

**Sterling Board of Education**  
**Agenda of the Regular Meeting**  
**February 15, 2023**  
**Community Room - 6:00 pm**  
**“EXCELLENCE WITH KINDNESS”**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Public Comment**

**IV. Reports and Communications**

**A. Correspondence**

**B. Consent Agenda**

1. Minutes of Meeting January 18, 2023
2. Minutes of Special Meeting January 17, 2023
3. Superintendent’s Report
4. Special Education Director’s Report
5. Principal’s Report
6. Clinical Supervisor’s Report
7. Monthly Check Register

**C. Budget and Expense Report**

**D. Plainfield Board of Education Liaison**

**V. Unfinished Business**

- A. Review and Discussion of Policy - 2nd Reading  
Policy #9321.2 - Bylaws of the Board - Time, Place and Notification of Meetings  
Electronic Board of Education Meetings
- B. Review of recommendations received for ACES

**VI. New Business**

- A. Introduction of Connecticut Association of School Superintendent’s (CAPSS) Award recipients.
- B. Discussion of Out of District Transportation
- C. Review, Discussion, and Possible Action to Approve the 2023-2024 School Calendar

**VII. Committee Updates**

- A. Policy
- B. Budget

**VIII. Recommendations, Questions and/or Comments**

**IX. Public Comment**

**X. Executive Session**

- A. Discussion of personnel matters

**XI. Adjournment**

**DRAFT**

Sterling Board of Education  
Minutes of Special Meeting  
Tuesday, January 17, 2023  
Community Room - 4:00pm

I. Call to Order

Meeting was called to order at 4:18pm by M. Rouillard, Board Chair

Present at meeting: M. Rouillard, C. Langlois, V. Robinson-Lewis, L. Shippee, D. Capobianco

Also in attendance were: D. Murphy, Student who is the subject of this proceeding, Student's Parent(s), T. Friend, H. Nickerson, L. Smith

II. Pledge of Allegiance

III. Discussion and possible action regarding Student Expulsion Hearing\*  
(\*Executive session anticipated)

- 4:20pm a motion was made by C. Langlois and seconded by L. Shippee that the Board enter Executive Session to discuss a matter that would result in the disclosure of public records or the information contained therein as described in Connecticut General Statutes Sections 1-210(b)(2), (11) and (17). Further, that the Board invite the following individuals to attend the executive session: The student who is the subject of this proceeding; Student's Parent(s); Theodore Friend, Superintendent of Schools; Dan Murphy, Counsel for the Board; Heather Nickerson, Principal; Laura Smith, Clinical Supervisor

Vote: All in favor

Motion passed

The Board exited Executive session at 6:10pm

- A motion was made by V. Robinson-Lewis and seconded by C. Langlois that pursuant to Connecticut General Statutes Section 10-233d, the Sterling Board of Education finds that the student discussed in executive session engaged in expellable offenses as described by the administration in this hearing.

Vote: All in favor                      Motion passed

The Board re-entered Executive session at 6:11pm.

The Board exited Executive Session at 7:50pm

- A motion was made by V. Robinson-Lewis and seconded by C. Langlois that pursuant to Connecticut General Statutes Section 10-233d, the Sterling Board of Education finds that the student discussed in executive session engaged in expellable offenses as described by the administration in this hearing.

Further, should the student re-enroll in the Sterling School District, the Board directs the administration to offer the student an alternative educational opportunity pursuant to Connecticut General Statutes Section 10-233d(d) and consistent with guidelines issued by the Connecticut State Department of Education for the period of this expulsion.

The Board also directs the administration, pursuant to Connecticut General Statutes Section 10-233d(f), to record this expulsion on the student's cumulative educational record, to be expunged from such record if the student graduates from high school.



The Board delegates authority to the Superintendent for any decision rendered consistent with the provisions of Connecticut General Statutes Section 10-233d(j).

Finally, the Board authorizes Michael Rouillard and Attorney Dan Murphy to communicate in writing the Board's decision and the reasons therefor, consistent with the Board's executive session discussion, to the student and his/her parent(s).

Vote: All in favor                      Motion passed

#### IV. Adjournment

- A motion was made by V. Robins-Lewis and seconded by L. Shippee to adjourn the meeting.

Vote: All in favor                      Motion passed

Meeting adjourned at 7:52pm



**V. Unfinished Business**

A. Review, Discussion and Possible Action to Approve Repairs to the Outside Clock.

Vendor: Elderhorst Bells \$4600.00

- A motion was made by V. Robinson-Lewis and seconded by D. Capobianco to approve repairs to be made by Edlerhorst Bells for \$4,600.00 to the outside clock.

Vote: All in favor

Motion passed

B. Discussion and Possible Action to use SCS Funds to Make Repairs to the Outside Clock.

Vendor: Elderhorst Bells \$4,600.00

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to use SCS funds to make repairs to the outside clock at a cost of \$4,600.00.

Vote: All in favor

Motion passed

**VI. New Business**

A. New Hire

1. Christine Egan - Academic Tutor

B. Review, Discussion and Possible Action to Approve Replacement of faucets in building to electronic sensor faucets. Vendor: LaPorte & Sons, Cost: \$24,726.01

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve the replacement of faucets in building to electronic sensor faucets and to have LaPorte & Sons do the work at a cost of \$24,726.01.

Vote: All in favor

Motion passed

C. Review, Discussion and Possible Action to Use SCS Funds to Replace faucets in building to electronic sensor faucets. Vendor: LaPorte & Sons, Cost: \$24,726.01

- Motion was made by V. Robinson-Lewis and seconded by J. Mossner to use SCS Funds to replace the faucets in the building to electronic sensor faucets at a cost of \$24,726.01.

Vote: All in favor

Motion passed

D. Review, Discussion and Possible Action to Use SCS Funds to Replace server room batteries. Vendor: Dell Technologies, Cost: \$8,170.95

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to use SCS Funds to Replace server room batteries at a cost of \$8,170.95.

Vote: All in favor

Motion passed

- E. Review, Discussion and Possible Action to move forward with ACES Center for Safe Schools Safety Service Proposal, Cost: \$24,900.00
- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to move forward with the Safety Service Proposal from ACES Center for Safe Schools at a cost of \$24,900.00 to be paid out of the operating budget.  
Vote: All in favor Motion passed

- F. Review and Discussion of Policies - 1st Reading  
Policy #4113.12 - Personnel - Certified - Minimum Duty-Free Lunch Periods for Teachers  
Policy #5145.511 - Students - Exploitation; Sexual Harassment  
Policy #9321.2 - Bylaws of the Board - Time, Place and Notification of Meetings  
Electronic Board of Education Meetings  
Policy #3451 - Business/Non-Instructional Operations - Cash in School Buildings
- A motion was made by C. Langlois and seconded by V. Robinson-Lewis to approve Policy # 4113.12, 5145.511, and 3451.
  - Vote: All in favor Motion passed

**VII. Committee Updates**

- A. Policy  
B. Budget

**VIII. Recommendations, Questions and/or Comments**

**IX. Public Comment**

**X. Executive Session**

**XI. Adjournment**

- A motion was made by V. Robinson-Lewis and seconded by C. Langlois to adjourn the meeting.  
Vote: All in favor Motion passed

Meeting adjourned at 7:00pm

# SUPERINTENDENT'S UPDATE

February 15, 2023

To: The Board of Education

From: Theodore Friend

I. **Budget**

The next budget sub committee meeting will be held February 15, 2023.

II. **PDEC**

I met with the PDEC Committee and we will be delaying any changes to the Evaluation Plan as the state is in the process of changing the statewide plan.

III. **Safety Training**

Jason from ACES was in the building on February 1, 2023. He was able to speak with several staff members and to assess some of our procedures. He will also be meeting with the Health and Safety Committee on February 23, 2023 to continue the training process.

IV. **New Position**

We posted for an In-School Suspension Coordinator and have interviewed 2 candidates.

V. **Indoor Air Quality Assessment**

A new bill was passed by both the House and the Senate and was sent to the Governor. This bill requires BOEs to conduct an Indoor Air Quality Assessment by January 1, 2024. Our contract is confident, the date will be moved to 2025 due to not having enough vendors, funding, and time. Russell and Courtney are both looking into options and pricing with the vendor we have used in the past. It has been 6 years since the last test was done. Russell was able to get a quote from Mystic Air. Please see the attached quote. Whether this is a mandate or not, I am recommending that we get this done.

VI. **Multi-Factor Authentication**

Discussions around the state are happening regarding two-factor authentication with all technology logins to increase security. Cory is already working on different options.

VII. **Heating Oil/Dime Oil Company**

We are now on a list to receive daily updates with heating oil costs and diesel fuel costs. This will allow us to make a more informed decision for purchasing heating oil this year and budgeting for next year.



