

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

I. Call to Order

II. Pledge of Allegiance

III. Public Comment

IV. Reports and Communications

A. Correspondence

B. Consent Agenda

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

C. Budget and Expense Report

D. Plainfield Board of Education Liaison

V. Unfinished Business

VI. New Business

A. Introduction of New Board Members

B. Resignation

Nancy Topping - Middle School Special Education Teacher

C. Policy - 1st Reading

- **R6146.1** Instruction - Grading/Assessment Systems
- **P7230.2** New Construction - Indoor Air Quality/Heating, Ventilation, and Air Conditioning
- **P6159** Instruction - Individualized Education Program/Special Education Program

VII. Committee Updates

- A. Policy
- B. Budget

VIII. Recommendations, Questions and/or Comments

IX. Public Comment

X. Executive Session

- A. Personnel Matters

XI. Adjournment

DRAFT MINUTES
Sterling Board of Education
Agenda of the Regular Meeting
October 18, 2023
Community Room - 6:00 pm
“EXCELLENCE WITH KINDNESS”

I. Call to Order

The meeting was called to order at 6:00pm by Board Chair, M. Rouillard

Present at the meeting were: L. Shippee, J. Mossner, C. Langlois, V. Robinson-Lewis

Absent from the meeting: D. Capobianco

Also Present were: T. Friend, M. Pearson, H. Nickerson, C. Chandler, C. Brannon

Present from Plainfield Public Schools were: P. Brenton, M. Peel

II. Pledge of Allegiance

III. Public Comment

None

M. Rouillard introduced the new principal of Plainfield High School:

Mr. Matthew Peel, introduced himself to the Sterling Board of Education members and shared some of his background. He is very excited to be working in Plainfield and to continue the partnership with Sterling.

IV. Reports and Communications

A. Correspondence

B. Consent Agenda

1. Minutes of Meeting September 20, 2023
2. Superintendent’s Report
3. Special Education Director’s Report
4. Principal’s Report
5. Clinical Supervisor’s Report
6. Monthly Check Register

- Motion was made by V. Robinson-Lewis and seconded by L. Shippee to accept the Consent Agenda as presented/with changes.

Vote: All in favor

Motion carried

VII. Committee Updates

- A. Policy (will be meeting on November 6, 2023)
- B. Budget

VIII. Recommendations, Questions and/or Comments

V. Robinson-Lewis stated that the Town Selectman, L. Cooper was asking if we could schedule a Tri-Board meeting. It was decided that there would be a Tri-Board meeting on November 15, 2023 held at Sterling Community School in the Community Room.

IX. Public Comment

Dawn Darche spoke on behalf of the staff at Sterling Community School thanking L. Shippee and M. Rouillard for their years of dedication and service to the school.

X. Executive Session

A. Personnel Matters

- Motion to was made by V. Robinson-Lewis and seconded by C. Langlois to enter into Executive Session to discuss personnel matters.

Vote: All in favor

Motion carried

Entered into Executive Session: 6:55 pm

Exited Executive Session: 7:05pm

- Motion to was made by L. Shippee and seconded by V. Robinson-Lewis to accept the resignation of Tyler Longolucco in conjunction with the written response from the superintendent.

Vote: All in favor

Motion carried

XI. Adjournment

- Motion was made by V. Robinson-Lewis and seconded by L. Shippee to adjourn the meeting.

Vote: All in favor

Motion carried

Meeting was adjourned at: 7:10pm

Superintendent's Report November 15, 2023

To: Sterling Board of Education
From: Theodore Friend

1. We have begun the budget development process for the 2024-2025 school year. I have instructed the administrative team to develop a level service budget as a starting point.
2. We are hoping that the ESSAR 3 federal grant will be extended for use into the 2025 school year. We are currently developing 2 plans, one if we must expend all funds by September 30, 2024, or if we can use the funds for the entire school year. We will update once we have an answer.
3. I have reached out to the UPSEU union to schedule our first informal meeting to contract negotiations.
4. I attended the URSA/NASA Superintendent meeting on Thursday, November 9.

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							
Sterling Community School PrK-8th 504s	22	22	21	24	25							
High School IEPs (Magnet: ACT, GMC, Killingly Vo Ag; Plainfield; STEM)	25	24	27	28	29							
High School 504s (Magnet: ACT, GMC, Killingly Vo Ag; Plainfield; STEM)	16	15	16	17	17							
Out of District-Special Tuition	11	11	10	10	9							
Total Students with IEPs	86	86	88	92	94							
Total Students with 504s	38	37	37	41	42							

Related Services Sterling Community School Student Count-IEP (*additional 504/SRBI)	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Speech/Language (SLP) 1.0 FTE	N/A	N/A	32*	39*	40*							
School Psychologist (Counseling) 1.0 FTE	N/A	N/A	37*	41*	44*							
Physical Therapy (PT) 1- 2 days/ wk	N/A	N/A	11*	11	12*							
Occupational Therapy (OT) 1-3 days/wk	N/A	N/A	15*	16*	17*							
BCBA(behavioral support) 1.0 FTE	N/A	N/A	12*	21*	23*							
Transition Rm Coordinator (Wellness 6th-8th gr.) 1.0 FTE	N/A	N/A	12*	26*	n/a							

- LEA Advisory Committee Member Monthly Meetings- CT Bureau of Special Education/Division Director
- Bi-monthly meetings Office/Bureau of Special Education
- Right to Read Statewide Professional Learning Series Training- Development of District Literacy Leadership Team
- Grant writing- ARP Esser-Small Town Right to Read Grant
- American Sign Language Instruction PreK weekly basis- provided by TOD-HH
- Reading Therapy Dog Sessions 2 x month and SEL Therapy Dog Sessions 2 x month
- Visits with Out of District Placements- EastConn Transition Academy, Lighthouse, American School Deaf
- Fall meetings with students 5th-8th 504s, IEPs

Principal's Report November 15, 2023

SCS Advancement Plan - Goal #3

- Academic Team Meeting
 - 7/8 Tier 1 meeting regarding supporting Math & Reading in all content areas
 - Discussed incentives for students to put forth best effort with their benchmark assessment
 - Current progress monitoring is in data studio
- Social Emotional Team Meeting
 - Reviewed Wildcat's Mighty Roar meetings + made suggestions for next time
- Eduplanet 21 meeting
 - Possibilities of curriculum software
 - Able to directly link standards
 - Audit reports to identify areas where standards are not being met
- NAEYC / AQIS
 - Visit on November 2nd
 - Decision report in 2-3 months

SCS Advancement Plan - Goal # 5

- Therapy Dog visits continue this year, visiting classrooms
- Wildcat's Mighty Roar
 - Great family involvement and attendance at all 3 sessions for grades K-8
 - Terrific Attendance Raffle - 2 students selected from each grade level to win a prize
 - Spirit Week during the week of the Wildcat's Mighty Roar - enjoyed by all
- PTO Meetings / Events
 - Veterans Celebration on the 9th
 - Veterans invited in for lunch and to talk with students
 - Selectman Cooper - speaker
 - A 1st and a 3rd grade class sang with direction of our music teacher
 - An 8th grader from PMS played Taps

Fall Updates:

- Soccer season wrapped up with a faculty v. soccer team game due to last game being canceled for their 8th grade recognition night

Clinical/Behavioral Report

November 15, 2023

To: Sterling Board of Education

From: Laura Smith, Clinical Supervisor/Social Worker

Date: November 15, 2023

Subj: Clinical/Behavioral Report

Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL)- SELweb Fall 2023 assessment - administration of assessment completed. The data being reviewed and analyzed during our behavior data team meetings. The data will be used by teachers to inform their SEL instruction.
- Collaboration with the Department of Children and Families liaisons, and other outside mental health resources to support children and families in need in our school community. Meet and plan with parents to connect with needed mental health resources for their children and families. Meet and plan with families to support increased school attendance.
- Collaboration with regional McKinney-Vento liaisons, our Transportation Director and other outside resources to support students and families experiencing homelessness in our school district. Attended McKinney-Vento Team Meeting 11/8.
- 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 October, 2023:
 - Major Office Referrals - 14
 - Restorative meetings - 9
 - Parent Meetings - 8
 - Student check-in - 110
- LPC Grant 2023-2024 - Awarded grant

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

- Classroom drop-ins supporting Tier 1 transitions, routines, and SEL/PBIS implementation.
- PDEC: PD - Planning for 11/3. Teval parameters discussed.
- EASTCONN Consultant meetings -Monthly SEL implementation, end of month pacing data, Tier 1 data review, SEL classroom drop-in, PBIS rewards data review.

