

Sterling Board of Education
Agenda of the Regular Meeting
January 17, 2024
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 December 20, 2023
2. Superintendent’s Report
3. Special Education Director’s Report
4. Principal’s Report
5. Clinical Supervisor’s Report
6. Monthly Check Register

C. Budget and Expense Report

D. Plainfield Board of Education Liaison

V. Unfinished Business

VI. New Business

- A. Appointment of Committee Members
- B. BOE Meeting Calendar 2024 (June 19th)

VII. Committee Updates

- A. Policy - Set policy meeting date
- B. Budget - Set budget meeting date
- C. Negotiations

VIII. Recommendations, Questions and/or Comments

IX. Public Comment

X. **Executive Session**

XI. **Adjournment**

DRAFT MINUTES
Sterling Board of Education
Agenda of the Regular Meeting
December 20, 2023
Community Room - 6:00 pm
“EXCELLENCE WITH KINDNESS”

I. Call to Order

The meeting was called to order at 6:02pm by Superintendent, T. Friend

Present at the meeting were: C. Langlois, V. Robinson-Lewis, D. Capobianco, J. Mossner, J. Brady

Also present at the meeting were: H. Nickerson, M. Pearson, C. Brannon, C. Chandler, S. Ozga (SEA Union)

Arriving Late: C. Malo 6:12pm

II. Pledge of Allegiance

- A motion was made by J. Brady and seconded by C. Langlois to move New Business item A. Election of Officers to the agenda right before Public Comment.
Vote: 5 in favor (C. Malo not in attendance) Motion carried

New Business

A. Election of officers

- A motion was made by D. Capobianco and seconded by V. Robinson-Lewis to nominate J. Mossner as Board Chair.
- A motion was made by J. Mossner and seconded by J. Brady to nominate C. Langlois as Board Chair.

Written ballots were taken and the voting results were:

C. Langlois - 3 (Chair) J. Mossner - 2

- A motion was made by D. Capobianco and seconded by V. Robinson-Lewis to nominate J. Mossner as Vice Chair.

Written ballots were taken and the voting results were:

J. Mossner - 5 (Vice Chair)

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to nominate D. Capobianco as Treasurer/Secretary.

Written ballots were taken and the voting results were as follows:

D. Capobianco - 5 (Treasurer/Secretary)

- A motion was made by D. Capobianco and seconded by J. Mossner to nominate V. Robinson-Lewis as the Vice Treasurer.

Written ballots were taken and the voting results were as follows:

V. Robinson-Lewis - 5 (Vice Treasurer)

III. Public Comment

No one spoke

IV. Reports and Communications

A. **Correspondence**

B. **Consent Agenda**

1. Minutes of Meeting November 15, 2023
2. Superintendent's Report
3. Special Education Director's Report
4. Principal's Report
5. Clinical Supervisor's Report
6. Monthly Check Register

Changes to the draft minutes of the November 15, 2023 meeting were noted by

C. Chandler to the Recommendations, Questions and/or Comments section.

There was no second to the motion and no vote was taken. Discussion regarding the roaming livestock will be moved back to this section instead of in New Business.

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve the Consent Agenda with changes.

Vote: All in favor

Motion carried

C. **Budget and Expense Report**

C. Brannon noted that we are continuing to watch the maintenance repair line in our budget.

She also noted that the fiscal year 2022 audit is not complete yet.

- A motion was made by D. Capobianco and seconded by V. Robinson-Lewis to approve the Budget and Expense Report as presented.

Vote: All in favor

Motion carried

D. Plainfield Board of Education Liaison

Meeting was held on December 13, 2023 at 7:00pm. No one from the Sterling Board was able to attend.

V. Unfinished Business

A. Policy - 2nd Reading

- **R**6146.1 Instruction - Grading/Assessment Systems
 - **P**7230.2 New Construction - Indoor Air Quality/Heating, Ventilation, and Air Conditioning
 - **P**6159 Instruction - Individualized Education Program/Special Education Program
-
- A motion was made by V. Robinson-Lewis and seconded by J. Brady to approve policies P7230.2 New Construction and P6159 Instruction and to remove Regulation 6146.1 and keep policy P6146.1.

Vote: All in favor

Motion carried

B. CABE Training for Board Members and Superintendent

Meeting on January 16, 2023 at 4:30 in the Community Room.

VI. New Business

A. Election of Officers - moved to before public comment

B. Review, discussion and possible action to replace the school's servers at a cost of \$32,868. Vendor: CDW Government

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve the replacement of the school's servers by CDW Government at the cost of \$32,868.

Vote: All in favor

Motion carried

VII. Committee Updates

A. Policy

B. Budget

C. Negotiations

Appointment of committee members will be on January's BOE agenda.

VIII. Recommendations, Questions and/or Comments

IX. Public Comment

No one spoke

X. Executive Session

A. Sterling Education Association (SEA) - Memorandum of Agreement (MOA)

B. Contract Negotiations - United Public Service Employees Union (UPSEU)

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to enter into Executive Session with the Superintendent (Ted Friend) and Business Manager (Courtney Brannon) to review the Sterling Education Association's Memorandum of Agreement and UPSEU contract negotiations.

Vote: All in favor

Motion carried

Entered into Executive Session at 6:32pm

Exited Executive Session at 7:33pm

- A motion was made by D. Capobianco and seconded by J. Mossner to approve the Memorandum of Agreement with the SEA.

Vote: All in favor

Motion carried

XI. Adjournment

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to adjourn the meeting.

Vote: All in favor

Motion carried

Meeting adjourned at 7:34pm

Superintendent's Report

January 17, 2024

Contract Negotiations:

- Our 3rd informal meeting with UPSEU members is being held on January 17, 2024.

Budget:

- We are continuing our budget development process to complete the draft of a level service budget for the 24-25 school year

Technology Department update:

- **ECF Round 3 Update:** The district has been awarded in ECF (Emergency Connectivity Fund) Round 3 for a total of \$40,000. This will cover the cost of approximately 100 new devices to replace ones which are/will be EOL (end of life).
- **Technology Lab Expansion:** We will be expanding our computer lab with a total of ~25 high-end devices which can be used by classes and afterschool clubs. These devices will facilitate the use of Adobe Creative Cloud amongst other applications. This technology is funded through ESSER ARP III.
- **Vape Detectors Update:** We are happy to report that the vape detectors we have installed in the Middle School bathrooms are working as intended. We have had five successful 'hits'. These devices will be installed in all student bathrooms over the next couple of months.

Facilities update:

- We will be conducting an energy audit of the school on 1/11/24 with Eversource vendor Paquette Electric to evaluate the building and see what additional energy saving options and incentives may be available.
- Kevin is now using a CMMS for tracking repairs using the Fractal One, which is a cloud based free version program, that covers what is needed for optimizing and tracking workflow. This will help to track trends and repairs as it is further implemented and built on by continuously adding building data in regard to repairs and projects.
- The VFD drive on the exhaust side of the Café HVAC unit was damaged from power surges during the storm on 12/18/24. The Gym HVAC VFD unit on the exhaust side initially seemed to have been damaged as well but seems to have come back online

finally. We filed an insurance claim for repairs on the one unit that is not working and it has been approved. There will be a \$1000 deductible on this claim. We will have the Gym HVAC VFD inspected for damage and Kevin is continuing to monitor to make sure it continues to function.

- The Indoor Air Quality inspection report has been filed with the state. The checklists have been posted on our website under the District tab - Health and Safety section - Air Quality Reports and are included in your packets.
- Kevin is working on the 5-year Reporting for Heating, Ventilation, and Air Conditioning as is required by the state.

