

***New Hartford Public Schools***  
**Board of Education Regular Meeting Agenda**  
**7:00 PM on Tuesday, February 3, 2026**  
**Antolini School Library**

New Hartford BOE meetings are accessible live via the following: <https://meet.google.com/zdc-ehxu-rax>  
Or dial: (US) +1 567-307-4485 PIN: 820 043 386#

**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. Student Presentation
  - b. [Proposed 2026-2027 School Calendar](#)
  - c. OSHA
  - d. Superintendent's Budget Proposal
- E. Routine Business**
  - a. Approval of Minutes - January 15, 2026
  - b. Expenditure Report
- F. New Business**
  - a. CABE Board Representative - New Hartford Board of Education Member Nomination and Appointment
  - b. School Facility Utilization Task Force Chair / BOE Liaison Member Nomination and Appointment
  - c. REVISION - Policy 3320 - Business/Non-Instructional Operations - Purchasing Procedures (1st Read)
  - d. REVISION - Policy 4152.6 / 4252.6 - Personnel - Family and Medical Leave Act (1st Read)
  - e. REVISION - Policy 6171 - Instruction - Special Education (1st Read)
  - f. REVISION - Policy 9132 - Bylaws of the Board - Standing Committees (1st Read)
  - g. REVISION - Policy 9230 - Bylaws of the Board - Orientation of Board Members (1st Read)
- G. Public Comment - (For Agenda Items Only)**
- H. Reports**
  - a. EdAdvance
  - b. Outreach Subcommittee
  - c. School Facility Utilization Task Force Update
- I. Adjournment**

**Recorded Reg. & Special BOE meetings will be posted to:**  
[https://www.youtube.com/channel/UCX-\\_ZlomWmjG81dc\\_QM3rfg](https://www.youtube.com/channel/UCX-_ZlomWmjG81dc_QM3rfg)



# 26-27

# New Hartford Public Schools

Sync the school calendar to your  
personal calendar at  
<https://www.newhftd.org/calendar>

Click on and follow  
directions.

APPROVED by the BOE:  
02/03/2026

REVISION Date: 01/28/2026

- First and Last Day of School
- Standard School Day
- Early Release (1:00 PM)
- No School Teachers and Students
- No School Students - Teacher PD
- Student Early Release (1:00 PM) - Teacher PD
- Board of Education Meeting
- Snow Day - Closed
- Snow Day - Late Opening
- Snow Day - Early Release

### JULY (0)

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### AUGUST (4)

Mo	Tu	We	Th	Fr
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### SEPTEMBER (21)

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### OCTOBER (20)

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### NOVEMBER (17)

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
27	28	29	30	31

### DECEMBER (17)

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### JANUARY (18)

Mo	Tu	We	Th	Fr
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### FEBRUARY (17)

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

### MARCH (21)

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### APRIL (17)

Mo	Tu	We	Th	Fr
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### MAY (20)

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### JUNE (8)

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Term 1	Term 2	Term 3
Aug 26 - Nov 13	Nov 16 - Mar 12	Mar 15 - Last Day

See reverse side for written out special days.

*New Hartford  
Public Schools*



**26-27**

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personal calendar at  
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directions.

## 2026

08/18 - BOE Meeting  
08/24 + 08/25 - No School Students - Teacher PD  
09/07 - Labor Day  
09/15 - BOE Meeting  
10/07 - Open House ANT/BAK  
10/08 - Open House ANT/NHE  
10/09 - No School Students - Teacher PD  
10/12 - Columbus Day  
10/20 - BOE Meeting  
11/02 - No School Students - Teacher PD  
11/17 - BOE Meeting  
11/23 + 11/24 - Early Release Parent Teacher  
Conferences  
11/25-11/27 - Thanksgiving Break  
12/15 - BOE Meeting  
12/23 - Early Release  
12/24-01/01 - Winter Break

## 2027

01/05 - BOE Meeting  
01/15 - Early Release + Teacher PD  
01/18 - Martin Luther King Day  
01/19 - BOE Meeting  
01/28 -BOE Meeting  
02/02 - BOE Meeting  
02/12 - No School Students - Teacher PD  
02/15-02/16 - Presidents' Day, February Break  
02/23 - BOE Meeting  
03/12 - Early Release + Teacher PD  
03/16 - BOE Meeting  
03/30 - BOE Meeting  
03/24 + 03/25 - Early Release Parent Teacher  
Conferences  
03/26 - Good Friday  
03/29 - No School Students - Teacher PD  
04/12-04/16 - April Break  
04/22 - BOE Meeting  
05/18 - BOE Meeting  
05/31 - Memorial Day  
06/01 - BOE Meeting  
06/10 - Last Day of School + Early Release  
06/11 - No School Students - Teacher PD

# New Hartford Public Schools

2026-2027

## Superintendent's Proposed Budget



### **Board of Education**

Timothy Klepps, Chairman  
Kristin Young, Vice Chairwoman  
Penny Miller, Secretary  
Thomas Buzzi  
Kirby Morante  
Erik Perotti  
Jon Puz  
Frank Rodenberg  
Timothy Russell

### **Superintendent of Schools**

Jeffrey Sousa

Last Revision Date: 01/27/2026

<b>Budget Timeline</b>				
<b>Item</b>	<b>Board</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Budget Overview	BOE	January 15, 2026	7:00 PM	Antolini
Superintendent's Proposal	BOE	February 3, 2026	7:00 PM	Antolini
Budget Workshop #1	BOE	February 24, 2026	7:00 PM	Antolini
Budget Workshop #2	BOE	March 3, 2026	7:00 PM	Antolini
Capital Expenditure	BOF	March 10, 2026	7:00 PM	Town Hall
Budget Workshop (School and Town)	Budget Workshop (School and Town)	March 14, 2026	9:15 AM	Town Hall
Budget Workshop #3	BOE	March 17, 2026	7:00 PM	Antolini
Finalize Budget	BOF	TBD	7:00 PM	Town Hall
Public Hearing	BOF	April 7, 2026	7:00 PM	Town Hall Senior Center
<i>Budget Workshop #4*</i>	<i>BOE</i>	<i>TBD</i>	<i>7:00 PM</i>	<i>Antolini</i>
Budget Adjustments	BOF	April 14, 2026	7:00 PM	Town Hall
Annual Budget Meeting	BOF	April 21, 2026	7:00 PM	Town Hall
Town Referendum	Town Referendum	May 5, 2026		

<b>Key</b>
* If Necessary
BOE - Board of Education
BOF - Board of Finance

<b>New Hartford Public Schools</b>	
<b>Historical Budget Data</b>	
<b>Fiscal Year</b>	<b>Delta</b>
2026-2027*	4.78%*
2025-2026	4.98%
2024-2025	4.42%
2023-2024	4.12%
2022-2023	1.99%
2021-2022	3.89%
2020-2021	2.25%
2019-2020	4.86%
2018-2019	1.60%
2017-2018	-1.84%

\* To be approved

<b>New Hartford Public Schools</b>	
<b>Capital History</b>	
<b>Fiscal Year</b>	<b>Approved</b>
2026-2027*	\$166,275*
2025-2026	\$75,675
2024-2025	\$128,515
2023-2024	\$171,000
2022-2023	\$250,000
2021-2022	\$163,000
2020-2021	\$71,500
2019-2020	\$110,500
2018-2019	\$113,000
2017-2018	\$33,000

\* To be approved

<b>Cost-Of-Living Adjustments</b>	
<b>Year</b>	<b>COLA %</b>
2025	2.8%
2024	2.5%
2023	3.2%
2022	8.7%
2021	5.9%
2020	1.3%

<b>Primary Budget Drivers</b>	
<b>Employee Salaries</b>	\$271,600
Certified staff contractual increase + step	\$255,000
Non Certified staff contractual increase	\$16,600
<b>Employee Benefits</b>	\$97,225
Health Insurance 11% (26-27)	
<b>Pupil Transportation</b>	\$22,145
Bus Contract for Reg Ed and Special Ed	
<b>Total</b>	<b>\$390,970</b>

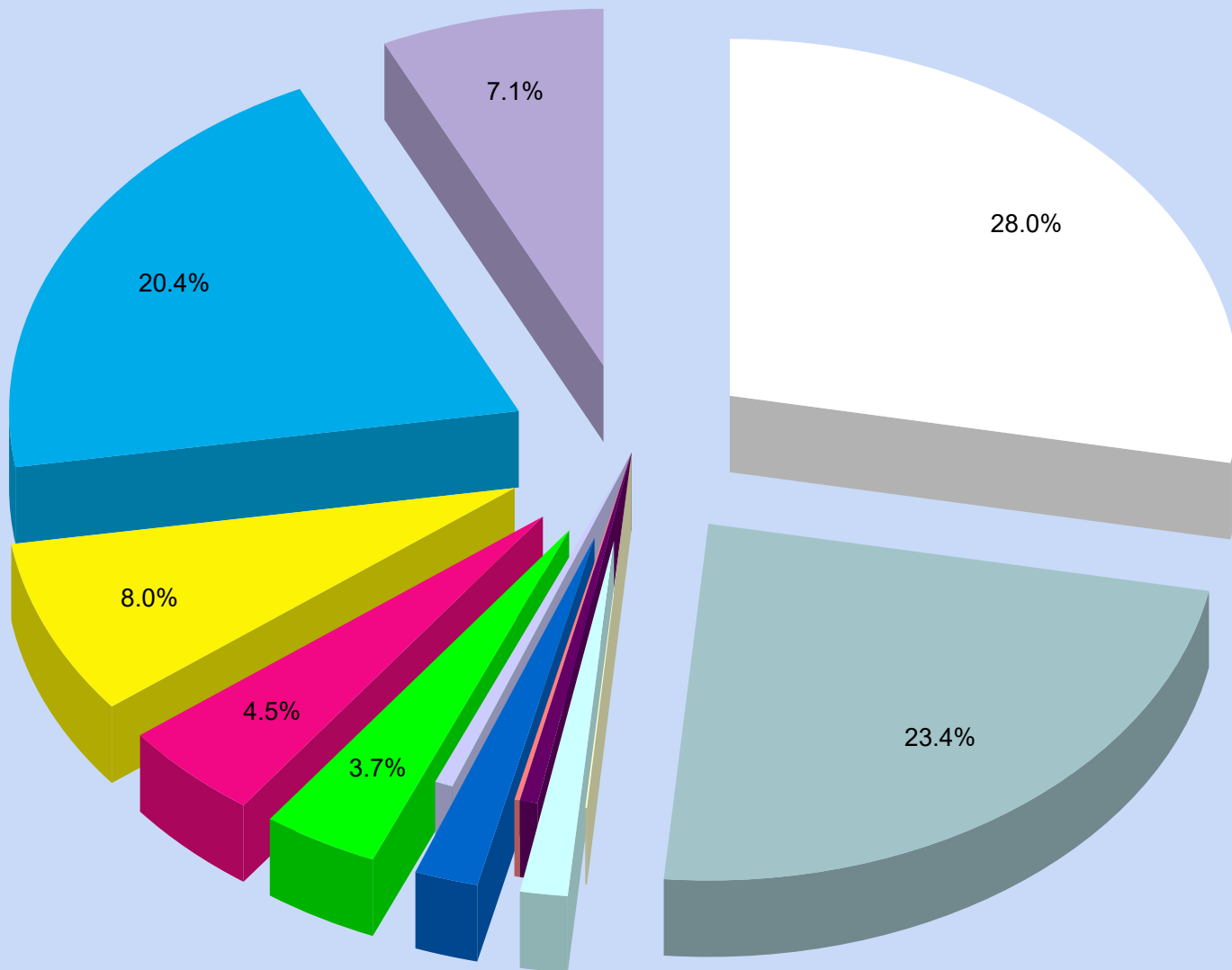
<b>Offsets - Projected</b>	
<b>Grants</b>	
Excess Cost Grant	\$70,000
IDEA 611	\$143,500
IDEA 619	\$9,000
REAP	\$33,100
Title I	\$30,295
Title II	\$7,350
Title III	\$750
Title IV	\$11,000
DRIP	\$67,000
SEED	\$50,000
State Adult Education Grant	\$1,609
<b>Total*</b>	<b>\$423,604</b>
*Without grant funding budget request would be \$423k higher.	
<b>Decreases (other)</b>	
Pre K Tuition	\$70,000
E-rate	\$16,500

**Budget Summary**

	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<u>Regular Education</u>	\$2,876,904.00	\$3,007,400.00	\$ 130,496.00	4.5%
<u>Special Education</u>	\$2,403,189.00	\$2,509,101.00	\$ 105,912.00	4.4%
<u>Adult Education</u>	\$7,086.00	\$5,692.00	\$ (1,394.00)	-19.7%
<u>Health Services</u>	\$150,017.00	\$161,800.00	\$ 11,783.00	7.9%
<u>Improvement of Instruction</u>	\$62,500.00	\$60,250.00	\$ (2,250.00)	-3.6%
<u>Library Media Centers</u>	\$19,231.00	\$18,888.00	\$ (343.00)	-1.8%
<u>Technology</u>	\$204,597.00	\$216,873.00	\$ 12,276.00	6.0%
<u>Board of Education</u>	\$61,625.00	\$62,535.00	\$ 910.00	1.5%
<u>Central Office</u>	\$387,729.00	\$396,665.00	\$ 8,936.00	2.3%
<u>School Offices</u>	\$469,327.00	\$484,515.00	\$ 15,188.00	3.2%
<u>Plant Operations</u>	\$853,495.00	\$856,432.00	\$ 2,937.00	0.3%
<u>Employee Benefits</u>	\$2,090,121.00	\$2,194,376.00	\$ 104,255.00	5.0%
<u>Pupil Transportation</u>	\$738,855.00	\$759,000.00	\$ 20,145.00	2.7%
<b><u>Total</u></b>	<b>\$ 10,324,676.00</b>	<b>\$ 10,733,527.00</b>	<b>\$ 408,851.00</b>	<b>3.96%</b>

### What Percentage of the Entire Budget Does Each Account Represent?

- Regular Education
- Special Education
- Adult Education
- Health Services
- Improvement of Instruction
- Library Media Centers
- Technology
- Board of Education
- Central Office
- School Offices
- Plant Operations
- Employee Benefits
- Pupil Transportation



**Enrollment and Class Sizes**

	<u>2025-2026</u>	<u>Sections</u>	<u>FTE</u>	<u>Class Size</u>	<u>Projected 2026-2027</u>	<u>Sections</u>	<u>FTE</u>	<u>Class Size</u>
<b>Pre-School Program</b>	28	3	3.0	<b><u>9.3</u></b>	40	3	3.0	<b><u>13.3</u></b>
<b>Kindergarten</b>	45	3	3.0	<b><u>15.0</u></b>	66	4	4.0	<b><u>16.5</u></b>
<b>Grade 1</b>	49	3	3.0	<b><u>16.3</u></b>	40	3	3.0	<b><u>13.3</u></b>
<b>Grade 2</b>	62	4	4.0	<b><u>15.5</u></b>	50	3	3.0	<b><u>16.7</u></b>
<b>Grade 3</b>	52	3	3.0	<b><u>17.3</u></b>	61	3	3.0	<b><u>20.3</u></b>
<b>Grade 4</b>	65	4	4.0	<b><u>16.3</u></b>	56	3	3.0	<b><u>18.7</u></b>
<b>Grade 5</b>	55	3	3.0	<b><u>18.3</u></b>	72	4	4.0	<b><u>18.0</u></b>
<b>Grade 6</b>	65	3	3.0	<b><u>21.7</u></b>	56	3	3.0	<b><u>18.7</u></b>
<b>FTE Totals</b>	<b><u>421</u></b>	<b><u>26</u></b>	<b><u>26</u></b>	<b><u>16.2</u></b>	<b><u>441</u></b>	<b><u>26</u></b>	<b><u>26</u></b>	<b><u>17.0</u></b>

<u>Per Pupil Expenditure (PPE)*</u>	<u>2023-2024</u>	<u>2022-2023</u>	<u>2021-2022</u>
Norfolk	\$49,304	\$37,637	\$36,387
Hartland	\$31,190	\$29,381	\$24,271
Colebrook	\$34,174	\$31,759	\$27,799
Region 7	\$27,204	\$25,464	\$23,924
Winchester	\$23,080	\$22,293	\$22,479
<b>New Hartford</b>	<b>\$21,588</b>	<b>\$20,891</b>	<b>\$20,611</b>
Barkhamsted	\$21,438	\$22,595	\$22,401

<u>Enrollment</u>		<u>Avg. Class Size</u>
2026-2027	441	17.0
2025-2026	421	16.6
2024-2025	428	16.8
2023-2024	455	17.5
2022-2023	442	17.6
2021-2022	438	17.2

\* Note that PPE table was updated 12/25 to reflect State reported Information

**Personnel**

<b>CERTIFIED</b>		
<b>ANT</b>	<b>27</b>	Ann Antolini has 27 certified staff: 1 Principal, 13 Classroom Teachers, 4 Special Education Teachers, 5 Specials Teachers* (art, p.e., music, library, instrumental), 4 Support Staff* (Psychologist, Social Worker, Speech Language Pathologist, School Counselor)
<b>BAK</b>	<b>10</b>	Bakerville Elementary has 10 certified staff: 1 Principal*, 6 Classroom Teachers, 1 Special Education Teacher, 1 School Psychologist*, 1 Specials Teacher (p.e.)*
<b>NHES</b>	<b>9</b>	New Hartford Elementary has 9 certified staff: 7 Classroom Teachers, 1 Special Education Teacher, 1 Speech Language Pathologist
<b>District</b>	<b>4</b>	District Personnel has 3 certified staff: 1 Superintendent, 1 Director of Student Services, 1 Manager of HR/Fiscal, 1 Curriculum Coordinator
<b>Total</b>	<b>50</b>	<i>*indicates staff at multiple locations</i>

<b>NON-CERTIFIED</b>		
<b>ANT</b>	<b>19</b>	Ann Antolini has 19 non-certified staff: 13 Paraeducators, 2 Administrative Assistants, 1 Nurse, 3 Custodians
<b>BAK</b>	<b>8</b>	Bakerville Elementary has 8 non-certified staff: 4 Paraeducators, 1 Administrative Assistant, 1 Instructional Assistant*, 1 Nurse, 1 Custodian
<b>NHES</b>	<b>11</b>	New Hartford Elementary has 11 non-certified staff: 7 Paraeducators, 1 Administrative Assistant, 2 Nurses, 1 Custodian
<b>District</b>	<b>5</b>	District Personnel has 5 non-certified staff: 1 IT Director, 2 Administrative Assistants, 1 Bookkeeper, 1 Data Systems Specialist
<b>Total</b>	<b>43</b>	<i>*indicates staff at multiple locations</i>

## **Regular Education (1000)**

### **111 Regular Education Professional Staff**

Contracted salaries for all classroom and special subject teachers. (media specialist, art, music, physical education)

### **112 Paraeducators**

Salaries for regular education paraeducators and interventionists.

### **114 Substitutes**

Substitutes are needed for curriculum work, sick days, and professional days.

### **116 Teacher Stipends**

Additional contracted amounts paid to teachers for additional professional work done for the district. Such positions include: Teacher in Charge, MTSS Member, Math Olympiads, Mentors, Climate Committee and Professional Development Presenters. The increase is due to contractual increases for paid teacher stipends per the 2026-2030 Teachers' Contract.

