

Sterling Board of Education
Agenda of the Regular Meeting
June 26, 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 May 15, 2024
Minutes of Special Meeting May 29, 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 Jamroz - Resignation - Paraeducator

Courtney Payne - Resignation - Kindergarten Teacher

Thomas Guglielmetti - Resignation/Retirement

Amy Cooper - New Hire - Middle School Math Teacher

Kristen Cavaliere - New Hire - Director Special Services/Early Childhood

Coordinator

V. Unfinished Business

VI. New Business

- A. Update from Paul Brenton, Superintendent, Plainfield Public Schools.

- B. Review, discussion and possible approval of the new “Connecticut Leader and Educator Evaluation and Support Plans 2024.”
- C. Donations
- D. Review, discussion and possible approval of Line Item Transfers.
- E. Policies - First Reading
 - P3541.44** - Business/Non-Instructional Operations - Student Transportation - Privately Owned Vehicles
 - P4112.5 a-b** - Personnel - Certified/Non-Certified - Security Check/Fingerprinting/Criminal Justice Information - Criminal Justice Information
 - P4111.1** - Personnel - Certified/Non-Certified - Affirmative Action Plan
 - P5111 a-e** - Students - Admission/Placement - Admission
 - P5112 a-e** - Students - Ages of Attendance/Admissions/Placement
- F. Review, discussion, and possible approval of a one year extension on the Plainfield and Sterling High School Cooperative Agreement.

VII. Committee Updates

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

VIII. Recommendations, Questions and/or Comments

IX. Public Comment

X. Executive Session

- A. Discussion of SEA Contract Negotiations for Teachers
- B. Discussion of Staff that have exited during the 2023-2024 SY
- C. Discussion of the Superintendent’s Evaluation
- D. Discussion of the Superintendent’s Contract

XI. Adjournment

DRAFT MINUTES

Sterling Board of Education

Minutes of the Regular Meeting

May 15, 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; Dorothy Capobianco, Vice Treasurer; Victoria Robinson-Lewis, Vice Treasurer; John Brady, Board Member

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

Absent from meeting: Catherine Malo, Board Member

II. Pledge of Allegiance

III. Public Comment

No one spoke at this time

IV. Reports and Communications

A. Correspondence

- C. Langlois read a thank you card to the Board from Dawn Darche for breakfast during staff appreciation week.
- She also noted that we had received a renewal bill for CAFE dues that has been given to C. Brannon for processing and payment.

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
- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to accept the Consent Agenda as presented.
 - Vote: All in favor
 - 2 abstentions/Minutes of Meeting April 24, 2024 - J. Brady, D. Capobianco
 - Motion: Passed

C. Budget and Expense Report

C. Brannon recapped some of the things that are going on as we approach the end of the year. She will be closing out the year and will be looking to see where we stand financially.

There were some unexpected excess funds:

- Salaries, Tuition, Right to Read Grant Reimbursement, and ARP ESSER Grant Funds.
- The ARP ESSER Funds will need to be expended by 9/30/2024.
- The Maintenance Repair Costs continued to be monitored as do the Special Education Professional Services.

She also gave an update on the Capital Projects that are being addressed.

- A motion was made by V. Robinson-Lewis and seconded by D. Capobianco to accept the Budget and Expense report as presented.
 - Vote: All in favor
 - Motion: Passed

D. Plainfield Board of Education Liaison

J. Mossner attended the meeting on May 8, 2024:

- She started out by noting that 2 students had received the CABA Leadership Award, one of the students was Sierra Madden, a Sterling student.
- She called attention to the increased SAT scores and in students taking the test. The school is working to increase ways to provide test prep to better prepare the students for taking the test. They are also looking into how they can expand the student's access to pre-algebra and algebra at the middle school level so that they can take the higher math classes at the high school level.
- The "Little Mermaid" production sold the most tickets that has ever been sold at Plainfield.
- With regards to Plainfield's budget, they had to cut approximately \$800,000. The cuts made were across the board - staff, equipment, supplies, utilities, and operations.

E. Personnel - Resignation/Retirement

Jennifer Wright - O/T

V. Unfinished Business

None at this time

VI. New Business

A. Field Study Trip

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

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve the grade 2 trip to Roger Williams Park Zoo, Providence, RI on June 7, 2024.
 - Vote: All in favor
 - Motion: Passed

B. Donations

T. Friend presented a donation in the amount of \$915.28 from Plainfield High School Class of 1993 to be used for the Amber Campbell Caring Closet.

- A motion was made by D. Capobianco and seconded by V. Robinson-Lewis to accept the donation from the Plainfield High School Class of 1993 in memory of Amber Campbell.
 - Vote: All in Favor
 - Motion: Passed

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

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve the Otis Elevator upgrade to the elevator control board at a cost of \$20,790.
 - Vote: All in Favor
 - Motion: Passed

D. Review, discussion, and possible action to approve 10 additional work days for the Superintendent for the 2023-2024 school year.

- A motion was made by D. Capobianco and seconded by J. Mossner to approve 10 additional work days for the Superintendent for the 2023-2024 school year.
 - Vote: All in Favor
 - Motion: Passed

E. Review, discussion, and possible action to approve the UPSEU Contract.

- A motion was made by J. Brady and seconded by V. Robinson-Lewis to approve the UPSEU Contract.
 - Vote: All in Favor
 - Motion Passed

- F. Review, discussion and possible approval of Line Item Transfers.
- A motion was made by V. Robinson-Lewis and seconded by D. Capobianco to approve the Line Item Transfers as presented.
 - Vote: All in Favor
 - Motion: Passed

G. Discuss process for the Superintendent's Evaluation and Contract.

The Board discussed using a narrative for the Superintendent's Evaluation this year.

The Superintendent's Contract will be voted on at the June 26th meeting.

VII. Committee Updates

- A. Policy - Meeting set for May 31, 2024
- B. Budget - Budget Referendum is May 22, 2024 from 12:00pm - 8:00pm
- C. Negotiations - CEA Negotiations will begin on September 26, 2024

VIII. Recommendations, Questions and/or Comments

None at this time

IX. Public Comment

Ashley Cerreto commended Mrs. Morin and Mrs. Medbery for providing excellent parent communication.

X. Executive Session

XI. Adjournment

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

Vote: All in Favor
Motion: Passed

Meeting adjourned at: 6:42pm

DRAFT MINUTES

**Sterling Board of Education
Minutes of the Special Meeting
Wednesday, May 29, 2024
Community Room – 6:00 PM
“EXCELLENCE WITH KINDNESS”**

I. Call to Order

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

Present at meeting: Victoria Robinson-Lewis, Vice Treasurer; Catherine Malo, Board Member; John Brady, Board Member

Absent from Board: Jennifer Mossner, Vice Chair; Dorothy Capobianco, Treasurer

Also present at the meeting: Theodore Friend, Superintendent; Courtney Brannon, Business Manager; Christine Chandler, Board Clerk

II. Pledge of Allegiance

III. Review, discussion and possible approval of the REVISED 2024-2025 Budget after \$161,560 Reduction.

C. Brannon gave an update on the revisions that had been made to the 2024-2025 Budget noting where the reductions had been made.

- A motion was made by V. Lewis and seconded by J. Brady to approve the REVISED 2024-2025 Budget with the \$161,560 reduction.
 - Vote: All in favor
 - Motion: Passed

IV. Adjournment

- A motion was made by V. Lewis and seconded by J. Brady to adjourn the meeting.
 - Vote: All in favor
 - Motion: Passed

Meeting adjourned at 6:05pm

Superintendent's Report

June 26, 2024

Special Education:

Interviews were conducted with a committee of teachers, staff, and administration and one position has been filled.

SEA - Negotiations

The process will be as follows:

Commence Date: September 17, 2024

Mediation Date: November 6, 2024

Arbitration Date: December 1, 2024

Technology Department:

1. New Emergency & Mass Notification System

We will be switching our Emergency/Mass Notification System over from SwiftK12 to BrightArrow this summer. SwiftK12 had originally notified us that they will be discontinuing this product line at the end of June which has since been changed to September.

2. Cafeteria Video & Data Wiring

We have completed a project to install new video and additional data wiring in the Cafeteria, including two new 70" TVs provided under the PEGPETIA grant. Other items included wiring for security cameras and installation of additional wireless coverage in that area.

Maintenance Department

Equipment

1. Hot water heater had a new ignitor installed on 5/30/24 due to the original failing. I utilized a new vendor and was quite pleased with their work.
2. HVAC biannual maintenance completed 5/30/24. All units have new filters and inspection of units for operation.
3. 90% of our 5-year HVAC inspection is completed with the wrap up likely happening on June 20, 2024.
4. Quarterly fire sprinkler inspection was completed 5/17/24 no deficiencies.

Grounds

1. Streetlight is out coming up the main entry was repaired
2. Seven hazardous trees were identified and removed completion was 6/1/24 by Northeast Tree.

Special Services Report	Ted Friend, Superintendent	BOE Meeting: June 26, 2024	Statistics as of May 31, 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	64
Sterling Community School PrK-8th 504s	22	22	21	24	25	24	23	24	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	26
High School 504's (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	16	15	16	17	17	18	20	20	20	21	20	21
Out of District-Special Tuition	11	11	10	10	9	9	10	10	10	10	10	10
Total Students with IEPs	86	86	88	92	94	92	93	94	94	94	99	100
Total Students with 504s	38	37	37	41	42	42	43	44	44	45	44	45

Principal's Report June 26, 2024

SCS Advancement Plan - Goal #3

- Academic Team Meeting
 - Planning for next year
 - Google Sheet created to capture teacher skills & expertise
 - WIN time adjustments for next year
 - MTSS - state data warehouse located within CTSEDS
- PDEC
 - Review PD survey needs for next year
 - Members discussing with their teams needs / wants for next year
 - PDEC Subcommittee for TEVAL
 - Finalized edits
 - Discussed timeline moving forward
 - Shared PDEC Subcommittee final thoughts
- Northeast Childhood Council
 - Calendar created for next academic year
 - Adjustments made to evening presentations

SCS Advancement Plan - Goal # 6

- Social Emotional Team Meeting
 - Monthly check-in for SEL lessons / units
 - Climate surveys including students, families & staff disseminated
 - Results will be analyzed over the summer & shared in the fall

Spring Updates:

- 8th Grade graduation celebration
- Field Day - huge success, many thanks to Mr. Sheehan
- STARR & EPIC Finales were enjoyed by all, thanks to Mrs. Jamieson and Mrs. Walton

Clinical/Behavioral Report

June 26, 2024

To: Sterling Board of Education

From: Laura Smith, Clinical Supervisor/Social Worker

Date: June 26, 2024

Subj: Clinical/Behavioral Report

Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL)- SELweb Spring 2024 assessment completed and 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 6/12/24.
- 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	13	

- LPC Grant 2023-2024 -The LPC Grant Final Report was submitted for approval. Regional Prevention Team meeting 6/6/24.
- Attended Mental Health Task Force meeting 5/23/24
- WildCat Roar 5/31, high level of parents attended all grade levels (K-2, 3-5 & 6-8).