# Mystic Air Quality Consultants, Inc.

1204 North Road, Groton, Connecticut 06340

www.mysticair.com

maq2@aol.com

800 247-7746

February 8, 2023

Russell Bonner [rbonner@sterlingschool.org](mailto:rbonner@sterlingschool.org)

Sterling Community School

251 Sterling Rd

Sterling, CT 06377

860/564/2728 ext. 3313

Re: Indoor Air Quality Survey and Environmental Fungi (mold) Sampling, Sterling Community School

Dear Russell,

Mystic Air Quality Consultants, Inc. can provide a full indoor air quality survey in your offices in Sterling, Connecticut. The sampling would include testing for total hydrocarbons (VOCs), respirable particulates (PM10 dust), O2, CO, CO2, and temperature and humidity using state of the art direct reading instruments (TSI Q-Trak (or 3M EVM), TSI Dustrak, PPB-RAE, Draeger multi-gas meters, etc.). The survey would also include air sampling for environmental fungi (mold) in 10 representative areas and 2 samples outside of the building for comparison. The mold air samples would be collected Allergenco cassettes method. The samples will be analyzed by an AIHA EMPAT Accredited lab. The cost is as follows:

Survey (includes travel)	\$ 680
Lab analysis mold 12 x \$65	\$ 780
Sample Shipping and handling	\$ 70
Equipment use and calibration	\$ 100
Report by CIH	\$ 200
	<u>\$ 1,830</u>

The surveys would be conducted by an experienced Industrial Hygienists under the direction of a Certified Industrial Hygienist. The survey would include visual observations of the ventilation system and building materials. The report would include the findings, comparison with standards and recommendations. Mystic Air Quality Consultants, Inc. is a Small, Women Owned Business conducting indoor air quality surveys for over 25 years. Our clients include CIGNA, CL&P, Honeywell, Pfizer, Pratt and Whitney, NRG, Grub and Ellis, CB Richard Ellis, Turner Construction, O&G, Perta Construction, Hartford Hospital, Yale New Haven Hospital, and many more. Mystic Air Quality Consultants, Inc. has 22 full time employees and grosses over \$2.5 million annually. Our Dun and Bradstreet number is 19-871-4131 and our Federal ID is 06-1225491. We carry \$2,000,000 of General Liability and \$1,000,000 of Professional Liability Insurance.

Christopher J. Eident, CIH, CSP, MPH CEO



# Principal's Report

## February 15, 2023

### SCS Advancement Plan - Goal #3

- Academic Team Meeting
  - Problem solved plans for individual grade level support and groupings
  - MTSS pilot with intervention team (feedback sessions with the state)
- Social Emotional Team Meeting
  - Wellness Calendars to support healthy mind & body
    - PTO will support National Banana Bread day for staff + faculty
  - Analyzing SELweb benchmark winter assessments
  - Reviewing supports within Wellness Center
- NAEYC / AQIS
  - Monthly group meetings to review NAEYC standards (virtual + at Eastconn)
  - Individual monthly meetings to review NAEYC standards and portfolio components for reaccreditation, and conduct classroom observations
  - Weekly work compiling evidence for Program Portfolio
- NECC (Northeast Childhood Council)
  - Leadership meetings
  - School Readiness meetings / observations
  - Strategic Planning Meetings
- ELA Program Evaluation Committee
  - Discussion regarding Sterlings' needs from a new program
  - Presentation from Savaas
  - Presentation from Amplify CKLA
- PDEC
  - PDMonster for PD on January 30, 2023 adding to our 'Toolkit' for trauma informed and understanding the whole child
  - Restorative Practice work continued

### SCS Advancement Plan - Goal # 5

- Family Fridays for Kindergarten Families 5 times throughout the year
  - Kindergarten families enjoyed their craft time with their children in the classroom
- PTO Meetings / Events
  - Planning for Color Run in the spring
  - Meadow Farms Spring fundraiser
  - Supporting classroom field trips
  - Spirit wear sale

### Winter Updates:

- Initial discussions with Jason from ACES safety + security
- Wildcat's Mighty Roar had a successful awards presentation for K-8 grade students
- Washington, D.C. fundraising is ongoing with a successful Pasta Dinner evening
- Continued therapy dog visits - they have visited all grade levels now and will work with small groups + whole classes as time allows



# Clinical/Behavioral Report

## February 15, 2023

To: Sterling Board of Education  
From: Laura Smith, Clinical Supervisor/Social Worker  
Date: February 15, 2023  
Subj: Clinical/Behavioral Report

### **Community (Strategic Plan Goal 5 & 6)**

- Social Emotional Learning (SEL)- SELweb winter benchmark complete. Review of data in process during behavior data team. The data will be used by teachers to inform their SEL instruction.
- Collaboration with the Department of Children and Families liaisons, and other outside mental health resources to support children and families in need in our school community. Meet and plan with parents to connect with needed mental health resources for their children and families. Meet with families to support increased school attendance.
- Collaboration with regional McKinney-Vento liaisons, our Transportation Director and other outside resources to support children and families in need in our school community. Attending an upcoming Eastconn presentation 2/14 "Identifying and Supporting Students Experiencing Homelessness"
- Collaboration with Mrs. Graham and our National Junior Honor Society students the winter warming tree is filled with donated hats, gloves, and mittens for any student in need.
- Weekly SEL/PBIS/RP collaboration and planning with Traci Jamieson, BCBA, Dr. Lanzillo, and Carrie Graham, Transition/Wellness Coordinator, to support PBIS, SEL, and Restorative Practices integration path. Review response to behavior school preventive strategies and implementation at the Tier 1, 2, and 3 levels. Behavior data team review and action planning.
- LPC Grant 2022-2023 grant. Planning for March Mental Health Awareness week to promote prevention of substance abuse, healthy life choices, and overall health and wellness.

### **Faculty & Staff (Strategic Plan Goal 2, 3, 4)**

- Classroom drop-ins supporting Tier 1 transitions, routines, and SEL/PBIS implementation.
- PDEC: Successful PD on 1/30 presented by PD Monster. Trauma Informed review and prevention toolkit, behavior science basics, and function based prevention strategies.
- EASTCONN Consultant meetings -Monthly SEL Choose Love implementation and end of month pacing data, Tier 1 data review, SEL classroom drop-in, PBIS rewards data review, Community Meeting planning, February 2023 Wellness Calendar, Transition/Wellness Room enter/exit data.
- Weekly collaboration, planning, implementation, and review of all tiered supports, with a focus on Tier 1 implementation with Dr. Lanzillo, School Psychologist, and Traci Jamieson, BCBA. Team, parent, 504 and PPT meetings attended.
- Code Of Conduct Committee- Review of draft Code of Conduct including restorative practices integrated. Continue to review model codes and resource materials.
- Health and Safety Meeting 2/23/23.



Special Services Report	Maggie Pearson, Director of Special Services	BOE Meeting: February 15, 2023	Statistics as of January 31, 2023
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Student Count by Location	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Sterling Community School PrK-8th IEPs	47	47	47	46	48	49	52	52				
Sterling Community School PrK-8th 504s	18	17	19	21	21	20	21	22				
High School IEPs (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	22	21	21	21	20	20	21	20				
High School 504's (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	12	17	18	15	16	17	18	18				
Out of District-Special Tuition	8	9	9	9	9	9	9	9				
Total Students with IEPs	77	77	77	76	77	78	82	82				
Total Students with 504s	30	34	37	36	37	37	39	40				

Related Services Sterling Community School Student Count-IEP (*additional 504/SRBI)	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Speech/Language (SLP) 1.0 FTE	25*	25*	25*	25*	29*	28*	28*	34*				
School Psychologist (Counseling) 1.0 FTE	17*	17*	26	26	24*	49*	49*	57*				
Physical Therapy (PT) 1- 2 days/ wk	11*	11*	13	13	12*	14	14	14*				
Occupational Therapy (OT) 1-3 days/wk	12 *	12*	18	18	17*	17*	17*	17*				
BCBA(behavioral support) 1.0 FTE	10*	10*	12	12	13*	13*	13*	25*				

Other Noteworthy Topics:

- Child Study Team meetings- review Tier II interventions/plans through SRBI process-identify/monitor at-risk students (academics/social/emotional)
- Bi-Weekly participation in state special education meetings specific to CTSEDs (new IEP/504 software program)
- Two Volunteer Therapy Dogs providing sessions for SEL and Reading Support 4 x month
- Paraeducator Professional Development in-person February-topic neurodiverse students
- Mid year meetings with 504 students 5th-8th grade
- State Supplemental Grant for CT SEDS application
- Monitor/track Excess Cost 2022 data collection
- Wellness Center Data Review with SEL Team (day/time/class)- it is being used consistently by middle school students
- Tier I intensive classroom management consultation and strategies provided by BCBA to regular education teacher
- Out of district placement program visits, 2nd or 3rd for this school year



