

Sterling Board of Education
Agenda of the Regular Meeting
March 18, 2026
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 February 18, 2026
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

V. Unfinished Business

- A. Presentation by Courtney Haines - EASTCONN Food Service

VI. New Business

- A. Review, discussion and possible approval of the **26/27 Budget Proposal**.
- B. Review, discussion and possible approval of the **26/27 School Calendar**.
- C. Review, discussion, and possible approval of the transfer of \$86,406 from the 24/25 Fiscal Year Budget to the 10-248A 2% Non-Lapsing Account.
- D. Introduction of the 2025-2026 CAPSS award recipients, Madison San Souci and Gavin Bessette.

E. Review, discussion and possible approval of the 3rd grade field study to Southwick Zoo in Mendon, Ma on June 2, 2026. Rain date of June 3, 2026.

F. Review and Discussion of the following Policies/Regulations - 1st Reading

Policy #4152.6/4252.6 Personnel - Certified/Non-Certified - Family Medical Leave Act
Regulation #4152.6/4252.6 Personnel-Certified/Non-Certified - Family Medical Leave Act

Policy #0521 - Mission-Goals-Objectives - Nondiscrimination

Policy #6161.12/1312.3 - Instruction/Community Relations - Library Material Review and Reconsideration Policy

Policy #6161.13/1312.4 - Instruction/Community Relations - Library Collection Development and Maintenance Policy

Regulation #6161.13/1312.4 - Instruction/Community Relations - Library Collection Development and Maintenance Policy

Policy #6161.14/1312.5 - Instruction/Community Relations - Library Display and Program Policy

VII. Committee Updates

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

VII. Recommendations, Questions and/or Comments

IX. Public Comment

X. Executive Session

XI. Adjournment

DRAFT MINUTES
Sterling Board of Education
Minutes of the Regular Meeting
February 18, 2026
Community Room - 6:00pm
“EXCELLENCE WITH KINDNESS”

I. Call to Order - Meeting was called to order at 6:00 pm by Jennifer Mossner, Vice Chair.

Present at the meeting: Catherine Malo, Board Member; John Brady, Vice Treasurer;
Benjamin Johnston, Board Member

Also Present at the meeting: Theodore Friend, Superintendent; Heather Nickerson,
Principal; Sara Howley, Business Manager; Christine
Chandler, Board Clerk

Absent from the meeting: Courtney Langlois, Board Chair; Victoria Robinson-Lewis,
Treasurer

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Public Comment

No one came forward to speak.

IV. Reports and Communications

A. **Correspondence** - T. Friend shared the Connecticut 2024 Census Poverty Data by
Local Educational Agency (LEA) with everyone present.

B. **Consent Agenda**

1. Minutes of Meeting January 21, 2026
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 J. Brady and seconded by C. Malo to approve the Consent Agenda as presented.
 - Vote: All in favor
 - Outcome: Motion passed

C. Budget and Expense Report

S. Howley presented the Financial/Budget Discussions that were submitted.

- A motion was made by J. Brady and seconded by B. Johnston to approve the Budget and Expense Report as presented.
 - Vote: All in favor
 - Outcome: Motion Passed

D. Plainfield Board of Education Liaison

Courtney Langlois attended the Plainfield meeting last week; however, as she was not in attendance at tonight's meeting, no update was provided.

E. Personnel - Resignation/Retirement/Hired

Nothing to report at this time

V. Unfinished Business

None at this time

VI. New Business

A. Review and discussion of the 26/27 Draft Budget Proposal.

S. Howley presented the 26/27 Draft Budget Proposal. She also noted the following dates for upcoming meetings.

- **March 18, 2026** - Board will vote on the 26/27 Proposed Budget
- **April 8, 2026** - The 26/27 Proposed Budget will be presented to the Board of Finance. They will vote at the meeting.
- **April 29, 2026** - Public Hearing
- **May 13, 2026** - Town Referendum

VII. Committee Updates

- A. Policy - met prior to today's meeting. Will be bringing policies/regulations to the Board at the March meeting for approval.
- B. Budget - Presentation was given at this meeting.
- C. Negotiations - No ongoing negotiations at this time.

VIII. Recommendations, Questions and/or Comments

None at this time.

IX. Public Comment

No one came forward to speak.

X. Executive Session

- A motion was made by J. Brady and seconded by B. Johnston to enter into Executive Session to discuss personnel matters.
 - Vote: All in favor
 - Outcome: Motion passed
 - Entered into Executive Session: 6:37 pm
 - Exited Executive Session: 6:45 pm

XI. Adjournment

- A motion was made by C. Malo and seconded by J. Brady to adjourn the meeting.
 - Vote: All in favor
 - Outcome: Motion passed
 - Meeting adjourned at 6:46 pm

Superintendent's Report

March 18, 2026

I. 2025-2026 School Year

- **FOIA Update:** A follow-up FOIA meeting has been scheduled for March 27, 2026 at 2:30 p.m.
- **Tri-Board Meeting:** A meeting is scheduled for May 27, 2026 at 6:30 p.m. It will be held at the school.
- **All Kids Bike Program:** Our school is proud to offer the **All Kids Bike** curriculum to our youngest learners. Supported by grant funding, this program equips our Pre-K and kindergarten students with the tools and training to become confident and independent riders by the time they leave kindergarten. This is a fantastic opportunity and an essential lifelong skill.

II. Maintenance Department

- **Wellness Center:** Is still awaiting the paint and floor to be done. Flooring is ordered with a slight backorder.
- **Boiler 2:** There was an issue with the Modutrol IV air damper control. This was replaced on February 17 and has been at full operational status.

III. Technology Department

- **E-Rate:** Form 471 has been filed for the Access Point and Switch upgrade to complete over the summer.
- **Vape Detectors:** New detectors have been installed in the Cafeteria and 1-2 Hallway Student Restrooms. Additionally, existing detectors in the second-floor restrooms have been upgraded to the newer models provided by the company at no cost.
- **Swipe Card Readers:** Following the recommendations from the Safety Committee, Cory met with Venture Communications on 3/3/2026 regarding the request to add the ability for staff to badge in/out of the Nurse, Cafeteria, and SW Hall (Recess to Nurse) doors.

A one-time investment of \$9,000 supports a program designed with a 7–10-year lifespan, giving thousands of children the opportunity to learn to ride a bike in PE Class.

WHAT'S INCLUDED?



TEACHER TRAINING & CERTIFICATION:

Provided to every instructor is comprehensive, video-based training to ensure a confident and successful Learn-to-Ride experience. This training covers everything educators need to know—including what to expect when the equipment pallet arrives, how to teach the proven Balance Bike Method, and key milestones to watch for as kids progress. Instructors also learn fun, engaging games and activities designed to reinforce skills and keep students motivated throughout the lessons. With step-by-step guidance and ongoing support from the All Kids Bike team, teachers feel fully equipped to lead their classrooms to that exciting first independent ride.

READY-TO-TEACH CURRICULUM:

Included is a fully developed, ready-to-teach curriculum featuring 8 structured lesson plans that guide students step-by-step through the Learn-to-Ride process. Designed with teachers

in mind, the curriculum is simple to follow, requires no prior biking experience, and is easily integrated into existing PE schedules. Each lesson builds foundational skills—balance, coordination, steering, and stopping—while incorporating fun activities that keep students engaged and motivated. Most importantly, the curriculum is aligned with SHAPE America National Physical Education Standards, ensuring it meets educational goals and supports physical literacy development in young learners. Whether you're a seasoned PE teacher or new to cycling instruction, this curriculum provides everything you need to confidently guide your students to success—one pedal at a time.



LEARN TO RIDE EQUIPMENT

Included in the fleet are 24 Strider balance-to-pedal bikes, pedal conversion kits, fully adjustable student helmets, and an adult instructor bike with pedal conversion kit and helmet.



14-inch
Strider Bike
for ages 4-7



Youth Helmet
size medium



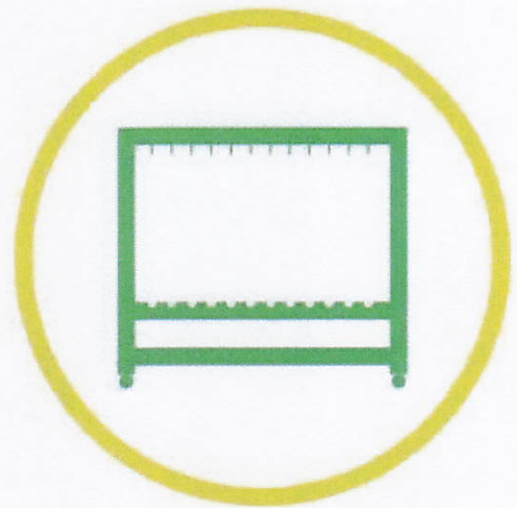
Simple and
Easy
on-and-off
assembly



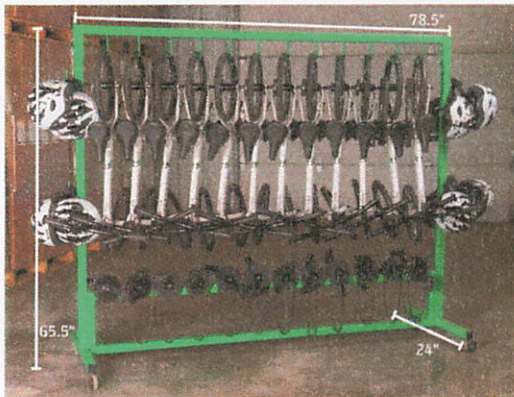
Teacher
Instruction
Bike
20-inch
Strider Bike

STORAGE RACKS.

Each All Kids Bike program includes two custom-designed storage racks to keep all student equipment organized, protected, and ready for use. The rack provides designated hooks to make the Strider Balance Bikes easily accessible, helmets are organized and hung on the sides, and the pedal conversion kits are securely stored for when students are ready to transition to pedaling. This all-in-one storage solution helps schools maintain a clean, organized PE space while extending the life of the equipment. It's compact, easy to use, and built for everyday classroom convenience—ensuring the start and end of class are quick, efficient, and stress-free.



Storage Racks



Storage hooks for all 24 helmets



Storage for all 24 pedal kits

 [Download Rack Specifications \(PDF\)](#)

PROGRAM SUPPORT.



At All Kids Bike, we're committed to more than just getting bikes into schools—we're here to ensure long-term success for every Learn-to-Ride program we launch. We provide a resource portal with live support for the life of the program which includes set up guides, classroom posters, parent letters, graduation certificates and direct access to the All Kids Bike team for questions and troubleshooting. Need a part replaced or have maintenance questions? Our support team is ready to assist with fast, friendly service. And every All Kids Bike program comes with a two-year warranty on equipment, providing peace of mind and ensuring your school's program stays in great condition for future classes. As long as you are running the program and teaching kids to ride a bike, we are here to support you!

Student Services Report		BOE Meeting: March 18, 2026	Statistics as of February 28, 2026
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Student Count by Location, at the END of:	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Sterling Community School PrK-8th IEPs	66	57	55	57	57	56	56	56	55			
Sterling Community School PrK-8th 504s	28	24	24	24	26	25	25	27	29			
High School IEPs <i>(Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)</i>	27	22	21	21	20	20	19	18	19			
High School 504's <i>(Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)</i>	17	17	17	17	17	18	18	17	18			
Out of District-Special Tuition	14	12	14	14	13	11	12	12	12			
Total Students with IEPs	107	91	90	92	90	87	87	86	86			
Total Students with 504s	45	41	41	41	43	43	43	44	47			

Principal's Report March 18, 2026

SCS Advancement Plan - Goal #3

- PDEC
 - Professional Development calendar
 - Partial day utilized for math coach wrap up + Individualized learning
 - Sterling Educator Evaluation and Support Plan
 - Informal observations continue for all staff
 - Mid year goal meetings are complete
- Attendance
 - Perfect attendance raffle rewards were announced for the month of February
 - 118 students were announced for perfect attendance
 - Students entered into a raffle and 3 students per grade were selected to win prizes
- Family Involvement
 - Kindergarten Family Friday was well attended
 - 25 adults attended for 29 students

SCS Advancement Plan - Goal # 6

- Social Emotional Learning Team Meeting
 - Reviewed SWIS data + conversations with grade level teams

Winter Updates:

- Volleyball season is in full swing

Clinical/Behavioral Report March 18, 2026

To: Sterling Board of Education
From: Laura Smith, Clinical Supervisor/Social Worker
Date: March 18, 2026
Subj: Clinical/Behavioral Report

Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL) - The SEL assessment has been completed. Currently the data is being analyzed and will be used by teachers to inform their SEL instruction, and connect to needed resources. Also, the data has been used in conjunction with our Primary Mental Health Grant to identify intervention needs.
- 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.
- Attendance Team- Engaging and planning with families to identify strategies to reduce barriers to school attendance. Our preventive practices and student and classroom incentives are in place for this academic year, including perfect attendance raffles.
- Collaboration with regional McKinney-Vento liaisons, our Transportation Director and other outside resources to support students and families experiencing homelessness in our school district. Upcoming McKinney-Vento Liaison Team Meeting 3/11.
- Weekly team meetings -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 2025-2026:

Number of Administrator-Managed Referrals by Month										
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0	12	14	8	6	4	10				

- LPC Grant 2025-2026 -The LPC Grant planning for our March, 2026 Mental Health Awareness Week is complete. Yale School of Medicine will provide a preventative vaping and tobacco presentation, and Minding your Mind's speaker will focus on mental health awareness.
- **Faculty & Staff (Strategic Plan Goal 2, 3, 4)**
- PDEC - Suicide Prevention Training 3/11
- Health & Safety Meeting 2/18

