

Sterling Board of Education
Agenda of the Regular Meeting
February 21, 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 January 17, 2024
2. Minutes of Special Meeting February 6, 2024
3. Superintendent’s Report
4. Special Education Director’s Report
5. Principal’s Report
6. Clinical Supervisor’s Report
7. Monthly Check Register

C. Budget and Expense Report

D. Plainfield Board of Education Liaison

E. Personnel - Resignation/Retirement

V. Unfinished Business

VI. New Business

- A. Introduction of CAPSS Recipients
- B. Review, discussion, and possible approval of the Plan to Increase Educator Diversity
- C. Review and discuss the Integrated Pest Management Plan
- D. Out-of-State Field Trips:
 - 8th Grade - Washington, DC - May 7-9
 - 3rd Grade - Mendon, MA - June 4 - rain date June 5

VII. Committee Updates

- A. Policy
- B. Budget
- C. Negotiations

VIII. Recommendations, Questions and/or Comments

IX. Public Comment

X. Executive Session

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

XI. Adjournment

DRAFT MINUTES
Sterling Board of Education
Minutes of the Regular Meeting
January 17, 2024
Community Room - 6:00 pm
“EXCELLENCE WITH KINDNESS”

I. Call to Order - Meeting was called to order at 6:00pm by C. Langlois, Board Chair

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

Also present at the meeting were: H. Nickerson, L. Smith, M. Pearson, C. Brannon,
C. Chandler

II. Pledge of Allegiance

III. Public Comment

No one came forward to speak, so the Chair moved to the next item on the agenda.

IV. Reports and Communications

A. Correspondence

Correspondence was received and the Chair asked for a motion to add the
Correspondence received from a staff member to New Business under
retirement.

A motion was made by J. Brady and seconded by J. Mossner to add the retirement letter to the
agenda under New Business. Vote: All in favor Motion carried

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

A motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve the consent
agenda as presented. Vote: All in favor Motion carried

C. Budget and Expense Report

C. Brannon noted for Capital projects there is a meeting for the Cyber
Communications project at the town hall scheduled for tomorrow at 7:00 pm. She
also stated that the Fiscal Year 2022-2023 audit is still in process. She continues

to work with auditors. It should be completed soon. The tentative budget balance remaining is \$118,318.27. She continues to watch the maintenance repair line. She also gave an update on the ARP ESSER - Small Town Right to Read Grant, ARPA - Right to Read Grant, and the ESSER ARP III Grant. We are still waiting for direction from the State to see if they will offer an extension of the ARP ESSER III Grant.

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

No Sterling member was able to attend the January 10, 2024 meeting.

V. Unfinished Business

No unfinished business at this time.

VI. New Business

A. Appointment of Committee Members

Board members were appointed to committees:

Policy Committee: D. Capobianco, J. Mossner

Budget Committee: V. Robinson-Lewis, C. Langlois

Negotiations Committee: J. Brady, C. Malo

B. BOE Meeting Calendar 2024 (June 19th)

C. Langlois noted that the BOE Meeting Calendar for 2024 had the BOE meeting on June 19th (Juneteenth) and that we cannot hold a meeting on a holiday. The BOE members discussed moving the meeting to a different date.

A motion was made by D. Capobianco and seconded by J. Mossner to change the June 19th Board of Education meeting date to June 26, 2024.

Vote: All in favor

Motion carried

C. Personnel/Retirement

C. Langlois noted that we had received a letter of retirement from Brenda Schena.

H. Nickerson spoke saying that she would like to wish her well in her retirement and that she was very appreciative of her 36 years of dedication to our Sterling students.

A motion was made by D. Capobianco and seconded by V. Robinson-Lewis to accept Brenda Schena's letter of retirement with regret.

Vote: All in favor

Motion carried

VII. Committee Updates

A. Policy - Chris will reach out to set a meeting date

- B. Budget - Set meeting date for Tuesday, January 23, 2024 at 4:30pm
- C. Negotiations - Chris will reach out to set a meeting date

VIII. Recommendations, Questions and/or Comments

V. Robinson-Lewis reminded everyone that there was a town meeting and vote tomorrow night at the town hall at 7:00 pm for the school's 2-way radio system. She noted that any support would be appreciated.

IX. Public Comment

No one came forward to speak, so the Chair moved to the next item on the agenda.

X. Executive Session

No Executive Session was required.

XI. Adjournment

A motion was made by V. Robinson-Lewis and seconded by J. Mossner to adjourn the meeting at 6:16pm. Vote: All in favor Motion carried

DRAFT MINUTES

**Sterling Board of Education
Minutes of the Special Meeting
Tuesday, February 6, 2024
Community Room – 5:00 PM
“EXCELLENCE WITH KINDNESS”**

I. Call to Order

The meeting was called to order at 5:03pm by C. Langlois, Board Chair
Present at the meeting: C. Malo, V. Robinson-Lewis
J. Brady arrived at 5:05pm
Absent: J. Mossner, D. Capobianco
Also present: T. Friend, N. Caruso (CABE), H. Nickerson, C. Brannon
C. Chandler

II. Pledge of Allegiance

III. Presentation on roles and responsibilities of Board/Superintendent

N. Caruso from CABE (Connecticut Association of Boards of Education) gave a presentation on the roles and responsibilities of the Board of Education members and the Superintendent.

IV. Adjournment

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

Vote: All in favor
Motion carried

Meeting adjourned at 6:34pm

Superintendent's Report

February 21, 2024

Meeting with Senator:

- I met with Heather Somers and area Superintendent's on Monday, February 12th to discuss concerns regarding the Governor's Budget.
- Also discussed the fiscal year 25 budget

Civil Rights Data Collection Report:

- The 2021-2022 School Year Civil Rights Data Collection Report has been filed/certified. The report is due by February 26, 2024.

Donors Choose Grant

- \$4,000,000 state funded grant for educators. We had 21+ staff members receive funding for their projects.

Contract Negotiations:

- UPSEU contract negotiations will be discussed during Executive Session.

Budget:

- Presentation of the 24-25 budget to the Board of Education in March. After approval the Budget will be brought to the Board of Finance for approval.

Technology Department update:

- **Radio Update**
We have submitted the Purchase Order to Cyber Communications, Inc. for the new radio system which will be used by the Town of Sterling and the school. We have been informed that some components have a lead time of up to 24-weeks.
- **PEGPETIA Grant**
We are in the process of applying for the 2023 PEGPETIA Grant which closes on 2/22/2024. We will be requesting additional smart boards, digital signage, TVs, and AR/VR headsets.

Facilities update:

EV Charging Stations

- We are looking into the possibility of adding EV Charge Stations to the school under a very generous incentive being offered by Eversource which covers a large portion of the cost. Kevin is working on getting final details for this. We should work on getting them while they are incentivizing them because they will be required at some point in time.

Principal's Report February 21, 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 & internal MTSS document updated
- **PDEC**
 - Select teachers continuing LETRS training along with live PD on select PD days
 - Attended state training for requirements of PDEC
 - Continue to understand new Professional Development and Evaluation Plan requirements with the committee
- **NAEYC / AQIS**
 - Reviewed decision report with facilitator
 - Making adjustments to portfolio

SCS Advancement Plan - Goal # 5

- **PTO Meetings / Events**
 - Sterling's Color Run - plans are finalized
 - Book Fair the week of conferences to optimize parent opportunities

SCS Advancement Plan - Goal # 6

- **Social Emotional Team Meeting**
 - Wellness Calendar for February shared with staff
 - Monthly check-in for SEL lessons / units

Winter Updates:

- Spirit Week during the week of Wildcat's Mighty Roar Celebrations
- Basketball Semi-Finals are underway
- Volleyball will be starting soon and is now included as a league team

Special Services Report	Maggie Pearson, Director of Special Services	BOE Meeting: February 20, 2024	Statistics as of February 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	58				
Sterling Community School PrK-8th 504s	22	22	21	24	25	24	23	24				
High School IEPs (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	25	24	27	28	29	28	27	26				
High School 504's (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	16	15	16	17	17	18	20	20				
Out of District-Special Tuition	11	11	10	10	9	9	10	10				
Total Students with IEPs	86	86	88	92	94	92	93	94				
Total Students with 504s	38	37	37	41	42	42	43	44				

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*	41*				
School Psychologist (Counseling) 1.0 FTE	N/A	N/A	37*	41*	44*	44*	44*	44*				
Physical Therapy (PT) 1- 2 days/ wk	N/A	N/A	11*	11	12*	13*	13*	13*				
Occupational Therapy (OT) 1-3 days/wk	N/A	N/A	15*	16*	17*	17*	17*	14*				
BCBA(behavioral support) 1.0 FTE	N/A	N/A	12*	21*	23*	23*	22*	22*				
Transition Rm Coordinator (Wellness 6th-8th gr.) 1.0 FTE	N/A	N/A	12*	26*	n/a	n/a	n/a	n/a				

- **Grant application started Primary Mental Health**
- **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**

Clinical/Behavioral Report

February 21, 2024

To: Sterling Board of Education
From: Laura Smith, Clinical Supervisor/Social Worker
Date: February 21, 2024
Subj: Clinical/Behavioral Report

Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL)- SELweb Winter 2024 assessment - Administration of assessment completed. The data is currently being reviewed and analyzed during our behavior data team meetings. The data will be used by teachers to inform their SEL instruction, and connect to needed resources.
- 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 2/14/24.
- 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.
- 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	13					

- LPC Grant 2023-2024 - Planning in progress for our annual Mental Health Awareness Week in March, 2024. LPC Regional Prevention meeting rescheduled for 2/29.
- NECC meeting 1/22. MHTF meeting 1/25.

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

- Classroom drop-ins supporting Tier 1 transitions, routines, and SEL/PBIS implementation.
- PDEC- Training for all staff & faculty 2/9/24 - Human Trafficking Training (State of CT -DCF). Continue to discuss the new Professional Development and Evaluation Plan requirements.
- EASTCONN Consultant meetings -Monthly SEL implementation, monthly check-in for SEL lessons/unit progress. Tier 1 data review, PBIS rewards data review.

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 01/01/2024

To Date: 01/31/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131527	01/09/2024	AASPA	\$450.00	1042	Printed	Expense	<input type="checkbox"/>		
131528	01/09/2024	AG PARTS EDUCATION	\$478.80	1042	Printed	Expense	<input type="checkbox"/>		
131529	01/09/2024	AMAZON	\$291.83	1042	Printed	Expense	<input type="checkbox"/>		
131530	01/09/2024	ANTHEM LIFE INSURANCE CO	\$319.86	1042	Printed	Expense	<input type="checkbox"/>		
131531	01/09/2024	APPLE INC.	\$600.00	1042	Printed	Expense	<input type="checkbox"/>		
131532	01/09/2024	BGR RADIATOR	\$995.00	1042	Printed	Expense	<input type="checkbox"/>		
131533	01/09/2024	CASELLA WASTE	\$620.55	1042	Printed	Expense	<input type="checkbox"/>		
131534	01/09/2024	CDW GOVERNMENT INC	\$16,826.12	1042	Printed	Expense	<input type="checkbox"/>		
131535	01/09/2024	CLEAN FOCUS DEVELOPMENT LLC	\$767.22	1042	Printed	Expense	<input type="checkbox"/>		
131536	01/09/2024	CORPORATE BILLING LLC	\$1,779.99	1042	Printed	Expense	<input type="checkbox"/>		
131537	01/09/2024	DIME OIL COMPANY	\$1,804.83	1042	Printed	Expense	<input type="checkbox"/>		
131538	01/09/2024	EVERSOURCE	\$6,740.22	1042	Printed	Expense	<input type="checkbox"/>		
131539	01/09/2024	GARYS TIRE SALES	\$346.00	1042	Printed	Expense	<input type="checkbox"/>		
131540	01/09/2024	LIFESPAN SCHOOL SOLUTIONS INC	\$6,389.00	1042	Printed	Expense	<input type="checkbox"/>		
131541	01/09/2024	MACGILL DISCOUNT MEDICAL SUPPLIES	\$186.18	1042	Printed	Expense	<input type="checkbox"/>		
131542	01/09/2024	MICHAEL LOWELL	\$107.88	1042	Printed	Expense	<input type="checkbox"/>		
131543	01/09/2024	NCS PEARSON	\$95.24	1042	Printed	Expense	<input type="checkbox"/>		
131544	01/09/2024	NEW ENGLAND SERVICE & CONTROLS	\$3,965.79	1042	Printed	Expense	<input type="checkbox"/>		
131545	01/09/2024	NIKOLAS CATALDO COTE	\$107.88	1042	Printed	Expense	<input type="checkbox"/>		
131546	01/09/2024	OMNI CHEER	\$649.90	1042	Printed	Expense	<input type="checkbox"/>		
131547	01/09/2024	PLAINFIELD BOARD OF EDUCATION	\$337,628.00	1042	Printed	Expense	<input type="checkbox"/>		
131548	01/09/2024	RICOH USA, INC	\$1,220.65	1042	Printed	Expense	<input type="checkbox"/>		

