New Hartford Public Schools

Board of Education Regular Meeting Agenda

7:00 PM on Tuesday, August 19, 2025

Antolini School Library

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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

a. Summer Updates
b. Task Force Update
c. 24/25 Budget
d. Capital Updates
e. Contract Negotiations NHEA
f. Legislative Updates

E. Board of Education Chair's Report

a. Task Force

F. Routine Business

a. Approval of Minutes - June 3, 2025
b. Expenditure Report

G. New Business

a. Task Force Selection

H. Old Business

a. Plant Facility & Transportation update- HVAC
b. Policy and Regulations - Students P5111.3 (2nd read)
c. Policy and Regulations - Students P5118 (2nd read)

I. Reports

a. EdAdvance

J. Public Comment - (For Agenda Items Only)

K. Adjournment

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

https://www.youtube.com/channel/UCX-_ZlomWmjG81dc_QM3rfg

STATE OF CONNECTICUT
STATE BOARD OF EDUCATION

TO: Jeffrey F. Sousa, Superintendent
New Hartford Public Schools

FROM: Dr. Shuana K. Tucker
Chief Talent Officer

DATE: July 7, 2025

SUBJECT: Confirmation of 2025-26 Evaluation and Support Plan (ESP) Checklist Submission

This serves to confirm submission of New Hartford Public Schools' 2025-26 Leader and Educator Evaluation and Support Plan (ESP) Checklist indicating the continued use of the most recent CT State Department of Education (CSDE) approved ESP for the 2025-26 school year. Please confirm with your local Board of Education that the CSDE has approved your submission.

Thank you for your diligent efforts in working toward the shared goal of continuous support and development of school and district leaders and educators to improve outcomes for all students.

You may submit any questions via email to the CSDE consultant for your region listed below.

RESC Region	Consultant	E-mail	Phone
CES, EdAdvance, LEARN and APSEPs	Sharon Fuller	Sharon.Fuller@ct.gov	860-713-6814
ACES, CREC, EASTCONN	Jessica G. Ocasio, Ed.D.	Jessica.G.Ocasio@ct.gov	860-713-6717

SKT:jgo

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

Gmail

Jeffrey Sousa <sousaj@newhtfd.org>

Task Force

1 message

Samantha Wald <samantha.nhpto@gmail.com> Wed, Jun 4, 2025 at 3:30 PM
To: Timothy Klepps <kleppst@newhtfd.org>
Cc: Jeffrey Sousa <sousaj@newhtfd.org>

Good afternoon Tim,

I would like the opportunity to be involved in the task force for the future of NHPS as possible avenues are investigated.

Thank you!

Samantha Wald
NH PTO President

Sent from my iPhone- please excuse any typos. Thank you!

New Hartford Public Schools

Board of Education Regular Meeting

7:00PM on Tuesday, June 3, 2025

Ann Antolini School - Library

Present: Superintendent Jeffrey Sousa; Chairman Timothy Klepps; Vice Chairman Thomas Buzzi

Board Members: Megan Albert; Penny Miller (Board Secretary); Frank Rodenberg; Timothy Russell and Deirdre Tindall

Board Members Absent: Erik Perotti and Kristin Young

Additional Present: Kelly Carroll; Amy Kennedy and other members of the public

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

A. Pledge of Allegiance

B. Order of Business

Chairman Timothy Klepps has requested to add "line-item transfers" to the agenda to adjust the current 2024-2025 budget.

MOTION by Thomas Buzzi to add line-item transfers to the agenda under routine business. Second by Frank Rodenberg.

UNANIMOUS
Motion Passes

C. Communications to the Board of Education/Public Comment

Mr. Klepps recognized there was one communication received by Jon Puz. In addition, there have been two communications, one from Daniel Jerram (on behalf the Board of Selectman) in response to the joint task force invitation sent by the Board of Education and second an information request to Mr. Sousa from Daniel Jerram. These documents are attached.

No Public Comment

D. Superintendent s Report

Student Representative, Dexter Cerutto gave the last update for the current school year. Preschool students have studied space and created their own rocket ship. Kindergarten students took their first field trip and learned about weather around the world. First graders learned about birds and how their body parts helped them survive. In May the students took a field trip to Ripley Waterfowl Conservancy in Litchfield. Second graders took a field trip to the Yale Peabody Museum where they learned about fossils and paleontologists. Second graders were assigned pen pals who met each other at Ann Antolini School. Superintendent Sousa awarded certificates to the student representatives, Dexter Cerutto and Emma Jack.

Litchfield County Superintendent's Award

- Superintendent Sousa announced the Litchfield County Superintendent s Award to Tyler Bouchard and Olivia Pratt. These two students have been acknowledged for their accomplishments on May 6, 2025.

Personnel Report / Update on 25-26 NHPS budget (Instructional Assistant & Clerical Aide) / Collective Bargaining - NHEA

- Bittersweet, Ms. Marie Kitch, a school nurse, is in attendance as Mr. Sousa recognized Ms. Kitch for her 24 years of service at New Hartford Public Schools. She has decided to retire, Mr. Sousa has presented her with an award.
- The Celebration of Learning was successful thanks to Heather Mathes and Dr. Kelly Carroll.
- There are unclaimed funds from the State of Connecticut, in the amount of $253.97 which Mr. Sousa has requested.
- The school band and chorus spring concert and field day took place.
- The teacher evaluation plan has been reviewed, the PEDAC committee met, and teachers are happy with new plan in place. There was a recommendation to make no changes at this time.
- The Instructional Assistant and Clerical aid position have been reinstated to the 2025-2026 Board of Education budget.
- In the fall negotiations will happen with teachers.

E. Board of Education Chair's Report

Chairman Klepps informed the Board of Education, a letter dated May 8, 2025, was sent out on behalf of the Board of Education regarding the "Joint Task Force Invitation" to both the Board of Selectman and Board of Finance. The Board of Education heard back from both expressing their interest in being involved. There are further details to be discussed and any volunteers from the Board of Education who are interested are encouraged to participate.

F. Routine Business

Minutes - May 6, 2025, and May 19, 2025

Approval of Minutes: May 6, 2025 (Regular), and May 19, 2025 (Special)

MOTION by Frank Rodenberg to approve meeting minutes from May 6, 2025 (Regular), and May 19, 2025 (Special). Second by Thomas Buzzi.

UNANIMOUS
Motion Passes

Penny Miller questioned Mr. Sousa about several line items. First the professional development line, there was $1,500 budgeted and $3,000 has been spent. Ms. Miller is curious what caused the $1,500 overage. Then under custodian substitute salaries, there was $2,000 budgeted and more has been spent. What caused this overage in budget? Ms. Miller requested Superintendent Sousa of a ballpark estimate where the Board of Education will be at the conclusion of the current 2024-2025 budget year. Mr. Sousa informed Ms. Miller the outplacement tuition has changed and the projection is close to a net zero. Mr. Sousa's reply to Ms. Miller's inquiries is attached.

Expenditure Report

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

UNANIMOUS
Motion Passes

Line-Item Transfers

Line-item transfers (added to the agenda at the beginning of the meeting), is to cover high-cost expenses. Superintendent Sousa has come before the Board of Education with line-item transfer requests. There were savings from the projected medical insurance in the amount of $185,000, which has been requested to cover Tuition-SPED and legal fees. See the attached 2024-2025 budget transfer requests document provided by Mr. Sousa.

MOTION by Penny Miller to approve the 2024-2025 budget (line item) transfers as requested. Second by Deirdre Tindall.

UNANIMOUS
Motion Passes

G. New Business

Approval of Revised Job Descriptions (new duties or responsibilities) for:

1. Data Systems Specialist (Union)
2. Director Information Technology (Non-Union)
3. Manager, Finance & Human Resources (Non-Union)
4. Executive Assistant to the Superintendent of Schools (Non-Union)
5. Administrative Assistant to the Director of Student Services (Union)

Superintendent Sousa agreed to provide contracts for the Board's informational purposes.

MOTION by Thomas Buzzi to accept the job descriptions for the five positions listed:

1. Data Systems Specialist
2. Director Information Technology
3. Manager, Finance & Human Resources
4. Executive Assistant to the Superintendent of Schools
5. Administrative Assistant to the Director of Student Services

Second by Timothy Russell.

