

Sterling Board of Education
Agenda of the Regular Meeting
May 15, 2024
Community Room - 6:00pm
“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 April 24, 2024
2. Superintendent’s Report
3. Special Education Director’s Report
4. Principal’s Report
5. Clinical Supervisor’s Report
6. Monthly Check Register

C. Budget and Expense Report

D. Plainfield Board of Education Liaison

E. Personnel - Resignation/Retirement

Jennifer Wright - O/T

V. Unfinished Business

VI. New Business

A. Field Study Trip

- Grade 2 - Roger Williams Park Zoo, Providence, RI - June 7, 2024

B. Donations

C. Review, discussion, and possible action to upgrade the Otis Elevator control board at a cost of \$20,790. Vendor: Otis Elevator

- D. Review, discussion, and possible action to approve 10 additional work days for the Superintendent for the 2023-2024 school year.
- E. Review, discussion, and possible action to approve the UPSEU Contract.
- F. Review, discussion and possible approval of Line Item Transfers.
- G. Discuss process for the Superintendent's Evaluation and Contract.

VII. Committee Updates

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

VIII. Recommendations, Questions and/or Comments

IX. Public Comment

X. Executive Session

- A. If needed to discuss UPSEU Contract negotiations

XI. Adjournment

DRAFT MINUTES
Sterling Board of Education
Agenda of the Regular Meeting
April 24, 2024
Community Room - 6:00pm
“EXCELLENCE WITH KINDNESS”

I. Call to Order

Meeting was called to order by Courtney Langlois, Board Chair at 6:00pm

Present at Meeting: Jennifer Mossner, Vice Chair; Victoria Robinson-Lewis, Vice Treasurer; Catherine Malo, Board Member

Absent: Dorothy Capobianco, Treasurer; John Brady, Board Member

Also present at the meeting: Theodore Friend, Superintendent; Courtney Brannon, Business Manager; Heather Nickerson, Principal; Laura Smith, Clinical Supervisor, Christine Chandler, Board Clerk

II. Pledge of Allegiance

III. Public Comment

P. Grillo had a question regarding how the Board was able to get the insurance cost down.

C. Brannon responded by stating that when an employee resigns and they had insurance coverage the cost that the Board contributes can be reduced.

IV. Reports and Communications

A. Correspondence

B. Consent Agenda

1. Minutes of Meeting March 20, 2024
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 has been working getting requests from the different departments to make sure that we are all set for next year. She also made the Board aware that we will need to replace the main control board in our elevator; it is now obsolete. The cost to replace it is \$20,790.00. Our Facilities Director is getting all of the paperwork in order and this will be on the May agenda.

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve the Budget and Expense Report as presented.
 - Vote: All in favor
 - Motion Carried

D. Plainfield Board of Education Liaison

No one from Sterling BOE was able to attend

E. Personnel - Resignation/Retirement

- **Resignations**

- Kaitlyn Brien
- Elizabeth Miller

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to accept the resignations of Kaitlyn Brien and Elizabeth Miller with regret.
 - Vote: All in favor
 - Motion Carried

V. Unfinished Business

- 2024-2025 Budget Update

C. Brannon gave an update on the proposed 24/25 budget that would be presented to the town at 7:00pm.

VI. New Business

A. Field Study Trips

- Grade 7 to Sturbridge Village, Sturbridge, MA - May 17, 2024

- A motion was made by C. Malo and seconded by J. Mossner to approve the Grade 7 Field Study trip to Sturbridge Village in Sturbridge, MA on May 17, 2024.

- Vote: All in favor
- Motion Carried

B. Graduation

- 8th Grade graduation date Thursday, June 13, 2024 at 6:00pm
- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve the 8th grade graduation date for Thursday, June 13, 2024 at 6:00pm.
 - Vote: All in favor
 - Motion Carried

VII. Committee Updates

- A. Policy - will be setting up a meeting
- B. Budget - nothing to report at this time
- C. Negotiations - UPSEU contract to be voted on in May in open session

VIII. Recommendations, Questions and/or Comments

None at this time

IX. Public Comment

- P. Grillo asked if we had gotten an extension for the ARP ESSER grant?
- C. Brannon stated that we had until September 30, 2024 to use the funds.

X. Executive Session

XI. Adjournment

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to adjourn the meeting.
 - Vote: All in favor
 - Meeting adjourned at 6:13pm

Superintendent's Report

May 15, 2024

Budget:

The town's people voted to bring the budget to a Referendum at a Town Meeting on May 8, 2024
Referendum will be held on May 22, 2024.
Please remember to get out and vote.

Special Education:

We have scheduled interviews for the positions of Special Services Director and Special Education Teachers.

Evaluation/Contract Process:

To be discussed

Update on Goals:

See the Superintendent's 2023-2024 Goals Update

Technology Department:

1. PEGPETIA

We are pleased to report that the school has been awarded \$20,443.00 from the PEGPETIA grant, which is the maximum award amount for ETI (Educational Technology Initiative) grant in this year's cycle. We will be using this grant for digital signage and video equipment, including an Owl Meeting system and new minutes recorder for the Board of Education.

2. E-Rate

All three of our E-Rate submissions have also been approved for a grand total of \$25,521.23. This will cover the licensing renewal for our switches and access points, additional access points and licenses, and our internet costs for the 24-25 school year. The district is liable for paying 30% of this amount, as our E-Rate discount rate is currently at 70%.

3. SwiftK12 End of Life

We have been informed that SwiftK12, our emergency notification system, will be ending at the end of this school year. We are evaluating other available options and hope to have a new solution selected by the end of the month.

Maintenance Department

Seven hazardous trees were identified and will be getting removed on 05/14/2024 by Northeast Tree at a cost of \$3500.00.

Superintendent's 2023-2024 Goals Update

In order to maximize learning, students must be in school without disciplinary issues. My first 2 goals address student attendance and discipline. Attached you will find several reports that we are very proud to report to the Board of Education.

The entire Sterling Community School staff has made a concerted effort to improve student attendance. We have worked hard to create a warm and welcoming environment for our students and staff alike and the effort is bearing fruit. In the 2021-2022 school year 42.4% of students were chronically absent, in 2022-2023 28.8%, and this year we reduced that number to 9.5%. This is a dramatic improvement; however, we still have 30 students missing for more than 10% of the school year. We will continue to make attendance a top priority.

Major and minor discipline referrals have followed similar results as attendance. In 2021-2022 there were nearly 600 major referrals and as of May 1, 2024, that number is now 107. Again, this is a team effort, the most important factor in reducing discipline is the development of positive adult student relationships. I try my best to visit every classroom each day and I can report that I have never heard a staff member raise their voice in anger. What I routinely hear is positive affirmations, mindfulness activities like yoga, and movement breaks. Both goals will remain for one more year and by then it is my hope that our positive culture will eliminate our need for such goals, and our total focus can be on improving student learning.