Sterling Board of Education

Budget and Expenses - BOE

From Date: 10/1/2023

To Date: 10/31/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.1000.111.01.000.00.71	Certified Personnel	\$1,761,162.00	\$163,845.24	\$511,041.07	\$1,250,120.93	\$0.00	\$1,250,120.93	70.98%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$4,075.00	\$7,825.00	\$42,175.00	\$0.00	\$42,175.00	84.35%
A.1000.112.01.000.00.71	Non Certified Personnel	\$83,432.00	\$6,741.18	\$13,763.40	\$69,668.60	\$0.00	\$69,668.60	83.50%
A.1000.210.00.000.00.71	E/B Insurance	\$440,841.00	\$53,970.65	\$225,273.72	\$215,567.28	\$394,935.66	(\$179,368.38)	-40.69%
A.1000.220.00.000.00.70	E/B FICA/Medicare	\$35,744.00	\$3,287.22	\$9,387.49	\$26,356.51	\$0.00	\$26,356.51	73.74%
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	\$224.50	\$19,462.50	(\$4,462.50)	\$399.00	(\$4,861.50)	-32.41%
A.1000.590.00.000.00.71	Printing	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.611.00.101.00.71	Language Arts Instructional Su	\$200.00	\$366.58	\$519.33	(\$319.33)	\$0.00	(\$319.33)	-159.67%
A.1000.611.01.000.00.71	Instructional Supplies	\$10,000.00	\$264.83	(\$2,628.26)	\$12,628.26	\$822.10	\$11,806.16	118.06%
A.1000.611.01.102.00.71	Math Instructional Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.1000.611.01.105.00.71	Art Instructional Supplies	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$470.94	\$1,329.06	73.84%
A.1000.611.01.106.00.71	Music Instructional Supplies	\$1,000.00	\$487.92	\$872.22	\$127.78	\$0.00	\$127.78	12.78%
A.1000.611.01.107.00.71	Health Instructional Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.611.01.108.00.71	PE Instructional Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.611.01.109.00.71	World Language Instructional S	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.641.01.000.00.71	Textbooks	\$5,000.00	\$366.80	\$2,067.88	\$2,932.12	\$0.00	\$2,932.12	58.64%
A.1000.642.01.000.00.71	Consumable Workbooks	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.642.01.102.00.71	Math Consumable Workbooks	\$3,000.00	\$0.00	\$59.24	\$2,940.76	\$0.00	\$2,940.76	98.03%
A.1000.650.00.000.00.71	Educational Software Licenses/	\$33,000.00	\$0.00	\$783.00	\$32,217.00	\$575.00	\$31,642.00	95.88%
A.1000.690.01.103.00.71	Science Other Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$102.39	\$897.61	89.76%
A.1000.690.01.105.00.71	Art Other Supplies & Materials	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.690.01.106.00.71	Music Other Supplies & Materia	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.690.01.109.00.71	World Language Other Supplies	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
A.1000.730.00.000.00.71	Instructional Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
A.1000.739.00.000.00.71	Copier Leases, Fees, Supplies	\$18,000.00	\$1,442.17	\$3,370.99	\$14,629.01	\$12,009.46	\$2,619.55	14.55%
A.1000.739.01.106.00.71	Music Equipment	\$1,000.00	\$0.00	\$716.19	\$283.81	\$0.00	\$283.81	28.38%
A.1000.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Regular Program - 1000	\$2,474,779.00	\$235,072.09	\$793,013.77	\$1,681,765.23	\$409,314.55	\$1,272,450.68	51.42%
A.1200.111.00.000.00.71	Special Education Director	\$99,910.00	\$7,685.38	\$34,584.21	\$65,325.79	\$0.00	\$65,325.79	65.38%
A.1200.111.01.000.00.71	Certified Personnel	\$519,820.00	\$44,082.24	\$145,451.58	\$374,368.42	\$0.00	\$374,368.42	72.02%
A.1200.112.01.000.00.71	Non Certified Personnel	\$261,703.00	\$27,755.95	\$57,712.14	\$203,990.86	\$0.00	\$203,990.86	77.95%
A.1200.112.02.000.00.71	Non Certified Substitutes	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
A.1200.210.00.000.00.71	E/B Insurance	\$319,000.00	\$36,382.62	\$145,144.93	\$173,855.07	\$251,257.04	(\$77,401.97)	-24.26%
A.1200.220.00.000.00.70	E/B FICA/Medicare	\$32,962.00	\$2,480.66	\$6,022.46	\$26,939.54	\$0.00	\$26,939.54	81.73%
A.1200.240.00.000.00.71	E/B Other	\$4,578.00	\$1,130.76	\$1,525.68	\$3,052.32	\$3,051.33	\$0.99	0.02%
A.1200.320.00.000.00.71	Professional Development - Cer	\$3,500.00	\$249.00	\$1,138.00	\$2,362.00	\$0.00	\$2,362.00	67.49%
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	\$100.00	\$2,815.33	\$1,684.67	\$15,614.32	(\$13,929.65)	-309.55%
A.1200.330.01.000.00.71	Evaluation Services	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$4,600.00	\$8,400.00	64.62%
A.1200.330.02.000.00.71	Assistive Technology	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.1200.580.00.000.00.71	Travel	\$500.00	\$0.00	\$105.00	\$395.00	\$0.00	\$395.00	79.00%
A.1200.611.01.000.00.71	Instructional Supplies	\$3,000.00	\$0.00	\$90.00	\$2,910.00	\$0.00	\$2,910.00	97.00%
A.1200.611.02.000.00.71	Testing Supplies	\$3,000.00	\$1,539.46	\$1,539.46	\$1,460.54	\$837.80	\$622.74	20.76%
A.1200.630.00.000.00.71	Special Ed Incentive	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
A.1200.641.02.000.00.71	Consumable Workbooks	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1200.650.00.000.00.71	Educational Software Licenses/	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
A.1200.690.00.000.00.72	Other Supplies & Materials	\$1,000.00	\$69.99	\$69.99	\$930.01	\$0.00	\$930.01	93.00%
A.1200.700.00.000.00.71	Equipment	\$1,500.00	\$0.00	\$720.00	\$780.00	\$90.00	\$690.00	46.00%
A.1200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	50.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 10/1/2023