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From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131549	01/09/2024	SHARP TRAINING INC	\$13,981.00	1042	Printed	Expense	<input type="checkbox"/>		
131550	01/09/2024	THE AMERICAN SCHOOL FOR THE DEAF	\$14,624.57	1042	Printed	Expense	<input type="checkbox"/>		
131551	01/09/2024	TOWN OF STERLING MUNI WATER	\$493.50	1042	Printed	Expense	<input type="checkbox"/>		
131552	01/09/2024	US BANK VOYAGER FLEET SYS	\$1,969.42	1042	Printed	Expense	<input type="checkbox"/>		
131553	01/09/2024	VANDI AUTO SUPPLY	\$845.07	1042	Printed	Expense	<input type="checkbox"/>		
131554	01/22/2024	AG PARTS EDUCATION	\$818.00	1048	Printed	Expense	<input type="checkbox"/>		
131555	01/22/2024	AMAZON	\$2,144.46	1048	Printed	Expense	<input type="checkbox"/>		
131556	01/22/2024	ANDERSON MOTORS, INC.	\$358.85	1048	Printed	Expense	<input type="checkbox"/>		
131557	01/22/2024	ANDREW BRUM	\$53.94	1048	Printed	Expense	<input type="checkbox"/>		
131558	01/22/2024	ANTHEM BLUE CROSS/BLUE SHIELD	\$105,301.01	1048	Printed	Expense	<input type="checkbox"/>		
131559	01/22/2024	APPLE INC.	\$816.00	1048	Printed	Expense	<input type="checkbox"/>		
131560	01/22/2024	AUTOMATED BUILDING SYSTEMS, INC.	\$2,781.40	1048	Printed	Expense	<input type="checkbox"/>		
131561	01/22/2024	BREEZELINE	\$750.55	1048	Printed	Expense	<input type="checkbox"/>		
131562	01/22/2024	CAPSS	\$20.00	1048	Printed	Expense	<input type="checkbox"/>		
131563	01/22/2024	CDW GOVERNMENT INC	\$18,824.00	1048	Printed	Expense	<input type="checkbox"/>		
131564	01/22/2024	CHLIC.	\$4,363.17	1048	Printed	Expense	<input type="checkbox"/>		
131565	01/22/2024	CORPORATE BILLING LLC	\$294.68	1048	Printed	Expense	<input type="checkbox"/>		
131566	01/22/2024	DIME OIL COMPANY	\$4,510.29	1048	Printed	Expense	<input type="checkbox"/>		
131567	01/22/2024	ELAN FINANCIAL SERVICES	\$671.48	1048	Printed	Expense	<input type="checkbox"/>		
131568	01/22/2024	EVERSOURCE	\$7,544.42	1048	Printed	Expense	<input type="checkbox"/>		
131569	01/22/2024	JAMES R WALKER	\$120.11	1048	Printed	Expense	<input type="checkbox"/>		
131570	01/22/2024	JEFF ROUILLARD	\$53.94	1048	Printed	Expense	<input type="checkbox"/>		

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To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131571	01/22/2024	KAINEN, ESCALERA AND MCHALE PC	\$79.50	1048	Printed	Expense	<input type="checkbox"/>		
131572	01/22/2024	MILLENNIUM ELECTRIC LLC	\$1,020.00	1048	Printed	Expense	<input type="checkbox"/>		
131573	01/22/2024	MONOPRICE INC	\$389.72	1048	Printed	Expense	<input type="checkbox"/>		
131574	01/22/2024	MOTION PICTURE LICENSING CORPORATION	\$253.99	1048	Printed	Expense	<input type="checkbox"/>		
131575	01/22/2024	NCS PEARSON	\$17.67	1048	Printed	Expense	<input type="checkbox"/>		
131576	01/22/2024	NECHEAR	\$3,142.50	1048	Printed	Expense	<input type="checkbox"/>		
131577	01/22/2024	NEW ENGLAND SERVICE & CONTROLS	\$907.00	1048	Printed	Expense	<input type="checkbox"/>		
131578	01/22/2024	ROBERT RICCITELLI	\$120.11	1048	Printed	Expense	<input type="checkbox"/>		
131579	01/22/2024	THE LIGHTHOUSE	\$17,830.80	1048	Printed	Expense	<input type="checkbox"/>		
131580	01/22/2024	THE WALKER GROUP INC	\$2,682.65	1048	Printed	Expense	<input type="checkbox"/>		
131581	01/22/2024	VANDI AUTO SUPPLY	\$90.90	1048	Printed	Expense	<input type="checkbox"/>		
131582	01/22/2024	VERIZON WIRELESS	\$306.41	1048	Printed	Expense	<input type="checkbox"/>		
131583	01/22/2024	W B MASON CO INC	\$398.53	1048	Printed	Expense	<input type="checkbox"/>		
131584	01/23/2024	AFLAC NEW YORK	\$434.18	1049	Printed	Expense	<input type="checkbox"/>		
131585	01/23/2024	ALLSTATE	\$52.84	1049	Printed	Expense	<input type="checkbox"/>		
131586	01/23/2024	AMERIPRISE FINANCIAL SERVICES, INC	\$337.91	1049	Printed	Expense	<input type="checkbox"/>		
131587	01/23/2024	AXA EQUITABLE	\$2,046.31	1049	Printed	Expense	<input type="checkbox"/>		
131588	01/23/2024	HORACE MANN LIFE INSURANCE COMPANY	\$1,931.53	1049	Printed	Expense	<input type="checkbox"/>		
131589	01/23/2024	METLIFE 0837050	\$369.39	1049	Printed	Expense	<input type="checkbox"/>		
131590	01/23/2024	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$2,747.27	1049	Printed	Expense	<input type="checkbox"/>		
131591	01/23/2024	STERLING EDUCATION ASSOCIATION	\$2,827.08	1049	Printed	Expense	<input type="checkbox"/>		

Sterling Board of Education

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From Date: 01/01/2024

To Date: 01/31/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131592	01/23/2024	UPSEU 05745	\$708.37	1049	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$602,405.46

End of Report

Sterling Board of Education

Budget and Expenses - BOE

From Date: 1/1/2024

To Date: 1/31/2024

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	\$156,825.89	\$985,573.64	\$775,588.36	\$0.00	\$775,588.36	44.04%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$1,350.00	\$21,375.00	\$28,625.00	\$0.00	\$28,625.00	57.25%
A.1000.112.01.000.00.71	Non Certified Personnel	\$83,432.00	\$4,995.18	\$33,143.52	\$50,288.48	\$0.00	\$50,288.48	60.27%
A.1000.210.00.000.00.71	E/B Insurance	\$440,841.00	\$50,543.95	\$385,245.73	\$55,595.27	\$223,831.69	(\$168,236.42)	-38.16%
A.1000.220.00.000.00.70	E/B FICA/Medicare	\$35,744.00	\$2,851.35	\$19,064.83	\$16,679.17	\$0.00	\$16,679.17	46.66%
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	\$0.00	\$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	\$348.75	\$151.25	30.25%
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	\$153.93	(\$1,631.94)	\$11,631.94	\$0.00	\$11,631.94	116.32%
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	\$60.00	\$67.78	6.78%
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	\$172.75	\$2,759.37	55.19%
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	\$253.99	\$1,036.99	\$31,963.01	\$3,117.70	\$28,845.31	87.41%
A.1000.690.01.103.00.71	Science Other Supplies	\$1,000.00	\$0.00	\$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	\$1,220.65	\$7,283.67	\$10,716.33	\$8,096.78	\$2,619.55	14.55%
A.1000.739.01.106.00.71	Music Equipment	\$1,000.00	\$0.00	\$716.19	\$283.81	\$280.00	\$3.81	0.38%
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	\$218,194.94	\$1,480,107.16	\$994,671.84	\$235,907.67	\$758,764.17	30.66%
A.1200.111.00.000.00.71	Special Education Director	\$99,910.00	\$7,685.38	\$57,640.35	\$42,269.65	\$0.00	\$42,269.65	42.31%
A.1200.111.01.000.00.71	Certified Personnel	\$519,820.00	\$44,092.90	\$278,613.37	\$241,206.63	\$0.00	\$241,206.63	46.40%
A.1200.112.01.000.00.71	Non Certified Personnel	\$261,703.00	\$21,146.09	\$134,481.08	\$127,221.92	\$0.00	\$127,221.92	48.61%
A.1200.112.02.000.00.71	Non Certified Substitutes	\$10,000.00	\$713.90	\$713.90	\$9,286.10	\$0.00	\$9,286.10	92.86%
A.1200.210.00.000.00.71	E/B Insurance	\$319,000.00	\$33,254.59	\$244,798.36	\$74,201.64	\$151,603.61	(\$77,401.97)	-24.26%
A.1200.220.00.000.00.70	E/B FICA/Medicare	\$32,962.00	\$2,103.99	\$13,247.64	\$19,714.36	\$0.00	\$19,714.36	59.81%
A.1200.240.00.000.00.71	E/B Other	\$4,578.00	\$381.42	\$2,669.91	\$1,908.09	\$1,907.10	\$0.99	0.02%
A.1200.320.00.000.00.71	Professional Development - Cer	\$3,500.00	\$0.00	\$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	\$3,102.50	\$6,817.83	(\$2,317.83)	\$24,311.82	(\$26,629.65)	-591.77%
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	\$1,416.00	\$1,416.00	\$1,084.00	\$0.00	\$1,084.00	43.36%
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	\$112.91	\$1,835.52	\$1,164.48	\$541.74	\$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	\$93.98	\$813.98	\$686.02	\$110.00	\$576.02	38.40%
A.1200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$497.00	\$3.00	\$0.00	\$3.00	0.60%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 1/1/2024

To Date: 1/31/2024

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	\$114,103.66	\$746,927.05	\$540,745.95	\$187,674.27	\$353,071.68	27.42%
A.2130.111.01.000.00.71	School Nurse	\$53,045.00	\$4,080.38	\$30,602.85	\$22,442.15	\$0.00	\$22,442.15	42.31%
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	\$82.79	\$570.17	(\$370.17)	\$55.80	(\$425.97)	-212.99%
A.2130.220.00.000.00.70	E/B FICA/Medicare	\$4,259.00	\$310.56	\$2,498.84	\$1,760.16	\$0.00	\$1,760.16	41.33%
A.2130.240.00.000.00.71	E/B Other	\$1,592.00	\$132.61	\$928.27	\$663.73	\$663.05	\$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	\$0.00	\$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	\$186.18	\$1,005.81	\$994.19	\$223.20	\$770.99	38.55%
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	\$4,792.52	\$39,243.94	\$27,227.06	\$942.05	\$26,285.01	39.54%
A.2190.111.01.000.00.71	Certified Personnel	\$19,785.00	\$6,107.14	\$33,589.27	(\$13,804.27)	\$0.00	(\$13,804.27)	-69.77%
A.2190.210.00.000.00.71	E/B Insurance	\$12,000.00	\$142.24	\$711.20	\$11,288.80	\$12,832.84	(\$1,544.04)	-12.87%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$4,039.00	\$464.12	\$2,554.20	\$1,484.80	\$0.00	\$1,484.80	36.76%
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	\$6,713.50	\$44,061.17	\$23,262.83	\$31,626.34	(\$8,363.51)	-12.42%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$18,774.00	\$1,357.53	\$8,836.72	\$9,937.28	\$0.00	\$9,937.28	52.93%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,436.00	\$103.85	\$676.01	\$759.99	\$0.00	\$759.99	52.92%
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	\$0.00	\$2,543.96	\$456.04	\$0.00	\$456.04	15.20%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$0.00	\$302.19	\$197.81	\$0.00	\$197.81	39.56%
	Func: Educational Media - 2220	\$23,960.00	\$1,461.38	\$12,358.88	\$11,601.12	\$0.00	\$11,601.12	48.42%
A.2230.112.00.000.00.71	IT Personnel	\$65,723.00	\$5,354.97	\$38,748.67	\$26,974.33	\$0.00	\$26,974.33	41.04%
A.2230.112.01.000.00.71	IT Aide	\$31,245.00	\$2,568.46	\$20,985.45	\$10,259.55	\$0.00	\$10,259.55	32.84%
A.2230.210.00.000.00.71	E/B Insurance	\$500.00	\$1,200.08	\$8,404.58	(\$7,904.58)	\$283.44	(\$8,188.02)	-1637.60%
A.2230.220.00.000.00.70	E/B FICA/Medicare	\$7,418.00	\$578.74	\$4,432.64	\$2,985.36	\$0.00	\$2,985.36	40.24%
A.2230.240.00.000.00.70	E/B Other	\$3,972.00	\$164.31	\$1,150.17	\$2,821.83	\$821.55	\$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	\$1,020.00	\$1,416.00	\$3,584.00	\$1,188.00	\$2,396.00	47.92%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$2,200.00	\$1,296.80	\$1,494.62	\$705.38	\$0.00	\$705.38	32.06%
A.2230.431.00.000.00.71	Maintenance Agreement	\$8,500.00	\$3,483.77	\$4,680.52	\$3,819.48	\$0.00	\$3,819.48	44.94%
A.2230.690.00.000.00.71	Other Supplies & Materials	\$2,200.00	\$13.41	\$1,274.25	\$925.75	\$0.00	\$925.75	42.08%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$16,000.00	\$35,466.58	\$37,434.54	(\$21,434.54)	\$3,770.99	(\$25,205.53)	-157.53%
A.2230.731.00.000.00.71	Computer Software	\$4,500.00	\$0.00	\$3,398.00	\$1,102.00	\$0.00	\$1,102.00	24.49%
	Func: Information Technology - 2230	\$148,258.00	\$51,147.12	\$123,419.44	\$24,838.56	\$6,063.98	\$18,774.58	12.66%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$55,167.00	\$4,243.62	\$32,127.15	\$23,039.85	\$0.00	\$23,039.85	41.76%
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	\$2,541.23	\$17,778.89	\$5,721.11	\$10,926.58	(\$5,205.47)	-22.15%
A.2310.220.00.000.00.70	E/B FICA/Medicare	\$4,312.00	\$268.44	\$2,176.75	\$2,135.25	\$0.00	\$2,135.25	49.52%
A.2310.230.00.000.00.71	Workers Compensation Ins	\$49,130.00	\$0.00	\$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	\$965.37	\$690.63	\$689.55	\$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	\$79.50	\$1,192.50	\$8,807.50	\$3,807.50	\$5,000.00	50.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 1/1/2024