UNANIMOUS
Motion Passes

Thomas Buzzi inquired if these positions are currently filled. The only position not filled is the Executive Assistant to the Superintendent of Schools (Janet Terenzi retired), the other four positions are filled. The Data Systems Specialist and Administrative Assistant to the Director of Student Services are union positions; the other three positions are non-union positions.

Frank Rodenberg asked how salaries are determined. He suggested it would be good to know what positions are paid. The negotiations committee is informed of contractual increases. When positions are not a part of a bargaining unit, the salary is left up to the discretion of the Superintendent of Schools. Mr. Sousa informed the Board that the Executive Assistant to the Superintendent of Schools position has been posted and there are candidates applying.

Policy and Regulations - Students P5111.3 – Protection of Undocumented Students (*1st Read*)

This policy is in place as a process if there are issues with undocumented students, how to train staff and to not interfere with any investigation. The importance of the policy is for everyone to understand if an agent of ICE were to come into the school, there would not be any interference, should this occur. This new policy is recommended by CABE. If there is an individual who needs resources, they can find those direct legal services through the policy. Thomas Buzzi questioned the wording in bottom paragraph about "their" immigration status. The word "their" means a member of the community.

Policy and Regulations - Students P5118 – Non-Resident Attendance (*1st Read*)

There has been an update to non-resident attendance, the policy change defines non-residents, how people can demonstrate residency and what tuition is for non-residents, request yearly was not clear before. The changes tighten parents requesting their children to attend school in New Hartford that do not live in New Hartford. This is not a new policy it has existed. There were changes like the April 1st component and tuition payments. Ms. Miller asked how often non-resident students come to New Hartford, Mr. Sousa noted 3-5 per year which could be due to families moving in or out of New Hartford in the middle of a school year.

Chairman Timothy Klepps would like to receive copies of the policies with the changes highlighted to be able to see the change, a clear identification of the changes made.

H. Old Business

I. Reports

Plant Facility Subcommittee – Thomas Buzzi reported on HVAC which dates back several meetings. HVAC reports are available online on the NHPS website. There has been a Phase 1 evaluation. There is a suggestion to change from an oil-fired system to a propane fired system. There are some areas in the school that are not up to code but are not unsafe as they grandfather because they were built prior to code. Within five years, schools need to be brought up to code. There is a proposal letter by Petrucelli who made recommendations for Phase 2, which would give information on what needs to be done and what it would cost thereof for each school, at $4,900 per school. This would allow the Board of Education to come up with a plan to implement changes within the next five years. The $4,900 per school if for Petrucelli to engage in a feasibility study at each location. Currently the boiler at Antolini is an issue if something goes wrong, there are limited resources for support to fix it. Chairman Klepps proposed at the next meeting in August; the Board explore the use of non-lapsing account funding and make a recommendation. There needs to be much further exploration through this process.

Curriculum Subcommittee - In year two ELA education students are producing high quality work. The next task will be the revised report card committee.

EdAdvance – Deirdre Tindall gave an update; many have written letters in response to losing funding of 8.7 million for mental health services. Many educational leaders crafted a response to the federal government and many Superintendents sent letters requesting them to reconsider taking the funding away. In April the Department of Health has closed five offices, monitoring this closely. Stay tuned.

J. Public Comment - (For Agenda Items Only)

Jay Bailey of 575 Main Street expressed his disappointment that the Board of Education was not at the Town Meeting currently taking place. Mr. Bailey questioned the Board of Education regarding the non-lapsing account, an account with funds from a previous budget year, not being used. His concern is there is an account with funding that the Board of Education is not using. He stated the Board of Education has funds to cover the positions cut, although chose not to use it. He expressed concern that there are three schools open and the taxpayers are

spending extra money that could be saved by consolidation. He stated there is seating for 1,150 students. Mr. Bailey asked Chairman Klepps if the schools were full, Mr. Klepps advised Mr. Bailey he cannot reply to the public comment.

K. Executive Session

Superintendent Evaluation; Safety and Security, Personnel Matters

MOTION by Penny Miller to enter Executive Session at 8:04PM and invite Superintendent Sousa to join. Second by Timothy Russell.

UNANIMOUS
Motion Passes

Everyone in attendance left the meeting.

The Board of Education and Superintendent Sousa remained for Executive Session.

Motions following Executive Session were provided by Superintendent Sousa.

Executive Session ended at 9:18PM.

MOTION by Frank Rodenberg to extend the Superintendent's contract for 3 years with a 2.5% increase for 2025/2026. Second by Thomas Buzzi.

UNANIMOUS
Motion Passes

L. Adjournment

MOTION by Thomas Buzzi to adjourn the meeting at 9:20PM. Second by Frank Rodenberg.

UNANIMOUS
Motion Passes

Respectfully submitted by,
Elizabeth Domas, Recording Secretary

Recorded Regular and Special Board of Education meetings will be posted to:
https://www.youtube.com/channel/UCX-_ZlomWmjG81dc_QM3rfg

Attachments: *(Filed with the Town Clerk and available upon request, or see links included if available)*

Jon Puz Email (May 20, 2025)

Task Force Invitation Letter (from BOE to BOS and BOF, May 8, 2025)

2024-2025 Budget Transfer Requests

Silver Petrucelli + Associates Letter to Sousa/NHPS (dated May 6, 2025)

EdAdvance Letter (dated May 21, 2025)

EdAdvance (dated April 3, 2025)

Daniel Jerram to State Treasurer (on behalf of Mr. Sousa, unclaimed funds, May 12, 2025)

Daniel Jerram (BOS) Letter to Sousa/Board of Education (Regarding Joint Task Force, May 30, 2025)

Daniel Jerram to Sousa (NHPS – Information Request, May 21, 2025)

Sousa to Dan Jerram (Response to NHPS – Information Request, May 22, 2025)

Sousa to Board Member (Inquiry Response for custodial substitute and professional development, dated June 4, 2025)

Department of Education – Negotiation Notice

Letter from other Educational Leaders Regarding Loss in Mental Health Service Funding

Agreement of Employment – Paul Carmen (IT)

Agreement of Employment – Amy Norton (Manager of HR and Finances)

(5) Job Descriptions:
1. *Data Systems Specialist*
2. *Director Information Technology*
3. *Manager, Finance & Human Resources*
4. *Executive Assistant to the Superintendent of Schools*
5. *Administrative Assistant to the Director of Student Services*

Gmail Jeffrey Sousa <sousaj@newhtfd.org>

Follow up on inquiries/requests

1 message

Jeffrey Sousa <sousaj@newhtfd.org> Wed, Jun 4, 2025 at 4:16 PM
To: BOE Members <boe@newhtfd.org>, Elizabeth Domas <EDomas@newhartfordct.gov>

Good afternoon incredible Board Members,

At last night's meeting I was asked:
1.) Why is there an overage in the substitute custodian line 100.2800.114.000.000?
This was necessary to cover FMLA.

2.) Why is there an overage in the professional development line 100.2400.324.000.000?
This is new hire training for our Data Systems Specialist.

To inform the Board of at will employee contracts I have also attached the two contracts.

Thank you and have a wonderful afternoon.