To Date: 10/31/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Func: Special Education Program - 1200	\$1,287,673.00	\$121,476.06	\$398,668.78	\$889,004.22	\$275,450.49	\$613,553.73	47.65%
A.2130.111.01.000.00.71	School Nurse	\$53,045.00	\$4,080.38	\$18,361.71	\$34,683.29	\$0.00	\$34,683.29	65.38%
A.2130.111.03.000.00.71	School Nurse Substitutes	\$2,625.00	\$350.00	\$350.00	\$2,275.00	\$0.00	\$2,275.00	86.67%
A.2130.210.00.000.00.71	E/B Insurance	\$200.00	\$82.79	\$331.16	(\$131.16)	\$74.52	(\$205.68)	-102.84%
A.2130.220.00.000.00.70	E/B FICA/Medicare	\$4,259.00	\$337.34	\$1,567.16	\$2,691.84	\$0.00	\$2,691.84	63.20%
A.2130.240.00.000.00.71	E/B Other	\$1,592.00	\$132.61	\$530.44	\$1,061.56	\$1,060.88	\$0.68	0.04%
A.2130.322.01.000.00.71	Professional Dev - Non Cert	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2130.330.00.000.00.71	Professional & Technical Svcs	\$1,750.00	\$0.00	\$288.00	\$1,462.00	\$0.00	\$1,462.00	83.54%
A.2130.690.00.000.00.71	Health Office Supplies	\$2,000.00	\$0.00	\$467.18	\$1,532.82	\$182.79	\$1,350.03	67.50%
A.2130.739.00.000.00.71	Health Office Equipment	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Health Office - 2130	\$66,471.00	\$4,983.12	\$21,895.65	\$44,575.35	\$1,318.19	\$43,257.16	65.08%
A.2190.111.01.000.00.71	Certified Personnel	\$19,785.00	\$6,107.14	\$15,267.85	\$4,517.15	\$0.00	\$4,517.15	22.83%
A.2190.210.00.000.00.71	E/B Insurance	\$12,000.00	\$142.24	\$284.48	\$11,715.52	\$13,101.32	(\$1,385.80)	-11.55%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$4,039.00	\$464.12	\$1,161.84	\$2,877.16	\$0.00	\$2,877.16	71.23%
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	\$3,692.00	\$3,692.00	\$26,308.00	\$22,308.00	\$4,000.00	13.33%
A.2190.611.00.000.00.71	PT/OT Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2190.730.00.000.00.71	PT/OT Equipment	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Physical/Occupational Therapy - 2190	\$67,324.00	\$10,405.50	\$20,406.17	\$46,917.83	\$35,409.32	\$11,508.51	17.09%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$18,774.00	\$1,826.48	\$3,646.69	\$15,127.31	\$0.00	\$15,127.31	80.58%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,436.00	\$139.73	\$278.98	\$1,157.02	\$0.00	\$1,157.02	80.57%
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	\$199.98	\$2,800.02	\$1,547.40	\$1,252.62	41.75%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Educational Media - 2220	\$23,960.00	\$1,966.21	\$4,125.65	\$19,834.35	\$1,547.40	\$18,286.95	76.32%
A.2230.112.00.000.00.71	IT Personnel	\$65,723.00	\$5,055.62	\$22,750.29	\$42,972.71	\$0.00	\$42,972.71	65.38%
A.2230.112.01.000.00.71	IT Aide	\$31,245.00	\$2,568.46	\$11,558.07	\$19,686.93	\$0.00	\$19,686.93	63.01%
A.2230.210.00.000.00.71	E/B Insurance	\$500.00	\$1,200.08	\$4,815.86	(\$4,315.86)	\$444.72	(\$4,760.58)	-952.12%
A.2230.220.00.000.00.70	E/B FICA/Medicare	\$7,418.00	\$555.84	\$2,569.78	\$4,848.22	\$0.00	\$4,848.22	65.36%
A.2230.240.00.000.00.70	E/B Other	\$3,972.00	\$164.31	\$657.24	\$3,314.76	\$1,314.48	\$2,000.28	50.36%
A.2230.320.00.000.00.71	Professional Development	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.2230.330.00.000.00.71	Professional & Technical Servi	\$5,000.00	\$396.00	\$396.00	\$4,604.00	\$1,188.00	\$3,416.00	68.32%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$2,200.00	\$1,200.00	\$2,036.57	\$163.43	\$800.00	(\$636.57)	-28.94%
A.2230.431.00.000.00.71	Maintenance Agreement	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$756.96	\$7,743.04	91.09%
A.2230.690.00.000.00.71	Other Supplies & Materials	\$2,200.00	\$154.56	\$409.09	\$1,790.91	\$312.49	\$1,478.42	67.20%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$16,000.00	\$64.98	\$1,081.24	\$14,918.76	\$1,199.95	\$13,718.81	85.74%
A.2230.731.00.000.00.71	Computer Software	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$2,500.00	\$2,000.00	44.44%
	Func: Information Technology - 2230	\$148,258.00	\$11,359.85	\$46,274.14	\$101,983.86	\$8,516.60	\$93,467.26	63.04%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$55,167.00	\$4,243.62	\$19,096.29	\$36,070.71	\$0.00	\$36,070.71	65.38%
A.2310.112.02.000.00.71	Board of Education Clerk	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
A.2310.210.00.000.00.71	E/B Insurance	\$23,500.00	\$2,541.23	\$10,164.92	\$13,335.08	\$18,540.55	(\$5,205.47)	-22.15%
A.2310.220.00.000.00.70	E/B FICA/Medicare	\$4,312.00	\$268.44	\$1,348.48	\$2,963.52	\$0.00	\$2,963.52	68.73%
A.2310.230.00.000.00.71	Workers Compensation Ins	\$49,130.00	\$0.00	\$19,813.50	\$29,316.50	\$19,816.90	\$9,499.60	19.34%
A.2310.240.00.000.00.71	E/B Other	\$1,656.00	\$137.91	\$551.64	\$1,104.36	\$1,103.28	\$1.08	0.07%
A.2310.250.00.000.00.71	Unemployment Compensation	\$5,000.00	\$2,185.00	\$2,185.00	\$2,815.00	\$2,652.00	\$163.00	3.26%
A.2310.330.01.000.00.71	Legal Services	\$10,000.00	\$0.00	\$212.00	\$9,788.00	\$4,788.00	\$5,000.00	50.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 10/1/2023

To Date: 10/31/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2310.330.03.000.00.71	Other Professional & Tech Svcs	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$9,960.00	\$6,040.00	37.75%
A.2310.520.01.000.00.71	Fidelity Bond	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
A.2310.520.02.000.00.71	Errors and Omissions Insurance	\$8,335.00	\$0.00	\$8,333.00	\$2.00	\$0.00	\$2.00	0.02%
A.2310.580.00.000.00.71	Travel	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
A.2310.590.01.000.00.71	Communications/Postage	\$5,000.00	\$0.00	\$518.07	\$4,481.93	\$732.60	\$3,749.33	74.99%
A.2310.590.02.000.00.71	Advertising	\$1,200.00	\$164.00	\$1,393.06	(\$193.06)	\$668.00	(\$861.06)	-71.76%
A.2310.590.04.000.00.71	Community Engagement	\$2,000.00	\$0.00	\$78.31	\$1,921.69	\$0.00	\$1,921.69	96.08%
A.2310.650.00.000.00.71	Software Licenses & Support	\$26,590.00	\$2,178.84	\$15,960.15	\$10,629.85	\$0.00	\$10,629.85	39.98%
A.2310.690.00.000.00.71	BOE Other Supplies & Materials	\$1,000.00	\$0.00	\$843.42	\$156.58	\$0.00	\$156.58	15.66%
A.2310.890.00.000.00.71	Dues & Fees	\$1,500.00	\$1,250.00	\$1,350.00	\$150.00	\$0.00	\$150.00	10.00%
	Func: Board of Education - 2310	\$211,790.00	\$12,969.04	\$81,947.84	\$129,842.16	\$58,261.33	\$71,580.83	33.80%
A.2320.111.00.000.00.71	Superintendent	\$100,000.00	\$7,692.32	\$34,615.44	\$65,384.56	\$0.00	\$65,384.56	65.38%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,450.00	\$111.54	\$501.93	\$948.07	\$0.00	\$948.07	65.38%
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	\$69.99	\$69.99	\$680.01	\$0.00	\$680.01	90.67%
A.2320.739.00.000.00.71	Other Equipment	\$750.00	\$0.00	\$569.92	\$180.08	\$0.00	\$180.08	24.01%
A.2320.890.00.000.00.71	Dues & Fees	\$4,500.00	\$0.00	\$315.00	\$4,185.00	\$3,490.00	\$695.00	15.44%
	Func: Superintendent's Office - 2320	\$108,200.00	\$7,873.85	\$36,072.28	\$72,127.72	\$3,490.00	\$68,637.72	63.44%
A.2400.111.00.000.00.71	Principal	\$132,613.00	\$10,201.00	\$45,904.50	\$86,708.50	\$0.00	\$86,708.50	65.38%
A.2400.111.01.000.00.71	Clinical Supervisor	\$54,807.00	\$4,215.86	\$18,971.37	\$35,835.63	\$0.00	\$35,835.63	65.39%
A.2400.112.00.000.00.71	Non Certified Personnel	\$96,556.00	\$7,388.81	\$29,607.19	\$66,948.81	\$0.00	\$66,948.81	69.34%
A.2400.210.00.000.00.71	E/B Insurance	\$69,000.00	\$6,848.46	\$27,393.84	\$41,606.16	\$52,772.96	(\$11,166.80)	-16.18%
A.2400.220.00.000.00.70	E/B FICA/Medicare	\$10,104.00	\$667.84	\$2,992.73	\$7,111.27	\$0.00	\$7,111.27	70.38%
A.2400.240.00.000.00.71	E/B Other	\$5,624.00	\$468.55	\$1,874.20	\$3,749.80	\$3,748.37	\$1.43	0.03%
A.2400.320.00.000.00.71	Professional Development - Cer	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
A.2400.330.00.000.00.71	Professional & Technical Svcs	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.2400.580.00.000.00.71	Travel	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
A.2400.590.01.000.00.71	Principal's Engagement	\$1,500.00	\$95.94	\$95.94	\$1,404.06	\$0.00	\$1,404.06	93.60%
A.2400.650.00.000.00.71	Educational Software Licenses/	\$9,300.00	\$0.00	\$0.00	\$9,300.00	\$0.00	\$9,300.00	100.00%
A.2400.690.00.000.00.71	Other Supplies & Materials	\$3,000.00	\$172.96	\$196.90	\$2,803.10	\$287.76	\$2,515.34	83.84%
A.2400.890.00.000.00.71	Dues & Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
	Func: Building Administrators - 2400	\$385,554.00	\$30,059.42	\$127,036.67	\$258,517.33	\$56,809.09	\$201,708.24	52.32%
A.2510.112.01.000.00.71	Business Manager	\$96,116.00	\$7,393.54	\$33,270.93	\$62,845.07	\$0.00	\$62,845.07	65.38%
A.2510.210.00.000.00.71	E/B Insurance	\$29,000.00	\$3,141.53	\$12,566.12	\$16,433.88	\$22,963.26	(\$6,529.38)	-22.52%
A.2510.220.00.000.00.70	E/B FICA/Medicare	\$7,353.00	\$496.20	\$2,406.40	\$4,946.60	\$0.00	\$4,946.60	67.27%
A.2510.240.00.000.00.71	E/B Other	\$4,883.00	(\$509.05)	\$2,961.16	\$1,921.84	\$1,922.32	(\$0.48)	-0.01%
A.2510.330.02.000.00.71	Professional & Technical Svcs	\$14,500.00	\$866.20	\$3,388.07	\$11,111.93	\$8,565.60	\$2,546.33	17.56%
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	\$37.26	\$712.74	\$0.00	\$712.74	95.03%
A.2510.739.00.000.00.71	Fiscal Office Equipment	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
A.2510.890.00.000.00.71	Dues & Fees	\$1,440.00	\$0.00	\$700.00	\$740.00	\$349.00	\$391.00	27.15%
	Func: Fiscal & Business Office - 2510	\$154,642.00	\$11,388.42	\$55,329.94	\$99,312.06	\$33,800.18	\$65,511.88	42.36%
A.2600.112.01.000.00.71	Facilities Director	\$65,000.00	\$5,000.00	\$22,500.00	\$42,500.00	\$0.00	\$42,500.00	65.38%
A.2600.177.01.000.00.71	Security Officer	\$27,965.00	\$2,623.80	\$6,559.50	\$21,405.50	\$0.00	\$21,405.50	76.54%
A.2600.210.00.000.00.71	E/B Insurance	\$500.00	\$11.70	\$46.80	\$453.20	\$93.60	\$359.60	71.92%
A.2600.220.00.000.00.70	E/B FICA/Medicare	\$7,014.00	\$583.22	\$2,223.05	\$4,790.95	\$0.00	\$4,790.95	68.31%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 10/1/2023