Special Services Report	Maggie Pearson, Director of Special Services	BOE Meeting: January 17, 2024	Statistics as of January 1, 2024
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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	50	51	51	54	56	55	56					
Sterling Community School PrK-8th 504s	22	22	21	24	25	24	23					
High School IEPs (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	25	24	27	28	29	28	27					
High School 504's (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	16	15	16	17	17	18	20					
Out of District-Special Tuition	11	11	10	10	9	9	10					
Total Students with IEPs	86	86	88	92	94	92	93					
Total Students with 504s	38	37	37	41	42	42	43					

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	N/A	N/A	32*	39*	40*	40*	40*					
School Psychologist (Counseling) 1.0 FTE	N/A	N/A	37*	41*	44*	44*	44*					
Physical Therapy (PT) 1- 2 days/ wk	N/A	N/A	11*	11	12*	13*	13*					
Occupational Therapy (OT) 1-3 days/wk	N/A	N/A	15*	16*	17*	17*	17*					
BCBA(behavioral support) 1.0 FTE	N/A	N/A	12*	21*	23*	23*	22*					
Transition Rm Coordinator (Wellness 6th-8th gr.) 1.0 FTE	N/A	N/A	12*	26*	n/a	n/a	n/a					

- Request Submitted Bureau of Education and Service for the Blind (BESB) Consultant 2024-2025-free for district
- NECC preschool monthly meetings, leadership meetings, School Readiness etc.
- Special Education Initial Budget Proposed 2024-2025
- ESY/Summer Academy 2024 Preliminary Planning with hired Summer Program Coordinator
- LEA Advisory Committee Member Monthly Meetings- CT Bureau of Special Education/Division Director
- Bi-monthly meetings Office/Bureau of Special Education
- Right to Read Statewide Professional Learning Series Training- Development of District Literacy Leadership Team
- American Sign Language Instruction PreK weekly basis- provided by TOD-HH
- Reading Therapy Dog Sessions 2 x month and SEL Therapy Dog Sessions 2 x month

Principal's Report January 17, 2024

SCS Advancement Plan - Goal #3

- Academic Team Meeting
 - Reviewed school data for benchmark assessments and looked at growth rates
 - MTSS continued training through CTSEDS
- PDEC Meeting
 - Finalized plans for January PD
 - Will be sure that February presenter is all set
- NAEYC / AQIS
 - NAEYC re-accreditation successful
 - Decision report to be reviewed with AQIS facilitator

SCS Advancement Plan - Goal # 5

- Therapy Dog visits continue this year, visiting classrooms
- PTO Meetings / Events
 - Other avenues for fundraising based on survey results

SCS Advancement Plan - Goal # 6

- Social Emotional Team Meeting
 - Connectedness survey to identify any students not closely connected with an adult at our school
 - Connections and specific changes are being made to connect with the students identified

Winter Updates:

- Spirit Week during the week of Wildcat's Mighty Roar Celebrations

Clinical/Behavioral Report

January 17, 2024

To: Sterling Board of Education
From: Laura Smith, Clinical Supervisor/Social Worker
Date: January 17, 2024
Subj: Clinical/Behavioral Report

Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL)- SELweb Winter 2024 assessment - Administration of assessment in progress. The data will be reviewed and analyzed during our behavior data team meetings. 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 and plan with families to support increased school attendance.
- Collaboration with regional McKinney-Vento liaisons, our Transportation Director and other outside resources to support students and families experiencing homelessness in our school district. Attended McKinney-Vento Team Meeting 1/10/24.
- Weekly SEL/PBIS/RP collaboration, planning, and response with tiered teams to support PBIS, SEL, and Restorative Practices integration path. Behavior data team review and action planning. The connectedness survey has identified students not closely connected with an adult in our school community, and we are taking the next steps to support connection.
- Behavioral data 2023-2024:

Number of Administrator-Managed Referrals by Month									
Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9	17	7	15						

- LPC Grant 2023-2024 - Planning in progress for our annual Mental Health Awareness Week in March, 2024. LPC Regional Prevention meeting
- Holiday Giving Tree 2023 -Successfully supported by faculty, staff, local businesses, churches, Sterling Fire Department, The Rotary, Ekonk Jr. Grange, and caring community members.
- Youth Services Meeting 1/12/24

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

- Classroom drop-ins supporting Tier 1 transitions, routines, and SEL/PBIS implementation.
- PDEC planning finalized for 1/26/24. PDEC to read ch. 3 Understanding By Design. Ch. 2 will be discussed at the next faculty meeting.
- EASTCONN Consultant meetings -Monthly SEL implementation, end of month pacing data, Tier 1 data review, SEL classroom drop-in, PBIS rewards data review.

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 12/01/2023

To Date: 12/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131443	12/01/2023	ADVANCED LIGHTING & SOUND SOLUTIONS	\$1,196.75	1034	Printed	Expense	<input type="checkbox"/>		
131444	12/01/2023	AETNA HEALTH MANAGEMENT LLC	\$158.41	1034	Printed	Expense	<input type="checkbox"/>		
131445	12/01/2023	ANDERSON MOTORS, INC.	\$628.03	1034	Printed	Expense	<input type="checkbox"/>		
131446	12/01/2023	ANTHEM BLUE CROSS/BLUE SHIELD	\$104,399.86	1034	Printed	Expense	<input type="checkbox"/>		
131447	12/01/2023	ANTHEM LIFE INSURANCE CO	\$518.76	1034	Printed	Expense	<input type="checkbox"/>		
131448	12/01/2023	CABE	\$25.00	1034	Printed	Expense	<input type="checkbox"/>		
131449	12/01/2023	CHLIC.	\$4,229.21	1034	Printed	Expense	<input type="checkbox"/>		
131450	12/01/2023	CHRISTINE CHANDLER	\$26.59	1034	Printed	Expense	<input type="checkbox"/>		
131451	12/01/2023	COURTNEY BRANNON	\$351.77	1034	Printed	Expense	<input type="checkbox"/>		
131452	12/01/2023	COURTNEY BRANNON	\$312.23	1034	Printed	Expense	<input type="checkbox"/>		
131453	12/01/2023	COURTNEY BRANNON	\$600.35	1034	Printed	Expense	<input type="checkbox"/>		
131454	12/01/2023	DAY KIMBALL MEDICAL GROUP	\$3,000.00	1034	Printed	Expense	<input type="checkbox"/>		
131455	12/01/2023	DIME OIL COMPANY	\$4,954.73	1034	Printed	Expense	<input type="checkbox"/>		
131456	12/01/2023	EVERSOURCE	\$3,231.37	1034	Printed	Expense	<input type="checkbox"/>		
131457	12/01/2023	GREGORY AND HOWE INC	\$226.50	1034	Printed	Expense	<input type="checkbox"/>		
131458	12/01/2023	HORIZONS, INC	\$6,356.90	1034	Printed	Expense	<input type="checkbox"/>		
131459	12/01/2023	KERRIGAN, KEVIN M	\$200.86	1034	Printed	Expense	<input type="checkbox"/>		
131460	12/01/2023	RICOH USA, INC	\$152.73	1034	Printed	Expense	<input type="checkbox"/>		
131461	12/01/2023	SERVICE MANAGEMENT GROUP LLC	\$13,626.42	1034	Printed	Expense	<input type="checkbox"/>		
131462	12/01/2023	SHARP TRAINING INC	\$13,035.00	1034	Printed	Expense	<input type="checkbox"/>		
131463	12/01/2023	SILKTOWN ROOFING	\$992.77	1034	Printed	Expense	<input type="checkbox"/>		
131464	12/01/2023	THE AMERICAN SCHOOL FOR THE DEAF	\$344.25	1034	Printed	Expense	<input type="checkbox"/>		

Sterling Board of Education

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From Date: 12/01/2023

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From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131465	12/01/2023	THE HILB GROUP OF NEW ENGLAND LLC	\$10,225.37	1034	Printed	Expense	<input type="checkbox"/>		
131466	12/01/2023	US BANK VOYAGER FLEET SYS	\$2,200.45	1034	Printed	Expense	<input type="checkbox"/>		
131467	12/01/2023	VANDI AUTO SUPPLY	\$199.46	1034	Printed	Expense	<input type="checkbox"/>		
131468	12/01/2023	W B MASON CO INC	\$7.98	1034	Printed	Expense	<input type="checkbox"/>		
131469	12/08/2023	ABDO PUBLISHING	\$1,547.60	1035	Printed	Expense	<input type="checkbox"/>		
131470	12/08/2023	AMAZON	\$1,203.73	1035	Printed	Expense	<input type="checkbox"/>		
131471	12/08/2023	ANDERSON MOTORS, INC.	\$75.40	1035	Printed	Expense	<input type="checkbox"/>		
131472	12/08/2023	BREEZELINE	\$750.23	1035	Printed	Expense	<input type="checkbox"/>		
131473	12/08/2023	CASELLA WASTE	\$757.87	1035	Printed	Expense	<input type="checkbox"/>		
131474	12/08/2023	CDW GOVERNMENT INC	\$760.00	1035	Printed	Expense	<input type="checkbox"/>		
131475	12/08/2023	CLEAN FOCUS DEVELOPMENT LLC	\$1,253.01	1035	Printed	Expense	<input type="checkbox"/>		
131476	12/08/2023	HOME DEPOT CREDIT SERVICES	\$485.54	1035	Printed	Expense	<input type="checkbox"/>		
131477	12/08/2023	KAINEN, ESCALERA AND MCHALE PC	\$132.50	1035	Printed	Expense	<input type="checkbox"/>		
131478	12/08/2023	LIFESPAN SCHOOL SOLUTIONS INC	\$4,374.00	1035	Printed	Expense	<input type="checkbox"/>		
131479	12/08/2023	MILLENNIUM ELECTRIC LLC	\$1,655.00	1035	Printed	Expense	<input type="checkbox"/>		
131480	12/08/2023	NCS PEARSON	\$80.85	1035	Printed	Expense	<input type="checkbox"/>		
131481	12/08/2023	NEW ENGLAND SERVICE & CONTROLS	\$2,392.92	1035	Printed	Expense	<input type="checkbox"/>		
131482	12/08/2023	OMNI CHEER	\$199.90	1035	Printed	Expense	<input type="checkbox"/>		
131483	12/08/2023	PITNEY BOWES (METER)	\$244.20	1035	Printed	Expense	<input type="checkbox"/>		
131484	12/08/2023	RICOH USA, INC	\$1,309.17	1035	Printed	Expense	<input type="checkbox"/>		
131485	12/08/2023	RISE VISION	\$138.00	1035	Printed	Expense	<input type="checkbox"/>		
131486	12/08/2023	SHAWN LUCAS	\$400.00	1035	Printed	Expense	<input type="checkbox"/>		