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

- Classroom drop-ins supporting Tier 1 transitions, routines, and SEL/PBIS implementation.
- PDEC Committee meetings- 5/28 & 6/12 Reviewed action items, and discussed planning for the next academic year.
- 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: 05/01/2024

To Date: 05/31/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
200215	05/09/2024	7 MINDSETS ACADEMY LLC	\$11,250.00	1084	Printed	Expense	☐		
200216	05/09/2024	AMAZON	\$993.53	1084	Printed	Expense	☐		
200217	05/09/2024	ANDERSON MOTORS, INC.	\$289.32	1084	Printed	Expense	☐		
200218	05/09/2024	ANDY'S ROADSIDE SERVICE LLC	\$56.37	1084	Printed	Expense	☐		
200219	05/09/2024	ANTHEM LIFE INSURANCE CO	\$498.42	1084	Printed	Expense	☐		
200220	05/09/2024	BREEZELINE	\$766.43	1084	Printed	Expense	☐		
200221	05/09/2024	BROWN, CASEY T	\$18.72	1084	Printed	Expense	☐		
200222	05/09/2024	CABE	\$2,947.00	1084	Printed	Expense	☐		
200223	05/09/2024	CASELLA WASTE	\$620.55	1084	Printed	Expense	☐		
200224	05/09/2024	CLEAN FOCUS DEVELOPMENT LLC	\$2,325.73	1084	Printed	Expense	☐		
200225	05/09/2024	DEBRA LEVINE	\$134.63	1084	Printed	Expense	☐		
200226	05/09/2024	DEMCO	\$134.64	1084	Printed	Expense	☐		
200227	05/09/2024	DIME OIL COMPANY	\$2,903.53	1084	Printed	Expense	☐		
200228	05/09/2024	EXPLORELEARNING	\$12,946.50	1084	Printed	Expense	☐		
200229	05/09/2024	FINDTAPE.COM LLC	\$172.85	1084	Printed	Expense	☐		
200230	05/09/2024	FRIEND, THEODORE F	\$22.19	1084	Printed	Expense	☐		
200231	05/09/2024	GARYS TIRE SALES	\$556.00	1084	Printed	Expense	☐		
200232	05/09/2024	HOME DEPOT CREDIT SERVICES	\$214.77	1084	Printed	Expense	☐		
200233	05/09/2024	JOHNSON, BETHANIE C	\$30.95	1084	Printed	Expense	☐		
200234	05/09/2024	KAINEN, ESCALERA AND MCHALE PC	\$1,616.50	1084	Printed	Expense	☐		
200235	05/09/2024	LIFESPAN SCHOOL SOLUTIONS INC	\$9,962.00	1084	Printed	Expense	☐		
200236	05/09/2024	LIPIN/DIETZ ASSOCIATES INC	\$100.00	1084	Printed	Expense	☐		
200237	05/09/2024	MYSTERY SCIENCE INC	\$2,835.00	1084	Printed	Expense	☐		

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 05/01/2024

To Date: 05/31/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
200238	05/09/2024	NCS PEARSON	\$989.57	1084	Printed	Expense	☐		
200239	05/09/2024	RICOH USA, INC	\$513.37	1084	Printed	Expense	☐		
200240	05/09/2024	SCHOOL DATEBOOKS	\$362.48	1084	Printed	Expense	☐		
200241	05/09/2024	SERVICE MANAGEMENT GROUP LLC	\$13,626.42	1084	Printed	Expense	☐		
200242	05/09/2024	SHARP TRAINING INC	\$14,908.00	1084	Printed	Expense	☐		
200243	05/09/2024	SHAWN LUCAS	\$200.00	1084	Printed	Expense	☐		
200244	05/09/2024	THE AMERICAN SCHOOL FOR THE DEAF	\$17,996.59	1084	Printed	Expense	☐		
200245	05/09/2024	TYLER TECHNOLOGIES, INC.	\$3,931.20	1084	Printed	Expense	☐		
200246	05/09/2024	VANDI AUTO SUPPLY	\$313.82	1084	Printed	Expense	☐		
200247	05/16/2024	AETNA HEALTH MANAGEMENT LLC	\$176.71	1088	Printed	Expense	☐		
200248	05/16/2024	AG PARTS EDUCATION	\$3,591.25	1088	Printed	Expense	☐		
200249	05/16/2024	AMAZON	\$199.07	1088	Printed	Expense	☐		
200250	05/16/2024	APPLE INC.	\$1,399.00	1088	Printed	Expense	☐		
200251	05/16/2024	C.E.S.	\$721.00	1088	Printed	Expense	☐		
200252	05/16/2024	EVERSOURCE	\$3,601.50	1088	Printed	Expense	☐		
200253	05/16/2024	HEALTHCALL MEDICAL CENTER LLC	\$300.00	1088	Printed	Expense	☐		
200254	05/16/2024	HEATHER NICKERSON	\$746.06	1088	Printed	Expense	☐		
200255	05/16/2024	INSECT LORE	\$94.91	1088	Printed	Expense	☐		
200256	05/16/2024	PITNEY BOWES (METER)	\$244.20	1088	Printed	Expense	☐		
200257	05/16/2024	RESERVE ACCOUNT	\$3,000.00	1088	Printed	Expense	☐		
200258	05/16/2024	RICOH USA, INC	\$738.02	1088	Printed	Expense	☐		
200259	05/16/2024	RISE VISION	\$2,163.14	1088	Printed	Expense	☐		

Sterling Board of Education

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Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 05/01/2024

To Date: 05/31/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
200260	05/16/2024	THE AMERICAN SCHOOL FOR THE DEAF	\$382.50	1088	Printed	Expense	☐		
200261	05/16/2024	THE LIGHTHOUSE	\$19,229.60	1088	Printed	Expense	☐		
200262	05/16/2024	THE SLP SOLUTION	\$400.00	1088	Printed	Expense	☐		
200263	05/16/2024	TOWN OF STERLING MUNI WATER	\$520.50	1088	Printed	Expense	☐		
200264	05/16/2024	VERIZON WIRELESS	\$302.85	1088	Printed	Expense	☐		
200265	05/16/2024	W B MASON CO INC	\$51.16	1088	Printed	Expense	☐		
200266	05/23/2024	AMAZON	\$15,075.08	1090	Printed	Expense	☐		
200267	05/23/2024	ANDERSON MOTORS, INC.	\$245.02	1090	Printed	Expense	☐		
200268	05/23/2024	ANTHEM BLUE CROSS/BLUE SHIELD	\$99,329.43	1090	Printed	Expense	☐		
200269	05/23/2024	CHLIC.	\$4,102.25	1090	Printed	Expense	☐		
200270	05/23/2024	CONGDON, WALTER W	\$75.00	1090	Printed	Expense	☐		
200271	05/23/2024	CUSTOM COMPUTER SPECIALISTS, INC	\$268.80	1090	Printed	Expense	☐		
200272	05/23/2024	DELL MARKETING LP	\$2,862.59	1090	Printed	Expense	☐		
200273	05/23/2024	DIME OIL COMPANY	\$2,690.70	1090	Printed	Expense	☐		
200274	05/23/2024	FRONTLINE TECHNOLOGIES GROUP LLC	\$6,778.64	1090	Printed	Expense	☐		
200275	05/23/2024	HORIZONS, INC	\$6,356.90	1090	Printed	Expense	☐		
200276	05/23/2024	NASSP / NASC	\$280.14	1090	Printed	Expense	☐		
200277	05/23/2024	ORIENTAL TRADING CO INC	\$363.97	1090	Printed	Expense	☐		
200278	05/23/2024	OTIS ELEVATOR COMPANY	\$20,790.00	1090	Printed	Expense	☐		
200279	05/23/2024	PRO-ED	\$97.90	1090	Printed	Expense	☐		
200280	05/23/2024	SCHOOLINSITES	\$2,900.00	1090	Printed	Expense	☐		
200281	05/23/2024	SOCIAL THINKING	\$219.87	1090	Printed	Expense	☐		

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 05/01/2024

To Date: 05/31/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
200282	05/23/2024	STATE OF CONNECTICUT	\$240.00	1090	Printed	Expense	☐		
200283	05/23/2024	THE BULK BOOKSTORE	\$235.60	1090	Printed	Expense	☐		
200284	05/23/2024	THE HILB GROUP OF NEW ENGLAND LLC	\$8,985.75	1090	Printed	Expense	☐		
200285	05/23/2024	VANDI AUTO SUPPLY	\$88.36	1090	Printed	Expense	☐		
200286	05/23/2024	VENTRIS LEARNING LLC	\$90.00	1090	Printed	Expense	☐		
200287	05/30/2024	AFLAC NEW YORK	\$434.18	1092	Printed	Expense	☐		
200288	05/30/2024	ALLSTATE	\$52.84	1092	Printed	Expense	☐		
200289	05/30/2024	AMERIPRISE FINANCIAL SERVICES, INC	\$337.91	1092	Printed	Expense	☐		
200290	05/30/2024	AXA EQUITABLE	\$1,969.91	1092	Printed	Expense	☐		
200291	05/30/2024	HORACE MANN LIFE INSURANCE COMPANY	\$1,831.53	1092	Printed	Expense	☐		
200292	05/30/2024	METLIFE 0837050	\$369.39	1092	Printed	Expense	☐		
200293	05/30/2024	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$2,909.77	1092	Printed	Expense	☐		
200294	05/30/2024	STERLING EDUCATION ASSOCIATION	\$2,578.92	1092	Printed	Expense	☐		
200295	05/30/2024	UPSEU 05745	\$722.64	1092	Printed	Expense	☐		
200296	05/31/2024	AMAZON	\$4,810.53	1095	Printed	Expense	☐		
200297	05/31/2024	ANDERSON MOTORS, INC.	\$2,037.11	1095	Printed	Expense	☐		
200298	05/31/2024	ANTHEM LIFE INSURANCE CO	\$446.04	1095	Printed	Expense	☐		
200299	05/31/2024	ASHLEY HOLMBERG	\$5,165.25	1095	Printed	Expense	☐		
200300	05/31/2024	CORPORATE BILLING LLC	\$690.47	1095	Printed	Expense	☐		
200301	05/31/2024	CUSTOM COMPUTER SPECIALISTS, INC	\$7,245.00	1095	Printed	Expense	☐		
200302	05/31/2024	DIME OIL COMPANY	\$2,713.74	1095	Printed	Expense	☐		