Goal number 3 is in year 1 of a three-year goal to improve student performance on the SBAC test. The work begins with development of curriculum, professional development for curriculum design using "Understanding by Design" as a framework, and administrative walk-throughs focused on our new K-5 ELA series. Faculty are working within the Eduplanet platform for creating curriculum documents and following the understanding by design process rather than focusing on curriculum maps currently. Foundational work has begun on the ELA curriculum while at the same time staff are learning how to use the new ELA text series. This year, just over 70% of our professional development has been dedicated to curriculum work with the other PD mandatory training. We are cautiously optimistic that our SBAC scores will begin an upward trend and we will report the test results in the fall.

The Sterling Community School is truly a community. We must continue to support our students and staff and never lose sight of our vision, Sterling community school, a school where all students are known, loved, cared for, and believed in. It is my desire to work in Sterling for as long as you have me.

Respectfully,

Theodore Friend

**Chronic
Absenteeism**

2021/2022 School Year

8/25/21-5/2/22	School Day Total=	149
14 or more absences	Students	Percentage
Elementary	82	24.6%
Middle	59	17.7%
Student Population	332	42.4%

2022/2023 School Year

8/29/22-4/27/23	School Day Total=	149
14 or more absences	Students	Percentage
Elementary	63	20%
Middle	28	8.8%
Student Population	315	28.8%

2023/2024 School Year

8/31/23-5/2/24	School Day Total=	149
14 or more absences	Students	Percentage
Elementary	24	7.6%
Middle	6	1.9%
Student Population	315	9.5%

8/25/21-6/17/22 School Day Total= 181

18 or more absences	Students	Percentage
Elementary	79	23.79%
Middle	55	16.56%
Student Population	332	40.36%

8/29/22-6/14/23 School Day Total= 181

18 or more absences	Students	Percentage
Elementary	52	16.40%
Middle	22	6.94%
Student Population	317	23.34%

8/31/23-6/18/24 School Day Total= 181

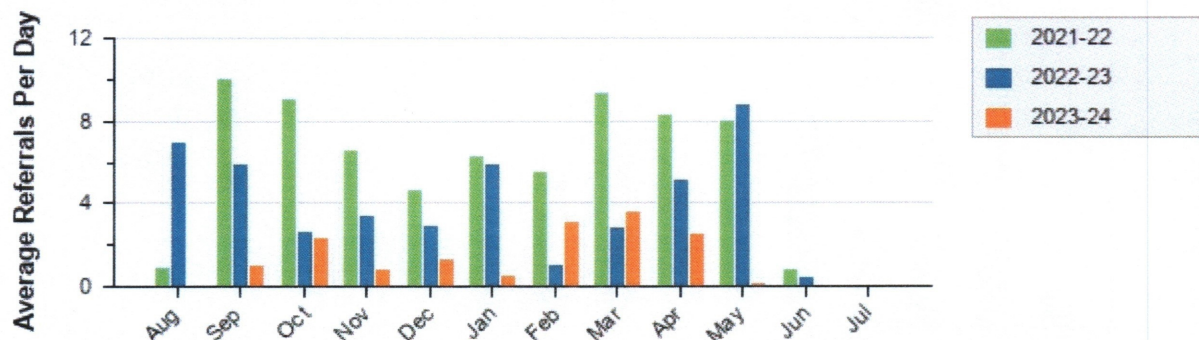
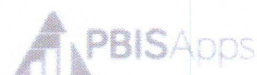
18 or more absences	Students	Percentage
Elementary		
Middle		
Student Population		

Behavior Data

2021 - 2024

Average Referrals Per Day Per Month - Multi-Year

Minor, 2021-22 - 2023-24

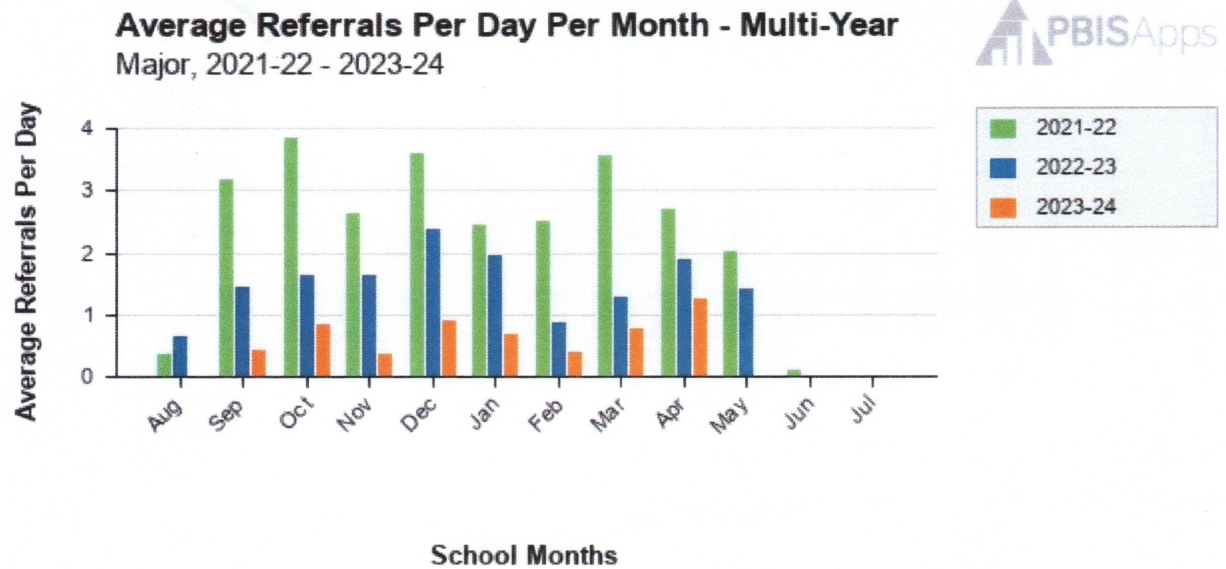


School Months

Data Table			
Month	2021-22	2022-23	2023-24
January	120	114	12
February	95	19	61
March	207	63	69
April	125	72	44
May	161	186	5
June	7	4	0
July	0	0	0
August	5	21	0
September	212	126	22
October	192	53	48
November	112	63	17
December	75	50	22
Totals:	1,311	771	300

Figure 2. The graph and data table above represent the average minor referrals per day per month for the last 3 school years.

Behavior Data 2021 - 2024



Data Table			
Month	2021-22	2022-23	2023-24
January	47	38	14
February	43	16	8
March	79	29	15
April	41	27	22
May	41	30	0
June	1	0	0
July	0	0	0
August	2	2	0
September	67	31	9
October	81	33	17
November	45	30	7
December	58	41	15
Totals:	505	277	107

Figure 1. The graph and data table above represent the average major referrals per day per month for the last 3 school years.