Respectfully,
Jeffrey F. Sousa
Superintendent
New Hartford Public Schools
860.379.8546
Sousaj@newhtfd.org

Town of New Hartford Board of Education

BOE GF EXPENDITURE

From Date: 8/1/2025 To Date: 8/31/2025

Fiscal Year: 2025-2026

☐ 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	$2,605,513.00	$0.00	$2,605,513.00	$0.00	$524.76	$2,604,988.24	$2,605,409.60	($421.36)	-0.02%
100.1000.112.000.000	Support Saff	$79,546.00	$0.00	$79,546.00	$0.00	$0.00	$79,546.00	$64,909.85	$14,636.15	18.40%
100.1000.114.000.000	Substitutes	$70,000.00	$0.00	$70,000.00	$0.00	$0.00	$70,000.00	$0.00	$70,000.00	100.00%
100.1000.116.000.000	Stipends	$23,655.00	$0.00	$23,655.00	$0.00	$0.00	$23,655.00	$0.00	$23,655.00	100.00%
100.1000.313.000.000	Evaluation & Other services	$10,500.00	$0.00	$10,500.00	$0.00	$3,576.00	$6,924.00	$0.00	$6,924.00	65.94%
100.1000.320.000.000	Purch Services	$13,745.00	$40.00	$13,785.00	$0.00	$0.00	$13,785.00	$0.00	$13,785.00	100.00%
100.1000.431.000.000	Equip Repairs	$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	$18,370.00	$0.00	$18,370.00	$0.00	$0.00	$18,370.00	$0.00	$18,370.00	100.00%
100.1000.591.000.000	Travel	$750.00	$0.00	$750.00	$0.00	$23.80	$726.20	$0.00	$726.20	96.83%
100.1000.616.000.000	Teaching/ Instructional Supplies	$24,500.00	$0.00	$24,500.00	$0.00	$1,486.67	$23,013.33	$578.48	$22,434.85	91.57%
100.1000.641.000.000	Material	$25,500.00	$0.00	$25,500.00	$0.00	$8,478.75	$17,021.25	$11,825.62	$5,195.63	20.38%
100.1000.642.000.000	Periodicals	$2,700.00	$0.00	$2,700.00	$0.00	$1,953.25	$746.75	$460.63	$286.12	10.60%
100.1000.730.000.000	Equipment	$1,200.00	$0.00	$1,200.00	$0.00	$182.83	$1,017.17	$139.99	$877.18	73.10%
	Func: Regular Education - 1000	$2,876,904.00	$40.00	$2,876,944.00	$0.00	$16,226.06	$2,860,717.94	$2,683,324.17	$177,393.77	6.17%
100.1200.111.000.000	Staff	$1,149,959.00	$14,375.00	$1,164,334.00	$4,909.92	$21,808.25	$1,142,525.75	$1,205,214.48	($62,688.73)	-5.38%
100.1200.112.000.000	Support Saff	$669,997.00	$0.00	$669,997.00	$1,507.52	$3,530.40	$666,466.60	$598,557.76	$67,908.84	10.14%
100.1200.114.000.000	Substitutes	$7,845.00	$0.00	$7,845.00	$0.00	$0.00	$7,845.00	$0.00	$7,845.00	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%
100.1200.312.000.000	Pupil Services- Therapies	$50,000.00	$0.00	$50,000.00	$0.00	$810.00	$49,190.00	$0.00	$49,190.00	98.38%
100.1200.313.000.000	Evaluation & Other services	$16,500.00	$0.00	$16,500.00	$0.00	$0.00	$16,500.00	$0.00	$16,500.00	100.00%
100.1200.314.000.000	Testing Supplies	$20,000.00	$0.00	$20,000.00	$0.00	$1,109.17	$18,890.83	$0.00	$18,890.83	94.45%
100.1200.324.000.000	Staff Development/ Inservice	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$2,500.00	$0.00	$2,500.00	100.00%
100.1200.560.000.000	TUITION	$475,000.00	$0.00	$475,000.00	$0.00	$26,502.13	$448,497.87	$1,023.75	$447,474.12	94.21%
100.1200.591.000.000	TRAVEL	$850.00	$0.00	$850.00	$0.00	$0.00	$850.00	$0.00	$850.00	100.00%
100.1200.616.000.000	OFFICE SUPPLIES-C	$4,500.00	$0.00	$4,500.00	$0.00	$0.00	$4,500.00	$0.00	$4,500.00	100.00%
100.1200.730.000.000	Equipment	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	$4,000.00	$0.00	$4,000.00	100.00%
100.1200.890.000.000	DUES & FEES	$1,038.00	$0.00	$1,038.00	$0.00	$563.00	$475.00	$0.00	$475.00	45.76%
	Func: Special Education - 1200	$2,403,189.00	$14,375.00	$2,417,564.00	$6,417.44	$54,322.95	$2,363,241.05	$1,804,795.99	$558,445.06	23.10%
100.1300.560.000.000	ADULT EDUCATION	$7,086.00	$0.00	$7,086.00	$0.00	$0.00	$7,086.00	$0.00	$7,086.00	100.00%
	Func: Adult Education - 1300	$7,086.00	$0.00	$7,086.00	$0.00	$0.00	$7,086.00	$0.00	$7,086.00	100.00%
100.2100.112.000.000	Support Saff	$139,646.00	$0.00	$139,646.00	$0.00	$0.00	$139,646.00	$137,660.00	$1,986.00	1.42%
100.2100.114.000.000	Substitutes	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	$0.00	$3,500.00	100.00%
100.2100.320.000.000	Purch Services	$3,000.00	$0.00	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$0.00	0.00%

BOE GF EXPENDITURE

From Date: 8/1/2025 To Date: 8/31/2025

Fiscal Year: 2025-2026

☐ 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	$255.00	$0.00	$255.00	$0.00	$0.00	$255.00	$0.00	$255.00	100.00%
100.2100.616.000.000	Teaching/ Instructional Supplies	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$3,000.00	100.00%
100.2100.730.000.000	Equipment	$475.00	$0.00	$475.00	$0.00	$0.00	$475.00	$189.99	$285.01	60.00%
100.2100.890.000.000	DUES & FEES	$141.00	$0.00	$141.00	$0.00	$0.00	$141.00	$0.00	$141.00	100.00%
	Func: Health Services - 2100	$150,017.00	$0.00	$150,017.00	$0.00	$3,000.00	$147,017.00	$137,849.99	$9,167.01	6.11%
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	$16,000.00	$0.00	$16,000.00	$0.00	$162.18	$15,837.82	$0.00	$15,837.82	98.99%
100.2200.325.000.000	Curriculum Work	$12,000.00	$0.00	$12,000.00	$0.00	$2,389.86	$9,610.14	$0.00	$9,610.14	80.08%
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	$5,500.00	$0.00	$5,500.00	$0.00	$520.00	$4,980.00	$1,991.10	$2,988.90	54.34%
100.2200.641.000.000	Material	$27,650.00	$0.00	$27,650.00	$0.00	$1,844.07	$25,805.93	$0.00	$25,805.93	93.33%
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	$62,500.00	$0.00	$62,500.00	$0.00	$4,916.11	$57,583.89	$1,991.10	$55,592.79	88.95%
100.2300.320.000.000	Purch Services	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$3,000.00	100.00%
100.2300.616.000.000	Teaching/ Instructional Supplies	$550.00	$0.00	$550.00	$0.00	$0.00	$550.00	$0.00	$550.00	100.00%
100.2300.641.000.000	Material	$14,443.00	$0.00	$14,443.00	$0.00	$4,457.00	$9,986.00	$2,632.76	$7,353.24	50.91%
100.2300.730.000.000	Equipment	$700.00	$0.00	$700.00	$0.00	$0.00	$700.00	$0.00	$700.00	100.00%
100.2300.890.000.000	DUES AND FEES	$538.00	$0.00	$538.00	$0.00	$0.00	$538.00	$0.00	$538.00	100.00%
	Func: Library Media - 2300	$19,231.00	$0.00	$19,231.00	$0.00	$4,457.00	$14,774.00	$2,632.76	$12,141.24	63.13%
100.2400.111.000.000	Staff	$74,750.00	$0.00	$74,750.00	$2,875.00	$11,500.00	$63,250.00	$63,250.00	$0.00	0.00%
100.2400.112.000.000	Support Saff	$55,289.00	$0.00	$55,289.00	$1,712.48	$3,593.15	$51,695.85	$52,597.60	($901.75)	-1.63%
100.2400.321.000.000	TECHNICAL/LICENSES-C	$44,308.00	$0.00	$44,308.00	$0.00	$3,553.64	$40,754.36	$1,490.69	$39,263.67	88.62%
100.2400.324.000.000	PROFESSIONAL DEVELOPMENT	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
100.2400.407.000.000	REPAIRS/MAINTENANCE-C	$17,750.00	$0.00	$17,750.00	$0.00	$0.00	$17,750.00	$1,104.87	$16,645.13	93.78%
100.2400.591.000.000	TRAVEL	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	$0.00	$400.00	100.00%
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	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
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	$204,597.00	$0.00	$204,597.00	$4,587.48	$18,646.79	$185,950.21	$118,443.16	$67,507.05	33.00%
100.2500.315.000.000	LEGAL	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	$0.00	$50,000.00	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	$700.00	$0.00	$700.00	$0.00	$0.00	$700.00	$0.00	$700.00	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%