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 05/01/2024

To Date: 05/31/2024

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
200303	05/31/2024	EDWARD A WILLIAMS	\$150.00	1095	Printed	Expense	☐		
200304	05/31/2024	ENVIRONMENTAL SYSTEM CORPORATION	\$2,744.00	1095	Printed	Expense	☐		
200305	05/31/2024	FRIEND, THEODORE F	\$124.94	1095	Printed	Expense	☐		
200306	05/31/2024	LAKESHORE LEARNING MATERIALS LLC	\$114.98	1095	Printed	Expense	☐		
200307	05/31/2024	LEARNING A-Z	\$6,169.50	1095	Printed	Expense	☐		
200308	05/31/2024	MACGILL DISCOUNT MEDICAL SUPPLIES	\$2,157.91	1095	Printed	Expense	☐		
200309	05/31/2024	PETE'S TIRE BARNS, INC	\$1,204.20	1095	Printed	Expense	☐		
200310	05/31/2024	ROCHESTER 100 INC	\$1,152.00	1095	Printed	Expense	☐		
200311	05/31/2024	TOOLS TO GROW INC	\$64.99	1095	Printed	Expense	☐		
200312	05/31/2024	TREASURER - STATE OF CT	\$1,320.00	1095	Printed	Expense	☐		
200313	05/31/2024	US BANK VOYAGER FLEET SYS	\$2,373.29	1095	Printed	Expense	☐		
200314	05/31/2024	VANDI AUTO SUPPLY	\$74.80	1095	Printed	Expense	☐		
200315	05/31/2024	W B MASON CO INC	\$199.84	1095	Printed	Expense	☐		

Total Amount: \$366,340.23

End of Report

Sterling Board of Education

Budget and Expenses - BOE

From Date: 5/1/2024

To Date: 5/31/2024

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	\$170,531.77	\$1,692,178.74	\$68,983.26	\$0.00	\$68,983.26	3.92%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$4,375.00	\$38,276.04	\$11,723.96	\$0.00	\$11,723.96	23.45%
A.1000.112.01.000.00.71	Non Certified Personnel	\$83,432.00	\$13,740.46	\$42,549.08	\$40,882.92	\$0.00	\$40,882.92	49.00%
A.1000.210.00.000.00.71	E/B Insurance	\$440,841.00	\$59,271.36	\$598,993.73	(\$158,152.73)	\$1,828.47	(\$159,981.20)	-36.29%
A.1000.220.00.000.00.70	E/B FICA/Medicare	\$35,744.00	\$4,134.73	\$32,431.77	\$3,312.23	\$0.00	\$3,312.23	9.27%
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	(\$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	\$2,100.37	(\$1,212.84)	\$11,212.84	\$2,979.93	\$8,232.91	82.33%
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.1000.611.01.103.00.71	Science Instructional Supplies	\$0.00	\$155.96	\$155.96	(\$155.96)	\$11.82	(\$167.78)	0.00%
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	\$43.18	\$1,066.45	(\$66.45)	\$0.00	(\$66.45)	-6.65%
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	\$276.14	\$2,516.77	\$2,483.23	\$0.00	\$2,483.23	49.66%
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	\$34,076.00	\$37,815.14	(\$4,815.14)	\$14,105.00	(\$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	\$0.00	\$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	\$1,251.39	\$12,507.19	\$5,492.81	\$2,873.26	\$2,619.55	14.55%
A.1000.739.01.106.00.71	Music Equipment	\$1,000.00	\$150.00	\$1,418.98	(\$418.98)	\$20,366.00	(\$20,784.98)	-2078.50%
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	\$290,106.36	\$2,452,368.02	\$22,410.98	\$74,564.48	(\$52,153.50)	-2.11%
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	\$28,423.16	\$422,110.45	\$97,709.55	\$0.00	\$97,709.55	18.80%
A.1200.112.01.000.00.71	Non Certified Personnel	\$261,703.00	\$36,061.87	\$268,174.17	(\$6,471.17)	\$0.00	(\$6,471.17)	-2.47%
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	\$30,019.44	\$370,853.54	(\$51,853.54)	\$25,548.43	(\$77,401.97)	-24.26%
A.1200.220.00.000.00.70	E/B FICA/Medicare	\$32,962.00	\$2,844.77	\$24,236.86	\$8,725.14	\$0.00	\$8,725.14	26.47%
A.1200.240.00.000.00.71	E/B Other	\$4,578.00	\$131.64	\$3,696.03	\$881.97	\$131.70	\$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	\$200.00	\$18,220.73	(\$13,720.73)	\$7,565.35	(\$21,286.08)	-473.02%
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	\$147.13	\$595.25	(\$95.25)	\$0.00	(\$95.25)	-19.05%
A.1200.611.01.000.00.71	Instructional Supplies	\$3,000.00	\$878.55	\$1,794.46	\$1,205.54	\$1,090.70	\$114.84	3.83%
A.1200.611.02.000.00.71	Testing Supplies	\$3,000.00	\$212.47	\$2,768.52	\$231.48	\$1,334.40	(\$1,102.92)	-36.76%
A.1200.630.00.000.00.71	Special Ed Incentive	\$1,200.00	\$0.00	\$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	\$363.97	\$566.95	\$433.05	\$642.98	(\$209.93)	-20.99%
A.1200.700.00.000.00.71	Equipment	\$1,500.00	\$776.93	\$5,305.44	(\$3,805.44)	\$60.00	(\$3,865.44)	-257.70%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 5/1/2024

To Date: 5/31/2024

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.1200.890.00.000.00.71	Dues & Fees	\$500.00	\$952.48	\$1,449.48	(\$949.48)	\$0.00	(\$949.48)	-189.90%
	Func: Special Education Program - 1200	\$1,287,673.00	\$101,012.41	\$1,200,565.99	\$87,107.01	\$44,423.56	\$42,683.45	3.31%
A.2130.111.01.000.00.71	School Nurse	\$53,045.00	\$4,080.38	\$46,924.37	\$6,120.63	\$0.00	\$6,120.63	11.54%
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	\$92.15	\$910.69	(\$710.69)	\$9.00	(\$719.69)	-359.85%
A.2130.220.00.000.00.70	E/B FICA/Medicare	\$4,259.00	\$310.56	\$3,740.29	\$518.71	\$0.00	\$518.71	12.18%
A.2130.240.00.000.00.71	E/B Other	\$1,592.00	\$132.61	\$1,458.71	\$133.29	\$132.61	\$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	\$100.00	\$3,388.00	(\$1,638.00)	\$574.00	(\$2,212.00)	-126.40%
A.2130.690.00.000.00.71	Health Office Supplies	\$2,000.00	\$2,070.98	\$3,785.49	(\$1,785.49)	\$0.00	(\$1,785.49)	-89.27%
A.2130.739.00.000.00.71	Health Office Equipment	\$500.00	\$86.93	\$86.93	\$413.07	\$380.00	\$33.07	6.61%
	Func: Health Office - 2130	\$66,471.00	\$6,873.61	\$60,679.48	\$5,791.52	\$1,095.61	\$4,695.91	7.06%
A.2190.111.01.000.00.71	Certified Personnel	\$19,785.00	(\$26,037.83)	\$28,926.43	(\$9,141.43)	\$0.00	(\$9,141.43)	-46.20%
A.2190.210.00.000.00.71	E/B Insurance	\$12,000.00	\$142.24	\$1,280.16	\$10,719.84	\$0.00	\$10,719.84	89.33%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$4,039.00	\$277.29	\$4,455.91	(\$416.91)	\$0.00	(\$416.91)	-10.32%
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	\$5,165.25	\$23,483.25	\$6,516.75	\$2,516.75	\$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	(\$20,453.05)	\$58,145.75	\$9,178.25	\$2,516.75	\$6,661.50	9.89%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$18,774.00	\$1,813.39	\$15,946.79	\$2,827.21	\$0.00	\$2,827.21	15.06%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,436.00	\$138.72	\$1,219.92	\$216.08	\$0.00	\$216.08	15.05%
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	\$3,473.72	(\$473.72)	\$0.00	(\$473.72)	-15.79%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$134.64	\$511.80	(\$11.80)	\$0.00	(\$11.80)	-2.36%
	Func: Educational Media - 2220	\$23,960.00	\$2,086.75	\$21,152.23	\$2,807.77	\$0.00	\$2,807.77	11.72%
A.2230.112.00.000.00.71	IT Personnel	\$65,723.00	\$5,055.62	\$59,603.10	\$6,119.90	\$0.00	\$6,119.90	9.31%
A.2230.112.01.000.00.71	IT Aide	\$31,245.00	\$4,290.46	\$34,809.89	(\$3,564.89)	\$0.00	(\$3,564.89)	-11.41%
A.2230.210.00.000.00.71	E/B Insurance	\$500.00	\$1,211.60	\$13,216.42	(\$12,716.42)	\$41.52	(\$12,757.94)	-2551.59%
A.2230.220.00.000.00.70	E/B FICA/Medicare	\$7,418.00	\$687.57	\$6,962.27	\$455.73	\$0.00	\$455.73	6.14%
A.2230.240.00.000.00.70	E/B Other	\$3,972.00	\$164.31	\$1,807.41	\$2,164.59	\$164.31	\$2,000.28	50.36%
A.2230.320.00.000.00.71	Professional Development	\$1,000.00	\$0.00	\$130.00	\$870.00	\$0.00	\$870.00	87.00%
A.2230.330.00.000.00.71	Professional & Technical Servi	\$5,000.00	\$4,064.00	\$8,620.00	(\$3,620.00)	\$8,090.00	(\$11,710.00)	-234.20%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$2,200.00	\$317.83	\$2,275.16	(\$75.16)	\$0.00	(\$75.16)	-3.42%
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	\$107.09	\$2,892.47	(\$692.47)	\$1,450.00	(\$2,142.47)	-97.39%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$16,000.00	\$18,431.60	\$61,406.15	(\$45,406.15)	\$12,887.93	(\$58,294.08)	-364.34%
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	\$34,330.08	\$199,879.39	(\$51,621.39)	\$22,633.76	(\$74,255.15)	-50.09%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$55,167.00	\$4,243.62	\$49,101.63	\$6,065.37	\$0.00	\$6,065.37	10.99%
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	\$2,550.95	\$27,953.53	(\$4,453.53)	\$751.94	(\$5,205.47)	-22.15%
A.2310.220.00.000.00.70	E/B FICA/Medicare	\$4,312.00	\$268.44	\$3,222.41	\$1,089.59	\$0.00	\$1,089.59	25.27%
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	\$1,517.01	\$138.99	\$137.91	\$1.08	0.07%
A.2310.250.00.000.00.71	Unemployment Compensation	\$5,000.00	\$0.00	\$2,347.00	\$2,653.00	\$653.00	\$2,000.00	40.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 5/1/2024