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From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131487	12/08/2023	THE AMERICAN SCHOOL FOR THE DEAF	\$7,463.87	1035	Printed	Expense	<input type="checkbox"/>		
131488	12/08/2023	W B MASON CO INC	\$163.51	1035	Printed	Expense	<input type="checkbox"/>		
131489	12/22/2023	AETNA HEALTH MANAGEMENT LLC	\$158.41	1038	Printed	Expense	<input type="checkbox"/>		
131490	12/22/2023	AMAZON	\$391.77	1038	Printed	Expense	<input type="checkbox"/>		
131491	12/22/2023	ANDERSON MOTORS, INC.	\$432.90	1038	Printed	Expense	<input type="checkbox"/>		
131492	12/22/2023	ANDY'S ROADSIDE SERVICE LLC	\$60.00	1038	Printed	Expense	<input type="checkbox"/>		
131493	12/22/2023	ANTHEM BLUE CROSS/BLUE SHIELD	\$103,416.05	1038	Printed	Expense	<input type="checkbox"/>		
131494	12/22/2023	CHLIC.	\$4,363.17	1038	Printed	Expense	<input type="checkbox"/>		
131495	12/22/2023	CIRMA	\$9,905.90	1038	Printed	Expense	<input type="checkbox"/>		
131496	12/22/2023	CORPORATE BILLING LLC	\$2,292.33	1038	Printed	Expense	<input type="checkbox"/>		
131497	12/22/2023	COSTA	\$320.00	1038	Printed	Expense	<input type="checkbox"/>		
131498	12/22/2023	DIME OIL COMPANY	\$2,542.88	1038	Printed	Expense	<input type="checkbox"/>		
131499	12/22/2023	EDUPLANET21, LLC	\$3,625.00	1038	Printed	Expense	<input type="checkbox"/>		
131500	12/22/2023	ELAN FINANCIAL SERVICES	\$94.63	1038	Printed	Expense	<input type="checkbox"/>		
131501	12/22/2023	GOPHER	\$977.65	1038	Printed	Expense	<input type="checkbox"/>		
131502	12/22/2023	GUARANTEED AUTO GLASS	\$445.00	1038	Printed	Expense	<input type="checkbox"/>		
131503	12/22/2023	HEALTHCALL MEDICAL CENTER LLC	\$150.00	1038	Printed	Expense	<input type="checkbox"/>		
131504	12/22/2023	HORIZONS, INC	\$6,356.90	1038	Printed	Expense	<input type="checkbox"/>		
131505	12/22/2023	JACQUE RIVERA	\$53.94	1038	Printed	Expense	<input type="checkbox"/>		
131506	12/22/2023	KRISTEN LANZILLO	\$443.00	1038	Printed	Expense	<input type="checkbox"/>		
131507	12/22/2023	MACGILL DISCOUNT MEDICAL SUPPLIES	\$169.66	1038	Printed	Expense	<input type="checkbox"/>		
131508	12/22/2023	NAESP	\$259.00	1038	Printed	Expense	<input type="checkbox"/>		

Sterling Board of Education

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Fiscal Year: 2023-2024

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Bank Account: BOE-Citizens Bank 2202486040

From Date: 12/01/2023

To Date: 12/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131509	12/22/2023	OTIS ELEVATOR COMPANY	\$739.26	1038	Printed	Expense	<input type="checkbox"/>		
131510	12/22/2023	SERVICE MANAGEMENT GROUP LLC	\$13,626.42	1038	Printed	Expense	<input type="checkbox"/>		
131511	12/22/2023	SHAWN BATES	\$120.11	1038	Printed	Expense	<input type="checkbox"/>		
131512	12/22/2023	SILKTOWN ROOFING	\$1,068.21	1038	Printed	Expense	<input type="checkbox"/>		
131513	12/22/2023	THE LIGHTHOUSE	\$20,168.40	1038	Printed	Expense	<input type="checkbox"/>		
131514	12/22/2023	VANDI AUTO SUPPLY	\$123.67	1038	Printed	Expense	<input type="checkbox"/>		
131515	12/22/2023	VERIZON WIRELESS	\$302.91	1038	Printed	Expense	<input type="checkbox"/>		
131516	12/22/2023	W B MASON CO INC	\$34.95	1038	Printed	Expense	<input type="checkbox"/>		
131517	12/22/2023	WILLIAM F. MONACO	\$49.08	1038	Printed	Expense	<input type="checkbox"/>		
131518	12/22/2023	AFLAC NEW YORK	\$434.18	1041	Printed	Expense	<input type="checkbox"/>		
131519	12/22/2023	ALLSTATE	\$52.84	1041	Printed	Expense	<input type="checkbox"/>		
131520	12/22/2023	AMERIPRISE FINANCIAL SERVICES, INC	\$337.91	1041	Printed	Expense	<input type="checkbox"/>		
131521	12/22/2023	AXA EQUITABLE	\$2,231.64	1041	Printed	Expense	<input type="checkbox"/>		
131522	12/22/2023	HORACE MANN LIFE INSURANCE COMPANY	\$1,931.53	1041	Printed	Expense	<input type="checkbox"/>		
131523	12/22/2023	METLIFE 0837050	\$369.39	1041	Printed	Expense	<input type="checkbox"/>		
131524	12/22/2023	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$2,594.24	1041	Printed	Expense	<input type="checkbox"/>		
131525	12/22/2023	STERLING EDUCATION ASSOCIATION	\$2,827.08	1041	Printed	Expense	<input type="checkbox"/>		
131526	12/22/2023	UPSEU 05745	\$730.86	1041	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$380,789.92