### **313 Curriculum Assessments**

DIBELS Reading Assessment and materials for universal screening K-3 (Dyslexia). STAR Assessments for Reading and Math.

### **320 Extra Curricular Activities**

Expenses related to curriculum enrichment programs Math Olympiads, White Memorial and DARE.

### **431 Instrumental Repair**

Cost to repair and tune student instruments.

### **560 Tuitions**

Cost for our regular education students attending CREC Magnet Schools.

### **591 Travel**

Mileage reimbursement to staff who travel between buildings and out of District.

### **616 Teaching Supplies**

Supplies for all teachers including copy paper, all specials classes supplies, laminating materials, student whiteboards, etc.

## **Regular Education (1000)**

### **641 Textbooks/Resources**

Textbooks and consumable workbooks for all academic areas.

### **642 Periodicals**

Students use a number of news periodicals across all subject areas.

### **730 Equipment**

Cost of equipment needed in all subject areas and building resources. (Rugs, easels, recess equip, walkie talkies, music instruments)

**Regular Education (1000)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>111 Regular Education Professional Staff</u></b>							
	\$2,487,243.00	\$2,494,416.44	\$ (7,173.44)	\$2,605,513.00	\$2,723,650.00	\$118,137.00	5%
Salaries	\$2,495,841.00			\$2,605,513.00	\$2,723,650.00		
Behavioral Health Grant	\$ (8,598.00)						
<b><u>112 Paraeducators/Interventionists</u></b>							
	\$ 125,058.00	\$ 129,841.51	\$ (4,783.51)	\$ 79,546.00	\$ 87,650.00	\$ 8,104.00	10%
Salaries	\$ 162,558.00			\$ 124,196.00	\$ 124,650.00		
Projected Title I Grant	\$ (30,000.00)			\$ (37,350.00)	\$ (30,000.00)		
Projected Title II Grant	\$ (7,500.00)			\$ (7,300.00)	\$ (7,000.00)		
<b><u>114 Substitute Teachers</u></b>							
	\$ 65,360.00	\$ 59,355.29	\$ 6,004.71	\$ 70,000.00	\$ 72,500.00	\$ 2,500.00	4%
<b><u>116 Teacher Stipends</u></b>							
	\$ 23,655.00	\$ 18,175.00	\$ 5,480.00	\$ 23,655.00	\$ 21,050.00	\$ (2,605.00)	-11%
<b><u>313 Curriculum Assessments</u></b>							
	\$ 6,500.00	\$ 5,740.60	\$ 759.40	\$ 10,500.00	\$ 9,500.00	\$ (1,000.00)	-10%
DIBELS (Reading)	\$ 4,350.00			\$ 4,000.00	\$ 3,000.00		
STAR (Reading & Math)	\$ 6,500.00			\$ 6,500.00	\$ 6,500.00		
Projected Small Town Right to Read Grant	\$ (4,350.00)						
<b><u>320 Extra Curricular Activities</u></b>							
	\$ 12,500.00	\$ 4,742.90	\$ 7,757.10	\$ 13,745.00	\$ 6,500.00	\$ (7,245.00)	-53%

**Regular Education (1000)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>431 Instrumental Repair</u></b>		\$ 1,192.00	\$ (1,192.00)	\$ 925.00	\$ 1,200.00	\$ 275.00	30%
<b><u>560 Tuitions</u></b>							
CREC Magnet Schools	\$ 45,000.00	\$ 14,696.00	\$30,304.00	\$ 18,370.00	\$ 16,000.00	\$ (2,370.00)	-13%
<b><u>591 Travel</u></b>							
District Travel	\$ 2,000.00	\$ 522.66	\$ 1,477.34	\$ 750.00	\$ 750.00	\$ -	0%
<b><u>616 Teaching Supplies</u></b>	\$ 24,400.00	\$ 25,772.77	\$ (1,372.77)	\$ 24,500.00	\$ 27,650.00	\$ 3,150.00	13%
Copy	\$ 4,600.00			\$ 4,900.00	\$ 8,000.00		
Paper/Laminating	\$ 4,800.00			\$ 4,800.00	\$ 4,800.00		
Art Supplies K-6	\$ 1,600.00			\$ 1,600.00	\$ 1,500.00		
Vocal Music Supplies K-6	\$ 1,300.00			\$ 1,300.00	\$ 1,200.00		
Instrumental Music Supplies	\$ 1,900.00			\$ 1,850.00	\$ 2,100.00		
Physical & Wellness Education Supplies K-6	\$ 2,700.00			\$ 2,800.00	\$ 2,800.00		
Classroom Supplies	\$ 5,500.00			\$ 5,250.00	\$ 5,250.00		
Central Supplies	\$ 2,000.00			\$ 2,000.00	\$ 2,000.00		
Talented & Gifted Program Teaching Supplies							

**Regular Education (1000)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>641 Textbooks/Resources</u></b>	\$ 23,100.00	\$ 27,327.40	\$ (4,227.40)	\$ 25,500.00	\$ 29,750.00	\$ 4,250.00	17%
Spanish	\$ 600.00			-			
Language Arts	\$ 40,000.00			\$ 10,000.00	\$ 10,000.00		
Social Studies	\$ 3,000.00			\$ 3,000.00	\$ 3,000.00		
Math	\$ 17,000.00			\$ 10,000.00	\$ 15,000.00		
Science	\$ 2,500.00			\$ 2,500.00	\$ 2,500.00		
Projected Small Town Right to Read Grant Title III	\$ (40,000.00)			-	\$ (750.00)		
<b><u>642 Periodicals</u></b>							
Scholastic (Science & Social Studies)	\$ 3,000.00	\$ 3,280.14	\$ (280.14)	\$ 2,700.00	\$ 3,500.00	\$ 800.00	30%
<b><u>730 Equipment</u></b>	\$ 900.00	\$ 1,158.27	\$ (258.27)	\$ 1,200.00	\$ 7,700.00	\$ 6,500.00	542%
<b><u>Grand Total</u></b>	<b><u>\$2,818,716.00</u></b>	<b><u>\$2,786,220.98</u></b>	<b><u>\$33,687.02</u></b>	<b><u>\$2,876,904.00</u></b>	<b><u>\$3,007,400.00</u></b>	<b><u>\$130,496.00</u></b>	<b><u>5%</u></b>

## **Special Education (1200)**

### **111 Special Education Professional Staff**

Contracted salaries and increases for all special education teachers including speech language therapists, school psychologists, and social workers.

### **111 Director of Student Services**

Salary for the Director of Special Education who supervises and supports resources for all aspects of Special Education compliance, training, academic supports, and related services. This role also supervises nursing staff, Section 504, Title IX, English Language Learners, Preschool, and McKinney Vento Liaison.

### **112 Special Education Paraeducators**

Paraeducators work directly with our students with special needs requiring individualized academic and behavioral support. Stipends are provided for toileting responsibilities, attending professional development, Crisis Team Intervention, Paraeducator Mentoring Program, and obtaining a Bachelor's Degree or higher as per the Paraeducator Contract.

### **112 Special Education Administrative Assistant**

Ensures the efficient operation of the planning, organization, coordination, administration/state reporting, and the management of IEPs and 504s.

### **112 Special Education Nurse/Support**

Individualized Educational Plan (IEP) determined nursing support is required.

### **114 Special Education Paraeducator Substitutes**

To support student needs, supervision of students, and to cover paraeducators paid time off.

### **311 Homebound Instruction**

Homebound instruction is a special education placement designed to ensure the continuity of a student's education. At times, a student with a disability may present with a condition that will cause an absence from school for at least 10 consecutive school days, or the child's condition is such that he/she may be absent for short repeated periods of time. This placement determination is made in collaboration with a doctor and is a planning and placement team (PPT) decision.

## **Special Education (1200)**

### **312 Pupil Services - Therapies**

Individualized student needs may require therapeutic services such as occupational therapy, physical therapy, speech and language, counseling, audiological supports, and behavioral consultation. Providing comprehensive supports enables the district to meet student needs in their home school and may decrease the need to place students outside of the district. This line also accounts for related services of special education students attending magnet schools and extended school year program. The District does receive IDEA grant funding to supplement these therapeutic costs.

### **313 Pupil Services - Evaluations and Other Services**

At times, students with disabilities may require other outside services such as Independent Educational Evaluations. These types of evaluations could include: neuropsychological, central auditory processing, achievement, and functional/environmental behavior assessments. Depending on the scope of individualized need, these evaluations are often provided by specialists outside of the district.

### **314 Testing Supplies**

In order to determine eligibility for special education, the planning and placement team conducts a comprehensive evaluation. A comprehensive evaluation may include: cognitive, academic, language, behavioral, and motor evaluations. Eligibility is reviewed and determined every three years via the planning and placement team process. Evaluations must be updated as new versions come out. This ensures that the district is able to meet student needs using testing that is considered both valid and reliable.

### **324 In-Service**

Training in research based best practices in both math and literacy. Additionally, some of our students require additional outside support and/or consultation services throughout the year. This may include behavioral consultation, training in assistive technology and use in the educational environment, or in the development of safety plans. Certified and non-certified staff members are provided with de-escalation and crisis intervention training. This may also include Orton-Gillingham training and support.

### **560 Outside Tuitions**

Reflects increased costs for our special education students participating in necessary programs to maintain progress and prevent substantial regression. The line also includes those costs associated with outplacements for children with intensive special education needs.

### **591 Travel**

Mileage reimbursement to staff who travel between buildings and out of District.

## **Special Education (1200)**

### **616 Teaching Supplies**

Specific supplies needed for our students with special needs. This includes structured literacy workbooks, math/reading manipulatives, visual and auditory supports. Pre-K screening costs and supplies.

### **616 Office Supplies**

Supplies needed by the office of Student Services.

### **730 Equipment**

Students with special needs may require adaptive equipment and assistive technology as determined by the PPT process.

### **890 Professional Dues**

Costs associated with membership dues in regional and national organizations that support special educational personnel.

**Special Education (1200)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>111 Special Education Professional Staff</u></b>	\$ 996,502.40	\$1,058,271.24	\$ (61,768.84)	\$1,022,301.00	\$1,151,075.00	\$128,774.00	13%
Salaries	\$1,104,100.40			\$1,153,301.00	\$1,281,075.00		
IDEA 611 Grant	\$ (99,000.00)			\$ (96,000.00)	\$ (60,000.00)		
PK Tuition				\$ (35,000.00)	\$ (70,000.00)		
<b><u>111 Director of Student Services</u></b>							
Salary	\$ 123,012.00	\$ 123,012.00	\$ -	\$ 127,658.00	\$ 132,304.00	\$ 4,646.00	4%
<b><u>112 Special Education Paraeducator</u></b>	\$ 599,155.10	\$ 561,690.35	\$ 37,464.75	\$ 621,325.00	\$ 610,337.00	\$ (10,988.00)	-2%
Salaries	\$ 597,405.10			\$ 619,575.00	\$ 629,687.00		
Stipends	\$ 6,750.00			\$ 6,750.00	\$ 6,750.00		
Projected IDEA 619 Grant	\$ (5,000.00)			\$ (5,000.00)	\$ (5,000.00)		
Projected SEED Grant					\$ (21,100.00)		
<b><u>112 Special Education Nurse/Support</u></b>							
Salary	-	-	-	-	\$ 25,200.00	\$ -	0%
Projected SEED Grant					\$ (25,200.00)		
<b><u>112 Special Education Administrative Assistant</u></b>							
Salary	\$ 47,264.00	\$ 47,680.47	\$ (416.47)	\$ 48,672.00	\$ 50,245.00	\$ 1,573.00	3%
<b><u>114 Special Education Paraeducator Substitutes</u></b>							
Salaries	\$ 7,500.00	\$ 22,425.21	\$ (14,925.21)	\$ 7,845.00	\$ 8,850.00	\$ 1,005.00	13%
<b><u>311 Homebound Instruction</u></b>							
Academic Instruction	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%

**Special Education (1200)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>312 Pupil Services - Therapies</u></b>	\$ 61,000.00	\$ 41,916.17	\$ 19,083.83	\$ 50,000.00	\$ 43,000.00	\$ (7,000.00)	-14%
Assistive Technology Consultation	\$ 6,000.00			\$ 3,000.00	\$ 3,000.00		
CREC Reggio Magnet Services	\$ 25,000.00			\$ -	\$ 5,000.00		
Occupational Therapy	\$ 83,500.00			\$ 84,000.00	\$ 87,000.00		
BCBA	\$ 15,000.00			\$ 18,000.00	\$ 20,000.00		
Physical Therapy	\$ 10,000.00			\$ 12,000.00	\$ 12,000.00		
Registered Behavior Tech	\$ 54,000.00			\$ 54,000.00	\$ -		
<del>ARPA School Mental Health Specialist</del>	\$ (54,000.00)			\$ (52,000.00)	\$ -		
Projected IDEA 611 Grant	\$ (74,500.00)			\$ (65,000.00)	\$ (80,000.00)		
Projected IDEA 619 Grant	\$ (4,000.00)			\$ (4,000.00)	\$ (4,000.00)		
<b><u>313 Pupil Services - Evaluations and Other Services</u></b>	\$ 26,000.00	\$ 7,951.58	\$ 18,048.42	\$ 16,500.00	\$ 16,000.00	\$ (500.00)	-3%
Private Independent Evals	\$ 25,000.00			\$ 15,000.00	\$ 15,000.00		
CT SEDS				\$ 500.00	\$ 500.00		
PowerSchool Integ. Gifted & Talented Testing	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00		
LaunchPad AI					\$ 3,200.00		
Projected SEED Grant					\$ (3,700.00)		

**Special Education (1200)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>314 Testing Supplies</u></b>							
Evaluation Materials	\$ 17,500.00	\$ 13,222.11	\$ 4,277.89	\$ 20,000.00	\$ 20,000.00	\$ -	0%
<b><u>324 Inservice</u></b>	\$ 2,500.00	\$ 3,966.32	\$ (1,466.32)	\$ 2,500.00	\$ 4,500.00	\$ 2,000.00	80%
Crisis Prevention Institute (CPI)	\$ 2,500.00			\$ 2,500.00	\$ 2,500.00		
OG Training/Certification					\$ 2,000.00		
<b><u>560 Tuitions</u></b>	\$ 252,000.00	\$ 383,185.24	\$ (131,185.24)	\$ 475,000.00	\$ 460,000.00	\$ (15,000.00)	-3%
Outplacements	\$ 350,000.00			\$ 572,000.00	\$ 495,000.00		
Extended School Year (ESY)	\$ 32,000.00			\$ 30,000.00	\$ 30,000.00		
(Excess Cost Grant)	\$ (130,000.00)			\$ (127,000.00)	\$ (65,000.00)		
<b><u>591 Travel</u></b>	\$ -	\$ 1,184.00	\$ (1,184.00)	\$ 850.00	\$ 1,250.00	\$ 400.00	47%
<b><u>616 Teaching Supplies</u></b>	\$ 4,000.00	\$ 3,679.57	\$ 320.43	\$ 4,000.00	\$ 4,000.00	\$ -	0%
Supplies				\$ 7,500.00	\$ 7,500.00		
IDEA 611 Grant				\$ (3,500.00)	\$ (3,500.00)		
<b><u>616 Office Supplies</u></b>	\$ 550.00	\$ -	\$ 550.00	\$ 500.00	\$ 500.00	\$ -	0%
<b><u>730 Equipment</u></b>	\$ 3,200.00	\$ 6,506.06	\$ (3,306.06)	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00	25%
Assistive Equipment							

**Special Education (1200)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>890 Professional Dues</u></b>							
	\$ 475.00	\$ 1,013.00	\$ (538.00)	\$ 1,038.00	\$ 1,040.00	\$ 2.00	0%
ConnCASE	\$ 275.00			\$ 275.00	\$ 275.00		
Crisis Prevention	\$ -			\$ 200.00	\$ 200.00		
CAPSS	\$ -			\$ 363.00	\$ 365.00		
Litchfield County Director of Special Education	\$ 200.00			\$ 200.00	\$ 200.00		
<b><u>Grand Total</u></b>	<b><u>\$2,141,658.50</u></b>	<b><u>\$2,275,703.32</u></b>	<b><u>\$(134,044.82)</u></b>	<b><u>\$2,403,189.00</u></b>	<b><u>\$2,509,101.00</u></b>	<b><u>\$105,912.00</u></b>	<b><u>4%</u></b>

**Adult Education (1300)**

**560 Adult Education**

New Hartford's contribution toward regional adult education costs delivered through EdAdvance.

**Adult Education (1300)**

	<u>2024-2025</u>	<u>2024-2025 Actual</u>	<u>Under/ Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b><u>560 Adult Education</u></b>	\$7,086.00	\$ 7,086.00	\$ -	\$ 7,806.00	\$ 5,692.00	\$ -	\$ -
EdAdvance				\$ 9,306.00	\$ 7,299.00		
State Adult Education Grant				\$(1,500.00)	\$(1,607.00)		
<b><u>Grand Total</u></b>	<b><u>\$7,086.00</u></b>	<b><u>\$ 7,086.00</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 7,086.00</u></b>	<b><u>\$ 5,692.00</u></b>	<b><u>\$ (1,394.00)</u></b>	<b><u>\$ (0.20)</u></b>

## **Health Services (2100)**

### **112 Nurses' Salaries**

Each of our schools employs a full time nurse. Lead nurse stipend and overtime.

### **114 Nurse Substitutes**

To cover our nurses when absent for paid time off.

### **320 School Medical Advisor**

Each school district must employ a medical advisor. School nurses regularly consult with this doctor regarding medical questions and emergencies that may arise.

### **431 Equipment Services**

Calibration of Hearing Testing Equipment.

### **616 Health Supplies**

General medical supplies for all schools.

### **730 Equipment**

The cost of equipment needed in the nurses' offices.

### **890 Dues & Fees**

National Assoc. School Nurses.

**Health Services (2100)**

	<u>2024-2025</u>	<u>2024-2025.</u> <u>Actual</u>	<u>Under /</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>112 Nurses' Salaries</u></b>	<b>\$135,668.00</b>	<b>\$ 124,857.90</b>	<b>\$10,810.10</b>	<b>\$139,646.00</b>	<b>\$149,790.00</b>	<b>\$ 10,144.00</b>	<b>7%</b>
	\$133,168.00			\$137,146.00	\$147,290.00		
Lead Nurse Stipend	\$ 2,000.00			\$ 2,000.00	\$ 2,000.00		
OT	\$ 500.00			\$ 500.00	\$ 500.00		
<b><u>114 Nurse Substitutes</u></b>	<b>\$ 3,500.00</b>	<b>\$ 5,467.45</b>	<b>(\$1,967.45)</b>	<b>\$ 3,500.00</b>	<b>\$ 5,000.00</b>	<b>\$ 1,500.00</b>	<b>43%</b>
<b><u>320 School Medical Advisor</u></b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$0.00</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>0%</b>
<b><u>431 Equipment Services</u></b>	<b>\$ -</b>	<b>\$ 255.00</b>	<b>(\$255.00)</b>	<b>\$ 255.00</b>	<b>\$ 275.00</b>	<b>\$ 20.00</b>	<b>8%</b>
<b><u>616 Health Supplies</u></b>	<b>\$ 2,500.00</b>	<b>\$ 2,308.11</b>	<b>\$191.89</b>	<b>\$ 3,000.00</b>	<b>\$ 3,100.00</b>	<b>\$ 100.00</b>	<b>3%</b>
<b><u>730 Equipment</u></b>	<b>\$ 475.00</b>	<b>\$ 217.25</b>	<b>\$257.75</b>	<b>\$ 475.00</b>	<b>\$ 490.00</b>	<b>\$ 15.00</b>	<b>3%</b>
<b><u>890 Dues &amp; Fees</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$ 141.00</b>	<b>\$ 145.00</b>	<b>\$ 4.00</b>	<b>3%</b>
<b><u>Grand Total</u></b>	<b><u>\$145,143.00</u></b>	<b><u>\$ 136,105.71</u></b>	<b><u>\$ 9,292.29</u></b>	<b><u>\$150,017.00</u></b>	<b><u>\$161,800.00</u></b>	<b><u>\$ 11,783.00</u></b>	<b><u>8%</u></b>

## **Improvement of Instruction (2200)**

### **320 Purchased Services Teacher & Student Recognition**

Costs associated with the Litchfield County Superintendents' Student Recognition Dinner. Other expenses include the costs for the awards and Teacher/Student Recognition.