To Date: 5/31/2024

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.2310.330.01.000.00.71	Legal Services	\$10,000.00	\$1,616.50	\$2,862.00	\$7,138.00	\$2,138.00	\$5,000.00	50.00%
A.2310.330.03.000.00.71	Other Professional & Tech Svcs	\$16,000.00	\$5,847.00	\$7,238.00	\$8,762.00	\$6,360.00	\$2,402.00	15.01%
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	\$5,407.34	\$6,413.81	(\$1,413.81)	\$0.00	(\$1,413.81)	-28.28%
A.2310.590.02.000.00.71	Advertising	\$1,200.00	\$721.00	\$2,114.06	(\$914.06)	\$0.00	(\$914.06)	-76.17%
A.2310.590.04.000.00.71	Community Engagement	\$2,000.00	\$746.06	\$916.04	\$1,083.96	\$0.00	\$1,083.96	54.20%
A.2310.650.00.000.00.71	Software Licenses & Support	\$26,590.00	\$6,778.64	\$23,338.79	\$3,251.21	\$3,037.50	\$213.71	0.80%
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	\$28,317.46	\$177,804.88	\$33,985.12	\$13,078.35	\$20,906.77	9.87%
A.2320.111.00.000.00.71	Superintendent	\$100,000.00	\$7,692.32	\$88,461.68	\$11,538.32	\$0.00	\$11,538.32	11.54%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,450.00	\$111.54	\$1,282.71	\$167.29	\$0.00	\$167.29	11.54%
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	\$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	\$3,578.00	\$607.00	13.49%
	Func: Superintendent's Office - 2320	\$108,200.00	\$7,803.86	\$91,626.27	\$16,573.73	\$3,578.00	\$12,995.73	12.01%
A.2400.111.00.000.00.71	Principal	\$132,613.00	\$10,201.00	\$117,311.50	\$15,301.50	\$0.00	\$15,301.50	11.54%
A.2400.111.01.000.00.71	Clinical Supervisor	\$54,807.00	\$4,215.86	\$48,482.39	\$6,324.61	\$0.00	\$6,324.61	11.54%
A.2400.112.00.000.00.71	Non Certified Personnel	\$96,556.00	\$7,388.80	\$85,023.22	\$11,532.78	\$0.00	\$11,532.78	11.94%
A.2400.210.00.000.00.71	E/B Insurance	\$69,000.00	\$6,894.90	\$75,333.06	(\$6,333.06)	\$4,833.74	(\$11,166.80)	-16.18%
A.2400.220.00.000.00.70	E/B FICA/Medicare	\$10,104.00	\$667.84	\$7,897.01	\$2,206.99	\$0.00	\$2,206.99	21.84%
A.2400.240.00.000.00.71	E/B Other	\$5,624.00	\$468.55	\$5,154.05	\$469.95	\$468.52	\$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	\$134.63	\$913.67	\$586.33	\$0.00	\$586.33	39.09%
A.2400.650.00.000.00.71	Educational Software Licenses/	\$9,300.00	\$0.00	\$10,096.44	(\$796.44)	\$0.00	(\$796.44)	-8.56%
A.2400.690.00.000.00.71	Other Supplies & Materials	\$3,000.00	\$1,701.85	\$6,365.64	(\$3,365.64)	\$215.86	(\$3,581.50)	-119.38%
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	\$31,673.43	\$357,057.23	\$28,496.77	\$5,518.12	\$22,978.65	5.96%
A.2510.112.01.000.00.71	Business Manager	\$96,116.00	\$7,393.54	\$85,025.71	\$11,090.29	\$0.00	\$11,090.29	11.54%
A.2510.210.00.000.00.71	E/B Insurance	\$29,000.00	\$3,155.03	\$34,556.83	(\$5,556.83)	\$972.55	(\$6,529.38)	-22.52%
A.2510.220.00.000.00.70	E/B FICA/Medicare	\$7,353.00	\$496.20	\$5,845.10	\$1,507.90	\$0.00	\$1,507.90	20.51%
A.2510.240.00.000.00.71	E/B Other	\$4,883.00	\$240.29	\$4,643.19	\$239.81	\$240.29	(\$0.48)	-0.01%
A.2510.330.02.000.00.71	Professional & Technical Svcs	\$14,500.00	\$817.35	\$13,374.26	\$1,125.74	\$979.41	\$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	\$0.00	\$496.37	\$253.63	\$0.00	\$253.63	33.82%
A.2510.739.00.000.00.71	Fiscal Office Equipment	\$100.00	\$2,461.86	\$2,476.89	(\$2,376.89)	\$0.00	(\$2,376.89)	-2376.89%
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	\$14,564.27	\$147,742.35	\$6,899.65	\$2,192.25	\$4,707.40	3.04%
A.2600.112.01.000.00.71	Facilities Director	\$65,000.00	\$5,000.00	\$57,500.00	\$7,500.00	\$0.00	\$7,500.00	11.54%
A.2600.177.01.000.00.71	Security Officer	\$27,965.00	\$2,623.80	\$26,238.00	\$1,727.00	\$0.00	\$1,727.00	6.18%
A.2600.210.00.000.00.71	E/B Insurance	\$500.00	\$23.40	\$128.70	\$371.30	\$11.70	\$359.60	71.92%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 5/1/2024

To Date: 5/31/2024

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.2600.220.00.000.00.70	E/B FICA/Medicare	\$7,014.00	\$583.22	\$6,405.95	\$608.05	\$0.00	\$608.05	8.67%
A.2600.240.00.000.00.71	E/B Other	\$1,950.00	\$162.50	\$1,787.50	\$162.50	\$162.50	\$0.00	0.00%
A.2600.410.01.000.00.71	Electricity	\$82,500.00	\$5,927.23	\$69,560.82	\$12,939.18	\$10,439.18	\$2,500.00	3.03%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$9,000.00	\$620.55	\$7,617.66	\$1,382.34	\$1,382.34	\$0.00	0.00%
A.2600.410.03.000.00.71	Water	\$3,000.00	\$520.50	\$1,291.50	\$1,708.50	\$708.50	\$1,000.00	33.33%
A.2600.410.04.000.00.71	Sewer	\$18,450.00	\$0.00	\$18,450.00	\$0.00	\$0.00	\$0.00	0.00%
A.2600.430.01.000.00.71	Maintenance Contracts	\$172,767.00	\$13,866.42	\$160,528.77	\$12,238.23	\$45,065.52	(\$32,827.29)	-19.00%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	\$10,000.00	\$20,790.00	\$58,981.00	(\$48,981.00)	\$7,579.57	(\$56,560.57)	-565.61%
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	\$11,425.46	(\$2,425.46)	\$1,454.54	(\$3,880.00)	-43.11%
A.2600.613.00.000.00.71	Maintenance Supplies	\$20,000.00	\$10,035.23	\$19,427.91	\$572.09	\$1,934.39	(\$1,362.30)	-6.81%
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	\$56.37	\$652.85	(\$152.85)	\$0.00	(\$152.85)	-30.57%
	Func: Plant Operation & Maintenance - 2600	\$529,031.00	\$61,278.50	\$523,727.46	\$5,303.54	\$81,391.90	(\$76,088.36)	-14.38%
A.2700.112.01.000.00.71	Bus Drivers	\$191,030.00	\$21,434.33	\$178,328.12	\$12,701.88	\$0.00	\$12,701.88	6.65%
A.2700.112.02.000.00.71	Bus Coordinator	\$59,753.00	\$4,596.40	\$52,858.60	\$6,894.40	\$0.00	\$6,894.40	11.54%
A.2700.112.03.000.00.71	Van Drivers	\$102,259.00	\$11,903.33	\$109,525.81	(\$7,266.81)	\$0.00	(\$7,266.81)	-7.11%
A.2700.210.00.000.00.71	E/B Insurance	\$79,500.00	\$8,311.93	\$91,316.39	(\$11,816.39)	\$5,364.14	(\$17,180.53)	-21.61%
A.2700.220.00.000.00.70	E/B FICA/Medicare	\$27,008.00	\$2,825.69	\$24,866.35	\$2,141.65	\$0.00	\$2,141.65	7.93%
A.2700.240.00.000.00.71	E/B Other	\$1,793.00	\$0.00	\$1,195.12	\$597.88	\$149.39	\$448.49	25.01%
A.2700.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$300.00	\$2,091.50	(\$91.50)	\$0.00	(\$91.50)	-4.58%
A.2700.430.00.000.00.71	Transportation Maintenance	\$38,000.00	\$4,943.10	\$45,558.54	(\$7,558.54)	\$0.00	(\$7,558.54)	-19.89%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	\$54,300.00	\$5,896.00	\$46,766.00	\$7,534.00	\$17,688.00	(\$10,154.00)	-18.70%
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	\$2,448.29	\$20,993.74	\$3,006.26	\$3,081.26	(\$75.00)	-0.31%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$55,000.00	\$8,307.97	\$55,584.93	(\$584.93)	\$3,004.53	(\$3,589.46)	-6.53%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$0.00	\$529.91	\$470.09	\$0.00	\$470.09	47.01%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$2,724.88	\$3,817.89	(\$2,817.89)	\$8,893.90	(\$11,711.79)	-1171.18%
A.2700.890.00.000.00.71	Dues & Fees	\$1,500.00	\$3,931.20	\$10,183.80	(\$8,683.80)	\$0.00	(\$8,683.80)	-578.92%
	Func: Transportation - 2700	\$664,758.00	\$77,623.12	\$661,963.00	\$2,795.00	\$38,181.22	(\$35,386.22)	-5.32%
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	\$0.00	\$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	\$0.00	\$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	\$472.12	\$4,192.43	(\$4,192.43)	\$0.00	(\$4,192.43)	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	\$280.14	\$2,594.34	\$405.66	\$0.00	\$405.66	13.52%
A.3200.739.00.000.00.71	Activity Equipment	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$1,439.13	\$1,060.87	42.43%
A.3200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$131.25	\$368.75	\$0.00	\$368.75	73.75%
	Func: Student Activities - 3200	\$46,075.00	\$752.26	\$9,478.36	\$36,596.64	\$1,439.13	\$35,157.51	76.30%
A.6110.561.01.000.00.73	Tuition: Plainfield	\$826,603.00	\$0.00	\$762,839.00	\$63,764.00	\$0.00	\$63,764.00	7.71%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 5/1/2024

To Date: 5/31/2024

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.6110.561.02.000.00.70	Adult Education	\$9,225.00	\$0.00	\$9,225.00	\$0.00	\$0.00	\$0.00	0.00%
A.6110.561.05.000.00.73	Tuition: Magnet, QMC, STEM	\$196,808.00	\$0.00	\$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	\$0.00	\$606,146.20	(\$89,644.20)	\$0.00	(\$89,644.20)	-17.36%
	Func: Tuition CT PUBLIC - 6110	\$1,703,747.00	\$0.00	\$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	\$62,939.59	\$407,753.34	\$161,246.66	\$104,629.50	\$56,617.16	9.95%
A.6130.563.04.000.00.72	SEDAC - Excess Cost Reimbursem	(\$190,000.00)	(\$62,909.00)	(\$267,886.00)	\$77,886.00	\$0.00	\$77,886.00	-40.99%
	Func: Tuition NON-PUBLIC - 6130	\$379,000.00	\$30.59	\$139,867.34	\$239,132.66	\$104,629.50	\$134,503.16	35.49%
Grand Total:		\$8,279,262.00	\$635,999.65	\$7,886,065.02	\$393,196.98	\$395,242.63	(\$2,045.65)	-0.02%

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

June 26, 2024

To Board of Education,

We have received a check donation in the amount of \$200.00 from The Mitchell D Phaiah Foundation Inc. to be used in the general fund for the Washington DC Trip for next year's eighth grade class.