# Sterling Board of Education

## Budget and Expenses - BOE

From Date: 1/1/2023

To Date: 1/31/2023

Fiscal Year: 2022-2023

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.1000.111.01.000.00.71	Certified Personnel	\$1,770,810.00	\$161,321.32	\$956,883.80	\$813,926.20	\$0.00	\$813,926.20	45.96%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$3,837.50	\$22,762.50	\$27,237.50	\$0.00	\$27,237.50	54.48%
A.1000.112.01.000.00.71	Non Certified Personnel	\$100,150.00	\$4,520.12	\$27,186.62	\$72,963.38	\$0.00	\$72,963.38	72.85%
A.1000.210.00.000.00.71	E/B Insurance	\$390,000.00	\$102,712.80	\$321,308.59	\$68,691.41	\$72,994.69	(\$4,303.28)	-1.10%
A.1000.220.00.000.00.70	E/B FICA/Medicare	\$37,163.00	\$3,081.30	\$18,956.22	\$18,206.78	\$0.00	\$18,206.78	48.99%
A.1000.240.00.000.00.71	E/B Other (Course Reim)	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
A.1000.320.01.000.00.71	Professional Development - Cer	\$15,000.00	\$0.00	\$6,090.40	\$8,909.60	\$0.00	\$8,909.60	59.40%
A.1000.590.00.000.00.71	Printing	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.611.00.101.00.71	Language Arts Instructional Su	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.1000.611.01.000.00.71	Instructional Supplies	\$10,000.00	(\$73.65)	\$208.65	\$9,791.35	\$270.00	\$9,521.35	95.21%
A.1000.611.01.102.00.71	Math Instructional Supplies	\$1,000.00	\$0.00	\$1,139.98	(\$139.98)	\$0.00	(\$139.98)	-14.00%
A.1000.611.01.103.00.71	Science Instructional Supplies	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
A.1000.611.01.105.00.71	Art Instructional Supplies	\$200.00	\$0.00	\$153.61	\$46.39	\$0.00	\$46.39	23.20%
A.1000.611.01.106.00.71	Music Instructional Supplies	\$200.00	\$0.00	\$79.25	\$120.75	\$0.00	\$120.75	60.38%
A.1000.611.01.107.00.71	PE Instructional Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.611.01.109.00.71	World Language Instructional S	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.641.01.000.00.71	Textbooks	\$5,000.00	\$233.60	\$233.60	\$4,766.40	\$146.00	\$4,620.40	92.41%
A.1000.641.01.101.00.71	Language Arts Textbooks	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
A.1000.642.01.000.00.71	Consumable Workbooks	\$500.00	\$0.00	\$1,095.64	(\$595.64)	\$0.00	(\$595.64)	-119.13%
A.1000.642.01.101.00.71	Language Arts Consumable Workb	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
A.1000.642.01.102.00.71	Math Consumable Workbooks	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.650.00.000.00.71	Educational Software Licenses/	\$33,031.00	\$238.04	\$1,660.75	\$31,370.25	\$17,341.02	\$14,029.23	42.47%
A.1000.690.01.103.00.71	Science Other Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.730.00.000.00.71	Instructional Equipment	\$3,000.00	\$0.00	\$91.98	\$2,908.02	\$0.00	\$2,908.02	96.93%
A.1000.739.00.000.00.71	Copier Leases, Fees, Supplies	\$16,000.00	\$738.02	\$8,410.40	\$7,589.60	\$9,454.34	(\$1,864.74)	-11.65%
A.1000.739.01.106.00.71	Music Equipment	\$1,000.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	50.00%
A.1000.890.00.000.00.71	Dues & Fees	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
	Func: Regular Program - 1000	\$2,511,154.00	\$276,609.05	\$1,366,761.99	\$1,144,392.01	\$100,206.05	\$1,044,185.96	41.58%
A.1200.111.00.000.00.71	Special Education Director	\$125,000.00	\$7,461.54	\$52,603.86	\$72,396.14	\$0.00	\$72,396.14	57.92%
A.1200.111.01.000.00.71	Certified Personnel	\$504,654.00	\$41,360.02	\$255,201.64	\$249,452.36	\$0.00	\$249,452.36	49.43%
A.1200.112.01.000.00.71	Non Certified Personnel	\$297,961.00	\$22,902.20	\$142,989.77	\$154,971.23	\$0.00	\$154,971.23	52.01%
A.1200.112.02.000.00.71	Non Certified Substitutes	\$10,000.00	\$1,170.00	\$1,170.00	\$8,830.00	\$0.00	\$8,830.00	88.30%
A.1200.210.00.000.00.71	E/B Insurance	\$250,000.00	\$67,511.50	\$173,934.30	\$76,065.70	\$74,009.81	\$2,055.89	0.82%
A.1200.220.00.000.00.70	E/B FICA/Medicare	\$32,822.00	\$2,192.29	\$13,855.18	\$18,966.82	\$0.00	\$18,966.82	57.79%
A.1200.240.00.000.00.71	E/B Other	\$3,750.00	\$255.50	\$894.25	\$2,855.75	\$638.75	\$2,217.00	59.12%
A.1200.320.00.000.00.71	Professional Development - Cer	\$3,500.00	\$0.00	\$1,619.00	\$1,881.00	\$2,290.00	(\$409.00)	-11.69%
A.1200.322.01.000.00.71	Professional Dev - Non Cert	\$1,500.00	\$0.00	\$945.00	\$555.00	\$720.00	(\$165.00)	-11.00%
A.1200.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$960.00	\$960.00	\$1,040.00	\$1,440.00	(\$400.00)	-20.00%
A.1200.330.01.000.00.71	Evaluation Services	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$3,250.00	\$11,750.00	78.33%
A.1200.330.02.000.00.71	Assistive Technology	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.1200.580.00.000.00.71	Travel	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1200.611.01.000.00.71	Instructional Supplies	\$2,000.00	\$0.00	\$66.00	\$1,934.00	\$737.95	\$1,196.05	59.80%
A.1200.611.02.000.00.71	Testing Supplies	\$2,500.00	\$24.30	\$3,754.18	(\$1,254.18)	\$838.29	(\$2,092.47)	-83.70%
A.1200.630.00.000.00.71	Special Ed Incentive	\$750.00	\$8.99	\$136.71	\$613.29	\$50.00	\$563.29	75.11%
A.1200.641.02.000.00.71	Consumable Workbooks	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
A.1200.650.00.000.00.71	Educational Software Licenses/	\$14,631.00	\$0.00	\$2,854.50	\$11,776.50	\$0.00	\$11,776.50	80.49%
A.1200.690.00.000.00.72	Other Supplies & Materials	\$1,000.00	\$7.68	\$7.68	\$992.32	\$0.00	\$992.32	99.23%
A.1200.700.00.000.00.71	Equipment	\$2,000.00	\$294.95	\$294.95	\$1,705.05	\$794.50	\$910.55	45.53%
A.1200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	50.00%
	Func: Special Education Program - 1200	\$1,273,318.00	\$144,148.97	\$651,537.02	\$621,780.98	\$84,769.30	\$537,011.68	42.17%

# Sterling Board of Education

## Budget and Expenses - BOE

From Date: 1/1/2023

To Date: 1/31/2023

Fiscal Year: 2022-2023

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2130.111.01.000.00.71	School Nurse	\$51,500.00	\$3,961.54	\$29,804.75	\$21,695.25	\$0.00	\$21,695.25	42.13%
A.2130.111.03.000.00.71	School Nurse Substitutes	\$2,000.00	\$262.50	\$2,187.50	(\$187.50)	\$0.00	(\$187.50)	-9.38%
A.2130.210.00.000.00.71	E/B Insurance	\$250.00	\$9.36	\$55.80	\$194.20	\$55.80	\$138.40	55.36%
A.2130.220.00.000.00.70	E/B FICA/Medicare	\$4,093.00	\$323.14	\$2,447.41	\$1,645.59	\$0.00	\$1,645.59	40.20%
A.2130.240.00.000.00.71	E/B Other	\$1,545.00	\$257.50	\$901.25	\$643.75	\$643.75	\$0.00	0.00%
A.2130.322.01.000.00.71	Professional Dev - Non Cert	\$500.00	\$0.00	\$279.00	\$221.00	\$0.00	\$221.00	44.20%
A.2130.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$0.00	\$735.00	\$1,265.00	\$0.00	\$1,265.00	63.25%
A.2130.690.00.000.00.71	Health Office Supplies	\$2,000.00	\$84.58	\$633.43	\$1,366.57	\$500.08	\$866.49	43.32%
A.2130.739.00.000.00.71	Health Office Equipment	\$500.00	\$0.00	\$0.00	\$500.00	\$258.00	\$242.00	48.40%
	Func: Health Office - 2130	\$64,388.00	\$4,898.62	\$37,044.14	\$27,343.86	\$1,457.63	\$25,886.23	40.20%
A.2190.111.01.000.00.71	Certified Personnel	\$19,459.00	\$738.20	\$14,976.81	\$4,482.19	\$0.00	\$4,482.19	23.03%
A.2190.210.00.000.00.71	E/B Insurance	\$21,431.00	\$2,217.68	\$7,761.88	\$13,669.12	\$2,550.33	\$11,118.79	51.88%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$3,940.00	\$275.90	\$1,997.74	\$1,942.26	\$0.00	\$1,942.26	49.30%
A.2190.320.00.000.00.71	Professional Development	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2190.323.00.000.00.71	PT Contracted Services	\$30,000.00	\$0.00	\$6,090.00	\$23,910.00	\$23,910.00	\$0.00	0.00%
A.2190.611.00.000.00.71	PT/OT Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2190.730.00.000.00.71	PT/OT Equipment	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Physical/Occupational Therapy - 2190	\$76,330.00	\$3,231.78	\$30,826.43	\$45,503.57	\$26,460.33	\$19,043.24	24.95%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$17,513.00	\$1,419.69	\$8,546.91	\$8,966.09	\$0.00	\$8,966.09	51.20%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,340.00	\$108.60	\$653.83	\$686.17	\$0.00	\$686.17	51.21%
A.2220.330.00.000.00.71	Professional & Technical Servi	\$950.00	\$0.00	\$0.00	\$950.00	\$0.00	\$950.00	100.00%
A.2220.642.00.000.00.71	Books/Periodicals	\$3,000.00	\$176.58	\$2,406.43	\$593.57	\$0.00	\$593.57	19.79%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$296.78	\$296.78	\$203.22	\$0.00	\$203.22	40.64%
A.2220.890.00.000.00.71	Dues & Fees	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
	Func: Educational Media - 2220	\$23,503.00	\$2,001.65	\$11,903.95	\$11,599.05	\$0.00	\$11,599.05	49.35%
A.2230.112.00.000.00.71	IT Personnel	\$62,593.00	\$4,908.38	\$34,709.27	\$27,883.73	\$0.00	\$27,883.73	44.55%
A.2230.112.01.000.00.71	IT Aide	\$22,371.00	\$2,371.50	\$13,889.25	\$8,481.75	\$0.00	\$8,481.75	37.91%
A.2230.210.00.000.00.71	E/B Insurance	\$1,000.00	\$11.52	\$68.58	\$931.42	\$68.58	\$862.84	86.28%
A.2230.220.00.000.00.70	E/B FICA/Medicare	\$6,500.00	\$531.51	\$3,590.78	\$2,909.22	\$0.00	\$2,909.22	44.76%
A.2230.240.00.000.00.70	E/B Other	\$1,878.00	\$319.00	\$1,116.50	\$761.50	\$797.50	(\$36.00)	-1.92%
A.2230.320.00.000.00.71	Professional Development	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.2230.330.00.000.00.71	Professional & Technical Servi	\$6,500.00	\$0.00	\$724.00	\$5,776.00	\$3,245.15	\$2,530.85	38.94%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$1,500.00	\$78.18	\$241.28	\$1,258.72	\$8,219.88	(\$6,961.16)	-464.08%
A.2230.431.00.000.00.71	Maintenance Agreement	\$8,900.00	\$801.12	\$801.12	\$8,098.88	\$0.00	\$8,098.88	91.00%
A.2230.690.00.000.00.71	Other Supplies & Materials	\$1,500.00	\$52.94	\$569.22	\$930.78	\$210.63	\$720.15	48.01%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$13,500.00	\$37.30	\$542.07	\$12,957.93	\$0.00	\$12,957.93	95.98%
A.2230.731.00.000.00.71	Computer Software	\$4,100.00	\$2,178.84	\$2,316.84	\$1,783.16	\$395.00	\$1,388.16	33.86%
	Func: Information Technology - 2230	\$131,342.00	\$11,290.29	\$58,568.91	\$72,773.09	\$12,936.74	\$59,836.35	45.56%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$53,300.00	\$4,120.00	\$29,406.00	\$23,894.00	\$0.00	\$23,894.00	44.83%
A.2310.112.02.000.00.71	Board of Education Clerk	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
A.2310.210.00.000.00.71	E/B Insurance	\$21,770.00	\$4,747.48	\$16,640.12	\$5,129.88	\$5,222.12	(\$92.24)	-0.42%
A.2310.220.00.000.00.70	E/B FICA/Medicare	\$4,169.00	\$262.60	\$2,004.15	\$2,164.85	\$0.00	\$2,164.85	51.93%
A.2310.230.00.000.00.71	Workers Compensation Ins	\$47,699.00	\$0.00	\$30,390.05	\$17,308.95	\$10,134.55	\$7,174.40	15.04%
A.2310.240.00.000.00.71	E/B Other	\$1,599.00	\$267.66	\$936.81	\$662.19	\$669.19	(\$7.00)	-0.44%
A.2310.250.00.000.00.71	Unemployment Compensation	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
A.2310.330.01.000.00.71	Legal Services	\$25,000.00	\$477.00	\$2,252.50	\$22,747.50	\$22,747.50	\$0.00	0.00%