### **324 Professional Development**

Staff participate in district-wide collaborative professional learning sessions that focus on curriculum, instruction and assessment throughout the school year. This also covers registration costs for out-of-district conferences and professional learning experiences.

### **325 Curriculum Work**

As outlined in our 5 year curriculum plan, our curriculum is continuously updated to reflect the state standards and the implementation high quality instructional resources. This line covers the cost for staff to participate in curriculum meetings/work throughout the year and the cost of summer work for staff, including the curriculum coach.

### **593 Printing**

The cost of producing booklets or brochures.

### **616 Curriculum Materials**

Print and digital materials are part of the implementation of high quality instructional materials that we use on a daily basis to support all learners in all curriculum areas. Consumable learning materials need to be replaced or replenished yearly based on usage and student needs.

### **618 Curriculum Based Online Resources**

Annual online subscriptions and software to support our curriculum.

### **641 Professional Development Library**

Resources are purchased for the professional development libraries at each of the three schools based on teacher and curriculum needs.

### **890 Professional Dues**

Our Curriculum Coach holds professional memberships in educational organizations focused on instructional and curriculum change. (ASCD, Education week)

**Improvement of Instruction (2200)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under /</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>320 Purchased Services/Teacher &amp; Student Recognition</u></b>	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000	\$ -	0%
<b><u>322 Tuition Reimbursement</u></b> <b><u>(moved to employee benefit)</u></b>	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -		\$ -	0%
<b><u>324 Professional Development</u></b>	\$ 5,000.00	\$ 4,200.81	\$ 799.19	\$ 16,000.00	\$ 17,000	\$ 1,000.00	6%
	\$ 30,000.00			\$ 30,000.00	\$ 30,000		
Projected REAP Grant	\$(10,000.00)			\$(10,000.00)	\$(10,000)		
Projected Title IV Grant	\$(2,000.00)			\$(4,000.00)	\$(3,000)		
ARP Right to Read Grant	\$(13,000.00)			-			
<b><u>325 Curriculum Work</u></b>	\$ 12,000.00	\$ 10,349.36	\$ 1,650.64	\$ 12,000.00	\$ 12,000	\$ -	0%
	\$ 23,000.00			\$ 23,000.00	\$ 22,000		
Projected REAP Grant	\$(10,000.00)			\$(10,000.00)	\$(10,000)		
Projected Title IV Grant	\$(1,000.00)			\$(1,000.00)			
<b><u>593 Printing</u></b>	\$ 250.00	\$ 120.00	\$ 130.00	\$ 250.00	\$ 200	\$ (50.00)	-20%

**Improvement of Instruction (2200)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under /</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>616 Curriculum Materials</u></b>	\$ 4,500.00	\$ 4,538.32	\$ (38.32)	\$ 5,500.00	\$ 5,500	\$ -	0%
				\$ 9,500.00	\$ 9,500		
Projected Title IV Grant				\$ (4,000.00)	\$ (4,000)		
<b><u>618 Curriculum Based Online Resources</u></b>	\$ 28,500.00	\$ 29,304.01	\$ (804.01)	\$ 26,750.00	\$ 23,400	\$ (3,350.00)	-13%
	\$ 30,000.00			\$ 28,500.00	\$ 27,500		
Projected REAP Grant	\$ (1,500.00)			\$ (1,750.00)	\$ (1,100)		
Projected Title IV Grant					\$ (3,000)		
<b><u>641 Professional Development Library</u></b>	\$ 900.00	\$ 335.81	\$ 564.19	\$ 900.00	\$ 900	\$ -	0%
<b><u>890 Professional Dues</u></b>	\$ 100.00	\$ 546.00	\$ (446.00)	\$ 100.00	\$ 250	\$ 150.00	150%
<b><u>Grand Total</u></b>	<b><u>\$ 62,250.00</u></b>	<b><u>\$ 49,394.31</u></b>	<b><u>\$ 2,855.69</u></b>	<b><u>\$ 62,500.00</u></b>	<b><u>\$ 60,250</u></b>	<b><u>\$ (2,250.00)</u></b>	<b><u>-4%</u></b>

## **Library Media Centers (2300)**

### **320 Media Services and Supplies**

Materials for book repairs, barcode covers, spine labels, curriculum supplies, STEM Materials, and book processing needs.  
Annual maintenance and repairs for library equipment.

### **616 Instructional Supplies**

Supplies such as markers, paper, pencils, glue, construction paper, and folders, etc.

### **641 Books and Resources**

Annual subscription costs for online software (Alexandria, Tynker, Capstone, Typing Club). Annual subscription costs for periodicals. Update, replace and add to library collection. This is an area where we must continue to make an effort to improve to meet curriculum demands as well as to provide up-to-date resources for our students and staff.

### **730 Library Equipment**

Purchasing costs for new audio-visual equipment such as projectors, headphones, listening centers, book carts, and display shelving.

### **890 Professional Dues**

Membership in a number of professional organizations for our Library Media Specialist. It also covers the cost for their attendance at a children's literature conference, annual conferences for state professional organizations, and other professional development opportunities needed to support our information literacy services.

**Library Media Centers (2300)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>320 Media Services and Supplies</u></b>	\$ 3,500.00	\$ 1,094.82	\$ 2,405.18	\$ 3,000.00	\$ 1,100.00	\$ (1,900.00)	-63%
<b><u>616 Instructional Supplies</u></b>	\$ 550.00	\$ 183.09	\$ 366.91	\$ 550.00	\$ 500.00	\$ (50.00)	-9%
<b><u>641 Books and Resources</u></b>	\$14,325.00	\$ 11,813.58	\$ 2,511.42	\$14,443.00	\$16,650.00	\$ 2,207.00	15%
Online	\$10,350.00			\$11,793.00	\$12,000.00		
Periodicals	\$ 1,375.00			\$ 650.00	\$ 650.00		
Books	\$ 2,600.00			\$ 3,000.00	\$ 5,000.00		
Title IV Grant	\$ -			\$ (1,000.00)	\$ (1,000.00)		
<b><u>730 Library Equipment</u></b>	\$ 700.00	\$ 59.96	\$ 640.04	\$ 700.00	\$ 100.00	\$ (600.00)	-86%
<b><u>890 Professional Dues</u></b>	\$ 402.00	\$ 136.00	\$ 266.00	\$ 538.00	\$ 538.00	\$ -	0%
ALA/AASL Membership & Conf.	\$ 227.00			\$ 227.00	\$ 227.00		
CASL	\$ 175.00			\$ 175.00	\$ 175.00		
CT Lib. Consort. Dist. Mem.	\$ -			\$ 136.00	\$ 136.00		
<b><u>Grand Total</u></b>	<b><u>\$19,477.00</u></b>	<b><u>\$ 13,287.45</u></b>	<b><u>\$ 6,189.55</u></b>	<b><u>\$19,231.00</u></b>	<b><u>\$18,888.00</u></b>	<b><u>\$ (343.00)</u></b>	<b><u>-2%</u></b>

## **Technology (2400)**

### **111 Information Technologies Director**

The salary of our Information Technologies Director who manages each of the infrastructure of our network systems for the school district and performs regular updates on our servers.

### **112 Data Systems Specialist**

Salary for the Data Systems Specialist who prepares various State reports (PSIS, TCS, CRDC, etc.), manages all student information systems, LEA security manager, etc.

### **321 Technical Licenses**

The cost of our annual support agreements, antivirus subscriptions, additional operating system licensing, and upgrades.

### **321 Data Managing Licencing**

Alert Notification System (PowerSchool), Audit Reporting (Level Data), Customized Reporting Sequel Reports, Custom Reports (RAS Technologies), Data Management System Software (PowerSchool), District Website (Finalsite) , Student Data Privacy Security (Education Framework), Test/Cloud Server (PowerSchool), Google Forms, and Clever.

### **324 Professional Development**

Professional workshops for technical support.

### **407 Technical Supplies, Maintenance, and Repairs**

Ink, toner, and printing supplies for day-to-day needs, as well as maintenance supplies and repair parts for computers.

### **591 Travel**

Mileage reimbursement to staff who travel between buildings and out of District.

### **616 Instructional Supplies**

Supplies for teachers and computer lab instruction such as batteries, headsets, mouse pads, etc.

### **730 Technical Equipment**

Updating technology equipment for students and teachers. (laptops, document cameras, etc)

### **890 Professional Dues**

Ongoing membership in a number of professional organizations for our technology staff, in addition to expenses for attendance at annual conferences for state professional organizations.

**Technology (2400)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>111 I.T. Director</u></b>	\$ 72,572.00	\$ -	\$ 72,572.00	\$ 74,750.00	\$ 76,993.00	\$ 2,243.00	3%
<b><u>112 Data Systems Specialist</u></b>	\$ -	\$ 72,572.00	\$ (72,572.00)	\$ 55,289.00	\$ 57,080.00	\$ 1,791.00	3%
<b><u>321 Technical Licenses</u></b>	\$ 14,500.00	\$ 17,539.83	\$ (3,039.83)	\$ 17,770.00	\$ 16,000.00	\$ (1,770.00)	-10%
<b><u>321 Data Managing Licences</u></b>	\$ -	\$ 27,277.83	\$ (27,277.83)	\$ 26,538.00	\$ 29,600.00	\$ 3,062.00	12%
<b><u>324 Professional Development</u></b>	\$ 1,500.00	\$ 4,956.36	\$ (3,456.36)	\$ 1,500.00	\$ 2,200.00	\$ 700.00	47%
<b><u>407 Technical Supplies, Maintenance, and Repairs</u></b>	\$ 26,500.00	\$ 25,956.36	\$ 543.64	\$ 17,750.00	\$ 25,000.00	\$ 7,250.00	41%
<b><u>591 Travel</u></b>	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ -	0%
<b><u>616 Supplies</u></b>	\$ 200.00	\$ 33.07	\$ 166.93	\$ 200.00	\$ 200.00	\$ -	0%
<b><u>730 Technical Equipment</u></b>	\$ 8,000.00	\$ 7,499.55	\$ 500.45	\$ 10,000.00	\$ 9,000.00	\$ (1,000.00)	-10%
<b>REAP Grant</b>					\$ 21,000.00	\$ (12,000.00)	
<b><u>890 Professional Dues</u></b>	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ -	0%
<b><u>Grand Total</u></b>	<b><u>\$123,672.00</u></b>	<b><u>\$ 155,835.00</u></b>	<b><u>\$ (32,163.00)</u></b>	<b><u>\$204,597.00</u></b>	<b><u>\$216,873.00</u></b>	<b><u>\$ 12,276.00</u></b>	<b><u>6%</u></b>

## **Board of Education (2500)**

### **315 Legal Fees**

Legal consultation is necessary throughout the year on various educational matters such as contract negotiations.

### **320 Board of Education Meeting Minutes**

Paid position to record the Board of Education meeting minutes.

### **616 Supplies and Materials**

Costs associated with Board of Education meetings/materials.

### **689 Recognition and Hospitality for the District**

Recognition that demonstrates individual value. Leverages culture, service and products. (celebration of life, offering sympathy, honoring staff, etc.)

### **890 Professional Dues**

The New Hartford Board of Education holds memberships in several statewide and national organizations. This allows for important networking and shared services.

**Board of Education (2500)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>(Under)/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>315 Legal Fees</u></b>	\$35,000.00	\$ 366,358.62	\$ (331,358.62)	\$50,000.00	\$50,000.00	\$ -	0%
<b><u>320 Board of Education Meeting Minutes</u></b>	\$ 1,875.00	\$ 2,000.00	\$ (125.00)	\$ 1,875.00	\$ 2,500.00	\$ 625.00	33%
<b><u>616 Supplies and Materials</u></b>	\$ 1,000.00	\$ 502.57	\$ 497.43	\$ 700.00	\$ 700.00	\$ -	0%
<b><u>689 Recognition and Hospitality</u></b>	\$ 500.00	\$ 722.84	\$ (222.84)	\$ 500.00	\$ 750.00	\$ 250.00	50%
<b><u>890 Professional Dues</u></b>	\$ 7,600.00	\$ 9,620.87	\$ (2,020.87)	\$ 8,550.00	\$ 8,585.00	\$ 35.00	0%
CABE	\$ 6,500.00			\$ 7,375.00	\$ 7,500.00		
CREC				\$ 90.00	\$ -		
EdAdvance	\$ 600.00			\$ 585.00	\$ 585.00		
Fingerprinting	\$ 500.00			\$ 500.00	\$ 500.00		
<b><u>Grand Total</u></b>	<b><u>\$45,975.00</u></b>	<b><u>\$ 379,204.90</u></b>	<b><u>\$ (333,229.90)</u></b>	<b><u>\$61,625.00</u></b>	<b><u>\$62,535.00</u></b>	<b><u>\$ 910.00</u></b>	<b><u>1%</u></b>

## **Central Office (2600)**

### **111 Superintendent of Schools**

The salary of the district's Superintendent of Schools.

### **112 Manager of Human Resources and Finances**

The Fiscal Services Administrative Assistant works with the Superintendent of Schools to plan, direct, organize, coordinate, and manage a broad range of financial and business management services for the New Hartford Public Schools.

### **112 Administrative Assistant**

In addition to being the Administrative Assistant for the Superintendent, the Administrative Assistant coordinates many of the required state reports. his role also manages district grants with district Directors.

### **112 Bookkeeper**

The Bookkeeper works with the Superintendent and the Fiscal Services Administrator to coordinate and manage a broad range of fiscal services and accounting tasks including: accounts payable, accounts receivable, and reconciliations.

### **113 Special Projects**

Overtime is paid to the Central Office staff, as needed, for extra hours worked each year.

### **320 Purchased Professional Services**

Cost for service to prepare, review and submit the Education Financial System, the end of the year State report, and work with the town's independent accountant.

### **320 Purchased Technical Services**

Application Processing for Federal E-Rate Services, Electronic Funds Payment Services (E-Funds), Payroll and Accounting Software (Tyler Technologies)

### **324 Professional Development**

Professional workshops and conferences for the Central Office.

### **591 Travel**

Mileage reimbursement to Superintendent and Central Office staff who travel between buildings and out of District.

## **Central Office (2600)**

### **642 Educational Periodicals**

Subscriptions to educational reading materials.

### **616 Office Supplies**

General supplies for the Central Office.

### **693 Data Processing Services and Supplies**

Data processing supplies and services.

### **730 Equipment**

Office equipment purchased or replaced.

### **890 Professional Dues**

The Superintendent holds memberships in several statewide and national organizations. This also allows for important networking and shared services. (CAPSS, LCSA, CASBO, AASA, CREC, NEASS)

**Central Office (2600)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>111 Superintendent of Schools</u></b>	\$ 185,657.00	\$ 188,407.00	(\$2,750.00)	\$ 190,275.00	\$ 194,100.00	\$ 3,825.00	2%
<b><u>112 Manager of Finance and Human Resources</u></b>	\$ 67,000.00	\$ 66,996.80	\$3.20	\$ 69,750.00	\$ 72,540.00	\$ 2,790.00	4%
<b><u>112 Administrative Assistant</u></b>	\$ 73,257.00	\$ 72,183.39	\$1,073.61	\$ 58,000.00	\$ 58,000.00	\$ -	0%
<b><u>112 Bookkeeper</u></b>	\$ 33,659.00	\$ 33,543.09	\$115.91	\$ 34,894.00	\$ 36,025.00	\$ 1,131.00	3%
<b><u>113 Special Projects</u></b>	\$ 2,000.00	\$ 731.36	\$1,268.64	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	-33%
<b><u>320 Purchased Professional Services</u></b>	\$ 5,000.00	\$ 20,397.69	(\$15,397.69)	\$ 5,400.00	\$ 7,000.00	\$ 1,600.00	30%
<b><u>320 Professional Tech Services</u></b>	\$ -	\$ 6,426.00	(\$6,426.00)	\$ 10,860.00	\$ 10,800.00	\$ (60.00)	-1%
<b><u>324 Professional Development</u></b>	\$ 3,500.00	\$ 1,795.11	\$1,704.89	\$ 3,100.00	\$ 3,100.00	\$ -	0%
<b><u>591 Travel</u></b>	\$ -	\$ 1,045.77	(\$1,045.77)	\$ 3,450.00	\$ 3,600.00	\$ 150.00	4%
<b><u>642 Educational Periodicals</u></b>	\$ 200.00	\$ 171.60	\$28.40	\$ 200.00	\$ 400.00	\$ 200.00	100%

**Central Office (2600)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>616 Office Supplies</u></b>	\$ 3,500.00	\$ 1,471.33	\$2,028.67	\$ 3,000.00	\$ 3,000.00	\$ -	0%
<b><u>693 Data Processing Services and Supplies</u></b>	\$ 2,000.00	\$ 616.24	\$1,383.76	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	-33%
<b><u>730 Equipment</u></b>	\$ 500.00	\$ 257.95	\$242.05	\$ 500.00	\$ 500.00	\$ -	0%
<b><u>890 Professional Dues</u></b>	\$ 5,345.00	\$ 5,634.00	(\$289.00)	\$ 5,300.00	\$ 5,600.00	\$ 300.00	6%
<b><u>Grand Total</u></b>	<b><u>\$381,618.00</u></b>	<b><u>\$399,677.33</u></b>	<b><u>\$(18,059.33)</u></b>	<b><u>\$387,729.00</u></b>	<b><u>\$396,665.00</u></b>	<b><u>\$ 8,936.00</u></b>	<b><u>2%</u></b>

## **School Offices (2700)**

### **111 Salaries**

Salaries of our two (2) building principals inclusive of stipends.

### **112 School Secretaries**

Salaries for the three Administrative Assistants at ANT, BAK, and NHE.

### **114 Secretary Substitutes**

Secretary substitutes are needed when our secretaries are out due to sickness or training.

### **114 Substitute Coordinator**

Stipend for the coordination of substitutes for all three schools.

### **591 Travel Reimbursement**

Mileage reimbursement to Administrators.

### **616 Office Supplies**

All general supplies for school buildings.

### **730 Equipment**

Equipment for our school offices to be purchased or replaced.