Special Services Report	Ted Friend, Superintendent	BOE Meeting: May 15, 2024	Statistics as of April 30, 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	58	59	63	
Sterling Community School PrK-8th 504s	22	22	21	24	25	24	23	24	24	24	24	
High School IEPs (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	25	24	27	28	29	28	27	26	26	25	26	
High School 504's (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	16	15	16	17	17	18	20	20	20	21	20	
Out of District-Special Tuition	11	11	10	10	9	9	10	10	10	10	10	
Total Students with IEPs	86	86	88	92	94	92	93	94	94	94	99	
Total Students with 504s	38	37	37	41	42	42	43	44	44	45	44	

Principal's Report May 15, 2024

SCS Advancement Plan - Goal #3

- Academic Team Meeting
 - Planning for next year
 - Google Sheet created to capture teacher skills & expertise
 - WIN time discussed: pros / cons and how to make the time better
 - MTSS - state data warehouse located within CTSEDS, need to create intervention list within the platform
- PDEC
 - Calendar for next year created
 - Members discussing with their teams needs / wants for next year
 - Feedback from the year has been positive for personalized learning opportunities
 - PDEC Subcommittee for TEVAL
- Northeast Childhood Council
 - Summer opportunities shared during evening meeting
 - Resource guide shared for updates
 - Regional preschool doc updated

SCS Advancement Plan - Goal # 5

- PTO Meetings
 - Color Run was canceled due to low enrollment
- Wildcat's Mighty Roar
 - Casella presented awards for 3rd grade poster winners via Art class
 - Students celebrated for academic and SEL achievement

SCS Advancement Plan - Goal # 6

- Social Emotional Team Meeting
 - Wellness Calendar for May shared with staff
 - Monthly check-in for SEL lessons / units
 - Discussed possibilities for climate surveys including students, families & staff

Spring Updates:

- eSports is wrapping up their season
- Teacher & Staff Appreciation week was celebrated
- Track & Field is underway

Clinical/Behavioral Report

May 15, 2024

To: Sterling Board of Education

From: Laura Smith, Clinical Supervisor/Social Worker

Date: May 15, 2024

Subj: Clinical/Behavioral Report

Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL)- SELweb Spring 2024 assessment. Administration of assessment in progress, May 2024. The data will be analyzed and 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. McKinney-Vento Liaison Team Meeting 5/8/24.
- 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	14	8	15	22		

- LPC Grant 2023-2024 - Currently compiling information and data to complete LPC Grant Final Report. LPC update provided 5/14/24 Health & Safety Meeting.
- Youth Services Bureau meeting 5/10/24

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

- Classroom drop-ins supporting Tier 1 transitions, routines, and SEL/PBIS implementation.
- PDEC - Subcommittee to meet to review and discuss TEVAL requirements and application to Sterling's needs.
- 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 - Bank Hometown 490404101

From Date: 04/01/2024

To Date: 04/30/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
200141	04/01/2024	AMAZON	\$180.19	1073	Printed	Expense	☐		
200142	04/01/2024	ANDERSON MOTORS, INC.	\$846.76	1073	Printed	Expense	☐		
200143	04/01/2024	ANTHEM LIFE INSURANCE CO	\$498.42	1073	Printed	Expense	☐		
200144	04/01/2024	ASHLEY HOLMBERG	\$7,756.75	1073	Printed	Expense	☐		
200145	04/01/2024	CORPORATE BILLING LLC	\$1,382.18	1073	Printed	Expense	☐		
200146	04/01/2024	HORIZONS, INC	\$6,356.90	1073	Printed	Expense	☐		
200147	04/01/2024	NORTHEAST OIL & PROPANE INC	\$1,013.10	1073	Printed	Expense	☐		
200148	04/01/2024	PAULA ROSENBERG BELL	\$2,880.40	1073	Printed	Expense	☐		
200149	04/01/2024	SHAWN LUCAS	\$500.00	1073	Printed	Expense	☐		
200150	04/01/2024	UNIVERSITY OF CONNECTICUT	\$130.00	1073	Printed	Expense	☐		
200151	04/01/2024	W B MASON CO INC	\$22.25	1073	Printed	Expense	☐		
200152	04/12/2024	AMAZON	\$2,633.00	1074	Printed	Expense	☐		
200153	04/12/2024	BREEZELINE	\$766.43	1074	Printed	Expense	☐		
200154	04/12/2024	CABE	\$1,391.00	1074	Printed	Expense	☐		
200155	04/12/2024	CASELLA WASTE	\$620.55	1074	Printed	Expense	☐		
200156	04/12/2024	CLEAN FOCUS DEVELOPMENT LLC	\$2,202.34	1074	Printed	Expense	☐		
200157	04/12/2024	CONNECTICUT MUSEUM OF CULTURE & HISTORY	\$131.25	1074	Printed	Expense	☐		
200158	04/12/2024	CORPORATE BILLING LLC	\$865.67	1074	Printed	Expense	☐		
200159	04/12/2024	DIME OIL COMPANY	\$2,481.25	1074	Printed	Expense	☐		
200160	04/12/2024	EASTCONN	\$2,928.00	1074	Printed	Expense	☐		
200161	04/12/2024	FRIEND, THEODORE F	\$60.00	1074	Printed	Expense	☐		
200162	04/12/2024	GARYS TIRE SALES	\$380.00	1074	Printed	Expense	☐		
200163	04/12/2024	GRADUATION SOURCE	\$1,654.28	1074	Printed	Expense	☐		

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 04/01/2024

To Date: 04/30/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
200164	04/12/2024	HEALTHCALL MEDICAL CENTER LLC	\$300.00	1074	Printed	Expense	☐		
200165	04/12/2024	HOME DEPOT CREDIT SERVICES	\$721.97	1074	Printed	Expense	☐		
200166	04/12/2024	KAINEN, ESCALERA AND MCHALE PC	\$53.00	1074	Printed	Expense	☐		
200167	04/12/2024	LIFESPAN SCHOOL SOLUTIONS INC	\$11,720.00	1074	Printed	Expense	☐		
200168	04/12/2024	MACGILL DISCOUNT MEDICAL SUPPLIES	\$113.72	1074	Printed	Expense	☐		
200169	04/12/2024	NCS PEARSON	\$219.39	1074	Printed	Expense	☐		
200170	04/12/2024	PALMER SPRING COMPANY	\$11.00	1074	Printed	Expense	☐		
200171	04/12/2024	PLAINFIELD BOARD OF EDUCATION	\$324,018.50	1074	Printed	Expense	☐		
200172	04/12/2024	POWERSCHOOL GROUP, LLC	\$10,096.44	1074	Printed	Expense	☐		
200173	04/12/2024	RICOH USA, INC	\$2,011.53	1074	Printed	Expense	☐		
200174	04/12/2024	SERVICE MANAGEMENT GROUP LLC	\$13,626.42	1074	Printed	Expense	☐		
200175	04/12/2024	SHARP TRAINING INC	\$14,435.00	1074	Printed	Expense	☐		
200176	04/12/2024	THE AMERICAN SCHOOL FOR THE DEAF	\$11,578.64	1074	Printed	Expense	☐		
200177	04/12/2024	THE GRANITE GROUP WHOLESALERS LLC	\$44.48	1074	Printed	Expense	☐		
200178	04/12/2024	THE LIGHTHOUSE	\$20,997.20	1074	Printed	Expense	☐		
200179	04/12/2024	VANDI AUTO SUPPLY	\$95.07	1074	Printed	Expense	☐		
200180	04/12/2024	W B MASON CO INC	\$268.04	1074	Printed	Expense	☐		
200181	04/12/2024	WINDHAM BOARD OF EDUCATION	\$5,663.00	1074	Printed	Expense	☐		
200182	04/25/2024	AETNA HEALTH MANAGEMENT LLC	\$176.71	1078	Printed	Expense	☐		
200183	04/25/2024	AMAZON	\$932.70	1078	Printed	Expense	☐		