End of Report

Sterling Board of Education

Budget and Expenses - BOE

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

- 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	\$1,761,162.00	\$157,803.10	\$828,747.75	\$932,414.25	\$0.00	\$932,414.25	52.94%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$6,812.50	\$20,025.00	\$29,975.00	\$0.00	\$29,975.00	59.95%
A.1000.112.01.000.00.71	Non Certified Personnel	\$83,432.00	\$6,764.52	\$28,148.34	\$55,283.66	\$0.00	\$55,283.66	66.26%
A.1000.210.00.000.00.71	E/B Insurance	\$440,841.00	\$111,478.44	\$334,701.78	\$106,139.22	\$278,291.62	(\$172,152.40)	-39.05%
A.1000.220.00.000.00.70	E/B FICA/Medicare	\$35,744.00	\$3,416.25	\$16,213.48	\$19,530.52	\$0.00	\$19,530.52	54.64%
A.1000.240.00.000.00.71	E/B Other (Course Reim)	\$6,000.00	\$0.00	\$500.00	\$5,500.00	\$0.00	\$5,500.00	91.67%
A.1000.320.01.000.00.71	Professional Development - Cer	\$15,000.00	\$3,625.00	\$23,486.50	(\$8,486.50)	\$0.00	(\$8,486.50)	-56.58%
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	\$200.00	\$0.00	\$519.33	(\$319.33)	\$0.00	(\$319.33)	-159.67%
A.1000.611.01.000.00.71	Instructional Supplies	\$10,000.00	\$312.23	(\$1,785.87)	\$11,785.87	\$312.23	\$11,473.64	114.74%
A.1000.611.01.102.00.71	Math Instructional Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.1000.611.01.105.00.71	Art Instructional Supplies	\$1,800.00	\$0.00	\$470.94	\$1,329.06	\$0.00	\$1,329.06	73.84%
A.1000.611.01.106.00.71	Music Instructional Supplies	\$1,000.00	\$0.00	\$872.22	\$127.78	\$0.00	\$127.78	12.78%
A.1000.611.01.107.00.71	Health Instructional Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.611.01.108.00.71	PE Instructional Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.611.01.109.00.71	World Language Instructional S	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.641.01.000.00.71	Textbooks	\$5,000.00	\$0.00	\$2,067.88	\$2,932.12	\$0.00	\$2,932.12	58.64%
A.1000.642.01.000.00.71	Consumable Workbooks	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.642.01.102.00.71	Math Consumable Workbooks	\$3,000.00	\$0.00	\$59.24	\$2,940.76	\$0.00	\$2,940.76	98.03%
A.1000.650.00.000.00.71	Educational Software Licenses/	\$33,000.00	\$0.00	\$783.00	\$32,217.00	\$575.00	\$31,642.00	95.88%
A.1000.690.01.103.00.71	Science Other Supplies	\$1,000.00	\$166.86	\$323.42	\$676.58	\$0.00	\$676.58	67.66%
A.1000.690.01.105.00.71	Art Other Supplies & Materials	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.690.01.106.00.71	Music Other Supplies & Materia	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.690.01.109.00.71	World Language Other Supplies	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
A.1000.730.00.000.00.71	Instructional Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
A.1000.739.00.000.00.71	Copier Leases, Fees, Supplies	\$18,000.00	\$1,309.17	\$6,063.02	\$11,936.98	\$9,317.43	\$2,619.55	14.55%
A.1000.739.01.106.00.71	Music Equipment	\$1,000.00	\$0.00	\$716.19	\$283.81	\$0.00	\$283.81	28.38%
A.1000.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Regular Program - 1000	\$2,474,779.00	\$291,688.07	\$1,261,912.22	\$1,212,866.78	\$288,496.28	\$924,370.50	37.35%
A.1200.111.00.000.00.71	Special Education Director	\$99,910.00	\$7,685.38	\$49,954.97	\$49,955.03	\$0.00	\$49,955.03	50.00%
A.1200.111.01.000.00.71	Certified Personnel	\$519,820.00	\$44,381.58	\$234,520.47	\$285,299.53	\$0.00	\$285,299.53	54.88%
A.1200.112.01.000.00.71	Non Certified Personnel	\$261,703.00	\$27,396.93	\$113,334.99	\$148,368.01	\$0.00	\$148,368.01	56.69%
A.1200.112.02.000.00.71	Non Certified Substitutes	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
A.1200.210.00.000.00.71	E/B Insurance	\$319,000.00	\$66,398.84	\$211,543.77	\$107,456.23	\$184,858.20	(\$77,401.97)	-24.26%
A.1200.220.00.000.00.70	E/B FICA/Medicare	\$32,962.00	\$2,526.67	\$11,143.65	\$21,818.35	\$0.00	\$21,818.35	66.19%
A.1200.240.00.000.00.71	E/B Other	\$4,578.00	\$381.39	\$2,288.49	\$2,289.51	\$2,288.52	\$0.99	0.02%
A.1200.320.00.000.00.71	Professional Development - Cer	\$3,500.00	\$196.00	\$1,334.00	\$2,166.00	\$0.00	\$2,166.00	61.89%
A.1200.322.01.000.00.71	Professional Dev - Non Cert	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
A.1200.330.00.000.00.71	Professional & Technical Svcs	\$4,500.00	\$400.00	\$3,715.33	\$784.67	\$20,414.32	(\$19,629.65)	-436.21%
A.1200.330.01.000.00.71	Evaluation Services	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$9,200.00	\$3,800.00	29.23%
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	\$388.12	\$111.88	\$0.00	\$111.88	22.38%
A.1200.611.01.000.00.71	Instructional Supplies	\$3,000.00	\$0.00	\$90.00	\$2,910.00	\$0.00	\$2,910.00	97.00%
A.1200.611.02.000.00.71	Testing Supplies	\$3,000.00	\$80.85	\$1,722.61	\$1,277.39	\$654.65	\$622.74	20.76%
A.1200.630.00.000.00.71	Special Ed Incentive	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
A.1200.641.02.000.00.71	Consumable Workbooks	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1200.650.00.000.00.71	Educational Software Licenses/	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
A.1200.690.00.000.00.72	Other Supplies & Materials	\$1,000.00	\$0.00	\$69.99	\$930.01	\$0.00	\$930.01	93.00%
A.1200.700.00.000.00.71	Equipment	\$1,500.00	\$0.00	\$720.00	\$780.00	\$90.00	\$690.00	46.00%
A.1200.890.00.000.00.71	Dues & Fees	\$500.00	\$247.00	\$497.00	\$3.00	\$0.00	\$3.00	0.60%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

- 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
	Func: Special Education Program - 1200	\$1,287,673.00	\$149,694.64	\$632,823.39	\$654,849.61	\$217,505.69	\$437,343.92	33.96%
A.2130.111.01.000.00.71	School Nurse	\$53,045.00	\$4,080.38	\$26,522.47	\$26,522.53	\$0.00	\$26,522.53	50.00%
A.2130.111.03.000.00.71	School Nurse Substitutes	\$2,625.00	\$0.00	\$350.00	\$2,275.00	\$0.00	\$2,275.00	86.67%
A.2130.210.00.000.00.71	E/B Insurance	\$200.00	\$156.22	\$487.38	(\$287.38)	\$65.16	(\$352.54)	-176.27%
A.2130.220.00.000.00.70	E/B FICA/Medicare	\$4,259.00	\$310.56	\$2,188.28	\$2,070.72	\$0.00	\$2,070.72	48.62%
A.2130.240.00.000.00.71	E/B Other	\$1,592.00	\$132.61	\$795.66	\$796.34	\$795.66	\$0.68	0.04%
A.2130.322.01.000.00.71	Professional Dev - Non Cert	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2130.330.00.000.00.71	Professional & Technical Svcs	\$1,750.00	\$3,000.00	\$3,288.00	(\$1,538.00)	\$0.00	(\$1,538.00)	-87.89%
A.2130.690.00.000.00.71	Health Office Supplies	\$2,000.00	\$169.66	\$819.63	\$1,180.37	\$186.18	\$994.19	49.71%
A.2130.739.00.000.00.71	Health Office Equipment	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Health Office - 2130	\$66,471.00	\$7,849.43	\$34,451.42	\$32,019.58	\$1,047.00	\$30,972.58	46.60%
A.2190.111.01.000.00.71	Certified Personnel	\$19,785.00	\$6,107.14	\$27,482.13	(\$7,697.13)	\$0.00	(\$7,697.13)	-38.90%
A.2190.210.00.000.00.71	E/B Insurance	\$12,000.00	\$284.48	\$568.96	\$11,431.04	\$12,832.84	(\$1,401.80)	-11.68%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$4,039.00	\$464.12	\$2,090.08	\$1,948.92	\$0.00	\$1,948.92	48.25%
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	\$7,206.50	\$22,793.50	\$18,793.50	\$4,000.00	13.33%
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	\$67,324.00	\$6,855.74	\$37,347.67	\$29,976.33	\$31,626.34	(\$1,650.01)	-2.45%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$18,774.00	\$1,842.04	\$7,479.19	\$11,294.81	\$0.00	\$11,294.81	60.16%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,436.00	\$140.91	\$572.16	\$863.84	\$0.00	\$863.84	60.16%
A.2220.330.00.000.00.71	Professional & Technical Servi	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.2220.642.00.000.00.71	Books/Periodicals	\$3,000.00	\$2,343.98	\$2,543.96	\$456.04	\$0.00	\$456.04	15.20%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$302.19	\$302.19	\$197.81	\$0.00	\$197.81	39.56%
	Func: Educational Media - 2220	\$23,960.00	\$4,629.12	\$10,897.50	\$13,062.50	\$0.00	\$13,062.50	54.52%
A.2230.112.00.000.00.71	IT Personnel	\$65,723.00	\$5,055.62	\$33,393.70	\$32,329.30	\$0.00	\$32,329.30	49.19%
A.2230.112.01.000.00.71	IT Aide	\$31,245.00	\$4,290.46	\$18,416.99	\$12,828.01	\$0.00	\$12,828.01	41.06%
A.2230.210.00.000.00.71	E/B Insurance	\$500.00	\$2,388.64	\$7,204.50	(\$6,704.50)	\$341.04	(\$7,045.54)	-1409.11%
A.2230.220.00.000.00.70	E/B FICA/Medicare	\$7,418.00	\$687.57	\$3,853.90	\$3,564.10	\$0.00	\$3,564.10	48.05%
A.2230.240.00.000.00.70	E/B Other	\$3,972.00	\$164.31	\$985.86	\$2,986.14	\$985.86	\$2,000.28	50.36%
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	\$5,000.00	\$0.00	\$396.00	\$4,604.00	\$1,188.00	\$3,416.00	68.32%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$2,200.00	\$0.00	\$197.82	\$2,002.18	\$0.00	\$2,002.18	91.01%
A.2230.431.00.000.00.71	Maintenance Agreement	\$8,500.00	\$1,196.75	\$1,196.75	\$7,303.25	\$756.96	\$6,546.29	77.02%
A.2230.690.00.000.00.71	Other Supplies & Materials	\$2,200.00	\$411.51	\$1,260.84	\$939.16	\$0.00	\$939.16	42.69%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$16,000.00	\$926.69	\$1,967.96	\$14,032.04	\$33,468.35	(\$19,436.31)	-121.48%
A.2230.731.00.000.00.71	Computer Software	\$4,500.00	\$898.00	\$3,398.00	\$1,102.00	\$0.00	\$1,102.00	24.49%
	Func: Information Technology - 2230	\$148,258.00	\$16,019.55	\$72,272.32	\$75,985.68	\$36,740.21	\$39,245.47	26.47%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$55,167.00	\$4,543.62	\$27,883.53	\$27,283.47	\$0.00	\$27,283.47	49.46%
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	\$23,500.00	\$5,072.74	\$15,237.66	\$8,262.34	\$13,467.81	(\$5,205.47)	-22.15%
A.2310.220.00.000.00.70	E/B FICA/Medicare	\$4,312.00	\$291.39	\$1,908.31	\$2,403.69	\$0.00	\$2,403.69	55.74%
A.2310.230.00.000.00.71	Workers Compensation Ins	\$49,130.00	\$9,905.90	\$29,719.40	\$19,410.60	\$9,911.00	\$9,499.60	19.34%
A.2310.240.00.000.00.71	E/B Other	\$1,656.00	\$137.91	\$827.46	\$828.54	\$827.46	\$1.08	0.07%
A.2310.250.00.000.00.71	Unemployment Compensation	\$5,000.00	\$0.00	\$2,185.00	\$2,815.00	\$2,652.00	\$163.00	3.26%
A.2310.330.01.000.00.71	Legal Services	\$10,000.00	\$132.50	\$1,113.00	\$8,887.00	\$3,887.00	\$5,000.00	50.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