### **890 Professional Dues**

Our administration holds memberships in several statewide and national organizations for professional growth, education, and networking. (Association for Supervision Curriculum and Development, Connecticut Association of Superintendents, National Association of Elementary School Principals, National School Development Council)

**School Offices (2700)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>111 Administrators' Salaries</u></b>	<b>\$273,729.00</b>	<b>\$ 273,729.00</b>	<b>\$ -</b>	<b>\$280,731.00</b>	<b>\$288,265.00</b>	<b>\$ 7,534.00</b>	<b>3%</b>
Principals	\$269,729.00			\$276,731.00	\$284,265.00		
Team Facilitator	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00		
Stipend - Superintendent-in-Char ge	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00		
Stipend - Doctorate	\$ 2,000.00			\$ 2,000.00	\$ 2,000.00		
<b><u>112 Administrative Assistants'/Secretaries' Salaries</u></b>	<b>\$167,112.00</b>	<b>\$ 166,020.84</b>	<b>\$ 1,091.16</b>	<b>\$172,845.00</b>	<b>\$178,250.00</b>	<b>\$ 5,405.00</b>	<b>3%</b>
	\$162,289.00			\$167,845.00	\$173,250.00		
Substitute Coordinator Stipend	\$ 4,823.00			\$ 5,000.00	\$ 5,000.00		
<b><u>114 Secretary Substitutes</u></b>	<b>\$ 3,500.00</b>	<b>\$ 5,865.43</b>	<b>\$ (2,365.43)</b>	<b>\$ 3,500.00</b>	<b>\$ 4,500.00</b>	<b>\$ 1,000.00</b>	<b>29%</b>
<b><u>591 Travel</u></b>	<b>\$ 1,500.00</b>	<b>\$ 1,281.21</b>	<b>\$ 218.79</b>	<b>\$ 1,125.00</b>	<b>\$ 1,300.00</b>	<b>\$ 175.00</b>	<b>16%</b>
<b><u>616 Office Supplies</u></b>	<b>\$ 5,700.00</b>	<b>\$ 2,987.18</b>	<b>\$ 2,712.82</b>	<b>\$ 5,800.00</b>	<b>\$ 5,800.00</b>	<b>\$ -</b>	<b>0%</b>
<b><u>730 Equipment</u></b>	<b>\$ 5,000.00</b>	<b>\$ 7,283.85</b>	<b>\$ (2,283.85)</b>	<b>\$ 4,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 1,000.00</b>	<b>25%</b>
<b><u>890 Professional Dues</u></b>	<b>\$ 1,200.00</b>	<b>\$ 1,326.00</b>	<b>\$ (126.00)</b>	<b>\$ 1,326.00</b>	<b>\$ 1,400.00</b>	<b>\$ 74.00</b>	<b>6%</b>
CAPSS	\$ -		\$ -	\$ 726.00			
CAS	\$ -		\$ -	\$ 600.00			
<b><u>Grand Total</u></b>	<b><u>\$457,741.00</u></b>	<b><u>\$ 458,493.51</u></b>	<b><u>\$ (752.51)</u></b>	<b><u>\$469,327.00</u></b>	<b><u>\$484,515.00</u></b>	<b><u>\$ 15,188.00</u></b>	<b><u>3%</u></b>

## **Plant Operations (2800)**

### **112 Custodian Salaries**

Salaries and contracted increases of four (4) building custodians and one part time custodian, inclusive of stipend for Lead Custodian.

### **113 Overtime**

Our custodians are paid for all overtime services, i.e., snow removal, school and community events. During the winter, one custodian is paid to inspect all the buildings each weekend.

### **114 Part-Time Summer Custodians**

Summertime assistance for thorough cleaning to prepare our buildings for fall opening.

### **115 Substitute Custodians**

Custodial substitutes are needed when our custodians are out due to sickness or additional training.

### **402 Utilities**

Pays for waste removal and electricity at each of our buildings, city water at NHE, internet and phones for Superintendent and IT Director.

### **402 Heating Oil**

Our three buildings use approximately 35,000 gallons of oil each year. Purchased via multi-district consortium.

### **402 Propane Fuel**

Our school kitchens and the modular classrooms at Bakerville Consolidated School use propane fuel. NHE utilizes propane for heating certain areas of the school.

### **406 Emergency Repairs**

Plumbing, HVAC, security, and all unanticipated repairs throughout the year at each of our buildings.

### **407 Building Maintenance**

Multiple maintenance projects/replacements necessary at each building as requested by each principal. (Playground repairs, wood chips, doors, locks, fixtures, furniture) State of CT District Repair and Improvement Project (DRIP) is a grant to support municipalities with the burden of small repairs and projects.

## **Plant Operations (2800)**

### **420 Service Contracts**

Multiple services necessary districtwide.

### **431 Equipment Repair**

BOE van, lawn mowers, snow blowers, floor machines, and other heavy duty equipment.

### **512 Fuel**

Gasoline for BOE van, mowers, snowblowers, and power equipment.

### **530 Postage**

Postage and mailings for the schools and Central Office.

### **533 Advertising**

The cost of posting district vacancies, Request for Proposals. (RFP)

### **533 Internet Service Provider**

Internet service provider and our website service providers and fees for CEN (Connecticut Education Network) for use of their network.

### **592 Property and Liability Insurance**

Multiple insurances.

### **616 Maintenance Supplies**

Maintenance supplies for all three schools. The lead custodian prepares a comprehensive list of necessary supplies.

### **731 Leases and Copying**

Maintenance agreements for five (5) copy machines and the Pitney Bowes Mail Meter.

**Plant Operations (2800)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>112 Custodian Salaries</u></b>	<b>\$276,270.00</b>	<b>\$ 282,575.95</b>	<b>\$ (6,305.95)</b>	<b>\$ 284,130</b>	<b>\$ 291,394</b>	<b>\$ 7,264.00</b>	<b>3%</b>
Salaries	\$272,970.00		\$ 272,970.00	\$ 281,130	\$ 288,394		
Stipend (Lead Custodian)	\$ 3,000.00		\$ 3,000.00	\$ 3,000	\$ 3,000		
Longevity (1 Employee)	\$ 300.00		\$ 300.00	\$ -			
<b><u>113 Overtime</u></b>	<b>\$ 8,500.00</b>	<b>\$ 6,253.73</b>	<b>\$ 2,246.27</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>0%</b>
<b><u>114 Part-Time Summer Custodians</u></b>	<b>\$ 7,845.00</b>	<b>\$ 4,322.45</b>	<b>\$ 3,522.55</b>	<b>\$ 8,175</b>	<b>\$ 8,470</b>	<b>\$ 295.00</b>	<b>4%</b>
<b><u>115 Substitute Custodians</u></b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>	<b>\$ 2,250</b>	<b>\$ 2,250</b>	<b>\$ -</b>	<b>0%</b>
<b><u>402 Utilities</u></b>	<b>\$143,000.00</b>	<b>\$ 162,576.00</b>	<b>\$ (19,576.00)</b>	<b>\$ 153,547</b>	<b>\$ 159,775</b>	<b>\$ 6,228.00</b>	<b>4%</b>
Refuse	\$ 14,000.00			\$ 15,547	\$ 16,775		
Electricity	\$ 97,000.00			\$ 118,000	\$ 125,000		
Water	\$ 5,000.00			\$ 6,500	\$ 4,000		
Internet	\$ 13,000.00			\$ 23,000	\$ 23,000		
Communications	\$ 14,000.00			\$ 1,000	\$ 1,000		
E-Rate Grant	\$ -			\$ (10,500)	\$ (10,000)		
<b><u>402 Heating Oil</u></b>	<b>\$105,000.00</b>	<b>\$ 95,089.90</b>	<b>\$ 9,910.10</b>	<b>\$ 97,000</b>	<b>\$ 99,000</b>	<b>\$ 2,000.00</b>	<b>2%</b>
35,000 Gallons							
<b><u>402 Propane Fuel</u></b>	<b>\$ 8,500.00</b>	<b>\$ 8,248.84</b>	<b>\$ 251.16</b>	<b>\$ 8,300</b>	<b>\$ 8,500</b>	<b>\$ 200.00</b>	<b>2%</b>

**Plant Operations (2800)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>406 Emergency Repairs</u></b>	<b>\$ 70,000.00</b>	<b>\$ 43,921.11</b>	<b>\$ 26,078.89</b>	<b>\$ 50,000</b>	<b>\$ 48,000</b>	<b>\$ (2,000.00)</b>	<b>-4%</b>
Emergency repairs					\$ 85,000		
DRIP Grant					\$ (37,000)		
<b><u>407 Building Maintenance</u></b>	<b>\$ 30,000.00</b>	<b>\$ 25,746.93</b>	<b>\$ 4,253.07</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ (30,000.00)</b>	<b>-100%</b>
ANT (painting & electrical)	\$ 10,000.00		\$ 10,000.00	\$ 10,000	\$ 10,000		
BAK (painting)	\$ 10,000.00		\$ 10,000.00	\$ 10,000	\$ 10,000		
NHES (painting)	\$ 10,000.00		\$ 10,000.00	\$ 10,000	\$ 10,000		
DRIP Grant					\$ (30,000)		
<b><u>420 Service Contracts</u></b>	<b>\$108,399.00</b>	<b>\$ 64,037.50</b>	<b>\$ 44,361.50</b>	<b>\$ 77,793</b>	<b>\$ 104,143</b>	<b>\$ 26,350.00</b>	<b>34%</b>
Emergency Light Inspections (Johnson Controls)				\$ 4,570	\$ 3,400		
Asbestos and Radon Inspections (EnviroMed Services)				\$ 3,000	\$ 3,000		
Boiler Inspections - Biennial (Dept. of Public Safety)				\$ 1,200	\$ 1,200		
Document Shredding				\$ 900	\$ 950		
Drinking Water Inspections (State of CT)				\$ 250	\$ 250		
Fire Pump Maintenance (Advanced Power Services)				\$ 780	\$ 900		
Handicap Lift for Stage (Handi Lift)				\$ 500	\$ 500		
Hogan Phone System					-		
HVAC (Western State Mechanical)				\$ 5,000	\$ 10,000		
EdAdvance Nutrition Services					\$ 15,000		
Pest Inspections and Removal (Yellow Jacket Expert)				\$ 2,500	\$ 3,000		
Playground Canopies Install and Removal (Ultiplay)				\$ 600	\$ 400		
Remote Heating Maintenance and Repairs (Universal Building Controls)				\$ 1,390	\$ 1,390		
Fire & Alarm Monitoring (Associated Security)				\$ 720	\$ 3,095		
Security Document Shredding (Infoshred)					\$ 1,000		
Septic Cleaning (B & B Septic)				\$ 5,500	\$ 5,300		
Septic Maintenance (M E Carroll & Sons)				\$ 1,250	\$ 1,250		

**Plant Operations (2800)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
Snow Plowing (Snow Plowing for 3 Schools)				\$ 15,000	\$ 15,000		
Sprinklers, Smoke Alarms & Extinguishers Inspections (Fire Protection Team)				\$ 5,440	\$ 10,040		
Tick Treatment (Natural Lawn)				\$ 1,718	\$ 1,718		
Underground Storage Tank Inspections (Hughes Mechanical)				\$ 2,600	\$ 2,600		
Water Testing Required by State (Water Systems Solutions)				\$ 21,875	\$ 21,000		
Window Cleaning (Yearly Window Cleaning)				\$ 3,000	\$ 3,150		
Verkada Camera System					-		
<b><u>431 Equipment Repair</u></b>	\$ 4,000.00	\$ 2,602.08	\$ 1,397.92	\$ 4,000	\$ 3,000	\$ (1,000.00)	-25%
<b><u>512 Fuel</u></b>	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ -	0%
<b><u>530 Postage</u></b>	\$ -	\$ 5,353.50	\$ (5,353.50)	\$ 5,000	\$ 2,000	\$ (3,000.00)	-60%
<b><u>533 Advertising</u></b>	\$ -	\$ 764.20	\$ (764.20)	\$ 1,000	\$ 2,000	\$ 1,000.00	100%
<b><u>592 Property and Liability Insurance</u></b>	\$ 44,290.00	\$ 31,103.99	\$ 13,186.01	\$ 45,400	\$ 38,000	\$ (7,400.00)	-16%
<b><u>616 Maintenance Supplies</u></b>	\$ 30,000.00	\$ 33,507.29	\$ (3,507.29)	\$ 35,000	\$ 36,000	\$ 1,000.00	3%
<b><u>731 Leases and Copying</u></b>	\$ 42,000.00	\$ 40,878.55	\$ 1,121.45	\$ 42,000	\$ 44,000	\$ 2,000.00	5%
<b><u>Grand Total</u></b>	<b><u>\$879,804.00</u></b>	<b><u>\$ 806,982.02</u></b>	<b><u>\$ 72,821.98</u></b>	<b><u>\$ 853,495</u></b>	<b><u>\$ 856,432</u></b>	<b><u>\$ 2,937.00</u></b>	<b><u>0%</u></b>

## **Employee Benefits (6100)**

### **201 Medical & Dental Insurance**

Employee health/dental and vision insurance costs.

### **204 Life/Disability Insurance Policy**

Life and disability insurance benefit and Accidental Death & Dismemberment benefits.

### **205 Social Security**

The school district pays an amount based on the salaries (6.2%) of our employees.

### **206 Medicare**

The school district pays an amount based on the salaries (1.45%) of our employees.

### **209 Pension Fund**

The school district contributes towards a pension plan for most non-certified employees.

### **211 Tax Sheltered Annuities**

Contracted annual annuity contribution.

### **214 Unemployment Compensation**

The school district's cost for employees who have left the school district due to loss of employment.

### **215 Workers' Compensation**

The cost of insurance if any employee is unable to work due to a work related injury.

### **216 Partial Tuition Reimbursement**

The teachers' contract requires that \$10,000 be placed in this account annually for costs associated with teachers seeking additional education at the graduate and post-graduate level.

### **217 Leave Payout**

Contractual payout for staff retirement, resignation, etc.

**Employee Benefits (6100)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>201 Medical/Dental Insurance</u></b>	\$1,444,441.00	\$ 1,305,232.72	\$ 139,208.28	\$1,597,775.00	\$1,695,000.00	\$ 97,225.00	6%
<b><u>204 Life/Disability Insurance</u></b>	\$ 18,390.09	\$ 19,596.52	\$ (1,206.43)	\$ 19,680.00	\$ 20,075.00	\$ 395.00	2%
<b><u>205 Social Security</u></b>	\$ 106,734.00	\$ 95,241.79	\$ 11,492.21	\$ 111,209.00	\$ 112,200.00	\$ 991.00	1%
<b><u>206 Medicare</u></b>	\$ 85,723.00	\$ 79,456.40	\$ 6,266.60	\$ 89,626.00	\$ 90,000.00	\$ 374.00	0%
<b><u>209 Pension Fund &amp; 457 Deferred Comp</u></b>	\$ 147,516.00	\$ 159,145.90	\$ (11,629.90)	\$ 171,101.00	\$ 181,956.00	\$ 10,855.00	6%
Fund	\$ 96,071.00			\$ 102,556.00	\$ 102,556.00		
Expenses	\$ 1,485.00			\$ 1,400.00	\$ 1,400.00		
Defined Contributor	\$ 49,960.00			\$ 67,145.00	\$ 78,000.00		
<b><u>211 Tax Sheltered Annuities</u></b>	\$ 23,000.00	\$ 21,250.00	\$ 1,750.00	\$ 21,000.00	\$ 21,000.00	\$ -	0%
<b><u>214 Unemployment Compensation</u></b>	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 20,000.00	\$ 15,000.00	\$ (5,000.00)	-25%
<b><u>215 Workers' Compensation</u></b>	\$ 48,500.00	\$ 41,720.20	\$ 6,779.80	\$ 49,730.00	\$ 45,500.00	\$ (4,230.00)	-9%
<b><u>216 Tuition Reimbursement</u></b>	\$ 10,000.00	\$ 7,157.50	\$ 2,842.50	\$ 10,000.00	\$ 10,000.00	\$ -	0%
<b><u>217 Leave Payout</u></b>	\$ 3,570.30	\$ 3,570.30	\$ -		\$ 3,645.00	\$ 3,645.00	100%
<b><u>Grand Total</u></b>	<b><u>\$1,909,304.09</u></b>	<b><u>\$ 1,732,371.33</u></b>	<b><u>\$ 180,503.06</u></b>	<b><u>\$2,090,121.00</u></b>	<b><u>\$2,194,376.00</u></b>	<b><u>\$104,255.00</u></b>	<b><u>5%</u></b>

## **Pupil Transportation (2900)**

### **510 Regular Education Bus Lease**

Contracted price increase for our bus service including fuel costs.

### **511 Special Education Bus Leases**

Special education transportation, including out of district transportation. Specialized transportation is part of a special education student's right to a free and appropriate public education.

### **511 Special Education Summer School Transportation**

Contracted bus increase for students requiring summer school transportation.

### **512 Fuel Costs for Pupil Transportation**

The school district is responsible for all fuel costs associated with our school buses. This is now part of the new contract via the bus lease.