# Sterling Board of Education

## Budget and Expenses - BOE

From Date: 1/1/2023

To Date: 1/31/2023

Fiscal Year: 2022-2023

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2310.330.03.000.00.71	Other Professional & Tech Svcs	\$15,000.00	\$0.00	\$1,200.00	\$13,800.00	\$24,900.00	(\$11,100.00)	-74.00%
A.2310.520.01.000.00.71	Fidelity Bond	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
A.2310.520.02.000.00.71	Errors and Omissions Insurance	\$8,500.00	\$0.00	\$8,090.00	\$410.00	\$0.00	\$410.00	4.82%
A.2310.580.00.000.00.71	Travel	\$100.00	\$0.00	\$52.50	\$47.50	\$0.00	\$47.50	47.50%
A.2310.590.01.000.00.71	Communications/Postage	\$5,000.00	\$91.29	\$538.06	\$4,461.94	\$732.60	\$3,729.34	74.59%
A.2310.590.02.000.00.71	Advertising	\$1,000.00	\$0.00	\$1,148.65	(\$148.65)	\$0.00	(\$148.65)	-14.87%
A.2310.590.04.000.00.71	Community Engagement	\$2,000.00	\$0.00	\$20.00	\$1,980.00	\$0.00	\$1,980.00	99.00%
A.2310.650.00.000.00.71	Software Licenses & Support	\$24,000.00	\$0.00	\$13,125.05	\$10,874.95	\$0.00	\$10,874.95	45.31%
A.2310.690.00.000.00.71	BOE Other Supplies & Materials	\$1,000.00	\$0.00	\$1,124.84	(\$124.84)	\$0.00	(\$124.84)	-12.48%
A.2310.890.00.000.00.71	Dues & Fees	\$1,500.00	\$0.00	\$1,350.00	\$150.00	\$0.00	\$150.00	10.00%
	Func: Board of Education - 2310	\$217,937.00	\$9,966.03	\$108,378.73	\$109,558.27	\$64,405.96	\$45,152.31	20.72%
A.2320.111.00.000.00.71	Superintendent	\$93,518.00	\$7,692.32	\$57,692.39	\$35,825.61	\$0.00	\$35,825.61	38.31%
A.2320.210.00.000.00.71	E/B Insurance	\$21,430.00	\$0.00	\$0.00	\$21,430.00	\$0.00	\$21,430.00	100.00%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,356.00	\$111.54	\$836.55	\$519.45	\$0.00	\$519.45	38.31%
A.2320.320.00.000.00.71	Professional Development - Cer	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2320.580.00.000.00.71	Travel	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.2320.690.00.000.00.71	Superintendent Off Supplies	\$750.00	\$97.28	\$165.86	\$584.14	\$0.00	\$584.14	77.89%
A.2320.739.00.000.00.71	Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$802.00	(\$802.00)	0.00%
A.2320.890.00.000.00.71	Dues & Fees	\$5,000.00	\$0.00	\$330.00	\$4,670.00	\$3,445.00	\$1,225.00	24.50%
	Func: Superintendent's Office - 2320	\$122,804.00	\$7,901.14	\$59,024.80	\$63,779.20	\$4,247.00	\$59,532.20	48.48%
A.2400.111.00.000.00.71	Principal	\$128,125.00	\$9,903.84	\$69,822.07	\$58,302.93	\$0.00	\$58,302.93	45.50%
A.2400.111.01.000.00.71	Clinical Supervisor	\$53,210.00	\$4,093.06	\$28,856.07	\$24,353.93	\$0.00	\$24,353.93	45.77%
A.2400.112.00.000.00.71	Non Certified Personnel	\$91,894.00	\$7,068.81	\$49,589.37	\$42,304.63	\$0.00	\$42,304.63	46.04%
A.2400.210.00.000.00.71	E/B Insurance	\$65,000.00	\$12,771.42	\$47,624.48	\$17,375.52	\$16,799.85	\$575.67	0.89%
A.2400.220.00.000.00.70	E/B FICA/Medicare	\$9,659.00	\$632.12	\$4,702.80	\$4,956.20	\$0.00	\$4,956.20	51.31%
A.2400.240.00.000.00.71	E/B Other	\$5,440.00	\$909.66	\$3,183.81	\$2,256.19	\$2,274.19	(\$18.00)	-0.33%
A.2400.320.00.000.00.71	Professional Development - Cer	\$1,500.00	\$0.00	\$350.00	\$1,150.00	\$0.00	\$1,150.00	76.67%
A.2400.330.00.000.00.71	Professional & Technical Svcs	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.2400.580.00.000.00.71	Travel	\$300.00	\$192.50	\$192.50	\$107.50	\$0.00	\$107.50	35.83%
A.2400.590.01.000.00.71	Principal's Engagement	\$1,500.00	\$620.27	\$620.27	\$879.73	\$0.00	\$879.73	58.65%
A.2400.650.00.000.00.71	Educational Software Licenses/	\$8,750.00	\$0.00	\$0.00	\$8,750.00	\$0.00	\$8,750.00	100.00%
A.2400.690.00.000.00.71	Other Supplies & Materials	\$3,000.00	\$441.92	\$790.05	\$2,209.95	\$1,737.13	\$472.82	15.76%
A.2400.890.00.000.00.71	Dues & Fees	\$1,000.00	\$259.00	\$259.00	\$741.00	\$0.00	\$741.00	74.10%
	Func: Building Administrators - 2400	\$369,628.00	\$36,892.60	\$205,990.42	\$163,637.58	\$20,811.17	\$142,826.41	38.64%
A.2510.112.01.000.00.71	Business Manager	\$93,317.00	\$7,178.16	\$50,606.03	\$42,710.97	\$0.00	\$42,710.97	45.77%
A.2510.210.00.000.00.71	E/B Insurance	\$26,572.00	\$5,875.20	\$20,596.95	\$5,975.05	\$6,646.10	(\$671.05)	-2.53%
A.2510.220.00.000.00.70	E/B FICA/Medicare	\$7,139.00	\$485.48	\$3,573.90	\$3,565.10	\$0.00	\$3,565.10	49.94%
A.2510.240.00.000.00.71	E/B Other	\$2,800.00	\$466.50	\$3,632.75	(\$832.75)	\$1,166.25	(\$1,999.00)	-71.39%
A.2510.330.02.000.00.71	Professional & Technical Svcs	\$14,500.00	\$814.60	\$5,863.30	\$8,636.70	\$5,044.95	\$3,591.75	24.77%
A.2510.580.00.000.00.71	Travel	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.2510.690.00.000.00.71	Fiscal Office Supplies	\$750.00	\$0.00	\$75.10	\$674.90	\$0.00	\$674.90	89.99%
A.2510.739.00.000.00.71	Fiscal Office Equipment	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
A.2510.890.00.000.00.71	Dues & Fees	\$1,440.00	\$0.00	\$804.00	\$636.00	\$0.00	\$636.00	44.17%
	Func: Fiscal & Business Office - 2510	\$146,818.00	\$14,819.94	\$85,152.03	\$61,665.97	\$12,857.30	\$48,808.67	33.24%
A.2600.177.01.000.00.71	Security Officer	\$27,150.00	\$2,540.96	\$13,975.28	\$13,174.72	\$0.00	\$13,174.72	48.53%
A.2600.220.00.000.00.70	E/B FICA/Medicare	\$0.00	\$194.38	\$1,069.09	(\$1,069.09)	\$0.00	(\$1,069.09)	0.00%
A.2600.220.01.000.00.71	E/B FICA/Med	\$1,731.00	\$0.00	\$0.00	\$1,731.00	\$0.00	\$1,731.00	100.00%