BOE GF EXPENDITURE

From Date: 8/1/2025 To Date: 8/31/2025

Fiscal Year: 2025-2026

☐ 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
100.2500.890.000.000	DUES & FEES	$8,550.00	$0.00	$8,550.00	$0.00	$770.23	$7,779.77	$1,391.00	$6,388.77	74.72%
	Func: Board of Education - 2500	$61,625.00	$0.00	$61,625.00	$0.00	$770.23	$60,854.77	$1,391.00	$59,463.77	96.49%
100.2600.111.000.000	Staff	$190,275.00	$0.00	$190,275.00	$7,318.27	$29,273.08	$161,001.92	$161,001.92	$0.00	0.00%
100.2600.112.000.000	Support Saff	$162,644.00	$0.00	$162,644.00	$4,413.73	$16,921.80	$145,722.20	$135,005.48	$10,716.72	6.59%
100.2600.113.000.000	SALARIES, SPECIAL PROJECTS	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
100.2600.320.000.000	PROF/TECH SERVICES	$16,260.00	$0.00	$16,260.00	$2,500.00	$11,030.61	$5,229.39	$2,500.00	$2,729.39	16.79%
100.2600.324.000.000	WORKSHOPS/CONFERENCES	$3,100.00	$0.00	$3,100.00	$0.00	$525.00	$2,575.00	$0.00	$2,575.00	83.06%
100.2600.591.000.000	TRAVEL-C	$3,450.00	$0.00	$3,450.00	$0.00	$1,375.00	$2,075.00	$1,404.68	$670.32	19.43%
100.2600.616.000.000	OFFICE SUPPLIES	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	$62.89	$2,937.11	97.90%
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	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
100.2600.730.000.000	EQUIPMENT	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	$69.97	$430.03	86.01%
100.2600.890.000.000	DUES & FEES	$5,300.00	$0.00	$5,300.00	$0.00	$4,468.00	$832.00	$0.00	$832.00	15.70%
	Func: Central Office - 2600	$387,729.00	$0.00	$387,729.00	$14,232.00	$63,593.49	$324,135.51	$300,044.94	$24,090.57	6.21%
100.2700.111.000.000	Staff	$280,731.00	$0.00	$280,731.00	$10,643.50	$42,574.00	$238,157.00	$234,157.00	$4,000.00	1.42%
100.2700.112.000.000	Support Saff	$172,845.00	$0.00	$172,845.00	$5,327.07	$11,686.92	$161,158.08	$164,228.33	($3,070.25)	-1.78%
100.2700.114.000.000	Substitutes	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	$0.00	$3,500.00	100.00%
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	$5,800.00	$0.00	$5,800.00	$0.00	$0.00	$5,800.00	$80.24	$5,719.76	98.62%
100.2700.730.000.000	Equipment	$4,000.00	$0.00	$4,000.00	$0.00	$349.63	$3,650.37	$0.00	$3,650.37	91.26%
100.2700.890.000.000	Professional Dues	$1,326.00	$0.00	$1,326.00	$0.00	$726.00	$600.00	$600.00	$0.00	0.00%
	Func: School Offices - 2700	$469,327.00	$0.00	$469,327.00	$15,970.57	$55,336.55	$413,990.45	$399,065.57	$14,924.88	3.18%
100.2800.112.000.000	Support Saff	$292,305.00	$0.00	$292,305.00	$13,558.85	$52,302.74	$240,002.26	$234,877.52	$5,124.74	1.75%
100.2800.113.000.000	Special Projects/ Overtime	$8,500.00	$0.00	$8,500.00	$0.00	$169.74	$8,330.26	$0.00	$8,330.26	98.00%
100.2800.114.000.000	SALARIES, CUSTODIAN SUBSTITUTES	$2,250.00	$0.00	$2,250.00	$0.00	$0.00	$2,250.00	$0.00	$2,250.00	100.00%
100.2800.402.000.000	Utilities	$258,847.00	$13,075.66	$271,922.66	$0.00	$2,989.28	$268,933.38	$10,016.90	$258,916.48	95.22%
100.2800.406.000.000	EMERGENCY REPAIRS-C	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	$1,756.42	$48,243.58	96.49%
100.2800.407.000.000	MAINTENANCE-C	$30,000.00	$0.00	$30,000.00	$0.00	$0.00	$30,000.00	$0.00	$30,000.00	100.00%
100.2800.420.000.000	SERVICE CONTRACTS-C	$77,793.00	$0.00	$77,793.00	$0.00	$3,453.72	$74,339.28	$1,355.58	$72,983.70	93.82%
100.2800.431.000.000	Equip Repairs	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	$4,000.00	$0.00	$4,000.00	100.00%
100.2800.530.000.000	POSTAGE	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
100.2800.533.000.000	ADVERTISING	$1,000.00	$0.00	$1,000.00	$0.00	$757.00	$243.00	$106.26	$136.74	13.67%
100.2800.592.000.000	PROP.INS. & LIAB	$45,400.00	$0.00	$45,400.00	$0.00	$7,971.25	$37,428.75	$0.00	$37,428.75	82.44%

BOE GF EXPENDITURE

From Date: 8/1/2025 To Date: 8/31/2025

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2800.616.000.000	Teaching/ Instructional Supplies	$35,000.00	$0.00	$35,000.00	$0.00	$12,799.64	$22,200.36	$145.12	$22,055.24	63.01%
100.2800.731.000.000	EQUIPMENT, LEASED-C	$42,000.00	$0.00	$42,000.00	$0.00	$859.00	$41,141.00	$349.32	$40,791.68	97.12%
	Func: Plant Operations - 2800	$852,095.00	$13,075.66	$865,170.66	$13,558.85	$81,302.37	$783,868.29	$248,607.12	$535,261.17	61.87%
100.2900.510.000.000	PUPIL TRANS.	$559,855.00	$0.00	$559,855.00	$0.00	$0.00	$559,855.00	$0.00	$559,855.00	100.00%
100.2900.511.000.000	TRANS SPEC ED	$179,000.00	$0.00	$179,000.00	$0.00	$0.00	$179,000.00	$4,501.10	$174,498.90	97.49%
	Func: Pupil Transportation - 2900	$738,855.00	$0.00	$738,855.00	$0.00	$0.00	$738,855.00	$4,501.10	$734,353.90	99.39%
100.6100.201.000.000	Medical & Dental Insurance	$1,597,775.00	$9,007.60	$1,606,782.60	$866.93	$276,953.06	$1,329,829.54	$102,450.00	$1,227,379.54	76.39%
100.6100.204.000.000	Life/Diability Insurance	$19,680.00	$0.00	$19,680.00	$0.00	$4,191.84	$15,488.16	$0.00	$15,488.16	78.70%
100.6100.205.000.000	Social Security	$111,209.00	$0.00	$111,209.00	$1,885.88	$6,528.60	$104,680.40	$74,756.38	$29,924.02	26.91%
100.6100.206.000.000	Medicare	$89,626.00	$0.00	$89,626.00	$778.10	$3,206.10	$86,419.90	$74,980.35	$11,439.55	12.76%
100.6100.209.000.000	Pension Fund	$171,101.00	$0.00	$171,101.00	$1,350.81	$4,422.24	$166,678.76	$52,800.13	$113,878.63	66.56%
100.6100.211.000.000	Tax Shelter Annuities	$21,000.00	$0.00	$21,000.00	$840.00	$3,360.00	$17,640.00	$17,640.00	$0.00	0.00%
100.6100.214.000.000	Unemployment Compensation	$20,000.00	$0.00	$20,000.00	$0.00	$0.00	$20,000.00	$0.00	$20,000.00	100.00%
100.6100.215.000.000	Workers' Comp	$49,730.00	$0.00	$49,730.00	$0.00	$10,690.16	$39,039.84	$0.00	$39,039.84	78.50%
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	$2,090,121.00	$9,007.60	$2,099,128.60	$5,721.72	$309,352.00	$1,789,776.60	$322,626.86	$1,467,149.74	69.89%
	Fund: General Fund - 100	$10,323,276.00	$36,498.26	$10,359,774.26	$60,488.06	$611,923.55	$9,747,850.71	$6,025,273.76	$3,722,576.95	35.93%
400.1200.112.000.000	Support Saff	$34,579.58	$0.00	$34,579.58	$0.00	$0.00	$34,579.58	$56,102.84	($21,523.26)	-62.24%
400.1200.312.000.000	Pupil Services- Therapies	$21,692.48	$0.00	$21,692.48	$0.00	$1,066.00	$20,626.48	$0.00	$20,626.48	95.09%
400.1200.616.000.000	Teaching/ Instructional Supplies	$2,737.60	$0.00	$2,737.60	$0.00	$0.00	$2,737.60	$0.00	$2,737.60	100.00%
	Func: Special Education - 1200	$59,009.66	$0.00	$59,009.66	$0.00	$1,066.00	$57,943.66	$56,102.84	$1,840.82	3.12%
	Fund: IDEA - 400	$59,009.66	$0.00	$59,009.66	$0.00	$1,066.00	$57,943.66	$56,102.84	$1,840.82	3.12%
410.2200.325.000.000	Curriculum Work	$48,127.75	$0.00	$48,127.75	$0.00	$0.00	$48,127.75	$15,859.65	$32,268.10	67.05%
	Func: Improvements of Instruction - 2200	$48,127.75	$0.00	$48,127.75	$0.00	$0.00	$48,127.75	$15,859.65	$32,268.10	67.05%
410.2210.325.000.000	Curriculum Work	$4,260.35	$0.00	$4,260.35	$0.00	$0.00	$4,260.35	$4,260.35	$0.00	0.00%
	Func: OLD Improvement of Instruction - 2210	$4,260.35	$0.00	$4,260.35	$0.00	$0.00	$4,260.35	$4,260.35	$0.00	0.00%
	Fund: REAP Grant - 410	$52,388.10	$0.00	$52,388.10	$0.00	$0.00	$52,388.10	$20,120.00	$32,268.10	61.59%
421.1200.312.000.000	Pupil Services- Therapies	$44,844.50	$0.00	$44,844.50	$0.00	$0.00	$44,844.50	$0.00	$44,844.50	100.00%
	Func: Special Education - 1200	$44,844.50	$0.00	$44,844.50	$0.00	$0.00	$44,844.50	$0.00	$44,844.50	100.00%
	Fund: ARPA - 421	$44,844.50	$0.00	$44,844.50	$0.00	$0.00	$44,844.50	$0.00	$44,844.50	100.00%
441.1000.112.000.000	Title I-A- Salaries 6/30/24	$31,640.94	$0.00	$31,640.94	$0.00	$0.00	$31,640.94	$12,574.46	$19,066.48	60.26%