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 02/01/2026

To Date: 02/28/2026

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
201709	02/02/2026	AMAZON	\$401.63	1064	Printed	Expense	<input type="checkbox"/>		
201710	02/02/2026	BEN SCHAFFER RECREATION	\$2,918.61	1064	Printed	Expense	<input type="checkbox"/>		
201711	02/02/2026	CONN CASE	\$250.00	1064	Printed	Expense	<input type="checkbox"/>		
201712	02/02/2026	GRANITE CITY ELECTRIC SUPPLY	\$98.78	1064	Printed	Expense	<input type="checkbox"/>		
201713	02/02/2026	MILLENNIUM ELECTRIC LLC	\$560.00	1064	Printed	Expense	<input type="checkbox"/>		
201714	02/02/2026	NEW ENGLAND LEAGUE OF MIDDLE SCHOOLS	\$445.00	1064	Printed	Expense	<input type="checkbox"/>		
201715	02/02/2026	NORTHEAST OIL & PROPANE INC	\$352.10	1064	Printed	Expense	<input type="checkbox"/>		
201716	02/02/2026	RICOH USA, INC	\$615.49	1064	Printed	Expense	<input type="checkbox"/>		
201717	02/02/2026	TOWN OF STERLING MUNI WATER	\$832.00	1064	Printed	Expense	<input type="checkbox"/>		
201718	02/02/2026	TREASURER - STATE OF CT	\$396.00	1064	Printed	Expense	<input type="checkbox"/>		
201719	02/02/2026	US BANK VOYAGER FLEET SYS	\$1,431.59	1064	Printed	Expense	<input type="checkbox"/>		
201720	02/02/2026	W B MASON CO INC	\$13.98	1064	Printed	Expense	<input type="checkbox"/>		
201735	02/05/2026	FRIEND, THEODORE F	\$175.00	1068	Printed	Expense	<input type="checkbox"/>		
201736	02/05/2026	NASW	\$321.00	1068	Printed	Expense	<input type="checkbox"/>		
201737	02/13/2026	AMAZON	\$218.24	1070	Printed	Expense	<input type="checkbox"/>		
201738	02/13/2026	ANDERSON MOTORS, INC.	\$1,213.03	1070	Printed	Expense	<input type="checkbox"/>		
201739	02/13/2026	BRANDON QUARRY	\$362.89	1070	Printed	Expense	<input type="checkbox"/>		
201740	02/13/2026	BREEZELINE	\$811.12	1070	Printed	Expense	<input type="checkbox"/>		
201741	02/13/2026	CASELLA WASTE	\$651.58	1070	Printed	Expense	<input type="checkbox"/>		
201742	02/13/2026	CDW GOVERNMENT INC	\$1,100.00	1070	Printed	Expense	<input type="checkbox"/>		
201743	02/13/2026	CORPORATE BILLING LLC	\$1,386.92	1070	Printed	Expense	<input type="checkbox"/>		
201744	02/13/2026	DIME OIL COMPANY	\$25,967.66	1070	Printed	Expense	<input type="checkbox"/>		
201745	02/13/2026	EVERSOURCE	\$9,008.05	1070	Printed	Expense	<input type="checkbox"/>		

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From Date: 02/01/2026

To Date: 02/28/2026

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
201746	02/13/2026	Joe Warren & Sons Co, Inc	\$2,067.61	1070	Printed	Expense	<input type="checkbox"/>		
201747	02/13/2026	KAINEN, ESCALERA AND MCHALE PC	\$3,410.00	1070	Printed	Expense	<input type="checkbox"/>		
201748	02/13/2026	LF POWERS CO INC	\$1,072.23	1070	Printed	Expense	<input type="checkbox"/>		
201749	02/13/2026	LIFESPAN SCHOOL SOLUTIONS INC	\$5,253.00	1070	Printed	Expense	<input type="checkbox"/>		
201750	02/13/2026	NCS PEARSON	\$75.28	1070	Printed	Expense	<input type="checkbox"/>		
201751	02/13/2026	NECHEAR	\$5,700.00	1070	Printed	Expense	<input type="checkbox"/>		
201752	02/13/2026	NEW ENGLAND TRANSIT	\$709.45	1070	Printed	Expense	<input type="checkbox"/>		
201753	02/13/2026	PITNEY BOWES (METER)	\$244.20	1070	Printed	Expense	<input type="checkbox"/>		
201754	02/13/2026	RICOH USA, INC	\$738.02	1070	Printed	Expense	<input type="checkbox"/>		
201755	02/13/2026	SARA HOWLEY	\$157.08	1070	Printed	Expense	<input type="checkbox"/>		
201756	02/13/2026	SERVICE MANAGEMENT GROUP LLC	\$14,527.00	1070	Printed	Expense	<input type="checkbox"/>		
201757	02/13/2026	SHARP TRAINING INC	\$15,430.00	1070	Printed	Expense	<input type="checkbox"/>		
201758	02/13/2026	SULLIVAN TIRE	\$1,562.56	1070	Printed	Expense	<input type="checkbox"/>		
201759	02/13/2026	THE AMERICAN SCHOOL FOR THE DEAF	\$25,998.20	1070	Printed	Expense	<input type="checkbox"/>		
201760	02/13/2026	THE HILB GROUP OF NEW ENGLAND LLC	\$8,919.17	1070	Printed	Expense	<input type="checkbox"/>		
201761	02/13/2026	VANDI AUTO SUPPLY	\$1,156.18	1070	Printed	Expense	<input type="checkbox"/>		
201762	02/13/2026	WATERFORD COUNTRY SCHOOL, INC.	\$8,917.86	1070	Printed	Expense	<input type="checkbox"/>		
201763	02/13/2026	ZACHARIA DORSEY	\$1,820.00	1070	Printed	Expense	<input type="checkbox"/>		
201764	02/20/2026	AMAZON	\$1,458.38	1073	Printed	Expense	<input type="checkbox"/>		
201765	02/20/2026	CF MASTER LESSEE MT LLC	\$526.51	1073	Printed	Expense	<input type="checkbox"/>		
201766	02/20/2026	MACGILL DISCOUNT MEDICAL SUPPLIES	\$162.00	1073	Printed	Expense	<input type="checkbox"/>		

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To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
201767	02/20/2026	NCS PEARSON	\$322.88	1073	Printed	Expense	<input type="checkbox"/>		
201768	02/20/2026	RICOH USA, INC	\$158.46	1073	Printed	Expense	<input type="checkbox"/>		
201769	02/20/2026	VERIZON WIRELESS	\$1,459.21	1073	Printed	Expense	<input type="checkbox"/>		
201770	02/27/2026	AETNA HEALTH MANAGEMENT LLC	\$173.44	1075	Printed	Expense	<input type="checkbox"/>		
201771	02/27/2026	ALISSA WOOD	\$160.00	1075	Printed	Expense	<input type="checkbox"/>		
201772	02/27/2026	DIME OIL COMPANY	\$21,273.33	1075	Printed	Expense	<input type="checkbox"/>		
201773	02/27/2026	FRIEND, THEODORE F	\$121.38	1075	Printed	Expense	<input type="checkbox"/>		
201774	02/27/2026	KILLINGLY BOARD OF EDUCATION	\$43,129.70	1075	Printed	Expense	<input type="checkbox"/>		
201775	02/27/2026	SIEMENS INDUSTRY INC	\$1,360.00	1075	Printed	Expense	<input type="checkbox"/>		
201776	02/27/2026	SILVERSCRIPT INSURANCE COMPANY	\$280.74	1075	Printed	Expense	<input type="checkbox"/>		
201777	02/27/2026	THE AMERICAN SCHOOL FOR THE DEAF	\$275.00	1075	Printed	Expense	<input type="checkbox"/>		
201778	02/28/2026	AFLAC NEW YORK	\$695.90	1076	Printed	Expense	<input type="checkbox"/>		
201779	02/28/2026	ALLSTATE	\$52.84	1076	Printed	Expense	<input type="checkbox"/>		
201780	02/28/2026	AMERIPRISE FINANCIAL SERVICES, INC	\$562.98	1076	Printed	Expense	<input type="checkbox"/>		
201781	02/28/2026	ANTHEM BLUE CROSS/BLUE SHIELD	\$97,126.86	1076	Printed	Expense	<input type="checkbox"/>		
201782	02/28/2026	AXA EQUITABLE	\$1,749.65	1076	Printed	Expense	<input type="checkbox"/>		
201783	02/28/2026	CHLIC.	\$3,899.49	1076	Printed	Expense	<input type="checkbox"/>		
201784	02/28/2026	FIDELITY INVESTMENTS	\$800.00	1076	Printed	Expense	<input type="checkbox"/>		
201785	02/28/2026	HORACE MANN LIFE INSURANCE COMPANY	\$2,351.72	1076	Printed	Expense	<input type="checkbox"/>		
201786	02/28/2026	METLIFE	\$158.48	1076	Printed	Expense	<input type="checkbox"/>		
201787	02/28/2026	METLIFE 0837050	\$220.00	1076	Printed	Expense	<input type="checkbox"/>		

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Fiscal Year: 2025-2026

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From Date: 02/01/2026

To Date: 02/28/2026

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
201788	02/28/2026	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$4,257.08	1076	Printed	Expense	<input type="checkbox"/>		
201789	02/28/2026	STERLING EDUCATION ASSOCIATION	\$2,531.70	1076	Printed	Expense	<input type="checkbox"/>		
201790	02/28/2026	THE STANDARD INSURANCE COMPANY	\$588.28	1076	Printed	Expense	<input type="checkbox"/>		
201791	02/28/2026	UPSEU 05745	\$787.94	1076	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$333,932.46						
End of Report									

Sterling Board of Education

Budget and Expenses - BOE

From Date: 7/1/2025

To Date: 3/31/2026

Fiscal Year: 2025-2026

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.1000.111.01.000.00.71	Certified Personnel	\$1,645,825.00	\$989,384.04	\$989,384.04	\$656,440.96	\$602,355.06	\$54,085.90	3.29%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$42,769.08	\$42,769.08	\$7,230.92	\$10,463.00	(\$3,232.08)	-6.46%
A.1000.112.01.000.00.71	Non Certified Personnel	\$93,156.00	\$52,668.12	\$52,668.12	\$40,487.88	\$29,262.00	\$11,225.88	12.05%
A.1000.210.00.000.00.71	E/B Insurance	\$394,921.00	\$423,020.23	\$423,020.23	(\$28,099.23)	\$58,258.52	(\$86,357.75)	-21.87%
A.1000.220.00.000.00.70	E/B FICA/Medicare	\$34,815.00	\$20,380.97	\$20,380.97	\$14,434.03	\$0.00	\$14,434.03	41.46%
A.1000.240.00.000.00.71	E/B Other (Course Reim)	\$6,000.00	\$2,350.00	\$2,350.00	\$3,650.00	\$0.00	\$3,650.00	60.83%
A.1000.320.01.000.00.71	Professional Development - Cer	\$15,000.00	\$4,508.40	\$4,508.40	\$10,491.60	\$0.00	\$10,491.60	69.94%
A.1000.330.01.106.00.71	Music Professional Services	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.590.00.000.00.71	Printing	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.611.00.101.00.71	Language Arts Instructional Su	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.611.01.000.00.71	Instructional Supplies	\$10,000.00	\$9,842.58	\$9,842.58	\$157.42	\$0.00	\$157.42	1.57%
A.1000.611.01.102.00.71	Math Instructional Supplies	\$1,000.00	\$344.26	\$344.26	\$655.74	\$0.00	\$655.74	65.57%
A.1000.611.01.103.00.71	Science Instructional Supplies	\$2,700.00	\$57.12	\$57.12	\$2,642.88	\$0.00	\$2,642.88	97.88%
A.1000.611.01.105.00.71	Art Instructional Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
A.1000.611.01.106.00.71	Music Instructional Supplies	\$1,200.00	\$744.63	\$744.63	\$455.37	\$0.00	\$455.37	37.95%
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	\$329.00	\$329.00	\$171.00	\$0.00	\$171.00	34.20%
A.1000.641.01.000.00.71	Textbooks	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.1000.642.01.000.00.71	Consumable Workbooks	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.650.00.000.00.71	Educational Software Licenses/	\$27,000.00	\$2,030.13	\$2,030.13	\$24,969.87	\$19,400.25	\$5,569.62	20.63%
A.1000.730.00.000.00.71	Instructional Equipment	\$3,000.00	\$106.97	\$106.97	\$2,893.03	\$0.00	\$2,893.03	96.43%
A.1000.739.00.000.00.71	Copier Leases, Fees, Supplies	\$18,540.00	\$9,952.81	\$9,952.81	\$8,587.19	\$5,903.43	\$2,683.76	14.48%
A.1000.739.01.106.00.71	Music Equipment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.1000.890.00.000.00.71	Dues & Fees	\$500.00	(\$650.00)	(\$650.00)	\$1,150.00	\$0.00	\$1,150.00	230.00%
	Func: Regular Program - 1000	\$2,310,557.00	\$1,557,838.34	\$1,557,838.34	\$752,718.66	\$725,642.26	\$27,076.40	1.17%
A.1200.111.00.000.00.71	Special Education Director	\$76,200.00	\$41,215.82	\$41,215.82	\$34,984.18	\$36,820.14	(\$1,835.96)	-2.41%
A.1200.111.01.000.00.71	Certified Personnel	\$534,565.00	\$301,268.10	\$301,268.10	\$233,296.90	\$224,638.96	\$8,657.94	1.62%
A.1200.112.01.000.00.71	Non Certified Personnel	\$208,303.00	\$136,300.98	\$136,300.98	\$72,002.02	\$65,947.63	\$6,054.39	2.91%
A.1200.112.02.000.00.71	Non Certified Substitutes	\$5,000.00	\$5,337.63	\$5,337.63	(\$337.63)	\$8,000.00	(\$8,337.63)	-166.75%
A.1200.210.00.000.00.71	E/B Insurance	\$276,385.00	\$210,671.11	\$210,671.11	\$65,713.89	\$32,053.29	\$33,660.60	12.18%
A.1200.220.00.000.00.70	E/B FICA/Medicare	\$25,174.00	\$14,278.93	\$14,278.93	\$10,895.07	\$0.00	\$10,895.07	43.28%
A.1200.240.00.000.00.71	E/B Other	\$14,376.00	\$10,489.28	\$10,489.28	\$3,886.72	\$1,794.64	\$2,092.08	14.55%
A.1200.320.00.000.00.71	Professional Development - Cer	\$2,000.00	\$1,761.00	\$1,761.00	\$239.00	\$0.00	\$239.00	11.95%
A.1200.322.01.000.00.71	Professional Dev - Non Cert	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
A.1200.330.00.000.00.71	Professional & Technical Svcs	\$26,825.00	\$7,015.00	\$7,015.00	\$19,810.00	\$18,385.00	\$1,425.00	5.31%
A.1200.330.01.000.00.71	Evaluation Services	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
A.1200.330.02.000.00.71	Assistive Technology	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
A.1200.580.00.000.00.71	Travel	\$500.00	\$483.81	\$483.81	\$16.19	\$0.00	\$16.19	3.24%
A.1200.611.01.000.00.71	Instructional Supplies	\$2,000.00	\$1,351.71	\$1,351.71	\$648.29	\$0.00	\$648.29	32.41%
A.1200.611.02.000.00.71	Testing Supplies	\$3,000.00	\$2,027.00	\$2,027.00	\$973.00	\$970.40	\$2.60	0.09%
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	\$274.73	\$274.73	\$225.27	\$0.00	\$225.27	45.05%
A.1200.650.00.000.00.71	Educational Software Licenses/	\$2,425.00	\$2,115.00	\$2,115.00	\$310.00	\$0.00	\$310.00	12.78%
A.1200.690.00.000.00.72	Other Supplies & Materials	\$1,000.00	\$357.56	\$357.56	\$642.44	\$0.00	\$642.44	64.24%
A.1200.700.00.000.00.71	Equipment	\$2,000.00	\$1,570.00	\$1,570.00	\$430.00	\$430.00	\$0.00	0.00%
A.1200.890.00.000.00.71	Dues & Fees	\$500.00	\$250.00	\$250.00	\$250.00	\$0.00	\$250.00	50.00%
	Func: Special Education Program - 1200	\$1,196,753.00	\$736,767.66	\$736,767.66	\$459,985.34	\$389,040.06	\$70,945.28	5.93%
A.2130.111.01.000.00.71	School Nurse	\$56,264.00	\$38,894.16	\$38,894.16	\$17,369.84	\$19,476.00	(\$2,106.16)	-3.74%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 7/1/2025