This is a formal request for the Board of Education to accept the donation. This donation will be deposited into the Student Activity Account, Washington DC Trip and will be used to support the Washington DC Trip next year.

The Mitchell D. Phaiah Foundation Inc
PO Box 379
Putnam, CT 06260

Sincerely,

Theodore Friend, Superintendent

Date Signed

Courtney Brannon, Business Manager

Date Signed

Line Item Transfer Request

6/26/2024

Transfer From		Transfer To			
Account	Description	Account	Description	Amount	Notes
A.1200.330.02.000.00.71	SPED Assistive Technology	A.1200.330.01.000.00.71	SPED Evaluation Services	\$ 625.00	
A.2400.330.00.000.00.71	Building Admin Profess & Tech Serv	A.2700.330.00.000.00.71	Transportation Profess & Tech Serv	\$ 92.00	
A.2320.580.00.000.00.71	Superintendent Travel	A.1200.580.00.000.00.71	SPED Travel	\$ 96.00	
A.1000.739.00.000.00.71	Copier Lease, Fees, Supplies	A.2310.590.01.000.00.71	BOE Communications/Postage	\$ 1,414.00	
A.2310.590.04.000.00.71	BOE Community Engagement	A.2310.590.02.000.00.71	BOE Advertising	\$ 915.00	
A.2220.112.00.000.00.71	Non-Certified Personnel	A.2220.642.00.000.00.71	Books/Periodicals	\$ 474.00	
A.2220.112.00.000.00.71	Non-Certified Personnel	A.2220.690.00.000.00.71	Educational Media Other Supplies	\$ 12.00	
		TOTAL		\$ 3,628.00	

Business/Non-Instructional Operations**Student Transportation****Privately Owned Vehicles**

The Board of Education recognizes the need for some school employees to use their own vehicles for school purposes regularly or occasionally. To safeguard the district, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, in special, incidental, unplanned and/or emergency circumstances the following policy shall be observed:

1. The use of private vehicles for school purposes will be limited to school business and will require prior approval.

a. Standing Approval: Approved by the Superintendent or Board of Education for certain employees who regularly carry out school business throughout the year. Personnel on the approved list must have insurance as required by law, and the standard no-fault certificate.

Minimum limits of liability should be:

300,000 - combined single limit 100,000

- each person

300,000 - each accident bodily injury and 50,000

- property damage - each accident

b. Short-Term Approval: Prior written approval from the Superintendent and good for the day that the specific business is to be conducted.

2. The Board specifically forbids any employee to transport students for school purposes unless the employee and vehicle meet all requirements of state laws and then only with Superintendent or Board of Education approval.

~~3. No student will be permitted to use any motor vehicle for school-related business.~~

4. All private vehicles used to transport students will be required to meet all safety and inspection standards set forth by state law.

5. For standing and short-term approval, the employee and Superintendent will sign and date this Board policy indicating understanding and agreement to abide by the provisions herein. A copy of the employee's insurance declaration page indicating the liability limits specified above in 1.a. will be attached to the agreement page and kept in each employee's personnel file. Standing approvals will be valid for one year.

6. For standing approval, the Superintendent will contact the employee's insurance carrier informing them of this policy, and requesting they contact him if the policy lapses or changes.

7. The incidental, unplanned and/or emergency operation of a motor vehicle by a school employee to transport students does not require the operator to hold an operator's license endorsement.

The Board of Education (Board) recognizes that, in special incidental, unplanned and/or emergency circumstances, district employees may need to use private vehicles for emergency purposes. In particular, the Building Principal or designee may authorize the transportation of students in private vehicles for the following reasons:

1. to transport a student or students to a hospital or other medical facility, in the event of a medical emergency.

However, prior authorization may not be necessary in the event of an emergency. All efforts will be made to contact parent/guardian.

The incidental, unplanned and/or emergency operation of a motor vehicle by a school employee to transport students does not require the operator to hold an operator's license endorsement.

Legal Reference: Connecticut General Statutes

I.Q-235 Indemnification of teachers, board members and employees in damage suit; expenses of litigation

I.Q-236 Liability insurance

H-1(i) Motor vehicles: definitions.

H-212 (8) Definitions - "Student transportation vehicle."

H-212 (2) Definitions - "Carrier."

PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement.

Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV (cf.

3541.22 - Drivers)

(cf. 4133.1/4233.1 - Use of Board of Education Vehicles or Privately Owned Vehicles)

Legal Reference: Connecticut General Statutes

14-1(i) Motor vehicles: definitions.

14-212 (8) Definitions - "Student transportation vehicle." (as amended by PA 10-110)

14-212 (2) Definitions - "Carrier." (as amended by PA 10-110)

PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement.

Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV

Policy adopted: September 19, 2006

Policy revised: September 16, 2008

Personnel --Certified/Non-Certified Affirmative

Action Plan

The President and the Congress of the United States have enacted laws and issued directives affirming their intent to protect and grant equal opportunity to all employees and students. Also, the federal government has enacted and enforced laws regarding the equality of employment and equality of opportunity in education.

~~Therefore, the Board of Education reaffirms its policy to insure equal educational opportunity for all students and to prohibit discrimination because of race, color, religious creed, age, marital status, national origin, sex or physical disability in the educational programs and activities, not limited to but including, course offerings, athletic programs, guidance and counseling, and tests and procedures, through an intensive affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.~~

The Board of Education will provide equal employment opportunities for all persons without regard to race, color, national origin, ancestry, religion, age, veteran status, genetic information, sex, marital status, sexual orientation, status as a victim of domestic violence, gender identity or expression or disability, (including pregnancy). The Board of Education directs the administration to set as a goal, the recruitment, selection and employment of qualified people among racial and ethnic minority groups to the end that the school district's employees will proportionately mirror the racial and ethnic composition of this community.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

Sexual harassment is defined as a form of discrimination and is prohibited in all educational and employment practices.

Any student, parent/guardian, employee or employee applicant who feels that he/she has been discriminated against on the basis of race, color, religious creed, age, marital status, national origin, sex, or physical disability with regard to educational opportunity or employment opportunity may discuss and/or file a grievance (available in the Superintendent's and Principal's offices) with the Equity/Title IX Coordinator of the Sterling Public Schools. Written complaints should be submitted to the Title IX Coordinator within thirty (30) days:

Principal/Title IX Coordinator
Sterling Community School 251
Sterling Road
Sterling, CT 06377
860-564-2728

This policy shall be distributed annually to employees and employee applicants.

Affirmative Action Officers:

Superintendent, for employment and personnel matters.

Principal, for matters dealing with curriculum, instruction, textbooks and learning materials.

Principal, Title IX Coordinator

Legal References: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

10-153 Discrimination on account of marital status.

46a-51 Definitions (as amended by PA 17-127, PA 21-2 and PA 22-82) 46a-

58 Deprivation of rights. Desecration of property. Placing of burning cross or noose on property. Penalty. (as amended by PA 17-127 and PA 22-82)

46a-60 Discriminatory employment practices prohibited. (as amended by PA 17-127, PA 21-69 and PA 22-82)

Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

31-126 Unfair Employment Practices

Title VII, Civil Rights Act, as amended by Title IX, Equal Employment Opportunity Act

Executive Order 11246 Equal

Pay Act of 1963

Title IX of the Education Amendments of 1972 (Higher Education Act) Section

504, U.S. Rehabilitation Act. 1973

Policy adopted: April 11, 2006

Personnel --Certified/Non-Certified

Affirmative Action Plan

Affirmative Action Officers:

Richard A. Spurlin, Ph.D., Superintendent of Schools, for employment and personnel matters.

Howard Landfall, Principal, for matters dealing with curriculum, instruction, textbooks and learning materials.

Howard Landfall, Principal, Title IX Coordinator

Legal Reference: Connecticut General Statutes

31-126 Unfair Employment Practices

Title VII, Civil Rights Act, as amended by Title IX, Equal Employment Opportunity Act

Executive Order 11246

Equal Pay Act of 1963

Title IX of the Education Amendments of 1972 (Higher Education Act)

Section 504, U.S. Rehabilitation Act, 1973

Policy adopted: April 11, 2006

Students

Admission/Placement

Admission

The Board of Education (Board) recognizes the statutory right of children residing in the District to be enrolled in school if residency and age are confirmed. However, homeless students shall not be required to show residency.

District schools shall be open to all children five years of age and over who reach age five on or before the first day of ~~January~~ **September, effective July 1, 2024** of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin, sexual orientation, or gender identity or expression. Students who are classified as homeless under federal law, or an unaccompanied youth, as described in 42 USC 11434a, and therefore do not have a fixed residence, will be admitted pursuant to federal law and policy 5118.1.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

All resident children under the age of twenty-one (age twenty-two for special education students) who have not obtained a high school diploma are entitled to attend a District school. The parent/guardian of any child who is denied admission to the district's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

According to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Each child entering the District schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include, but are not limited to, a photocopy of a birth certificate, earlier school records, state-issued identification document, driver's license or passport, parent's affidavit or unsworn statement as to a child's age, physician's certificate verifying a child's age, or immunization records.

Students

Admission/Placement (continued)

Completion of immunization and health assessment requirements are required prior to a child's attendance in school, but are not considered as pre-requisites for enrolling a child who resides in the District and is of appropriate age to attend school. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the Building Principal.

