
                                 Paraeducators and Mandated Reporter Requirements, Sections 20-38

Policy adopted:

cps 1/24  
rev 7/24

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*A sample policy to consider.*

## **Students**

### **Electronic Devices**

#### **Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices**

~~The Board of Education (Board) recognizes that many students possess and use cellular telephones and other portable electronic devices. These ubiquitous devices serve an important purpose in facilitating communication between the student and his/her family, as well as serving as tools to access information electronically. In the school setting, such portable electronic devices are permitted providing their use is consistent with this policy and does not distract from the educational process or interfere with safety and security.~~

#### ***Alternate language:***

The Board of Education (Board) is committed to providing a safe, positive and productive learning environment for its students. ~~The Board recognizes that, depending on how they are used, cellular telephones and other wireless communication devices can be either a valuable learning tool or a source of disruption in the learning environment.~~ In order to maintain a secure and orderly learning environment, student use and possession of cellular telephones and other wireless communication devices shall be subject to the limitations set forth in this policy.

There is a growing body of evidence that suggests student access to cellular telephones and other electronic communication devices may be detrimental to student emotional wellbeing and academic growth. Therefore, the use of electronic communication devices and other such technology at school is considered a privilege, not a right.

Students may possess cellular telephones and other wireless communication devices on school property and school-sponsored transportation, provided students adhere to the restrictions contained within this policy. Any unauthorized use of cellular telephones and other wireless communication devices during the instructional school day or at such times as not authorized by the school principal or designee is prohibited, as it disrupts the instructional program or distracts from the educational environment.

1. ***Elementary School Students:*** Elementary school students may possess cellular telephones and other wireless communication devices on school property and school-sponsored transportation, provided such devices are not visible, used, or activated, and are kept in the “off” position throughout the instructional school day. Students must keep their cellular phones and other wireless communication devices stored in a non-visible secure location during the ~~instructional~~ school day.

~~Students may use their cellular phones and other wireless communication devices while waiting for the beginning of the instructional school day or waiting for a school bus at the end of the instructional school day.~~

## **Students**

### **Electronic Devices**

#### **Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices** (continued)

2. ~~*Middle and High School Students:*~~ Middle and high school students may possess cellular telephones and other wireless communication devices on school property and school-sponsored transportation, provided such cellular telephones and other wireless communication devices are not visible, used or activated, and are kept in the "off" position throughout the instructional school day. Middle and high school students must keep their cellular telephones and other wireless communication devices stored in a non-visible secure location. Middle and high school principals may modify the instructional school day to establish other authorized times of use in addition to when students are waiting for the beginning of the instructional school day or waiting for a school bus at the end of the instructional school day, including the designation of areas of the school campus for such use.

#### ***Alternate language:***

Cellular telephones and other wireless communication devices shall be turned off during instructional or class time or at any other time when such use of the device would cause a disruption of school activities. Cellular telephones or other wireless communication devices, which have the capability to take photographs or videos, shall not be used for such purposes while on school property or while a student is engaged in district-sponsored activities unless as expressly authorized in advance by the principal or designee.

#### **OR**

The use of cellular telephones or other wireless communication devices in any manner that disrupts the educational environment or violates the rights of others, including the use of the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Prohibited conduct specifically includes creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Unless otherwise banned by this policy or by the building principal, all cellular telephones or other wireless communication devices must be powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) the use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

## Students

### Electronic Devices

#### Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices (continued)

##### Unauthorized Use of Devices

A student's possession, display or use of a cellular telephone and other wireless communication devices on school property contrary to the provisions of this policy shall be viewed as the unauthorized use of the cellular phone or other wireless communication devices when such possession, display or use of such devices results in conduct which includes, but is not limited to:

- a. Interference with or disruption of the instructional or educational environment.
- b. Use that violates academic integrity, such as reproducing images of tests, communicating test or examination contents or answers, providing access to unauthorized school information, or assisting students in any aspect of their instructional program in a manner that violates school Board policy or the Student Code of Conduct.
- c. The communication of the marks or grades assigned to students resulting from evaluation or the actual contents, or parts thereof, of any evaluation activity being completed by an individual(s).
- d. Use to commit a crime, under federal or state law.
- e. Violation of a student's or other person's reasonable expectation of privacy by using such devices with photographic capabilities in student locker rooms, restrooms, any other student changing areas, or the classroom, whether such use occurs during the instructional school day or on school property. Cellular telephones and other wireless communication devices may not be utilized to take "photographs" or "videos" while on school property, while on school-sponsored transportation or while a student is engaged in school-sponsored activities.
- f. Use in a manner that is profane, indecent, obscene, threatening, discriminatory, bullying or harassing language, pictures or gestures. Cellular telephones and other wireless communication devices which have the capability to take "photographs" or "moving pictures" shall not be used for such purposes while on school property, while on school-sponsored transportation or while a student is engaged in school-sponsored activities.

##### Other Responsible Uses

Cellular telephones and other wireless communication devices are permissible in the following circumstances:

~~**Instructional or Educational Purposes.** There is educational value in utilizing cellular telephones or other wireless communication devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval of the building principal or designee.~~

## Students

### Electronic Devices

#### Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices

##### Other Responsible Uses (continued)

- a. ~~**IEP, 504, or Health Care/Medical Plan.**~~ Students may use cellular phones, wireless communication devices, and other electronic devices during class time when authorized pursuant to ~~an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care/Medical Plan~~ with supportive documentation from the student's physician.
  - ~~**b. Health, Safety or Emergency Reasons.**~~ Exceptions to the restrictions in this policy, ~~in part or in its entirety, may be made for health, safety and emergency reasons by the principal.~~
- b. **School Trips or School-Sponsored Activities.** The use, display, or activation of cellular phones or other wireless communication devices during school trips or school-sponsored activities shall be at the discretion of the principal or designee but shall not be disruptive to the activity.
- c. **Other Reasons.** Other reasons determined appropriate by the principal.

Unauthorized use of these devices is grounds for confiscation by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

##### Responsibility/Liability

Any student who chooses to bring a cellular telephone or other wireless communication device to school shall do so at his or her own risk and shall be personally responsible for the security of his or her cellular phone or wireless communication device. Neither the school personnel nor the Board will assume any responsibility or liability for loss, theft, damage, or vandalism to a cellular phone or other wireless communication device brought onto school property or for the unauthorized use of any such device.

(cf. 5114 – Suspension and Expulsion/Due Process)

(cf. 5131 – Conduct)

(cf. 5131.8 – Off School Grounds Misconduct)

(cf. 5131.82 – Restrictions on Publications and Written or Electronic Material)

(cf. 5131.911 – Bullying)

(cf. 5131.913 – Cyberbullying)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

## **Students**

### **Electronic Devices**

#### **Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices**

Legal Reference: Connecticut General Statutes

10-233j Student possession and use of telecommunications devices

*Eisner v. Stamford Board of Education*, 440 F. 2d 803 (2nd Cir 1971)

*Trachtman v. Anker*, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S. 925 (1978)

*Hazelwood School District v. Ruhlmeir*, 484 U.S. 260, 108 S Ct 562 (1988)

*Bethel School District v. Fraser*, 478 US 675 (1986)

*Tinker v. Des Moines Independent Community Dist.*, 393 US 503, (1969)

Policy adopted:

cps 1/19

reviewed 11/23

revised 8/24

*An administrative regulation to consider.*

## Students

### Electronic Devices

#### Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices

The District recognizes the importance of technology in the educational setting. While cellular telephones and other wireless communication devices may serve as a form of technology, they can pose a significant distraction to the learning environment if used without the direction of the teachers.

The use of electronic communication devices and other technology at school is a privilege, not a right.