To Date: 3/31/2026

Fiscal Year: 2025-2026

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2130.111.03.000.00.71	School Nurse Substitutes	\$2,625.00	\$525.00	\$525.00	\$2,100.00	\$525.00	\$1,575.00	60.00%
A.2130.210.00.000.00.71	E/B Insurance	\$854.00	\$856.20	\$856.20	(\$2.20)	\$1.56	(\$3.76)	-0.44%
A.2130.220.00.000.00.70	E/B FICA/Medicare	\$4,304.00	\$3,005.07	\$3,005.07	\$1,298.93	\$0.00	\$1,298.93	30.18%
A.2130.240.00.000.00.71	E/B Other	\$1,688.00	\$1,125.28	\$1,125.28	\$562.72	\$562.64	\$0.08	0.00%
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	\$3,200.00	\$2,720.00	\$2,720.00	\$480.00	\$705.00	(\$225.00)	-7.03%
A.2130.690.00.000.00.71	Health Office Supplies	\$3,000.00	\$973.69	\$973.69	\$2,026.31	\$0.00	\$2,026.31	67.54%
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	\$72,935.00	\$48,099.40	\$48,099.40	\$24,835.60	\$21,270.20	\$3,565.40	4.89%
A.2190.111.01.000.00.71	Certified Personnel	\$40,376.00	\$20,187.96	\$20,187.96	\$20,188.04	\$13,976.31	\$6,211.73	15.38%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$3,090.00	\$1,544.40	\$1,544.40	\$1,545.60	\$0.00	\$1,545.60	50.02%
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	\$13,653.00	\$13,653.00	\$16,347.00	\$16,347.00	\$0.00	0.00%
A.2190.611.00.000.00.71	PT/OT Supplies	\$500.00	\$163.86	\$163.86	\$336.14	\$0.00	\$336.14	67.23%
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	\$74,966.00	\$35,549.22	\$35,549.22	\$39,416.78	\$30,323.31	\$9,093.47	12.13%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$21,462.00	\$11,811.37	\$11,811.37	\$9,650.63	\$8,607.75	\$1,042.88	4.86%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,642.00	\$903.56	\$903.56	\$738.44	\$0.00	\$738.44	44.97%
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	\$1,953.07	\$1,953.07	\$1,046.93	\$631.52	\$415.41	13.85%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$310.50	\$310.50	\$189.50	\$0.00	\$189.50	37.90%
	Func: Educational Media - 2220	\$26,854.00	\$14,978.50	\$14,978.50	\$11,875.50	\$9,239.27	\$2,636.23	9.82%
A.2230.112.00.000.00.71	IT Personnel	\$69,726.00	\$40,463.18	\$40,463.18	\$29,262.82	\$29,362.85	(\$100.03)	-0.14%
A.2230.112.01.000.00.71	IT Aide	\$37,814.00	\$19,532.61	\$19,532.61	\$18,281.39	\$18,281.94	(\$0.55)	0.00%
A.2230.210.00.000.00.71	E/B Insurance	\$12,473.00	\$5,221.18	\$5,221.18	\$7,251.82	\$2,256.25	\$4,995.57	40.05%
A.2230.220.00.000.00.70	E/B FICA/Medicare	\$8,227.00	\$4,586.71	\$4,586.71	\$3,640.29	\$0.00	\$3,640.29	44.25%
A.2230.240.00.000.00.70	E/B Other	\$2,030.00	\$1,696.48	\$1,696.48	\$333.52	\$848.24	(\$514.72)	-25.36%
A.2230.320.00.000.00.71	Professional Development	\$1,000.00	\$50.00	\$50.00	\$950.00	\$0.00	\$950.00	95.00%
A.2230.330.00.000.00.71	Professional & Technical Servi	\$5,000.00	\$816.21	\$816.21	\$4,183.79	\$792.00	\$3,391.79	67.84%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$2,200.00	\$193.38	\$193.38	\$2,006.62	\$262.26	\$1,744.36	79.29%
A.2230.431.00.000.00.71	Maintenance Agreement	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$801.12	\$1,198.88	59.94%
A.2230.690.00.000.00.71	Other Supplies & Materials	\$2,500.00	\$1,638.54	\$1,638.54	\$861.46	\$0.00	\$861.46	34.46%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$16,000.00	\$9,836.45	\$9,836.45	\$6,163.55	\$623.84	\$5,539.71	34.62%
A.2230.731.00.000.00.71	Computer Software	\$5,500.00	\$4,914.24	\$4,914.24	\$585.76	\$0.00	\$585.76	10.65%
	Func: Information Technology - 2230	\$164,470.00	\$88,948.98	\$88,948.98	\$75,521.02	\$53,228.50	\$22,292.52	13.55%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$59,727.00	\$39,052.23	\$39,052.23	\$20,674.77	\$19,474.73	\$1,200.04	2.01%
A.2310.112.02.000.00.71	Board of Education Clerk	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	0.00%
A.2310.210.00.000.00.71	E/B Insurance	\$26,148.00	\$20,969.27	\$20,969.27	\$5,178.73	\$4,538.69	\$640.04	2.45%
A.2310.220.00.000.00.70	E/B FICA/Medicare	\$4,661.00	\$2,620.98	\$2,620.98	\$2,040.02	\$0.00	\$2,040.02	43.77%
A.2310.230.00.000.00.71	Workers Compensation Ins	\$40,000.00	\$28,971.40	\$28,971.40	\$11,028.60	\$9,662.60	\$1,366.00	3.42%
A.2310.240.00.000.00.71	E/B Other	\$1,792.00	\$2,503.84	\$2,503.84	(\$711.84)	\$1,251.92	(\$1,963.76)	-109.58%
A.2310.250.00.000.00.71	Unemployment Compensation	\$5,000.00	\$42.00	\$42.00	\$4,958.00	\$4,958.00	\$0.00	0.00%
A.2310.330.01.000.00.71	Legal Services	\$10,000.00	\$6,091.00	\$6,091.00	\$3,909.00	\$8,909.00	(\$5,000.00)	-50.00%
A.2310.330.03.000.00.71	Other Professional & Tech Svcs	\$16,500.00	\$30.00	\$30.00	\$16,470.00	\$16,062.00	\$408.00	2.47%
A.2310.520.01.000.00.71	Fidelity Bond	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	0.00%
A.2310.520.02.000.00.71	Errors and Omissions Insurance	\$8,843.00	\$8,583.00	\$8,583.00	\$260.00	\$0.00	\$260.00	2.94%
A.2310.580.00.000.00.71	Travel	\$100.00	\$83.79	\$83.79	\$16.21	\$0.00	\$16.21	16.21%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 7/1/2025

To Date: 3/31/2026

Fiscal Year: 2025-2026

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2310.590.01.000.00.71	Communications/Postage	\$5,000.00	\$1,019.89	\$1,019.89	\$3,980.11	\$244.20	\$3,735.91	74.72%
A.2310.590.02.000.00.71	Advertising	\$2,230.00	\$1,420.30	\$1,420.30	\$809.70	\$757.00	\$52.70	2.36%
A.2310.590.04.000.00.71	Community Engagement	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$20.00	\$1,980.00	99.00%
A.2310.650.00.000.00.71	Software Licenses & Support	\$28,210.00	\$19,372.74	\$19,372.74	\$8,837.26	\$2,317.80	\$6,519.46	23.11%
A.2310.690.00.000.00.71	BOE Other Supplies & Materials	\$1,000.00	\$643.06	\$643.06	\$356.94	\$102.94	\$254.00	25.40%
A.2310.890.00.000.00.71	Dues & Fees	\$1,500.00	\$1,350.00	\$1,350.00	\$150.00	\$275.00	(\$125.00)	-8.33%
	Func: Board of Education - 2310	\$214,011.00	\$132,753.50	\$132,753.50	\$81,257.50	\$69,873.88	\$11,383.62	5.32%
A.2320.111.00.000.00.71	Superintendent	\$104,545.00	\$78,163.96	\$78,163.96	\$26,381.04	\$26,380.96	\$0.08	0.00%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,450.00	\$1,133.39	\$1,133.39	\$316.61	\$0.00	\$316.61	21.84%
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	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	0.00%
A.2320.690.00.000.00.71	Superintendent Off Supplies	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
A.2320.739.00.000.00.71	Other Equipment	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
A.2320.890.00.000.00.71	Dues & Fees	\$4,500.00	\$301.00	\$301.00	\$4,199.00	\$3,624.00	\$575.00	12.78%
	Func: Superintendent's Office - 2320	\$112,745.00	\$79,848.35	\$79,848.35	\$32,896.65	\$30,004.96	\$2,891.69	2.56%
A.2400.111.00.000.00.71	Principal	\$140,689.00	\$91,989.04	\$91,989.04	\$48,699.96	\$48,700.04	(\$0.08)	0.00%
A.2400.111.01.000.00.71	Clinical Supervisor	\$58,144.00	\$38,016.93	\$38,016.93	\$20,127.07	\$20,126.62	\$0.45	0.00%
A.2400.112.00.000.00.71	Non Certified Personnel	\$104,875.00	\$68,282.44	\$68,282.44	\$36,592.56	\$36,129.60	\$462.96	0.44%
A.2400.210.00.000.00.71	E/B Insurance	\$70,720.00	\$56,866.64	\$56,866.64	\$13,853.36	\$12,534.86	\$1,318.50	1.86%
A.2400.220.00.000.00.70	E/B FICA/Medicare	\$10,906.00	\$6,450.28	\$6,450.28	\$4,455.72	\$0.00	\$4,455.72	40.86%
A.2400.240.00.000.00.71	E/B Other	\$5,965.00	\$3,976.64	\$3,976.64	\$1,988.36	\$1,988.32	\$0.04	0.00%
A.2400.320.00.000.00.71	Professional Development - Cer	\$1,500.00	\$765.00	\$765.00	\$735.00	\$0.00	\$735.00	49.00%
A.2400.330.00.000.00.71	Professional & Technical Svcs	\$250.00	(\$12,490.00)	(\$12,490.00)	\$12,740.00	\$0.00	\$12,740.00	5096.00%
A.2400.580.00.000.00.71	Travel	\$300.00	\$19.60	\$19.60	\$280.40	\$0.00	\$280.40	93.47%
A.2400.590.01.000.00.71	Principal's Engagement	\$1,500.00	\$554.21	\$554.21	\$945.79	\$0.00	\$945.79	63.05%
A.2400.650.00.000.00.71	Educational Software Licenses/	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$9,749.33	\$2,250.67	18.76%
A.2400.690.00.000.00.71	Other Supplies & Materials	\$3,000.00	\$486.40	\$486.40	\$2,513.60	\$566.60	\$1,947.00	64.90%
A.2400.890.00.000.00.71	Dues & Fees	\$1,000.00	\$321.00	\$321.00	\$679.00	\$385.56	\$293.44	29.34%
	Func: Building Administrators - 2400	\$410,849.00	\$255,238.18	\$255,238.18	\$155,610.82	\$130,180.93	\$25,429.89	6.19%
A.2510.112.01.000.00.71	Business Manager	\$100,000.00	\$65,384.55	\$65,384.55	\$34,615.45	\$34,615.38	\$0.07	0.00%
A.2510.210.00.000.00.71	E/B Insurance	\$32,695.00	\$127.50	\$127.50	\$32,567.50	\$45.00	\$32,522.50	99.47%
A.2510.220.00.000.00.70	E/B FICA/Medicare	\$7,650.00	\$5,001.91	\$5,001.91	\$2,648.09	\$0.00	\$2,648.09	34.62%
A.2510.240.00.000.00.71	E/B Other	\$5,000.00	\$2,000.00	\$2,000.00	\$3,000.00	\$1,000.00	\$2,000.00	40.00%
A.2510.330.02.000.00.71	Professional & Technical Svcs	\$14,500.00	\$7,401.51	\$7,401.51	\$7,098.49	\$4,754.84	\$2,343.65	16.16%
A.2510.580.00.000.00.71	Travel	\$750.00	\$157.08	\$157.08	\$592.92	\$0.00	\$592.92	79.06%
A.2510.690.00.000.00.71	Fiscal Office Supplies	\$500.00	\$444.35	\$444.35	\$55.65	\$0.00	\$55.65	11.13%
A.2510.739.00.000.00.71	Fiscal Office Equipment	\$100.00	\$90.78	\$90.78	\$9.22	\$0.00	\$9.22	9.22%
A.2510.890.00.000.00.71	Dues & Fees	\$1,350.00	\$388.00	\$388.00	\$962.00	\$1,325.00	(\$363.00)	-26.89%
	Func: Fiscal & Business Office - 2510	\$162,545.00	\$80,995.68	\$80,995.68	\$81,549.32	\$41,740.22	\$39,809.10	24.49%
A.2600.112.01.000.00.71	Facilities Director	\$68,958.00	\$45,087.91	\$45,087.91	\$23,870.09	\$23,870.08	\$0.01	0.00%
A.2600.177.01.000.00.71	Security Officer	\$29,668.00	\$1,154.61	\$1,154.61	\$28,513.39	\$0.00	\$28,513.39	96.11%
A.2600.210.00.000.00.71	E/B Insurance	\$150.00	\$118.68	\$118.68	\$31.32	\$41.40	(\$10.08)	-6.72%
A.2600.220.00.000.00.70	E/B FICA/Medicare	\$7,545.00	\$3,449.30	\$3,449.30	\$4,095.70	\$0.00	\$4,095.70	54.28%
A.2600.240.00.000.00.71	E/B Other	\$2,069.00	\$1,379.20	\$1,379.20	\$689.80	\$689.60	\$0.20	0.01%
A.2600.410.01.000.00.71	Electricity	\$120,000.00	\$61,379.53	\$61,379.53	\$58,620.47	\$52,200.47	\$6,420.00	5.35%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$9,000.00	\$5,026.46	\$5,026.46	\$3,973.54	\$2,606.32	\$1,367.22	15.19%
A.2600.410.03.000.00.71	Water	\$2,500.00	\$1,182.00	\$1,182.00	\$1,318.00	\$833.00	\$485.00	19.40%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 7/1/2025