- 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	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$9,960.00	\$6,040.00	37.75%
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	\$8,335.00	\$0.00	\$8,333.00	\$2.00	\$0.00	\$2.00	0.02%
A.2310.580.00.000.00.71	Travel	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
A.2310.590.01.000.00.71	Communications/Postage	\$5,000.00	\$244.20	\$762.27	\$4,237.73	\$488.40	\$3,749.33	74.99%
A.2310.590.02.000.00.71	Advertising	\$1,200.00	\$0.00	\$1,393.06	(\$193.06)	\$668.00	(\$861.06)	-71.76%
A.2310.590.04.000.00.71	Community Engagement	\$2,000.00	\$0.00	\$78.31	\$1,921.69	\$0.00	\$1,921.69	96.08%
A.2310.650.00.000.00.71	Software Licenses & Support	\$26,590.00	\$0.00	\$15,960.15	\$10,629.85	\$0.00	\$10,629.85	39.98%
A.2310.690.00.000.00.71	BOE Other Supplies & Materials	\$1,000.00	\$57.01	\$900.43	\$99.57	\$0.00	\$99.57	9.96%
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	\$211,790.00	\$20,385.27	\$107,751.58	\$104,038.42	\$41,861.67	\$62,176.75	29.36%
A.2320.111.00.000.00.71	Superintendent	\$100,000.00	\$7,692.32	\$50,000.08	\$49,999.92	\$0.00	\$49,999.92	50.00%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,450.00	\$111.54	\$725.01	\$724.99	\$0.00	\$724.99	50.00%
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	\$51.59	\$121.58	\$628.42	\$0.00	\$628.42	83.79%
A.2320.739.00.000.00.71	Other Equipment	\$750.00	\$152.73	\$722.65	\$27.35	\$0.00	\$27.35	3.65%
A.2320.890.00.000.00.71	Dues & Fees	\$4,500.00	\$0.00	\$315.00	\$4,185.00	\$3,490.00	\$695.00	15.44%
	Func: Superintendent's Office - 2320	\$108,200.00	\$8,008.18	\$51,884.32	\$56,315.68	\$3,490.00	\$52,825.68	48.82%
A.2400.111.00.000.00.71	Principal	\$132,613.00	\$10,201.00	\$66,306.50	\$66,306.50	\$0.00	\$66,306.50	50.00%
A.2400.111.01.000.00.71	Clinical Supervisor	\$54,807.00	\$4,215.86	\$27,403.09	\$27,403.91	\$0.00	\$27,403.91	50.00%
A.2400.112.00.000.00.71	Non Certified Personnel	\$96,556.00	\$7,388.80	\$44,384.79	\$52,171.21	\$0.00	\$52,171.21	54.03%
A.2400.210.00.000.00.71	E/B Insurance	\$69,000.00	\$13,650.48	\$41,044.32	\$27,955.68	\$39,122.48	(\$11,166.80)	-16.18%
A.2400.220.00.000.00.70	E/B FICA/Medicare	\$10,104.00	\$667.84	\$4,328.41	\$5,775.59	\$0.00	\$5,775.59	57.16%
A.2400.240.00.000.00.71	E/B Other	\$5,624.00	\$468.55	\$2,811.30	\$2,812.70	\$2,811.27	\$1.43	0.03%
A.2400.320.00.000.00.71	Professional Development - Cer	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
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	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
A.2400.590.01.000.00.71	Principal's Engagement	\$1,500.00	\$0.00	\$95.94	\$1,404.06	\$0.00	\$1,404.06	93.60%
A.2400.650.00.000.00.71	Educational Software Licenses/	\$9,300.00	\$0.00	\$0.00	\$9,300.00	\$0.00	\$9,300.00	100.00%
A.2400.690.00.000.00.71	Other Supplies & Materials	\$3,000.00	\$109.07	\$305.97	\$2,694.03	\$254.24	\$2,439.79	81.33%
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	\$385,554.00	\$36,960.60	\$186,939.32	\$198,614.68	\$42,187.99	\$156,426.69	40.57%
A.2510.112.01.000.00.71	Business Manager	\$96,116.00	\$7,393.54	\$48,058.01	\$48,057.99	\$0.00	\$48,057.99	50.00%
A.2510.210.00.000.00.71	E/B Insurance	\$29,000.00	\$6,269.56	\$18,835.68	\$10,164.32	\$16,693.70	(\$6,529.38)	-22.52%
A.2510.220.00.000.00.70	E/B FICA/Medicare	\$7,353.00	\$496.20	\$3,398.80	\$3,954.20	\$0.00	\$3,954.20	53.78%
A.2510.240.00.000.00.71	E/B Other	\$4,883.00	\$240.29	\$3,441.74	\$1,441.26	\$1,441.74	(\$0.48)	-0.01%
A.2510.330.02.000.00.71	Professional & Technical Svcs	\$14,500.00	\$806.65	\$8,219.57	\$6,280.43	\$6,884.10	(\$603.67)	-4.16%
A.2510.580.00.000.00.71	Travel	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2510.690.00.000.00.71	Fiscal Office Supplies	\$750.00	\$172.92	\$210.18	\$539.82	\$0.00	\$539.82	71.98%
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	\$1,049.00	\$391.00	\$0.00	\$391.00	27.15%
	Func: Fiscal & Business Office - 2510	\$154,642.00	\$15,379.16	\$83,212.98	\$71,429.02	\$25,019.54	\$46,409.48	30.01%
A.2600.112.01.000.00.71	Facilities Director	\$65,000.00	\$5,000.00	\$32,500.00	\$32,500.00	\$0.00	\$32,500.00	50.00%
A.2600.177.01.000.00.71	Security Officer	\$27,965.00	\$2,623.80	\$11,807.10	\$16,157.90	\$0.00	\$16,157.90	57.78%
A.2600.210.00.000.00.71	E/B Insurance	\$500.00	\$11.70	\$58.50	\$441.50	\$81.90	\$359.60	71.92%
A.2600.220.00.000.00.70	E/B FICA/Medicare	\$7,014.00	\$583.22	\$3,389.49	\$3,624.51	\$0.00	\$3,624.51	51.68%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