To Date: 10/31/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2600.240.00.000.00.71	E/B Other	\$1,950.00	\$0.00	\$0.00	\$1,950.00	\$0.00	\$1,950.00	100.00%
A.2600.410.01.000.00.71	Electricity	\$82,500.00	\$5,471.76	\$19,936.28	\$62,563.72	\$60,063.72	\$2,500.00	3.03%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$9,000.00	\$754.80	\$2,997.63	\$6,002.37	\$6,502.37	(\$500.00)	-5.56%
A.2600.410.03.000.00.71	Water	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$2,000.00	\$1,000.00	33.33%
A.2600.410.04.000.00.71	Sewer	\$18,450.00	\$0.00	\$18,450.00	\$0.00	\$0.00	\$0.00	0.00%
A.2600.430.01.000.00.71	Maintenance Contracts	\$172,767.00	\$13,626.42	\$60,215.31	\$112,551.69	\$114,044.69	(\$1,493.00)	-0.86%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	\$10,000.00	\$8,532.64	\$17,000.21	(\$7,000.21)	\$6,126.06	(\$13,126.27)	-131.26%
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	\$1,142.14	\$3,996.97	\$5,003.03	\$8,883.03	(\$3,880.00)	-43.11%
A.2600.613.00.000.00.71	Maintenance Supplies	\$20,000.00	\$2,391.06	\$3,219.14	\$16,780.86	\$1,043.22	\$15,737.64	78.69%
A.2600.620.00.000.00.71	Heating Oil	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$55,000.00	\$5,000.00	8.33%
A.2600.739.00.000.00.71	Maintenance Equipment	\$500.00	\$0.00	\$396.48	\$103.52	\$0.00	\$103.52	20.70%
	Func: Plant Operation & Maintenance - 2600	\$529,031.00	\$40,137.54	\$198,926.37	\$330,104.63	\$253,756.69	\$76,347.94	14.43%
A.2700.112.01.000.00.71	Bus Drivers	\$191,030.00	\$18,284.55	\$44,610.49	\$146,419.51	\$0.00	\$146,419.51	76.65%
A.2700.112.02.000.00.71	Bus Coordinator	\$59,753.00	\$4,596.40	\$20,683.80	\$39,069.20	\$0.00	\$39,069.20	65.38%
A.2700.112.03.000.00.71	Van Drivers	\$102,259.00	\$10,883.75	\$31,892.88	\$70,366.12	\$0.00	\$70,366.12	68.81%
A.2700.210.00.000.00.71	E/B Insurance	\$79,500.00	\$8,301.49	\$33,205.96	\$46,294.04	\$63,474.57	(\$17,180.53)	-21.61%
A.2700.220.00.000.00.70	E/B FICA/Medicare	\$27,008.00	\$2,449.22	\$7,132.29	\$19,875.71	\$0.00	\$19,875.71	73.59%
A.2700.240.00.000.00.71	E/B Other	\$1,793.00	\$149.39	\$298.78	\$1,494.22	\$1,195.12	\$299.10	16.68%
A.2700.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$676.50	\$676.50	\$1,323.50	\$0.00	\$1,323.50	66.18%
A.2700.430.00.000.00.71	Transportation Maintenance	\$38,000.00	\$6,915.91	\$19,460.21	\$18,539.79	\$0.00	\$18,539.79	48.79%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	\$54,300.00	\$6,030.00	\$9,112.00	\$45,188.00	\$64,320.00	(\$19,132.00)	-35.23%
A.2700.520.00.000.00.71	Vehicle Insurance	\$17,615.00	\$0.00	\$17,613.00	\$2.00	\$0.00	\$2.00	0.01%
A.2700.625.00.000.00.71	Supplies - Oil, Washer Fluid,	\$9,000.00	\$0.00	\$627.07	\$8,372.93	\$0.00	\$8,372.93	93.03%
A.2700.626.00.000.00.71	Regular Fuel - Vans	\$24,000.00	\$2,445.24	\$6,565.96	\$17,434.04	\$17,434.04	\$0.00	0.00%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$55,000.00	\$4,241.76	\$12,451.41	\$42,548.59	\$42,074.25	\$474.34	0.86%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.2700.890.00.000.00.71	Dues & Fees	\$1,500.00	\$70.00	\$2,023.00	(\$523.00)	\$0.00	(\$523.00)	-34.87%
	Func: Transportation - 2700	\$664,758.00	\$65,044.21	\$206,353.35	\$458,404.65	\$188,497.98	\$269,906.67	40.60%
A.3100.435.00.000.00.71	Repairs	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.3100.570.00.000.00.71	Food Service Management	\$23,500.00	\$23,500.00	\$23,500.00	\$0.00	\$0.00	\$0.00	0.00%
A.3100.621.00.000.00.71	Propane	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
A.3100.690.00.000.00.71	Supplies	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.3100.700.00.000.00.71	Equipment	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	Func: Food Service Operations - 3100	\$28,000.00	\$23,500.00	\$23,500.00	\$4,500.00	\$0.00	\$4,500.00	16.07%
A.3200.111.00.000.00.71	Stipend Positions	\$22,386.00	\$0.00	\$0.00	\$22,386.00	\$0.00	\$22,386.00	100.00%
A.3200.111.01.000.00.71	Coaches Salaries	\$12,054.00	\$0.00	\$0.00	\$12,054.00	\$0.00	\$12,054.00	100.00%
A.3200.112.00.000.00.71	Extra Curricular Transportatio	\$0.00	\$627.82	\$798.59	(\$798.59)	\$0.00	(\$798.59)	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	\$440.00	\$440.00	\$2,560.00	\$0.00	\$2,560.00	85.33%
A.3200.690.00.000.00.71	Activity Supplies & Materials	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
A.3200.739.00.000.00.71	Activity Equipment	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.3200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Student Activities - 3200	\$46,075.00	\$1,067.82	\$1,238.59	\$44,836.41	\$0.00	\$44,836.41	97.31%
A.6110.561.01.000.00.73	Tuition: Plainfield	\$826,603.00	\$0.00	\$0.00	\$826,603.00	\$746,268.30	\$80,334.70	9.72%
A.6110.561.02.000.00.70	Adult Education	\$9,225.00	\$0.00	\$9,225.00	\$0.00	\$0.00	\$0.00	0.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 10/1/2023

To Date: 10/31/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.6110.561.05.000.00.73	Tuition: Magnet, QMC, STEM	\$196,808.00	\$14,070.00	\$14,070.00	\$182,738.00	\$184,626.00	(\$1,888.00)	-0.96%
A.6110.561.07.000.00.73	Tuition: Killingly, Other	\$154,609.00	\$0.00	\$0.00	\$154,609.00	\$143,283.00	\$11,326.00	7.33%
A.6110.562.00.000.00.72	S/E Tuition CT Public	\$516,502.00	\$0.00	\$0.00	\$516,502.00	\$693,406.12	(\$176,904.12)	-34.25%
	Func: Tuition CT PUBLIC - 6110	\$1,703,747.00	\$14,070.00	\$23,295.00	\$1,680,452.00	\$1,767,583.42	(\$87,131.42)	-5.11%
A.6130.563.00.000.00.72	S/E Tuition Non-Public	\$569,000.00	\$54,934.52	\$52,975.09	\$516,024.91	\$464,382.15	\$51,642.76	9.08%
A.6130.563.04.000.00.72	SEDAC - Excess Cost Reimburse	(\$190,000.00)	\$0.00	\$0.00	(\$190,000.00)	\$0.00	(\$190,000.00)	100.00%
	Func: Tuition NON-PUBLIC - 6130	\$379,000.00	\$54,934.52	\$52,975.09	\$326,024.91	\$464,382.15	(\$138,357.24)	-36.51%
Grand Total:		\$8,279,262.00	\$646,307.65	\$2,091,059.29	\$6,188,202.71	\$3,558,137.39	\$2,630,065.32	31.77%