To Date: 1/31/2024

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	\$0.00	\$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	\$20.00	\$98.31	\$1,901.69	\$0.00	\$1,901.69	95.08%
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	\$0.00	\$900.43	\$99.57	\$0.00	\$99.57	9.96%
A.2310.890.00.000.00.71	Dues & Fees	\$1,500.00	\$175.00	\$1,525.00	(\$25.00)	\$0.00	(\$25.00)	-1.67%
	Func: Board of Education - 2310	\$211,790.00	\$7,465.70	\$115,217.28	\$96,572.72	\$39,103.03	\$57,469.69	27.14%
A.2320.111.00.000.00.71	Superintendent	\$100,000.00	\$7,692.32	\$57,692.40	\$42,307.60	\$0.00	\$42,307.60	42.31%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,450.00	\$111.54	\$836.55	\$613.45	\$0.00	\$613.45	42.31%
A.2320.320.00.000.00.71	Professional Development - Cer	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2320.580.00.000.00.71	Travel	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.2320.690.00.000.00.71	Superintendent Off Supplies	\$750.00	\$0.00	\$121.58	\$628.42	\$0.00	\$628.42	83.79%
A.2320.739.00.000.00.71	Other Equipment	\$750.00	\$0.00	\$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	\$7,803.86	\$59,688.18	\$48,511.82	\$3,490.00	\$45,021.82	41.61%
A.2400.111.00.000.00.71	Principal	\$132,613.00	\$10,201.00	\$76,507.50	\$56,105.50	\$0.00	\$56,105.50	42.31%
A.2400.111.01.000.00.71	Clinical Supervisor	\$54,807.00	\$4,215.86	\$31,618.95	\$23,188.05	\$0.00	\$23,188.05	42.31%
A.2400.112.00.000.00.71	Non Certified Personnel	\$96,556.00	\$7,388.81	\$51,773.60	\$44,782.40	\$0.00	\$44,782.40	46.38%
A.2400.210.00.000.00.71	E/B Insurance	\$69,000.00	\$6,848.46	\$47,892.78	\$21,107.22	\$32,274.02	(\$11,166.80)	-16.18%
A.2400.220.00.000.00.70	E/B FICA/Medicare	\$10,104.00	\$667.84	\$4,996.25	\$5,107.75	\$0.00	\$5,107.75	50.55%
A.2400.240.00.000.00.71	E/B Other	\$5,624.00	\$468.55	\$3,279.85	\$2,344.15	\$2,342.72	\$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	\$658.06	\$964.03	\$2,035.97	\$246.26	\$1,789.71	59.66%
A.2400.890.00.000.00.71	Dues & Fees	\$1,000.00	\$0.00	\$259.00	\$741.00	\$0.00	\$741.00	74.10%
	Func: Building Administrators - 2400	\$385,554.00	\$30,448.58	\$217,387.90	\$168,166.10	\$34,863.00	\$133,303.10	34.57%
A.2510.112.01.000.00.71	Business Manager	\$96,116.00	\$7,393.54	\$55,451.55	\$40,664.45	\$0.00	\$40,664.45	42.31%
A.2510.210.00.000.00.71	E/B Insurance	\$29,000.00	\$3,141.53	\$21,977.21	\$7,022.79	\$13,552.17	(\$6,529.38)	-22.52%
A.2510.220.00.000.00.70	E/B FICA/Medicare	\$7,353.00	\$496.20	\$3,895.00	\$3,458.00	\$0.00	\$3,458.00	47.03%
A.2510.240.00.000.00.71	E/B Other	\$4,883.00	\$240.29	\$3,682.03	\$1,200.97	\$1,201.45	(\$0.48)	-0.01%
A.2510.330.02.000.00.71	Professional & Technical Svcs	\$14,500.00	\$826.65	\$9,046.22	\$5,453.78	\$6,057.45	(\$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	\$197.98	\$408.16	\$341.84	\$0.00	\$341.84	45.58%
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	\$275.00	\$1,324.00	\$116.00	\$0.00	\$116.00	8.06%
	Func: Fiscal & Business Office - 2510	\$154,642.00	\$12,571.19	\$95,784.17	\$58,857.83	\$20,811.07	\$38,046.76	24.60%
A.2600.112.01.000.00.71	Facilities Director	\$65,000.00	\$5,000.00	\$37,500.00	\$27,500.00	\$0.00	\$27,500.00	42.31%
A.2600.177.01.000.00.71	Security Officer	\$27,965.00	\$2,623.80	\$14,430.90	\$13,534.10	\$0.00	\$13,534.10	48.40%
A.2600.210.00.000.00.71	E/B Insurance	\$500.00	\$11.70	\$70.20	\$429.80	\$70.20	\$359.60	71.92%
A.2600.220.00.000.00.70	E/B FICA/Medicare	\$7,014.00	\$583.22	\$3,972.71	\$3,041.29	\$0.00	\$3,041.29	43.36%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 1/1/2024

To Date: 1/31/2024

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	\$15,051.86	\$41,299.10	\$41,200.90	\$38,700.90	\$2,500.00	3.03%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$9,000.00	\$620.55	\$5,135.46	\$3,864.54	\$4,364.54	(\$500.00)	-5.56%
A.2600.410.03.000.00.71	Water	\$3,000.00	\$493.50	\$771.00	\$2,229.00	\$1,229.00	\$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	\$0.00	\$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	\$7,654.19	\$31,117.30	(\$21,117.30)	\$14,818.06	(\$35,935.36)	-359.35%
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	\$1,056.96	\$7,160.21	\$1,839.79	\$5,719.79	(\$3,880.00)	-43.11%
A.2600.613.00.000.00.71	Maintenance Supplies	\$20,000.00	\$1,543.01	\$6,565.06	\$13,434.94	\$24.79	\$13,410.15	67.05%
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	\$200.00	(\$96.48)	-19.30%
	Func: Plant Operation & Maintenance - 2600	\$529,031.00	\$34,638.79	\$296,460.83	\$232,570.17	\$206,179.87	\$26,390.30	4.99%
A.2700.112.01.000.00.71	Bus Drivers	\$191,030.00	\$13,593.51	\$95,843.06	\$95,186.94	\$0.00	\$95,186.94	49.83%
A.2700.112.02.000.00.71	Bus Coordinator	\$59,753.00	\$4,596.40	\$34,473.00	\$25,280.00	\$0.00	\$25,280.00	42.31%
A.2700.112.03.000.00.71	Van Drivers	\$102,259.00	\$7,867.77	\$62,095.77	\$40,163.23	\$0.00	\$40,163.23	39.28%
A.2700.210.00.000.00.71	E/B Insurance	\$79,500.00	\$8,301.49	\$58,099.99	\$21,400.01	\$38,580.54	(\$17,180.53)	-21.61%
A.2700.220.00.000.00.70	E/B FICA/Medicare	\$27,008.00	\$1,826.60	\$13,947.66	\$13,060.34	\$0.00	\$13,060.34	48.36%
A.2700.240.00.000.00.71	E/B Other	\$1,793.00	\$149.39	\$746.95	\$1,046.05	\$746.95	\$299.10	16.68%
A.2700.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$0.00	\$1,053.00	\$947.00	\$0.00	\$947.00	47.35%
A.2700.430.00.000.00.71	Transportation Maintenance	\$38,000.00	\$5,022.56	\$30,215.15	\$7,784.85	\$2,082.71	\$5,702.14	15.01%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	\$54,300.00	\$5,494.00	\$25,192.00	\$29,108.00	\$48,240.00	(\$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	\$1,969.42	\$10,735.83	\$13,264.17	\$13,264.17	\$0.00	0.00%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$55,000.00	\$6,315.12	\$29,580.01	\$25,419.99	\$24,945.65	\$474.34	0.86%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$0.00	\$320.00	\$680.00	\$0.00	\$680.00	68.00%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$346.00	\$346.00	\$654.00	\$0.00	\$654.00	65.40%
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	\$55,482.26	\$383,017.72	\$281,740.28	\$132,009.62	\$149,730.66	22.52%
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	\$195.88	\$1,793.06	(\$1,793.06)	\$0.00	(\$1,793.06)	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	\$563.86	\$1,341.99	\$1,658.01	\$642.26	\$1,015.75	33.86%
A.3200.690.00.000.00.71	Activity Supplies & Materials	\$3,000.00	\$649.90	\$1,827.45	\$1,172.55	\$0.00	\$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	\$1,409.64	\$4,962.50	\$41,112.50	\$642.26	\$40,470.24	87.84%
A.6110.561.01.000.00.73	Tuition: Plainfield	\$826,603.00	\$191,619.00	\$379,161.00	\$447,442.00	\$371,007.00	\$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: 1/1/2024

To Date: 1/31/2024

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	\$146,009.00	\$312,487.00	\$204,015.00	\$340,162.67	(\$136,147.67)	-26.36%
	Func: Tuition CT PUBLIC - 6110	\$1,703,747.00	\$337,628.00	\$1,070,013.50	\$633,733.50	\$711,169.67	(\$77,436.17)	-4.55%
A.6130.563.00.000.00.72	S/E Tuition Non-Public	\$569,000.00	\$47,331.37	\$249,905.53	\$319,094.47	\$312,178.36	\$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	\$47,331.37	\$249,905.53	\$129,094.47	\$312,178.36	(\$183,083.89)	-48.31%
Grand Total:		\$8,279,262.00	\$931,192.51	\$4,962,055.25	\$3,317,206.75	\$1,922,661.19	\$1,394,545.56	16.84%

End of Report

Increasing Educator Diversity Plan

IMPORTANT NOTES:

- 1. Formal approval by your local or regional board of education, or equivalent governing body for schools must be obtained prior to submitting your Increasing Educator Diversity Plan. Be prepared to provide the day, month and year that the plan was approved by the board or equivalent governing body as part of the upload of your submission.**
- 2. In the absence of an original motion or a preexisting board or board equivalent policy expressly conferring authority on the superintendent or equivalent schools administrator to make any necessary Plan revisions, the school board or equivalent governing body will be expected to formally approve any necessary revisions to its Plan prior to resubmitting the revised Plan by May 15, 2024**

COVER PAGE	
District:	Sterling Public Schools
Vision:	Sterling "A Community Committed to Educating for Excellence in the 21st Century.
Theory of Action	<p>Theory of Action: If we, with purpose and diligence, create, implement, and monitor a deliberate and accelerated action plan focused on increasing the racial, ethnic, cultural, and linguistic diversity of the State of Connecticut we will develop and retain a staff of educators that reflects the fulfillment of our vision.</p>
Team Lead:	Theodore Friend - Superintendent
Team Members:	Heather Nickerson- Principal, Laura Smith- Clinical Supervisor, Margaret Pearson- Director of Special Education- Kristen Lanzillo-School Psychologist, Courtney Brannon- Business and HR manager, Christine Chandler- HR.