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	Func: Regular Education - 1000	$31,640.94	$0.00	$31,640.94	$0.00	$0.00	$31,640.94	$12,574.46	$19,066.48	60.26%
441.2200.616.000.000	Teaching/ Instructional Supplies	$295.00	$0.00	$295.00	$0.00	$0.00	$295.00	$0.00	$295.00	100.00%
	Func: Improvements of Instruction - 2200	$295.00	$0.00	$295.00	$0.00	$0.00	$295.00	$0.00	$295.00	100.00%
	Fund: Title I Part A - 441	$31,935.94	$0.00	$31,935.94	$0.00	$0.00	$31,935.94	$12,574.46	$19,361.48	60.63%
442.1000.112.000.000	Support Saff	$4,099.85	$0.00	$4,099.85	$0.00	$0.00	$4,099.85	$6,287.21	($2,187.36)	-53.35%
	Func: Regular Education - 1000	$4,099.85	$0.00	$4,099.85	$0.00	$0.00	$4,099.85	$6,287.21	($2,187.36)	-53.35%
442.2200.616.000.000	Teaching/ Instructional Supplies	$350.00	$0.00	$350.00	$0.00	$0.00	$350.00	$0.00	$350.00	100.00%
	Func: Improvements of Instruction - 2200	$350.00	$0.00	$350.00	$0.00	$0.00	$350.00	$0.00	$350.00	100.00%
	Fund: Title II Part A - 442	$4,449.85	$0.00	$4,449.85	$0.00	$0.00	$4,449.85	$6,287.21	($1,837.36)	-41.29%
444.2200.324.000.000	Staff Development/ Inservice	$3,060.00	$0.00	$3,060.00	$0.00	$0.00	$3,060.00	$0.00	$3,060.00	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	$3,485.45	$0.00	$3,485.45	$0.00	$0.00	$3,485.45	$0.00	$3,485.45	100.00%
	Func: Improvements of Instruction - 2200	$7,545.45	$0.00	$7,545.45	$0.00	$0.00	$7,545.45	$0.00	$7,545.45	100.00%
	Fund: TITLE IV - 444	$7,545.45	$0.00	$7,545.45	$0.00	$0.00	$7,545.45	$0.00	$7,545.45	100.00%
Grand Total:		**$10,523,449.50**	**$36,498.26**	**$10,559,947.76**	**$60,488.06**	**$612,989.55**	**$9,946,958.21**	**$6,120,358.27**	**$3,826,599.94**	**36.24%**

End of Report

May 6, 2025

Jeffrey F. Sousa
Superintendent
New Hartford Public Schools
530 Main Street
New Hartford, CT 06057

RE: Professional Services for HVAC Equipment Assessment and Recommendations for Improvements at Three (3) New Hartford Schools - S/P+A #25.xxx

Dear Mr. Sousa:

Thanks for the opportunity to submit this proposal for mechanical engineering services related to the above referenced HVAC assessment project. Based on our previous walk-throughs and reports siting deficiencies determined in your State of Connecticut required school inventory ventilation assessment effort as a sub-contractor to EnviroMed, Inc., we understand the general scope to include an assessment of existing conditions of the current HVAC equipment for the three (3) school facilities studied, and recommendations for HVAC system improvements. Specifically, the schools proposed to be studied are Anne Antolini Elementary School, Bakerfield Consolidated School, and New Hartford Elementary School. We propose to accomplish these services as outlined below.

DATA GATHERING, ASSESSMENTS AND REPORTS

Work at this phase will be focused on site visitation and evaluating the existing condition and remaining useful service life of the HVAC equipment inventory, determination of current heating and cooling requirements, potential available enhancements, ability to retain portions of the existing systems, etc. Our tasks will include the following:

1. Perform an initial detailed site investigation of the relevant buildings in your scope to assess and document existing conditions.
2. Review and analyze available as-built documentation of existing equipment, systems and system configurations.
3. Evaluating each piece of mechanical equipment for age, condition, date of installation, expected remaining life span.
4. Providing other recommendations in terms of heat rejection and equipment re-use.
5. Providing alternate system recommendations for providing compliant ventilation and indoor air quality (IAQ), energy efficiency improvements, improved comfort and control, etc.
6. Assembling information into a narrative, including text, photographs, tables, etc., to provide an easy-to-read compilation of our findings and recommendations.
7. Provide an Opinion of Probable Construction Costs for the recommendations provided.

Our deliverables to you will consist of one (1) report for each building surveyed, issued as a Draft for your initial review for comment, and a final version incorporating your review comments and notes.

Silver Petrucelli + Associates
3190 Whitney Avenue | Hamden CT 06518
311 State Street | New London CT 06320
203 230 3007 | silverpetrucelli.com

COMPENSATION

For the services described above, we propose the following fixed fees:

☐ Anne Antolini Elementary School	$ 4,900.00
☐ Bakerfield Consolidated School	$ 4,900.00
☐ New Hartford Elementary School	$ 4,900.00

These fees include all customary reimbursable expenses, including travel expenses, in-house progress printing, CAD services, plotting, and delivery service. Any additional services that you may require during the project will be compensated on an hourly cost-plus basis, in accordance with our "Standard Hourly Rate Schedule" currently in force. If the scope is well defined, a mutually agreeable fixed fee can be negotiated.

All other terms of our agreement will be in accordance with the amended "Standard Form of Agreement Between Owner and Architect", AIA Document B201.