End of Report

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 10/01/2023

To Date: 10/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131317	10/12/2023	AMAZON	\$1,563.94	1017	Printed	Expense	<input type="checkbox"/>		
131318	10/12/2023	ANDERSON MOTORS, INC.	\$27.62	1017	Printed	Expense	<input type="checkbox"/>		
131319	10/12/2023	ASHLEY HOLMBERG	\$3,692.00	1017	Printed	Expense	<input type="checkbox"/>		
131320	10/12/2023	BEE SMART PEST CONTROL LLC	\$350.00	1017	Printed	Expense	<input type="checkbox"/>		
131321	10/12/2023	BREEZELINE	\$750.23	1017	Printed	Expense	<input type="checkbox"/>		
131322	10/12/2023	CASELLA WASTE	\$754.80	1017	Printed	Expense	<input type="checkbox"/>		
131323	10/12/2023	CLEAN FOCUS DEVELOPMENT LLC	\$2,140.32	1017	Printed	Expense	<input type="checkbox"/>		
131324	10/12/2023	COLONNA INSURANCE SERVICES LLC	\$1,250.00	1017	Printed	Expense	<input type="checkbox"/>		
131325	10/12/2023	CONN CASE	\$150.00	1017	Printed	Expense	<input type="checkbox"/>		
131326	10/12/2023	DIME OIL COMPANY	\$2,659.62	1017	Printed	Expense	<input type="checkbox"/>		
131327	10/12/2023	FRANK MAY	\$115.00	1017	Printed	Expense	<input type="checkbox"/>		
131328	10/12/2023	HOLMES, ERICK M	\$95.00	1017	Printed	Expense	<input type="checkbox"/>		
131329	10/12/2023	HOME DEPOT CREDIT SERVICES	\$360.03	1017	Printed	Expense	<input type="checkbox"/>		
131330	10/12/2023	LIFESPAN SCHOOL SOLUTIONS INC	\$9,720.00	1017	Printed	Expense	<input type="checkbox"/>		
131331	10/12/2023	LUBA, CORY J	\$74.80	1017	Printed	Expense	<input type="checkbox"/>		
131332	10/12/2023	MONIQUE ROUILLARD	\$70.00	1017	Printed	Expense	<input type="checkbox"/>		
131333	10/12/2023	MUTUALINK, INC	\$2,178.84	1017	Printed	Expense	<input type="checkbox"/>		
131334	10/12/2023	NCS PEARSON	\$1,252.20	1017	Printed	Expense	<input type="checkbox"/>		
131335	10/12/2023	NEW ENGLAND SERVICE & CONTROLS	\$510.26	1017	Printed	Expense	<input type="checkbox"/>		
131336	10/12/2023	PETE'S TIRE BARN, INC	\$795.00	1017	Printed	Expense	<input type="checkbox"/>		
131337	10/12/2023	PUTNAM CHRYSLER DODGE JEEP KIA	\$102.00	1017	Printed	Expense	<input type="checkbox"/>		
131338	10/12/2023	RICOH USA, INC	\$1,442.17	1017	Printed	Expense	<input type="checkbox"/>		

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 10/01/2023

To Date: 10/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131339	10/12/2023	SHARP TRAINING INC	\$15,381.00	1017	Printed	Expense	<input type="checkbox"/>		
131340	10/12/2023	SHAWN LUCAS	\$100.00	1017	Printed	Expense	<input type="checkbox"/>		
131341	10/12/2023	SHOPPER-TURNPIKE CORPORATION	\$164.00	1017	Printed	Expense	<input type="checkbox"/>		
131342	10/12/2023	TEACHER SYNERGY, LLC	\$44.99	1017	Printed	Expense	<input type="checkbox"/>		
131343	10/12/2023	THE AMERICAN SCHOOL FOR THE DEAF	\$14,586.32	1017	Printed	Expense	<input type="checkbox"/>		
131344	10/12/2023	VANDI AUTO SUPPLY	\$156.45	1017	Printed	Expense	<input type="checkbox"/>		
131345	10/12/2023	WIND RIVER ENVIRONMENTAL LLC	\$680.80	1017	Printed	Expense	<input type="checkbox"/>		
131346	10/27/2023	AEP CONNECTIONS LLC	\$99.00	1021	Printed	Expense	<input type="checkbox"/>		
131347	10/27/2023	AETNA HEALTH MANAGEMENT LLC	\$158.41	1021	Printed	Expense	<input type="checkbox"/>		
131348	10/27/2023	AMAZON	\$1,541.65	1021	Printed	Expense	<input type="checkbox"/>		
131349	10/27/2023	ANDERSON MOTORS, INC.	\$2,353.96	1021	Printed	Expense	<input type="checkbox"/>		
131350	10/27/2023	ANDREW STRUPINSKI	\$1,200.00	1021	Printed	Expense	<input type="checkbox"/>		
131351	10/27/2023	ANTHEM BLUE CROSS/BLUE SHIELD	\$110,371.44	1021	Printed	Expense	<input type="checkbox"/>		
131352	10/27/2023	ANTHEM LIFE INSURANCE CO	\$518.76	1021	Printed	Expense	<input type="checkbox"/>		
131353	10/27/2023	CABE	\$304.96	1021	Printed	Expense	<input type="checkbox"/>		
131354	10/27/2023	CHLIC.	\$4,605.85	1021	Printed	Expense	<input type="checkbox"/>		
131355	10/27/2023	CHRISTINE CHANDLER	\$95.94	1021	Printed	Expense	<input type="checkbox"/>		
131356	10/27/2023	CORPORATE BILLING LLC	\$2,266.76	1021	Printed	Expense	<input type="checkbox"/>		
131357	10/27/2023	DIME OIL COMPANY	\$1,718.51	1021	Printed	Expense	<input type="checkbox"/>		
131358	10/27/2023	EASTCONN	\$37,570.00	1021	Printed	Expense	<input type="checkbox"/>		
131359	10/27/2023	EVERSOURCE	\$3,331.44	1021	Printed	Expense	<input type="checkbox"/>		
131360	10/27/2023	GREGORY AND HOWE INC	\$226.50	1021	Printed	Expense	<input type="checkbox"/>		

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

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From Date: 10/01/2023

To Date: 10/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131361	10/27/2023	HAMMERHEAD ROOFING LLC	\$4,573.50	1021	Printed	Expense	<input type="checkbox"/>		
131362	10/27/2023	HEALTHCALL MEDICAL CENTER LLC	\$450.00	1021	Printed	Expense	<input type="checkbox"/>		
131363	10/27/2023	HM RECEIVABLES CO LLC	\$366.58	1021	Printed	Expense	<input type="checkbox"/>		
131364	10/27/2023	JOHNSON CONTROLS FIRE PROTECTION LP	\$1,834.50	1021	Printed	Expense	<input type="checkbox"/>		
131365	10/27/2023	JONATHAN L FAUXBEL	\$115.00	1021	Printed	Expense	<input type="checkbox"/>		
131366	10/27/2023	KRISTEN LANZILLO	\$224.50	1021	Printed	Expense	<input type="checkbox"/>		
131367	10/27/2023	LUBA, CORY J	\$79.76	1021	Printed	Expense	<input type="checkbox"/>		
131368	10/27/2023	NCS PEARSON	\$287.26	1021	Printed	Expense	<input type="checkbox"/>		
131369	10/27/2023	NEW ENGLAND SERVICE & CONTROLS	\$583.58	1021	Printed	Expense	<input type="checkbox"/>		
131371	10/27/2023	SERVICE MANAGEMENT GROUP LLC	\$13,626.42	1021	Printed	Expense	<input type="checkbox"/>		
131372	10/27/2023	SHAWN BATES	\$115.00	1021	Printed	Expense	<input type="checkbox"/>		
131373	10/27/2023	THE LIGHTHOUSE	\$21,277.20	1021	Printed	Expense	<input type="checkbox"/>		
131374	10/27/2023	TREASURER - STATE OF CT	\$396.00	1021	Printed	Expense	<input type="checkbox"/>		
131375	10/27/2023	US BANK VOYAGER FLEET SYS	\$2,445.24	1021	Printed	Expense	<input type="checkbox"/>		
131376	10/27/2023	VANDI AUTO SUPPLY	\$278.14	1021	Printed	Expense	<input type="checkbox"/>		
131377	10/27/2023	VERIZON WIRELESS	\$456.89	1021	Printed	Expense	<input type="checkbox"/>		
131378	10/27/2023	W B MASON CO INC	\$7.98	1021	Printed	Expense	<input type="checkbox"/>		
131379	10/30/2023	AFLAC NEW YORK	\$434.18	1022	Printed	Expense	<input type="checkbox"/>		
131380	10/30/2023	ALLSTATE	\$52.84	1022	Printed	Expense	<input type="checkbox"/>		
131381	10/30/2023	AMERIPRISE FINANCIAL SERVICES, INC	\$337.91	1022	Printed	Expense	<input type="checkbox"/>		
131382	10/30/2023	AXA EQUITABLE	\$2,229.92	1022	Printed	Expense	<input type="checkbox"/>		

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 10/01/2023

To Date: 10/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131383	10/30/2023	HORACE MANN LIFE INSURANCE COMPANY	\$1,931.53	1022	Printed	Expense	<input type="checkbox"/>		
131384	10/30/2023	METLIFE 0837050	\$369.39	1022	Printed	Expense	<input type="checkbox"/>		
131385	10/30/2023	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$3,257.27	1022	Printed	Expense	<input type="checkbox"/>		
131386	10/30/2023	STERLING EDUCATION ASSOCIATION	\$2,778.42	1022	Printed	Expense	<input type="checkbox"/>		
131387	10/30/2023	UPSEU 05745	\$736.91	1022	Printed	Expense	<input type="checkbox"/>		
Total Amount:			<u>\$286,776.49</u>						
End of Report									

Instruction

Grading/Assessment Systems

It is the philosophy of this district that students respond more positively to the opportunity for success than to the threat of failure. The district seeks, therefore, through learner objectives and its instructional program, to make achievement both recognizable and possible for students. Achievement will be emphasized in the process of evaluating student performance.