#### Definitions

1. A **“cellular telephone or wireless communication device”** is a handheld or worn electronic device that can receive and/or transmit voice, text, or data messages without a cable connection. Such devices may include cellular telephones and digital wireless phones. This definition also includes any current or emerging wireless handheld technologies or portable information technology systems developed for similar purposes.
2. **“School property”** means any school building, bus, or facility, including grounds owned or occupied by the Board. The definition includes the location of a District-sponsored activity as well as transportation provided by the District to attend a District-sponsored activity.
3. **“Instructional School day”** means the moment a student enters the school building until the final dismissal bell. The **“instructional school day”** includes, but is not limited to, **study halls and** any other structured or non-structured instructional activity that occurs during the normal school day, including the administration of examinations, regardless of whether a student is on campus or at an off-campus school-sponsored activity. **The school day is also inclusive of school sponsored transportation.**
4. **“Kept in the “off” position”** means the device is powered completely off and is not simply set to vibrate, silent, standby, hibernation, or airplane mode.

#### Use of Cellular Phones/Electronic Communication Devices at School or School Events

- ~~• The instructional day includes the entire school day from the start of the school bell to the dismissal bell with the exception of the official lunch period at the high school level only.~~
- Students must power off and stow away cell phones and/or electronic communication devices prior to the start of the **instructional school** day.



## **Students**

### **Electronic Devices**

#### **Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices**

##### **Use of Cellular Phones/Electronic Communication Devices at School or School Events (continued)**

- Cell phones and/or electronic communication devices may not be accessed by students during the instructional ~~school~~ day. ~~They may be used appropriately before and after the start of the school day. High school students may access their cell phones and/or electronic communication devices during the official lunch period and during the passing time between classes.~~
- The use of cell phones and/or electronic communication devices is strictly prohibited at all times in locker rooms or restroom areas while at school or a school-related event. Devices used in this manner will be immediately confiscated.
- ~~Individual school schedules may require some minor flexibility as approved by the principal.~~

##### **~~Use of Cellular Telephones and Other Wireless Communication Devices in Classrooms~~**

~~Teachers are encouraged to design lessons where the use of cellular telephones or other wireless communication devices is relevant to the course curriculum. Teachers will notify students when this type of use is authorized.~~

~~Teachers may direct students to use a cellular telephone or other wireless communication device during instructional time. Otherwise, such devices must be turned off or placed on silent and put away prior to the beginning of teaching. Headphones may not be visible during instructional time, and such devices may not be used outside the classroom during instructional time.~~

~~When a cellular telephone or other wireless communication device is in use for academic purposes, students are not permitted to:~~

- ~~• Answer an incoming text message or phone call;~~
- ~~• Be on any social media site;~~
- ~~• Access or play any game or access any entertainment site on their device;~~
- ~~• Access or use any app on their device unless expressly instructed by the teacher;~~
- ~~• Take any picture or video that the teacher has not expressly asked the student to take;~~
- ~~• Upload any picture or video taken in any class to any social media site or website;~~
- ~~• Text message or email any picture or video taken in class to any person, including themselves;~~
- ~~• Access any type of mobile web browsing for any reason unless directed by the teacher; or~~
- ~~• Take any picture, video or text any class assignments or assessments without permission.~~

## Students

### Electronic Devices

#### Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices (continued)

##### Examples of Inappropriate Use

- Student use of cellular telephones or wireless communication devices for personal communication and entertainment and/or games is not permitted during the instructional **school** day. ~~, from the official school start time to the end of the day school dismissal, which includes class periods, lunch period (elementary and middle schools only), and other specified times as determined by the administration.~~
- Communicating or displaying offensive messages, pictures, or language is never permitted at any time during the school day, at a school event, or on school buses. Devices used in this manner will be immediately confiscated.
- Cyberbullying, harassing, intimidating, coercing, threatening, or attacking others is never permitted. Making private information public is never permitted. Devices used in this manner will be immediately confiscated.