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies or on its websites or otherwise, that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.

The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Board believes such documentation is not relevant to establishing residency.

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, mortgage document, property tax record, rent receipt, home owners insurance, current utility bill, current proof of government benefits, CT driver's license, automobile registration or insurance. An Affidavit of Residence, properly executed, shall also be acceptable.

In order to determine a child's eligibility for ESL or bilingual programs, parents/guardians of all new students enrolling for the first time and all re-enrolling students who have not previously attended a Connecticut public school must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.

Any child entering or returning to the District from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

Students

Admission/Placement (continued)

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

For the school years commencing July 1, 2011, to July 1, 2022, inclusive, the parent or person having control of a child seventeen years of age may consent, to such child's withdrawal from school. For the school year commencing July 1, 2023, and each school year thereafter, a student who is eighteen years of age or older may withdraw from school. Such parent, person or student shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that such school district has provided such parent, person or student with information on the educational options available in the school system and in the community. The parent or person having control of a child seventeen years of age may withdraw such child from school and enroll such child in an adult education program pursuant to Connecticut General Statute Section 10-69. Such parent or person shall personally appear at the school district office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.

Children who have attained the age of seventeen and who have terminated enrollment in the district's schools with parental permission as described previously and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to a District school not later than ten days after such termination. In such case the child will be provided school accommodations not later than three days after the requested readmission.

Note: *When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.*

Children who apply for initial admission to the District's schools by transfer from nonpublic schools or from schools outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Students

Admission/Placement (continued)

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

Note: *A school District may not deny enrollment of a child if his/her parent/guardian refuses to provide a social security number. If a District chooses to request such number, the District must inform the individual that the disclosure is voluntary. Further, the District must provide the statutory or other basis for requesting the number and the District must explain how it will use the number.*

(cf. 0521 - Nondiscrimination)
 (cf. 5112 - Ages of Attendance)
 (cf. 5118.1 - Homeless Students)
 (cf. 5141 - Student Health Services)
 (cf. 6171 - Special Education)
 (cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes
 4-176e to 4-180a Agency hearings
 4-181a Contested cases. Reconsideration. Modifications.
 10-15 Towns to maintain schools
 10-15c Discrimination in public schools prohibited. School attendance by
 five-year olds, as amended by PA 97-247
 10-76a - 10-76g re special education (as amended by PA 22-80)
 10-184 Duties of parents (re mandatory schooling for children ages five to
 sixteen, inclusive) - as amended by PA 98-243, PA 00-157, PA 09-6
 (September Special Session), PA 18-15, and PA 21-199.
 10-186 Duties of local and regional boards of education re school
 attendance. Hearings. Appeals to state board. Establishment of hearing
 board. Readmission, (as amended by PA 19-179)
 10-220h Transfer of student records, as amended.
 P.A. 11-115 An Act Concerning Juvenile Reentry and Education
 P.A. 19-179 An Act Concerning Homeless Students' Access to Education

Students

Admission/Placement

Legal Reference: Connecticut General Statutes (continued)
10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
10-233k Notification of school officials of potentially dangerous students.
(as amended by PA 01-176)
10-261 Definitions
State Board of Education Regulations
10-76a-1 General definitions (c) (d) (q) (t)
10-76d-7 Admission of student requiring special education (referral)
10-204a Required immunizations (as amended by PA 98-243)
“Guidance for Connecticut School Districts: Enrollment Process and Practice,” State Department of Education, December 2019.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Plyler vs. Doe, 457 U.S. 202 (1982)

Policy adopted:

rev 10/19
rev 4/20
rev 7/23

A mandated policy to consider.

Students

Ages of Attendance/Admissions/Placement

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons, residing in the District, five years of age and over, who reach age five on or before the first day of ~~January~~ **September, effective July 1, 2024** of any school year, and under twenty-one (age twenty-two for special education students) who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d.

Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

In order to determine a child's eligibility for ELL programs, parents/guardians of all new students enrolling for the first time and all re-enrolling students who have not previously attended a Connecticut public school must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.

Note: *When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.*

Children who apply for initial admission to the District's schools by transfer from nonpublic schools or from schools outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Parents and those who have the control of children five years of age and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the District in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Students under age eighteen are subject to mandatory attendance laws unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form.

P5112(b)

Students

Ages of Attendance/Admissions/Placement (continued)

Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that this District has provided the parent or person with information on the educational opportunities options available in the school system and in the community, and the parent or guardian that the child will be enrolled in an adult education program upon the child's withdrawal from school.

Enrollment

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies or on its websites or otherwise, that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.

Each child entering the District schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include, but are not limited to, a photocopy of a birth certificate, earlier school records, state-issued identification document, driver's license or passport, parent's affidavit or unsworn statement as to a child's age, physician's certificate verifying a child's age, or immunization records.

If the parents or guardians of any children are unable to pay for such immunizations and/or physicals, the expense of such immunizations and/or physicals shall on the recommendation of the Board, be paid by the Town. Proof of domicile may also be requested by the Building Principal.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age by December 31st of any school year. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age by December 31st of any school year.

Any child entering or returning to the District from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

Students

Ages of Attendance/Admissions/Placement (continued)

Residency

The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Board believes such documentation is not relevant to establishing residency.

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, mortgage document, property tax record, rent receipt, home owners insurance, current utility bill, current proof of government benefits, CT driver's license, automobile registration or insurance. An Affidavit of Residence, properly executed, shall also be acceptable.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in C.G.S. 27-103, and who is seeking enrollment in a district school, in which such child is not yet a resident, the Board shall accept the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut as proof of residency in the District.

The above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by the ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation. The District shall immediately enroll a homeless student and allow such student to attend school even if the student is unable to produce records normally required for enrollment.

The parent/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The District shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the District's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination unless such child seeks readmission to the District not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

Students

Ages of Attendance/Admissions/Placement

Residency (continued)

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

In summary:

- ❖ A parent with a child 5 and **under 18** is obligated to have that child attend school.
 - Unless the child graduated High School
 - Unless the parent demonstrates the child is receiving equivalent instruction elsewhere.
- ❖ Students **under 18** are subject to mandatory attendance laws
 - Unless they are at least 17 and the parent consents to the child's removal from school having demonstrated the child is receiving equivalent instruction elsewhere.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(18 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(17 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
 - The parent or guardian must attest that the 17 year old withdrawing student has enrolled in an adult education program
- ❖ The parent with a five year old has the option of not sending a child until 6.
- ❖ The parent with a six year old has the option of not sending a child until 7.

(cf. 5118.1 - Homeless Students)

(cf. 5118.3 - Children in Foster Care)

(cf. 6146 - Graduation Requirements)

Students

Ages of Attendance

Legal Reference: Connecticut General Statutes
4-176e to 4-180a Agency hearings
4-181a Contested cases. Reconsideration. Modifications.
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year-olds
10-76a - 10-76g re special education
10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157, PA 09-6 (September Special Session) and PA 18-15
10-186 Duties of local and regional boards of education re school attendance. Hearings. (as amended by P.A. 19-179)
P.A. 19-179 An Act concerning Homeless Students; Access to education Appeals to State Board. Establishment of hearing board
10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
State Board of Education Regulations
10-76a-1 General definitions (c) (d) (q) (t)
P.A. 19-179 An Act Concerning Homeless Students' Access to Education "Guidance for Connecticut School Districts: Enrollment Process and Practice," State Department of Education, December 2019.
P.A. 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools and the Establishment of a Purple Star School Program
McKinney-Vento Homeless Assistance Act (PL 107-110 Sec. 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95
Federal Register: McKinney-Vento Education for Homeless Children & Youths Program, Vol. 81 No. 52, 3/17/2016

Policy adopted:

rev 7/23

rev 2/24

A policy to consider. A sample regulation follows.

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information

Criminal Justice Information

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry before the person may be hired.

Note: *Applicants for all positions, certified or non-certified must submit to a check of Department of Children and Families Child Abuse and Neglect Registry.*

Applicants, as required, shall make disclosures containing (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations.

The District, prior to hiring such applicants, applicants, will (1) ensure that they complete the above stated three requirements; (2) review applicants' employment history after making a documented, good faith effort to contact previous employers for information; and (3) request any available information about applicants from SDE.

The background/reference checks shall be done in compliance with the statutory guidelines contained in Board policy #4112.51/4212.51, as updated in 2019.

District employees ~~shall within 30 days~~ **must** after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement. **Under extenuating circumstances the Superintendent may authorize temporary employment.**

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall also be required to undergo the same criminal background checks and DCF child abuse and neglect registry check already required for school employees.

A District student, employed by the District or a person employed by the Board as a teacher for a non-credit adult class or adult education activity (as defined in C.G.S. 10-67) who is not required to hold a teaching certificate, pursuant to C.G.S. 10-145b, as amended by PA 18-51, is exempt from the fingerprinting requirement.

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting/Criminal Justice Information (continued)

Criminal Justice Information

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, PA 09-1, PA 11-93, PA 16-67, PA 18-51, and PA 19-91)

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

Criminal Justice Information Services (CJIS) Security Policy, Version 5.8, June 2019

Policy adopted:

rev 10/18

rev 7/19

rev 4/24



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

June 6, 2024

To Plainfield Board of Education & Sterling Board of Education,

There is a current Agreement Sustaining The Plainfield and Sterling High School Cooperative By and Between The Board of Education of Plainfield and the Board of Education of Sterling.

Section #5 Amendment and Termination of this Agreement

5.1 This Agreement shall become effective when executed by both parties and shall continue in effect for a period of three (3) years from July 1, 2021 retroactive, if necessary, from the date of the Agreement is signed to June 30, 2024. The agreement may be extended by one (1) year by mutual agreement of both Boards.

This is a formal request to the Board of Education to agree upon a one (1) year extension. This will extend the current agreement to June 30, 2025.

Sincerely,

Theodore Friend, Superintendent

Date Signed

Courtney Brannon, Business Manager

Date Signed

AGREEMENT SUSTAINING

THE PLAINFIELD AND STERLING
HIGH SCHOOL COOPERATIVE

By and Between

The Board of Education of Plainfield

And

The Board of Education of Sterling

Revised 6-30-21

INTRODUCTION

This cooperative Agreement is the result of a joint effort by teams from the towns of Plainfield and Sterling who made up the “Cooperative Agreement Study-Committee”. The list of members below identifies representation from each community. The boards of education of each town established the joint committee and charged it with the following mission:

To review the cooperative Agreement between Plainfield and Sterling for the purpose of determining to establish a successor Agreement that is:

- a) educationally appropriate;
- b) beneficial to both communities; and,
- c) in compliance with State statutes (Section 10-158a);

The committee met between March 27 and June 12, 2021 to develop this Agreement. In order to assure equity representative BOE members voted on any given tentative agreement (TA) issue. Therefore, each item in this Agreement was approved by representatives from both Sterling and Plainfield.