Evaluation of student progress is a primary responsibility of the teacher. The highest possible level of student achievement is a common goal of both school and home. A close working relationship between home and school is essential for the accomplishment of this goal. Regular communication with parents or guardians, utilizing a variety of means, about the scholastic progress of their student is a basic component of this working relationship. It is the responsibility of the school and individual staff members to keep parents or guardians well informed.

Regularly used report cards, combined with scheduled parent/teacher conferences, helps to promote a process of continuous evaluation of student performance.

The Board of Education shall, upon recommendation of the Superintendent of Schools, approve the grading and reporting systems as developed by the administration and faculty.

Legal Reference: Connecticut General Statutes

PA 99-81 Weighted Grading for Purposes of Determining Honor Roll and Class Rank

Policy adopted: November 22, 2006

Instruction**Grading/Assessment Systems****Examinations/Grading/Rating**

Students will be graded according to the criteria listed below.

Kindergarten - Grade 2

- 4 Exceeds grade level expectations
- 3 Meets grade level expectations
- 2 Working toward grade level expectations
- 1 Does not meet grade level expectations
- N/A Not applicable at this time

Grades 3-8

Numeric Grade with Letter Equivalents Board Policy 6146.1

Numeric Grade	Letter Equivalents
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
65-69	D
64 and below	F

(**Note:** Social Studies and Science are pass/fail in grades 3 and 4. A modified program may be used as appropriate at any grade level, with prior approval of the principal.)

Grades 3 - 5

- Letter grades based on numeric equivalents outlined above.

- Daily assignments and homework will equal 50% of the final grade each marking period. Tests and quizzes equal 50% of the final grade each marking period.

Grades 6 – 8

- Numeric grades for all core subjects.
- Daily assignments and homework will equal 40% of the final grade each marking period. Test and quizzes equal 40% of the final grade each marking period. Class participation equals 20% of the final grade each marking period.

Art, Music, Physical Education, Health, Computer, and other “specials” Policy 6146.1

- Students in grades 1-2 will receive one grade based 50% on effort and 50% on conduct. Numeric grade based on Kindergarten-Grade 2 outlines above.
- Students in grades 3-6 will receive one grade based 40% on effort, 40% on conduct and 20% on achievement. Letter grade on numeric equivalents outlined above.
- Students in grades 7-8 will receive one grade each for achievement, effort and conduct. Letter grade for achievement based on numeric equivalents outlined above.

Regulation approved: November 22, 2006

A mandated policy to consider.

Instruction

Individualized Education Program/Special Education Program

In accordance with the regulations of the State Board of Education, each local and regional board of education shall: (1) Provide special education for school-age children requiring special education; (2) The obligation of the school district under this subsection shall terminate when such child is graduated from high school or at the end of the school year during which such child reaches age twenty-two, whichever occurs first.

Effective July 1, 2023, all students remain eligible for special education services under the Individuals with Disabilities Education Act (IDEA) through the end of the school year during which the student turns age 22, or until the student graduates from high school with a regular high school diploma, whichever occurs first. Pursuant to the Connecticut General Statutes §10-259, school year is defined as July 1 through June 30. A free appropriate public education (FAPE) must be provided to any child with a disability beginning on or after the child's third birthday whether or not that birthday occurs during the regular school year.

A parent of a child, the State Department of Education, or other state agencies available to the District may initiate a request for an initial evaluation to determine if the child is a child with a disability. Initial evaluations, using a variety of assessment tools and measures to gather relevant functional, developmental and academic information, must be completed within 60 calendar days of the receipt of written parental consent, for the initial evaluation; or implement the student's IEP within 45 school days of a referral, (not counting the time necessary to obtain written parental consent to conduct the initial evaluation or to begin providing special education). The 45-school-day requirement begins after the District receives a completed and signed PPT referral form or letter requesting a referral to the PPT process or per a timeline determined by the State. Exceptions to this timeframe include children moving between school districts and parental refusal to make a child available for evaluation, as law provides. Assessments for disabled children who are transfer students shall be coordinated between the sending or receiving district in an expeditious manner.

The timeline for implementation of an IEP must occur within 60 school days of the PPT referral in those situations in which a student's IEP requires an out-of-district or private placement (not including the time it takes to obtain written parental consent).

The District will provide parents/guardians with State Department of Education information and resources relating to IEPs when a child is identified as requiring special education.

The term "individualized education program team" or "IEP Team" means a group of individuals composed of -

- (i) the parents of a child with a disability
- (ii) not less than one regular education teacher of such child (if the child is, or may be, participating in the regular education environment);
- (iii) not less than one special education teacher, or where appropriate, not less than one special education provider of such child;

Instruction

Individualized Education Program/Special Education Program (IEP)

Planning and Placement Team or Individualized Education Program Team (continued)

- (iv) a representative of the local educational agency who -
 - (I) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
 - (II) is knowledgeable about the general education curriculum; and
 - (III) is knowledgeable about the availability of resources of the local educational agency;
- (v) an individual who can interpret the instructional implications of evaluation results, who may be a member of the team described in clauses (ii) through (vi);
- (vi) at the discretion of the parent of the agency, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate;
- (vii) the school paraprofessional, if any, assigned to such child, and
- (viii) whenever appropriate, the child with a disability.

NOTE: An IEP Team member is not required to attend all or part of an IEP meeting if the parents and District agree that the team member's participation is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. If the meeting does involve a modification or discussion of the member's area of the curriculum or related services, parents and the District can agree to excuse the member from attending all or part of the meeting if the member submits written input to the parent and the IEP Team prior to the meeting. Parental consent in writing is required in either case.

In addition to the above, the special education specialist, school psychologist, school nurse, school social worker, counselor, or other student service worker who has conducted an assessment of the student shall participate whenever the results or recommendations based on such assessment are significant to the development of the student's individualized education program and placement. Where the student is limited or non-English speaking, a district representative who is fluent in the student's primary language and who is knowledgeable about the process of second-language acquisition and competent in the assessment of limited English and non-English speaking individuals should be included.

Any member of the PPT employed by the Board of Education who discusses or makes recommendations concerning the provisions of special education and related services during a PPT meeting shall not be disciplined, suspended, or otherwise punished for such recommendations.

Instruction

Individualized Education Program/Special Education Program (IEP) (continued)

No birth-to-three coordinator or qualified personnel, as defined by C.G.S. 17a-248, who discusses or makes recommendations concerning the provision of special education and/or related services during a PPT meeting or in a transition plan shall be subject to discipline, suspension, termination or other punishment on the basis of such recommendations.

The parent/guardian or surrogate parent shall be given at least five (5) school days prior notice of any PPT meeting and shall have the right to be present and participate in all portions of such meetings at which an educational program for their child is developed, reviewed or revised. In addition, parents/guardians or surrogate parents have the right to be present at and participate in all portions of the PPT meeting at which an educational program for their child is developed, reviewed or revised. In addition, the parent/guardian/surrogate shall have advisors and the child's assigned paraprofessional, if any, and such child's birth-to-three service coordinator, if any, be present at and participate in all portions of the PPT meeting in which the child's educational program is developed, reviewed or revised and have the right to have such recommendation made in such child's birth-to-three individualized transition plan, if any, addressed by the PPT at which an educational program for such child is developed.

The District shall offer to meet with the student's parents/guardians, upon the request of the parents/guardians, after the student has been assessed for possible placement in special education and before the Planning and Placement Team (PPT) meets.

The sole purpose of such meeting is to discuss the PPT process and any concerns the parent/guardian has about the student. The meeting will involve a member of the PPT designated by the District before the referral PPT meeting at which the student's assessments and evaluations will be discussed for the first time. This applies to students under evaluation for possible placement in special education.

Upon request of a parent/guardian, the District will provide the results of the assessments and evaluations used in the determination of eligibility for special education of a student at least three (3) school days before the referral PPT meeting at which such results of the assessment and evaluations will be discussed for the first time.