To Date: 3/31/2026

Fiscal Year: 2025-2026

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2600.410.04.000.00.71	Sewer	\$18,450.00	\$26,650.00	\$26,650.00	(\$8,200.00)	\$0.00	(\$8,200.00)	-44.44%
A.2600.430.01.000.00.71	Maintenance Contracts	\$175,000.00	\$124,294.68	\$124,294.68	\$50,705.32	\$61,842.16	(\$11,136.84)	-6.36%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	\$15,000.00	\$25,826.68	\$25,826.68	(\$10,826.68)	\$14,864.00	(\$25,690.68)	-171.27%
A.2600.520.00.000.00.71	Plant Insurance	\$43,906.00	\$42,626.00	\$42,626.00	\$1,280.00	\$0.00	\$1,280.00	2.92%
A.2600.590.01.000.00.71	Telephone	\$12,000.00	\$11,432.79	\$11,432.79	\$567.21	\$5,108.68	(\$4,541.47)	-37.85%
A.2600.613.00.000.00.71	Maintenance Supplies	\$12,500.00	\$11,745.79	\$11,745.79	\$754.21	\$0.00	\$754.21	6.03%
A.2600.620.00.000.00.71	Heating Oil	\$51,461.00	\$78,488.32	\$78,488.32	(\$27,027.32)	\$0.00	(\$27,027.32)	-52.52%
A.2600.739.00.000.00.71	Maintenance Equipment	\$500.00	\$114.99	\$114.99	\$385.01	\$0.00	\$385.01	77.00%
	Func: Plant Operation & Maintenance - 2600	\$568,707.00	\$439,956.94	\$439,956.94	\$128,750.06	\$162,055.71	(\$33,305.65)	-5.86%
A.2700.112.01.000.00.71	Bus Drivers	\$245,372.00	\$149,736.28	\$149,736.28	\$95,635.72	\$77,309.50	\$18,326.22	7.47%
A.2700.112.02.000.00.71	Bus Coordinator	\$63,391.00	\$41,448.04	\$41,448.04	\$21,942.96	\$21,943.04	(\$0.08)	0.00%
A.2700.112.03.000.00.71	Van Drivers	\$152,007.00	\$91,539.22	\$91,539.22	\$60,467.78	\$51,511.28	\$8,956.50	5.89%
A.2700.210.00.000.00.71	E/B Insurance	\$64,515.00	\$58,370.05	\$58,370.05	\$6,144.95	\$11,182.83	(\$5,037.88)	-7.81%
A.2700.220.00.000.00.70	E/B FICA/Medicare	\$35,249.00	\$20,852.81	\$20,852.81	\$14,396.19	\$0.00	\$14,396.19	40.84%
A.2700.240.00.000.00.71	E/B Other	\$1,902.00	\$1,267.84	\$1,267.84	\$634.16	\$633.92	\$0.24	0.01%
A.2700.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$1,964.50	\$1,964.50	\$35.50	\$0.00	\$35.50	1.78%
A.2700.430.00.000.00.71	Transportation Maintenance	\$43,000.00	\$28,157.84	\$28,157.84	\$14,842.16	\$0.00	\$14,842.16	34.52%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	\$0.00	\$1,562.00	\$1,562.00	(\$1,562.00)	\$0.00	(\$1,562.00)	0.00%
A.2700.520.00.000.00.71	Vehicle Insurance	\$18,687.00	\$20,988.00	\$20,988.00	(\$2,301.00)	\$0.00	(\$2,301.00)	-12.31%
A.2700.625.00.000.00.71	Supplies - Oil, Washer Fluid,	\$9,000.00	\$8,250.57	\$8,250.57	\$749.43	\$0.00	\$749.43	8.33%
A.2700.626.00.000.00.71	Regular Fuel - Vans	\$24,000.00	\$11,948.70	\$11,948.70	\$12,051.30	\$12,001.30	\$50.00	0.21%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$48,225.00	\$29,495.35	\$29,495.35	\$18,729.65	\$18,621.38	\$108.27	0.22%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$443.32	\$443.32	\$556.68	\$0.00	\$556.68	55.67%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$251.00	\$251.00	\$749.00	\$0.00	\$749.00	74.90%
A.2700.890.00.000.00.71	Dues & Fees	\$1,500.00	\$642.00	\$642.00	\$858.00	\$0.00	\$858.00	57.20%
	Func: Transportation - 2700	\$710,848.00	\$466,917.52	\$466,917.52	\$243,930.48	\$193,203.25	\$50,727.23	7.14%
A.3100.435.00.000.00.71	Repairs	\$2,500.00	\$2,067.61	\$2,067.61	\$432.39	\$0.00	\$432.39	17.30%
A.3100.570.00.000.00.71	Food Service Management	\$24,000.00	\$24,000.00	\$24,000.00	\$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	\$28,500.00	\$26,067.61	\$26,067.61	\$2,432.39	\$0.00	\$2,432.39	8.53%
A.3200.111.00.000.00.71	Stipend Positions	\$17,480.00	\$1,748.00	\$1,748.00	\$15,732.00	\$15,732.00	\$0.00	0.00%
A.3200.111.01.000.00.71	Coaches Salaries	\$17,480.00	\$7,453.07	\$7,453.07	\$10,026.93	\$8,740.00	\$1,286.93	7.36%
A.3200.220.00.000.00.70	E/B FICA/Medicare	\$2,674.00	\$220.73	\$220.73	\$2,453.27	\$0.00	\$2,453.27	91.75%
A.3200.329.00.000.00.71	Officials	\$3,000.00	\$3,383.94	\$3,383.94	(\$383.94)	\$0.00	(\$383.94)	-12.80%
A.3200.690.00.000.00.71	Activity Supplies & Materials	\$3,000.00	\$2,116.00	\$2,116.00	\$884.00	\$0.00	\$884.00	29.47%
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	\$46,634.00	\$14,921.74	\$14,921.74	\$31,712.26	\$24,472.00	\$7,240.26	15.53%
A.6110.561.01.000.00.73	Tuition: Plainfield	\$1,209,923.00	\$517,401.30	\$517,401.30	\$692,521.70	\$501,481.26	\$191,040.44	15.79%
A.6110.561.02.000.00.70	Adult Education	\$9,947.00	\$10,004.00	\$10,004.00	(\$57.00)	\$0.00	(\$57.00)	-0.57%
A.6110.561.05.000.00.73	Tuition: Magnet, QMC, STEM	\$128,278.00	\$148,171.98	\$148,171.98	(\$19,893.98)	\$0.00	(\$19,893.98)	-15.51%
A.6110.561.07.000.00.73	Tuition: Killingly, Other	\$71,226.00	\$212,100.38	\$212,100.38	(\$140,874.38)	\$43,647.62	(\$184,522.00)	-259.07%
A.6110.562.00.000.00.72	S/E Tuition CT Public	\$429,108.00	\$176,813.01	\$176,813.01	\$252,294.99	\$248,041.42	\$4,253.57	0.99%
	Func: Tuition CT PUBLIC - 6110	\$1,848,482.00	\$1,064,490.67	\$1,064,490.67	\$783,991.33	\$793,170.30	(\$9,178.97)	-0.50%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 7/1/2025

To Date: 3/31/2026

Fiscal Year: 2025-2026

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.6130.563.00.000.00.72	S/E Tuition Non-Public	\$825,345.00	\$542,511.06	\$542,511.06	\$282,833.94	\$375,446.10	(\$92,612.16)	-11.22%
A.6130.563.04.000.00.72	SEDAC - Excess Cost Reimburse	(\$300,512.00)	\$0.00	\$0.00	(\$300,512.00)	(\$309,198.00)	\$8,686.00	-2.89%
	Func: Tuition NON-PUBLIC - 6130	\$524,833.00	\$542,511.06	\$542,511.06	(\$17,678.06)	\$66,248.10	(\$83,926.16)	-15.99%
Grand Total:		\$8,474,689.00	\$5,585,883.35	\$5,585,883.35	\$2,888,805.65	\$2,739,692.95	\$149,112.70	1.76%

End of Report

Financial/Budget Discussions

Wednesday March 18, 2026

1. Fiscal Year 2024-2025

- a. Budget Balance Remaining - **\$86,406**
- b. Anticipated 2% account balance - **\$777,732**
- c. Draft audit received. Audit presentation scheduled for March 25, 2026.

2. Fiscal Year 2025-2026

a. Summary of Grant Utilization

- i. Stronger Connections Grant - \$11,628 Closes June 30, 2026. Covered Sessions 1 and 2 of Homework Club and a portion of the All Kids Bike program (discussed in Superintendent's report). Fully expended.
- ii. SEED (Special Education Expansion & Development) Grant - \$35,574 Closes June 30, 2026. Purchased a new special education van and testing supplies. Fully expended. Expecting the same amount for FY27.
- iii. Summer Mental Health Grant - \$43,418.52 over 3 years, closes June 30, 2026. This grant has covered the expenses of the Back 2 School BBQ for the last 2 years, a Staff Mental Health day in Summer 2024, Summer enrichment sacks for students, professional services (yoga/art therapy) for Summer School, and a portion of the All Kids Bike Program. We are also excited to highlight the development of our new wellness room, designed for 6th-8th grade students and staff. The space will have two treadmills, a rowing machine, an exercise bike, free weights, yoga/pilates tools and health/wellness materials. A primary focus of this initiative is the instruction of safe and effective equipment use; by mastering proper technique and gym etiquette now, our students will be better prepared for high school athletics and lifelong fitness. Beyond physical training, this room serves as a vital resource for mental health and stress management, fostering a stronger, more resilient school community. Anticipated completion: May 2026. Fully expended.
- iv. School Mental Health Specialist Grant - \$279,342 over 3 years, closes June 30, 2026. Covered 1.0 FTE Guidance Counselor in FY24, FY25, and FY26 and partial Instructional Assistant salary in FY26, including insurance benefits. Fully expended at the end of the school year. These positions have been put into the regular budget for FY27. (\$132,761.60)

- v. DRIP (District Repair and Improvement Program) - \$44,774.88 Application submitted for FY26 and funds should be received sometime in May or June. This will be an annual grant (future amounts TBD) and allows for carry-forward of unused funds for minor capital repairs.