Increasing Educator Diversity Plan

RECRUITMENT								
Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Increase the diversity of the pool of applicants for open staffing positions at Sterling Public School	Sterling Diversity Hiring Team	Increase the visibility of job postings through online portals. The district will include the vision and the Diveristy Theory of Action in all postings.	Sterling Diversity Hiring Team	Immediately	Increased number of applicants	Funding for online postings	The applicant pool does not increase/review action steps to identify possible failure points.	This plan, and progress towards fulfillment will be communicated to Sterling Public Schools staff, Sterling Board of Education
	Sterling Diversity Hiring Team	Attend regional job fairs	Sterling Diversity Hiring Team	Immediately	Increased number of applicants	Staff time	The applicant pool does not increase/gather feedback from potential applicants on why they chose not to have interest in Sterling Public Schools.	This plan, and progress towards fulfillment will be communicated to Sterling Public Schools staff, Sterling Board of Education
	Sterling Diversity Hiring Team	Notify college teacher preparation programs and other child care training programs of expected openings	Sterling Diversity Hiring Team	Immediately	Increased number of applicants	Staff time	The applicant pool does not increase/gather feedback from potential applicants on why they chose not to have interest in Sterling Public Schools.	This plan, and progress towards fulfillment will be communicated to Sterling Public Schools staff, Sterling Board of Education

Increasing Educator Diversity Plan

HIRING & SELECTION								
Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Broaden our hiring criteria to ensure that the chosen applicant reflects not only the instructional ability required for working with students but the cultural and linguistic background and skills to connect with all students.	Sterling Diversity Hiring Team	Review interview questions to ensure greater reflection of staffing needs.	Sterling Diversity Hiring Team	Immediately	Final candidates will reflect the desired goal of this plan	Staff time	There is no change in selection of the final applicants/review action steps to identify possible failure points.	This plan, and progress towards fulfillment will be communicated to Sterling Public Schools staff, Sterling Board of Education
	Sterling Diversity Hiring Team	Broaden interview process to include a parent panel that reflects the diversity within the community.	Sterling Diversity Hiring Team	Immediately	Final candidates will reflect the desired goal of this plan	Staff and parent time	There is no change in selection of the final applicants/review action steps to identify possible failure points.	This plan, and progress towards fulfillment will be communicated to Sterling Public Schools staff, Sterling Board of Education

Increasing Educator Diversity Plan

RETENTION								
Goal (What are we trying to do? How will you sustain educators in ways that increase their retention?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Ensure that new hires maintain their educational careers at Sterling Public Schools	Sterling Diversity Hiring Team	Support new hires with mentoring	Sterling Diversity Hiring Team	Upon hiring	Hired candidates will remain employees of Sterling Public School	Budget stipends for mentors	Hired applicants leave Sterling Public Schools employment/exit interviews to determine cause	This plan, and progress towards fulfillment will be communicated to Sterling Public Schools staff, Sterling Board of Education

Integrated Pest Management Plan for Sterling Community School



**January 4, 2024
Revision 1**

**Integrated Pest Management Plan
for
Sterling Community School**

Effective School Year

**Starting:
and
Ending:**



Table of Contents

- 1) General School Information
- 2) Integrated Pest Management Statement
- 3) School IPM Policy
- 4) School IPM Plan Goals
- 5) Roles, Responsibilities, and Training
 - a) School Administration
 - b) School IPM Coordinator
 - c) Pest Management Professional (staff or contractor)
 - d) School Nurse
 - e) Kitchen Staff
 - f) Maintenance Staff
 - g) Staff, Teachers, and Students
 - h) Parents or Guardians of All Students Enrolled in the School
 - i) Vendors and Contractors
- 6) Pest Identification: Site Assessment and Ongoing Monitoring
- 7) Pest Prevention and Control
- 8) Pesticide Use: Notification, Posting, and Re-Entry
- 9) Record Keeping and Evaluation



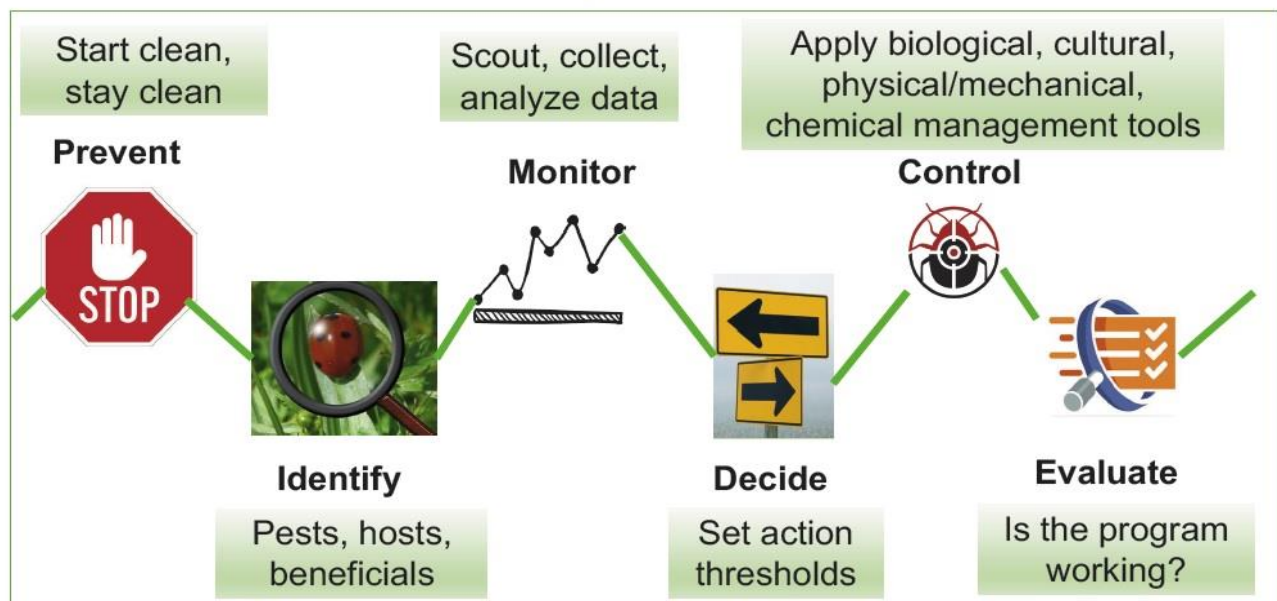
Appendices

- Pest Problem Report (to School IPM Coordinator)
- Food Services Areas Report (to School IPM Coordinator)
- IPM Pest Activity Monitoring and Control Log
- Sample Indoor Pest Thresholds
- IPM Priorities Checklist
- Pesticide Application Log
- Annual School IPM Program Notification Letter to Parents & Staff
- Pre-Notification of the Use of Pesticides (72-hour pre-notification)
- Emergency Pesticide Use Notification
- School Integrated Pest Management Act Compliance Certification Form
- Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'
- 'Summary of the Key Requirements of the School IPM Act' Fact Sheet
- The Connecticut Schools IPM Act

What is Integrated Pest Management (IPM)?

Integrated pest management (IPM) is a sustainable approach to the management of plant pests (diseases, insects, mites, weeds (including invasive plants), and wildlife). IPM is holistic and science-based, emphasizing long-term solutions that are **effective, economical, ecologically viable, and socially acceptable**. IPM begins prior to planting a landscape or an agricultural or horticultural crop through education to understand the key factors that promote healthy plants and help to reduce future potential pest problems. Through sound cultural practices, IPM practitioners base decisions on information that is collected systematically, to minimize risks to human health and the environment.

Principles of IPM



**Adapted from CropWalk.ag*

1. **General school information:**

School name: Sterling Community School

Address: 251 Sterling, RD **City:** Sterling, CT

County: United States **District:** Sterling **Zip Code:** 06377

Phone: 860-564-2728 **E-mail:** kkerrigan@sterlingschool.org

School IPM Coordinator:

Kevin Kerrigan/ Facilities Director

Email: kkerrigan@sterlingschool.org **Phone:** 860-564-2728

2. **Integrated Pest Management Statement**

Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment. Sterling Community School will use site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical, and biological controls will be employed with selective use of pesticides when needed. Educational strategies are used to enhance pest prevention, and to build support for the IPM program.

3. **School IPM Policy:**

Integrated Pest Management Policy for Sterling Community School

The Connecticut Schools Integrated Pest Management Act requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Sterling Community School shall therefore develop and maintain an IPM plan in conjunction with the Sterling Board of Education Policy Manual as part of the Business and Non- Instructional Series 3000 section 5 E. sub.(a) 3524.1 Hazardous Materials in Schools/ Pest Management/ Pesticide Applications.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how Sterling Community School will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school.

IPM Coordinator

The Superintendent of Schools shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Superintendent of Schools for Sterling School District or designee is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the school's IPM Policy.

Evaluation

The principal will report annually to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory references

The School Integrated Pest Management Act of CT General Statutes Title 10 sections 10-231b to 10-231d, inclusive, and section 19a-79a

4. School IPM Plan Goals:

- a. The roles, responsibilities, and training of all members of the school community [school administration, School IPM Coordinator, Pest Management Professional (includes staff or contractors, if used), School Nurse, kitchen staff, maintenance staff, staff, teachers, students, parents or guardians of all students enrolled in the school, and vendor/contractors] regarding IPM at the school are clearly defined.
- b. Pest identification: Initially, define indoor and outdoor pests for the school by historical account and/or by direct monitoring. Establish monitoring types, schedules and recordkeeping.
- c. Pest prevention and control to maintain a healthy school environment: Outline non-chemical controls that will be routinely practiced at the school. Establish threshold levels for all anticipated pests. Define prescribed use of low impact versus non low impact pesticides for identified pests. Maintain records of all pesticide applications.
- d. Keep the school community informed: Maintain IPM records and make them available for public inspection. Issue annual notice of school IPM program status. Establish pre-notification procedures for non-low impact pesticide use. Adopt notification procedures for emergency use of non-low impact pesticides. Establish posting procedures for indoor and outdoor areas that are treated with non-low impact pesticides.
- e. Evaluate and revise the School IPM Plan annually.

5. School IPM Roles & Responsibilities:

For an IPM program to be successful, all members of the school community must be made aware of the school's policies on pest control and their respective roles in the overall pest management plan. The roles, responsibilities, and training for this school regarding pest management are outlined below:

a. School Administrators:

Specific duties of Sterling Community School Administrators **required by the School IPM Act and proposed regulations:**

1. Administrators will adopt and implement a School IPM Plan for the school property.
2. Implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.
3. Designate a School IPM Coordinator. The IPM Coordinator should be someone who is familiar with the school buildings and grounds, such as the buildings and grounds maintenance staff.
4. Report effectiveness and recommend improvements to the School IPM Plan annually to local school or governing boards.

Other **duties required by law of the school administration but that may be delegated** to specific individuals, such as the School IPM Coordinator are:

5. Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure. [See Appendix for sample 'Pre-Notification of the Use of Pesticides' (72-hour pre-notification) form and 'Emergency Pesticide Use Notification' form].
6. Prepare and post signs as required in areas where non low impact pesticides are to be applied. (See Appendix for sample 'Notice of Pesticide Application' sign for indoor and outdoor applications).
7. Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
8. Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'. (See Appendix for sample letter to parents & staff).

For any required contracted services, the school administration will develop bid specifications, contracts, and contract addendums in accordance with the School IPM Policy and Plan.

b. **School IPM Coordinator:**

The School IPM Coordinator, **by law**, is jointly responsible with the school administration for the implementation of this School IPM Plan.

Role: The IPM Coordinator is the individual within the facility who is in charge of pest control activities for the school. This individual has the authority and backing of the school administration or management. The School IPM Coordinator has the primary responsibility for ensuring the IPM plan is carried out and is the primary contact for the school community and public. Ultimately, this person is directly responsible for the integration of all IPM activities through the coordination of all parties including custodial, building, food service, outside vendors, Pest Management Professionals, grounds staff, students, parents, staff, and teachers.

Specific duties of a Sterling Community School IPM Coordinator **required by law or regulation:**

1. Implement the School IPM Policy and Plan.
2. Maintain information about the IPM Policy and Plan in place at the school.
3. Maintain information about pesticide applications on school property including records obtained from the pesticide applicator, Material Safety Data Sheets (MSDS) when available for pesticides used, and labels for all pesticide products used.
4. Maintain records of any pest monitoring and non-pesticide controls implemented. (See 'IPM Pest Activity Monitoring and Control Log' for sample log).
5. Provide access to the above information for public review.
6. Respond to inquiries and provide information to students, staff, and parents or guardians regarding IPM.
7. Provide training in IPM practices to the school community as described in the individual 'Roles, Responsibilities, and Training' sections of the School IPM Plan.
8. Provides a signature on the 'School Integrated Pest Management Act Compliance Certification' Form when requested (see Appendix for sample form) by pesticide applicators.

9. Ensure that all persons conducting pesticide applications have all CTDEP-required training, certification, and licensing. Also ensure that they follow the School IPM Policy and Plan, as well as all CTDEP School IPM regulations and the precautions of the pesticide label.
10. Obtain training sufficient to implement the Policy and Plan (i.e., CTDEP-approved training).
11. Submit required information to the CTDEP.

6. School administration responsibilities

By law (see # 5, 6, 7, and 8 of their duties) that must be carried out and may be delegated as duties of the School IPM Coordinator by this school administration include:

- Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure. [See Appendix for sample 'Pre-Notification of the Use of Pesticides' (72-hour pre-notification) form and 'Emergency Pesticide Use Notification' form].
- Prepare and post signs as required in areas where non low impact pesticides are to be applied. (See Appendix for sample 'Notice of Pesticide Application' sign for indoor and outdoor applications).
- Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
- Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'. (See Appendix for sample letter) to parents & staff).

In order to carry out the duties prescribed above, the School IPM Coordinator will:

- Distribute and train school community in the use of 'Pest Problem Report Forms' to be submitted when activity is noticed (see Appendix for sample form).
- Distribute and train school kitchen staff in the use of 'Food Service Report' forms to be submitted weekly (see Appendix for sample form).
- Compile all 'Pest Problem Report' and 'Food Service Report' forms received in 'IPM Pest Activity Monitoring and Control Log' (see Appendix for sample log). Also, write actions taken to remedy pest problems in the log.
- Maintain a prioritized list of pest management issues (including key pests and needed structural/landscape improvements and substandard sanitation practices) which exist both inside and outside the school (see Appendix for a sample form).
- Consider all available options (including no action) with the school's Pest Management Professional prior to determining control(s) to be used.
- Ensure that Pest Management Professional(s) make accurate entries in the 'Pesticide Application Log' (see Appendix) when these pesticides are applied at the school.
- Work with administrators if contracting for pest control services to ensure that the bid specifications comply with the school IPM policy and plan.
- Serve as the point of contact for contracted pest management services for the school.
- Evaluates efficacy of IPM practices on school property on a monthly basis at a minimum.
- Sets up and moderates the annual evaluation of the School IPM Plan. Revises the School IPM Plan accordingly.
- Other: _____

The School IPM Coordinator will receive any available training that provides an overview of the principles of IPM, legal requirements, and how to implement the IPM Policy and plan at the school per rules to be adopted by the State of Connecticut.

c. **Pest Management Professional:**

All pesticide applications made on school property must be made by applicators or operators licensed to apply pesticides by the CTDEP PCP per the Connecticut Administrative Code. These 'Pest Management Professionals' may either be staff and /or a contractor as described below and in accordance with Connecticut General Statutes.