Parents/Guardians and the District may agree to conduct IEP meetings, and other meetings, through alternative means, such as including but not limited to, videoconferences or conference calls.

(a) **General.** The IEP for each child must include -

- (1) An accurate statement of the child's present levels of academic achievement and functional performance based upon parental provider information, current classroom-based, local, state assessments and classroom-based observations, including -
 - (i) How the child's disability affects the child's involvement and progress in the general education curriculum; or

Instruction

Individualized Education Program/Special Education Program (IEP) (continued)

- (ii) For preschool children, as appropriate, how the disability affects the child's participation in appropriate activities;
- (2) A statement of measurable annual academic and functional goals that aim to improve educational results and functional performance for each child with a disability, related to –
 - (i) Meeting the child's needs that result from the child's disability to enable the child to be involved in and progress in the general education curriculum;
 - (ii) Meeting each of the child's other educational needs that result from the child's disability; and
 - (iii) Providing a meaningful opportunity for the child to meet challenging objectives.

Alternate Assessments

- (iv) A statement of "benchmarks or short-term objectives" is required only with respect to students with disabilities who take alternate assessments aligned with alternate achievement standards.

If a child will participate in alternate assessments based on either general or alternate achievement standards, the IEP must explain why the child cannot participate in the regular assessment and why the alternate assessment selected is appropriate for the child.

The IEP/PPT Team may only recommend appropriate accommodation or use of alternate assessment, but may not exempt students with disabilities from the state assessment.

- (3) A statement of the special education and related services and supplementary aids and services to be provided to the child, or on behalf of the child and a statement of the program modifications or supports for school personnel that will be provided for the child -
 - (i) To advance appropriately toward attaining the annual goals;
 - (ii) To be involved and progress in the general curriculum in accordance with paragraph (a)(1) of this section and to participate in extracurricular and other nonacademic activities; and
 - (iii) To be educated and participate with other children with disabilities and non-disabled children in the activities described in this paragraph.

Instruction

Individualized Education Program/Special Education Program (continued)

- (4) A school must offer an IEP that is “reasonably calculated to enable a child to make progress appropriate in light of the child’s circumstances.” The child’s educational program must be appropriately ambitious in light of his/her circumstances and every child should have the chance to meet challenging objectives. The IEP Team, in determining whether an IEP is reasonably calculated to enable a child to make progress should consider the child’s:

- Previous rate or academic growth,
- Progress towards achieving or exceeding grade-level proficiency,
- Behaviors, if any, interfering with the child’s progress, and
- Parent’s input and any additional information provided by such parents.

The U.S. Supreme Court, in the *Endrew F* decision stated, “Any review of an IEP must consider whether the IEP is reasonably calculated to ensure such progress, not whether it would be considered ideal. (137S.CT. at 99)

- (5) An explanation of the extent, if any, to which the child will not participate with non-disabled children in the regular class and in the activities described in paragraph (a) (3) of this section;
- (6) A statement of any individual modifications in the administration of State or district-wide assessments of student achievement that are needed in order for the child to participate in the assessment; and
- (7) The projected date for the beginning of the services and modifications described in paragraph (a)(3) of this section, and the anticipated frequency, location, and duration of those services and modifications; and
- (8) A statement of
- (i) How the child’s progress toward the annual goals described in paragraph (a)(2) of this section will be measured; and
 - (ii) How the child’s parents will be regularly informed (through such means as periodic report cards), at least as often as parents are informed of their non-disabled children’s progress, of
 - (A) Their child’s progress toward the annual goals; and
 - (B) The extent to which that progress is sufficient to enable the child to achieve the goals by the end of the year
- (9) Reevaluation of a student’s progress may not occur more than once a year unless agreed to by the parents and the District. Reevaluation must occur at least once every three years unless the parent and District agree that it is unnecessary.

Instruction

Individualized Education Program/Special Education Program (continued)

Note: In order to make FAPE available to each eligible child with a disability, the child's IEP must be designed to enable the child to be involved in, and make progress in, the general education curriculum ("the same curriculum as for nondisabled children which is based on a State's academic content standards. This alignment must guide, and not replace the individualized decision-making required in the IEP process.")

(b) **Transition services.**

- (1) The IEP must include
 - (i) For each student beginning not later than the first IEP to be in effect when the child is fourteen, and younger if the PPT determines it appropriate, and updated annually, thereafter, appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills; and the transition services, including courses of study, needed to assist the student in reaching those goals.
 - (ii) For a student no longer eligible for services due to graduation from high school with a regular diploma or for a student who exceeds the age of eligibility under State law, a summary of the student's academic achievement and functional performance including recommendations on how to assist the student in meeting his/her postsecondary goals.
- (2) If the IEP team determines that services are not needed in one or more of the areas specified in §300.27(c)(1) through (c)(4), the IEP must include a statement to that effect and the basis upon which the determination was made.
- (c) **Transfer of rights.** Beginning not later than one year before a student reaches the age of majority under State law, the student's IEP must include a statement that the student has been informed of his or her rights under this title if any, that will transfer to the student on reaching the age of majority, consistent with §615(m)
- (d) **Students with disabilities convicted as adults and incarcerated in adult prisons.** Special rules concerning the content of IEPs for students with disabilities convicted as adults and incarcerated in adult prisons are contained in §612(a)(5)A.
- (e) **Students with disabilities identified as deaf or hearing impaired.** For a child identified as deaf or hearing impaired, the PPT shall develop an IEP which includes a language and communication plan which shall address;
 - (i) the child's primary language or mode of communication;
 - (ii) opportunities for direct communication between the child and his/her peers and professional personnel in the primary child's language or mode of communication;

Instruction

Individualized Education Program/Special Education Program (continued)

- (iii) educational options available to the child;
- (iv) the qualifications of teachers and other professional personnel administering the plan for the child, including their proficiency in the child's primary language or mode of communication;
- (v) the accessibility of academic instruction, school services and extracurricular activities to the child;
- (vi) Assistive devices and services for the child;
- (vii) Communication and physical environment accommodations for the child; and
- (viii) An emergency communications plan that includes procedures for alerting the child of an emergency situation and ensuring that the specific needs of the child are met during the emergency situation. Such plan is to be developed for a student identified as deaf, hard of hearing, or both blind or visually impaired and deaf.

Transfers

When an individual has been on an IEP in another school district, the PPT shall make an evaluative study of the student and develop an IEP for the student as though the student were newly referred, but the PPT may use the previous IEP (if available) in developing the new one.

If the transfer involves districts within Connecticut, the District will provide services "comparable to those described in the previously held IEP," until the District adopts the previously held IEP or develops, adopts, and implements a new IEP. If the student has transferred from another state, the District will provide services "comparable to those described in the previously held IEP," until the District conducts an evaluation, if deemed necessary, and if appropriate, develops a new IEP. If a student who is on an IEP transfers from this district to another, or to a private school, the written IEP and any additional records relating to the student's program and achievement shall be forwarded to the receiving school on the request of the receiving school and the individual's parent or guardian.

Prior to the enrollment of a District student in a technical education and career school, the District will convene a PPT in order to address such student's transition to the technical education and career school and ensure that such student's IEP reflects the current supports and services the student requires in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment. A representative from the technical education and career school shall be invited to the PPT meeting.

Independent Educational Assessment

If an independent educational assessment is necessary, it shall be conducted by a Connecticut credentialed or licensed professional examiner who is not employed by and does not routinely provide assessment for the State Department of Education or this District.

Instruction

Individualized Education Program/Special Education Program

Legal Reference: Connecticut General Statutes
 10-76a Definitions (as amended by PA 06-18)
 10-76b State supervision of special education programs and services. Regulations. (as amended by PA 12-173)
 10-76d Duties and powers of Boards of Education to provide special education programs and services. (as amended by June Special Session PA 15-5, Sec. 277 and PA 19-49 and PA 21-46 and PA 21-144 and PA 23-137)
 10-76ff Procedures for determining if a child requires special education (as amended by PA 06-18)
 10-76g State aid for special education.
 10-76h Special education hearing and review procedure.
 10-76jj Language and communication plan as part of individualized education program for child identified as deaf or hard of hearing (as amended by PA 19-184)
 10-76q Special education at technical education and career schools (as amended by PA 21-144)
 SDE Guidance Addressing Timeline for Initial Evaluations, Dec. 21, 2018
 State Board of Education Regulations
 34 C.F.R. 300 et seq. Assistance to States for Education of Handicapped Children.
 300.14 Special education definitions.
 300.340-349 Individualized education programs.
 300.503 Independent educational assessment.
 300.533 Placement procedures.
 300.550-556 Least restrictive environment.
 P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004
Rowley v. Board of Education, 485 U.S.-176 (1982)
Andrew F. v. Douglas County School District RE-1, 15-827 U.S. (2017)
A.M. v. N.Y. City Department of Education, 845F.3d 523, 541 (2d Cir.1997)
Mrs. B., v. Milford Board of Education 103 F. 3d 1114, 1121 (2d Cir. 1997)
A.R. v. Connecticut State Board of Education, 3:16-CV-01197 (CSH D. Conn. June 10, 2020)
PA 23-137 An Act Concerning Resources and support for Persons with an Intellectual or Developmental Disability.