Sterling Board of Education

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Bank Account: BOE - Bank Hometown 490404101

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To Date: 04/30/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
200184	04/25/2024	ANTHEM BLUE CROSS/BLUE SHIELD	\$96,343.64	1078	Printed	Expense	☐		
200185	04/25/2024	CHLIC.	\$3,960.01	1078	Printed	Expense	☐		
200186	04/25/2024	CORPORATE BILLING LLC	\$664.23	1078	Printed	Expense	☐		
200187	04/25/2024	DIME OIL COMPANY	\$2,702.47	1078	Printed	Expense	☐		
200188	04/25/2024	EVERSOURCE	\$4,065.34	1078	Printed	Expense	☐		
200189	04/25/2024	GREGORY AND HOWE INC	\$81.50	1078	Printed	Expense	☐		
200190	04/25/2024	GUNN, KIMBERLY A	\$40.00	1078	Printed	Expense	☐		
200191	04/25/2024	HEATHER NICKERSON	\$525.23	1078	Printed	Expense	☐		
200192	04/25/2024	HORIZONS, INC	\$6,356.90	1078	Printed	Expense	☐		
200193	04/25/2024	KILLINGLY BOARD OF EDUCATION	\$33,447.65	1078	Printed	Expense	☐		
200194	04/25/2024	LAKESHORE LEARNING MATERIALS LLC	\$189.70	1078	Printed	Expense	☐		
200195	04/25/2024	MIND RESEARCH INSTITUTE	\$2,542.70	1078	Printed	Expense	☐		
200196	04/25/2024	NCS PEARSON	\$56.60	1078	Printed	Expense	☐		
200197	04/25/2024	RAVE WIRELESS INC	\$600.00	1078	Printed	Expense	☐		
200198	04/25/2024	SIEMENS INDUSTRY INC	\$2,775.85	1078	Printed	Expense	☐		
200199	04/25/2024	SPEAKOLOGY LLC	\$2,010.00	1078	Printed	Expense	☐		
200200	04/25/2024	SUSTAINABLE ENGINEERING SOLUTIONS LLC	\$2,700.00	1078	Printed	Expense	☐		
200201	04/25/2024	TREASURER - STATE OF CT	\$1,320.00	1078	Printed	Expense	☐		
200202	04/25/2024	US BANK VOYAGER FLEET SYS	\$2,003.39	1078	Printed	Expense	☐		
200203	04/25/2024	VANDI AUTO SUPPLY	\$94.33	1078	Printed	Expense	☐		
200204	04/25/2024	VERIZON WIRELESS	\$302.85	1078	Printed	Expense	☐		
200205	04/25/2024	W B MASON CO INC	\$7.98	1078	Printed	Expense	☐		

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 04/01/2024

To Date: 04/30/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
200206	04/29/2024	AFLAC NEW YORK	\$434.18	1081	Printed	Expense	☐		
200207	04/29/2024	ALLSTATE	\$52.84	1081	Printed	Expense	☐		
200208	04/29/2024	AMERIPRISE FINANCIAL SERVICES, INC	\$337.91	1081	Printed	Expense	☐		
200209	04/29/2024	AXA EQUITABLE	\$1,810.12	1081	Printed	Expense	☐		
200210	04/29/2024	HORACE MANN LIFE INSURANCE COMPANY	\$1,931.53	1081	Printed	Expense	☐		
200211	04/29/2024	METLIFE 0837050	\$369.39	1081	Printed	Expense	☐		
200212	04/29/2024	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$2,909.77	1081	Printed	Expense	☐		
200213	04/29/2024	STERLING EDUCATION ASSOCIATION	\$2,703.00	1081	Printed	Expense	☐		
200214	04/29/2024	UPSEU 05745	\$704.26	1081	Printed	Expense	☐		
Total Amount:			\$628,806.90						
End of Report									

Sterling Board of Education

Budget and Expenses - BOE

From Date: 4/1/2024

To Date: 4/30/2024

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	\$159,704.75	\$1,521,646.97	\$239,515.03	\$0.00	\$239,515.03	13.60%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$3,625.00	\$33,901.04	\$16,098.96	\$0.00	\$16,098.96	32.20%
A.1000.112.01.000.00.71	Non Certified Personnel	\$83,432.00	(\$18,816.56)	\$28,808.62	\$54,623.38	\$0.00	\$54,623.38	65.47%
A.1000.210.00.000.00.71	E/B Insurance	\$440,841.00	\$46,917.10	\$539,722.37	(\$98,881.37)	\$63,504.15	(\$162,385.52)	-36.84%
A.1000.220.00.000.00.70	E/B FICA/Medicare	\$35,744.00	\$1,751.83	\$28,297.04	\$7,446.96	\$0.00	\$7,446.96	20.83%
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	(\$32,585.82)	(\$8,979.32)	\$23,979.32	\$32,400.00	(\$8,420.68)	-56.14%
A.1000.590.00.000.00.71	Printing	\$500.00	\$0.00	\$348.75	\$151.25	\$0.00	\$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	(\$2,044.58)	(\$3,313.21)	\$13,313.21	\$30.95	\$13,282.26	132.82%
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	\$1,023.27	(\$23.27)	\$0.00	(\$23.27)	-2.33%
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	\$2,240.63	\$2,759.37	\$0.00	\$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	\$2,542.70	\$3,739.14	\$29,260.86	\$48,181.00	(\$18,920.14)	-57.33%
A.1000.690.01.103.00.71	Science Other Supplies	\$1,000.00	\$0.00	\$557.93	\$442.07	\$0.00	\$442.07	44.21%
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	\$62.18	\$194.14	\$2,805.86	\$0.00	\$2,805.86	93.53%
A.1000.739.00.000.00.71	Copier Leases, Fees, Supplies	\$18,000.00	\$1,421.11	\$11,255.80	\$6,744.20	\$4,124.65	\$2,619.55	14.55%
A.1000.739.01.106.00.71	Music Equipment	\$1,000.00	\$0.00	\$1,268.98	(\$268.98)	\$0.00	(\$268.98)	-26.90%
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	\$162,577.71	\$2,162,261.66	\$312,517.34	\$148,240.75	\$164,276.59	6.64%
A.1200.111.00.000.00.71	Special Education Director	\$99,910.00	\$0.00	\$71,089.81	\$28,820.19	\$0.00	\$28,820.19	28.85%
A.1200.111.01.000.00.71	Certified Personnel	\$519,820.00	\$32,487.43	\$393,687.29	\$126,132.71	\$0.00	\$126,132.71	24.26%
A.1200.112.01.000.00.71	Non Certified Personnel	\$261,703.00	\$24,878.19	\$232,112.30	\$29,590.70	\$0.00	\$29,590.70	11.31%
A.1200.112.02.000.00.71	Non Certified Substitutes	\$10,000.00	\$0.00	\$1,098.31	\$8,901.69	\$0.00	\$8,901.69	89.02%
A.1200.210.00.000.00.71	E/B Insurance	\$319,000.00	\$29,926.56	\$340,834.10	(\$21,834.10)	\$55,567.87	(\$77,401.97)	-24.26%
A.1200.220.00.000.00.70	E/B FICA/Medicare	\$32,962.00	\$2,038.27	\$21,392.09	\$11,569.91	\$0.00	\$11,569.91	35.10%
A.1200.240.00.000.00.71	E/B Other	\$4,578.00	\$131.64	\$3,564.39	\$1,013.61	\$263.34	\$750.27	16.39%
A.1200.320.00.000.00.71	Professional Development - Cer	\$3,500.00	\$0.00	\$1,619.00	\$1,881.00	\$0.00	\$1,881.00	53.74%
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	\$5,390.40	\$18,020.73	(\$13,520.73)	\$9,259.27	(\$22,780.00)	-506.22%
A.1200.330.01.000.00.71	Evaluation Services	\$13,000.00	\$0.00	\$4,025.00	\$8,975.00	\$8,050.00	\$925.00	7.12%
A.1200.330.02.000.00.71	Assistive Technology	\$2,500.00	\$0.00	\$1,416.00	\$1,084.00	\$0.00	\$1,084.00	43.36%
A.1200.580.00.000.00.71	Travel	\$500.00	\$60.00	\$448.12	\$51.88	\$22.19	\$29.69	5.94%
A.1200.611.01.000.00.71	Instructional Supplies	\$3,000.00	\$253.07	\$915.91	\$2,084.09	\$0.00	\$2,084.09	69.47%
A.1200.611.02.000.00.71	Testing Supplies	\$3,000.00	\$275.99	\$2,556.05	\$443.95	\$67.81	\$376.14	12.54%
A.1200.630.00.000.00.71	Special Ed Incentive	\$1,200.00	\$45.99	\$45.99	\$1,154.01	\$0.00	\$1,154.01	96.17%
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	\$103.00	\$202.98	\$797.02	\$0.00	\$797.02	79.70%
A.1200.700.00.000.00.71	Equipment	\$1,500.00	\$0.00	\$4,528.51	(\$3,028.51)	\$836.93	(\$3,865.44)	-257.70%
A.1200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$497.00	\$3.00	\$500.00	(\$497.00)	-99.40%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 4/1/2024