**Pupil Transportation (2900)**

	<u>2024-2025</u>	<u>2024-2025</u> <u>Actual</u>	<u>Under/</u> <u>Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar</u> <u>Variance</u>	<u>% Variance</u>
<b><u>510 Regular Education Bus Lease</u></b>	\$600,336.00	\$ 600,336.00	\$0.00	\$ 559,855	\$ 582,000	\$ 22,145.00	4%
<b><u>511 Special Education Bus Leases</u></b>	\$165,000.00	\$ 112,299.16	\$52,700.84	\$ 165,000	\$ 165,000	\$ -	0%
<b><u>511 Special Education Summer School Transportation</u></b>	\$ 20,500.00	\$ 9,339.45	\$11,160.55	\$ 14,000	\$ 12,000	\$ (2,000.00)	-14%
<b><u>512 Fuel Costs for Pupil Transportation</u></b>	\$ 60,000.00	\$ 54,739.04	\$5,260.96	\$ -	\$ -	\$ -	0%
<b><u>Total</u></b>	<b><u>\$845,836.00</u></b>	<b><u>\$ 776,713.65</u></b>	<b><u>\$ 69,122.35</u></b>	<b><u>\$ 738,855</u></b>	<b><u>\$ 759,000</u></b>	<b><u>\$ 20,145.00</u></b>	<b><u>3%</u></b>

**Communications (2800)**

(moved to operations)

	<u>2024-2025</u>	<u>2024-2025 Actual</u>	<u>Under/Overage</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>Dollar Variance</u>	<u>% Variance</u>
<b>530 Postage</b>	\$ 5,500.00						
<b>533 Job Postings</b>	\$ 750.00						
<b><u>Grand Total</u></b>	<b>\$ 6,250.00</b>			\$ -	\$ -	\$ -	

<b>New Hartford Public Schools</b>		
<b>Preliminary Capital Expenditure Requests</b>		
<b>2026-2027</b>		
<b>Location</b>	<b>Request</b>	<b>Amount</b>
<b>District-Wide</b>	<b>Connecticut Public Act 23-167 &amp; PA 22-118</b>	
	Indoor Air Quality (yearly) HVAC Inspections (every 5yrs.)	\$15,675
	Refresh program: 45 Student Chromebooks / District WiFi system replacement (E-rate offset \$6,000)	\$29,900
	<b>Oil Tank Replacement</b>	
	Begin to encumber funds to replace four Underground Storage Tanks (see 5 year Capital Plan)	\$100,000
<b>Antolini</b>	<b>Classroom Refresh</b>	
	Classrooms 25, 26 & 29 (flooring, painting, windows & blinds)	\$20,700
<b>Total</b>		<b>\$166,275.00</b>

<b>New Hartford Public Schools</b>								
<b>5 Year Capital Plan</b>								
<b>2027-2031</b>								
<b>Item</b>	<b>Description</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>Notes</b>	<b>Priority</b>
1	<b>Connecticut Public Act 23-167 &amp; PA 22-118 Indoor Air Quality (yearly) HVAC Inspections (every 5yrs.)</b>	\$ 15,675.00	Rebid (IAQ)			Rebid (HVAC)	IAQ:Ant. (\$5,775) NHES (\$5,100) Bak. (\$4,825) HVAC: Ant. (\$12,125) NHES (\$9,062) Bak. (\$7,250)	1
2	<b>Technology Refresh Program</b>	\$ 29,900.00	\$ 35,000.00	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00	Student Chromebooks / Promethean Boards / District wifi system replacement	3
3	<b>Underground Storage Tank (remove and replace)</b>	\$100,000.00	\$150,000.00	\$225,000.00	\$225,000.00	\$ 300,000.00	Begin to encumber funds	2
4	<b>Classroom Refresh</b>	\$ 20,700.00						4
	<b>Total</b>	<b>\$166,275.00</b>	<b>\$185,000.00</b>	<b>\$260,000.00</b>	<b>\$255,000.00</b>	<b>\$ 330,000.00</b>	rev. 1.21.2026	

**New Hartford Public Schools**  
**Board of Education *Special* Meeting**  
**Ann Antolini School - Library**  
**5:00PM on Thursday, January 15, 2026**

**Motions & Votes ONLY (regarding appointments)**

**Task Force Representatives**

School Facility Utilization Task Force (Board of Education & Community)

**Votes for School Facility Utilization Task Force – (3) Board of Education Members:**

**Jon Puz (7):** Thomas Buzzi, Timothy Klepps, Erik Perotti, Jon Puz, Frank Rodenberg, Timothy Russell, Kristin Young

**Kristin Young (7):** Thomas Buzzi, Timothy Klepps, Penny Miller, Erik Perotti, Jon Puz, Frank Rodenberg, Kristin Young

**Penny Miller (5):** Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell, Kristin Young

**Kirby Morante (5):** Thomas Buzzi, Timothy Klepps, Penny Miller, Jon Puz, Timothy Russell

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**Penny Miller (5):** Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell, Kristin Young

**Kirby Morante (3):** Thomas Buzzi, Timothy Klepps, Jon Puz

**MOTION** by Penny Miller to appoint New Hartford Board of Education members: **Jon Puz, Kristin Young** and **Penny Miller** to the School Facility Utilization Task Force. Second by Erik Perotti.

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

**Votes for School Facility Utilization Task Force – (2) Community Members:**

**Samantha Wald (7):** Thomas Buzzi, Timothy Klepps, Erik Perotti, Jon Puz, Frank Rodenberg, Timothy Russell, Kristin Young

**Carmen Neale (5):** Penny Miller, Erik Perotti, Jon Puz, Timothy Russell, Kristin Young

**Jeffrey Linton (3):** Thomas Buzzi, Timothy Klepps, Frank Rodenberg

**MOTION** by Penny Miller to appoint **Samantha Wald** and **Carmen Neale** as members of the community to the School Facility Utilization Task Force. Second by Kristin Young.

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

## EdAdvance

### Representative to EdAdvance Board of Directors

Votes for the New Hartford Board of Education member to be the **Representative to EdAdvance Board of Directors:**

**Penny Miller (4):** Thomas Buzzi, Penny Miller, Jon Puz, Timothy Russell

**Kristin Young (4):** Timothy Klepps, Erik Perotti, Frank Rodenberg, Kristin Young

Kristin Young withdrew her interest.

**MOTION** by Jon Puz to appoint **Penny Miller** as the New Hartford Board of Education Representative to EdAdvance Board of Directors. 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-ZlomWmjG81dc\\_QM3rfg](https://www.youtube.com/channel/UCX-ZlomWmjG81dc_QM3rfg)

### **Attachments:**

Ballots:

1. Board of Education Members
2. Community Members
3. Representative to EdAdvance Board of Directors

**New Hartford Public Schools**  
**Board of Education Special Meeting**  
**5:00PM on Thursday, January 15, 2026**  
**Ann Antolini School**

**Present:** Superintendent Jeffrey Sousa; Chair Timothy Klepps; Vice Chair Kristin Young

**Board Members:** Thomas Buzzi; Penny Miller (Secretary); Erik Perotti; Jon Puz; Frank Rodenberg; Timothy Russell

**Absent:** Kirby Morante

**Also present:** Kelly Carroll, Michael Lynch, Heather Mathes, Sara Voghel, Jeffrey Linton, Carmen Neale, Charlie Neale and Karen Griswold-Nelson

Timothy Klepps, Chair of the NHPS Board of Education, called the special meeting to order at 5:02PM.

- A. Pledge of Allegiance**
- B. Order of Business**
- C. Communications to the Board of Education/Public Comment**

Correspondence from Jay Bailey

**D. Superintendent's Report**

**a. Advocacy Letters**

The New Hartford Public Schools leadership group has been busy writing advocacy letters expressing the needs of the school district. Letters have been sent to Jeffrey Beckham regarding the DRIP program, also to the Bond Commission, Mark Anderson and Paul Honig. These letters were written based on the concern of what wouldn't be funded by the Bond Commission. DRIP grant funds are approximately \$47,000 and will be received by the end of the year, which was unanticipated. DRIP is for small projects in the school district. Other letters were advocating for the mental health grant to be sustained, which was cut by the federal government. EdAdvance had received a grant for 8 million dollars for the course 5 years, which supported mental health in the school district among many other districts. This grant has been discontinued, which the letters advocate for this grant to be restored. There are proposed cuts by the House of Appropriations Committee. There are advocacy letters to Senator Chris Murphy and others stating any cuts to Title 1, Title 2 or Title 3 funding is unacceptable as it has a direct impact on students. The SEED grant was unanticipated and is approximately \$50,000 to help support Special Education and new hires. Letter to Superintendent Steven Lepage—Mr. Sousa is very thankful to Superintendent Mr. LePage at Region 7, they allowed New Hartford to retain the funds which were supposed to be shared overall to offset the cost of Special Education. The State failed to think about Regional School Districts and how the funding would be spread out.

**b. School Facility Utilization Study Updates (*Silver Petrucelli & Associates* or SPA)**

There have been two meetings to date. The first meeting was a meet and greet to discuss deliverables, the tentative timeline and data collection. SPA has collected architectural designs, mechanical reports and more. They have established dates for the School Facility Utilization Task Force. The second meeting with SPA was specifically regarding enrollment projections and collecting all the necessary reports. The timeline for enrollment projections is within two months. SPA contracted with another company to provide the enrollment projections. There is a student privacy agreement with the company to protect the student's privacy. Enrollment projections are a part of this study as well as used in grants, construction and recuperating funds.

There is a designated email for the task force: [nhtaskforce@newhtfd.org](mailto:nhtaskforce@newhtfd.org)

**The first meeting for the School Facility Utilization Task Force is Thursday January 22, 2026 (7:00PM) at Ann Antolini School.** The meeting is a meet and greet, discussing the goals of the task force. The School Facility Utilization Task Force meetings are from January to June 2026, skipping July and August, then scheduled to meet again from September to December 2026. Superintendent Sousa reviewed the tentative task force timeline. Chairman Klepps and Mr. Sousa, clarified the School Facility Utilization Task Force

does not have the authority to make decisions, rather they will make recommendations to the Boards. The Board of Education has also established a tab on the New Hartford Public School website, which will contain all task force information:

<https://www.newhctfd.org/board-of-education/school-facility-utilization-task-force>

Frank Rodenberg inquired if there is a different/better way of getting feedback from the community sooner in the budget process. The Community Outreach Subcommittee has discussed this at their meetings.

- c. **Budget Overview**  
Superintendent Sousa reviewed the budget timeline. The current requested budget increase based on a very broad overview is a 5.25%. Budget assumptions that create this increase are: inflation/cost of living, employee healthcare, transportation, decrease in Excess Cost Grant, and contingencies. The Regular Board of Education meeting on February 3, 2026 will be the Superintendent's Budget Proposal.
- d. [Tools for School Checklist](#) Tools for School is required by legislation, to ensure the schools are safe and have everything required by the Federal EPA, which are completed every year. Tools for School reports are available online. Indoor Air Quality & HVAC are also completed and posted.
- e. [Proposed BOE Regular Meeting Schedule Aug 2026 - Jun 2028](#) The Board Retreat has been scheduled later to be after the holidays. There are additional meetings scheduled, January 5 & 19, 2027 & January 4 & 18, 2028 to have budget season begin earlier to have more time for community input.

**MOTION** by Penny Miller to accept the Board of Education Meeting Schedule from August 2026 through June 2028. Second by Jon Puz.

**UNANIMOUS**  
**Motion Passes**

- f. [Proposed 2026-2027 School Calendar](#)

**MOTION** by Penny Miller to approve the 2026-2027 School Calendar. Second by Timothy Russell.

Erik Perotti, questioned having Professional Development on November 3 (*Election Day*), rather than the day before, to align with Region 7. Erik Perotti suggests the Professional Development Day be on Election Day. Jon Puz questioned if the first day of school will definitely be Wednesday August 26, 2026, Mr. Sousa said he would not suggest using the day definitively until the calendar is approved by the Board.

Penny Miller retracts her MOTION.

**MOTION** by Penny Miller to table the Proposed 2026-2027 School Calendar until the February 3, 2026 Board of Education meeting. Second by Timothy Russell.

**UNANIMOUS**  
**Motion Passes**

The Pre-K program continues to grow with several new students. The New Hartford Public Schools is entering a free of cost with CONN-OSHA as a preventive and proactive measure to look for safety concerns. The reason the CONN-OSHA came to light was because OSHA made a surprise visit to Region 7. CONN-OSHA will determine if there are any problems and allow time to fix those before issuing fines. Superintendent LePage shared the OSHA visit with other Superintendents. OSHA's five-year plan is to have a surprised visit at to two schools per year. The DRIP grant could be used to fix any safety concerns CONN-OSHA finds within the schools.

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

- a. **Cancellation of April 7, 2026 Regular Meeting**  
There is a conflict with the Board of Finance meeting during budget season.

**MOTION** by Penny Miller to cancel the April 7, 2026 Regular Board of Education meeting. Second by Jon Puz.

**UNANIMOUS**  
**Motion Passes**

**b. Task Force Representatives**

The New Hartford Board of Education must appoint three members from the Board of Education and two members from the community to the School Facility Utilization Task Force. The Board of Finance members appointed are: Kerry Guilfoyle and Ben Witte. The Board of Selectman members appointed are: Mary Beth Greenwood and Alesia Kennerson. The School Facility Utilization task force meetings are public for anyone to attend.

The Board of Education previously decided to appoint two community members who consist of: (1) individual with children in the school district (Samantha Wald is the only individual interested with children in NHPS) and (1) individual without children in the school district (Carmen Neale and Jeffrey Linton have expressed interest).

**See Motion & Votes**

**F. Routine Business**

- a. **Approval of Minutes** - *November 11, November 25, December 15 and December 17, 2025*

**MOTION** by Thomas Buzzi to approve meeting minutes from November 11, November 25, December 15 and December 17, 2025. Second by Penny Miller.

**UNANIMOUS  
Motion Passes**

- b. **Expenditure Report**

**MOTION** by Timothy Russell to approve the Expenditure Report. Second by Erik Perotti.

In accordance with Section 36 of Public Act 25-93 requiring the Superintendent to report on the non-lapsing fund, the non-lapsing fund currently stands at \$217,452, the \$28,500 contracted amount for SPA will be taken from this amount.

**UNANIMOUS  
Motion Passes**

**G. Old Business**

- a. REVISION - Policy 5151 - Students - Child Identification Gifted and Talented (*2nd Read*)

**MOTION** by Thomas Buzzi to approve Policy 5151 - Students - Child Identification Gifted and Talented. Second by Jon Puz.

**UNANIMOUS  
Motion Passes**

- b. NEW - Policy 6172.1 - Instruction - Gifted and Talented Students Program (*2nd Read*)

**MOTION** by Thomas Buzzi to approve Policy 6172.1 - Instruction - Gifted and Talented Students Program. Second by Jon Puz.

**UNANIMOUS  
Motion Passes**

- c. NEW - Policy 5131.111 - Students - Video Surveillance Cameras in Schools (*2nd Read*)

**MOTION** by Thomas Buzzi to approve Policy 5131.111 - Students - Video Surveillance Cameras in Schools. Second by Penny Miller.

**UNANIMOUS  
Motion Passes**

- d. REVISION - Policy 6161.3 - Instruction - Comparability of Services (*2nd Read*)

**MOTION** by Thomas Buzzi to approve Policy 6161.3 - Instruction - Comparability of Services. Second by Penny Miller.

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

- e. REVISION - Policy 3323 - Business/Non-Instructional Operations - Soliciting Prices/Bidding Requirements (*2nd Read*)

**MOTION** by Thomas Buzzi to approve Policy 3323 - Business/Non-Instructional Operations - Soliciting Prices/Bidding Requirements. Second by Penny Miller.

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

#### **H. Public Comment - (For Agenda Items Only)**

#### **I. Reports**

- a. EdAdvance

Deirdre Tindall (prior Board Member) was the New Hartford Board of Education member acting as the representative to EdAdvance, Board of Directors. The Board of Education needs to appoint a replacement. Board Members Penny Miller and Kristin Young have expressed interest.

### **See Motion & Votes**

#### **J. Adjournment**

**MOTION** by Penny Miller to adjourn the meeting at 6:06PM. Second by Timothy Russell.

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

*Respectfully submitted by,  
Elizabeth Domas, Recording Secretary*

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[https://www.youtube.com/channel/UCX-ZlomWmjG81dc\\_QM3rfg](https://www.youtube.com/channel/UCX-ZlomWmjG81dc_QM3rfg)

#### **Attachments:**

*Jay Bailey Correspondence*

*NHPS – School Facility Utilization Tentative Timeline*

<https://resources.finalsite.net/images/v1768574064/newhtfdorg/xbi3ei7hm44p6eeltqfe/NewHartfordUtilizationTentativeTimeline01132026.pdf>

*New Hartford Utilization Timeline – Status Tracking*

<https://resources.finalsite.net/images/v1768574195/newhtfdorg/qt5raberwnsxj2cd70v/NewHartfordUtilizationTimelineTracking.pdf>

*School Facility Utilization Task Force Meeting Dates*

*Budget Timeline & Assumptions*

*BOE Regular Meeting Schedule Aug 2026 – Jun 2028*

*Invitation to Board of Finance from NH BOE – Budget Workshops*

*Linton, Neale and Wald Correspondence*

# Town of New Hartford Board of Education

From Date: 1/1/2026

To Date: 1/31/2026

## BOE GF EXPENDITURE

Fiscal Year: 2025-2026

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

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2600.699.000.000	HOSPITALITY	\$500.00	\$0.00	\$500.00	\$0.00	\$100.05	\$399.95	\$37.98	\$361.97	72.39%
100.2600.690.000.000	DUES & FEES	\$8,550.00	\$0.00	\$8,550.00	\$402.00	\$6,506.64	\$2,043.36	\$0.00	\$2,043.36	23.90%
	Func: Board of Education - 2600	\$61,625.00	\$0.00	\$61,625.00	\$3,746.10	\$58,128.97	\$3,496.63	\$37.98	\$3,458.65	5.61%
100.2600.111.000.000	Staff	\$190,275.00	\$0.00	\$190,275.00	\$14,636.54	\$117,092.32	\$73,182.68	\$73,182.68	\$0.00	0.00%
100.2600.112.000.000	Support Staff	\$162,644.00	\$0.00	\$162,644.00	\$12,273.22	\$91,146.12	\$71,497.88	\$61,366.16	\$10,131.72	6.23%
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	PROFTECH SERVICES	\$16,260.00	\$0.00	\$16,260.00	\$0.00	\$14,745.61	\$1,514.39	\$0.00	\$1,514.39	9.31%
100.2600.324.000.000	WORKSHOPS/CONFERENCES	\$3,100.00	\$0.00	\$3,100.00	(\$695.00)	\$1,328.57	\$1,771.43	\$0.00	\$1,771.43	57.14%
100.2600.591.000.000	TRAVEL-C	\$3,450.00	\$0.00	\$3,450.00	\$41.72	\$3,201.15	\$248.85	\$0.00	\$248.85	7.21%
100.2600.616.000.000	OFFICE SUPPLIES	\$3,000.00	\$0.00	\$3,000.00	\$208.00	\$584.44	\$2415.56	\$68.98	\$2,346.58	78.22%
100.2600.642.000.000	PERIODICALS	\$200.00	\$0.00	\$200.00	\$0.00	\$171.80	\$28.40	\$0.00	\$28.40	14.20%
100.2600.663.000.000	DATA PROCESSING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$155.42	\$1,344.58	\$0.00	\$1,344.58	89.64%
100.2600.730.000.000	EQUIPMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$88.01	\$411.99	\$98.24	\$313.75	62.75%
100.2600.880.000.000	DUES & FEES	\$5,300.00	\$0.00	\$5,300.00	\$0.00	\$5,127.00	\$173.00	\$0.00	\$173.00	3.26%
	Func: Central Office - 2600	\$387,729.00	\$0.00	\$387,729.00	\$26,484.48	\$233,640.24	\$154,088.76	\$134,716.06	\$19,972.70	5.00%
100.2700.111.000.000	Staff	\$280,731.00	\$0.00	\$280,731.00	\$21,287.00	\$172,296.00	\$108,435.00	\$106,435.00	\$2,000.00	0.71%
100.2700.112.000.000	Support Staff	\$172,845.00	\$0.00	\$172,845.00	\$11,930.04	\$92,058.68	\$80,786.32	\$81,898.19	(\$1,111.87)	-0.64%
100.2700.114.000.000	Substitutes	\$3,500.00	\$0.00	\$3,500.00	\$174.10	\$2,039.82	\$1,460.18	\$0.00	\$1,460.18	41.72%
100.2700.591.000.000	Travel	\$1,125.00	\$0.00	\$1,125.00	\$101.50	\$101.50	\$1,023.50	\$0.00	\$1,023.50	90.98%
100.2700.616.000.000	Teaching/ Instructional Supplies	\$5,800.00	\$0.00	\$5,800.00	\$0.00	\$644.58	\$5,155.42	\$240.06	\$4,915.36	84.75%
100.2700.730.000.000	Equipment	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$51.47	\$3,468.53	\$0.00	\$3,468.53	86.71%
100.2700.880.000.000	Professional Dues	\$1,326.00	\$0.00	\$1,326.00	\$0.00	\$1,326.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: School Offices - 2700	\$469,327.00	\$0.00	\$469,327.00	\$33,492.64	\$268,998.05	\$200,328.95	\$188,573.25	\$11,755.70	2.50%
100.2800.112.000.000	Support Staff	\$292,305.00	\$0.00	\$292,305.00	\$21,058.31	\$181,658.41	\$110,646.59	\$104,524.00	\$6,122.59	2.09%
100.2800.113.000.000	Special Projects/ Overtime	\$8,500.00	\$287.10	\$8,787.10	\$1,634.33	\$3,780.08	\$5,007.02	\$0.00	\$5,007.02	56.98%
100.2800.114.000.000	SALARIES, CUSTODIAN	\$2,250.00	\$0.00	\$2,250.00	\$389.76	\$1,681.58	\$568.42	\$0.00	\$568.42	25.25%
100.2800.402.000.000	UTILITIES	\$258,847.00	\$13,076.66	\$271,922.66	\$14,101.02	\$73,033.17	\$198,889.49	\$325.82	\$198,563.67	73.02%
100.2800.406.000.000	EMERGENCY REPAIRS-C	\$50,000.00	\$0.00	\$50,000.00	\$20,915.20	\$33,504.54	\$16,495.46	\$8,510.00	\$7,985.46	15.97%
100.2800.407.000.000	MAINTENANCE-C	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$16,250.00	\$13,750.00	45.83%
100.2800.420.000.000	SEHVCE CONTRACTS-C	\$77,793.00	\$0.00	\$77,793.00	\$6,120.58	\$32,042.18	\$45,750.82	\$0.00	\$45,750.82	58.81%
100.2800.431.000.000	Equip Repairs	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$177.49	\$3,822.51	\$0.00	\$3,709.56	92.74%
100.2800.530.000.000	POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$91.29	\$91.29	\$4,908.71	\$0.00	\$4,908.71	98.17%
100.2800.533.000.000	ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$2,566.75	(\$1,566.75)	\$0.00	(\$1,566.75)	-156.68%