SERVICES NOT INCLUDED

We have the capability of providing a wide range of services should any additional assistance be required or if the project scope is revised. Examples of these additional services include:

- Environmental inspection, testing, design and/or construction administration / monitoring services.
- Commissioning services, Retro-commissioning or support of an independent, third-party commissioning effort.
- Load calculations, energy estimating, production of energy model and life cycle cost analysis.
- Site-Civil, Structural, Architectural services.
- Drawings, Specifications or more than one (1) site visit for data gathering.

We appreciate the opportunity to submit this proposal and we are prepared to begin work upon receipt of a signed contract or written notice to proceed on this project. Fees herein remain in effect for 60 days from the date of this proposal. Please contact me with any questions that you may have.

Very truly yours,

Kenneth J. Eldridge, PE
Chief Mechanical Engineer / Sr. Associate

Accepted this _____day

of _____, 2025

Signed _____

_____

Printed _____

Title_____

Oliver Pettibone + Associates
3190 Whitney Avenue Hamden CT 06518
311 State Street New London CT 06320
203.230.9017 oliverpettibone.com

A sample policy to consider.

Students

Protection of Undocumented Students

All students have the right to attend public school and enjoy access to equitable educational and programmatic services regardless of the immigration status of the student or of the student's family members.

For the purposes of this policy, "District personnel" includes all District employees, counsel for the District, and any agencies contracting with the District.

District personnel shall not take any steps that would deny students access to education based on their immigration status or any steps that would impede the rights of any students to public education under the U.S. Supreme Court's 1982 ruling in *Plyler v. Doe*, the Family Educational Rights and Privacy Act (FERPA), the Connecticut General Statutes, and any other applicable state and federal law.

Absent any applicable federal, state, local law or regulation or local ordinance or court decision, District personnel shall abide by the following conduct:

- District personnel shall not treat students disparately for District residency determination purposes on the basis of their immigration status.
- All District students who meet the relevant programmatic criteria are entitled to receive all school services, including free lunch, free breakfast, transportation, and educational services, regardless of the immigration status of the student or of the student's family members. This entitlement exists whether or not the student or the student's family members have social security numbers.
- District personnel shall not inquire about, or record in any way, a student's immigration status, nor shall District personnel require documentation of any student's legal status, such as asking for a "green card" or citizenship papers, at initial registration or at any other time, for any purpose.
- District personnel shall not require students to apply for Social Security numbers nor shall the District require students to supply a Social Security number for any purpose.

If any member of the District community (including students, families, or staff) has questions about their immigration status, District personnel shall not refer them to the Immigration and Customs Enforcement Office ("ICE") or any other government agency. Instead, District personnel shall refer them to state and/or local non-profit immigration law organizations. A list of such organizations shall be compiled by the Superintendent or designee and disseminated at school sites. The Superintendent is also encouraged to increase and enhance partnerships with community-based organizations, legal services organizations, and other educational institutions (such as community colleges and universities) to provide resources for families of students or District employees who are facing deportation or other adverse immigration consequences.

Students

Protection of Undocumented Students (continued)

It is the general policy of the District not to allow any individual or organization to enter a school site if the educational setting would be disrupted by that visit. The Board of Education believes that ICE activities in and around schools, preschool education centers, and adult school facilities would constitute a severe disruption to the learning environment and educational setting for students. Therefore, any request by ICE to any District personnel to visit a school site shall be immediately forwarded to the Superintendent for review and consultation with legal counsel, to ensure the safety of all students, as well as compliance with *Plyler v. Doe* and other applicable state and federal laws.

All requests for documents by ICE to the District or any District personnel shall be immediately forwarded to the Superintendent for review and consultation with legal counsel and the Board to ensure the safety of all students, as well as compliance with *Plyler v. Doe* and other applicable state and federal laws.

The Superintendent or designee shall ensure that copies of this Policy are distributed to all District and school sites.

The Superintendent or designee shall ensure all teachers, school administrators, and other staff are trained on how to implement this policy and shall ensure that notification with required translation be distributed to families to fully inform them of their rights in the District.

(cf. 0521 - Nondiscrimination)
(cf. 5111 – Admission/Placement)
(cf. 5112 - Ages of Attendance)
(cf. 5118.1 - Homeless Students)
(cf. 5124 – Student Records)
(cf. 5141 - Student Health Services)
(cf. 6171 - Special Education)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission, as amended.

10-220h Transfer of student records, as amended.

10-261 Definitions

Students

Protection of Undocumented Students

Legal Reference: Connecticut General Statutes (continued)

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

10-204a Required immunizations

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011)

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Phyler v. Doe, 457 U.S.202, 102S. Ct. 2382 (1982)

Policy adopted:
cps 3/17
reviewed 1/25

Students

Protection of Undocumented Students

U.S. Immigration and Customs Enforcement (ICE) Enforcement Protocols

Background

In the U.S. Supreme Court Case known as *Plyler v Doe*, the court held that schools are protected areas and responsible for extending the equal protection clause of the 14th Amendment of the Constitution to undocumented children and that public schools could not request citizenship documentation of students nor deprive children of their education. Therefore, public schools cannot discriminate against nor force undocumented families to pay tuition if they reside in the school's community.

These protocols are designed to assist districts and their schools in providing a consistent and legally sound series of actions in the event of an ICE Visit:

1. Immediate Notification

Contact the superintendent (designee) who will be responsible for the following:

a. Completing legal training on essential aspects related to responding to an ICE visit, including, but not limited to verifying credentials, warrant examination, appropriate and legal response to agent action, rights of those being targeted, documenting the visit, student records compliance, and conducting a post-visit review.

b. Providing immediate support and direction to a building administrator receiving an ICE visit.

Students

Protection of Undocumented Students

U.S. Immigration and Customs Enforcement (ICE) Enforcement Protocols (continued)

1. Immediate Notification (continued)

c. Consulting with the superintendent and a board-approved attorney on matters including, but not limited to the validity of warrants, actions required by court orders and/or subpoenas, and visit documentation.

d. Consulting with and updating the superintendent on all matters related to ICE agent visitations and communications.

2. Training

a. The superintendent or designee will be responsible for staff training on immigration enforcement law and required protocols, student and staff privacy rights, student records, response to warrants, navigating potentially tense interactions with immigration officers, and overall compliance.

Training shall include steps to follow should U.S. Immigration and Customs Enforcement officers request entry to a school or request student information.

b. Continue to share resources and legal updates.

3. Visit Procedures

When informed of or upon an official visit of an ICE agent, immediately notify the Superintendent (designee) and await instructions.

i. Remain calm and cooperative, maintaining a professional demeanor.

ii. Establish the identity and credentials of the ICE agent(s). Request their names, badge numbers, and business cards or other forms of identification.

iii. Inquire if the agents have a warrant. If so, carefully examine it to determine whether it is a judicial warrant (valid for entry) or an administrative one (not valid for nonpublic areas).

iv. Do not resist the agent's questions or requests.

v. Do not interfere with or obstruct the Agent's work by hiding individuals or providing false information, as this may lead to legal consequences.

Students

Protection of Undocumented Students

U.S. Immigration and Customs Enforcement (ICE) Enforcement Protocols (continued)

3. Visit Procedures (continued)

vi. Document the visit to the extent possible:

1. Keep detailed records of the interaction;
2. Take notes, make copies of any document provided, and obtain receipts for items taken.

vii. The disclosure of student records requires a court order or subpoena. Without these, records should not be released without parental consent or the consent of a student 18 years and older. (FERPA)

viii. Protocols should be displayed in visible locations with copies readily available for frontline personnel to show ICE and parents.

4. After-Visit Procedures

i. After the incident, review the protocols and consider conducting training sessions to improve preparedness for future events.

ii. Consult with the board's attorney to review any changes to protocols to ensure they meet the appropriate legal standards.

5. Additional Information

a. An "administrative" warrant differs from those that show probable cause of a criminal offense and are not approved by a judge or magistrate. Therefore, it does not authorize the ICE agent to access non-public areas of school grounds or authorize the agent to search school records. This means a school official can deny the agent entry to the school or access to records.

b. If an ICE agent presents a federal warrant signed by a federal judge, the school should follow its protocols, which begin with alerting the superintendent (designee), legal counsel for the district, and the parents if the child is implicated in the warrant.