3. Fiscal Year 2026-2027

- a. Health Insurance: Compared Sterling rate increase (11%) to other districts in CT. Windham county districts on the State Partnership Plan are among the lowest increases in the state. Other self-insured, fully insured districts facing increases ranging from 19% up to 48%.
- b. Food Service: Eastconn presentation

STERLING SCHOOL DISTRICT
Fiscal Year 2026-27
DRAFT PROPOSED BUDGET
As of 02.18.26

Fiscal Year 2027 Budget Summary

Total Budget	\$8,672,351
* Overall Dollar Amount Increase	\$197,661
* Overall Percent Increase	2.28%
Dollar Amount Increase for Salaries - Added Walton back from Mental Health Grant \$27,000,	
* Contractual Increases	\$242,938
* Insurance Increase - State Partnership Plan 11%	\$173,550
* Food Service Increase - Eastconn	\$9,000
* BOE Audit Services - Town paid in prior years	\$24,000
Total Contractual Obligations	\$449,488
Local Sterling Community School Budget Reductions	
* Covered Guidance Counselor Salary with 2% account	-\$79,017.00
* Covered 26-pay adjustment with 2% account	-\$50,385.00
* Removed security position - \$2,000 security stipend at sporting events	-\$29,779.00
* PD reduced by half - can use Title II if needed	-\$7,500.00
* Instructional Equipment reduced based on past expenditures	-\$2,000.00
* Maintenance reduced from 15K to 10K - offset with DRIP grant and 2% if needed	-\$5,000.00
Total Reductions	-\$173,681
Tuition Cost in FY27 Budget	
* Public Schools (regular and special education)- STEM, Magnet, High Schools	\$1,662,242
PHS Projected Enrollment - 50	
KHS Projected Enrollment - 33 (8 VOAG)	
NFA Projected Enrollment - 3	
QMC/ACT Projected Enrollment - 8	
STEM Projected Enrollment - 12	
Ellis Tech Projected Enrollment - 44 (transportation expense)	
Norwich Tech Projected Enrollment - 9 (transportation expense)	
Marianapolis Projected Enrollment - 2 (no cost to district)	
* Special Education Out of District Placement Tuitions	\$878,569
IDEA 611 Grant	-\$103,000
Excess Cost Grant	-\$333,689
Total Outplacement Tuition	\$441,880
* Total High School Students	147
* Total Outplaced Students	12
* Total Stem Students	12

Fiscal Year 2026-27

Fund A	Budget 2024-2025	Budget 2025-2026	Budget 2026-2027
1000 Regular Program	\$2,331,175	\$2,300,758	\$2,513,047
1000 Regular Program - LA	\$200	\$200	\$200
1000 Regular Program - Math	\$1,000	\$1,000	\$1,000
1000 Regular Program - Science	\$0	\$2,700	\$2,700
1000 Regular Program - Art	\$1,800	\$2,000	\$2,000
1000 Regular Program - Music	\$2,500	\$2,700	\$2,700
1000 Regular Program - Health	\$200	\$200	\$200
1000 Regular Program - PE	\$500	\$500	\$500
1000 Regular Program - World Language	\$500	\$500	\$500
1000 Regular Program - TOTAL	\$2,337,875	\$2,310,558	\$2,522,847
1200 Special Ed Program	\$1,233,892	\$1,196,753	\$1,293,142
2130 Health Office	\$70,931	\$72,935	\$77,631
2190 OT/PT Services	\$69,862	\$74,966	\$81,269
2220 Educational Media	\$25,700	\$26,854	\$28,590
2230 Information Technology	\$154,127	\$164,470	\$178,098
2310 Board of Education	\$217,143	\$214,011	\$213,404
2320 Superintendent's Office	\$109,700	\$112,745	\$115,993
2400 Building Administration	\$396,643	\$410,849	\$431,957
2510 Fiscal & Business Office	\$161,834	\$162,545	\$196,113
2600 Plant Operation & Maintenance	\$532,915	\$568,707	\$554,769
2700 Transportation	\$729,503	\$710,848	\$764,023
3100 Food Service Operations	\$28,250	\$28,500	\$37,500
3200 Student Activities	\$54,127	\$46,634	\$69,194
6110 Tuition CT Public	\$1,879,375	\$1,848,482	\$1,662,242
6130 Tuition Non-Public	\$319,000	\$524,833	\$445,579
Total = = = =>	\$8,320,876	\$8,474,690	\$8,672,351

Total	\$197,661
	2.28%

Budget History

Fund A	2024-2025	2025-2026	2026-2027
100 Object Code - Salaries	\$3,964,316	\$4,004,853	\$4,247,791
200 Object Code - Benefits	\$1,138,555	\$1,112,071	\$1,285,621
300 Object Code - Purchased Services	\$153,310	\$147,825	\$158,750
400 Object Code - Property Services (\$345,600	\$389,650	\$401,200
500 Object Code - Contractual	\$172,234	\$120,666	\$133,579
500 Object Code - Tuition	\$2,198,375	\$2,373,315	\$2,107,821
600 Object Code - Supplies	\$284,607	\$262,821	\$261,158
700 Object Code - Equipment	\$52,440	\$52,140	\$64,556
800 Object Code - Dues & Fees	\$11,440	\$11,350	\$11,875
	\$8,320,877	\$8,474,691	\$8,672,352

Executive Summary: FY 2026-27 Proposed Education Budget

To: Sterling Board of Education

From: Superintendent, Theodore Friend & Business Manager, Sara Howley

Date: February 18, 2026

Subject: Strategic Budget Proposal for Fiscal Year 2027

Budget Overview

The proposed budget for FY 2026-27 is **\$8,672,351**, representing a modest overall increase of **2.28% (\$197,661)**. Out of 177 surveyed districts across the state, Sterling currently holds the 3rd lowest budget percentage increase.

I. Essential Contractual & Fixed Cost Drivers The primary drivers of this year's budget increases are non-discretionary obligations totaling **\$449,488**:

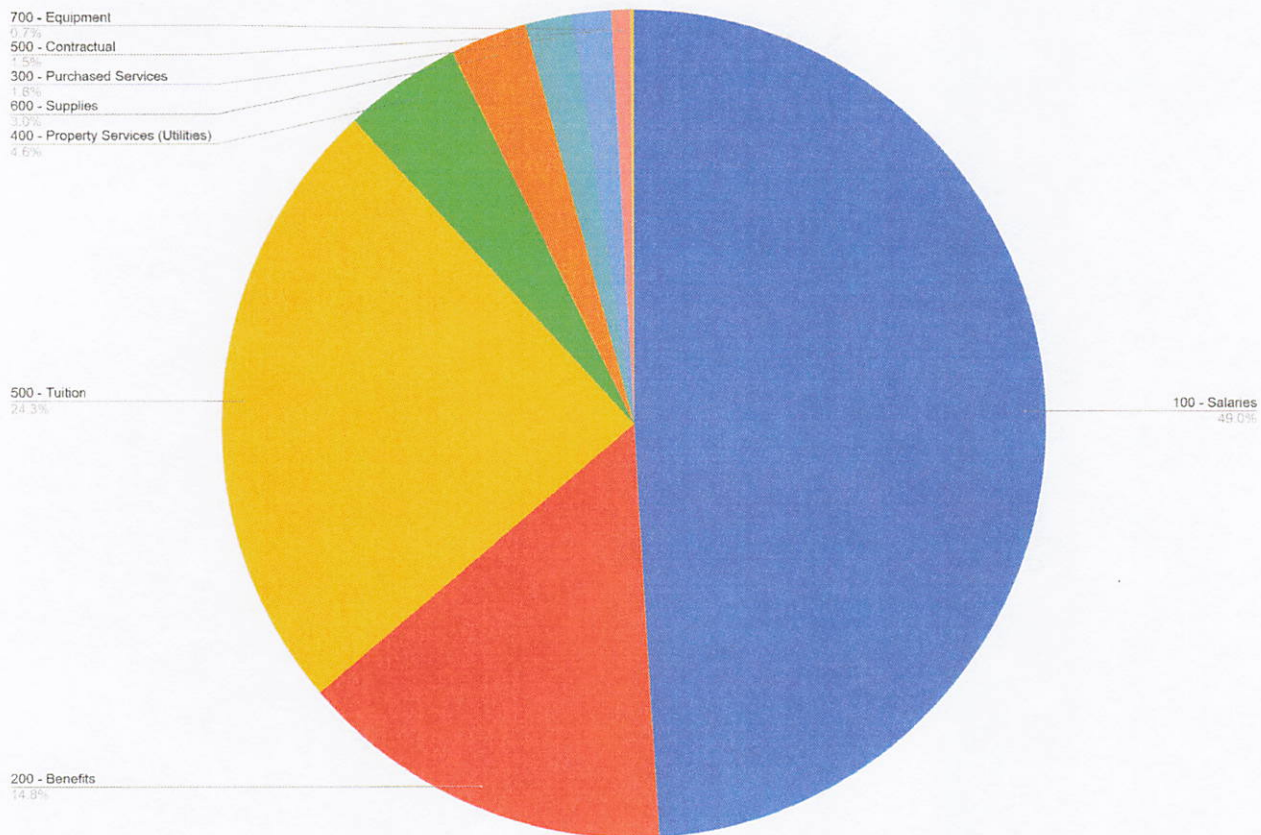
- **Salaries & Negotiations:** Administrative salaries are budgeted at a modest 3% increase, alongside contracted increases for non-certified staff. Our new 3-year certified union contract was designed to improve recruitment and retention; however, despite these efforts, our teachers remain among the **lowest paid in the state**.
- **Health Insurance:** Participation in the State Partnership Plan has resulted in an unavoidable **11% premium increase (\$173,550)**.
- **Operational Shifts:** The Town has shifted the cost of **Audit Services (\$24,000)** to the Board of Education. Additionally, **EASTCONN** has implemented a multi-year recovery plan to address food service shortfalls, requiring a **\$9,000 increase** this year (followed by \$12k in each FY28 & FY29).

II. Proactive Mitigation & Strategic Reductions To protect the local taxpayer while maintaining educational quality, we have proactively implemented **\$173,681 in targeted reductions** and alternative funding strategies:

- **Utilization of 2% Reserve Account:** We proactively allocated **\$129,402** from the 2% account to cover a Guidance Counselor (previously grant-funded) and a one-time **\$50,385 contractual adjustment** related to the 26-pay cycle.
- **Staffing & Security Realignment:** After failing to fill the security position this year, we have removed it from the budget. We remain confident in our existing high-standard security protocols and will utilize a stipend-based model for sporting events.
- **Grant Optimization:** Professional Development costs were reduced by 50% by leveraging **Title II grant funds**. Maintenance lines were also reduced, as we will now utilize the **DRIP Grant** for larger capital expenses.

III. Tuition & Enrollment Trends Current enrollment for Sterling Community School is 280 students. We also support 159 students across various partner districts (high school and stem) and 12 outplaced special education students.

- **In-District Resources:** Our ability to keep outplacement counts low is a direct result of being very well-staffed with internal resources at Sterling Community School. These resources allow us to support students in-house who might otherwise require costly out-of-district placements.
- **Student Transitions:** The budget also reflects several students aging out of the system and others successfully returning to regular education settings from specialized placements.



Pie Chart Captions: FY 2026-27 Budget Breakdown

- 100 - Salaries (49.0%):**
 Our largest investment is in the people who teach and support our students. This includes the new 3-year union contract aimed at improving retention, though our staff remains among the lowest paid in the state.
- 500 - Tuition (24.3%):**
 This covers our commitment to Sterling’s high schoolers, stem students, and specialized outplacements.
- 200 - Benefits (14.8%):**
 Primarily comprised of health insurance via the State Partnership Plan. This slice reflects the unavoidable 11% premium increase we faced this fiscal year.
- 400 - Property Services & Utilities (4.6%):**
 Covers the essential costs of keeping our building operational, safe, and heated. We have mitigated costs here by utilizing the DRIP grant and 2% account for larger maintenance needs.

- **600 - Supplies (3.0%):**

The 'tools of the trade' for our classrooms—books, paper, and instructional materials required for day-to-day learning.

- **300 - Purchased Services (1.8%):**

Includes specialized external expertise for mandated student supports (like hearing and physical therapy), as well as essential professional services such as legal counsel, payroll processing, professional development, and policy updates. Notably, we have cut local professional development costs by 50% by strategically reallocating those expenses to federal Title II grants.

- **500 - Contractual (1.5%):**

Fixed vendor contracts, including the \$9,000 increase from EASTCONN to address food service shortfalls and the newly absorbed cost of the Board of Ed audit.

- **700 & 800 - Equipment, Dues & Fees (0.8% Combined):**

The smallest portion of our budget, representing strictly necessary instructional equipment and professional memberships. Instructional equipment was reduced this year based on a review of past actual expenditures.

STERLING COMMUNITY SCHOOL CALENDAR 2026 - 2027

FIRST DAY FOR STUDENTS
OPEN HOUSE 5:30PM - 6:30PM
LAST DAY FOR STUDENTS

August 27, 2026
September 3, 2026
June 9, 2026 Dismissal 11:30am

HOLIDAYS / NO SCHOOL	
September 7	Labor Day
October 12	Columbus Day / Indigenous Peoples' Day
November 11	Veterans Day
November 26-27	Thanksgiving
December 24-31	Holiday/Winter Break
January 1	New Year's Day
January 18	Martin Luther King Day
February 15-16	Presidents' Day / Winter Break
March 26	Good Friday
April 12-16	Spring Break
May 31	Memorial Day
June 18	Juneteenth

August 2026 (3)					September 2026 (20)					October 2026 (20)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
31					28	29	30			26	27	28	29	30
November 2026 (18)					December 2026 (17)					January 2027 (19)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6		1	2	3	4					1
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
30					28	29	30	31		25	26	27	28	29
February 2027 (18)					March 2027 (22)					April 2027 (17)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	1	2	3	4	5				1	2
8	9	10	11	12	8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	15	16	17	18	19	12	13	14	15	16
22	23	24	25	26	22	23	24	25	26	19	20	21	22	23
					29	30	31			26	27	28	29	30
May 2027 (19)					June 2027 (8)					Student Days 181				
M	T	W	T	F	M	T	W	T	F	Teacher Days 187				
3	4	5	6	7	1	2	3	4	5	Early Dismissal Days 11				
10	11	12	13	14	7	8	9	10	11	Professional Dev. Days 6				
17	18	19	20	21	14	15	16	17	18					
24	25	26	27	28	21	22	23	24	25					
31					28	29	30							

EARLY RELEASE DAYS	
November 25	Dismissal at 11:30am
December 23	Dismissal at 11:30am

PROFESSIONAL DEVELOPMENT DAYS / EARLY RELEASE DAYS	
December 9	Dismissal at 11:30am
January 14	Dismissal at 11:30am
February 3	Dismissal at 11:30am
March 31	Dismissal at 11:30am

PROFESSIONAL DEVELOPMENT DAYS / NO SCHOOL	
August 24	First Day for Teachers / Monday
August 25	First Day for Staff / Tuesday
August 26	Professional Dev. Day / Wednesday
September 23	Professional Dev. Day / Wednesday
October 13	Professional Dev. Day / Tuesday
May 12	Professional Dev. Day / Wednesday

PARENT/TEACHER CONFERENCES	
October 22 & 23	Dismissal at 11:30am
March 11 & 12	Dismissal at 11:30am

This policy has been updated to include PA 25-174, Sections 234-237, which expands CT FMLA to non-certified school employees and increases the required hours worked for all school employees to qualify for federal unpaid family and medical leave benefits from 950 to 1,250.