# Sterling Board of Education

## Budget and Expenses - BOE

From Date: 1/1/2023

To Date: 1/31/2023

Fiscal Year: 2022-2023

- Subtotal by Collapse Mask   
  Include pre encumbrance   
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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2600.410.01.000.00.71	Electricity	\$75,000.00	\$9,333.78	\$34,059.14	\$40,940.86	\$40,940.86	\$0.00	0.00%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$8,000.00	\$773.15	\$5,216.06	\$2,783.94	\$3,883.94	(\$1,100.00)	-13.75%
A.2600.410.03.000.00.71	Water	\$3,000.00	\$471.00	\$766.50	\$2,233.50	\$2,233.50	\$0.00	0.00%
A.2600.410.04.000.00.71	Sewer	\$18,450.00	\$0.00	\$18,865.13	(\$415.13)	\$0.00	(\$415.13)	-2.25%
A.2600.430.01.000.00.71	Maintenance Contracts	\$243,800.00	\$40,014.63	\$124,808.11	\$118,991.89	\$99,606.81	\$19,385.08	7.95%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	\$20,000.00	\$839.86	\$11,627.53	\$8,372.47	\$4,745.00	\$3,627.47	18.14%
A.2600.520.00.000.00.71	Plant Insurance	\$38,746.00	\$0.00	\$40,180.00	(\$1,434.00)	\$0.00	(\$1,434.00)	-3.70%
A.2600.590.01.000.00.71	Telephone	\$7,000.00	\$874.47	\$5,843.75	\$1,156.25	\$4,706.25	(\$3,550.00)	-50.71%
A.2600.613.00.000.00.71	Maintenance Supplies	\$15,000.00	\$872.63	\$7,924.42	\$7,075.58	\$181.37	\$6,894.21	45.96%
A.2600.620.00.000.00.71	Heating Oil	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	100.00%
A.2600.739.00.000.00.71	Maintenance Equipment	\$500.00	\$0.00	\$72.68	\$427.32	\$16.99	\$410.33	82.07%
	Func: Plant Operation & Maintenance - 2600	\$533,377.00	\$55,914.86	\$264,407.69	\$268,969.31	\$156,314.72	\$112,654.59	21.12%
A.2700.112.01.000.00.71	Bus Drivers	\$184,267.00	\$14,422.58	\$87,980.89	\$96,286.11	\$0.00	\$96,286.11	52.25%
A.2700.112.02.000.00.71	Bus Coordinator	\$58,013.00	\$4,462.54	\$31,460.91	\$26,552.09	\$0.00	\$26,552.09	45.77%
A.2700.112.03.000.00.71	Van Drivers	\$83,000.00	\$7,667.07	\$53,081.05	\$29,918.95	\$0.00	\$29,918.95	36.05%
A.2700.210.00.000.00.71	E/B Insurance	\$100,000.00	\$15,547.66	\$57,252.40	\$42,747.60	\$19,346.88	\$23,400.72	23.40%
A.2700.220.00.000.00.70	E/B FICA/Medicare	\$24,884.00	\$1,877.12	\$12,566.59	\$12,317.41	\$0.00	\$12,317.41	49.50%
A.2700.240.00.000.00.71	E/B Other	\$1,740.00	\$0.00	(\$337.94)	\$2,077.94	\$1,740.00	\$337.94	19.42%
A.2700.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$250.00	\$1,284.00	\$716.00	\$0.00	\$716.00	35.80%
A.2700.430.00.000.00.71	Transportation Maintenance	\$38,000.00	\$7,349.02	\$18,564.42	\$19,435.58	\$4,594.10	\$14,841.48	39.06%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	\$5,000.00	(\$4,101.75)	\$20,858.25	(\$15,858.25)	\$42,900.00	(\$58,758.25)	-1175.17%
A.2700.520.00.000.00.71	Vehicle Insurance	\$17,100.00	\$0.00	\$17,100.00	\$0.00	\$0.00	\$0.00	0.00%
A.2700.625.00.000.00.71	Supplies - Oil, Washer Fluid,	\$6,000.00	\$1,692.31	\$3,405.01	\$2,594.99	\$0.00	\$2,594.99	43.25%
A.2700.626.00.000.00.71	Regular Fuel - Vans	\$20,000.00	\$3,606.78	\$12,284.94	\$7,715.06	\$7,715.06	\$0.00	0.00%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$36,000.00	\$9,670.86	\$34,989.03	\$1,010.97	\$0.00	\$1,010.97	2.81%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$0.00	\$40.89	\$959.11	\$0.00	\$959.11	95.91%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$239.99	\$931.99	\$68.01	\$0.00	\$68.01	6.80%
A.2700.890.00.000.00.71	Dues & Fees	\$1,500.00	\$0.00	\$1,420.00	\$80.00	\$0.00	\$80.00	5.33%
	Func: Transportation - 2700	\$579,504.00	\$62,684.18	\$352,882.43	\$226,621.57	\$76,296.04	\$150,325.53	25.94%
A.3100.435.00.000.00.71	Repairs	\$2,000.00	\$0.00	\$2,445.15	(\$445.15)	\$0.00	(\$445.15)	-22.26%
A.3100.570.00.000.00.71	Food Service Management	\$23,250.00	\$0.00	\$23,250.00	\$0.00	\$0.00	\$0.00	0.00%
A.3100.621.00.000.00.71	Propane	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
A.3100.690.00.000.00.71	Supplies	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.3100.700.00.000.00.71	Equipment	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	Func: Food Service Operations - 3100	\$27,750.00	\$0.00	\$25,695.15	\$2,054.85	\$0.00	\$2,054.85	7.40%
A.3200.111.00.000.00.71	Stipend Positions	\$22,061.00	\$0.00	\$1,697.00	\$20,364.00	\$0.00	\$20,364.00	92.31%
A.3200.111.01.000.00.71	Coaches Salaries	\$11,879.00	\$0.00	\$0.00	\$11,879.00	\$0.00	\$11,879.00	100.00%
A.3200.112.00.000.00.71	Extra Curricular Transportatio	\$0.00	\$396.12	\$1,236.11	(\$1,236.11)	\$0.00	(\$1,236.11)	0.00%
A.3200.220.00.000.00.70	E/B FICA/Medicare	\$2,596.00	\$0.00	\$129.82	\$2,466.18	\$0.00	\$2,466.18	95.00%
A.3200.329.00.000.00.70	Officials	\$2,650.00	\$954.42	\$1,545.42	\$1,104.58	\$0.00	\$1,104.58	41.68%
A.3200.690.00.000.00.71	Activity Supplies & Materials	\$5,000.00	\$0.00	\$419.72	\$4,580.28	\$1,958.66	\$2,621.62	52.43%
A.3200.739.00.000.00.71	Activity Equipment	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$348.90	\$2,151.10	86.04%
A.3200.890.00.000.00.71	Dues & Fees	\$500.00	\$140.00	\$140.00	\$360.00	\$0.00	\$360.00	72.00%
	Func: Student Activities - 3200	\$47,186.00	\$1,490.54	\$5,168.07	\$42,017.93	\$2,307.56	\$39,710.37	84.16%
A.6110.561.01.000.00.73	Tuition: Plainfield	\$903,254.00	\$0.00	\$484,472.60	\$418,781.40	\$484,472.60	(\$65,691.20)	-7.27%
A.6110.561.02.000.00.70	Adult Education	\$9,208.00	\$0.00	\$0.00	\$9,208.00	\$0.00	\$9,208.00	100.00%
A.6110.561.05.000.00.73	Tuition: Magnet, QMC, STEM	\$192,516.00	\$0.00	\$221,597.40	(\$29,081.40)	\$5,330.00	(\$34,411.40)	-17.87%