This study-committee is dissolved with the final approval of this Agreement by both towns’ boards of education. This committee shall be superseded by a cooperative committee with members consisting of the full membership of each town’s Board of Education.

Members (and representation) of the Cooperative Agreement Study Committee:

	<u>Plainfield</u>	<u>Sterling</u>
Board of Education	*Christi Haskell Michael Broughton	*Frank Bood Courtney Langlois
Superintendents	Kenneth Di Pietro	Gail Lanza
Finance Officers	Ronald Lussier	Deana Cryzan
PHS Principal	Dr. Christopher Bitgood	
Support/Asst. Superintendent	Scott Sugarman	

* Co-chair

AGREEMENT

AGREEMENT SUSTAINING THE PLAINFIELD AND STERLING COOPERATIVE

THIS AGREEMENT is entered into on **July 1, 2021**, by and between the undersigned boards of education of Plainfield and Sterling, each acting by its respective Chairperson.

WHEREAS, the Plainfield maintains a high school approved by the State Board of Education; and

WHEREAS, the Town of Sterling does not maintain a high school and is required by law to designate a high school which any child who has completed middle school courses may attend; and

WHEREAS, Sterling high school students have been attending Plainfield High School almost continuously since the high school was built in 1924, and the Sterling Board of Education has traditionally designated Plainfield High School its high school of record; and

WHEREAS, it is in the best interest of Plainfield and Sterling to continue the long-standing arrangement whereby Sterling students attend Plainfield High School for grades 9 through 12; and

WHEREAS, the boards of education of Plainfield and Sterling agree that a cooperative agreement is a mutually beneficial method to ensure continued availability of a high quality, cost effective, secondary education for the students of both towns, and desire to:

- obtain provide financial benefits to both communities and maximize available State funding, and
- be in compliance with Connecticut General Statutes Section 10-158a, which authorizes any town or more boards of education to agree, in writing, to establish cooperative arrangements to provide special services, programs, or activities to enable such boards to carry out the duties specified therein, and further authorizes such boards to establish a committee to supervise such services, programs, or activities;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Boards of Education of the towns of Sterling and Plainfield do hereby enter this Cooperative Agreement for purposes of improving its educational programs, and hereby agree as follows:

1. COOPERATIVE COMMITTEE

1.1 Establishment

As established under Connecticut General Statutes Section 10-158a, a Cooperative Committee is hereby appointed and empowered by both boards of education.

1.1 Membership

Membership shall consist of the full membership of each town's board of education.

1.2 Responsibilities

- 1) to oversee the administration of this Agreement;
- 2) to develop amendments to this Agreement if needed; and
- 3) to monitor enrollment parameters of the building. If total enrollment reaches maximum (building capacity), then the Cooperative Committee shall be fully responsible for setting the number of external (non-Sterling/non-Plainfield) students permitted to enroll.
- 4) to determine any future expansion requirements.

1.3 General Powers

The Cooperative Committee, in accordance with the terms of this Agreement, hereby irrevocably assigns the following powers as established by Connecticut General Statutes section 10-158a, to the Plainfield Board of Education and the Town of Plainfield:

- 1) to apply for, receive, and expend on behalf of the Plainfield and Sterling school districts, all State and Federal grants to support a Plainfield High School building **renovation** project;
- 2) to receive and disburse for PHS building projects, funds appropriated for such use by Plainfield and Sterling, the State, the Federal government, and other funds received by the Cooperative Committee;
- 3) to hold title to real or personal property acquired or developed as a result of this Agreement;
- 4) to employ personnel;
- 5) to enter into contracts to plan and construct the building project; and
- 6) to otherwise provide the specified programs, services, and activities related to this Agreement.

Notwithstanding the above, the Cooperative Committee may choose to apply directly for funds. Upon receipt of those funds, in compliance with State and Federal requirements, management and disbursement of those funds will be assigned by the Cooperative Committee to the Plainfield Board of Education and the Town of Plainfield.

1.4 Meetings

The Cooperative Committee shall meet at least twice each year. The Cooperative Committee shall also convene within two weeks of delivery of a written request to meet, by either board, to the Chair of the other board. The Cooperative Committee may hold its meetings, regular or special, at such place and time as the officers of the Cooperative Committee may determine. All such meetings shall be conducted in accordance with the Freedom of Information Act. In the conduct of its meetings, the Cooperative Committee shall be guided by Robert's Rules of Order unless such provisions are inconsistent with this Agreement or are modified through bylaws adopted by the

Cooperative Committee. A quorum of the membership of each board must be present to constitute a quorum for a Cooperative Committee meeting.

1.5 Officers

Chairs of each board of education shall serve as co-chairs of Cooperative Committee meetings.

1.6 Voting

Each board of education shall have one vote which shall be cast by the Chair of each Board, or his or her designee. Therefore, it will take two affirmative votes to pass a motion.

2. HIGH SCHOOL COOPERATIVE ADVISORY TEAM (CAT)

Plainfield High School maintains a **PHS Governance Committee in support of** this Agreement.

2.1 Purpose

The purpose of the PHS Cooperative Advisory Team (CAT) is to assure that both Sterling and Plainfield participate in the governance of Plainfield High School, hereafter "School".

2.2 PHS-CAT Membership

The Cooperative Advisory Team (CAT) is a subset of the PHS Governance Committee.

Membership of the CAT Team will include the following:

3 teachers from the School (2 elected by faculty, 1 selected by the high school principal)

1 principal from the School, who will assume the role of Team Chair

1 Sterling Memorial School faculty member appointed by the Sterling Superintendent

2 students attending the School (elected by the Student Council – preferably 1 Plainfield/ 1 Sterling)

4 parents of students who are within the Plainfield / Sterling School System (2 Sterling / 2 Plainfield approved by respective Boards of Education)

Elected and appointed positions are one-year renewable terms ending June 30.

2.3 Responsibilities

PHS Governance Committee (Note: PHS-CAT is a sub-committee) Responsibilities include the following:

- 1) Participate with School staff and other interested parties, in the development, monitoring, and evaluation of an annual improvement plan, which will identify specific

goals in the areas of school improvement, quality of student life, and quality of education.

- 2) Analyze high school data and development of recommendations for improvement;
- 3) Advise the principal on issues including but not limited to: discipline; assessment; curriculum; policy recommendations to the Board of Education; student achievement; evaluation plans; communication; professional development; high school policies; and staff selection;
- 4) Make recommendations to the principal (and/or Superintendent, and/or Plainfield Board of Education, where appropriate), on issues to include: high school philosophy; budget; curriculum; textbooks; schedule; extracurricular opportunities; facilities; class size; staff size; and school culture; and
- 5) Communicate with residents and boards of education of each town.

3. RETAINED AUTHORITY

Overall governance of the School is maintained, as established by statute, under the authority of the Plainfield Board of Education. One designated member of the Sterling Board of Education may be a non-voting participant of the Plainfield Board of Education in matters pertaining to the Plainfield High School.

1. Should major renovations be needed, a Plainfield High School Building Committee will be appointed by the Town of Plainfield as required under Town Charter for the purpose of construction administration and management. Sterling representative shall be included with notification through notification of the Cooperative Committee and inclusion of the Cooperative Advisory Team. CAT
2. If major renovations are deemed as needed, a Project Design Committee, appointed by the Plainfield Board of Education, shall monitor the implementation of the Educational Specifications in the final design and throughout the construction process of renovations to PHS. A designee from the Sterling BOE will participate as a non-voting member of a Project Design Committee for PHS renovations.

4. FINANCIAL PROVISIONS

4.1 The payment to be made each year of this Agreement by Sterling to Plainfield for the use of the Plainfield High School shall consist of a Base Per Pupil Assessment Rate for each Sterling regular education student attending Plainfield High School, a Premium Per Pupil Assessment Rate for each Sterling special education student attending Plainfield High School, and a Day Treatment Per Pupil Assessment Rate for each Sterling student attending the Plainfield High School Day Treatment Program.

4.2 Per Pupil Assessment Rate: The Base Per Pupil Assessment Rate for each school year shall be equal to the result of dividing the October 1 (ED006) high school enrollment (of that school year) into the total of Town of Plainfield approved budgeted high school regular education costs of the same year. (See Appendix A) Total high school costs will be

determined by using direct high school costs plus allocable portions of the following cost centers: central office, district, fixed. (See Appendix B)

Plainfield Public Schools budget activity report will be made available to the Sterling BOE monthly throughout the fiscal year.

- 4.3 **Reconciliation Amount:** By the end of September of the following school year, using the figures provided by the Plainfield ED001 state report an estimated calculation shall be made using and the average of the four (October 1, December 1, February 1, and April 1) enrollment figures. In addition, when the final audited (expended) numbers are available (in the fall following the close of the school year) the calculation will be reviewed again for further adjustments. If the second calculation results in a difference to the previously determined per pupil rate, a credit or an assessment shall be added to or deducted from, as appropriate, **the succeeding year's** total of per pupil cost.
- 4.4 Projected enrollment levels of regular and special education students to attend Plainfield High School in the following school year shall be made by and exchanged with the respective Superintendents, or their designees, for Sterling and Plainfield students, on or about December 15 of each school year, and shall be used in each school district's budgeting process for the following year's budget. In addition, the following year's proposed budget shall be made available to the Sterling BOE throughout the Plainfield BOE budget building process.
- 4.5 The Premium Per Pupil Assessment Rate for special education students shall be based on the formula outlined in Appendix C. (Appendix D contains an example of the calculation of the formula. (J Turban & A. Kwasny/4-7-09) The Day Treatment Per Pupil Assessment Rate shall equal four (4) times the Base Per Pupil Assessment Rate. The Premium and the Day Treatment Per Pupil Assessment Rates shall be effective from October 1 through September 30.

Reconciliation for the Premium and the Day Treatment Assessment Rates will be performed in the same manner as Section 4.3.

The Cooperative Committee may review the procedures used for determining the Premium and the Day Treatment Per Pupil Assessment Rates as well as the associated reconciliation procedure as town and/or state accounting procedures change.

Base, premium and Day Treatment Per Pupil Assessment Rates may not include all extraordinary resources or services. Such unique expenses will be individually determined by Plainfield and Sterling school administrators, and may result in a direct billing to Sterling for such expenses related to Sterling students.