All **indoor applications** at this school are only to be made by licensed Pest Management Professional(s) and only as deemed necessary. The contractor for indoor pest management services at this school is dependent on service requirements. The contractor will meet all specifications mutually agreed on by the school outside of times when students are occupying the building and in compliance within the guidelines of the schools IPM program to minimize any pesticide use and meets all licensing and training requirements and as set forth by the State of Connecticut general statutes.

All **outdoor applications** at this school are made by licensed Pest Management Professional(s). The contractor for outdoors pest management services at this school is dependent on service requirements. The contractor will meet all specifications as mutually agreed on by the school outside of times when the students are occupying the building and in compliance with the guidelines set forth by the State of Connecticut to minimize pesticide use. The contractor will meet all specifications mutually agreed on by the school outside of times when students are occupying the building and in compliance within the guidelines of the schools IPM program to minimize any pesticide use and meets all licensing and training requirements and as set forth by the State of Connecticut general statutes. The contractor will provide horticultural services for landscape and turf management.

Other Specific Duties of Pest Management Professional(s) in the School IPM Program:

- Inspect school premises for the presence of pests or signs of pest activity.
- Notify the IPM Coordinator when pests or signs of pest activity are found.
- Make written recommendations to the School IPM Coordinator for corrective actions to be taken by the school to reduce potential pest populations.
- Recommend to School IPM Coordinator appropriate non-chemical procedures to correct pest problems.
- When it is determined that a pesticide must be used, select and recommend necessary pesticides. Preference will always be given to low impact pesticides.
- When approved by the School IPM Coordinator, follow appropriate least-toxic procedures to correct pest problems. Never apply a non low impact pesticide without first consulting in advance with the IPM Coordinator to allow them to proceed with all required notification and posting of the area to be treated.
- Provide School IPM Coordinator with MSDS (when available) of any pesticide that is applied on school property.

- Provide application information as specified in the ‘Non-Low Impact Pesticide Application Log’ (see Appendix) when they apply these pesticides at the school. This log is kept with the Facilities Director.
- If a non low impact pesticide is to be used, provide a ‘School Integrated Pest Management Act Compliance Certification’ Form (see Appendix) to the School IPM Coordinator for their signature ensuring all advance notification and posting has been performed as required. Applicators are not liable for damages resulting from the failure of the school to provide the notification or posting as required by the Connecticut School IPM Act.
- Participate in the annual evaluation of the School IPM Program and Plan. Provide comments regarding any necessary modifications to the School IPM Plan.
- Other: _____

Training:

Training for either a new commercial applicator or operator is to include BOTH a PCP-approved basic pesticide training course, and 40 hours of on-the-job training to competently perform the functions associated with any applications in which they are expected to perform. Additionally, within the 40 hours of training, the candidate must perform or witness a minimum number of applications for each of the categories that they will be licensed to apply the necessary application. (see the CTDEP website for details).

In order to maintain a valid license, pesticide applicators must earn a minimum of 24 recertification credits by attending continuing education courses. Commercial Pesticide Applicators must accumulate 8 Core credits and 16 category credits (per each category certified).

Rules are being proposed by the CTDEP that would require an additional category ("IPM in Schools") for commercial applicators that apply pesticides on school property. If these rules are adopted as final, applicators would be given a grace period during which the new category exam would need to be taken. This IPM in Schools category would be required in addition to any other category (such as ornamental & turf, or termite control) required depending on the type of work performed.

d. **School Nurse:**

The school nurse will consider potential pesticide exposure when evaluating a child’s health complaint. The school nurse should have access to MSDS sheets for any chemical used on school property and be aware of any children with asthma or chemical sensitivities.

Other Duties of the School Nurse in the School IPM Program (*check all that apply*):

- Keep copies and review MSDS of all pesticides used on school property.
- Maintain easy access to **Poison Control Center hotline at 1-800-222-1222** in case acute poisoning is suspected.
- Monitor for headlice (a common problem for children between 3 and 10 years old).
- Educate parents and staff about preventing headlice spread when it occurs.
- Submit a ‘Pest Problem Report’ to School IPM Coordinator whenever pests are detected in the health suite/Nurse’s office.
- Other: _____

Training:

In addition to required professional training,

- Be aware of public health pests of significance that may impact student health; see EPA's *List of Pests of Significant Public Health Importance* [EPA-HQ-OPP-2020-0260-001.pdf](#) Obtain copies of selected pesticide resources on poisoning which may include:

Recognition and Management of Pesticide Poisonings, Routt Reigart and James Roberts, 5th edition, U.S. Environmental Protection Agency, March 1999. [Recognition and Management of Pesticide Poisonings: Sixth Edition: 2013 \(epa.gov\)](#)

e. **Kitchen Staff:**

Food handling and preparation areas are among the most critical areas for pest management. Kitchen staff must keep all food areas free of crumbs and food residue after use.

Other Duties of Kitchen Staff in the School IPM Program (*check all that apply*):

- Practice good sanitation of all kitchen and food service areas (clean all surfaces daily) per the 'IPM Priorities' checklist of this Plan.
- The designated Food Services Onsite Coordinator of the kitchen staff will inspect the kitchen weekly.
- The designated Food Services Coordinator will submit a 'Pest Problem Report'/'Food Service Report to School IPM Coordinator whenever pests are detected in the kitchen and food service areas (see the Appendix for the two types of reports).
- Manage specific pest problem(s) as directed by the Supervisor/ School IPM Coordinator/other.
- Other: _____.

Training:

The designated Food Services Coordinator will be responsible for training the kitchen staff in proper sanitation procedures when hired and annually thereafter. The School IPM Coordinator will train the kitchen staff in the pest detection and monitoring program in place in the kitchen when hired and annually thereafter.

f. **Maintenance Staff:**

Maintenance staff maintains the cleanliness and take care of the school building and grounds. These staff members may be assigned to indoor and/or outdoor maintenance. School maintenance staff may make applications of pesticides that are "over the counter" disinfectants and antimicrobials such as Lysol® and toilet-bowl cleaner, and use "minimum risk" pesticides published by the federal EPA. If the use of other pesticides is necessary, only a licensed Pest Management Professional may make the application (see 'c' above).

Other Duties of Maintenance Staff in the School IPM Program:

- Practice all sanitation and maintenance techniques 'per the 'IPM Priorities' checklist of this Plan.
- Provide a 'Pest Problem Report' to School IPM Coordinator whenever pests or signs of pest activity are discovered in the school building or are a problem on school grounds.

- Recognize and correct conditions that may lead to pest problems such as water leaks, potential pest entryways, and poor sanitation practices (see the 'IPM Priorities' checklist of this Plan for specific actions for school buildings and grounds).
- Manage specific pest issue(s) as directed by the Supervisor, School IPM Coordinator, or other designee. This will not include pesticide application unless the individual is a licensed Pest Management Professional (see duties in 'c' above).
- Other: _____.

Training:

The Facilities Director will be responsible for training the indoor Maintenance Staff in proper sanitation procedures and schedules when hired and annually thereafter.

- The School IPM Coordinator must train the indoor Maintenance Staff in the pest detection and monitoring program and devices in place throughout the school when hired and annually thereafter.
- If landscaping or turf maintenance is required by their duties, grounds maintenance staff will be trained in accepted horticultural practices grounded in IPM.

g. **Staff, Teachers, and Students:**

Duties of Staff, Teachers, & Students in the School IPM Program (*check all that apply*):

- The most important responsibility of the students and staff is sanitation. Much of the prevention and reduction of pest infestation at the school site depends on whether or not students and staff clean up food leftovers, food in lockers, gum under desks, paper clutter, etc., or perform proper maintenance.
- Leave pest control and pest management to trained professionals.
- Will not move sticky traps or other pest monitoring devices.
- Report any evidence of pest activity to the School IPM Coordinator using the 'Pest Problem Report' form.
- Other: _____

Training:

School staff, teachers, and students will be trained in their roles in the school's pest management system by the School IPM Coordinator.

Other training (*check all that apply*):

- Staff, teachers, and students will be given a brief overview or updates by the School IPM Coordinator/other on pest identification and the conditions that they may create that promote pests. This information will focus on pest reduction strategies connecting people's behavior such as eating at desks, leaving crumbs on floor, etc. to pest problems.
- Education will be focused on increasing people's willingness to share their environment with other organisms so that people are less likely to insist on toxic treatments for harmless organisms.
- They will be instructed in how to log pest complaints using the 'Pest Problem Report' form.
- Pamphlets and fact sheets will be made available at the time of training and/or posted on bulletin boards in specific areas such as the cafeteria and teachers' lounge.
- Other: _____

h. **Parents or Guardians of All Students Enrolled in the School:**

Duties of Parents/Guardians in the School IPM Program:

- Learn about IPM practices and follow them at home so that pests are not carried to school in notebooks, lunch boxes, backpacks, clothing, or the children's hair.
- Make their children aware of their role in the School IPM Program at the school.
- Encourage children to lend a hand in cleaning up.
- Discourage children from keeping food in their lockers and desks.
- Be aware of the current pest management practices in their children's school. Review the 'Annual School IPM Program Notification Letter to Parents & Staff' as well as all notices of application of pesticides at the school. For questions or concerns, parents and /or guardians will contact the School IPM Coordinator.

Training:

- School Administrators or designee trained in IPM will educate parents and guardians of all students enrolled at the school about the School IPM Program.
- Pamphlets and fact sheets will be made available upon request (see Appendix for 'Summary of Key Requirements of CT School IPM Act' Fact Sheet).
- Other: _____.

i. **Vendors and Contractors:**

Duties of vendors and contractors in the School IPM Program to be prescribed in specific language in their bid specifications and contracts:

- Contractors will specify regular maintenance service, cleaning under and behind machines during service visits, and immediate correction of problems which may foster pests (for example, breakage, leaks, or excessive condensation from machinery).
- Other: _____.

6. Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

One of the key principles of School IPM is site assessment to precisely define the presence of pests and the site conditions that contribute to their presence. Indoor and outdoor pests will be defined for the school by historical account, interviews, and by direct monitoring. [See Appendix for the 'Pest Problem Report' form for a listing of common school pests].

When the IPM program is implemented at the School, the Pest Management Professional(s) and/or School IPM Coordinator will perform a thorough inspection of all school buildings and grounds to identify pest activity and conditions that are contributing to any pest problems.

Indoor site assessment Pest Management Professional and/or School IPM Coordinator: will compile and map floor plans of the building.

- Areas that currently have pests or show signs of pest activity.
- Areas that historically have had pests as well as identifying when this occurs during the school year.
- Conditions or behaviors contributing to pest problems that can be corrected.
- If already in use, location of detection and monitoring devices and bait stations.
- Recommendations for sanitation, structural repairs, and habitat modification.

Outdoor site assessment Pest Management Professional and/or School IPM Coordinator will map the school grounds:

- Show locations of trees, shrubs, and ornamentals.
- Assign & divide the landscape into management units (for example, football field turf versus playground).
- Note key plants, any pest problems, and horticultural recommendations.

Note: The UCONN Agricultural Extension offers IPM guidelines for treatment of school grounds

[School IPM | Integrated Pest Management \(uconn.edu\)](https://uconn.edu/school-ipm/)

It is important that the pest(s) be accurately identified in order to gather information about the pest's life cycle and habits. Identification is essential for selecting the combination of strategies which will be most effective as well as knowing when to implement them. If the School IPM Coordinator and the Pest Management Professional are unable to identify the pest(s), the County office of Windham County Extension Center will be consulted, and samples will be submitted for identification if needed.

Ongoing Monitoring:

Once a pest is correctly identified, monitoring methods and schedules, as well as controls will be determined based on its life cycle, food sources, habitat preferences, and natural enemies.

Indoor pests will be monitored via direct inspection, sticky traps, pheromone baits, tracking powder, mechanical traps, and glueboards as necessary. If baits or traps of any kind are used:

- Each bait station or trap is assigned an identification number.
- A map is prepared showing the location and number of each trap or bait placement.
- Each trap or bait station is marked with appropriate warning language.
- Traps will be checked by the Pest Management Professional weekly during the early stages of solving a serious pest infestation, then taper off to monthly, once the pest problem is under control.
- Captured rodent pests will be recorded and disposed of on a daily basis.

Outdoor landscape pests will be monitored via direct inspection:

- Landscape plants are scouted at least monthly during the growing season for conditions requiring action (for example, damaged, diseased, dead limbs; soil erosion/compaction; insect, disease, weed pests and damage).
- Scouting usually begins when plants put out new leaves in spring and ends when leaves fall in autumn.
- Plants with annually recurring pest problems will be scouted according to pest appearance timetables.

Monitoring Records: The School IPM Coordinator or Pest Management Professional, or other designee will maintain and keep records of any pest monitoring, including traps (see Appendix for sample 'IPM Pest Activity Monitoring and Control Log').