- 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.2600.240.00.000.00.71	E/B Other	\$1,950.00	\$0.00	\$0.00	\$1,950.00	\$0.00	\$1,950.00	100.00%
A.2600.410.01.000.00.71	Electricity	\$82,500.00	\$4,484.38	\$26,247.24	\$56,252.76	\$53,752.76	\$2,500.00	3.03%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$9,000.00	\$757.87	\$4,514.91	\$4,485.09	\$4,985.09	(\$500.00)	-5.56%
A.2600.410.03.000.00.71	Water	\$3,000.00	\$0.00	\$277.50	\$2,722.50	\$1,722.50	\$1,000.00	33.33%
A.2600.410.04.000.00.71	Sewer	\$18,450.00	\$0.00	\$18,450.00	\$0.00	\$0.00	\$0.00	0.00%
A.2600.430.01.000.00.71	Maintenance Contracts	\$172,767.00	\$27,992.10	\$88,207.41	\$84,559.59	\$86,052.59	(\$1,493.00)	-0.86%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	\$10,000.00	\$6,168.90	\$23,463.11	(\$13,463.11)	\$6,841.27	(\$20,304.38)	-203.04%
A.2600.520.00.000.00.71	Plant Insurance	\$41,385.00	\$0.00	\$41,385.00	\$0.00	\$0.00	\$0.00	0.00%
A.2600.590.01.000.00.71	Telephone	\$9,000.00	\$1,053.14	\$6,103.25	\$2,896.75	\$6,776.75	(\$3,880.00)	-43.11%
A.2600.613.00.000.00.71	Maintenance Supplies	\$20,000.00	\$592.46	\$5,022.05	\$14,977.95	\$0.00	\$14,977.95	74.89%
A.2600.620.00.000.00.71	Heating Oil	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$55,000.00	\$5,000.00	8.33%
A.2600.739.00.000.00.71	Maintenance Equipment	\$500.00	\$0.00	\$396.48	\$103.52	\$0.00	\$103.52	20.70%
	Func: Plant Operation & Maintenance - 2600	\$529,031.00	\$49,267.57	\$261,822.04	\$267,208.96	\$215,212.86	\$51,996.10	9.83%
A.2700.112.01.000.00.71	Bus Drivers	\$191,030.00	\$18,320.88	\$82,249.55	\$108,780.45	\$0.00	\$108,780.45	56.94%
A.2700.112.02.000.00.71	Bus Coordinator	\$59,753.00	\$4,596.40	\$29,876.60	\$29,876.40	\$0.00	\$29,876.40	50.00%
A.2700.112.03.000.00.71	Van Drivers	\$102,259.00	\$10,986.74	\$54,228.00	\$48,031.00	\$0.00	\$48,031.00	46.97%
A.2700.210.00.000.00.71	E/B Insurance	\$79,500.00	\$16,592.54	\$49,798.50	\$29,701.50	\$46,882.03	(\$17,180.53)	-21.61%
A.2700.220.00.000.00.70	E/B FICA/Medicare	\$27,008.00	\$2,424.54	\$12,121.06	\$14,886.94	\$0.00	\$14,886.94	55.12%
A.2700.240.00.000.00.71	E/B Other	\$1,793.00	\$149.39	\$597.56	\$1,195.44	\$896.34	\$299.10	16.68%
A.2700.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$376.50	\$1,053.00	\$947.00	\$0.00	\$947.00	47.35%
A.2700.430.00.000.00.71	Transportation Maintenance	\$38,000.00	\$4,196.79	\$25,192.59	\$12,807.41	\$0.00	\$12,807.41	33.70%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	\$54,300.00	\$5,226.00	\$19,698.00	\$34,602.00	\$53,734.00	(\$19,132.00)	-35.23%
A.2700.520.00.000.00.71	Vehicle Insurance	\$17,615.00	\$0.00	\$17,613.00	\$2.00	\$0.00	\$2.00	0.01%
A.2700.625.00.000.00.71	Supplies - Oil, Washer Fluid,	\$9,000.00	\$0.00	\$733.30	\$8,266.70	\$0.00	\$8,266.70	91.85%
A.2700.626.00.000.00.71	Regular Fuel - Vans	\$24,000.00	\$2,200.45	\$8,766.41	\$15,233.59	\$15,233.59	\$0.00	0.00%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$55,000.00	\$7,497.61	\$23,264.89	\$31,735.11	\$31,260.77	\$474.34	0.86%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$320.00	\$320.00	\$680.00	\$0.00	\$680.00	68.00%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.2700.890.00.000.00.71	Dues & Fees	\$1,500.00	\$0.00	\$2,023.00	(\$523.00)	\$4,149.60	(\$4,672.60)	-311.51%
	Func: Transportation - 2700	\$664,758.00	\$72,887.84	\$327,535.46	\$337,222.54	\$152,156.33	\$185,066.21	27.84%
A.3100.435.00.000.00.71	Repairs	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.3100.570.00.000.00.71	Food Service Management	\$23,500.00	\$0.00	\$23,500.00	\$0.00	\$0.00	\$0.00	0.00%
A.3100.621.00.000.00.71	Propane	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	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	\$28,000.00	\$0.00	\$23,500.00	\$4,500.00	\$0.00	\$4,500.00	16.07%
A.3200.111.00.000.00.71	Stipend Positions	\$22,386.00	\$0.00	\$0.00	\$22,386.00	\$0.00	\$22,386.00	100.00%
A.3200.111.01.000.00.71	Coaches Salaries	\$12,054.00	\$0.00	\$0.00	\$12,054.00	\$0.00	\$12,054.00	100.00%
A.3200.112.00.000.00.71	Extra Curricular Transportatio	\$0.00	\$165.75	\$1,597.18	(\$1,597.18)	\$0.00	(\$1,597.18)	0.00%
A.3200.220.00.000.00.70	E/B FICA/Medicare	\$2,635.00	\$0.00	\$0.00	\$2,635.00	\$0.00	\$2,635.00	100.00%
A.3200.329.00.000.00.71	Officials	\$3,000.00	\$223.13	\$778.13	\$2,221.87	\$0.00	\$2,221.87	74.06%
A.3200.690.00.000.00.71	Activity Supplies & Materials	\$3,000.00	\$1,177.55	\$1,177.55	\$1,822.45	\$649.90	\$1,172.55	39.09%
A.3200.739.00.000.00.71	Activity Equipment	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.3200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Student Activities - 3200	\$46,075.00	\$1,566.43	\$3,552.86	\$42,522.14	\$649.90	\$41,872.24	90.88%
A.6110.561.01.000.00.73	Tuition: Plainfield	\$826,603.00	\$0.00	\$187,542.00	\$639,061.00	\$562,626.00	\$76,435.00	9.25%
A.6110.561.02.000.00.70	Adult Education	\$9,225.00	\$0.00	\$9,225.00	\$0.00	\$0.00	\$0.00	0.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

- 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.6110.561.05.000.00.73	Tuition: Magnet, QMC, STEM	\$196,808.00	\$0.00	\$225,857.50	(\$29,049.50)	\$0.00	(\$29,049.50)	-14.76%
A.6110.561.07.000.00.73	Tuition: Killingly, Other	\$154,609.00	\$0.00	\$143,283.00	\$11,326.00	\$0.00	\$11,326.00	7.33%
A.6110.562.00.000.00.72	S/E Tuition CT Public	\$516,502.00	\$0.00	\$166,478.00	\$350,024.00	\$486,171.67	(\$136,147.67)	-26.36%
	Func: Tuition CT PUBLIC - 6110	\$1,703,747.00	\$0.00	\$732,385.50	\$971,361.50	\$1,048,797.67	(\$77,436.17)	-4.55%
A.6130.563.00.000.00.72	S/E Tuition Non-Public	\$569,000.00	\$52,873.32	\$202,574.16	\$366,425.84	\$359,509.73	\$6,916.11	1.22%
A.6130.563.04.000.00.72	SEDAC - Excess Cost Reimburse	(\$190,000.00)	\$0.00	\$0.00	(\$190,000.00)	\$0.00	(\$190,000.00)	100.00%
	Func: Tuition NON-PUBLIC - 6130	\$379,000.00	\$52,873.32	\$202,574.16	\$176,425.84	\$359,509.73	(\$183,083.89)	-48.31%
Grand Total:		\$8,279,262.00	\$734,064.92	\$4,030,862.74	\$4,248,399.26	\$2,464,301.21	\$1,784,098.05	21.55%

End of Report



Food Service Checklist

Name: Kevin Kerrigan
 School: Sterling Community School
 Room or Area: Food Service 1308 Date Completed: 12/22/23
 Signature: [Signature]

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. COOKING AREA

- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 1a. Determined that local exhaust fans operate properly (note if fans are excessively noisy) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. Checked for odors near cooking, preparation, and eating areas | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1c. Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1d. Determined that gas appliances function properly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1e. Verified that gas appliances are vented outdoors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1f. Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1g. Ensured that kitchen is clean after use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1h. Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1i. Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1j. Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. FOOD HANDLING AND STORAGE

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 2a. Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Stored leftovers in well-sealed containers with no traces of food on outside surfaces | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2c. Ensured that food preparation, cooking, and storage practices are sanitary .. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2d. Disposed of food scraps properly and removed crumbs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2e. Cleaned counters with soap and water or a disinfectant (according to school policy) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2f. Swept and wet mopped floors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. WASTE MANAGEMENT

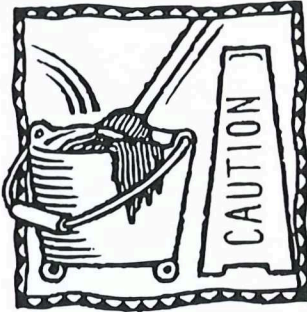
- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| 3a. Selected and placed waste in appropriate containers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Ensured that containers' lids are securely closed | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3c. Separated food waste and food-contaminated items from other wastes, if possible | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3d. Stored waste containers in a well-ventilated area | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3e. Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. DELIVERIES