To Date: 4/30/2024

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	\$95,590.54	\$1,099,553.58	\$188,119.42	\$74,567.41	\$113,552.01	8.82%
A.2130.111.01.000.00.71	School Nurse	\$53,045.00	\$4,080.38	\$42,843.99	\$10,201.01	\$0.00	\$10,201.01	19.23%
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	\$818.54	(\$618.54)	\$27.72	(\$646.26)	-323.13%
A.2130.220.00.000.00.70	E/B FICA/Medicare	\$4,259.00	\$310.56	\$3,429.73	\$829.27	\$0.00	\$829.27	19.47%
A.2130.240.00.000.00.71	E/B Other	\$1,592.00	\$132.61	\$1,326.10	\$265.90	\$265.22	\$0.68	0.04%
A.2130.322.01.000.00.71	Professional Dev - Non Cert	\$500.00	\$0.00	\$35.00	\$465.00	\$0.00	\$465.00	93.00%
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	\$113.72	\$1,714.51	\$285.49	\$712.14	(\$426.65)	-21.33%
A.2130.739.00.000.00.71	Health Office Equipment	\$500.00	\$0.00	\$0.00	\$500.00	\$466.93	\$33.07	6.61%
	Func: Health Office - 2130	\$66,471.00	\$4,720.06	\$53,805.87	\$12,665.13	\$1,472.01	\$11,193.12	16.84%
A.2190.111.01.000.00.71	Certified Personnel	\$19,785.00	\$6,107.14	\$54,964.26	(\$35,179.26)	\$0.00	(\$35,179.26)	-177.81%
A.2190.210.00.000.00.71	E/B Insurance	\$12,000.00	\$142.24	\$1,137.92	\$10,862.08	\$12,832.84	(\$1,970.76)	-16.42%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$4,039.00	\$464.12	\$4,178.62	(\$139.62)	\$0.00	(\$139.62)	-3.46%
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	\$7,756.75	\$18,318.00	\$11,682.00	\$7,682.00	\$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	\$14,470.25	\$78,598.80	(\$11,274.80)	\$20,514.84	(\$31,789.64)	-47.22%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$18,774.00	\$1,283.32	\$14,133.40	\$4,640.60	\$0.00	\$4,640.60	24.72%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,436.00	\$98.17	\$1,081.20	\$354.80	\$0.00	\$354.80	24.71%
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	\$829.76	\$3,473.72	(\$473.72)	\$0.00	(\$473.72)	-15.79%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$74.97	\$377.16	\$122.84	\$134.64	(\$11.80)	-2.36%
	Func: Educational Media - 2220	\$23,960.00	\$2,286.22	\$19,065.48	\$4,894.52	\$134.64	\$4,759.88	19.87%
A.2230.112.00.000.00.71	IT Personnel	\$65,723.00	\$5,055.62	\$54,547.48	\$11,175.52	\$0.00	\$11,175.52	17.00%
A.2230.112.01.000.00.71	IT Aide	\$31,245.00	\$2,568.46	\$30,519.43	\$725.57	\$0.00	\$725.57	2.32%
A.2230.210.00.000.00.71	E/B Insurance	\$500.00	\$1,200.08	\$12,004.82	(\$11,504.82)	\$110.64	(\$11,615.46)	-2323.09%
A.2230.220.00.000.00.70	E/B FICA/Medicare	\$7,418.00	\$555.84	\$6,274.70	\$1,143.30	\$0.00	\$1,143.30	15.41%
A.2230.240.00.000.00.70	E/B Other	\$3,972.00	\$164.31	\$1,643.10	\$2,328.90	\$328.62	\$2,000.28	50.36%
A.2230.320.00.000.00.71	Professional Development	\$1,000.00	\$130.00	\$130.00	\$870.00	\$0.00	\$870.00	87.00%
A.2230.330.00.000.00.71	Professional & Technical Servi	\$5,000.00	\$1,320.00	\$4,556.00	\$444.00	\$1,000.00	(\$556.00)	-11.12%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$2,200.00	\$0.00	\$1,957.33	\$242.67	\$352.77	(\$110.10)	-5.00%
A.2230.431.00.000.00.71	Maintenance Agreement	\$8,500.00	\$0.00	\$4,758.52	\$3,741.48	\$0.00	\$3,741.48	44.02%
A.2230.690.00.000.00.71	Other Supplies & Materials	\$2,200.00	\$1,390.51	\$2,785.38	(\$585.38)	\$0.00	(\$585.38)	-26.61%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$16,000.00	\$409.46	\$42,974.55	(\$26,974.55)	\$7,514.16	(\$34,488.71)	-215.55%
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	\$12,794.28	\$165,549.31	(\$17,291.31)	\$9,306.19	(\$26,597.50)	-17.94%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$55,167.00	\$4,243.62	\$44,858.01	\$10,308.99	\$0.00	\$10,308.99	18.69%
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	\$25,402.58	(\$1,902.58)	\$3,302.89	(\$5,205.47)	-22.15%
A.2310.220.00.000.00.70	E/B FICA/Medicare	\$4,312.00	\$268.44	\$2,953.97	\$1,358.03	\$0.00	\$1,358.03	31.49%
A.2310.230.00.000.00.71	Workers Compensation Ins	\$49,130.00	\$0.00	\$39,625.30	\$9,504.70	\$0.00	\$9,504.70	19.35%
A.2310.240.00.000.00.71	E/B Other	\$1,656.00	\$137.91	\$1,379.10	\$276.90	\$275.82	\$1.08	0.07%
A.2310.250.00.000.00.71	Unemployment Compensation	\$5,000.00	\$162.00	\$2,347.00	\$2,653.00	\$653.00	\$2,000.00	40.00%
A.2310.330.01.000.00.71	Legal Services	\$10,000.00	\$53.00	\$1,245.50	\$8,754.50	\$3,754.50	\$5,000.00	50.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 4/1/2024