Personnel – Certified/Non-Certified

Family and Medical Leave Act

The _____ Board of Education shall provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA) **and/or the Connecticut Family and Medical Leave Act (CT FMLA)** and legislative updates. This policy notifies employees of their rights and establishes guidelines consistent with FMLA and applicable Connecticut state law. This policy is not intended to recite every provision of applicable law and regulations.

Eligibility

Federal FMLA

Employees of the Board of Education who have been employed for at least twelve (12) months and who have worked at least ~~950~~ **1,250** service hours during the twelve (12) months immediately preceding the start of a leave are eligible for unpaid leave under the FMLA. Full-time employees are considered to have met the ~~950-1,250~~ hour requirement unless the Board can demonstrate otherwise. **Under federal FMLA, eligible employees are provided up to 12 weeks of unpaid leave each year.**

CT FMLA

Eligible employees are employees whose position does not require professional certification (non-certified school personnel) or certified school personnel whose union has successfully negotiated with the Board to participate in such programs. To be eligible for the program, a certified school employee must be employed for at least three months immediately preceding such employee's request for leave by the employer with respect to whom leave is requested. Non-certified school personnel must be employed by the Board for at least three months during the previous 12 months to be eligible.

Under CT FMLA, eligible employees can take up to 12 weeks of unpaid leave in a 12 month period for qualifying reasons with an additional 2 weeks available for certain pregnancy-related conditions. An employee may be entitled to leave under the Federal FMLA and/or CT FMLA. To the extent an employee is eligible for and qualifies for leave under both laws, the employee's Federal FMLA and CT FMLA leave will run concurrently.

Personnel – Certified/Non-Certified

Family and Medical Leave Act

Definitions

Genetic Information: For purposes of this policy, “genetic information” includes an individual’s family medical history, an individual’s or family member’s genetic tests, and/or the fact that an individual or an individual’s family member sought or received genetic services or participated in clinical research which includes genetic services. “Genetic information” includes information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member utilizing assistive reproductive technology.

Instructional employee: For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Non-certified employee: For purposes of this policy, “non-certified employee” means an employee employed by the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes.

~~For purposes of this policy, a **paraeducator** means a school employee who performs instructional duties or delivers either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services. An **instructional employee** is defined as a certified teacher or other employee who serves in an instructional capacity and whose function is to instruct students. The term does not include teacher assistants or non-instructional aides, nor auxiliary personnel such as school counselors, psychologists, curriculum specialists, cafeteria workers, maintenance or custodial workers, or other primarily non-instructional employees.~~

Leave covered by under FMLA includes the following:

- incapacity due to pregnancy, prenatal medical care, or childbirth;
- to care for the employee's newborn child;
- the placement of a child with the employee by adoption or foster care;
- to care for the employee's spouse, child, or parent who has a serious health condition; or
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee’s position;
- to serve as an organ or bone marrow donor;
- to care for an injured or ill service member;

Personnel – Certified/Non-Certified

Family and Medical Leave Act

Leave covered by ~~under~~ FMLA includes the following: (continued)

- a qualifying exigency arising out of a family member's military service, including one or more of the following reasons:
 - short-notice deployment;
 - military events and related activities;
 - childcare and school activities;
 - financial and legal arrangements;
 - counseling;
 - rest and recuperation;
 - post-deployment activities;
 - parental care leave for a military member's parent who is incapable of self-care and care is necessitated by the military member's covered active duty;
 - additional activities that arise out of the active duty or call to active-duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency and agree to both the timing and the duration of such leave.

Leave covered by Connecticut FMLA includes the following:

- upon the birth of the employee's newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the newly placed child;
- to care for the employee's family member, if such family member has a serious health condition;
- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- in order to serve as an organ or bone marrow donor;
- to care for an injured or ill servicemember who is the employee's spouse, parent, child or next of kin; or
- to address a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under CT FMLA, "family member" is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

If a leave is requested for one of the reasons listed above, each eligible employee may take up to a total of twelve (12) weeks of unpaid family or medical leave in the twelve (12) month entitlement period. This entitlement period is measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Personnel – Certified/Non-Certified

Family and Medical Leave Act

Leave covered by Connecticut FMLA includes the following: (continued)

The Superintendent shall draft administrative regulations to comply with the FMLA and CT FMLA and subsequent updates. In developing these regulations to support policy 4152.6/4252.6, the Superintendent will provide direction and explanations covering the following areas:

- Acceptable reasons for requesting leave under the FMLA;
- Leave scenarios and conditions;
- Leave to care for an injured or ill service member;
- Procedures for requesting leave under the FMLA;
- Leaves under FMLA and medical treatment requirements;
- Required certifications and documentation;
- Use of paid leave
- Medical insurance and other benefits, and
- Reinstatement.

(cf. 4118.14 - Disabilities)

(cf. 4151.2 - Family Illness)

(cf. 4152.3 - Maternity; Adoptive; Child Care)

Legal References: Connecticut General Statutes
31-51rr Family and medical leave benefits for employees of political subdivisions
Regs. Conn. State Agencies 31-51rr-1, et seq.
United States Code:
Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended
29 CFR Part 825.100 et seq.
Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.
S29 CFR 1635.1 et seq.
Public Act 24-41 An Act Concerning Educator Certification, Teachers, Paraeducators and Mandated Reporter Requirements, Section 18
Public Act 25-174 An Act Authorizing and Adjusting Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects, Revisions to the School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027, Sections 234-237

Policy adopted:

cps 6/24
rev 10/25

Accompanying regulation.

Personnel – Certified/Non-Certified

Family and Medical Leave Act

The _____ Board of Education shall provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA) and legislative updates. This policy notifies employees of their rights and establishes guidelines consistent with FMLA and applicable Connecticut state law. *(These regulations do not recite every provision of applicable law and regulations.)*

Federal FMLA

Employees of the Board of Education who have been employed for at least twelve (12) months and who have worked at least ~~950~~ **1,250** service hours during the twelve (12) months immediately preceding the start of a leave are eligible for unpaid leave under the FMLA. Full-time employees are considered to have met the ~~950~~—**1,250**-hour requirement unless the Board can demonstrate otherwise. **Under federal FMLA, eligible employees are provided up to 12 weeks of unpaid leave each year.**

CT FMLA

Eligible employees are employees whose position does not require a professional certification (non-certified school personnel) or certified school personnel whose union has successfully negotiated with the Board to participate in such programs. To be eligible for the program, a certified school employee must be employed for at least three months immediately preceding such employee's request for leave by the employer with respect to whom leave is requested. Non-certified school personnel must be employed by the Board for at least three months during the previous 12 months to be eligible.

Under CT FMLA, eligible employees can take up to 12 weeks of unpaid leave in a 12-month period for qualifying reasons with an additional 2 weeks available for certain pregnancy-related conditions.

For purposes of these administrative regulations, a **paraeducator** means a school employee who performs instructional duties or delivers either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services. An **instructional employee** is defined as a teacher or other employee who serves in an instructional capacity and whose function is to instruct students. The term does not include teacher assistants or non-instructional aides, nor auxiliary personnel such as school counselors, psychologists, curriculum specialists, cafeteria workers, maintenance or custodial workers, or other primarily non-instructional employees.

Personnel – Certified/Non-Certified

Family and Medical Leave Act (continued)

Leave under FMLA includes the following:

If a leave is requested for one of the reasons listed above, each eligible employee may take up to a total of twelve (12) weeks of unpaid family or medical leave in the twelve (12) month entitlement period. This entitlement period is measured on the basis of a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

Types of Leave and Conditions

Full-Time, Intermittent, and Reduced Schedule Leave

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. *Intermittent leave* means leave taken for a single qualifying reason in separate periods rather than for one continuous period.

Intermittent leave includes leave taken one day per week over a period of a few months or leaves taken on an occasional or as-needed basis for medical appointments. *Reduced schedule* leave is leave that reduces the employee's usual number of work hours per day for some period of time, as when an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule leave may be taken when medically necessary for an employee's or covered family member's serious health condition or a covered service member's serious illness or injury, and the need for leave can be best accommodated through intermittent or reduced schedule leave. In addition, FMLA leave may be taken intermittently or on a reduced schedule basis due to a qualifying exigency or to effectuate the placement of a child for adoption or foster care before the placement of the child in the home. Intermittent or reduced schedule leave may be taken following the birth or placement of a healthy child only with the Board's permission.

If foreseeable intermittent or reduced schedule leave is medically required based on planned medical treatment of the employee, a family member, or a covered service member, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the leave requested. This would include a period of recovery from an employee's or family member's serious health condition or a serious injury or illness of a covered service member.

In addition, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave, which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period) if the leave is to care for a family member with a serious health condition, to care for a covered service member with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the Board may require the instructional employee to transfer temporarily to another job or take leave for a particular duration not to exceed the duration of the planned medical treatment.

Personnel – Certified/Non-Certified

Family and Medical Leave Act (continued)

Both Spouses Working for the Same Employer

If both spouses are eligible employees of the Board and request leave for the birth, placement of a child by adoption or for foster care, or to care for a parent with a serious health condition, they will only be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement period.

Leave Taken by Instructional Employees Near the End of an Academic Term

If an instructional employee's leave for any reason begins more than five (5) weeks before the end of an academic term, the Board may require the employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee returns to work during the three-week period before the end of the term.

If the instructional employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two-week period before the end of the term.

If the instructional employee begins leave during the three-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

Leave to Care for an Injured or Ill Service Member

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of FMLA leave during a 12-month period to care for a service member who is the employee's spouse, parent, child, or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty on active duty in the Armed Forces; or a covered veteran with a serious injury or illness who is the employee's spouse, parent, child or next of kin.

For service members, the injury or illness must render them medically unable to perform the duties of office, grade, rank, or rating. This provision applies to service members who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or are on the temporary disability retired list for a serious injury or illness.

Personnel – Certified/Non-Certified

Family and Medical Leave Act

Leave to Care for an Injured or Ill Service Member (continued)

For covered veterans, they must be undergoing medical treatment, recuperation, or therapy for a serious injury or illness and must have been a member of the Armed Forces (including the National Guard or Reserves), discharged or released under conditions that were other than dishonorable, and discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran. *(The employee's first date of leave must be within the five-year period. However, the employee may continue to take leave throughout the single 12-month period even if the leave extends past the five-year period. Note - special rules may apply to calculating the five-year period for veterans discharged between October 28, 2009, and March 8, 2013. This period will effectively be excluded from the five-year calculation.)*

For covered veterans, serious injury or illness means any of the following:

- a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating;
- a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave;
- a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment;
- an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

When combined with any other type of FMLA qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard FMLA leave procedures described below apply to all requests for and designations of leave for this purpose. *However*, in the case of leave to care for a service member with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

Requests for Leave

Foreseeable Leave

An employee must notify the personnel department of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth of the employee's child, placement of a child with the employee for adoption or foster care, planned medical treatment for the employee's or family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered service member. If a 30-day notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for FMLA leave.

Personnel – Certified/Non-Certified

Family and Medical Leave Act (continued)

Qualifying Exigency

An employee must provide notice as soon as practicable if the foreseeable leave is for a qualifying exigency, regardless of how far in advance such leave is foreseeable.

Unforeseeable Leave

When the employee's need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

Scheduling Planned Medical Treatment

When planning medical treatment for foreseeable FMLA leave, an employee must consult with the personnel department and make a reasonable effort to schedule the treatment so as not to unduly disrupt the Board's operations, subject to the approval of the health care provider. Similarly, if an employee needs to leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt the Board's operations unduly.

Ordinarily, the employee should consult with the personnel department prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

Required Certifications/Documentation

For leaves taken for any FMLA-qualifying reason, an employee must submit a completed certification form supporting the need for leave. The employee must submit a complete and sufficient certification form as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee's diligent, good-faith efforts, the employee must inform the personnel department of the reason(s) for the delay and what efforts the employee undertook to obtain the required certification.

FMLA-protected leave may be delayed or denied if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification from the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active-duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications in accordance with applicable law.

Personnel – Certified/Non-Certified

Family and Medical Leave Act

Required Certifications/Documentation (continued)

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work, the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the Personnel Department.

If the employee is unable to perform one or more of the essential functions of the employee's position, the Board will determine whether the employee is eligible for additional FMLA leave (if such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information.

Use of Paid Leave

Accrued paid personal leave and accrued paid vacation will be substituted (in that order) for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain the employee's regular weekly income level.