7. Pest Prevention and Control

Wherever possible, the school will take a preventive approach by identifying and removing, to the degree feasible, the basic causes of the problem rather than merely attacking the symptoms (the pests). This prevention-oriented approach is also best achieved by integrating a number of strategies. It is easier to spot a potential problem when the interior and exterior of

the school is clean and uncluttered (see Appendix for a sample 'Integrated Pest Management Priorities' checklist as a resource for many controls).

IPM employs a multi-tactic approach, integrating several strategies to combat a particular pest. Control strategies that remove a pest's food, water, and shelter (harborage), and limit its access into and throughout buildings and on school grounds will be employed as follows:

- **Cultural control**: for example, improve sanitation; reducing clutter; people change habits like leaving food in the classroom; maintain plant health by taking care of the habits and conditions; fertilization, plant selection (right plant/right place), and sanitation to exclude problematic pests and weeds.
- **Physical control**: for example, pest exclusion; removing pest access to the school building by sealing openings with caulk and copper mesh; repairing leaks and screens; removing pests by hand.
- **Mechanical control**: for example, insect monitors, light traps, rodent traps; till soil prior to planting to disrupt pest life cycles.
- **Biological control**: use of pests' natural enemies. For example, introduce beneficial insects or bacteria to the environment or, if they already exist, provide them with the necessary food and shelter; and avoid using broad-spectrum chemicals that will inadvertently kill beneficials.
- **Least hazardous chemical controls** with preference given to School IPM Act-defined 'low impact pesticides.

Pesticides will be selected when other control methods are not effective or practical in resolving a pest problem. Pesticides will not be used on School property unless both the pest has been identified and its presence verified. It is neither possible, nor desirable to completely exterminate every pest and potential pest from every population on school property.

The Licensed Pest Professional will establish injury (also known as tolerance or threshold) levels and action thresholds for each individual pest species before making any chemical treatment. Action Thresholds for pesticide treatment are triggered if all other IPM tactics have not been able to control pest populations to an acceptable level. Appropriate injury levels will be set and may take into consideration economic losses (for example, amount of foodstuffs contaminated by pantry pests); health risks (for example, occurrence of disease-bearing pests); aesthetic evaluations (for example, temporary presence of ants); nuisance problems (for example, stinging insects); and pest visibility [see Appendix for a sample 'Indoor Pest Thresholds' for your modification].

The Connecticut School IPM law defines 'low impact pesticides' and necessarily creates the distinction 'non low impact pesticides' for other pesticides not meeting their definition. The law and resulting model policy published by DEP make it clear that when pesticide use is needed, preference should be given to choosing a 'low impact pesticide', if possible. The school will give preference to choosing a 'low impact pesticide', as described below.

A low impact pesticide is a pesticide that is considered to have relatively minimal risk as compared to pesticides in general. The Connecticut School IPM law specifically defines what a low impact pesticide is in two parts. The first part consists of a federal EPA list of pesticides that it considers to be minimal risk and thus do not require formal registration. These pesticides are listed in the federal code at 40 CFR § 152.25. (See [eCFR :: 40 CFR 152.25 --](#)

[Exemptions for pesticides of a character not requiring FIFRA regulation.](#) The second part consists of a list of pesticide ingredients (such as boric acid or diatomaceous earth) and formulation types (such as gels or pastes) that are considered low impact. It is important to note that a substance considered "low impact" does not necessarily mean zero risk. All pesticides must be used properly to reduce potential risk from their use.

When it is determined that a non low impact pesticide must be applied to adequately control pests within established thresholds, application guidelines per the law will be followed. Specifically, non low impact pesticides will be applied in a school building only when students are in another area of the building AND only if the area being treated with the pesticide is served by a different air handling system and is separated from the students by smoke or fire doors. Further, applications of non low impact pesticides on school property will be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours will be allowed prior to student re-entry on school property.

Per the law, emergency application of a non-low impact pesticide will only be made when the health or safety of a student or staff member is threatened. A "school pest emergency" is defined in the law as "an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member." One example would be the presence of stinging insects such as ground hornets in an athletic field where events are scheduled. If a pest emergency exists, the school may use pesticides without the normal 72-hour pre-notification to parents and staff, and the advance posting of signs. Rather, the posting must be done at the time of the application, and the notice to parents and staff must be done within 24 hours after the emergency application. The notice that goes to parents and staff must explain what the reason for the emergency was, and if possible, what could be done to prevent such an emergency use next time.

Treatments, whether pesticides or low impact pesticide materials, will only be applied on school property when and where needed. It is rarely necessary to treat an entire building or landscape area to solve a pest problem. Monitoring will be used to pinpoint where pest numbers are beginning to reach the action level and 'spot' treatments' will be confined to those areas.

The School IPM Coordinator and Pest Management Professional(s) will meet as needed to cover monitoring reports and determine corrective action. The Pest Management Professional should make recommendations for corrective actions to the School IPM Coordinator. They will consider all options, including no control, and look at pest activity levels versus thresholds.

They will consider EPA-defined criteria for selecting a treatment strategy:

1. Least hazardous to human health
2. Least disruptive of natural controls
3. Least toxic to non-target organisms
4. Most likely to be permanent
5. Easiest to carry out safely and effectively
6. Most cost-effective
7. Most site-appropriate

They will generate a pest management priority list to optimize a plan of corrective actions (see Appendix for a sample 'IPM Priorities' checklist as a resource for many preventative and corrective measures). The Facilities Director will assign and contact the appropriate staff to carry out individual tasks on the checklist.

All controls that are actually implemented should be documented in the log by the [insert School IPM Coordinator/ Pest Management Professional / other (see Appendix for sample 'IPM Pest Activity Monitoring and Control Log')].

8. Notification, Posting, and Re-Entry

It is important to keep the school community informed of the school's implementation of the School IPM Plan. Accordingly, this section outlines the:

- annual notification of School IPM program status.
- pre-notification of planned use and notification of emergency use of non low impact pesticides.
- posting requirements for areas inside and out that are treated with pesticides.
- re-entry requirements for areas inside and out that are treated with pesticides.

Annual Notification

The school administration will prepare and send an annual notice of school IPM program status to parents or guardians of each student enrolled at the school, and all staff members at the beginning of each school year. Once the annual notice has been sent, [*insert as applicable*: the School IPM Coordinator/other will also give this information to new staff or the parents/guardians of new students upon their arrival.

The Appendix has a sample 'Annual School IPM Program Notification Letter to Parents & Staff'. **Connecticut law requires** that this notice shall include:

1. a copy of the school IPM policy
2. the name, address, and telephone number of the integrated pest management coordinator of the school or school district
3. a list of any pesticide that is in use or has been used within the last 12 months on school property.
4. a statement that:
 - (a) the integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property.
 - (b) the label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and
 - (c) the integrated pest management coordinator is available to parents, guardians, and staff members for information and comment.
5. the time and place of any meetings that will be held to adopt the school integrated pest management policy; and
6. the following statement:

"As part of a school pest management plan, Sterling Community School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the Connecticut Department of Environmental Management (DEM) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the

environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

Notification and Posting of Non-Low Impact Pesticide Use

There are two situations when non low impact pesticides may be used on school property; when it is pre-planned and when it is an emergency.

1. Pre-Notification and Posting of Planned Non-Low Impact Pesticide Use:

At any time of the year when children may be present, the school will issue prior notification of all non-low impact pesticides to be used. Specifically, the School IPM Coordinator / other will issue notice to all staff, and parents / guardians of each student enrolled at the school. The area where the pesticide will be applied will be posted at least 72 hours prior and 72 hours following the application.

2. Emergency Use Notification and Posting for Non low Impact Pesticide Use:

When an emergency application of pesticides is required, the School IPM Coordinator / other will issue notice of emergency use of non low impact pesticides used to all staff, and parents or guardians of each student enrolled at the school within 24 hours after the application or on the morning of the next school day, whichever is earlier. The reason for the emergency and any measures that will be taken so that emergency pesticide use may be avoided in the future may be included. The area where the pesticide is applied will be posted at the time of application and will remain posted for 72 hours following the application.

In either situation, the school is **required by law to make CTDEEM-prescribed notification and posting** as described below. The Appendix contains sample written notification forms, 'Pre-Notification of the Use of Pesticides' (72-hour pre-notification) and 'Emergency Pesticide Use Notification', and a sample posting sign (for indoors & outdoors) 'Notice of Pesticide Application'. The specific 'what', 'how' and 'where' requirements of the law that will be followed on School property on posting and notification follows:

What: In either planned or emergency applications of non-low impact pesticides, **Connecticut law requires** content of both notification and posting as follows:

- common name of pesticide,
- EPA registration number,
- EPA statement on sensitive persons: "*Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure.*"
- location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- potential adverse effects of product,
- reasons for the application,
- contact information for the IPM Coordinator of the school or school district, and
- further label information or precautions for public safety.

How: In either planned or emergency applications of non low impact pesticides, the School IPM Coordinator / other will advise the parents and guardians and staff of the school of pesticide applications by the following method of notification.

- written note that the students take home (see Appendix for sample notice)
- written note that is mailed at least one week prior to the application (see Appendix)
- phone call
- direct contact
- email

Where: In either planned or emergency applications of non low impact pesticides, **per Connecticut law**, the School IPM Coordinator / other will post signs:

- prominently in or adjacent to the area where the pesticide is to be applied.
- at each entrance to the building or school ground where the pesticide is to be applied.
- that are at least 8.5" by 11".

Re-Entry: If there is application of a low impact pesticide on school property, it will be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extracurricular activities.

Students cannot enter a pesticide treated area for at least seven hours after the application of a non low impact pesticide, unless the pesticide label states a specific numerical re-entry time that is different than this. The use of low impact pesticides does not require an automatic seven-hour wait; students can re-enter after the pesticide application has dried or settled, or longer if the pesticide label specifies.

9. Record Keeping and Evaluation

Record Keeping: The School IPM Coordinator / other will maintain records as listed in their outlined role and responsibility for school IPM. An initial meeting will be held between the School IPM Coordinator and Pest Management Professional(s) to establish an IPM Log binder for these records.

The following records will be maintained in the IPM Log binder kept in the Facilities Directors Office (*check all that apply*):

- Pest Problem Reports
- Food Services Areas Reports
- IPM Pest Activity Monitoring and Control Log
- Indoor Pest Thresholds
- IPM Priority Checklists
- Pesticide Application Log
- Annual School IPM Program Notification Letters to Parents & Staff
- Pre-Notification of the Use of Pesticides (72-hour pre-notification)
- Emergency Pesticide Use Notifications
- School Integrated Pest Management Act Compliance Certification Forms
- Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'
- School IPM Report Cards
- Pest Management Professional's Specific service reports will also be placed in the log binder that document particular actions taken by the pest management contractor.

Evaluation: At least annually, the School IPM Plan and School IPM Program of the Sterling Community School will be evaluated. This necessarily includes review of all records in the

IPM log binder. Program evaluation involves reviewing monitoring data, actions taken, treatment impacts and effectiveness, and any other relevant observations. These records will provide information on previous and current pest populations and which strategies were applied. Comparing data will clearly indicate which pest management strategies were most effective for the amount of time and money spent. IPM practices and procedures will be modified, if necessary, based on past experience, results, and gained knowledge.

This evaluation will be coordinated by SCS School Administration. The participants in the evaluation will be: School Superintendent, School Principle, Facilities Director, School Safety Coordinator. A written evaluation is to be completed by the School IPM Coordinator and will meet with any pest control contractor used to evaluate the success or failure of this IPM Plan.

The following issues will be addressed during the evaluation of the School IPM Plan and Program (*check all that apply*):

- adequacy of pest control indoor and outdoor
- areas of concern
- sanitation issues
- building maintenance issues
- new less toxic pest control tactics
- adequate support by all members of the community
- adequacy of thresholds
- revise integrated pest management priorities.
- Other: _____

Following evaluation, the School IPM Plan will be revised by SCS School Administration accordingly.