# Sterling Board of Education

## Budget and Expenses - BOE

From Date: 1/1/2023

To Date: 1/31/2023

Fiscal Year: 2022-2023

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.6110.561.07.000.00.73	Tuition: Killingly, Other	\$122,814.00	\$0.00	\$143,283.00	(\$20,469.00)	\$0.00	(\$20,469.00)	-16.67%
A.6110.562.00.000.00.72	S/E Tuition CT Public	\$492,888.00	\$0.00	\$224,740.62	\$268,147.38	\$253,543.96	\$14,603.42	2.96%
	Func: Tuition CT PUBLIC - 6110	\$1,720,680.00	\$0.00	\$1,074,093.62	\$646,586.38	\$743,346.56	(\$96,760.18)	-5.62%
A.6130.563.00.000.00.72	S/E Tuition Non-Public	\$559,566.00	\$38,736.10	\$251,718.90	\$307,847.10	\$274,808.01	\$33,039.09	5.90%
A.6130.563.04.000.00.72	SEDAC - Excess Cost Reimburse	(\$150,000.00)	\$0.00	\$0.00	(\$150,000.00)	\$0.00	(\$150,000.00)	100.00%
	Func: Tuition NON-PUBLIC - 6130	\$409,566.00	\$38,736.10	\$251,718.90	\$157,847.10	\$274,808.01	(\$116,960.91)	-28.56%
<b>Grand Total:</b>		\$8,255,285.00	\$670,585.75	\$4,589,154.28	\$3,666,130.72	\$1,581,224.37	\$2,084,906.35	25.26%

End of Report

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 01/01/2023

To Date: 01/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
130564	01/03/2023	AMAZON	\$121.48	1048	Printed	Expense	<input type="checkbox"/>		
130565	01/03/2023	ANTHEM BLUE CROSS/BLUE SHIELD	\$102,041.84	1048	Printed	Expense	<input type="checkbox"/>		
130566	01/03/2023	ANTHEM LIFE INSURANCE CO	\$520.56	1048	Printed	Expense	<input type="checkbox"/>		
130567	01/03/2023	CDW GOVERNMENT INC	\$838.42	1048	Printed	Expense	<input type="checkbox"/>		
130568	01/03/2023	CHLIC.	\$4,315.38	1048	Printed	Expense	<input type="checkbox"/>		
130569	01/03/2023	CLEAN FOCUS DEVELOPMENT LLC	\$829.22	1048	Printed	Expense	<input type="checkbox"/>		
130570	01/03/2023	DEMCO	\$187.27	1048	Printed	Expense	<input type="checkbox"/>		
130571	01/03/2023	DIME OIL COMPANY	\$5,195.68	1048	Printed	Expense	<input type="checkbox"/>		
130572	01/03/2023	EVERSOURCE	\$8,504.56	1048	Printed	Expense	<input type="checkbox"/>		
130573	01/03/2023	HEALTHCALL MEDICAL CENTER LLC	\$100.00	1048	Printed	Expense	<input type="checkbox"/>		
130574	01/03/2023	HOME DEPOT CREDIT SERVICES	\$303.85	1048	Printed	Expense	<input type="checkbox"/>		
130575	01/03/2023	JEFF ROUILLARD	\$114.08	1048	Printed	Expense	<input type="checkbox"/>		
130576	01/03/2023	MACGILL DISCOUNT MEDICAL SUPPLIES	\$84.58	1048	Printed	Expense	<input type="checkbox"/>		
130577	01/03/2023	NEW ENGLAND SERVICE & CONTROLS	\$397.36	1048	Printed	Expense	<input type="checkbox"/>		
130578	01/03/2023	OTIS ELEVATOR COMPANY	\$714.63	1048	Printed	Expense	<input type="checkbox"/>		
130579	01/03/2023	ROBERT RICCITELLI	\$114.08	1048	Printed	Expense	<input type="checkbox"/>		
130580	01/03/2023	SERVICE MANAGEMENT GROUP LLC	\$19,650.00	1048	Printed	Expense	<input type="checkbox"/>		
130581	01/03/2023	SHARP TRAINING INC	\$14,240.00	1048	Printed	Expense	<input type="checkbox"/>		
130582	01/03/2023	SPENCER MOLKENTHIN	\$49.08	1048	Printed	Expense	<input type="checkbox"/>		
130583	01/03/2023	TOWN OF STERLING MUNI WATER	\$471.00	1048	Printed	Expense	<input type="checkbox"/>		
130584	01/03/2023	US BANK VOYAGER FLEET SYS	\$2,002.89	1048	Printed	Expense	<input type="checkbox"/>		



## Sterling Board of Education

### Reprint Check Listing

Fiscal Year: 2022-2023

**Criteria:**

Bank Account: BOE-Citizens Bank 2202486040

From Date: 01/01/2023

To Date: 01/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
130585	01/03/2023	VANDI AUTO SUPPLY	\$68.01	1048	Printed	Expense	<input type="checkbox"/>		
130586	01/03/2023	W B MASON CO INC	\$7.68	1048	Printed	Expense	<input type="checkbox"/>		
130587	01/03/2023	WALTER ZADORA	\$49.08	1048	Printed	Expense	<input type="checkbox"/>		
130588	01/04/2023	AFLAC NEW YORK	\$381.14	1049	Printed	Expense	<input type="checkbox"/>		
130589	01/04/2023	ALLSTATE	\$52.84	1049	Printed	Expense	<input type="checkbox"/>		
130590	01/04/2023	AMERIPRISE FINANCIAL SERVICES, INC	\$333.83	1049	Printed	Expense	<input type="checkbox"/>		
130591	01/04/2023	AXA EQUITABLE	\$1,724.89	1049	Printed	Expense	<input type="checkbox"/>		
130592	01/04/2023	HORACE MANN LIFE INSURANCE COMPANY	\$2,146.83	1049	Printed	Expense	<input type="checkbox"/>		
130593	01/04/2023	METLIFE 0837050	\$220.00	1049	Printed	Expense	<input type="checkbox"/>		
130594	01/04/2023	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$4,695.50	1049	Printed	Expense	<input type="checkbox"/>		
130595	01/04/2023	STERLING EDUCATION ASSOCIATION	\$2,677.46	1049	Printed	Expense	<input type="checkbox"/>		
130596	01/04/2023	UPSEU 05745	\$759.40	1049	Printed	Expense	<input type="checkbox"/>		
130597	01/12/2023	ANDERSON MOTORS, INC.	\$760.57	1054	Printed	Expense	<input type="checkbox"/>		
130598	01/12/2023	BREEZELINE	\$572.01	1054	Printed	Expense	<input type="checkbox"/>		
130599	01/12/2023	CHROMEBOOKPARTS.COM	\$125.82	1054	Printed	Expense	<input type="checkbox"/>		
130600	01/12/2023	GARY'S TIRE SALES, LLC	\$1,866.00	1054	Printed	Expense	<input type="checkbox"/>		
130601	01/12/2023	GRANITE CITY ELECTRIC SUPPLY	\$621.72	1054	Printed	Expense	<input type="checkbox"/>		
130602	01/12/2023	HEATHER NICKERSON	\$958.75	1054	Printed	Expense	<input type="checkbox"/>		
130603	01/12/2023	LIFESPAN SCHOOL SOLUTIONS INC	\$3,510.00	1054	Printed	Expense	<input type="checkbox"/>		
130604	01/12/2023	NATCHAUG HOSPITAL	\$7,055.00	1054	Printed	Expense	<input type="checkbox"/>		
130605	01/12/2023	NCS PEARSON	\$24.30	1054	Printed	Expense	<input type="checkbox"/>		

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 01/01/2023

To Date: 01/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
130606	01/12/2023	NIKOLAS CATALDO COTE	\$49.08	1054	Printed	Expense	<input type="checkbox"/>		
130607	01/12/2023	NUTMEG INTERNATIONAL TRUCKS INC	\$1,692.31	1054	Printed	Expense	<input type="checkbox"/>		
130608	01/12/2023	PITNEY BOWES INC	\$91.29	1054	Printed	Expense	<input type="checkbox"/>		
130609	01/12/2023	PUTNAM CHRYSLER DODGE JEEP KIA	\$104.80	1054	Printed	Expense	<input type="checkbox"/>		
130610	01/12/2023	RICOH USA, INC	\$738.02	1054	Printed	Expense	<input type="checkbox"/>		
130611	01/12/2023	ROBERT RICCITELLI	\$114.08	1054	Printed	Expense	<input type="checkbox"/>		
130612	01/12/2023	THE BULK BOOKSTORE	\$233.60	1054	Printed	Expense	<input type="checkbox"/>		
130613	01/12/2023	THE GRANITE GROUP WHOLESALEERS LLC	\$120.48	1054	Printed	Expense	<input type="checkbox"/>		
130614	01/12/2023	THE LIGHTHOUSE	\$10,600.00	1054	Printed	Expense	<input type="checkbox"/>		
130615	01/12/2023	VANDI AUTO SUPPLY	\$566.11	1054	Printed	Expense	<input type="checkbox"/>		
130616	01/12/2023	W B MASON CO INC	\$287.96	1054	Printed	Expense	<input type="checkbox"/>		
130617	01/12/2023	WALTER ZADORA	\$163.16	1054	Printed	Expense	<input type="checkbox"/>		
130618	01/12/2023	WILLIMANTIC WASTE PAPER CO INC	\$773.15	1054	Printed	Expense	<input type="checkbox"/>		
130619	01/23/2023	AFLAC NEW YORK	\$381.14	1057	Printed	Expense	<input type="checkbox"/>		
130620	01/23/2023	ALLSTATE	\$52.84	1057	Printed	Expense	<input type="checkbox"/>		
130621	01/23/2023	AMERIPRISE FINANCIAL SERVICES, INC	\$333.83	1057	Printed	Expense	<input type="checkbox"/>		
130622	01/23/2023	AXA EQUITABLE	\$1,649.09	1057	Printed	Expense	<input type="checkbox"/>		
130623	01/23/2023	HORACE MANN LIFE INSURANCE COMPANY	\$1,921.83	1057	Printed	Expense	<input type="checkbox"/>		
130624	01/23/2023	METLIFE 0837050	\$220.00	1057	Printed	Expense	<input type="checkbox"/>		
130625	01/23/2023	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$4,020.50	1057	Printed	Expense	<input type="checkbox"/>		