Premium Per Pupil Assessment Rates will include the a variety of services, to the extent that it is possible to deliver such services from existing staff assigned to the high school, as specified in an approved Individualized Education Program: To the extent such services are offered at the high school, and any student must utilize external resources because of a lack of capacity in the high school program, Sterling shall pay for the proportional share of that purchased service expense. That share shall be based on the ratio of Sterling students utilizing

special education programs to the total number of students utilizing special education programs. Sterling may be asked to directly pay their share of such purchased service expenses. Additional aides and special services required for Sterling students for services beyond those services available at the high school will be billed to Sterling at cost. **Sterling shall directly pay for all costs related to special education students not attending Plainfield High School.**

Premium Per Pupil Assessment Rate will not include the costs of: transportation to and from the student's residence or Sterling contracted programs, specialized testing not available at the high school, individualized adaptive equipment, interpreters, medically necessitated personal assistants, or homebound tutoring. Sterling will directly pay for such expenses.

It is the intention of this Agreement to assure fair and equitable delivery of special education services and equitable cost distribution between Sterling and Plainfield. The provision of special education services and charges must be responsive to the needs established by Individualized Education Programs, and **should be evaluated every four years, 2021, and 2025** if needed.

4.6 Actual **Quarterly** Payment Amounts:

1. Sterling shall pay to Plainfield in eight (8) monthly payments, beginning in October, due on the last business day of the month, and for each of the following seven (7) months ending in May, an amount equal to the sum of the Base Per Pupil Assessments divided by eight.
2. Sterling shall pay to Plainfield in ten (10) monthly installments beginning in September, due on the last business day of the month, and for each of the following nine (9) months ending in June, an amount equal to the sum of the Premium Per Pupil Assessment Rate and the Day Treatment Assessment Rate multiplied by the actual number of special education students at each assessment rate attending Plainfield High School on the first school day of the month.

Plainfield shall submit a statement to Sterling by the 10th of each month which will include the names and addresses of all sterling special education students counted in the enrollment for that month in the Premium and the Day Treatment Per Pupil Assessment Rate categories.

- 4.7 Late Fees: Any amounts unpaid as of the end of the month shall be overdue and shall be assessed a late charge, equal to the greater of 1% per month or a percentage per month equal to one-tenth of the prime rate then in effect at the billing date as published by Chase Manhattan Bank in New York, or if unavailable, by such other bank as agreed to by the Cooperative Committee.

5 AMENDMENT AND TERMINATION OF THIS AGREEMENT

- 5.1 This Agreement shall become effective when executed by both parties and shall continue in effect for a period of three (3) years from July 1, 2021 retroactive, if necessary, from

the date the Agreement is signed to June 30, 2024. The agreement may be extended by one (1) year by mutual agreement of both Boards.

- 5.2 Either party may terminate this Agreement on June 30th of any year, by said party giving written notice of termination to the other party at least one year prior to the effective date of termination.
- 5.3 Any penalty which may be imposed upon the parties by the State of Connecticut, the State Board of Education, or other lawful authority for early termination of this Agreement shall be paid by the party which terminated the Agreement.
- 5.4 If Plainfield terminates this Agreement, Plainfield will forfeit all rights to any payments due from Sterling after the date termination becomes effective, except that any Sterling students who are attending Plainfield High School at the time of termination of this Agreement may complete their secondary education at Plainfield High School upon payment by Sterling of the tuition allocable to said students under the terms of this Agreement, and Plainfield shall be liable for any reasonable increase in the high school tuition costs incurred by Sterling at any other facility for the original term of this Agreement.
- 5.5 If State mandated enrollment of students from outside the Towns of Sterling and Plainfield prevents the attendance of all eligible Sterling and Plainfield students, or if State mandated programs prevent Sterling from fulfilling its minimum enrollment obligations, this Agreement, including the payment schedules, will be reviewed and adjusted equitably by the Cooperative Committee so as to maintain the integrity of as much of this Agreement as is possible.
- 5.6 After the termination of this Agreement, whether by action of a party or by lapse of time, the Reconciliation Amount shall be determined under section 4.3 and the payment schedule will be determined by the Plainfield and Sterling Boards of Education.
- 5.7 This Agreement may be amended and/or extended by action of the Cooperative Committee established in section 1 above.

6 MISCELLANEOUS

- 6.1 The high school building usage by either party shall be treated equally. It is understood that Sterling's usage is limited to the high school facilities only and not the middle or elementary school facilities.
- 6.2 **A minimum of two (2) planned presentations will be made to the Sterling BOE by PHS leadership and/or Plainfield District Leadership to communicate:**
 1. The overall performance of Sterling Students on state indicators of achievement expectations;
 2. Pending changes to curriculum, instruction, assessment or programming or building renovations;

3. Status report school improvement goals/targets;
4. Response to BOE/public informational requests provided in advance of the scheduled meetings.

6.3 PHS will annually plan meetings as needed to collaborate with Sterling Community School on matters related to:

1. Alignment of curriculum and student performance expectations grades 6-12.
2. Student awareness of PHS opportunities responding to student interest in high school programs.
3. Efforts to improve information and engagement of Sterling families in PHS programming.

6.4 Any and all disagreements arising under the terms and conditions of this Agreement which cannot be resolved by the Cooperative Committee will be taken to the American Arbitration Association for binding arbitration, under the rules of the Association, for resolution.

COOPERATIVE AGREEMENT AUTHORIZATION

FOR PLAINFIELD BOARD OF EDUCATION

By ___Christi Haskell



Date: 10/14/21

STERLING BOARD OF EDUCATION

By ___Frank Bood



Date: 10-21-21

APPENDIX A

Base Per Pupil Assessment Rate

STERLING PHS POPULATION			PLAINFIELD POPULATION		
STERLING PROJECTION	REGULAR EDUCATION	SPECIAL EDUCATIO N	RSP/ILP	STATE REPORTS	PHS POPULATIO N
June '21 Projection	44	19	0	June '21 (PSIS)	555
December '21	0	0	0	January '22	
February '22	0	0	0	June '22	
April '22	0	0	0		
Total	44	19	0		555
					1,993

Ratio: Total Average PHS Population / Total Average Plainfield District Population =

27.85%
(555 / 1,993)

APPENDIX B

Cost Allocation

2021-2022	BUDGET	ACTUAL	PROJECTED RATIO	FORECAST X RATIO
PHS	\$6,426,014.00	\$0.00	100.00%	\$6,426,014.00
Central Office	\$891,848.00	\$0.00	27.85%	\$248,357.07
District	\$1,027,505.00	\$0.00	27.85%	\$286,134.11
Fixed	\$6,223,934.00	\$0.00	27.85%	\$1,733,207.91
BOE Pension	\$525,000.00	\$0.00	27.85%	\$146,199.20
Total Ratio				\$8,839,912.29
Total Ratio / Total PHS Average Population (Forecast Cost)				Base Per Pupil Assessment Rate
				\$15,927.77
				(8,839,912.29 / 555)

APPENDIX C

Special Education Rate Formula

- Step 1 Develop the Base Per Pupil Assessment rate for Regular Education.
- Step 2 Develop the incremental special education costs associated to high school services.
- Step 3 Add together the Base Per Pupil Assessment plus the Incremental special education costs.

EXAMPLE:

FY22 Rate Calculation

- 1) Base Rate Regular Education cost per student
- 2) Incremental Special Education cost per student
- 3) PHS Special Education Rate

\$15,927.77
<u>\$7,510.53</u>
\$23,438.30

APPENDIX D

100% PHS SPECIAL EDUCATION			DISTRICT SPECIAL EDUCATION		
06-1200-111	<u>Certified Personnel</u>		06-1200-110	Substitutes	\$39,000
	Teacher 1	\$60,300	06-1200-432	Equipment Repairs	\$5,000
	Teacher 2	\$82,300	06-1200-580	Travel	\$250
	Teacher 3	\$82,300	06-1200-611	Instructional Supplies	\$18,824
	Teacher 4	\$82,300	06-1200-690	Other Supplies	\$3,500
	Teacher 5	\$82,300	06-1200-730	Instructional Equipment	\$0
	Teacher 6	\$82,300	06-1200-739	Other Equipment	\$0
			06-2130-323	Health Contracted Services	\$18,800
			06-2400-111	Administration-Certified	\$284,382
06-1200-112	<u>Non-Certified Personnel</u>		06-2400-112	Administration Non-Cert	\$102,378
	Paraeducator 1 (Life Skills)	\$23,640	06-2400-432	Administration Equip Repairs	\$6,000
	Paraeducator 2 (Life Skills)	\$23,640	06-2400-580	Administration Travel	\$2,500
	Paraeducator 3 (Life Skills)	\$23,640	06-2400-642	Administration Publications	\$4,000
	Paraeducator 4 (Grade 9 SPED)	\$23,640	06-2400-690	Administration Supplies	\$2,000
	Paraeducator 5 (Grade 10, SPED)	\$23,640	06-2400-810	Dues & Fees	\$1,950
	Paraeducator 6 (Grade 11 SPED)	\$23,640	06-2520-322	Comp & Tech Prof Services	\$0
	Paraeducator 7 (Grade 12 SPED)	\$23,640	06-2520-690	Comp & Tech Supplies	\$16,000
			06-2520-739	Comp & Tech Equipment	\$0
			TOTAL DISTRICT SPECIAL EDUCATION		\$504,584
06-1200-512	Field Trips	\$165,480			
06-2130-112	Health Office Personnel (.20)	\$0			\$0
06-2130-432	Health Equip Repairs (.20)	\$0			\$0
06-2150-111	<u>Speech Services</u>	\$180			\$180
	Therapist 1 (.2 PHS SpEd)	\$15,800			\$15,800
NON-COOP					
07-1201-112	<u>OT/PT Therapy</u>				
	Therapist 1 (.05 PHS SpEd)	\$3,531			\$3,531
	Therapist 2 (.05 PHS SpEd)	\$2,971			\$2,971
		\$6,502			\$6,502
TOTAL 100% PHS SPECIAL EDUCATION EXPENSES					\$659,762

APPENDIX D (Cont)

STUDENT SPECIAL EDUCATION POPULATION

District SpEd Population (PSIS June 2021)	360
PHS SpEd Population (PSIS June 2012)	108 30%

TOTAL COSTS			
PHS SpEd Costs	\$659,762	100%	\$659,762
District SpEd Costs	\$504,584	30%	\$151,375
Total PHS SpEd Costs			\$811,138

PER PHS PUPIL COST			
Total PHS SpEd Costs	\$811,138		
Divided by PHS SpEd Pop	108		
Per Pupil PHS SpEd Cost	\$7,510.53		
21-22 Regular Ed Rate (\$7,510.53 / 15,927.77)	\$15,927.77 0.472		
PHS SpEd Rate	\$23,438.30	(1.472 x \$15,927.53)	