Medical Insurance and Other Benefits

During approved family or medical leaves of absence, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay the employee's share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

Personnel – Certified/Non-Certified

Family and Medical Leave Act

Medical Insurance and Other Benefits (continued)

During FMLA leave, an employee shall not accrue list benefits, such as seniority, pension benefits, or sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Board's attendance policy, if any.

Reinstatement

Except for circumstances unrelated to taking family or medical leave, and unless an exception applies, an employee who returns to work following the expiration of family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

Additional Information

Questions regarding family or medical leave may be directed to the Superintendent or designee. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Legal References: Connecticut General Statutes
31-51rr Family and medical leave benefits for employees of political subdivisions
Regs. Conn. State Agencies 31-51rr-1, et seq.
United States Code:
Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended
29 CFR Part 825.100 et seq.
Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.
29 CFR 1635.1 et seq.
Public Act 24-41 An Act Concerning Educator Certification, Teachers, Paraeducators and Mandated Reporter Requirements, Section 18
Public Act 25-174 An Act Authorizing and Adjusting Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects, Revisions to the School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027, Sections 234-237

Regulation approved:

cps 6/24
rev 10/25

Compliant with 2020 Title IX.

Mission – Goals – Objectives

Nondiscrimination

The Board of Education, in compliance with federal and state law, affirms its policy of equal educational opportunity for all students and equal employment opportunity for all persons.

Nondiscrimination in School and Classroom Practices

It is the policy of the District to provide equal opportunity for all students to achieve their maximum potential through the programs offered in all District schools regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity or expression, ancestry, national origin, disability, status as a victim of domestic violence **or as a victim of sexual assault or status as a victim of trafficking in persons.**

The District shall provide to all students without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The District shall provide equal access to the Boy Scouts and other designated youth groups. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations.

Students and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer.

All complaints of discrimination shall be investigated promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Nondiscrimination in Employment/Contract Practices

It is the Board's policy to provide all persons equal access to all categories of employment in this District regardless of race, color, age, creed, religion, gender, gender identity or expression, sexual orientation, ancestry, national origin, status as a victim of domestic violence, marital status, mental or physical disability, genetic information, status as a Veteran or any other basis prohibited by Connecticut state and/or federal laws. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations. **The Board shall grant victims of sexual assault or trafficking reasonable leave to attend to related medical, psychological and legal matters related to such status.**

Employees and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer.

All complaints of discrimination shall be investigated promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Mission – Goals – Objectives

Nondiscrimination

Equal Education Opportunity

Pursuant to the IDEA, Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the _____ Board of Education.

Every student has the right to participate fully in classroom instruction and extracurricular activities and shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities.

The Civil Rights Coordinators for the _____ Board of Education have the responsibility to monitor the compliance of this policy. The names and location of the Civil Rights Coordinators are set forth below. Further compliance with policy is a responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

Students shall not be discriminated against, including but not limited to, in the areas of:

- Admission
- Use of School Facilities
- Vocational Education
- Competitive Athletics
- Student Rules, Regulations and Benefits
- Financial Assistance
- School-sponsored Extracurricular Activities
- Enrollment in Courses
- Counseling and Guidance
- Physical Education
- Graduation Requirements
- * Treatment as a Married and/or Pregnant Student
- Health Services
- Most Other Aid, Benefits or Services

Employee/or applicants shall not be discriminated against, including but not limited to, the areas of:

- Hiring and Promotion
- Compensation
- Job Assignments
- Leaves of Absence
- Fringe Benefits
- Labor Organization
- Contracts or Professional Agreements

Mission – Goals – Objectives

Nondiscrimination

Equal Education Opportunity (continued)

Sexual harassment has been established as a form of sexual discrimination and is defined as follows:

"Any **unwelcome** sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in an educational function (2) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting the individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working environment."

Examples of specific behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include, but not be limited to:

Touching	Verbal comments
Sexual name calling	Sexual rumors
Inappropriate public display of affections	Too personal a conversation
Gestures	Corner/blocking
Jokes/cartoons/pictures	Leers
Pulling at clothes	Attempted rape/rape
	Harassing telephone calls

If you believe that you have been discriminated against, in regard to, either of the preceding policies, you may file a grievance that your rights have been denied or violated.

If you wish to discuss these regulations or your rights under this policy, or wish to discuss or file a grievance, please contact _____, our system Civil Rights Coordinators, or an administrator.

Forms are available in our Guidance Office or from our Civil Rights Coordinators. Contact with the Civil Rights Coordinators should take place within forty (40) calendar days of the alleged occurrence.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the

- { } Superintendent
- { } Assistant Superintendent
- { } Business Manager
- { } Personnel Director
- { } Director of Special Education/Services

as the District's Compliance Officer.

Mission – Goals – Objectives

Nondiscrimination

Delegation of Responsibility

The Compliance Officer shall publish and disseminate this policy and complaint procedure annually to students, parents, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the areas listed.

School and Classroom Practices:

1. **Curriculum and Materials:** Review curriculum guides, textbooks and supplementary materials for discriminatory bias.
2. **Training:** Provision of training for students and staff to identify and alleviate problems of nondiscrimination.
3. **Student Access:** Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. **District Support:** Assure that like aspects of the school program receive like support as to staffing, compensation, facilities, equipment and related matters.
5. **Student Evaluation:** Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.

Employment/Contract Practices

1. Development of position qualifications, job descriptions and essential job functions.
2. Recruitment materials and practices.
3. Procedures for screening, interviewing and hiring.
4. Promotions.
5. Disciplinary actions, up to and including terminations.
6. **The Board allows the mandatory human trafficking awareness training to be provided in any format, including but not limited to, video presentation.**

The Building Principal or his/her designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student, employee or third party of the right to file a complaint and the complaint procedures.
2. Inform the student complainant that he/she may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the Building Principal is the subject of the complaint.

Mission – Goals – Objectives

Nondiscrimination (continued)

~~Complaint Procedure—Student/Employee/Third Party~~

~~Step 1—Reporting~~

~~A student, employee or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the Building Principal.~~

~~A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Building Principal.~~

~~If the Building Principal is the subject of the complaint, the student, employee or third party shall report the incident directly to the Compliance Officer.~~

~~The complainant is encouraged to use the report form available from the Building Principal, but oral complaints shall be acceptable.~~

~~Step 2—Investigation~~

~~Upon receiving a complaint of discrimination, the Building Principal shall immediately notify the Compliance Officer, who shall then authorize the Building Principal to investigate the complaint, unless the Building Principal is the subject of the complaint or is unable to conduct the investigation.~~

~~The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the incident. Other information and materials relevant to the investigation may also be evaluated.~~

~~The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.~~

~~Step 3—Investigative Report~~

~~The Building Principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.~~

~~Copies of the report shall be provided to the complainant, the accused and the Compliance Officer.~~

~~Step 4—District Action~~

~~If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not reoccur.~~

~~Disciplinary actions, in the case of students, shall be consistent with the school disciplinary practices, Board policies, administrative regulations, and state and federal laws.~~

Mission – Goals – Objectives

Nondiscrimination (continued)

~~Complaint Procedure—Student/Employee/Third Party~~

~~Disciplinary actions, in the case of employees and third parties, shall be consistent with the Board policies, administrative regulations, state and federal laws, and applicable collective bargaining unit agreements.~~

~~Step 5—Appeal Procedure~~

~~The complainant, if not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, he/she may submit a written appeal to the Compliance Officer within fifteen (15) days.~~

~~The Compliance Officer shall review the investigation and the investigative report and may also conduct an investigation.~~

~~The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Building Principal who conducted the initial investigation.~~

Discrimination Grievance Procedure

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise concerning claims of discrimination. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the _____ Public Schools shall have an opportunity to bring such concerns to the attention of the Civil Rights Officers or Superintendent, who has the authority to resolve such complaints. The following grievance procedure shall be utilized by any student, parent or employee in making a complaint or inquiry. Officials shall be governed by this procedure.

Level I: The complainant shall discuss the alleged discriminatory act or practice with the Civil Rights Officers or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, department chairperson, head custodian, or cafeteria manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.

Level II: The complainant shall, within forty (40) calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with either of the Civil Rights Officers. Within five (5) working days a conference must be held. Within five (5) working days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent of Schools. Within five (5) working days, the Civil Rights Officer shall notify the Superintendent and must notify the complainant of this notification. The Board will be apprised by the Superintendent of any grievance reaching Level II.

Mission - Goals - Objectives

Nondiscrimination

Discrimination Grievance Procedure (continued)

Level III: Within ten (10) working days after receipt of such complaint, the Superintendent must hold a hearing; and within five (5) working days of the hearing, resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Education for consideration.

Level IV: The Board of Education, Superintendent and the Civil Rights Officers shall proceed in accordance with appropriate laws or regulations.

A complaint of sexual discrimination or sexual harassment may be a violation of Title IX. Policy 4000.1/5145.44 pertains to such employee or student complaints. The grievance investigation process contained in the Title IX policy shall be adhered in such situations.

(cf. 4000.1 – Title IX)

(cf. 4111 – Recruitment and Selection)

(cf. 4111.1/4211.1 – Affirmative Action)

(cf. 4118.11/4218.11 – Nondiscrimination)

(cf. 4118.112/4218.112 – Sex Discrimination and Sexual Harassment in the Workplace)

(cf. 4118.113/4218.113 – Harassment)

(cf. 5145.4 – Nondiscrimination)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

(cf. 5145.52 – Harassment)

(cf. 6121 – Nondiscrimination)

(cf. 6121.1 - Equal Educational Opportunity)

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
Title IX Final Rule, May 6, 2020
Boy Scouts of America Equal Access Act
34 CFR Section 106.8(b), OCR Guidelines for Title IX.
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49,
29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed.
Reg. 5512 (January 19, 2001)
The Americans with Disabilities Act as amended by the ADA Amendments
Act of 2008
Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June
26,1998)

Mission – Goals – Objectives

Nondiscrimination

Legal Reference: (continued)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

The Vietnam Era Veterans' Readjustment Act of 1974, as amended, 38U.S.C. §4212

Title II of the Genetic Information Nondiscrimination Act of 2008

Connecticut General Statutes

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 and PA 21-69 and PA 22-82)

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender identity or expression")

10-153 Discrimination on account of marital status. (as amended by PA 11-55 to include "gender identity or expression")

17a-101 Protection of children from abuse.

Meacham v. Knolls Atomic Power Laboratory 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)

Federal Express Corporation v. Holowecki 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)

Kentucky Retirement Systems v. EEOC 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)

Sprint/United Management Co. v. Mendelsohn 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008)

Bostock v. Clayton County, Georgia, 140 S.Ct. 1731, 2020 WL3146686 (June 15, 2020)

Public Act 25-139 An Act Concerning Human Trafficking and Sexual Assault Victims

Policy adopted:

rev 1/21
rev 10/22
rev 9/25

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____

Alleged harassment was based on: (Check all that apply.)

- | | | | |
|-----------------------------------|-------------------------------------|---|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Gender Identity or Expression |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Disability | <input type="checkbox"/> Religion | <input type="checkbox"/> Status as a Veteran |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Age | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Status as a Victim of Domestic Violence |
| | | | <input type="checkbox"/> Status as a victim of assault or as a victim of trafficking in persons |

Name of person you believe violated the District's nondiscrimination policy: _____

If the alleged discrimination was directed against another person, identify the other person: _____

Describe the incident as clearly as possible, including any verbal statements (i.e., threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

This notice meets the minimum requirement of the regulation enforced by the Department of Education's Office for Civil Rights (OCR)

Non-Discrimination Notice

The _____ Public Schools doesn't not discriminate on the basis of a disabling condition as it applies under Section 504 of the Rehabilitation Act of 1973.

The _____ Public Schools does not discriminate on the basis of race, color, religion, national/ethnic origin, age, sex, sexual orientation, gender identity or expression, status as a victim of domestic violence, Veteran status, disability in its programs, activities, and employment practices, **status as a victim of sexual assault, or status as a victim of trafficking in persons**. Equal access is provided to Scouting America and other designated youth groups.

The following individuals are coordinators for Title IX (sex discrimination), Title VI (race, creed and color) and Section 504 (disabled):

Title IX and Title VI	_____	_____
	Name	Telephone Number
Section 504	_____	_____
	Name	Telephone Number

Harassment Is ILLEGAL



SEXUAL HARASSMENT IS PROHIBITED based on Federal Law - Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15c. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15c.

FOR STUDENTS: Sexual harassment is **unwanted and unwelcome** behavior of a sexual nature which interferes with a student’s right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

Examples of Sexual Harassment include: unwelcome sexual advances, suggestive or lewd remarks, unwanted hugs, touches, kisses; requests for sexual favors; retaliation for complaining about sexual harassment, derogatory or pornographic posters, cartoons or drawings.

If you have questions or believe that you or others are being harassed, contact:

District Title IX Coordinator:
Office Address:
Telephone number:
Email Address:

Building Title IX Coordinator:
Office Address:
Telephone number:
Email Address:

You may also contact: The Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106 (Tel: 860-541-3400 or 800-477-5737) Connecticut law requires that a formal complaint be filed with the Commission within 180 days of the date under which the alleged harassment occurred.

You may also contact: Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, FAX: 617-289-0150; TDD: 877-521-2172

Email: OCR.Boston@ed.gov, **Filing complaints electronically:**

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

Sexual harassment is not limited to prohibited behavior by a male toward a female, or by a supervisory employee toward a non-supervisory employee, or a teacher to a student. The victim does not have to be the opposite sex of the harasser. Harassment may be student to student, teacher to student, student to teacher or teacher to teacher. The gender of the complainant and/or the alleged harasser is irrelevant, even if they are of the same gender. Sexual harassment based on sexual orientation or gender identity is also prohibited under State Law.