- | | Yes | No | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 4a. Instructed vendors to avoid idling their engines during deliveries | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4b. Posted a sign prohibiting vehicles from idling their engines in receiving areas | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4c. Ensured that doors or air barriers are closed between receiving area and kitchen | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



NOTES



Building and Grounds Maintenance Checklist

Name: Kevin Kerrigan
 School: Sterling Community School
 Room or Area: General Building Date Completed: 12/22/23
 Signature: [Signature]

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. BUILDING MAINTENANCE SUPPLIES

	Yes	No	N/A
1a. Developed appropriate procedures and stocked supplies for spill control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b. Reviewed supply labels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c. Ensured that air from chemical and trash storage areas vents to the outdoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1d. Stored chemical products and supplies in sealed, clearly labeled containers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1e. Researched and selected the safest products available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1f. Ensured that supplies are being used according to manufacturers' instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1g. Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1h. Substituted less- or non-hazardous materials (where possible)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1i. Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1j. Ventilated affected areas during and after the use of odorous or hazardous chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. GROUNDS MAINTENANCE SUPPLIES

2a. Stored grounds maintenance supplies in appropriate area(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. Ensured that supplies are used and stored according to manufacturers' instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2c. Established and followed procedures to minimize exposure to fumes from supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2d. Reviewed and followed manufacturers' guidelines for maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2e. Replaced portable gas cans with low-emission cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2f. Stored chemical products and supplies in sealed, clearly-labeled containers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2g. Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. DUST CONTROL

3a. Installed and maintained barrier mats for entrances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. Used high efficiency vacuum bags	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3c. Used proper dusting techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3d. Wrapped feather dusters with a dust cloth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3e. Cleaned air return grilles and air supply vents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. FLOOR CLEANING

- | | Yes | No | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 4a. Established and followed schedule for vacuuming and mopping floors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4b. Cleaned spills on floors promptly (as necessary) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4c. Performed restorative maintenance (as necessary) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



5. DRAIN TRAPS

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 5a. Poured water down floor drains once per week (about 1 quart of water) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5b. Ran water in sinks at least once per week (about 2 cups of water) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5c. Flushed toilets once each week (if not used regularly) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. MOISTURE, LEAKS, AND SPILLS

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 6a. Checked for moldy odors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6b. Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6c. Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6d. Checked that windows, windowsills, and window frames are free of condensate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6e. Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6f. Ensured the following areas are free from signs of leaks and water damage: | | | |
| Indoor areas near known roof or wall leaks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walls around leaky or broken windows | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Floors and ceilings under plumbing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Duct interiors near humidifiers, cooling coils, and outdoor air intakes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. COMBUSTION APPLIANCES

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 7a. Checked for odors from combustion appliances | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7b. Checked appliances for backdrafting (using chemical smoke) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7c. Inspected exhaust components for leaks, disconnections, or deterioration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7d. Inspected flue components for corrosion and soot | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

8. PEST CONTROL

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 8a. Completed the <i>Integrated Pest Management Checklist</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

NOTES



Ventilation Checklist

Name: Kevin Kerrigan
 School: Sterling Community School
 Unit Ventilator/AHU No: RTU / AHU 7-7
 Room or Area: Rooftop Date Completed: 12/22/23
 Signature: [Signature]

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of this checklist for **each** ventilation unit in your school, as well as a copy for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. OUTDOOR AIR INTAKES

- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 1a. Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. Ensured that the ventilation system was on and operating in "occupied" mode | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 1: OBSTRUCTIONS

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 1c. Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1d. Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 2: POLLUTANT SOURCES

- | | | | |
|---|-------------------------------------|--------------------------|-------------------------------------|
| 1e. Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1f. Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1g. Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

ACTIVITY 3: AIRFLOW

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 1h. Obtained chemical smoke (or a small piece of tissue paper or light plastic) .. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1i. Confirmed that outdoor air is entering the intake appropriately | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. SYSTEM CLEANLINESS

ACTIVITY 4: AIR FILTERS

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 2a. Replaced filters per maintenance schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2c. Vacuumed filter areas before installing new filters | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2d. Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2e. Confirmed proper installation of filters (correct direction for airflow) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. SYSTEM CLEANLINESS (continued)

ACTIVITY 5: DRAIN PANS

- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 2f. Ensured that drain pans slant toward the drain (to prevent water from accumulating) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2g. Cleaned drain pans | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2h. Checked drain pans for mold and mildew | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 6: COILS

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 2i. Ensured that heating and cooling coils are clean | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 2j. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2k. Ensured that ducts are clean | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 8: MECHANICAL ROOMS

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 2l. Checked mechanical room for unsanitary conditions, leaks, and spills | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. CONTROLS FOR OUTDOOR AIR SUPPLY

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 3a. Ensured that air dampers are at least partially open (minimum position) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Ensured that minimum position provides adequate outdoor air for occupants | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 9: CONTROLS INFORMATION

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

ACTIVITY 10: CLOCKS, TIMERS, SWITCHES

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 3d. Turned summer-winter switches to the correct position | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3e. Set time clocks appropriately | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3f. Ensured that settings fit the actual schedule of building use (including night/weekend use) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 11: CONTROL COMPONENTS

- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3h. Checked that the line dryer prevents moisture buildup | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

ACTIVITY 12: OUTDOOR AIR DAMPERS

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 3k. Ensured that the outdoor air damper is visible for inspection | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3l. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3m. Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: It is necessary to ensure that the damper is operating properly and within the normal range to continue.





3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|-------------------------------------|
| 3n. Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3o. Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3p. If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 85°F | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3q. If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3r. If the outdoor air damper does not move, confirmed the following items: | | | |
| • The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Moving parts are free of impediments (e.g., rust, corrosion) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Electrical wire or pneumatic tubing connects to the damper actuator | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Proceed to Activities 13–16 if the damper seems to be operating properly.

ACTIVITY 13: FREEZE STATS

- 3s. Disconnected power to controls (for automatic reset only) to test continuity across terminals
- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|--------------------------|-------------------------------------|
- OR
- 3t. Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)
- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|--------------------------|-------------------------------------|
- 3u. Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats
- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|--------------------------|-------------------------------------|

NOTE: HVAC systems with water coils need protection from the cold. The freeze-stat may close the outdoor air damper and disconnect the supply air when tripped. The typical trip range is 35°F to 42°F.

ACTIVITY 14: MIXED AIR THERMOSTATS

- 3v. Ensured that the mixed air stat for heating mode is set no higher than 65°F
- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|
- 3w. Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting
- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

ACTIVITY 15: ECONOMIZERS

- 3x. Confirmed proper economizer settings based on design specifications or local practices
- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|--------------------------|-------------------------------------|

NOTE: The dry-bulb is typically set at 65°F or lower.

- 3y. Checked that sensor on the economizer is shielded from direct sunlight
- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|--------------------------|-------------------------------------|
- 3z. Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications
- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|--------------------------|-------------------------------------|

NOTE: Economizers use varying amounts of cool outdoor air to assist with the cooling load of the room or rooms. There are two types of economizers, dry-bulb and enthalpy. Dry-bulb economizers vary the amount of outdoor air based on outdoor temperature, and enthalpy economizers vary the amount of outdoor air based on outdoor temperature and humidity level.

3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS

- 3aa. Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied hours (even when room thermostat is satisfied) Yes No N/A

NOTE: If fan shuts off when the thermostat is satisfied, adjust control cycle as necessary to ensure sufficient outdoor air supply.



4. AIR DISTRIBUTION

ACTIVITY 17: AIR DISTRIBUTION

- 4a. Ensured that supply and return air pathways in the existing ventilation system perform as required
- 4b. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning

NOTE: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies.

- 4c. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows)
- 4d. Ensured that supply and return vents are open and unblocked

NOTE: If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents.

- 4e. Modified the HVAC system to supply outside air to areas without an outdoor air supply
- 4f. Modified existing HVAC systems to incorporate any room or zone layout and population changes
- 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents
- 4h. Ensured that unit ventilators are quiet enough to accommodate classroom activities
- 4i. Ensured that classrooms are free of uncomfortable drafts produced by air from supply terminals

ACTIVITY 18: PRESSURIZATION IN BUILDINGS

NOTE: To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the "occupied" cycle when doing this activity.

- 4j. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, floor joints, pipe openings)

5. EXHAUST SYSTEMS

ACTIVITY 19: EXHAUST FAN OPERATION

- 5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s)

If fans are running but air is not flowing toward the exhaust intake, check for the following:

- Inoperable dampers
- Obstructed, leaky, or disconnected ductwork
- Undersized or improperly installed fan
- Broken fan belt



5. EXHAUST SYSTEMS (continued)

ACTIVITY 20: EXHAUST AIRFLOW

NOTE: Prevent migration of indoor contaminants from areas such as bathrooms, kitchens, and labs by keeping them under negative pressure (as compared to surrounding spaces).