##### Enforcement Procedures

- Cellular telephones or other electronic communication devices must be surrendered to district personnel upon demand. Any student refusing to give the device to school personnel will be subject to discipline as provided in the student conduct code.
- All confiscated phones will be turned in at the school office as soon as possible and no later than within 24 hours of being confiscated. Once a cell phone has been confiscated, the following procedures will be used to return the device:
  - The **first time** a cell phone and/or electronic communication device is confiscated, the student or parent/**guardian** can pick it up at the school office no earlier than the end of the school day. The school administration may contact the parent or guardian if needed. ~~(Or: The teacher confiscates and returns to the student at the end of class.)~~
  - The **second time** a cell phone and/or electronic communication device is confiscated, it can be picked up at the school office **by the parent/guardian**. ~~(or: Teacher confiscates, gives the device to the office, and office returns to the student at the end of the school day.)~~
  - ~~The **third time** a cell phone and/or electronic communication device is confiscated, the teacher gives the device to the office, and the office notifies the parent to come pick it up at their convenience.~~
  - **Repeated offenses** within the same school year, will result in the confiscation of the phone and returned only to the parent/**guardian** after a meeting with the parent and student and appropriate disciplinary action is determined. **May result in loss of privilege.**

Regulation approved:

rev 11/23

rev 8/24



## **Bylaw 9030(a)**

### **Bylaws of the Board**

#### **Commitment to Democratic Principles in Relation to Community, Staff, Students**

##### **Board-Staff Communications**

The New Hartford Board of Education recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas -- administration, policy and philosophy. While the Board recognizes the necessity for Board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

##### **1. Staff Communications to the Board**

All formal reports to the Board or any Board committee from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. (cf. [4135.4](#) and 4235.4 re Complaints/Grievances)

Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate first hand the Board's deliberations on problems of staff concern.

##### **2. Board Communication to Staff**

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions. (cf. [9020](#) - Public Statements)

##### **3. Visits to Schools**

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.

## **Bylaw 9030(b)**

### **4. Social Interaction**

Staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education members are expected to avoid discussion of:

- A. Matters that are, or have the potential of becoming, the subject of an executive session;
- B. Information and data contained in personnel records protected by the privacy act;
- C. Contested issues that may require final resolution by the Board.

(cf. 1250 – Visits to the Schools)

(cf. [2220](#) - Representative and Deliberative Groups re staff involvement in decision making)

(cf. [5145](#) - Civil and Legal Rights & Responsibilities)

(cf. [9133](#) - Special/Advisory Committee re: staff advisory committee and student advisory committee)

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

**Bylaw adopted by the Board: January 17, 2006**

## November 2024 Edition

### Program spotlight... **School-Based Mental Health Services**

- School-Based Mental Health Services – we provide mental health support in 32 K-12 schools in the northwest corner as well as a variety of school climate and belonging professional learning to districts across the state.
- Recently, 12 of our School Based Mental Health providers attended a 3-day National 2024 SEL Exchange Conference in Chicago from November 12-14th. The event was hosted by CASEL and focused on all aspects of social emotional learning and skills.



### Program happenings...

- Our own Dan Cocchiola from the College and Career Accelerator program recently had an article published in District Administration magazine – you can read it here. <https://districtadministration.com/a-look-at-several-programs-accelerating-opportunities-for-students/>
- The Grants & Special Programs Department is excited to share that we have already trained 1,729 adults and high school students within the first three years of our 5-year Mental Health Awareness Training program (MHAT – Western CT). Funded by SAMHSA, this initiative is empowering people in our community to recognize the signs of mental health challenges and suicidal ideation, and to connect those in need with mental health support services. Diane Cassidy, our program coordinator and lead instructor, has been instrumental in driving this success.

### Other November highlights...

- We hosted our 3<sup>rd</sup> Annual Veterans Day ceremony where we honor the service of EdAdvance employees who served their country.
- Our Talent and Development Officer, Tracey Lay, was honored at the 35th Anniversary Gala of the Connecticut Network for Children and Youth for her many years of service to the constituents of this community. The semi-formal ball and ceremony was held at the Hartford Marriott on November 8th. Tracey also was part of the keynote and was an honored guest for the evening.
- The Extended Leadership Team engaged in a meaningful morning of professional learning provided by social justice advocate Howard Ross.



### Of interest to all staff...

- We should all be proud that once again our staff have answered the call, donating all the Torrington Youth Service Bureau's Angel's Wish Program's primary requests (over 75 wishes granted).