# Town of New Hartford Board of Education

## BOE GF EXPENDITURE

Fiscal Year: 2025-2026

From Date: 1/1/2026

To Date: 1/31/2026

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

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2900.592.000.000	PROP INS & LIAB	\$45,400.00	\$0.00	\$45,400.00	\$0.00	\$23,911.65	\$21,488.35	\$0.00	\$21,488.35	47.33%
100.2800.616.000.000	Teaching/ Instructional Supplies	\$35,000.00	\$0.00	\$35,000.00	\$668.29	\$15,449.43	\$19,550.57	\$0.00	\$19,550.57	55.86%
100.2800.731.000.000	EQUIPMENT, LEASED-C	\$42,000.00	\$1,015.05	\$43,015.05	\$2,273.39	\$20,418.74	\$22,596.31	\$890.00	\$21,706.31	50.46%
	Func: Plant Operations - 2800	\$852,095.00	\$14,377.81	\$866,472.81	\$67,246.17	\$388,315.31	\$478,157.50	\$130,612.77	\$347,544.73	40.11%
100.2900.510.000.000	PUPIL TRANS	\$559,855.00	\$0.00	\$559,855.00	\$55,629.18	\$222,516.72	\$337,338.28	\$333,775.08	\$3,563.20	0.64%
100.2900.511.000.000	TRANS SPEC ED	\$179,000.00	\$0.00	\$179,000.00	\$6,238.96	\$30,646.43	\$148,353.57	\$0.00	\$148,353.57	82.89%
	Func: Pupil Transportation - 2900	\$738,855.00	\$0.00	\$738,855.00	\$61,868.14	\$253,163.15	\$485,691.85	\$333,775.08	\$151,916.77	20.56%
100.6100.201.000.000	Medical & Dental Insurance	\$1,597,775.00	\$40,000.96	\$1,637,775.96	\$154,711.97	\$1,018,042.48	\$619,733.48	\$0.00	\$619,733.48	37.84%
100.6100.204.000.000	Life/Disability Insurance	\$19,680.00	\$0.00	\$19,680.00	\$1,657.08	\$14,082.76	\$5,597.24	\$0.00	\$5,597.24	28.44%
100.6100.205.000.000	Social Security	\$111,209.00	\$0.00	\$111,209.00	\$7,366.84	\$53,690.89	\$57,518.11	\$43,606.72	\$13,911.39	12.51%
100.6100.206.000.000	Medicare	\$89,626.00	\$0.00	\$89,626.00	\$6,273.86	\$41,805.69	\$47,820.31	\$40,149.09	\$7,671.22	8.56%
100.6100.209.000.000	Pension Fund	\$171,101.00	\$0.00	\$171,101.00	\$5,353.53	\$141,670.41	\$29,430.59	\$31,734.27	(\$2,303.68)	-1.35%
100.6100.211.000.000	Tax Shelter Annuities	\$21,000.00	\$0.00	\$21,000.00	\$1,680.00	\$13,440.00	\$7,560.00	\$7,560.00	\$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	\$32,070.48	\$17,659.52	\$0.00	\$17,659.52	35.51%
100.6100.216.000.000	PARTIAL TUITION REIM	\$10,000.00	\$0.00	\$10,000.00	\$2,427.00	\$4,767.00	\$5,233.00	\$0.00	\$5,233.00	52.33%
	Func: Employee Benefits - 6100	\$2,090,121.00	\$40,000.96	\$2,130,121.96	\$179,490.28	\$1,319,569.71	\$810,552.25	\$123,050.08	\$687,502.17	32.28%
	Fund: General Fund - 100	\$10,323,276.00	\$118,046.49	\$10,441,322.49	\$776,927.53	\$5,296,539.50	\$5,144,782.99	\$3,410,341.35	\$1,734,441.64	16.61%
400.1200.112.000.000	Support Staff	\$34,579.55	\$47,395.00	\$81,974.55	\$7,955.85	\$36,734.59	\$45,239.96	\$55,690.95	(\$10,450.99)	-12.75%
400.1200.312.000.000	Pupil Services- Therapies	\$21,692.48	\$63,935.00	\$85,627.48	\$0.00	\$40,076.26	\$45,551.22	\$0.00	\$45,551.22	53.20%
400.1200.616.000.000	Teaching/ Instructional Supplies	\$2,737.60	\$3,500.00	\$6,237.60	\$0.00	\$324.14	\$5,913.46	\$0.00	\$5,913.46	94.80%
	Func: Special Education - 1200	\$59,009.63	\$114,830.00	\$173,839.63	\$7,955.85	\$77,134.99	\$96,704.64	\$55,690.95	\$41,013.69	23.59%
	Fund: IDEA 611 - 400	\$59,009.63	\$114,830.00	\$173,839.63	\$7,955.85	\$77,134.99	\$96,704.64	\$55,690.95	\$41,013.69	23.59%
401.1200.112.000.000	Support Staff	\$0.00	\$5,500.00	\$5,500.00	\$412.91	\$1,501.49	\$3,998.51	\$3,753.72	\$244.79	4.45%
401.1200.312.000.000	Pupil Services- Therapies	\$0.00	\$3,649.00	\$3,649.00	\$0.00	\$253.13	\$3,395.87	\$0.00	\$3,395.87	93.06%
	Func: Special Education - 1200	\$0.00	\$9,149.00	\$9,149.00	\$412.91	\$1,754.62	\$7,394.38	\$3,753.72	\$3,640.66	39.79%
	Fund: IDEA 619 - 401	\$0.00	\$9,149.00	\$9,149.00	\$412.91	\$1,754.62	\$7,394.38	\$3,753.72	\$3,640.66	39.79%
410.2200.325.000.000	Curriculum Work	\$48,127.75	\$0.00	\$48,127.75	\$0.00	\$19,144.25	\$28,983.50	\$0.00	\$28,983.50	60.22%
	Func: Improvements of Instruction - 2200	\$48,127.75	\$0.00	\$48,127.75	\$0.00	\$19,144.25	\$28,983.50	\$0.00	\$28,983.50	60.22%
410.2210.325.000.000	Curriculum Work	\$4,260.35	\$0.00	\$4,260.35	\$0.00	\$4,260.35	\$0.00	\$0.00	\$0.00	0.00%
	Func: OLD Improvement of Instruction - 2210	\$4,260.35	\$0.00	\$4,260.35	\$0.00	\$4,260.35	\$0.00	\$0.00	\$0.00	0.00%

# BOE GF EXPENDITURE

## Town of New Hartford Board of Education

From Date: 1/1/2026

To Date: 1/31/2026

Fiscal Year: 2025-2026

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 Filter Encumbrance Detail by Date Range

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	\$201,297.28	\$1,216,305.78	\$1,389,207.22	\$1,398,741.92	\$50,465.30 1.94%
100 1000 112,000,000	Support Staff	\$79,546.00	\$0.00	\$79,546.00	\$5,712.10	\$35,385.40	\$44,160.60	\$31,830.48	\$12,330.12 15.50%
100 1000 114,000,000	Substitutes	\$70,000.00	\$0.00	\$70,000.00	\$3,805.67	\$24,871.14	\$45,128.86	\$0.00	\$45,128.86 64.47%
100 1000 116,000,000	Salaries	\$23,656.00	\$230.00	\$23,885.00	\$0.00	\$8,475.00	\$15,410.00	\$0.00	\$15,410.00 64.52%
100 1000 313,000,000	Evaluation & Other services	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$3,578.00	\$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	\$1,289.00	(\$364.00)	\$0.00	(\$364.00) -39.35%
100 1000 560,000,000	CREC Magnet School Tuition	\$18,370.00	\$0.00	\$18,370.00	\$0.00	\$7,348.00	\$11,022.00	\$0.00	\$11,022.00 60.00%
100 1000 591,000,000	Travel	\$750.00	\$0.00	\$750.00	\$125.33	\$184.27	\$565.73	\$0.00	\$565.73 75.43%
100 1000 616,000,000	Teaching/ Instructional Supplies	\$24,500.00	\$29.98	\$24,529.98	\$3,998.56	\$9,952.53	\$14,577.45	\$1,065.33	\$13,512.12 55.08%
100 1000 641,000,000	Material	\$25,500.00	\$0.00	\$25,500.00	\$29.33	\$21,139.93	\$4,360.07	\$50.85	\$4,009.22 15.72%
100 1000 642,000,000	Periodicals	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$3,372.17	(\$672.17)	\$0.00	(\$672.17) -24.90%
100 1000 730,000,000	Equipment	\$1,200.00	\$0.00	\$1,200.00	\$181.24	\$1,070.71	\$129.29	\$0.00	\$129.29 10.77%
	Func: Regular Education - 1000	\$2,876,904.00	\$299.98	\$2,877,203.98	\$215,149.51	\$1,332,969.93	\$1,544,234.05	\$1,371,988.58	\$172,245.47 5.99%
100 1200 111,000,000	Staff	\$1,149,959.00	\$63,367.70	\$1,213,326.70	\$99,616.26	\$626,037.97	\$587,288.73	\$638,587.06	(\$51,298.33) -4.23%
100 1200 112,000,000	Support Staff	\$669,997.00	\$0.00	\$669,997.00	\$50,483.77	\$328,686.27	\$341,310.73	\$350,436.70	(\$9,125.97) -1.36%
100 1200 114,000,000	Substitutes	\$7,845.00	\$0.00	\$7,845.00	\$773.50	\$9,645.17	(\$1,800.17)	\$0.00	(\$1,800.17) -22.95%
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	\$9,453.13	\$32,648.96	\$17,351.04	\$0.00	\$17,351.04 34.70%
100 1200 313,000,000	Evaluation & Other services	\$16,500.00	\$0.00	\$16,500.00	\$3,000.00	\$3,000.00	\$13,500.00	\$0.00	\$13,500.00 81.82%
100 1200 314,000,000	Testing Supplies	\$20,000.00	\$0.04	\$20,000.04	\$828.45	\$4,838.61	\$15,161.43	\$0.00	\$15,161.43 75.81%
100 1200 324,000,000	Staff Development/ Inservice	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$1,383.81	\$1,116.19	\$0.00	\$1,116.19 44.65%
100 1200 560,000,000	TUITION	\$475,000.00	\$0.00	\$475,000.00	\$0.00	\$194,207.87	\$280,792.13	\$0.00	\$280,792.13 59.11%
100 1200 591,000,000	TRAVEL	\$850.00	\$0.00	\$850.00	\$417.62	\$468.02	\$381.98	\$0.00	\$381.98 44.94%
100 1200 616,000,000	OFFICE SUPPLIES-C	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$995.24	\$3,504.76	\$19.58	\$3,485.18 77.45%
100 1200 730,000,000	Equipment	\$4,000.00	\$0.00	\$4,000.00	\$25.88	\$1,304.76	\$2,695.24	\$6,830.90	(\$4,135.66) -103.39%
100 1200 890,000,000	DUES & FEES	\$1,038.00	\$0.00	\$1,038.00	\$0.00	\$1,013.00	\$25.00	\$0.00	\$25.00 2.41%
	Func: Special Education - 1200	\$2,403,189.00	\$63,367.74	\$2,466,556.74	\$164,398.61	\$1,204,229.68	\$1,282,327.06	\$995,874.24	\$266,452.82 10.80%
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 Staff	\$139,646.00	\$0.00	\$139,646.00	\$12,514.54	\$76,499.30	\$63,146.70	\$62,572.76	\$573.94 0.41%
100 2100 114,000,000	Substitutes	\$3,500.00	\$0.00	\$3,500.00	\$328.00	\$1,688.00	\$1,812.00	\$0.00	\$1,812.00 51.77%
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: 2025-2026

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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	0.00%
100 2100 616 000 000	Teaching/ Instructional Supplies	\$3,000.00	\$0.00	\$3,000.00	\$465.27	\$1,569.93	\$1,430.07	\$46.51	\$1,383.56 46.12%
100 2100 730 000 000	Equipment	\$475.00	\$0.00	\$475.00	\$0.00	\$465.57	\$9.43	\$0.00	\$9.43 1.99%
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	\$13,307.81	\$83,222.80	\$66,794.20	\$62,874.27	\$3,919.93 2.61%
100 2200 320 000 000	Purch Services	\$1,000.00	\$0.00	\$1,000.00	\$75.00	\$75.00	\$925.00	\$0.00	\$925.00 92.50%
100 2200 324 000 000	Staff Development/ Inservice	\$16,000.00	\$0.00	\$16,000.00	\$396.00	\$3,750.98	\$12,249.02	\$2,825.00	\$9,424.02 58.90%
100 2200 325 000 000	Curriculum Work	\$12,000.00	\$0.00	\$12,000.00	\$69.78	\$6,729.18	\$5,270.82	\$0.00	\$5,270.82 43.92%
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	\$433.00	\$4,458.89	\$1,041.11	\$91.78	\$949.33 17.26%
100 2200 618 000 000	Inovative Teaching	\$26,750.00	\$0.00	\$26,750.00	\$0.00	\$1,979.07	\$24,770.93	\$0.00	\$24,770.93 92.60%
100 2200 641 000 000	Material	\$900.00	\$0.00	\$900.00	\$73.86	\$694.08	\$205.92	\$0.00	\$205.92 22.88%
100 2200 890 000 000	DUES AND FEES	\$100.00	\$0.00	\$100.00	\$206.00	\$206.00	(\$106.00)	\$0.00	(\$106.00) -106.00%
	Func: Improvements of Instruction - 2200	\$62,500.00	\$0.00	\$62,500.00	\$1,253.64	\$17,893.20	\$44,606.80	\$2,916.78	\$41,690.02 66.70%
100 2300 320 000 000	Purch Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$156.67	\$2,843.33	\$0.00	\$2,843.33 94.78%
100 2300 616 000 000	Teaching/ Instructional Supplies	\$550.00	\$0.00	\$550.00	\$0.00	\$245.12	\$304.88	\$0.00	\$304.88 55.43%
100 2300 641 000 000	Material	\$14,443.00	\$0.00	\$14,443.00	\$0.00	\$8,011.38	\$6,431.62	\$726.34	\$5,705.28 39.50%
100 2300 730 000 000	Equipment	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	\$57.20	\$642.80 91.83%
100 2300 890 000 000	DUES AND FEES	\$538.00	\$0.00	\$538.00	\$0.00	\$136.00	\$402.00	\$0.00	\$402.00 74.72%
	Func: Library Media - 2300	\$19,231.00	\$0.00	\$19,231.00	\$0.00	\$8,549.17	\$10,681.83	\$783.54	\$9,898.29 51.47%
100 2400 111 000 000	Staff	\$74,750.00	\$0.00	\$74,750.00	\$5,750.00	\$46,000.00	\$28,750.00	\$28,750.00	\$0.00 0.00%
100 2400 112 000 000	Support Staff	\$55,289.00	\$0.00	\$55,289.00	\$3,914.24	\$29,964.58	\$25,324.42	\$26,176.48	(\$852.06) -1.54%
100 2400 321 000 000	TECHNICAL/LICENSES-C	\$44,308.00	\$0.00	\$44,308.00	\$7.46	\$35,469.77	\$8,838.23	\$2,512.40	\$6,325.83 14.28%
100 2400 324 000 000	PROFESSIONAL DEVELOPMENT	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$571.96	\$928.04	\$7,200.00	(\$6,271.96) -418.13%
100 2400 407 000 000	REPAIR/MAINTENANCE-C	\$17,750.00	\$0.00	\$17,750.00	\$838.45	\$7,049.38	\$10,700.62	\$499.84	\$10,200.78 57.47%
100 2400 591 000 000	TRAVEL	\$400.00	\$0.00	\$400.00	\$0.00	\$84.00	\$316.00	\$0.00	\$316.00 79.00%
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	\$1,634.20	\$8,365.80	\$0.00	\$8,365.80 83.66%
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	\$10,510.15	\$120,773.89	\$83,823.11	\$65,138.72	\$18,684.39 9.13%
100 2500 315 000 000	LEGAL	\$50,000.00	\$0.00	\$50,000.00	\$3,124.00	\$50,302.38	(\$302.38)	\$0.00	(\$302.38) -0.60%
100 2500 320 000 000	SALARIES, BOARD SECRETARY	\$1,875.00	\$0.00	\$1,875.00	\$125.00	\$1,000.00	\$875.00	\$0.00	\$875.00 46.67%
100 2500 616 000 000	OFFICE SUPPLIES	\$700.00	\$0.00	\$700.00	\$95.10	\$219.30	\$480.70	\$0.00	\$480.70 68.67%