To Date: 4/30/2024

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	\$1,391.00	\$1,391.00	\$14,609.00	\$9,960.00	\$4,649.00	29.06%
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	\$1,006.47	\$3,993.53	\$244.20	\$3,749.33	74.99%
A.2310.590.02.000.00.71	Advertising	\$1,200.00	\$0.00	\$1,393.06	(\$193.06)	\$668.00	(\$861.06)	-71.76%
A.2310.590.04.000.00.71	Community Engagement	\$2,000.00	\$0.00	\$169.98	\$1,830.02	\$0.00	\$1,830.02	91.50%
A.2310.650.00.000.00.71	Software Licenses & Support	\$26,590.00	\$600.00	\$16,560.15	\$10,029.85	\$0.00	\$10,029.85	37.72%
A.2310.690.00.000.00.71	BOE Other Supplies & Materials	\$1,000.00	\$0.00	\$1,158.30	(\$158.30)	\$0.00	(\$158.30)	-15.83%
A.2310.890.00.000.00.71	Dues & Fees	\$1,500.00	\$0.00	\$1,564.00	(\$64.00)	\$0.00	(\$64.00)	-4.27%
	Func: Board of Education - 2310	\$211,790.00	\$9,397.20	\$149,487.42	\$62,302.58	\$18,858.41	\$43,444.17	20.51%
A.2320.111.00.000.00.71	Superintendent	\$100,000.00	\$7,692.32	\$80,769.36	\$19,230.64	\$0.00	\$19,230.64	19.23%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,450.00	\$111.54	\$1,171.17	\$278.83	\$0.00	\$278.83	19.23%
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	\$590.42	\$1,445.30	(\$695.30)	\$0.00	(\$695.30)	-92.71%
A.2320.890.00.000.00.71	Dues & Fees	\$4,500.00	\$0.00	\$315.00	\$4,185.00	\$3,490.00	\$695.00	15.44%
	Func: Superintendent's Office - 2320	\$108,200.00	\$8,394.28	\$83,822.41	\$24,377.59	\$3,490.00	\$20,887.59	19.30%
A.2400.111.00.000.00.71	Principal	\$132,613.00	\$10,201.00	\$107,110.50	\$25,502.50	\$0.00	\$25,502.50	19.23%
A.2400.111.01.000.00.71	Clinical Supervisor	\$54,807.00	\$4,215.86	\$44,266.53	\$10,540.47	\$0.00	\$10,540.47	19.23%
A.2400.112.00.000.00.71	Non Certified Personnel	\$96,556.00	\$7,388.81	\$77,634.42	\$18,921.58	\$0.00	\$18,921.58	19.60%
A.2400.210.00.000.00.71	E/B Insurance	\$69,000.00	\$6,848.46	\$68,438.16	\$561.84	\$11,728.64	(\$11,166.80)	-16.18%
A.2400.220.00.000.00.70	E/B FICA/Medicare	\$10,104.00	\$667.84	\$7,229.17	\$2,874.83	\$0.00	\$2,874.83	28.45%
A.2400.240.00.000.00.71	E/B Other	\$5,624.00	\$468.55	\$4,685.50	\$938.50	\$937.07	\$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	\$221.25	\$78.75	\$0.00	\$78.75	26.25%
A.2400.590.01.000.00.71	Principal's Engagement	\$1,500.00	\$525.23	\$779.04	\$720.96	\$0.00	\$720.96	48.06%
A.2400.650.00.000.00.71	Educational Software Licenses/	\$9,300.00	\$10,096.44	\$10,096.44	(\$796.44)	\$0.00	(\$796.44)	-8.56%
A.2400.690.00.000.00.71	Other Supplies & Materials	\$3,000.00	\$1,827.30	\$4,663.79	(\$1,663.79)	\$204.76	(\$1,868.55)	-62.29%
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	\$42,239.49	\$325,383.80	\$60,170.20	\$12,870.47	\$47,299.73	12.27%
A.2510.112.01.000.00.71	Business Manager	\$96,116.00	\$7,393.54	\$77,632.17	\$18,483.83	\$0.00	\$18,483.83	19.23%
A.2510.210.00.000.00.71	E/B Insurance	\$29,000.00	\$3,141.53	\$31,401.80	(\$2,401.80)	\$4,127.58	(\$6,529.38)	-22.52%
A.2510.220.00.000.00.70	E/B FICA/Medicare	\$7,353.00	\$496.20	\$5,348.90	\$2,004.10	\$0.00	\$2,004.10	27.26%
A.2510.240.00.000.00.71	E/B Other	\$4,883.00	\$240.29	\$4,402.90	\$480.10	\$480.58	(\$0.48)	-0.01%
A.2510.330.02.000.00.71	Professional & Technical Svcs	\$14,500.00	\$910.05	\$12,556.91	\$1,943.09	\$1,796.76	\$146.33	1.01%
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	\$22.25	\$496.37	\$253.63	\$0.00	\$253.63	33.82%
A.2510.739.00.000.00.71	Fiscal Office Equipment	\$100.00	\$15.03	\$15.03	\$84.97	\$0.00	\$84.97	84.97%
A.2510.890.00.000.00.71	Dues & Fees	\$1,440.00	\$0.00	\$1,324.00	\$116.00	\$0.00	\$116.00	8.06%
	Func: Fiscal & Business Office - 2510	\$154,642.00	\$12,218.89	\$133,178.08	\$21,463.92	\$6,404.92	\$15,059.00	9.74%
A.2600.112.01.000.00.71	Facilities Director	\$65,000.00	\$5,000.00	\$52,500.00	\$12,500.00	\$0.00	\$12,500.00	19.23%
A.2600.177.01.000.00.71	Security Officer	\$27,965.00	\$2,623.80	\$23,614.20	\$4,350.80	\$0.00	\$4,350.80	15.56%
A.2600.210.00.000.00.71	E/B Insurance	\$500.00	\$11.70	\$105.30	\$394.70	\$35.10	\$359.60	71.92%
A.2600.220.00.000.00.70	E/B FICA/Medicare	\$7,014.00	\$583.22	\$5,822.73	\$1,191.27	\$0.00	\$1,191.27	16.98%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 4/1/2024