Appendices

- Pest Problem Report (to School IPM Coordinator)
- Food Services Areas Report (to School IPM Coordinator)
- IPM Pest Activity Monitoring and Control Log
- Sample Indoor Pest Thresholds
- IPM Priorities Checklist
- Pesticide Application Log
- Annual School IPM Program Notification Letter to Parents & Staff
- Pre-Notification of the Use of Pesticides (72-hour pre-notification)
- Emergency Pesticide Use Notification
- School Integrated Pest Management Act Compliance Certification Form
- Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'
- 'Summary of the Key Requirements of the School IPM Act' Fact Sheet
- The Connecticut Schools IPM Act

Pest Problem Report



Date: _____

To: [insert name] _____, School IPM Coordinator

From: _____

Subject: Pest Problem Report

Date and time witnessed problem: _____

Location (Building name/Room #/name/outdoor area): _____

I have seen either pests or signs of pest activity as checked below:

Insect and spider pests:

- Ants
- Flies
- Lice
- Fleas
- Spiders
- Cockroaches
- Termites
- Firebrats, silverfish, & booklice
- Pantry pests: adult moths, larvae in foodstuffs
- Wasps, hornets, or bees
- Spider webs
- Droppings
- Damaged wood
- Mud tunnels
- Piles of wings near windows
- Frass: Debris or excrement produced by insects; for example, chewed wood debris from carpenter ants. Includes suspicious piles of fine dust or powder.
- Wasp mud or paper nests
- Eggs and egg sacs
- Silk shelters and cocoons
- Holes in fabric

Mice and other rodents:

- Droppings
- Urine stains
- Tracks (in dust or soft, moist soil)
- Gnawing damage
- Burrows next to walls around the exterior of structure
- "Runways" (areas where rodents frequently run, usually along walls, where there is an absence of dust or dirt)
- Grease marks along walls next to runways (from oil and dirt on rodent fur)
- Live rodents
- Dead rodent (please call immediately!)
- Rodent odors (especially mice); strong odor if dead

Indoor Pest Thresholds



Pest	Classrooms/ Public Areas	Storage/ Maintenance Areas 5/100 ft ² in 2	Infirmary	Kitchen/ Cafeteria	Grounds
Ants (common house)	5/room	successive periods	1/room	3/room	2 mounds/yard
Ants (carpenter)	3/room	3/room	1/room	2/room	1 nest within 25 ft.
Bees (honey)	1/room	3/room	1/room	1/room	If children threatened
Bees (bumble)	1/room	3/room	1/room	1/room	If children threatened
Bees (carpenter)	1/room	3/room	1/room	1/room	If children threatened; 1 carpenter bee/5 linear feet
Cockroaches	1/room	5/room	1/room	1/room	If noticeable or invading
Crickets	3/room	10/room	1/room	2/room	If nuisance
House Flies	3/room	5/room	1/room	1/room	5/trash can; 10/dumpster
Lice (head or body)	<i>Take no action, refer to nurse</i>				
Mice	1/room	1/room	1/room	1/room	Burrows or activity in any student area
Rats	1/room	1/room	1/room	1/room	Any burrows/activity
Silverfish	1/room	2/room	1/room	2/room	N/A
Centipede	1/room	2/room	1/room	2/room	N/A
Spiders (poisonous)	1/room	1/room	1/room	1/room	1/activity area
Spiders (others)	1/room	3/room	1/room	1/room	Only if nuisance
Wasps, Hornets, Yellowjackets	1/room	1/room	1/room	1/room	10/10 minutes at trash; 1 if threatening children

Source: Maryland Department of Agriculture Pesticide Regulation Section.
 "Action Thresholds in School IPM Programs"

IPM Priorities Checklist for the _____ School



Date Generated: _____ By: [insert name & title] _____

The following is a checklist of pest prevention and control measures that may be necessary in key areas throughout the school facility. This list should be used by the School IPM Coordinator as a working document to keep track of priorities for pest management at the school by location and responsible party. Check all that apply. Indicate responsible party for fixing the problem at location(s) listed. Use and attach maps as key for locations if necessary. It should be first completed after the preliminary site assessment of the school. Update and revise as needed.

Priorities	Responsible Party	Location(s): name or map key
INDOORS		
Entryways (including doorways, overhead doors, windows, holes in exterior walls, electrical fixtures, openings around pipes, drains, ducts and loading docks)		
<input type="checkbox"/> close doors which are propped or left open; advise staff		
<input type="checkbox"/> install weather-stripping and door sweeps		
<input type="checkbox"/> caulk and seal wall cracks and crevices		
<input type="checkbox"/> install screens in doors and windows and keep them in good repair		
<input type="checkbox"/> keep shrubs, grass, and mulches at least one foot away from buildings		
<input type="checkbox"/> eliminate food waste and debris from loading docks		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Classrooms and Offices (including classrooms, laboratories, libraries, administration offices, auditoriums, gymnasiums, hallways, and stairways)		
<input type="checkbox"/> allow food and beverages in designated areas only (see below)		
<input type="checkbox"/> prohibit the extended storage of food in desks and lockers		
<input type="checkbox"/> regularly clean lockers and desks		
<input type="checkbox"/> lockers are emptied & cleaned twice a year: at winter break and at the end of each school year		
<input type="checkbox"/> store craft supplies and pet food in tightly sealed containers		
<input type="checkbox"/> inspect plants and animals (for example: science projects, houseplants) regularly for pest problems; maintain animal cage cleanliness		
<input type="checkbox"/> keep areas as dry as possible by fixing dripping faucets and leaks and removing standing water and water-damaged or wet materials.		
<input type="checkbox"/> traps:		
<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Waste Disposal and Recycling Areas (including garbage cans, dumpsters, recycling bins, and outdoor garbage storage areas)

<input type="checkbox"/> secure dumpsters with heavy, tight-fitting lids		
<input type="checkbox"/> clean the outsides of dumpsters regularly; check and clean up spills		
<input type="checkbox"/> dispose of food wastes securely in tightly secured plastic bags		
<input type="checkbox"/> clean in, under, and around recycling bins routinely		
<input type="checkbox"/> remove recyclables to outside disposal frequently		
<input type="checkbox"/> all waste receptacles are lined with plastic bags		
<input type="checkbox"/> garbage cans are emptied daily		
<input type="checkbox"/> stored waste is collected and moved off site at least [insert: once/twice] weekly		
<input type="checkbox"/> traps:		
<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		

Food Preparation and Serving Areas (including cafeteria, kitchen, teacher's lounge, home economics room, snack area, vending machines, food storage areas, and walk-in coolers)

<input type="checkbox"/> store food, beverages and food wastes in tightly sealed, lidded containers that are inaccessible to pests		
<input type="checkbox"/> remove food waste daily		
<input type="checkbox"/> screen vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways		
<input type="checkbox"/> keep area clean and dry by sweeping and mopping		
<input type="checkbox"/> keep area clean by quickly disposing of food waste		
<input type="checkbox"/> keep clean work areas with coffee machines, and microwave and toaster ovens		
<input type="checkbox"/> keep area clean by removing clutter		
<input type="checkbox"/> keep area clean and dry by fixing leaky pipes and faucets		
<input type="checkbox"/> clean grease traps regularly		
<input type="checkbox"/> remove grease accumulation from all vents/oven/stove surfaces		
<input type="checkbox"/> caulk cracks and crevices		
<input type="checkbox"/> clean behind and underneath appliances, coolers, vending machines, and waste disposal units at least monthly		
<input type="checkbox"/> floors are cleaned and/or vacuumed daily where food/drink is served.		
<input type="checkbox"/> trash and garbage is removed from building premises daily in areas where food/drink is served.		
<input type="checkbox"/> traps:		
<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Maintenance Room Areas and Areas with Extensive Plumbing (including bathrooms, sinks, utility closets, locker rooms, dish rooms, laboratories, art studios, home economics rooms, pool areas, boiler room, mechanical room, mop room, and pipe chases)		
<input type="checkbox"/> repair leaks and other plumbing problems immediately to deny pests access to water		
<input type="checkbox"/> avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.		
<input type="checkbox"/> clean floor drains routinely		
<input type="checkbox"/> clean mops and buckets promptly, dry buckets and hang mops off of floor above drain		
<input type="checkbox"/> seal pipe chases		
<input type="checkbox"/> eliminate piles of clutter		
<input type="checkbox"/> remove trash regularly		
<input type="checkbox"/> traps:		
<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		

OUTDOORS		
Typical Pests; Mice and rats. Turf pests; broad leaf and grassy weeds, insects such as beetle grubs or sod web worms, diseases such as brown patch, and vertebrates such as moles. Ornamental plant pests, plant diseases, and insects such as thrips, aphids, Japanese beetles, and bag worms.		
Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters		
<input type="checkbox"/> Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.		
<input type="checkbox"/> Secure lids on trash containers.		
<input type="checkbox"/> Repair cracks in pavement and side walks.		
<input type="checkbox"/> Provide adequate drainage away from the structure and on the grounds.		
<input type="checkbox"/> Low impact pesticide application:		
<input type="checkbox"/> Non low impact pesticide application:		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Turf (lawns, athletic fields, and playgrounds.)		
<input type="checkbox"/> Maintain healthy turf by selecting a mixture of turf types (certified seed, sod, or plugs) best adapted for the area.		
<input type="checkbox"/> Check the Windham County Cooperative Extension for recommendations on turf types, management practices, or other information.		
<input type="checkbox"/> Raise mowing heights for turf to enhance its competition with weeds; adjust cutting height of mower, depending on the grass type; sharpen mower blades; and vary mowing patterns to help reduce soil compaction.		
<input type="checkbox"/> Water turf infrequently but sufficiently during morning hours to let turf		

dry out before nightfall; let soil dry slightly between waterings.		
<input type="checkbox"/> Provide good drainage, and periodically inspect turf for evidence of pests or diseases.		
<input type="checkbox"/> Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.		
<input type="checkbox"/> Have soil tested to determine pH and fertilizer requirements.		
<input type="checkbox"/> Use a dethatcher to remove thatch. Do this in early fall or early spring when the lawns can recover and when over seeding operations are likely to be more successful.		
<input type="checkbox"/> Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.		
<input type="checkbox"/> Seed over existing turf in fall or early spring.		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Ornamental Shrubs and Trees		
<input type="checkbox"/> Choose the right plant for the right place by consulting the Windham County Cooperative Extension agents.		
<input type="checkbox"/> Diversify landscape plantings—when large areas are planted with a single species of plant, a pest can devastate the entire area.		
<input type="checkbox"/> Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.		
<input type="checkbox"/> If using fertilizer, use the correct one at the suitable time, water properly, and reduce compaction.		
<input type="checkbox"/> Prune branches for growth and structure, and to prevent access by pests to structures.		
<input type="checkbox"/> Use the appropriate pest-resistant variety (check with your local Cooperative Extension Service).		
<input type="checkbox"/> Correctly identify the pest in question. When in doubt, send several specimens to your local Cooperative Extension County office or the Plant Diagnostic lab. Once the pest is identified, recommendation can be made.		
<input type="checkbox"/> Use pheromone traps as a time saving technique for determining the presence and activity periods or certain pest species.		
<input type="checkbox"/> Select replacement plant material from disease-resistant types being developed by plant breeders throughout the country.		
<input type="checkbox"/> Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		

SCHOOL PESTICIDE APPLICATION RECORDS FORM / THIS FORM MUST BE LEGIBLE (print clearly)

Print Name of school and School Address Anytown School, Anytown CT

1. Place Of Application	Application Date	2. Pesticide(s) Applied	EPA Reg. Number	MIX Pesticide Concentrate and Diluent	Mix or solution Applied	Application Site(s)	Applicator Name & Reg.#
Location in or around school where pesticide application occurs, or site not located on school campus.	3. Include the time the application is completed for the start of the REI	The complete name of the product used. 4. If the product is a Termiticide	From product container or label	Total pesticide Concentrate used + water = Mix or solution	Total Solution Applied	Where exactly was the application made	The name and license number of the pesticide applicator
Main building Rm # 101	Friday Oct. 13	TRIPLE ETHYL DEATH F3210	EPA Reg. # 123,1234	4oz product concentrate	32 oz of solution	Baseboard and closet in Rm #101	
	4:30 PM			124oz water			
Front lawn	Saturday Oct. 14	NiceLawn4U HTA 132	EPA Reg. # 00121200	one 10lb bag, as is	1 bag	Front lawn on north side of school from stairs to driveway	
	7:00 AM			n/a			
Anytown H.S. Main Baseball diamond near 32 nd street exit of Anytown Park	Saturday Oct. 14	NiceLawn4U Shade 29	EPA Reg. # 00121222	three 10lb bags as is	3 bags	Outfield of Anytown H.S. main baseball Diamond in Anytown Park	
	8:30 AM			n/a			
<h1 style="color: red;">Model Records</h1> <p style="color: red;">The actual form is on the next page.</p>							

- Place of Application is the name and address of the field or area that was treated. Especially if field is not contiguous with other school property.
- The brand or trade name of each pesticide used (both low impact & non-low impact) or a symbol representing such name, providing the School also keeps a list which clearly correlates the symbol used with full and complete pesticide product name(s), and the Principal and IPM Coordinator know how to use the two parts of the form (the records form and the product list) together.
- The Restricted Entry Interval (REI) begins when the pesticide application ends. Remember, if the product does not specify an REI time then **for non-low impact pesticides, the default REI is 7 hours.**
- For schools who have had a termiticide application. The record must also include a diagram of the structure treated, depicting the lower level of the structure, the location of the termite infestations and visible damage, areas treated, and any significant items such as location of known wells, drainage systems and streams and ponds which may be affected by the application.

SCHOOL PESTICIDE APPLICATION RECORDS FORM / THIS FORM MUST BE LEGIBLE (print clearly)

Print Name of school and School Address _____

1. Place Of Application	Application Date	2. Pesticide(s) Applied	EPA Reg. Number	MIX Pesticide Concentrate and Diluent	Mix or solution Applied	Application Site(s)	Applicator Name & Reg.#
Location in or around school where pesticide application occurs, or site not located on school campus.	3. Include the time the application is completed for the start of the REI	The complete name of the product used. 4. If the product is a Termiticide	From product container or label	Total pesticide Concentrate used + water = Mix or solution	Total Solution Applied	Where exactly was the application made	The name and license number of the pesticide applicator

1. Place of Application is the name and address of the field or area that was treated. Especially if the field is not contiguous with other school property.
2. The brand or trade name of each pesticide used (both low impact & non-low impact) or a symbol representing such name, providing the School also keeps a list which clearly correlates the symbol used with full and complete pesticide product name(s), and the Principal and IPM Coordinator know how to use the two parts of the form (the records form and the product list) together.
3. The Restricted Entry Interval (**REI**) begins when the pesticide application ends. Remember, if the product does not specify an **REI** time, then **for non-low impact pesticides, the default REI is 7 hours.**
4. For schools who have had a termiticide application. The record must also include a diagram of the structure treated, depicting the lower level of the structure, the location of the termite infestations and visible damage, areas treated, and any significant items such as location of known wells, drainage systems and streams and ponds which may be affected by the application.