# Town of New Hartford Board of Education

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 Exclude inactive accounts with zero balance       Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal % Rem
420.1200.112.000.000	Support Staff	\$0.00	\$0.00	\$0.00	\$1,260.00	\$1,380.00	(\$1,380.00)	\$12,240.00	0.00%
420.1200.312.000.000	Pupil Services- Therapies	\$0.00	\$12,301.00	\$12,301.00	\$0.00	\$5,450.00	\$6,851.00	\$0.00	55.69%
	Func: Special Education - 1200	\$0.00	\$12,301.00	\$12,301.00	\$1,260.00	\$6,830.00	\$5,471.00	\$12,240.00	-55.03%
	Fund: SEED - 420	\$0.00	\$12,301.00	\$12,301.00	\$1,260.00	\$6,830.00	\$5,471.00	\$12,240.00	-55.03%
421.1200.312.000.000	Pupil Services- Therapies	\$44,844.50	\$0.00	\$44,844.50	\$2,623.00	\$17,651.50	\$27,193.00	\$0.00	60.64%
	Func: Special Education - 1200	\$44,844.50	\$0.00	\$44,844.50	\$2,623.00	\$17,651.50	\$27,193.00	\$0.00	60.64%
	Fund: ARPA - 421	\$44,844.50	\$0.00	\$44,844.50	\$2,623.00	\$17,651.50	\$27,193.00	\$0.00	60.64%
441.1000.112.000.000	Title I-A- Salaries 6/30/24	\$31,640.94	\$0.00	\$31,640.94	\$2,589.50	\$18,159.40	\$13,481.54	\$23,540.93	-31.79%
	Func: Regular Education - 1000	\$31,640.94	\$0.00	\$31,640.94	\$2,589.50	\$18,159.40	\$13,481.54	\$23,540.93	-31.79%
441.2200.616.000.000	Teaching/ Instructional Supplies	\$295.00	\$0.00	\$295.00	\$0.00	\$0.00	\$295.00	\$0.00	100.00%
	Func: Improvements of Instruction - 2200	\$295.00	\$0.00	\$295.00	\$0.00	\$0.00	\$295.00	\$0.00	100.00%
	Fund: Title I Part A - 441	\$31,935.94	\$0.00	\$31,935.94	\$2,589.50	\$18,159.40	\$13,776.54	\$23,540.93	-30.57%
442.1000.112.000.000	Support Staff	\$4,099.85	\$0.00	\$4,099.85	\$360.20	\$3,176.35	\$923.50	\$3,274.59	-57.35%
	Func: Regular Education - 1000	\$4,099.85	\$0.00	\$4,099.85	\$360.20	\$3,176.35	\$923.50	\$3,274.59	-57.35%
442.2200.616.000.000	Teaching/ Instructional Supplies	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	100.00%
	Func: Improvements of Instruction - 2200	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	100.00%
	Fund: Title II Part A - 442	\$4,449.85	\$0.00	\$4,449.85	\$360.20	\$3,176.35	\$1,273.50	\$3,274.59	-44.97%
444.2200.324.000.000	Staff Development/ Inservice	\$3,060.00	\$3,000.00	\$6,060.00	\$0.00	\$0.00	\$6,060.00	\$0.00	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	100.00%
444.2200.617.000.000	Curriculum Material	\$3,485.45	\$7,000.00	\$10,485.45	\$1,000.00	\$1,539.00	\$8,946.45	\$0.00	85.32%
	Func: Improvements of Instruction - 2200	\$7,545.45	\$10,000.00	\$17,545.45	\$1,000.00	\$1,539.00	\$16,006.45	\$0.00	91.23%
	Fund: TITLE IV - 444	\$7,545.45	\$10,000.00	\$17,545.45	\$1,000.00	\$1,539.00	\$16,006.45	\$0.00	91.23%
450.1200.560.000.000	Tuition	\$0.00	\$0.00	\$0.00	\$40,448.45	\$40,448.45	(\$40,448.45)	\$0.00	0.00%
	Func: Special Education - 1200	\$0.00	\$0.00	\$0.00	\$40,448.45	\$40,448.45	(\$40,448.45)	\$0.00	0.00%
	Fund: Excess Cost - 450	\$0.00	\$0.00	\$0.00	\$40,448.45	\$40,448.45	(\$40,448.45)	\$0.00	0.00%
500.1500.000.000.000	Non-Lapsing Edu Fund	\$217,452.00	\$0.00	\$217,452.00	\$0.00	\$0.00	\$217,452.00	\$26,500.00	86.89%
	Func: General - 1500	\$217,452.00	\$0.00	\$217,452.00	\$0.00	\$0.00	\$217,452.00	\$26,500.00	86.89%
	Fund: Non Lapsing - 500	\$217,452.00	\$0.00	\$217,452.00	\$0.00	\$0.00	\$217,452.00	\$26,500.00	86.89%

**Town of New Hartford Board of Education**

**BOE GF EXPENDITURE**

Fiscal Year: 2025-2026

From Date: 1/1/2026

To Date: 1/31/2026

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  
 Grand Total:      \$10,740,901.47      \$264,326.49      \$11,005,227.96      \$833,577.44      \$5,486,638.41      \$5,518,589.55      \$3,537,341.54      \$1,981,248.01      18.00%

End of Report

## **PURCHASING**

### **I. DEFINITIONS**

For purposes of this policy:

- A. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.
- B. “General services” include all services that result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).
- C. “Property” means real property or personal property.
- D. “Special or Professional Services” are those that involve the furnishing of judgment, expertise, advice or effort by persons other than New Hartford Board of Education (“Board”) employees, and may result in the delivery of reports, recommendations, designs, or other documents to assist the Board with a project or venture, but need not involve the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services personnel, special education evaluators, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical.

### **II. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES**

- A. Consultation with Municipality Regarding Contracts for Goods or Services

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Board shall consult with the legislative body of the municipality, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

**B. Consultation with Municipality Regarding Contracts for Payroll Software and Insurance**

The Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and workers’ compensation insurance.

**III. THRESHOLD PROCUREMENT AMOUNTS**

The following thresholds shall apply to the Board’s procurement of goods or general services and special or professional services.

	<b>Anticipated Expenditure</b>	<b>Procedure</b>
<b>Goods or General Services</b>	Under \$1,000	Direct purchase from the vendor. Competitive quotes and/or bidding not required.
<b>Goods or General Services</b>	\$1,000 to \$9,999.99	Competitive quotes required. See Section V.
<b>Goods or General Services</b>	\$10,000 or more	Competitive bidding required. See Section IV.
<b>Special or Professional Services</b>	Under \$10,000	Competitive proposals not required.
<b>Special or Professional Services</b>	\$10,000 to \$24,999.99	Informal competitive proposals required. See Section VI.
<b>Special or Professional Services</b>	\$25,000 or more	Formal competitive proposals required. See Section VI.

#### **IV. GOODS OR GENERAL SERVICES: COMPETITIVE BIDDING PROCESS**

##### **A. Purchases Requiring Competitive Bidding Process (\$10,000 or amount set by the Board of Education or more)**

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$10,000 or amount set by the Board of Education or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of at least \$10,000 or amount set by the Board of Education], but less than \$25,000 or amount set by the Board of Education, may be awarded by the Superintendent of Schools or designee (collectively referred to as “Superintendent”). Such purchases in the amount of \$25,000 or amount set by the Board of Education or more must be awarded by the Board.

##### **B. Bid Specifications**

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a form of contract whenever possible.

The Superintendent shall develop the proposed bid specifications and other bid documents.

##### **C. Advertising**

A legal notice inviting sealed bids shall be published by the Superintendent on the website of the municipality and/or Board and in a daily local newspaper, if publication in a newspaper is required by law. At least five (5) calendar days must intervene between the date of the website and/or newspaper publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

##### **D. Bid Openings and Awards**

All bids, and bid security if applicable, must be submitted to the Superintendent in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public, and the name of the bidder(s) and total cost(s) shall be read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent will tabulate and analyze the bids. For contracts of at least \$10,000 or amount set by the Board of Education, but less than \$25,000 or amount set by the Board of Education, the Superintendent shall make a provisional award, subject to finalization of the contract or other applicable conditions, to the Selected Bidder, as that term is defined below. For contracts of \$25,000 or amount set by the Board of Education or more, the Board shall make a provisional award, subject to finalization of the contract or other applicable conditions, to the Selected Bidder, as that term is defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the "New Hartford Board of Education" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder (1) whose bid meets the requirements, terms and conditions contained in the bid specifications and (2) is deemed to meet the criteria identified below among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work (the "Selected Bidder"). To be considered as a Selected Bidder, the bidder must have submitted all of the required information identified in the bid specifications. The determination of the Selected Bidder shall then be made after consideration of the objective criteria identified below and after consideration of a cooperative agreement with the municipality as described in Section I.B, above. Unless otherwise required by law, the Board reserves the right to award the bid to a Selected Bidder that is not the lowest bidder. In such instance, the reason for the selection shall be documented and preserved by the Superintendent or as may be required by law.

In determining the Selected Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and

experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.

- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost and/or considerations of additional value included in the proposal.
- (6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Selected Bidder, and one of the bidders has its principal place of business located within the Town of New Hartford, the award will be made to the local bidder.

#### G. Rejection of Bids

The Superintendent has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids, and unexplained erasures.

The Superintendent retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Board or the Superintendent to reject any and all bids.

#### H. Advisement of Bid Award

Upon acceptance of the Selected Bidder, a letter will be sent to the successful bidder(s) announcing the selection of the chosen bidder. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

### V. **GOODS OR GENERAL SERVICES: COMPETITIVE QUOTATION PROCESS**

#### A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$1,000 but less than \$10,000 or amount set by the Board of Education. Purchases of

goods or services that involve an expenditure of less than \$1,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section VII.)

B. Process for Obtaining Quotations

Generally, quotations, either oral or written, should be solicited by the Superintendent from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent may send requests to a limited number of selected vendors. If such a request includes a date for submission of quotations, vendors must furnish all of the necessary information to the Superintendent by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

**VI. SPECIAL OR PROFESSIONAL SERVICES: COMPETITIVE PROPOSAL PROCESS**

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services shall be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Waivers from the competitive proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section VII.) Funds must be available in the proper account in order to solicit proposals.

Purchases of Special or Professional Services that are expected to be less than \$10,000 or amount set by the Board of Education shall be made directly by the Superintendent, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$10,000 to \$24,999 or range set by the Board of Education)

Purchases of Special or Professional Services for at least \$10,000 or amount set by the Board of Education but less than \$25,000 or amount set by the Board of Education shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent. The Superintendent shall provisionally award the contract, subject to finalization of the contract or other applicable conditions, to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements. Nothing in this Section should be construed to limit in any way the right of the Superintendent to reject any and all proposals.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent in accordance with State law.

C. Formal Competitive Proposal Process (\$25,000 or amount set by the Board of Education or more)

A Request for Proposals (“RFP”) for purchases of Special or Professional Services for \$25,000 or amount set by the Board of Education or more shall be prepared by the Superintendent. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a form of contract whenever possible. The award of any such contracts for \$25,000 or amount set by the Board of Education or more shall be approved by the Board.

The Superintendent will arrange to have a legal notice requesting proposals published on the website of the municipality and/or the Board and in a daily local newspaper, if publication in a newspaper is required by law, at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such website and/or newspaper notice, except as provided by law. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

An evaluation of the proposals will be made by the Superintendent. The contract shall be provisionally awarded, subject to finalization of the contract or other applicable conditions, to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP. Nothing in this Section should be construed to limit in any way the right of the Superintendent to reject any and all proposals.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent in accordance with State law.

## **VII. WAIVERS**

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold

established by the Board. The processes identified in this policy may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Regional or cooperative purchases.
- (7) Cooperative agreement with the local municipality.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent, in their sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent must, in writing, state the reason(s) for granting such Waiver.

## **VIII. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD**

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, as amended from time to time, to the extent it is required to do so. See Appendix A.

When procuring property and/or services purchased with Federal funds as part of the National School Lunch Program, including Connecticut School Nutrition Program funds, the Board will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, 7 C.F.R. § 220.16, and 7 C.F.R. § 210.21 through 7 C.F.R. § 210.23, as

amended from time to time, to the extent it is required to do so. The Board's school nutrition program director, management, and staff tasked with National School Lunch Program procurement responsibilities shall complete annual training on Federal procurements standards and retain records to document compliance with this requirement. The Board shall also comply with school food authority procurement reviews and audits, as may be required and in accordance with applicable law.

## **IX. COMPLIANCE WITH GRANTS**

When procuring goods or services pursuant to a Federal or State grant or award, the Board will comply with applicable grant or award requirements and assurances made in connection with such funds. Such requirements may include, but are not limited to, use of such funds for authorized purposes and the inclusion of required contract provisions in any contract funded by Federal or State grants.

## **X. AUDITS**

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

### Legal References:

#### State Law:

- Conn. Gen. Stat. §10-241c Local board of education to consult with municipalities for joint purchasing of property insurance, casualty insurance and workers' compensation insurance.
- Conn. Gen. Stat. §10-241d Local board of education consultation with municipality re goods and services. Cooperative arrangements.
- Conn. Gen. Stat. §10-241e Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program.

#### Federal Law:

- 2 C.F.R. § 200.317 through 2 § C.F.R. 200.327.
- 2 C.F.R. § 200.81 (definition of property).
- 7 C.F.R. § 210.21 through 2 C.F.R. § 210.23.

United States Department of Agriculture, Food and Nutrition Service, Policy Memorandum SP 39-2017, *Local Agency Procurement Reviews for School Food Authorities* (June 30, 2017).

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

11/27/2023



APPENDIX A

**Procurement Standards for the Acquisition of Property or Services**  
**Under a Federal Award**  
**2 C.F.R. §§ 200.317-300.327**

*This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the “Board”), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.*

<b>2 C.F.R. §</b>	<b>FULL TEXT OF C.F.R. SECTION</b>	<b>BRIEF SUMMARY</b>
<b>200.317</b>	<b>Procurements by States</b>	
	When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.	A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.
<b>200.318</b>	<b>General Procurement Standards</b>	

200.318(a)	The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.	The Board must have and use documented procurement procedures consistent with State, local, and Federal requirements for procurements made under a Federal award.
200.318(b)	Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	The Board must maintain oversight of its contractors.
200.318(c)(1)	The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.	The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. <i>See Code of Conduct Governing Procurements Under a Federal Award.</i>
200.318(c)(2)	If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity	The Board's conflict of interest policy must cover relationships with

	must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.	certain parent, affiliate, or subsidiary organizations, if any.
200.318(d)	The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.	The Board must avoid acquisition of unnecessary or duplicative items.
200.318(e)	To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.	The Board is encouraged to use intergovernmental agreements or inter-entity agreements.
200.318(f)	The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.	The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.
200.318(g)	The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.	The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.
200.318(h)	The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as	The Board must award contracts to responsible contractors, after considering contractor integrity,

	contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.	compliance with public policy, past performance, and financial and technical resources.
200.318(i)	The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	The Board must maintain procurement records.
200.318(j)(1)	The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.	The Board may only use time-and-materials type contracts in limited circumstances.
200.318(j)(2)	Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.	The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.
200.318(k)	The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.	The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.

<b>200.319</b>	<b>Competition</b>	
200.319(a)	All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.	The Board must conduct procurement transactions in a manner providing full and open competition.
200.319(b)	In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.	Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board must avoid practices that are restrictive of competition.
200.319(c)	The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.	The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.

200.319(d)	The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.	The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.
200.319(e)	The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.	The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.
200.319(f)	Noncompetitive procurements can only be awarded in accordance with § 200.320(c).	Noncompetitive procurements must be awarded in accordance with § 200.320(c).
<b>200.320</b>	<b>Methods of Procurement to be Followed</b>	
200.320	The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used	The Board must have and use documented procurement procedures

	for the acquisition of property or services required under a Federal award or sub-award.	for procurements made under a Federal award or sub-award.
200.320(a)	Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:	For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).
200.320(a)(1)	<p>(1) Micro-purchases—</p> <p>(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.</p> <p>(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.</p> <p>(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</p>	Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents its files accordingly.

	<p>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</p> <p>(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;</p> <p>(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,</p> <p>(C) For public institutions, a higher threshold consistent with State law.</p> <p>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</p>	
200.320(a)(2)	<p>(2) Small purchases—</p> <p>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</p> <p>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR.</p>	<p>For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from an adequate number of qualified sources.</p>

	When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.	
200.320(b)	Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with <u>§ 200.319</u> or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:	For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.
200.320(b)(1)	(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the	In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.

	<p>bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</p>	
200.320(b)(2)	<p>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.</p>	<p>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.</p>

200.320(c)	<p>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:</p> <p>(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);</p> <p>(2) The item is available only from a single source;</p> <p>(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;</p> <p>(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or</p> <p>(5) After solicitation of a number of sources, competition is determined inadequate.</p>	<p>The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.</p>
<b>200.321</b>	<b>Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms</b>	
200.321(a)	<p>The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</p>	<p>The Board must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</p>
200.321(b)	<p>Affirmative steps must include: (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery</p>	<p>Affirmative steps include, among other things, placing qualified small and minority businesses and women’s business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing</p>

	schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.
<b>200.322</b>	<b>Domestic Preferences for Procurements</b>	
200.322(a)	As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.	The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.
200.322(b)	For purposes of this section: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	
<b>200.323</b>	<b>Procurement of Recovered Materials</b>	
200.323	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation	The Board must follow standards in procuring certain items over \$10,000 to ensure, among other things, the

	and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and recourse recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.	highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
<b>200.324</b>	<b>Contract Cost and Price</b>	
200.324(a)	The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.	The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.
200.324(b)	The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.	The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.
200.324(c)	Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may	Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.

	reference its own cost principles that comply with the Federal cost principles.	
200.324(d)	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
<b>200.325</b>	<b>Federal Awarding Agency or Pass-Through Entity Review</b>	
200.325(a)	The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.	The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.
200.325(b)	The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to	Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or passthrough entity in a number of circumstances.

	other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.	
200.325(c)	The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.	The Board is exempt from pre-procurement review if the Federal awarding agency or passthrough entity determines that its procurement systems comply with the standards of this part.
<b>200.326</b>	<b>Bonding Requirements</b>	
200.326	For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:	For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or passthrough entity may accept the Board's bonding requirements if it determines that its interest is adequately protected.

200.326(a)	A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.	The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.
200.326(b)	A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.	The Board must require a performance bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.
200.326(c)	A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.	The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.
<b>200.327</b>	<b>Contract Provisions</b>	
200.327	The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.	The Board must include the Federal contract provisions in its contracts.



**Series 4000  
Personnel**

**FAMILY AND MEDICAL LEAVE**

***PURPOSE***

The purpose of this policy is to apprise employees of their rights and establish guidelines for leaves taken by employees of the New Hartford Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“Federal FMLA”) and/or the Connecticut Family and Medical Leave Act (“CT FMLA”) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

***ELIGIBILITY***

An employee who has been employed by the Board for at least twelve (12) months, and who has worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, is eligible for unpaid leave under the Federal FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the Board can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

An employee working for the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes (*i.e.*, a “noncertified employee”) is eligible for unpaid leave under the CT FMLA if such employee has been employed by the Board for at least three (3) months in the twelve (12) months immediately preceding the start of such leave.

***DEFINITIONS***

**Genetic information:** For purposes of this policy, “genetic information” includes an individual’s family medical history, an individual’s or family member’s genetic tests, and/or the fact that an individual or an individual’s family member sought or received genetic services or participated in clinical research which includes genetic services. “Genetic information” includes genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member utilizing assistive reproductive technology.

**Instructional employee:** For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving

instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

**Noncertified employee**: For purposes of this policy, “noncertified employee” means an employee employed by the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes.

### ***REASONS FOR LEAVE***

(a) **Federal FMLA**

Leaves under the Federal FMLA may be taken for the following reasons:

incapacity due to pregnancy, prenatal medical care, or child birth;  
to care for the employee’s newborn child;  
the placement of a child with the employee by adoption or for foster care;  
to care for the employee’s spouse, child, or parent who has a serious health condition;  
to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee’s position;  
to care for a covered injured or ill servicemember (see below – Length of Leave – for further information); or  
to address a qualifying exigency arising out of an employee’s spouse, child, or parent’s military service, including one or more of the following reasons (note – more detailed information on the following categories is available from *e.g.*, the Human Resources office):  
short-notice deployment;  
military events and related activities;  
childcare and school activities;  
financial and legal arrangements;  
counseling;  
rest and recuperation;  
post-deployment activities;  
parental care leave for military member’s parent who is incapable of self-care and care is necessitated by the military member’s covered active duty; and/or  
additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an

exigency, and agree to both the timing and the duration of such leave.