## Sterling Board of Education

### Reprint Check Listing

Fiscal Year: 2022-2023

**Criteria:**

Bank Account: BOE-Citizens Bank 2202486040

From Date: 01/01/2023

To Date: 01/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
130626	01/23/2023	STERLING EDUCATION ASSOCIATION	\$2,768.56	1057	Printed	Expense	<input type="checkbox"/>		
130627	01/23/2023	UPSEU 05745	\$741.02	1057	Printed	Expense	<input type="checkbox"/>		
130628	01/25/2023	AMAZON	\$768.88	1059	Printed	Expense	<input type="checkbox"/>		
130629	01/25/2023	ANDERSON MOTORS, INC.	\$2,159.65	1059	Printed	Expense	<input type="checkbox"/>		
130630	01/25/2023	ANTHEM BLUE CROSS/BLUE SHIELD	\$102,041.84	1059	Printed	Expense	<input type="checkbox"/>		
130631	01/25/2023	CHLIC.	\$4,315.38	1059	Printed	Expense	<input type="checkbox"/>		
130632	01/25/2023	DIME OIL COMPANY	\$4,475.18	1059	Printed	Expense	<input type="checkbox"/>		
130633	01/25/2023	GRISWOLD HIGH SCHOOL CHEERLEADERS	\$140.00	1059	Printed	Expense	<input type="checkbox"/>		
130634	01/25/2023	KAINEN, ESCALERA AND MCHALE PC	\$477.00	1059	Printed	Expense	<input type="checkbox"/>		
130635	01/25/2023	MOTION PICTURE LICENSING CORPORATION	\$238.04	1059	Printed	Expense	<input type="checkbox"/>		
130636	01/25/2023	MUTUALINK, INC	\$2,178.84	1059	Printed	Expense	<input type="checkbox"/>		
130637	01/25/2023	NAESP	\$259.00	1059	Printed	Expense	<input type="checkbox"/>		
130638	01/25/2023	NECHEAR	\$990.00	1059	Printed	Expense	<input type="checkbox"/>		
130639	01/25/2023	NEW ENGLAND SERVICE & CONTROLS	\$442.50	1059	Printed	Expense	<input type="checkbox"/>		
130640	01/25/2023	NIKOLAS CATALDO COTE	\$114.08	1059	Printed	Expense	<input type="checkbox"/>		
130641	01/25/2023	PETE'S TIRE BARN, INC	\$1,679.40	1059	Printed	Expense	<input type="checkbox"/>		
130642	01/25/2023	REBECCA TATRO	\$150.00	1059	Printed	Expense	<input type="checkbox"/>		
130643	01/25/2023	SCOTT BLEVONS	\$138.62	1059	Printed	Expense	<input type="checkbox"/>		
130644	01/25/2023	SERVICE MANAGEMENT GROUP LLC	\$19,650.00	1059	Printed	Expense	<input type="checkbox"/>		
130645	01/25/2023	SPENCER MOLKENTHIN	\$49.08	1059	Printed	Expense	<input type="checkbox"/>		

Sterling Board of Education

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Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 01/01/2023

To Date: 01/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
130646	01/25/2023	THE AMERICAN SCHOOL FOR THE DEAF	\$9,051.10	1059	Printed	Expense	<input type="checkbox"/>		
130647	01/25/2023	US BANK VOYAGER FLEET SYS	\$1,603.89	1059	Printed	Expense	<input type="checkbox"/>		
130648	01/25/2023	VANDI AUTO SUPPLY	\$24.00	1059	Printed	Expense	<input type="checkbox"/>		
130649	01/25/2023	VERIZON WIRELESS	\$302.46	1059	Printed	Expense	<input type="checkbox"/>		
130650	01/25/2023	W B MASON CO INC	\$102.28	1059	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$368,380.86						
End of Report									

# STERLING COMMUNITY SCHOOL CALENDAR 2023 - 2024



FIRST DAY FOR STUDENTS
OPEN HOUSE 5:00pm - 6:30pm
LAST DAY FOR STUDENTS

August 31, 2023
September 6, 2023
June 12, 2024 Early Dismissal

HOLIDAYS / NO SCHOOL	
September 4	Labor Day
October 9	Indigenous Peoples' Day
November 10	Veterans' Day (observed)
November 23 - 24	Thanksgiving
December 25 - 29	Holiday/Winter Break
January 1	New Year's Day
January 15	Martin Luther King Day
February 19 - 20	Presidents' Day/Winter Break
March 29	Good Friday
April 15-19	Spring Break
May 27	Memorial Day

August 2022 (1)					September 2022 (20)					October 2022 (20)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27	28	29	30	31			
November 2022 (19)					December 2022 (16)					January 2023 (20)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30	31		
February 2023 (19)					March 2023 (19)					April 2023 (17)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2					1	1	2	3	4	5
5	6	7	8	9	4	5	6	7	8	8	9	10	11	12
12	13	14	15	16	11	12	13	14	15	15	16	17	18	19
19	20	21	22	23	18	19	20	21	22	22	23	24	25	26
26	27	28	29		25	26	27	28	29	29	30			
May 2023 (22)					June 2023 (8)					<b>Student Days 181</b> <b>Teacher Days 187</b> <b>Early Dismissal Days 11</b> <b>Professional Dev. Day 6</b>				
M	T	W	T	F	M	T	W	T	F					
		1	2	3										
6	7	8	9	10	3	4	5	6	7					
13	14	15	16	17	10	11	12	13	14					
20	21	22	23	24	17	18	19	20	21					
27	28	29	30	31	24	25	26	27	28					

EARLY RELEASE DAYS	
November 22	Dismissal at 12:30
December 22	Dismissal at 12:30

PROFESSIONAL DEVELOPMENT DAYS / EARLY RELEASE DAYS	
September 20	Dismissal at 12:30 / Wednesday
November 3	Dismissal at 12:30 / Friday
February 9	Dismissal at 12:30 / Friday
April 5	Dismissal at 12:30 / Friday

PROFESSIONAL DEVELOPMENT DAYS / NO SCHOOL	
August 28	First Day of School for Teachers / Monday
August 29	First Day of School for Staff / Tuesday
August 30	Professional Dev. Day / Wednesday
October 20	Professional Dev. Day / Friday
January 26	Professional Dev. Day / Friday
March 20	Professional Dev. Day / Wednesday

PARENT/TEACHER CONFERENCES	
December 6 & 7	Dismissal at 12:30
March 6 & 7	Dismissal at 12:30

## **Bylaws of the Board**

### **Time, Place and Notification of Meetings**

#### **Electronic Board of Education Meetings**

#### **Definitions**

**“Meeting”** is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or **advisory** power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act. This definition includes hybrid, remote and in-person meetings.

**“Public Notice”** Each Board member and each person who has duly requested such notification shall be notified no later than twenty-four hours in advance of the meeting of the time, date, location, and the agenda of any regular or special meeting. The twenty-four hour notice shall also be posted in the Board office, delivered to newspapers designated by the Board, and filed with the Town Clerk, except that such notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board and filed with the Town Clerk not later than January 31 of each year in accordance with law. The meeting agenda must be filed at least twenty-four hours before the meeting convenes. (In an emergency meeting, the Board may proceed to conduct business if and to the extent required by the emergency.) The expectation shall also be adhered to in the event of a Board meeting held through electronic means as described in this bylaw. When hybrid in-person meetings are held, the meeting notice should suggest that the public participate by remote means in order to avoid a situation where demand for space at the meeting by the public exceeds the in-person capacity limit.

**“Voting”** All Board actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted. Voice voting must occur in the event of a BOE meeting held through electronic means as described in this bylaw. Votes will be verbalized into the record by the Board Secretary. Abstentions shall not be counted as votes but shall be recorded.

**“Internet (Chat) Discussions”** In the event of a Board meeting held through electronic means as described in this bylaw, under no circumstances are members of the Board to have private chats while engaged in the public session of the meeting. All comments, inquiries, and votes must occur in the public forum for all to hear. All Board member(s) are expected to comply with the guidance of this bylaw.



## Bylaws of the Board

### Time, Place and Notification of Meetings

#### Electronic Board of Education Meetings (continued)

##### Policy Statement

The Board of Education may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting.

In accordance with Connecticut's Freedom of Information Act (FOIA) the following provisions will be implemented so that a remote or "hybrid" meeting can occur:

1. Board of Education members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, for each other and members of the public. The Board of Education will accomplish this through use of an electronic videoconferencing program, such as, but not limited to, ZOOM, GoToMeeting, WebEx, OnBoard, where members of the public can call and/or submit comments or questions electronically.
2. Notice of the Board meeting's virtual or in-person location, when a hybrid approach is utilized, shall be published through the traditional means and outlets as well as being noticed on the District website and in the Board of Education Office no less than 48 hours in advance.
3. The District shall post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will also be posted on the District website. Such notice and agenda shall include instructions for the public, to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person.
4. When the Board conducts a meeting, other than an executive session or special meeting, solely by means of electronic equipment, it shall (1) provide any member of the public (A) upon a written request submitted not less than twenty-four hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and (B) the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person; (2) ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is an executive session, and such transcription or recording is posted on the Board's Internet website and made available to the public to view, listen to and copy in the Board's office or regular place of business not later than seven days after the meeting and for not less than forty-five days thereafter; and (3) if a quorum of the members of the Board attend a meeting by means of electronic equipment from the same physical location, permit members of the public to attend such meeting in such physical location.