To Date: 4/30/2024

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	\$162.50	\$1,625.00	\$325.00	\$325.00	\$0.00	0.00%
A.2600.410.01.000.00.71	Electricity	\$82,500.00	\$6,267.68	\$63,633.59	\$18,866.41	\$16,366.41	\$2,500.00	3.03%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$9,000.00	\$620.55	\$6,997.11	\$2,002.89	\$2,502.89	(\$500.00)	-5.56%
A.2600.410.03.000.00.71	Water	\$3,000.00	\$0.00	\$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	\$16,326.42	\$146,662.35	\$26,104.65	\$58,691.94	(\$32,587.29)	-18.86%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	\$10,000.00	\$2,820.33	\$38,191.00	(\$28,191.00)	\$23,971.66	(\$52,162.66)	-521.63%
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	\$1,069.28	\$10,356.18	(\$1,356.18)	\$2,523.82	(\$3,880.00)	-43.11%
A.2600.613.00.000.00.71	Maintenance Supplies	\$20,000.00	\$1,576.59	\$9,392.68	\$10,607.32	\$461.36	\$10,145.96	50.73%
A.2600.620.00.000.00.71	Heating Oil	\$60,000.00	\$0.00	\$42,346.34	\$17,653.66	\$12,653.66	\$5,000.00	8.33%
A.2600.739.00.000.00.71	Maintenance Equipment	\$500.00	\$0.00	\$596.48	(\$96.48)	\$297.81	(\$394.29)	-78.86%
	Func: Plant Operation & Maintenance - 2600	\$529,031.00	\$37,062.07	\$462,448.96	\$66,582.04	\$119,058.65	(\$52,476.61)	-9.92%
A.2700.112.01.000.00.71	Bus Drivers	\$191,030.00	\$14,788.98	\$156,893.79	\$34,136.21	\$0.00	\$34,136.21	17.87%
A.2700.112.02.000.00.71	Bus Coordinator	\$59,753.00	\$4,596.40	\$48,262.20	\$11,490.80	\$0.00	\$11,490.80	19.23%
A.2700.112.03.000.00.71	Van Drivers	\$102,259.00	\$8,696.47	\$97,622.48	\$4,636.52	\$0.00	\$4,636.52	4.53%
A.2700.210.00.000.00.71	E/B Insurance	\$79,500.00	\$8,301.49	\$83,004.46	(\$3,504.46)	\$13,676.07	(\$17,180.53)	-21.61%
A.2700.220.00.000.00.70	E/B FICA/Medicare	\$27,008.00	\$2,081.87	\$22,040.66	\$4,967.34	\$0.00	\$4,967.34	18.39%
A.2700.240.00.000.00.71	E/B Other	\$1,793.00	\$149.39	\$1,195.12	\$597.88	\$298.78	\$299.10	16.68%
A.2700.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$381.50	\$1,791.50	\$208.50	\$0.00	\$208.50	10.43%
A.2700.430.00.000.00.71	Transportation Maintenance	\$38,000.00	\$3,959.24	\$40,615.44	(\$2,615.44)	\$397.57	(\$3,013.01)	-7.93%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	\$54,300.00	\$5,762.00	\$40,870.00	\$13,430.00	\$32,562.00	(\$19,132.00)	-35.23%
A.2700.520.00.000.00.71	Vehicle Insurance	\$17,615.00	\$0.00	\$17,613.00	\$2.00	\$0.00	\$2.00	0.01%
A.2700.625.00.000.00.71	Supplies - Oil, Washer Fluid,	\$9,000.00	\$0.00	\$733.30	\$8,266.70	\$0.00	\$8,266.70	91.85%
A.2700.626.00.000.00.71	Regular Fuel - Vans	\$24,000.00	\$2,003.39	\$18,545.45	\$5,454.55	\$5,454.55	\$0.00	0.00%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$55,000.00	\$4,853.60	\$47,276.96	\$7,723.04	\$6,312.50	\$1,410.54	2.56%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$40.00	\$529.91	\$470.09	\$0.00	\$470.09	47.01%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$747.01	\$1,093.01	(\$93.01)	\$0.00	(\$93.01)	-9.30%
A.2700.890.00.000.00.71	Dues & Fees	\$1,500.00	\$40.00	\$6,252.60	(\$4,752.60)	\$0.00	(\$4,752.60)	-316.84%
	Func: Transportation - 2700	\$664,758.00	\$56,401.34	\$584,339.88	\$80,418.12	\$58,701.47	\$21,716.65	3.27%
A.3100.435.00.000.00.71	Repairs	\$2,500.00	\$0.00	\$49.47	\$2,450.53	\$0.00	\$2,450.53	98.02%
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	\$1,013.10	\$1,013.10	\$486.90	\$0.00	\$486.90	32.46%
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	\$1,013.10	\$24,562.57	\$3,437.43	\$0.00	\$3,437.43	12.28%
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	\$601.30	\$3,720.31	(\$3,720.31)	\$0.00	(\$3,720.31)	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	\$0.00	\$2,560.34	\$439.66	\$0.00	\$439.66	14.66%
A.3200.690.00.000.00.71	Activity Supplies & Materials	\$3,000.00	\$415.74	\$2,314.20	\$685.80	\$0.00	\$685.80	22.86%
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	\$131.25	\$131.25	\$368.75	\$0.00	\$368.75	73.75%
	Func: Student Activities - 3200	\$46,075.00	\$1,148.29	\$8,726.10	\$37,348.90	\$0.00	\$37,348.90	81.06%
A.6110.561.01.000.00.73	Tuition: Plainfield	\$826,603.00	\$195,696.00	\$762,839.00	\$63,764.00	\$0.00	\$63,764.00	7.71%
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: 4/1/2024

To Date: 4/30/2024

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	\$8,591.00	\$237,951.50	(\$41,143.50)	\$0.00	(\$41,143.50)	-20.91%
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	\$161,770.15	\$606,146.20	(\$89,644.20)	\$0.00	(\$89,644.20)	-17.36%
	Func: Tuition CT PUBLIC - 6110	\$1,703,747.00	\$366,057.15	\$1,759,444.70	(\$55,697.70)	\$0.00	(\$55,697.70)	-3.27%
A.6130.563.00.000.00.72	S/E Tuition Non-Public	\$569,000.00	(\$25,200.36)	\$344,813.75	\$224,186.25	\$163,857.09	\$60,329.16	10.60%
A.6130.563.04.000.00.72	SEDAC - Excess Cost Reimburse	(\$190,000.00)	\$0.00	(\$204,977.00)	\$14,977.00	\$0.00	\$14,977.00	-7.88%
	Func: Tuition NON-PUBLIC - 6130	\$379,000.00	(\$25,200.36)	\$139,836.75	\$239,163.25	\$163,857.09	\$75,306.16	19.87%
Grand Total:		\$8,279,262.00	\$801,170.51	\$7,250,065.37	\$1,029,196.63	\$637,476.85	\$391,719.78	4.73%

End of Report



Sterling Public Schools

251 Sterling Road
Sterling, CT 06377

"Our mission is to foster a safe and
engaging learning environment"

Telephone: (860) 564-4219
Fax: (860) 564-1989
Website: www.sterlingschool.org

Theodore Friend, Superintendent
Courtney Brannon, Business Manager

May 15, 2024

To Board of Education,

We have received a monetary donation in the amount of \$958.48 from the Plainfield High School Class of 1993 to be used for the Amber Campbell's Caring Closet.