(b) CT FMLA

Leaves under the CT FMLA may be taken for the following reasons:

- upon the birth of the employee's newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the newly placed child;
- to care for the employee's family member, if such family member has a serious health condition;
- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- in order to serve as an organ or bone marrow donor;
- to care for an injured or ill servicemember who is the employee's spouse, parent, child or next of kin (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under the CT FMLA, "family member" is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

***LENGTH OF LEAVE***

(a) Basic FMLA Leave Entitlement

- (1) Leaves under the Federal FMLA: If a leave is requested for a Federal FMLA-qualifying reason, an employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.
- (2) Leaves under CT FMLA: If a leave is requested for a CT FMLA-qualifying reason, an eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period, except that the employee may take up to two (2) additional workweeks of leave during such twelve (12)-month period for a serious health condition resulting

in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

The 12-month entitlement period for family or medical leave is measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

An employee may be entitled to leave under the Federal FMLA and/or CT FMLA. To the extent an employee is eligible for and qualifies for leave under both laws, the employee's Federal FMLA and CT FMLA leave will run concurrently.

**(b) Leave to Care for an Injured or Ill Servicemember**

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of Federal FMLA and/or CT FMLA leave during a 12-month period to care for a covered servicemember and/or covered veteran who is the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty in the Armed Forces.

When combined with any other type of Federal FMLA or CT FMLA-qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

***TYPES OF LEAVE AND CONDITIONS***

**(a) Full-Time, Intermittent and Reduced Schedule Leave**

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the Federal FMLA and/or CT FMLA.

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request

half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule Federal FMLA and/or CT FMLA leave may be taken (a) when medically necessary for an employee's or covered family member's serious health condition, or for a covered servicemember's serious illness or injury, and (b) the need for leave can be best accommodated through an intermittent or reduced schedule leave. In addition, Federal FMLA and/or CT FMLA leave may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency, or (2) to effectuate the placement of a child for adoption or foster care before the placement of the child in the home.

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a covered family member or a covered servicemember, including during a period of recovery from an employee's or covered family member's serious health condition or a serious injury or illness of a covered servicemember, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested.

Under the Federal FMLA, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period), if the leave is to care for a covered family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the Board may require the instructional employee to transfer temporarily to another job or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

(b) Both Spouses Working for the Same Employer

If both spouses are eligible employees of the Board and request Federal FMLA and/or CT FMLA leave for the birth, placement of a child by adoption or for foster care, or to care for a parent (or family member, for purposes of CT FMLA leave) with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the 12 weeks for Federal and/or CT FMLA leave for other qualifying reasons in the 12-month entitlement period.

(c) Leave Taken by Instructional Employees Near the End of an Academic Term

If Federal FMLA leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that instructional employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee would return to work during the three-week period before the end of the term.

If the instructional employee begins Federal FMLA leave during the five-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two-week period before the end of the term.

If the instructional employee begins Federal FMLA leave during the three-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

(d) Light Duty

Should an employee be offered a light duty opportunity during a period of Federal and/or CT FMLA leave, time spent performing the light duty assignment will not count against the employee's applicable FMLA leave entitlement. The employee's right to restoration to the employee's job will be held in abeyance during the light duty assignment, or until the end of the applicable 12-month FMLA leave period.

***REQUESTS FOR LEAVE***

(a) Foreseeable Leave

An employee must notify the FMLA Administrator/HR Department of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth of the employee's child, placement of a child with the employee for adoption or foster care, planned medical treatment for the employee's or a covered family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days-notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for Federal FMLA and/or CT FMLA leave.

(b) Unforeseeable Leave

When the employee's need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

***SCHEDULING PLANNED MEDICAL TREATMENT***

When planning medical treatment for foreseeable Federal FMLA and/or CT FMLA leave, an employee must consult with the FMLA Administrator/Human Resources Department and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the FMLA Administrator/Human Resources Department prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

***REQUIRED CERTIFICATIONS/DOCUMENTATION***

For leaves taken for any Federal FMLA or CT FMLA-qualifying reason, an employee must submit completed certification form(s) supporting the need for leave. The appropriate form(s) will be provided to the employee. The employee must submit a complete and sufficient certification form(s) as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee's diligent, good faith efforts, the employee must inform the FMLA Administrator/Human Resources Department of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. Federal FMLA- and/or CT FMLA-protected leave may be delayed or denied, in accordance with applicable law, if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification from the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the FMLA Administrator/Human Resources Department. If the employee is unable to perform one or more of the essential functions of the employee's position, the Board will determine whether the employee is eligible for additional Federal FMLA and/or CT FMLA leave (if the eligible for such leave and such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information.

### ***USE OF PAID LEAVE***

Paid leave, which has been accrued in accordance with applicable law, the relevant collective bargaining agreement (if any), and/or Board policy ("PTO") will be substituted for any unpaid portions of family or medical leave taken for any reason that is also a qualifying reason for using such accrued paid leave. In such instance, the employee's accrued paid leave and Federal FMLA and/or CT FMLA-qualifying leave will run concurrently. The employee must satisfy any procedural requirements applicable to the use of paid leave, but only in connection with the receipt of such payment. An employee who is approved for CT FMLA leave may retain up to two weeks of their accrued paid time off that would otherwise be required to run concurrently with CT FMLA leave.

Where a noncertified employee's accrued paid leave is not substituted for the entire period of unpaid leave for a qualifying reason under the CT FMLA and/or Connecticut law regarding leave for victims of family violence and sexual assault, the employee may apply for and be provided with compensation through the Paid Family and Medical Leave Insurance Program ("CT Paid Leave") for all or part of any unpaid leave, provided the employee qualifies for payments under the program. Noncertified employees may apply to the Connecticut Paid Medical and Family Leave Insurance Authority ("Authority") for partial income replacement benefits when they need leave for (1) any of the reasons that qualify for CT FMLA; and/or (2) if an employee is a victim of family violence or sexual assault, to seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim; to

obtain services from a victim services organization on behalf of the victim; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault. Eligible employees shall apply directly to the Authority, which is responsible for determining an employee's eligibility for CT Paid Leave benefits and the amount of such benefit. The Board will provide the Authority with all requested information regarding an employee's application for CT Paid Leave, in accordance with applicable law.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain the employee's regular weekly income level.

### ***MEDICAL INSURANCE AND OTHER BENEFITS***

During family or medical leaves approved in accordance with the Federal FMLA, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid Federal FMLA. The employee must continue to pay the employee's share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

During a Federal FMLA and/or CT FMLA leave, an employee shall not accrue benefits, such as seniority, pension benefits, or sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Board's attendance policy, if any.

### ***REINSTATEMENT***

Except for circumstances unrelated to the taking of a family or medical leave pursuant to this policy, and unless an exception applies, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

### ***COMPLAINTS***

The Federal FMLA and CT FMLA prohibit employers from interfering with, restraining, or denying any rights provided by the respective laws. The Federal FMLA and CT FMLA also prohibit employers from terminating or discriminating against any individual for opposing any unlawful practice or being involved in any proceeding related to the Federal FMLA or CT FMLA, respectively. The CT FMLA also prohibits employers from interfering with, restraining, or denying any rights provided by CT Paid Leave and/or terminating or discriminating against an employee for applying for CT Paid Leave benefits.

An employee alleging a violation of the Federal FMLA may file a complaint with the U.S. Department of Labor, Wage and Hour Division. Such a complaint should be filed within a reasonable time of when the employee discovers that the employee's Federal FMLA rights have been violated. In no event may a complaint be filed more than two (2) years after the action which is alleged to be a violation of the Federal FMLA occurred, or three years in the case of a willful violation. An employee may also be able to bring a private civil action for violations.

An employee alleging a violation of the CT FMLA may file a complaint with the Connecticut Department of Labor within one hundred eighty (180) calendar days of the employer action that prompted the complaint, unless good cause exists for the late filing. Upon receipt of any such complaint, the Connecticut Department of Labor Commissioner, or the Commissioner's designee, shall conduct an investigation and make a finding regarding jurisdiction and whether a violation of the CT FMLA has occurred. An employee alleging a violation of the CT FMLA may also bring a civil action in a court of competent jurisdiction against the employer within one hundred eighty (180) calendar days of the employer action alleged to be in violation of the CT FMLA. Such action may be brought by an employee without first filing an administrative complaint.

### ***ADDITIONAL INFORMATION***

Questions regarding family or medical leave may be directed to the Superintendent or designee or FMLA Administrator/Human Resources Department. Federal FMLA and CT FMLA do not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Legal References:

Connecticut:

Conn. Gen. Stat. § 31-51kk et seq.

Conn. Gen. Stat. § 31-49e et seq.

Regs. Conn. State Agencies 31-51qq, et seq.

Public Act 25-174, “An Act Authorizing and Adjusting Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects, Revisions to the School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027”

Federal:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

29 CFR 1635.1 et seq.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/17/2025

*A mandated policy.*

## **Instruction**

### **Special Education**

The New Hartford Board of Education accepts its legal duties and responsibilities for providing special education for the students of the school district.

The district shall provide a free appropriate public education and necessary related services to all children requiring special education, as defined in PA 25-67 Section 1, residing within the district, required under the Individuals With Disabilities Education Act (“IDEA”), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Connecticut Statutes.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s)/surrogate parent to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardians(s), and representation by counsel, and a review procedure.

Pursuant to the Connecticut General Statutes §10-259, school year is defined as July 1 through June 30. A free appropriate public education (FAPE) must be provided to any child requiring special education beginning on or after the child’s third birthday, whether or not that birthday occurs during the regular school year.

In making a determination of eligibility for special education and related services, through use of a variety of assessment tools and strategies designed to gather relevant functional, developmental, and academic information, a student shall not be determined to be a disabled student if the dominant factor for such a determination is a lack of appropriate instruction in reading, including in the essential components of reading instruction, as defined in the Every Student Succeeds Act, lack of instruction in math or limited English proficiency or evidence that a child’s behavior repeatedly violated disciplinary policy.

## **Instruction**

### **Special Education (continued)**

Further, the District is not required to take into consideration whether a student has a severe discrepancy between achievement and intellectual ability in oral expression, listening comprehension, written expression, basic reading skills, reading comprehension or mathematical calculation or reasoning. A child shall become eligible for special education services on his or her third birthday.

In determining whether a child has a specific learning disability, the District may use a process that determines if the student responds to scientific, research-based intervention as a part of the evaluation procedures to determine eligibility. The program to which each student with a disability is assigned shall be one that provides an appropriate education, seeks to assure success in learning, and offers the least restrictive environment, in accordance with federal and state regulations. No student with a disability shall be denied, because of handicap/disability, participation in activities, programs or services offered or recognitions rendered to District students, unless participation is not possible because of the handicap/disability.

Each student requiring special education, as defined in PA 25-67 section 1, who is a resident of the district shall be provided quality education programs and services that meet the student's needs for educational, instructional, transitional and related services. The special education program shall be designed to comply with federal and state law; conform to district goals; and integrate programs of special education with the regular instructional programs of the schools, consistent with the interests of the student requiring special education and other students. If necessary, students requiring special education may also be placed in private school education facilities. Students with disabilities are required by federal law to be included in State and District-wide assessments, with appropriate accommodations where necessary.

In accordance with the regulations of the State Board of Education, each local and regional Board of Education shall:

1. Provide special education for children requiring special education, as defined in PA 25-67 section 1.
2. Report to the Department of Education each placement of a student receiving special education services for which the board is paying any portion of the cost:
  - a. Whether such placement is a result of a decision of a planning and placement team meeting, a settlement agreement or a special education hearing pursuant to section 10-76h of the general statutes.

**Instruction**

**Special Education** (continued)

3. Whether such placement is with an approved or nonapproved private provider of special education services, regional educational service center, operator of an interdistrict magnet school program, state charter school, a cooperative arrangement pursuant to section 10-158a of the general statutes, a local or regional board of education operating an outplacement program or as part of the statewide interdistrict public school attendance program pursuant to section 10-266aa of the general statutes.
4. The amount being paid by the Board.
5. The special education services being provided.
6. The location of the facility at which such special education services are being provided.
7. The total number of any agreements such Board enters into with a student, parent or guardian during the preceding school year that includes provisions for nondisclosure of special education services or a waiver of the rights to which such student, parent or guardian is entitled pursuant to the Individuals with Disabilities Education Act, 20 USC 1400 et seq.
8. Any other information requested by the Department.

The District shall also take steps to make the general public aware that all children suspected of having a disability, have a right to a formal determination as to whether they have such a condition or disability.

The Board shall determine the facilities, programs, services and staff that will be provided by the District for the instruction of students requiring special education. In order to maintain an effective special education plan, the Board may participate in special education programs of other school districts or those offered by a RESC.

**Evaluation of Special Education Program**

On or after June first, but prior to September thirtieth annually the superintendent shall provide, at a regularly scheduled meeting of the Board of Education, an annual report concerning the special education programs of the school district with the following information:

1. The number and names of all community-based organizations with whom the board of education has executed a formal memorandum of understanding, memorandum of agreement or contract to provide support services to students in the school district, disaggregated by school and type of support service provided.

**Instruction**

**Special Education**

**Evaluation of Special Education Program (continued)**

2. Attrition data for certified and noncertified staff, disaggregated by school and subject, not including in-district transfers.

The report shall also include recommendations of the Superintendent and staff, and by any advisory groups, for improvement in the program.

In addition to the annual report the Superintendent shall make interim reports whenever any phase of the program is significantly less satisfactory than was expected so that necessary adjustments may be made.

The Superintendent shall make certain that the individualized education plan of each student is reviewed periodically, or at least annually.

The Superintendent of Schools or his/her designee is directed to develop a comprehensive plan for compliance with all of the requirements of federal and state law for the education of students with disabilities residing in or attending school in the school district. The Board of Education requests that the plan be in harmony with the school district's financial abilities, with the availability of special facilities needed and the availability of trained and certified personnel.

- Legal Reference:
- Connecticut General Statutes
  - 10-76a Definitions. (as amended by PA 00-48 and PA 06-18)
  - 10-76b State supervision of special education programs and services. (as amended by PA 12-173)
  - 10-76c Receipt and use of money and personal property.
  - 10-76d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114, PA 00-48, PA 06-18 and June Special Session PA 15-5, Section 277)
  - 10-76e School construction grant for cooperative regional special education facilities.
  - 10-76f Definition of terms used in formula for state aid for special education.
  - 10-76ff Procedures for determining if a child requires special education (as amended by PA 06-18)
  - 10-76g State aid for special education.
  - 10-76h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)

## Instruction

### Special Education

Legal Reference: Connecticut General Statutes (continued)

10-76i Advisory council for special education.  
 10-76j Five-year plan for special education.  
 10-76k Development of experimental educational programs.  
 PA 06-18 An Act Concerning Special Education  
 State Board of Education Regulations.  
 10-76m Auditing claims for special education assistance.  
 10-76a-1 et seq. Definitions. (as amended by PA 00-48)  
 10-76b-1 through 10-76b-4 Supervision and administration.  
 10-76d-1 through 10-76d-19 Conditions of instruction.  
 10-76h-1 through 10-76h-2 Due process.  
 10-76l-1 Program Evaluation.  
 10-145a-24 through 10-145a-31 Special Education (re teacher certification).  
 10-264l Grants for the operation of interdistrict magnet school programs.  
 P.A. 12-173, An Act Concerning Individualized Education Programs and Other Issues Relating to Special Education  
 34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.  
 American with Disabilities Act, 42 U.S.C. §12101 et seq.  
 Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.  
 Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.  
 P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act  
*Bd of Ed of the City School District of the City of New York v. Tom F.* 128S.Ct. 1, 76 U.S.L.W. 3197 (2008)  
*Rowley v. Board of Education*, 485 U.S.-176 (1982)  
*Andrew F. v. Douglas County School District RE-1*, 15-827 U.S. (2017)  
*A.M. v. N.Y. City Department of Education*, 845F.3d 523, 541 (2d Cir.1997)  
*Mrs. B., v. Milford Board of Education* 103 F. 3d 1114, 1121 (2d Cir. 1997)  
 Public Act 25-67 An Act Concerning the Quality and Delivery of Special Education Services in Connecticut (Sec 1 & 12)  
 Public Act 25-93 An Act Increasing Resources for Students, Schools and Special Education (Section 32)

Policy adopted:  
 cps 7/25

## **Bylaws of the Board**

### **Standing Committees**

The New Hartford Board of Education shall have standing committees to address the operations of the Board which may include committees on:

Negotiations and Personnel

School/Community Relations and Policy

Student Health and Safety

Plant Facility and Transportation

Long-Range Planning

Community Outreach

School Security and Safety Committee

Curriculum Committee

### **Standing Committee Membership**

The Chairperson of the Board of Education shall appoint a committee Chairperson of each standing committee from among its members. Each Board member must serve on at least one standing committee.

1. The Chairperson shall appoint no more than four members to a standing committee.
2. Ad hoc and liaison assignments are not considered to be standing committees.
3. Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson promptly concerning their interest.
4. The standing committee members shall be designated by the Chairperson of the Board.
5. The Board Chairperson will serve as an ex-officio on all standing committees.
6. Any member of the Board may attend standing committee hearings; however, they will be unable to participate.
7. Standing Committee Chairpersons and members on standing committees shall serve for two years.

## **Record Keeping**

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members.

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of government agencies to be public.

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

*Revised*

## Bylaws of the Board

### New Board Member Orientation

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board of Education's functions, policies, procedures, and operation of the school district before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected materials on the function of the Board of Education and the school district.
2. The incoming member shall be invited to attend Board meetings and functions and to participate in its discussions.
3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board and the school district.
4. The incoming member shall be provided with a copy of the Board's policies and bylaws, administrative regulations, and copies of pertinent materials developed by the State School Board Association, Board minutes for the past year, and other helpful information explaining the Board's roles and responsibilities.
5. The Board Chairperson or designee shall arrange a meeting with the new Board member(s) to explain and answer questions about Board processes and procedures.
6. **The Board Chairperson may request a veteran Board member to mentor a new member.**
7. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.
8. **First-time elected board members are to complete a training program that minimally includes the following:**
  - **The role and responsibilities of a board member**
  - **The duties and obligations of a board of education**
  - **School district budgeting and education finance**

**This training must be completed at a time determined by the Connecticut Department of Education (CSDE), but not later than one year after assuming office.**

## **Bylaws of the Board**

### **New Board Members Orientation** (continued)

#### **Candidates**

The Superintendent or his/her designee shall invite all current candidates for the office of Board of Education member to attend (1) Board meetings, except that this invitation shall not extend to any executive sessions, and (2) pre-election workshops for candidates.

Legal Reference: Public Act 23-167, An Act Concerning Transparency in Education requires first-time board members to complete a prescribed training program at a time determined by CSDE, but no later than one year after assuming office. Sections 2 and 3

Bylaw adopted by the Board:

cps rev.4/02  
cps rev 2/06  
cps rev 7/25