## Bylaws of the Board

### Time, Place and Notification of Meetings

#### Electronic Board of Education Meeting

##### Policy Statement (continued)

5. The Board, when conducting hybrid meetings, will make provisions to allow at least some members of the public and press to attend in the same location as the Board members conducting the meeting in a manner consistent with any public health guidance. The number of the public allowed to attend the in-person or hybrid meeting will be limited to capacity limits put in place consistent with public health and social distancing guidance, determined by local health officials.
6. If the Board conducts a special meeting it shall include in the notice of such meeting whether the meeting will be conducted solely or in part by means of electronic equipment and, not less than twenty-four hours prior to such meeting, shall post such notice and an agenda of the meeting. If such special meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting.
7. Any vote taken at a meeting during which any member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous. The minutes of the meeting shall record a list of members that attended such meeting in person and a list of members that attended such meeting by means of electronic equipment.
8. Any member of the Board or the public who participates orally in a meeting of the Board conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable at the outset of each occasion that such member participates orally.
9. Executive session **will** be held, when necessary and for the statutorily allowed reasons, in a second videoconferencing meeting open only to Board of Education members, and those individuals determined by the Board to be necessary to participate in such executive session.
10. Pursuant to PA 22-3 a Board member shall not be denied the opportunity to participate and vote in any meeting or proceeding using remote technology if such member requests to do so.

When public health conditions improve, the Board may initiate a return to in-person meetings, or in the alternative, hybrid in-person meetings in which Board members may either attend in person or participate remotely. In hybrid meetings, members of the public and the press will be allowed to attend, up to the capacity limits in place to comply with social distancing guidance and local public health department determination.

Options and instructions on how to access Board of Education virtual meetings will be posted on the District's website. A recording of Board meetings shall be made available within seven (7) days on the Board's Website.



## Bylaws of the Board

### Time, Place and Notification of Meetings

#### Electronic Board of Education Meeting (continued)

- (cf. 1120 - Public Participation at Board of Education Meeting)
- (cf. 9321 - Time, Place, Notification of Meetings)
- (cf. 9322 - Public and Executive Sessions)
- (cf. 9323 - Construction of the Agenda)
- (cf. 9324 - Advance Delivery of Meeting Materials)
- (cf. 9325 - Meeting Conduct)
- (cf. 9325.1 - Quorum)
- (cf. 9325.2 - Order of Business)
- (cf. 9325.4 - Vote Recording)
- (cf. 9325.43 - Attendance at Meetings via Electronic Communications)
- (cf. 9326 - Minutes/Taping/Broadcasting)
- (cf. 9326.1 - Taping/Recording Board Meetings)
- (cf. 9327 - Electronic Mail Communications)
- (cf. 9327.1 - Board Member Use of Social Networks)

- Legal Reference:
- Connecticut General Statutes
  - 1-200 (2) Definitions. "Meeting."
  - 1-206 Denial of access to public records or meetings.
  - 1-225 Meetings of government agencies to be public.
  - 1-226 Broadcasting or photographing meetings.
  - 1-227 Mailing of notice of meetings to persons filing written request.
  - 1-228 Adjournment of meetings. Notice.
  - 1-229 Continued hearings. Notice.
  - 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
  - 1-232 Conduct of meetings.
  - 10-218 Officers. Meetings.
  - 10-238 Petition for hearing by board of education.
  - PA 22-3 An Act Concerning Public Meetings Pursuant to the Freedom of Information Act.**

Bylaw adopted by the Board:

rev 10/20  
rev 7/22

## Hosting Web Meetings

### Setting up

- This is not a tutorial on how to run meetings.
- There are numerous websites dedicated to teaching you how to work with your particular product.
- Start with the service provider's website.
- To do this right you need a tech support person who is familiar with the program you are using.
- There needs to be someone running the back-end of the meeting (someone who is not a participant – most likely the technology support person).
- Participants cannot effectively run the meeting.
- Things will go wrong.

### Making Your Meetings Effective

- Get Zoom Pro Version (or similar software program).
- Take time to set up the meeting correctly.
- Have the chairperson use a headset (microphone and headphones).
- Learn the system and practice (take advantage of online training).
- Precede meeting with comments.
  - Acknowledge it's an experiment.
  - Take notes and work to correct issues as they come up.
  - MUTE!!! Unless directed to talk.
- Use video whenever possible.

### Advice to Chair

- Look in the camera.
- Assign a host who can lead.
- Limit discussion.
- Meet only when necessary.
- Set the tone for the online meeting.

If the Board of Education is contemplating holding completely virtual school Board or committee meetings, here are some considerations that are recommended to be discussed with the school attorney.

- Ensure that the Board meeting will be conducted in compliance with the Freedom of Information Act.
  - How will the public be able to attend and participate via a remote connection?
    - Consider using a virtual meeting platform such as Zoom, GoTo Meeting, Skype or other platforms that will allow for connection by any member of the public and provide a mechanism for attendees to indicate that they would like to speak and offer comment during the public comment portion of the meeting.
    - Provide helpful directions on the website for easy connection and participation.
    - If the school Board already provides livestreaming of its Board meetings, ensure a mechanism is established for the public to provide public comment appropriately.
    - Ensure that accommodations are made available for individuals with disabilities in your school community.
  - Encourage virtual connection by the public, but as an option, if possible, under safe distancing requirements, consider setting up a physical location where the virtual meeting will be available for public participation, for those individuals in your school community who may not have ability to connect online.
  - Ensure that an individual, such as the Board Secretary, Board Chairperson, or Superintendent, is present to set up and start the virtual meeting, call it to order and take the roll call.
- Include the news media in planning and advertising for the virtual meeting. This will assist in communicating to the school community and also demonstrate that the Board is meeting virtually for the health and safety of individuals, not to avoid transparency to the public.
- Ensure all school Board members have appropriate technology, devices and Internet connections, to participate in the virtual meeting. Also consider the availability of these resources in the school community and provide a list of public venues where community members may be able to connect.
- Discuss with the school attorney how Executive Sessions may be handled.

CABE encourages school Boards to work with their school attorney in establishing practices that meet the needs of the individual school Board members, the District and the school community in conducting the business of the Board and prioritizing the health and safety of the school community.



# Participation Guidelines

## Emergency Guidelines Governing the Conduct of Remote Public Board Meetings and Provisions for Remote Public Participation

The purposes of these Emergency Guidelines are to:

1. Permit the Board to conduct essential business while taking appropriate measures consistent with the guidance from the President of the United States, the United States Centers for Disease Control, the Connecticut Department of Public Health, the Governor of Connecticut, the Commissioner of Education, and the State Department of Education to mitigate the contagion and spread of coronavirus; and
2. Promote expeditious public meetings that will allow Board members, the Superintendent of Schools and other Officers of the school district to maximize time spent directly addressing the needs of the students and families during a public health emergency.

These Emergency Guidelines address the manner in which the Board will conduct its public meetings to practice social distancing below the number of \_\_\_\_ people as recommended by the United States Center for Disease Control and any Executive Orders of the Governor and to comply with recommended social distancing and social isolation practices to mitigate contagion and protect and promote the health and well-being of the general public, Board employees, students, staff and members of the Board of Education.

### **Electronic Meetings, Quorum and Designated Broadcast Location**

#### **Electronic Board Meetings and Quorum**

The \_\_\_\_\_ Board of Education's regular meetings will not require the physical presence of a quorum of Board members or any number of Board members at a single meeting location or any one location. The Board may conduct its public meetings and executive sessions via telephone, teleconference, closed-circuit television or via other electronic media at multiple locations provided that the meeting shall be simulcast to the general public via live-streaming or other means to permit the general public to monitor the conduct of its business and to engage in public participation. An electronic recording of the virtual meeting shall be preserved.

### **Public Participation at Board Meetings**

#### **Observing the Board Meeting**

Members of the public may view the Board meeting via live stream by selecting "Watch the Board Meeting live" on the Board's website. They will not be invited into the designated meeting locations from which each or any of the Board members are participating in the meeting.

**Number of Speakers**

The Board will allocate no more than 15 speaking slots to members of the general public to speak to the Board via electronic/telephonic means. Each speaker will be allocated up to two (2) minutes to speak. Public participation shall occur via telephone, teleconference or other electronic means.

**Speaker Sign Up**

Members of the public, employees of the district, Governance Council, Council members and members of other groups wishing to speak must register in advance of the day of the meeting or by such other time noted in the meeting agenda published by the Board.

Advance registration prior to the Board meeting during this period shall be available by telephone or online.

[*Optional:* To ensure equity of access to address the Board, an individual may not speak at two (2) consecutive Board Meetings. In the event a speaker registers to speak at a consecutive Board Meeting, the speaker will not be called to address the Board.]

**Written Comments**

Members of the public may submit written comments via email to the Board of Education at \_\_\_\_\_ (mail address) or \_\_\_\_\_ (email address).

**Recordings**

The Board records the public portion of each Board meeting. These recordings shall be aired on local cable channels for the convenience of the public.