## How has EdAdvance served **NEW HARTFORD** in 2023-2024?

### *General Membership Resources:*

- Customized access to services and programs that support your district goals.
- On-going information targeted to your district's individual needs.
- Capabilities to move forward local and regional programs.
- Quick resource to answer frequent staff questions.
- Links to major state and federal education activities.

### *Adult & Community Services*

Twenty-six community members participated in EdAdvance's **Adult & Continuing Education's Non-Mandated enrichment activities** such as arts and crafts, computer training, finance, languages, personal development, and recreation and leisure.

EdAdvance continues to deliver statewide professional development for adult education agencies through the **Adult Training & Development Network (ATDN and Digital ATDN)**. The professional development sessions are designed for adult education administrators, educators, and staff. One participant from your district attended various forms of professional development, which included training (live and on-demand), workshops, curated resources, podcasts, and an annual conference presented by ATDN in collaboration with CSDE and EdAdvance.

**EdAdvance Adult & Continuing Education's Mandated program** provides instruction for adult learners in English as a Second Language (ESL), Citizenship, a choice of three high school completion programs: General Education Development (GED), National External Diploma Program (NEDP), and High School Credit Diploma (CDP) and pre-GED (math and reading remediation). Four community members participated in these programs.

### *Direct Services to Districts*

Staff from your district attended meetings of EdAdvance's regional **Curriculum Council**. Discussion included issues related to curriculum, assessment, and instruction.

EdAdvance's **Food Services** program provided a range of services through management and sponsorship of the National School Lunch and Breakfast program in your school district.

Staff from your district attended meetings of EdAdvance's regional **Language Arts Council**. Participants discussed state literacy initiatives related to student achievement, teacher pedagogy, and upcoming professional opportunities for teachers.

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please visit us online at [www.edadvance.org](http://www.edadvance.org)*

EdAdvance's **School Climate and Mental Health Services** program provided your district a part-time school based mental health provider that offered classroom lessons for building a kind and caring school environment. This school counselor also offered individual and small group counseling to promote social skills and assist in building positive relationships.

Staff from your district attended meetings of EdAdvance's regional **Social Studies Council**. Topics of discussion included African American/Black/Latin American/Puerto Rican Curriculum, Social Studies Frameworks Revision, K-8 Model Social Studies Curriculum, and Native American Legislation.

### ***Early Childhood Programs & Services***

**Early Head Start** is a home-based, child development program designed for low-income pregnant women and families with infants and toddlers from birth to three years old. This comprehensive program supports families by offering weekly home visits, playgroups, and parent activities. It focuses on enhancing prenatal care, health, nutrition, child development, education, and social services, ensuring a holistic approach to family well-being and early childhood growth. One child and their family from your district received these services.

**EdAdvance Birth to Three** is a comprehensive early intervention program that provides developmental evaluations, autism evaluations, natural-environment general and autism-specific early intervention services, and family support for children with significant developmental delays. Seven children from your community received these services.

**Head Start** is a federal child development program that provides preschool opportunities to low-income children aged three to five. The program offers a wide range of comprehensive services to both children and their families, focusing on health, mental health, education, nutrition, and social services. Additionally, it promotes parent support and engagement through various activities, ensuring a holistic approach to early childhood development and family well-being. Two children and their families from your district received these services.

### ***Professional Development***

One staff member from your district attended the **Getting Ready to Use the Devereux Student Strengths Assessment (DESSA) System** workshop.

Six staff members attended a **Restorative Practices** training.

Five staff members from your district attended the **State Mandate Support Day** to receive support to meet the requirements of recently passed legislatively mandated district plans and products.





Staff members from your district attended **TEAM District Facilitator** meetings. Participants learned about state updates related to induction and shared best practices for supporting beginning teachers and their mentors.

Staff members attended the **TEAM Review of Practice (ROP) Collaboration** to ask questions, share practices, build community, and problem-solve challenges.

### ***Student Programs***

**EdAdvance BASES (Before & After School Enrichment Services)** offers licensed, quality, year-round before and after school and summer programming for students K-8 as well as professional development and consultation services for districts and organizations supporting students during out of school time. Twenty-nine students and their families from your district participated in these programs.

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