Students

Protection of Undocumented Students (continued)

RESOURCES

For families:
ACLU - Know Your Rights: What to Do If Immigration Agents are at Your Door
Connecticut Students for a Dream. https://www.aclu.org/know-your-rights

For districts and schools:
ICE Sensitive Locations Policy https://www.nilc.org/resources/factsheet-trumps-rescission-of-protected-areas-policies-undermines-safety-for-all/
U.S. Department of Education guidance for supporting undocumented youth
https://www.ed.gov/sites/ed/files/about/overview/focus/supporting-undocumented-youth.pdf
United We Dream – Deferred Action for Childhood Arrivals guide – https://unitedwedream.org/wp-content/uploads/2013/03/guide4teachers_daca.pdf
School Counselors Working with Undocumented Students - https://www.schoolcounselor.org/Standards-Positions/Position-Statements/ASCA-Position-Statements/The-School-Counselor-and-Working-with-Students-(1)
U.S. Department of Health and Human Services information on the rights of unaccompanied children to enroll in school and participate meaningfully and equally in educational programs -
https://www.ed.gov/sites/ed/files/about/overview/focus/rights-unaccompanied-children-enroll-school.pdf

The following organizations provide direct legal services:
International Institute of Connecticut - https://cirict.org/
Integrated Refugee & Immigrant Services -
https://www.immigrationadvocates.org/nonprofit/legaldirectory/organization.392730-IRIS_Integrated_Refugee_Immigrant_Services
Catholic Charities Migration, Refugee, and Immigration Services - https://www.ccdocle.org/service-areas/migration-refugee-services
Connecticut Legal Services
https://ctlegal.org/get-help/?gad_source=1&gad_campaignid=6452733753&gbraid=0AAAAACtxgo9KtZJ-_6yuX5HeluIZpw8_W&gclid=Cj0KCQjwoZbBBhDCARIsAOqMEZW7btmTUe_1L5JPGiDGz9HXmKfkJm6zcCdEidIvCosEUuEUcTssizIaAsmPEALw_wcB
New Haven Legal Assistance - https://nhlegal.org/
UConn School of Law Asylum and Human Rights Clinic -https://law.uconn.edu/academics/clinics-experiential-education/asylum-human-rights-clinic/
Yale Law School Worker and Immigrant Rights Advocacy Clinic - https://law.yale.edu/studying-law-yale/clinical-and-experiential-learning/our-clinics/worker-and-immigrant-rights-advocacy-clinic

Regulation approved:
cps 1/25

Students

Non-resident Attendance

The New Hartford Board of Education allows non-residents the opportunity to enroll in our schools. The intended purpose of this policy is to set forth specific contractual stipulations between New Hartford Public Schools and non-resident families, not to school district.

The Board of Education reserves the right to accept or reject any request for enrollment by a non-resident student, to determine the placement of said student(s), and to unilaterally terminate the enrollment of said student(s). In addition, the Board of Education assumes neither the cost nor the responsibility for transportation to and from school for non-resident students. Non-resident students will not be permitted to enroll should New Hartford resident students be on the waitlist.

Non-resident students are defined as those whose parents or legal guardians reside outside the geographical limits of New Hartford.

The Board of Education authorizes the Superintendent to accept non-resident students in the New Hartford Public Schools in accordance with the criteria set forth in this policy.

Students who are granted non-resident tuition status will be required to conform to all rules and regulations of the school system and may, at any time, be dismissed from the New Hartford Public Schools.

1. General Provisions

The following shall govern admittance of non-resident students:

a. The Superintendent or their designee may approve the enrollment or continuation of a non-resident student attendance if class size and other considerations such as the availability of resources permit. Decisions regarding class size and/or the availability of resources shall be made by the Superintendent.

b. The Superintendent or their designee shall not hire additional staff to permit enrollment of non-resident children under this policy.

c. Non-resident children shall be assigned to whatever school the Superintendent or their designee deems appropriate.

d. Non-resident attendance shall be for one school year or less.

e. Non-resident attendance may be extended from year to year at the discretion of the Superintendent or their designee. Non-resident students' parent(s)/guardian(s) will be required to submit a letter requesting continued enrollment by April 1st.

f. This policy does not obligate the Board of Education to provide special education programs or services or create unique programs for students. If a non-resident student is enrolled or continued in the New Hartford Public Schools, and such child is eligible for services under the Individuals with Disabilities Act ("IDEA"), the New Hartford Public Schools shall not act as the "Local Education Agency". If the students' LEA agrees to reimburse the non-resident district (New Hartford Public Schools) for the full cost of special education services, such pending mutual agreement will be used as criteria to determine enrollment eligibility. Payment shall be made within 30 days of the enrollment date.

g. Application for initial and/or continued enrollment shall be made in writing to the Superintendent or their designee by April 1st.

h. At the discretion of the Superintendent or their designee, the candidate for initial or continued enrollment shall be interviewed by the Administration of the school at which enrollment or continued enrollment is sought.

i. The Superintendent shall not enroll any child who is currently excluded by expulsion from another public or private school. Should it be discovered after enrollment that a student has been expelled from another school, the student shall be immediately disenrolled from New Hartford Public Schools.

j. Non-resident students who are suspended or expelled from the New Hartford Public Schools may be disenrolled from the New Hartford Public Schools by the Superintendent of Schools.

k. Should it be discovered that a student or their parent(s)/guardian(s) had provided false information, the student shall be subject to immediate disenrollment.

l. All non-resident students or their parents or guardians shall provide necessary transportation to and from school.

m. The parent(s)/guardian(s) of a non-resident student applying for enrollment shall sign a release allowing the New Hartford Public Schools to access the student's records and providing permission for the New Hartford Public Schools to contact the student's prior school district.

n. A student's continuation in the New Hartford Public Schools will be contingent upon the student's compliance with all applicable rules and regulations of the Board of Education and the individual school, satisfactory academic progress, attendance, and the availability of staff and resources. The Superintendent or their designee may terminate the

non-resident student's enrollment at any time where, in their opinion, continuation is not in the best interest of the school system or the student.

Only students who meet the criteria set forth in this policy may enroll or continue in enrollment with the New Hartford Public Schools.

2. Tuition

The tuition rate to each non-resident student will be established by the Board of Education. Rates are subject to change by action of the Board of Education. Enrolled non-resident families will be notified by June 1st of the tuition rate for the upcoming school year.

Tuition payments shall be made in two equal installments on or before August 1st, and on or before January 2nd. Monthly installments may be authorized by the Superintendent or their designee. Students will not be allowed to begin New Hartford Public Schools if their first payment is not received on or before August 1st of each year. In the event that a non-resident student attending the New Hartford Public Schools has unpaid tuition or fees, they may be subject to immediate disenrollment. Should a student voluntarily withdraw or be disenrolled during the school year, pro-rate fees will be refunded. Parent(s)/guardian(s) of the non-resident student(s) are responsible for ensuring that payments are timely.

Tuition for Staff Children

The children of New Hartford Public Schools staff who reside outside the school district can attend district schools on the following conditions:

a. This program is instituted on a space-available basis.

b. Tuition for children of staff members in grades K-6 will be 50% of the established tuition rate minus transportation costs. Tuition is due and payable on or before August 1st and on or before January 2nd. Monthly installments may be authorized by the Superintendent.

c. Tuition for children of staff members in Pre-K will be 100% of the established tuition rate. Tuition is due and payable on or before August 1st and on or before January 2nd. Monthly installments may be authorized by the Superintendent.

d. Any student accepted into this program will be given all of the rights, privileges, responsibilities and requirements of any other student in the school district.

e. It is clearly understood that the Superintendent of Schools, in conjunction with the Principal of the school at which the student attends, can with a minimum of two weeks' notice, terminate the program with an individual student for just and

appropriate causes as determined by the Superintendent.

f. Requests for participation in this program must be made annually by the staff member on behalf of their child, and would require annual review and approval of the Superintendent prior to continuing the following year by April 1st.

g. The full cost for any student requiring special education services will be borne by the LEA district or parent/legal guardian.

h. Transportation will be the responsibility of the child's parent/legal guardian.

i. All provisions in Section I apply.

3. Due Process

a. For students who are disenrolled during a school year, the parent(s)/guardian(s) may request, in writing, a hearing with a sub-committee or the Board of Education within seven calendar days of the notice of the student's disenrollment. At the hearing, the student and their parent(s)/guardian(s) may present evidence and argument as to why the student should not be disenrolled. Cumulative and redundant testimony shall not be allowed.