This is a formal request for the Board of Education to accept the donation. This donation will be deposited into the Student Activity Account, Sunshine Account and will be used to purchase items for the Campbell Caring Closet located in the Sterling Community School.

Sincerely,

Theodore Friend, Superintendent

Date Signed

Courtney Brannon, Business Manager

Date Signed

Letter of Intent

Plainfield High School, Class of 1993 of 105 Putnam Rd, Central Village CT, 06332, USA
Sterling Community School of 251 Sterling Rd, Sterling CT 06377, USA

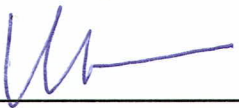
(Individually the "Parties" and "Collective Parties")

BACKGROUND:

This document will establish the basic terms to be used with the agreement between the Parties.

Transaction description:

1. The subject of this transaction is described as follows:
 - The Plainfield High School Class of 1993, agreed to use any and all profits from their 30th High School Reunion, to kick start the *Amber Campbell's Caring Closet* at Sterling Community School located at 251 Sterling Rd, Sterling CT, 06377. These profits total \$958.48, minus any and all expenses incurred by Chase Bank Inc., if any, to draft the cashier's check. If charges do incur from Chase Bank Inc., a receipt will be included for the records.
2. The Parties represent and warrant that their respective assets, real property or personal property, which constitutes any or all of this proposed transaction, are free and clear of any liens, charges or encumbrances or rights of others.

 04/24/2024

Rebecca Anderson
Class of 1993 Representative



Sterling Community School
Representative

Line Item Transfer Request

5/15/2024

Transfer From		Transfer To			
Account	Description	Account	Description	Amount	Notes
A.1000.111.01.000.00.71	Regular Program Certified	A.2700.890.00.000.00.71	Transportation Dues & Fees	\$ 8,684.00	Traversa Core Program
A.2310.330.01.000.00.71	Legal Services	A.2130.330.00.000.00.71	Health Profess & Tech Services	\$ 2,212.00	Increased Medical Director Cost from DayKimball
A.6110.561.01.000.00.73	Tuition: Plainfield	A.6110.561.05.000.00.73	Tuition: Magnet, QMC, STEM	\$ 41,144.00	Additional QMC/ACT/STEM Tuitions
A.2320.890.00.000.00.71	Superintendent Dues & Fees	A.2310.890.00.000.00.71	BOE Dues & Fees	\$ 64.00	Increased Membership Fees
A.1200.650.00.000.00.71	SPED Educational Software License	A.1200.890.00.000.00.71	SPED Program Dues & Fees	\$ 505.00	Increased Membership Fees
			TOTAL	\$ 52,609.00	



Sterling Public Schools

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"Our mission is to foster a safe and
engaging learning environment"

Theodore Friend, Superintendent
Courtney Brannon, Business Manager

May 15, 2024

To Board of Education,

This is a formal request to move forward with Otis Elevator for the quote received on 3/29/2024 in the amount of **\$20,790.00**. The scope of work for this quote is for Otis to supply and install a HydroEnhance upgrade to replace the current existing obsolete 211 control board. This upgrade will assist in improving reliability and extending the system life of the elevator.

According to the Ordinance concerning the purchasing procedures of the Town of Sterling, under VII. Exemptions, it states that the following purchases shall be exempt from the bid requirement provisions of this ordinance without requiring a determination by the Board of Selectmen or Board of Education that such exemption is in the best interests of the town. B) The purchase of or contract to purchase any replacement parts for a single piece of equipment, when such part is supplied by the original supplier of the piece of equipment. Since this propals is for the replacement of the control board for our Otis Elevator from Otis, it is covered under the exemption.

Sincerely,

Theodore Friend, Superintendent

Date Signed

Courtney Brannon, Business Manager

Date Signed

Otis Service and Repair Order

3/29/2024

CUSTOMER NAME

STERLING COMMUNITY SCHOOL
251 STERLING ROAD
STERLING, CT 06377

OTIS ELEVATOR COMPANY

242 PITKIN ST
EAST HARTFORD, CT 06108
CT License # 0475753

OTIS CONTACT

Gabriella DiBacco
Phone: (959) 208-6242
Email:
gabriella.dibacco1@otis.com

PROJECT LOCATION

STERLING COMMUNITY SCHOOL
251 STERLING RD
STERLING, CT 06377-2016

PROPOSAL NUMBER

QTE-001874800

We propose to furnish the necessary material and labor on the following units:

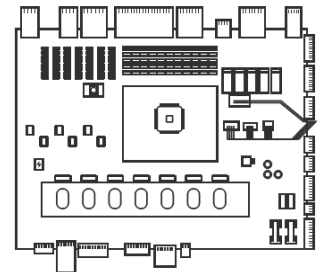
Unit	Customer Designation
487215	ONLY ELV *ADA*

SCOPE OF WORK**OTIS HYDROENHANCE™ UPGRADE**

Otis will supply and install our HydroEnhance™ upgrade to replace your current existing obsolete 211 control board. This upgrade will assist in improving reliability and extending the system life of your elevator.

The upgrade kit includes:

- Engineered Adapter & Mounting Kit
- Otis HydroEnhance™ Processor Board
- Unit-Specific Software Engineering



This processor upgrade enables real time monitoring when combined with Otis One™.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

The customer will be responsible for paying local inspection fees if applicable.

A representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above.

PRICE

\$20,790.00

Twenty thousand seven hundred ninety dollars

This price is based on a **one hundred** percent **(100%) downpayment** in the amount of \$20,790.00.

PAYMENT TERMS:

- The base proposal price is contingent upon receiving a downpayment of one hundred percent (100%) of the base contract amount.
- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

Downpayment Percent	Price Adjustment Percentage	Authorization (Initial)
25%	+ 10%	
75%	+ 5%	

In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

Accepted in Duplicate

STERLING COMMUNITY SCHOOL

Otis Elevator Company

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: Katherine Maurer

Title: _____

Title: Regional General Manager

Email: _____

Email: _____

Company Name: STERLING COMMUNITY SCHOOL

☐ Principal, Owner or Authorized Representative of Principal or Owner

☐ Agent _____
(Name of Principal or Owner)

TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
3. Payments shall be made as follows: A down payment of One Hundred percent (100.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
8. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.
THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from

the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

11. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
13. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
15. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
16. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.