CHEMICAL CODE LIST

CODE NO.	PESTICIDE BRAND/TRADE NAME	PESTICIDE CHEMICAL NAME OR ACTIVE INGREDIENTS	EPA REG. NUMBER
1	EXAMPLE: PT 3-6-10 Pyrethrum	Pyrethrin	449-221
2			
3			
4			
Model Code Lists			
8			
9			
10			
11			
12			
13			

SITE CODE EXAMPLES

SITE CODE NUMBER	APPLICATION SITE	LOCATION CODE LETTER	APPLICATION LOCATION
1	Baseboards	A	Kitchen
2	Cabinets	B	Bathrooms
3	Carpeting	C	Livingroom
4	Bedding	D	Family Room, Den
5	Furniture	E	Dining Room
6	Under/Behind Appliances	F	Office
7	Walls	G	Laundry Room
8	Perimeter	H	Basement
Other		I	Crawlspace
		J	Garage
		Other	

The site of application would be a combination of the **SITE CODE NUMBER** and the **LOCATION CODE NUMBER**. For example: If the cabinets and baseboard in the kitchen and bathrooms were treated the code for the sites of application would be 1AB, 2AB.

APPLICATION METHOD CODE EXAMPLES

CODE NO.	METHOD	CODE NO.	METHOD	CODE NO.	METHOD
1	Crack & Crevice	6	Total Release Aerosol	11	Insect Bait
2	Spot Application	7	Fumigation	12	Bait Packs
3	Fan Spray	8	Space Spray	13	Pelleted Bait
4	Broadcast	9	ULV	14	Broadcast
5	Dust	10	Granules	Other	

CHEMICAL CODE LIST

CODE NO.	PESTICIDE BRAND/TRADE NAME	PESTICIDE'S CHEMICAL NAME OR ACTIVE INGREDIENTS	EPA REG.NUMBER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

SITE CODE EXAMPLES

SITE CODE NUMBER	APPLICATION SITE	LOCATION CODE LETTER	APPLICATION LOCATION
1		A	
2		B	
3		C	
4		D	
5		E	
6		F	
7		G	
8		H	
Other		I	
		J	
		Other	

The site of application would be a combination of the **SITE CODE NUMBER** and the **LOCATION CODE NUMBER**. For example: If the cabinets and baseboard in the kitchen and bathrooms were treated the code for the sites of application would be 1AB, 2AB.

APPLICATION METHOD CODE EXAMPLES

CODE NO.	METHOD	CODE NO.	METHOD	CODE NO.	METHOD
1		5		9	
2		6		10	
3		7		11	
4		8		Other	

Annual Integrated Pest Management Notice For School Year 200X - 200X



Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the Sterling Community School Integrated Pest Management Act. Sterling Community School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in Connecticut are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Sterling Community School is: _____

Name of IPM Coordinator: _____

Business Phone number: _____

Business Address: _____

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Sterling Community School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the Connecticut Department of Environmental Management (DEM) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEM cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- **A copy of the school or school district's IPM policy.**
- **The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.**
- **A list of pesticides that are in use or that have been used in the past 12 months on school property.**

Pre-Notification of the Use of Pesticides

(This notice should be received at least 72 hours prior to pesticide use)



Date: _____

To: Parents and guardians of students, and staff of [insert name of school] _____

From: IPM Coordinator _____ Phone Number: _____

Subject: Notification of the Use of Non-Low Impact Pesticides

This notice is to advise you that the following pesticide(s) will be used at [insert name of school]:

Pesticide Common Name		
Pesticide Trade Name		
EPA Registration Number		

Location of the pesticide application: _____

Reason for the pesticide application: _____

If an indoor application, the date and time it is planned:

DATE _____ TIME _____

If an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE _____ DATE _____ DATE _____

Description of the possible adverse effects of the pesticide as per the Material Safety Data Sheets for the pesticides to be used, if available:

Pesticide product label instructions and precautions related to Public Safety.

Note: By law, we must advise you that: *The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

EMERGENCY PESTICIDE USE



To: Parents or guardians of students and staff of [insert name of school]: _____

From: IPM Coordinator: _____ **Phone Number:** _____

Subject: Emergency Pesticide Use Notification

This notice is to advise you that the following non low impact pesticide(s) were used at

[insert name of school] _____:

Pesticide common name		
Pesticide trade name		
EPA registration number		

Location of the pesticide application: _____

The date and time the indoor or outdoor application took place: _____

Reason for the pesticide application: _____

Description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member:

If applicable, description of steps to be taken to avoid emergency use of pesticides for this problem in the future:

Description of the possible adverse effects of the pesticide(s) as per the Material Safety Data Sheets for the pesticide(s) to be used, if available:

Pesticide product label instructions and precautions related to Public Safety:

Note: As required by law, we must advise you: *“The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: “Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure.”*

Sterling Community School Integrated Pest Management Compliance Certification Form



Name of School _____
PLEASE PRINT CLEARLY

Address _____
PLEASE PRINT CLEARLY

School Integrated Pest Management Coordinator _____
PLEASE PRINT CLEARLY

When a commercial pesticide applicator requests an integrated pest management coordinator to certify that the school has met the necessary notification and posting requirements for a pesticide application on school property, the signature of the integrated pest management coordinator on this form shall be required as a condition for the application of the pesticide.

Statement certifying compliance:

"I hereby certify that I am the School Integrated Pest Management Coordinator for the school named above, and further certify that this school has met all of the notification and posting requirements necessary for the following application of a pesticide other than a low impact pesticide, on this school's property."

Business or pesticide applicator performing the application: _____

Application date and time if indoor application: _____

If an outdoor application, three proposed dates in chronological order: _____

Description of application location (room number/name, specific playing field or outdoor location):

Pesticides to be used:

Integrated Pest Management Coordinator:

SIGNATURE DATE

NOTICE OF PESTICIDE APPLICATION

For further information regarding this notice please contact the School IPM Coordinator:

_____ Phone Number: _____
Name

The following pesticides will be used at [*insert name of school*]: _____

Pesticide Common Name	Pesticide Trade Name	EPA Registration Number
Pesticide Common Name	Pesticide Trade Name	EPA Registration Number

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: “Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure.”

Location of the pesticide application: _____

Reason for the pesticide application: _____

If an indoor application the date and time it is planned:

DATE _____ TIME _____

In the case of an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE _____ DATE _____ DATE _____

Description of the possible adverse effects of the pesticides as per the Material Safety Data Sheets for the pesticides to be used, if available:

Pesticide(s) product-label instructions and precautions related to Public Safety:

Key Requirements of the Connecticut School IPM

The Connecticut School Integrated Pest Management (IPM) guidelines were put forth to ensure the safety of our students and staff. Its purpose is to provide safe and effective pest management and to minimize the use of pesticides in and around school buildings. The eight key requirements of the Act are outlined below.

1. Requires the development of a **model School IPM policy** by the Connecticut Department of Environmental Management (CTDEM) in cooperation with the Connecticut School Boards Association, the Commissioner of Education, and UCONN Cooperative Extension (UCE). (See *Connecticut School IPM webpages @ [IPM Guidance \(ct.gov\)](#)*).
2. Requires the superintendent of each public school district for each school in the district, the board of trustees of a charter school, or the principal or chief administrator of a private school to **adopt and implement a School IPM Policy** for the school property consistent with the model policy cited above. The adoption and implementation of a model policy by public, charter, and private schools (K through 12). (See *Connecticut Schools IPM webpages @ [IPM Guidance \(ct.gov\)](#)*).

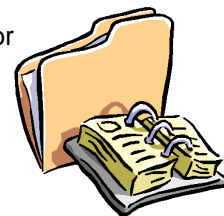


3. Requires the **appointment of an IPM Coordinator** to implement the School IPM Policy adopted by each local school board, charter school, and private school.

4. Requires keeping **records of pesticide applications used on school property** at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites.

5. Requires **annual notification of the School's IPM Policy** to all staff and parents or guardians of each student enrolled at the school to include:

- the policy,
- a list of any pesticide that is in use or has been used within the last 12 months on school property,
- information on school IPM policy meetings scheduled, and
- contact information for the IPM Coordinator of the school or school district.



See law for more notification specifics. This information is also to be provided to new school staff members and students.

6. Requires **prior notification of all pesticide use** (all non-low impact** pesticides) to all staff and parents or guardians of each student enrolled at the school, at least 72 hours before the use of pesticides on school property. Also requires **posting of signs** of this information at least 72 hours prior to the application. These requirements apply at any time of the year children may be present.

Method of notification:

- written note: students take home.
- written note is mailed at least one week prior,
- phone call,
- direct contact, or
- email.

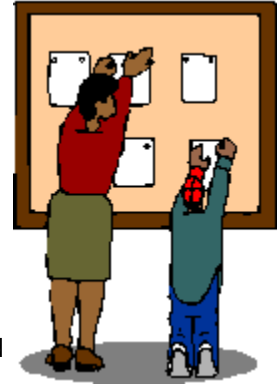


Posting of Signs:

- **placement:** prominent in/adjacent and at entrance to treatment area (school building or school grounds entrances, for example).
- **time posted:** from 72 hours prior to 72 hours after treatment.
- **size:** at least 8.5" by 11".

Content of notification and signs:

- common name of pesticide,
- EPA registration number,
- EPA statement on sensitive persons (see Act above for wording)
- location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- potential adverse effects of product,
- reasons for the application,
- contact information for the IPM Coordinator of the school or school district, and
- further label information or precautions for public safety.



7. **Emergency application of a non-low impact pesticide** may only be made when the health or safety of a student or staff member is threatened.

Requirements:

Post-application notice (content and method of notification as described above in 6 for non-low impact pesticide use) to parent or guardians of students and staff must be made within the earlier of either 24 hours or the next school day. The reason for the emergency and measures how this will be avoided in the future may be included.

Posting of signs (as described above for non-low impact pesticide use) must be made from the time of application until 72 hours after treatment.

8. **Timing of Pesticide Applications:**



Applications of non low impact pesticides shouldn't be made when students are present on school property unless there is a separate ventilation system for the treated and the untreated areas, and smoke or fire doors separating the areas. Further, applications of non low impact pesticides on school property must be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours must be allowed prior to student re-entry on school property.

If there is application of a low impact pesticide on school property, it must be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extracurricular activities.

Make sure to see the **School IPM Act text for the specific requirements @ [PERTINENT PESTICIDES STATUTES AND REGULATIONS \(ct.gov\)](#) Also provides helpful resources & contacts.*

***Low impact pesticides are specifically defined in the School IPM. Get a printable version of this information sheet and the lists of low impact materials online @ [School IPM | Integrated Pest Management \(uconn.edu\)](#)*

Resources Pertaining to IPM In Educational Facilities

PERTINENT PESTICIDE STATUTES AND REGULATIONS FOR CERTIFIED COMMERCIAL SUPERVISORS AND ARBORISTS (Revised to February 2019)

Department of Energy and Environmental Protection Bureau of Materials Management & Compliance
Assurance Pesticide Management Program 79 Elm Street Hartford, CT 06106 www.ct.gov/deep

[PERTINENT PESTICIDES STATUTES AND REGULATIONS \(ct.gov\)](#)

This informational booklet contains pertinent excerpts from the General Statutes of Connecticut and Regulations of Connecticut State Agencies of relevance to commercial supervisory pesticide applicators and arborists. It contains the revisions of the General Statutes of Connecticut as of the 2009 Legislative Session and is current up to the date of publication of this booklet. The Pesticides Management Program of the Department of Energy and Environmental Protection (DEEP) oversees the licensing of pesticide applicators and arborists, and the enforcement of the Pesticide Control Act, its statutes and regulations, as well as those statutes and regulations relating to the practice of Arboriculture. Pertinent regulations that fall under the oversight of the Pesticides Management Program are included in this booklet. This informational booklet includes some General Statutes that do not fall within the jurisdiction or enforcement capability of DEEP, but nevertheless are of importance to commercial pesticide applicators. Specifically, the statute sections regarding pesticide applications at schools and daycare facilities have been added to this edition. Individuals with questions regarding these statutes or any subsequent regulations are advised to contact the appropriate state agency. From time to time this publication may be updated by the Pesticides Management Program to include any new amendments or additions that are of importance to commercial supervisory pesticide applicators or arborists. Readers are advised to keep up to date regarding any changes in these laws, new Public Acts or regulations. The General Statutes of Connecticut may be viewed at the Connecticut State Library Web Site as found at www.cslib.org/psaindex.htm. Copies of Regulations of Connecticut State Agencies may be obtained from the state agency that oversees them or from the Connecticut State Library. DEEP is an affirmative action/equal opportunity employer, providing programs and services in a fair and impartial manner. In conformance with the Americans with Disabilities Act, DEEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities needing auxiliary aids or services, or for more information by voice or TTY/TDD call (860) 424-3000

A School Grounds Manager's Primer: Connecticut's Pesticide Ban on School Grounds

[School-Pesticide-Law-Primer-2019-School-Grounds-Managers.pdf \(uconn.edu\)](#)

UConn College of Agriculture, Health and Natural Resources

[School IPM | Integrated Pest Management \(uconn.edu\)](#)