   The Board will affirm the Superintendent's decision unless it determines that their decision was arbitrary and capricious. The Board's decision is final.

b. Students who are disenrolled following a suspension or expulsion, for late payment, or due to providing false information in support of their request shall not have access to the hearing process described above.

c. Decisions concerning a student's request for enrollment or re-enrollment are not subject to the hearing process described above.

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.

10-186 Duties of local and regional Boards of education re school attendance. Hearings. Appeals to the State Board. Establishment of hearing board.

10-253 School privileges for students in certain placements and temporary shelters.

Students

Nonresident Students

Definition

A nonresident student is a student who:

1. resides outside of the school district; or

2. resides within the school district on a temporary basis; or

3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or

4. resides within the school district for the sole purpose of obtaining school accommodations; or is

5. a child placed by the Commissioner of Children and Youth Services or by other agencies in a private residential facility. However, under this circumstance, children may attend local schools with tuition paid by the LEA district unless special education considerations make attendance in local schools and programs inappropriate. Children not requiring special education who live in town as a result of placement by a public agency (other than another Board of Education and except as provided otherwise in this paragraph) are resident students; those requiring special education may attend local schools (with special education cost reimbursements in accordance with statutes) unless special education considerations make attendance in local schools and programs inappropriate.

Nonresident Attendance Without Tuition

Upon written parental request, nonresident students may be allowed by the Superintendent of Schools with Board of Education approval to attend district schools without tuition under one or more of the following conditions:

1. A family moves from the district after the semester starts; however, if parents so request, a child may complete the marking period regardless of when the family moves from town;

2. A family residing outside of a district has firm plans to move into the school district within the current school year as evidenced by a contract to buy, build, rent, or lease;

3. When it has been determined by the building principal that it is in the best interest of the student to complete his/her sixth-grade year.

4. Children reside temporarily within the district because of family changes or children attending local schools residing temporarily outside of the district because of family circumstances. Approval shall not exceed three (3) calendar months; if subsequent approval is necessary, it shall be considered based upon information available at that time.

5. The full cost for any child requiring special education services will be borne by the LEA district or parent/legal guardian.

Nonresident Attendance with Tuition

Nonresident students who do not meet one or more criteria under previous sections of this policy, may attend local schools only with tuition payment. The Superintendent may approve nonresident student attendance with tuition if class size, transportation, and other considerations permit, and shall notify the Board of Education of all tuition approvals. Nonresident approval with tuition shall be for one (1) school year or less. Tuition rates shall be established by the Board annually.

Attendance by a nonresident tuition student may be terminated by Board of Education action, upon recommendation of the Superintendent of Schools, if the Board deems such termination in the best interest of the school district. An adjustment of tuition on a per diem basis will be made in this instance.

Proof of Residency

When registering a child or updating their address after a move within the district families must provide proof of residency by providing one item from each of the three categories listed below which shows their primary residence address:

Category I

1. Valid CT Driver's license/Valid State ID with current address in the district (no sticker on back).

Category II

1. Current mortgage statement and/or mortgage coupon book
2. Copy of current lease signed and dated
3. Notarized declaration from landlord affirming tenancy and copy of current paid rent payment
4. Copy of property deed.

Category III

1. Current utility bill (gas or electric) or verification of service from utility
2. Phone bill (landline, not cell phone)
3. Cable TV, Satellite or Internet bill
4. Heating Oil or Water bill
5. Voter registration
6. Property tax bill/statement with primary address listed
7. Homeowner, Renter, or auto insurance policy face page or bill

8. Payroll Statement
9. Mail for government agency (e.g., military, Social Security, DSS)
10. Any other form of documentation relevant to demonstrating permanent residence in New Hartford Public Schools.

***NOTE**: All items in Category I and Category II must be less than 60 days old and reflect their current address. We cannot accept self-addressed envelopes, "shut of" notices, or junk mail.*

Removal of Nonresident Student from District Schools

If after a careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend local schools, the parent or guardian shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent shall notify the Board of Education, (if known), where the child should attend school. If after review district residency is established by the evidence, the parent or legal guardian shall be so informed.
If a student is removed from a district school for residency reasons the Superintendent of Schools or his/her designee shall: 1) inform the parent/legal guardian, that the student/s may continue in local schools pending a hearing before the Board of Education if requested in writing by the parent, guardian 2) that upon request, a transcript of the hearing will be provided 3) that a local Board of Education decision may be appealed to the State Board and that the student/s may continue in local schools pending a hearing before the State Board if requested in writing by the parent, legal guardian, 4) that if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend.

Board of Education Hearing

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent or legal guardian. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.

10-186 Duties of local and regional Boards of education re school attendance. Hearings. Appeals to state Board. Establishment of hearing board.

10-253 School privileges for students in certain placements and temporary shelters.

Regulation approved: December 18, 2007

5118 Appendix A

New Hartford Public Schools

New Hartford, Connecticut

Nonresident Students

Date:

To: Parents/Guardian:

Dear

Effective _____, school accommodations will no longer be provided in the New Hartford Public Schools. *(date within 10 days of this letter)* of _____ for the student/s named below:

NAME	SCHOOL	GRADE

The reason for denial of further school attendance is:

____ You have informed us that your child no longer resides in town.

____ No written response received to our request for completion of affidavits and/or other documentation.

____ Affidavit and/or documentation is not adequate to prove residence in accordance with Connecticut Statutes and Board of Education policy.

You have the following rights when student attendance is denied for reasons of residence:

1. A hearing before the Board of Education. If prior to *(Date specified for student/s withdrawal)* you request in writing a hearing by the Board of Education, the Board will provide you a hearing within ten (10) days of its receipt of the written request.

2. If you make a timely request for Board hearing, the student/s named may continue in schools pending the outcome of the Board of Education hearing.

3. If you so request, following the Board of Education hearing you will be provided a transcript of the hearing within thirty (30) days of your request.

4. Within twenty (20) days of the Board of Education mailing its finding/s and decision, you may appeal the Board's decision to the State Board of Education.

5. Upon your written request, the student/s may continue in New Hartford Public Schools pending the outcome of an appeal to the State Board of Education. *(Such written request must be received by the Superintendent of Schools within twenty (20) days of the Board of Education mailing its finding/s and decision to you.*)

If the decision by the State Board of Education supports a Board of Education denial of student accommodations, you will be responsible for a per diem payment of tuition for each day the student/s attended schools. (Currently $____ per day)

Sincerely,

Superintendent of Schools

EdAdvance
Educate • Collaborate • Innovate

The Advance: News from EdAdvance!

June 2025 Edition

New beginnings…







- Our two secondary special education programs, our adult education services unit, and even our Early Head Start program all celebrated graduations in June. These ceremonies are always agency highlights as our hard-working students are rewarded for their efforts and look to move on to their next chapter. Congratulations to all who received diplomas – we wish you well as you build on your accomplishments here at EdAdvance.

Sad endings…

- After 4 years of collaboration between EdAdvance and our RESC partners at CES, we have made the painful decision to put the WorkspaceCT facility on the market. As of this writing, we have a viable offer for the building, so it is likely, unless circumstances change, that a sale of this property is going to go forward by the end of the summer. Our plan is to relocate the Access program to our Miry Brook location in Danbury but there will be displacements of other staff who are not associated with that program. Our sympathy is with these valued employees, and we are doing everything we can to find new opportunities for them.
- Currently, our Student Mental Health grant is still scheduled for cancellation at the end of this calendar year due to an incredibly flawed decision by the federal Department of Education. We are still working hard to fight that decision and/or find alternative sources of funding to allow it to continue so our 16 counselors in the northwest corner can continue to have positive impacts on the students in their care.

Looking ahead…

- As I close my first year as Executive Director, I am thoroughly grateful for the support and hard work put in by all my colleagues at the agency. Despite the unanticipated challenges and disruptions that this year brought to our doorstep, we have remained positive and focused on our constituents. I wish you a productive and restful summer – the Advance will take a short break and will return at the end of August. Until then, my best to all of you.

Jonathan P. Costa, Sr.
Executive Director