Policy adopted:

rev 7/23

rev 9/23

A recommended sample policy to consider.

New Construction

Indoor Air Quality/Heating, Ventilation, and Air Conditioning (HVAC)

The Board of Education recognizes that the maintenance of acceptable temperature, relative humidity and adequate fresh air ventilation in school buildings is a primary objective in the creation and maintenance of an optimal learning environment.

Indoor Air Quality in Existing Facilities

The Superintendent or his/her designee shall implement an indoor air quality program that provides for ongoing maintenance and facility reviews, in accordance with all applicable state statutes, necessary for the maintenance and improvement of the indoor air quality of all District facilities.

Starting on January 1, 2025 and annually thereafter, for all **District facilities** the Board of Education shall provide for a uniform inspection and evaluation program of indoor air quality complying with the Environmental Protection Agency's Tools for Indoor Air Quality for Schools Program. The results of the evaluation shall be made available for public inspection at a regularly scheduled Board of Education meeting and also posted on the District's website.

The District shall report biennially, in a manner as required, to the Commissioner of Education on the condition of its facilities, its long range facilities program, its air quality program, and green cleaning program. **The Board must utilize standard reporting forms to conduct and report on both IAQ and HVAC inspections and must provide The Department of Administrative Services (DAS) the completed forms for each school. The forms and/or reports must be made available at a regularly scheduled Board of Education meeting and on the Board of Education/individual school website.**

The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

1. the heating, ventilating, and air conditioning (HVAC) systems;
2. radon levels in the air and water;
3. potential for exposure to microbiological airborne particles, including fungi, mold, and bacteria;
4. chemical compounds of concern to indoor air quality, including volatile organic compounds;
5. pest infestation, including insects and rodents;
6. pesticide usage;
7. the presence and plans for removal of certain hazardous substances identified under federal law;
8. ventilation systems;

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Indoor Air Quality

Indoor Air Quality in Existing Facilities (continued)

9. plumbing, including water distribution systems, drainage systems, and fixtures;
10. moisture incursion (leaks);
11. the facilities' overall cleanliness;
12. building structural elements, including roofing, basements, and slabs;
13. the use of space, particularly in areas designed to be unoccupied; and
14. the provision of indoor air quality maintenance training for building staff.

Heating, Ventilation, and Air Conditioning (HVAC)

Heating, ventilation, and air conditioning systems shall be maintained in accordance with the prevailing maintenance systems, such as Standard 62. The Board direct the Superintendent or his/her designee to ensure that such systems shall be operated continuously during the hours in which students or school personnel occupy school facilities except during periods of scheduled maintenance or emergency repairs or at other times when it can be demonstrated that the air supply system meets the Standards 62 requirements for air changes per hour.

Records shall be maintained on the maintenance of the District's heating, ventilation, and air conditioning systems for a period of not less than five years. Such records shall be available to the public upon request.

Prior to January 1, 2025, and every five years thereafter, the local or regional Board of Education shall provide for a uniform inspection and evaluation of the heating, ventilation and air conditioning system within each school building under its jurisdiction. Such inspection and evaluation shall be performed by a certified testing, adjusting and balancing technician, an industrial hygienist certified by the American Board of Industrial Hygiene or the Board for Global EHS Credentialing, or a mechanical engineer. Such heating, ventilation and air conditioning systems inspection and evaluation shall include, but need not be limited to:

1. Testing for maximum filter efficiency
2. Physical measurements of outside air delivery rate
3. Verification of the appropriate condition and operation of ventilation components
4. Measurement of air distribution through all system inlets and outlets
5. Verification of unit operation and that required maintenance has been performed in accordance with the most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers
6. Verification of control sequences
7. Verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors, and
8. Collection of field data for the installation of mechanical ventilation if none exist.

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Indoor Air Quality

Indoor Air Quality in Existing Facilities (continued)

The ventilation systems inspection and evaluation shall identify to what extent each school's current ventilation system components, including any existing central or non-central mechanical ventilation system, are operating in such a manner as to provide appropriate ventilation to the school building in accordance with most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. The inspection and evaluation shall result in a written report, and such report shall include any corrective actions necessary to be performed to the mechanical ventilation system or the heating, ventilation and air conditioning infrastructure, including installation of filters meeting the most optimal level of filtration available for a given heating, ventilation and air conditioning system, installation of carbon dioxide sensors and additional maintenance, repairs, upgrades or replacement. Any such corrective actions shall be performed, where appropriate, by a contractor, who is licensed in accordance with chapter 393. The local or regional Board of Education conducting an inspection and evaluations pursuant to this subsection shall make available for public inspection the results of such inspection and evaluation at a regularly scheduled meeting of such Board and on the Internet website of such Board and on the Internet website, if any, of each individual school. The local or regional Board of Education shall not be required to provide for a uniform inspection and evaluation under this subdivision for any school building that will cease to be used as a school building within the three years from when such inspection and evaluation is to be performed.

Indoor Air Quality in New or Renovated Facilities

In order to secure appropriate indoor air quality in District schools, the Board of Education believes that when new facilities are constructed and when existing facilities are renovated, the following requirements shall be specified to the architect or design professional responsible for the construction project:

1. Adhere to the requirements defining minimum air circulation contained in the State Building Code which apply only when constructing new space.
2. The building/space meets or exceeds the ASHRAE (American Society of Heating, Ventilating and Air Conditioning Engineers) 62-1999 standard, "Ventilation for Acceptable Indoor Air Quality," which considers chemical, physical and biological contaminants that can effect air quality as referenced by the State Code adopted pursuant to C.G.S. 29-252.
3. Utilizing the ASHRAE 62-1999 standard, achieve a minimum ventilation rate per occupant of 15 cubic feet per minute (cfm) of outdoor air.
4. Design and placement of air handling equipment needs to be done in a manner where it is accessible to inspect and maintain the equipment; therefore, mechanical rooms are desirable versus exposed rooftop units or units hung above suspended ceilings.

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Indoor Air Quality

Indoor Air Quality in New or Renovated Facilities (continued)

5. With increased air flow requirements, attention must be given to the potential of air velocity noise within ductwork.
6. Fresh air intakes must be located, whenever possible, away from all types of vents and exhausts on roofs.
7. Air intakes and ventilation windows must be sufficiently distant from bus loops and loading docks.
8. Radon mitigation systems to provide a vapor barrier and protection from under-slab humidity should be a part of new school construction.
9. Attention must be given to the selection of carpeting, carpet adhesives and synthetic materials which may emit odorous and irritating volatile organic vapors degrading indoor air quality.
10. Reduce the potential of moisture intrusion through appropriately designed pitched roofs wherever possible.
11. Consider the economic feasibility of achieving dehumidification through air conditioning.
12. Install temperature control systems, which monitor temperature and other factors helpful in monitoring and diagnosing heating, ventilating and air conditioning (HVAC) systems.
13. When renovating an occupied building provide for the mechanical control of airborne pollutants associated with the construction process.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education
10-231(f) Indoor air quality committees
10-282(19) Definitions
10-283 Applications for grants for school building projects
10-286 (a)(9) Computation of school building project grants
10-291 Approval of plans and site. Expense limit
10-292 Review of final plans by Commissioner of Education. Exceptions;
role of local officials
10-231g Green Cleaning Program at schools: Definitions, Implementation,
Notice
PA 22-118 An Act Concerning the State Budget for the Biennium Ending
June 30, 2023
PA 23-167 An Act Concerning Transparency in Education

Policy adopted:

rev 7/11
rev 7/22
rev 7/23

Additional Resources

For more information on asthma contact:

U.S. Environmental Protection Agency

www.epa.gov/iaq/schools

Download the IAQ Tools for Schools Kit from EPA's website.

www.epa.gov/asthma

Find more asthma resources on EPA's website

www.epa.gov/cleanschoolbus

Learn about EPA's clean school bus initiative on EPA's website

U.S. EPA Indoor Air Quality Information Clearinghouse (IAQ INFO)

(800) 438-4318

(703) 356-5386 Fax

Call to request the IAQ Tools for Schools Kit

Allergy and Asthma Network/Mothers of Asthmatics, Inc.

(800) 878-4403

www.aanma.org

Ask about obtaining their School Information Packet

American Lung Association

(800) LUNG-USA

www.lungusa.org

Ask about the *Open Airways for Schools* program and the Asthma-Friendly Schools Toolkit.

Asthma and Allergy Foundation of America

(800) 7-ASTHMA

www.aafa.org

Ask about AAFA's *Asthma Management at School* presentation for parents and school personnel. Also available are additional school-based child and teen education materials.

Center for Disease Control and Prevention

(888) 232-6789

www.cdc.gov/asthma

Find out more information on the Asthma Prevention Program by visiting this website.