► *What should I do if I believe I am being sexually harassed?*

- Find out about your school or school district's policy and procedures for handling sexual harassment issues. Follow those procedures.
- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator, or school administrator.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- If not satisfied with the resolution of your concerns, contact one of the appropriate organizations listed.

The victim does not have to be the person at whom the unwelcome sexual conduct is directed; the victim may be someone who is a witness to and personally offended by such conduct although directed toward another. Sexual harassment is unwelcome conduct that is personally offensive, lowers morale, and interferes with educational performance. This unwelcome sexual behavior is defined from the perspective of the victim, not the harasser.

► *Where to Get Help*

- **State Title IX Coordinator:** Dr. Adrian R. Wood, Connecticut State Department of Education Turnaround Office, 450 Columbus Boulevard, Suite 602, Hartford, CT 06103
telephone: (860-713-6795)
email: Adrian.wood@ct.gov
- **Permanent Commission on the Status of Women (PCSW)**
18-20 Trinity Street, Hartford, CT 06106 (860-240-8300)
<http://www.cga.state.ct.us/PCSW/>
- **Connecticut Women's Education and Legal Fund (CWEALF)**
75 Charter Oak Avenue, Suite 1-300, Hartford, CT 06106, <http://www.cwealf.org/>

YOUR SCHOOL'S NON-DISCRIMINATION STATEMENT:

Discrimination Grievance Form

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, marital status, mental or physical disability, status as a victim of domestic violence, **status as a victim of sexual assault, status as a victim of trafficking in persons**, status as a Veteran or equal access to Scouting America and other designated youth groups may discuss and/or file a grievance with either of the Civil Rights Coordinators of the _____ Public Schools. Reporting should take place within 40 calendar days of the alleged discrimination. Civil Rights Coordinators:

_____ at _____ or _____ at _____

Name of Presenter/Complainant: _____

Employee _____ Employment Applicant _____ Student _____ Parent/Guardian _____

Home address _____

Phone _____ Date of Claim _____ Date of Incident _____

1. Statement of Incident/Issue (include all pertinent information: who, how, where, when, how often, feelings, witness).
2. Please attach any additional information/documentation as necessary.

Signature of Presenter: _____

Signature of Civil Rights Coordinator: _____

Date Received: _____

*Forms are available from either of the Civil Rights Coordinators,
Administrators and Guidance Offices.*

A mandated policy.

Instruction/Community Relations

Library Material Review and Reconsideration Policy

Statement of Policy:

The _____ Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint against material available in the school library/media center. Consideration of requests to reconsider and remove material, displays, or student programs is limited to individuals with a vested interest. An individual with vested interest may challenge any library and other educational materials, display or student program by initiating a review of such material via the submission of a request for reconsideration form.

It shall be the policy of the _____ Board of Education that the removal, exclusion or censoring of any book shall not occur on the sole basis that a person with a vested interest finds such book offensive. No library and other educational material, display, or program shall be removed from library media centers, or programs be canceled, because of the origin, background, or viewpoints expressed in such material, display, or program, or because of the origin, background, or viewpoints of the creator of such material, display, or program. Library and other educational materials, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

Until a final decision is made by the review committee, any library and other educational materials being challenged shall remain available in the school library media center according to their catalog records and be available for students to reserve, check out, or access.

A school district may consolidate any requests for review and reconsideration of the same challenged library and other educational material. Once a decision has been made by **the review committee** regarding any library or other educational material, that material cannot be subject to a new request for review and reconsideration for a period of three years.

Through this policy, the Board of Education ensures that all library materials shall be evaluated and made accessible in accordance with the protections against discrimination set forth in sec10-15c of the general statutes, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability. The Board shall review and update this policy as necessary every five years.

Definitions

"Library and other educational material" means any material belonging to, on loan to or otherwise in the custody of a school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software, and other material not required as part of classroom instruction.

Instruction/Community Relations

Library Material Review and Reconsideration Policy

Definitions (continued)

"School library staff member" means a school library media specialist, school librarian, any certified or non-certificated staff member whose assignment is in the school library or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

"Individual with a vested interest" means any school staff member employed by a local or regional board of education, parent or guardian of a student currently enrolled in a school at the time a reconsideration form is filed, or any student currently enrolled in a school at the time a reconsideration form is filed.

"Remove" means deliberately taking library material out of a library's collection. **"Remove"** does not include the process of clearing such collection of any materials that are no longer useful.

Material Review and Reconsideration Procedure

The Board of Education has established the following procedure for addressing complaints regarding the utilization of library and other educational materials:

1. Individuals with a vested interest may initiate the review or reconsideration of any library and other educational materials, display, or student program by submitting a request for recommendation form to the principal of the school in which the library and other educational materials are being challenged.
2. The principal, or the principal's designee, shall promptly forward the request for reconsideration to the Superintendent of Schools for the school district.
3. The Superintendent, or the Superintendent's designee, shall appoint a review committee consisting of:
 - a. The Superintendent, or the Superintendent's designee;
 - b. the principal of the school in which the library and other educational material is being challenged, or the principal's designee;
 - c. the Director of curriculum, or a person in an equivalent position;
 - d. a representative from the local or regional board of education;
 - e. at least one grade-level-appropriate teacher familiar with the library material provided, the teacher selected is not the individual who submitted the form;
 - f. a parent or guardian of a student *age thirteen years or younger* enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;
 - g. a parent or guardian of a student *aged fourteen years or older* enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;
 - h. a certified school librarian employed by such board or employed by another board of education in the state.

Instruction/Community Relations

Library Material Review and Reconsideration Policy

Material Review and Reconsideration Procedure (continued)

In cases where such form is submitted by a student enrolled in *grades nine to twelve*, inclusive, and when appropriate and at the discretion of the superintendent, a student enrolled in grades nine to twelve, inclusive, may serve on the review committee if such student did not submit the reconsideration form, provided the superintendent consults with the principal of the school involved in such reconsideration request prior to making this determination whether to include such student on the review committee.

4. The **review committee** shall evaluate the request for reconsideration form by reading the challenged material in its entirety and evaluating the challenged material against the school district's *Collection Development and Maintenance Policy*.
5. The **review committee** shall make a *written decision* on whether to remove the challenged material *within sixty school days* from the date of receiving such request and provide a copy of the committee's decision and report to *the individual with a vested interest who submitted the form and to the principal of the school*.
6. The individual with a vested interest who submitted the *request for reconsideration form* may appeal to the *review committee's decision* to the local or regional board of education for the school district. The Board shall determine whether the reconsideration process was followed and publish the decision on the school district's website.

General Provisions

Any school library media specialist or school library staff member who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Legal Reference: **Public Act 25-168 An Act Concerning the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefore, and Provisions Related to Revenue and Other Items Implementing the State Budget**

**Connecticut General Statutes
Section 10-15c Discrimination in public schools prohibited**

Policy adopted:

cps 6/25
rev 10/25

A mandated policy.

Instruction/Community Relations

Library Collection Development and Maintenance Policy

The Board of Education recognizes that library and other educational materials should be provided for the interest, information, and enlightenment of all students, and that the collection as a whole should represent a wide range of varied and divergent viewpoints.

Students shall have access to the library and other educational materials that are relevant to their research, independent reading interests, and educational needs, based on their age, development, or grade level.

The library media center is an important place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by students.

A school library media specialist is professionally trained to curate and develop a collection that provides students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational materials.

Through this policy, the Board of Education ensures that all library materials shall be evaluated and made accessible in accordance with the protections against discrimination set forth in section 10-15c of the general statutes, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability. The Board shall review and update this policy as necessary every five years.

The _____ Board of Education directs the Superintendent to create an administrative regulation that establishes a procedure for a certified school library media specialist to continually review library and other educational material within a school library media center using professionally accepted standards which shall include, but need not be limited to: the material's relevance, physical condition of the material, availability of duplicates or copies of the material, availability of more recent age-appropriate or grade-level appropriate material and continued demand for the material.

Legal Reference: Public Act 25-168 An Act Concerning the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefore, and Provisions Related to Revenue and Other Items Implementing the State Budget

Connecticut General Statutes
Section 10-15c Discrimination in public schools prohibited

Policy adopted:

cps 6/25
rev 10/25

A sample regulation.

Instruction/Community Relations

Library Collection Development and Maintenance

Purpose:

This regulation establishes a procedure for certified school library media specialists to continually review library and other educational materials within a school library media center to ensure that they are relevant, in good condition, and age- or grade-level-appropriate.

General Procedure:

Using the criteria identified below and their professional judgment, the school library media specialist shall conduct a systematic review of the library's collection:

1. Material relevance

- a. Consult with instructional staff to determine whether the material is still useful and has up-to-date information.
- b. Evaluate usage data to assess the material's relevance to student interests and research needs.

2. Physical condition of the material

- a. Assess whether the material is damaged or worn beyond reasonable use.

3. Availability of duplicates or copies of the material

- a. Determine whether the availability of duplicates or multiple copies is justified based on usage statistics to avoid redundancy.

4. Availability of more recent age-appropriate or grade-level appropriate material

- a. Investigate the availability of newer editions or versions that offer more current and accurate information by considering awards and recommended lists for recently recognized literature.
- b. Ensure that any new material uses language that is appropriate for the reading level of students in the targeted grade range and developmental levels.
- c. Evaluate whether the new material's treatment of difficult or sensitive subjects (e.g., death, mental health, violence, sexuality) is in a developmentally appropriate way for the intended student audience.

5. Continued demand for the material

- a. Consult with instructional staff to determine whether the material continues to be cited or referred to for classroom instruction.
- b. Review usage data to determine whether the material is still being sought by students or teachers.

Instruction/Community Relations

Library Collection Development and Maintenance (continued)

Library Collection Development

Objectives of Materials Selection

- To provide faculty and students with materials that enrich and support the curriculum and meet the recreational reading needs of the students served.
- To provide students with a wide range of age and grade appropriate educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.
- To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the Connecticut General Statutes, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

General Selection Criteria

In selecting what materials to purchase for the School Library, professionally trained library personnel shall evaluate materials using the following general selection criteria. Not all criteria may be applicable in every selection.

- **Curriculum Support:** Resources that support and enrich the curriculum and/or students' personal interests and learning.
- **Quality and Standards:** Works that meet high standards in literary, artistic, and aesthetic quality, as well as technical aspects and physical format.
- **Appropriateness:** Materials suited to the subject area, and to the age, emotional development, ability level, and social, emotional, and intellectual development of the students served.
- **Accuracy and Authority:** Resources incorporating accurate and authentic factual content from authoritative sources.
- **Professional Reviews:** Titles earning favorable reviews in standard reviewing sources and/or recommended by professional personnel following preview and examination.
- **User Appeal:** Materials with a high degree of potential interest and appeal to students.
- **Viewpoint Representation:** Resources that present differing perspectives on controversial or complex issues.
- **Format Variety:** A range of physical and virtual resources, including print, electronic, multimedia, subscription databases, e-books, educational games, and other emerging technologies.

Instruction/Community Relations

Library Collection Development and Maintenance

General Selection Criteria

- **Durability and Design:** Physical format, appearance, and durability appropriate to the material's intended use.
- **Collection Gaps:** Materials that fill a substantial gap in the collection on a particular topic or subject area.
- **Cost Effectiveness:** Balance between the cost of materials and the demonstrated need or value to the collection.

In selecting library materials, library personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.

Recommendations for purchase or gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

Library Collection Maintenance

Withdrawing materials from the School Library ensures the library collection remains current, accurate, and relevant so that students and staff can easily find high quality resources that support learning and engagement.

In selecting what materials to withdraw from the School Library, professionally trained library personnel shall evaluate materials using the following general selection criteria. Not all criteria may be applicable in every selection.

1. **Physical Condition:** Items that are damaged, worn, or in poor condition and cannot be feasibly repaired.
2. **Accuracy and Currency:** Materials outdated or inaccurate information, particularly in fields where current knowledge is critical.
3. **Relevance and Demand:** Titles that have not circulated for a significant period of time, or that no longer support the library's mission, curriculum, or community interests.
4. **Duplication:** Excessive copies of titles where demand no longer justifies multiple holdings.
5. **Format Obsolescence:** Materials in formats no longer supported by current technology or no longer used by the community.

Instruction/Community Relations

Library Collection Development and Maintenance

Library Collection Maintenance (continued)

6. **Incompleteness of Series:** In cases where a series is substantially incomplete and replacement volumes are unavailable or cannot be obtained at a reasonable cost, the remaining titles may be withdrawn to maintain the collection's overall usefulness, consistency, and appeal.
7. **Space Considerations:** Items may be withdrawn when necessary to manage shelf space and maintain an accessible, browsable collection.

Regulation approved:

cps 6/25
rev 10/25

A mandated policy.

Instruction/Community Relations

Library Display and Program Policy

Library displays and student programs are crucial in serving as resources for voluntary inquiry, the dissemination of information and ideas, and promoting free expression and access to ideas among students.

The Board of Education recognizes that library displays are provided for the interest, information, and enlightenment of all students, represent a wide range of varied and divergent viewpoints, and provide access to content that is relevant to the research, independent interests, and educational needs of students.

The _____ Board of Education acknowledges that a school library media specialist is professionally trained to curate and develop displays and programs that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational materials.

Through this policy, the Board of Education ensures that all library materials shall be evaluated and made accessible in accordance with the protections against discrimination set forth in section 10-15c of the general statutes, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability. The Board shall review and update this policy as necessary every five years.

Legal Reference: Public Act 25-168 An Act Concerning the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefore, and Provisions Related to Revenue and Other Items Implementing the State Budget

Connecticut General Statutes
Section 10-15c Discrimination in public schools prohibited

Policy adopted:

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