- 5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces **Yes** **No** **N/A**

Stand outside the room with the door slightly open while checking airflow high and low in the door opening (see "How to Measure Airflow").

- 5c. Ensured that air is flowing toward the exhaust intake

ACTIVITY 21: EXHAUST DUCTWORK

- 5d. Checked that the exhaust ductwork downstream of the exhaust fan (which is under positive pressure) is sealed and in good condition

6. QUANTITY OF OUTDOOR AIR

ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS

NOTE: Refer to "How to Measure Airflow" for techniques.

- 6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit
- 6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration
- 6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)

ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES

- 6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1
- 6e. Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1

NOTES

Section 6 to be completed by a certified Air Balance Tech. which will be hired to ensure compliance with DAS 5 year ventilation and air conditioning reporting.



Waste Management Checklist

Name: Kevin Kennison
 School: Sterling Community School
 Room or Area: Building Date Completed: 12/22/23
 Signature: [Signature]

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. WASTE MANAGEMENT

	Yes	No	N/A
1a. Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b. Ensured that waste containers are lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c. Ensured that waste from art, science, vocational classes, etc., are handled separately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1d. Labeled recycling bins clearly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1e. Ensured number of bins and dumpsters is adequate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1f. Ensured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1g. Ensured waste containers are emptied regularly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1h. Ensured appropriate waste removal schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1i. Ensured waste is stored in a well-ventilated room	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1j. Ensured any exhaust fans in the room are operating properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1k. Checked waste storage areas for odors, contaminants, or signs of vermin	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NOTES

no waste storage is used.



Walkthrough Inspection Checklist

Name: Kevin Kerrigan
 School: Stirling Community School
 Room or Area: Building / Grounds Date Completed: 12/22/23
 Signature: K. B.

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. GROUND LEVEL

- | | Yes | No | N/A |
|--|-------------------------------------|--------------------------|-------------------------------------|
| 1a. Ensured that ventilation units operate properly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. Ensured there are no obstructions blocking air intakes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1c. Checked for nests and droppings near outdoor air intakes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1d. Determined that dumpsters are located away from doors, windows, and outdoor air intakes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1e. Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1f. Ensured that vehicles avoid idling near outdoor air intakes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1g. Minimized pesticide application | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1h. Ensured that there is proper drainage away from the building (including roof downspouts) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1i. Ensured that sprinklers spray away from the building and outdoor air intakes | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1j. Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. ROOF

While on the roof, consider inspecting the HVAC units (use the Ventilation Checklist).

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 2a. Ensured that the roof is in good condition | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Checked for evidence of water ponding | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2c. Checked that ventilation units operate properly (air flows in) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2d. Ensured that exhaust fans operate properly (air flows out) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2e. Ensured that air intakes remain open, even at minimum setting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2f. Checked for nests and droppings near outdoor air intakes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2g. Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. ATTIC

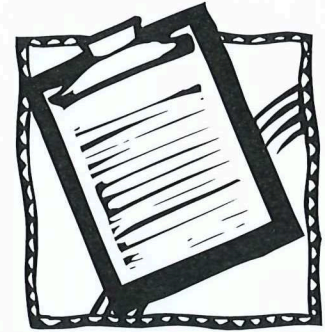
- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 3a. Checked for evidence of roof and plumbing leaks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Checked for birds and animal nests | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. GENERAL CONSIDERATIONS

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 4a. Ensured that temperature and humidity are maintained within acceptable ranges | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4b. Ensured that no obstructions exist in supply and exhaust vents | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4c. Checked for odors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4d. Checked for signs of mold and mildew growth | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. GENERAL CONSIDERATIONS (continued)

- | | Yes | No | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 4e. Checked for signs of water damage | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4f. Checked for evidence of pests and obvious food sources | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4g. Noted and reviewed all concerns from school occupants | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



5. BATHROOMS AND GENERAL PLUMBING

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 5a. Ensured that bathrooms and restrooms have operating exhaust fans | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5b. Ensured proper drain trap maintenance: | | | |
| Water is poured down floor drains once per week (approx. 1 quart of water) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Water is poured into sinks at least once per week (about 2 cups of water) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toilets are flushed at least once per week | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. MAINTENANCE SUPPLIES

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6b. Ensured that vents in chemical and trash storage areas are operating properly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6c. Ensured that portable fuel containers are properly closed | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6d. Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' guidelines | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. COMBUSTION APPLIANCES

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 7a. Checked for combustion gas and fuel odors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7b. Ensured that combustion appliances have flues or exhaust hoods | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7c. Checked for leaks, disconnections, and deterioration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7d. Ensured there is no soot on inside or outside of flue components | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

8. OTHER

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 8a. Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8b. Determined date of last radon test | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTES

Radon done 2019 Scheduled and due March 2024
Scheduled for week of March 12, 2024



Integrated Pest Management Checklist

Name: Kevin Corrigan
 School: Sterling Community School
 Room or Area: Building/Grounds Date Completed: 12/22/23
 Signature: [Signature]

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. OFFICIAL POLICY STATEMENT

- | | Yes | No | N/A |
|--|--------------------------|-------------------------------------|--------------------------|
| 1a. Developed or located the school's official policy statement for integrated pest management (IPM) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

2. DESIGNATING PEST MANAGEMENT ROLES

- | | | | |
|--|--------------------------|-------------------------------------|--------------------------|
| 2a. Assigned and trained a qualified person to be the pest manager | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2b. Involved decision makers in the IPM program | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2c. Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2d. Encouraged parents to learn about IPM practices and implement them at home | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2e. Developed a program to educate and train all IPM participants | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2f. Included language about IPM into contracts with pest management professionals | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

3. SETTING PEST MANAGEMENT OBJECTIVES

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 3a. Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. INSPECTING, IDENTIFYING, AND MONITORING

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 4a. Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4b. Identified potential pest habitats in buildings and grounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4c. Pinpointed the source of any current pest problems | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4d. Monitored to determine the extent of pest problems and to estimate pest populations | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4e. Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4f. Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. SETTING ACTION THRESHOLDS

- | | Yes | No | N/A |
|---|--------------------------|-------------------------------------|--------------------------|
| 5a. Evaluated all available data obtained through inspecting, identifying, and monitoring | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5b. Determined how many pests the school buildings, grounds, and occupants can tolerate | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5c. Set action thresholds | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



6. PREVENTIVE STRATEGIES

INDOOR SITES

- 6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas:
- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Entryways | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Classrooms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Gymnasiums | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Locker rooms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Offices | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Staff lounges | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Bathrooms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Food preparation and serving areas | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Rooms with extensive plumbing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Maintenance areas | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Other | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OUTDOOR SITES

- 6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas:
- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| • Playgrounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Parking lots | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Lawns and athletic fields | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Teaching gardens or greenhouses | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Loading docks | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Dumpsters | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Areas with ornamental shrubs and trees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Other | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

7. PESTICIDE USE AND STORAGE

- | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| 7a. Explored alternative pest management methods before concluding that pesticides were necessary | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7b. Ensured that pest management professionals integrate IPM into their pest management methods | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baits and granules | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7f. Used protective clothing or equipment when applying pesticides | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |



7. PESTICIDE USE AND STORAGE (cont.)

	Yes	No	N/A
7h. Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7i. Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7j. Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7k. Ensured that parents are notified of upcoming pesticide applications through letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7l. Kept copies of current pesticide labels and information on pesticides easily accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7m. Stored pesticides off site or in areas that are locked and accessible only to designated personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7n. Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7o. Ensured that flammable liquids are stored away from ignition sources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7p. Ensured that pesticides are stored in their original containers and all lids are securely fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7q. Ensured that air in the storage space cannot mix with the air in the central ventilation system	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. EVALUATING RESULTS AND RECORD KEEPING

8a. Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b. Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8c. Ensured that each log book contains the following items:			
• Copy of the pest management plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Service schedules for maintenance of buildings and grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Current EPA-registered labels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Current Material Safety Data Sheets (MSDS) for each pesticide project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Pest surveillance data sheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Diagram noting the location of pest activity, traps, and bait stations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NOTES

- Connecticut law bans pesticide use at schools with exceptions of necessity. A certified pest management is used when an area inspected of suspected pests is identified. Any pest issues identified through routine inspections of building or grounds or reported are handled by third party vendor to treat per state guidelines,
- will develop IPM for school

Sec. 1-230. (Formerly Sec. 1-21f). Regular meetings to be held pursuant to regulation, ordinance or resolution. The public agency shall provide by regulation, in the case of a state agency, or by ordinance or resolution in the case of an agency of a political subdivision, the place for holding its regular meetings. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. If it shall be unsafe to meet in the place designated, the meetings may be held at such place as is designated by the presiding officer of the public agency; provided a copy of the minutes of any such meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Secretary of the State or the clerk of the political subdivision, as the case may be, not later than seventy-two hours following the holding of such meeting.