

**Sterling Board of Education**  
**Agenda of the Regular Meeting**  
**April 8, 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 March 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**

**(Retirement)** Alyssa Civiello - Kindergarten

**(Resignation)** Allison Young - Paraeducator

**V. Unfinished Business**

Review, Discussion, and Possible Approval of the following Policies/Regulations - 2nd 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

**VI. New Business**

- A. Dr. Susan Nash-Ditzel, Superintendent of Killingly Public Schools, will provide an update on Killingly High School student programs and activities.
- B. Review, discussion, and possible approval of an 8th Graduation date of Monday, June 15, 2026 at 5:30pm.
- C. Review, discussion, and possible approval of the following Field Study trips:
  - 5th Grade Music Class to Veterans Memorial Auditorium, Providence, RI on May 29, 2026.
  - 4th Grade to Old Sturbridge Village, Sturbridge, MA on May 7, 2026.
- D. Review, discussion, and possible approval to waive the bidding requirement for the Otis elevator repair per Town Code § 70-7 due to its proprietary nature, and to authorize the expenditure of \$40,700 from the District Repair and Improvement Project Grant for this contract.

**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**  
**March 18, 2026**  
**Community Room - 6:00pm**  
**“EXCELLENCE WITH KINDNESS”**

**I. Call to Order:**

Meeting was called to order at 6:01 pm by Courtney Langlois, Board Chair

Present at the meeting: Jennifer Mossner, Vice Chair; Victoria Robinson-Lewis, Treasurer; John Brady, Vice Treasurer; Catherine Malo, Board Member; Benjamin Johnston, Board Member

Also present at the meeting: Theodore Friend, Superintendent; Heather Nickerson, Principal; Sara Howley, Business Manager; Christine Chandler, Board Clerk; Courtney Haines and Paula Hanlon, EASTCONN Food Service

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**III. Public Comment**

No one came forward to speak.

At this time in honor of Board Appreciation week a slide show of students and teachers thanking the Board for their service was presented.

- A motion was made by J. Brady and seconded by J. Mossner to move **New Business** Item D (Introduction of the 2025-2026 CAPSS award recipients) to Item IV on the agenda.
  - Vote: All in favor
  - Outcome: Motion Passed

**IV. New Business**

**D.** Introduction of the 2025-2026 CAPSS award recipients, Madison San Souci and Gavin Bessette.

Madison and Gavin were introduced to the Board members. H. Nickerson read the biographies included in the CAPSS award ceremony program that was held at Plainfield High School on March 10th. The Board congratulated the students. Each student was presented with a gift from the Board.

**V. Reports and Communications**

**A. Correspondence**

**B. Consent Agenda**

1. Minutes of Meeting February 18, 2026
2. Superintendent's Report  
*T. Friend noted that the school would be participating in the "All Kids Bike Program" for PreK and Kindergarten students and that he is also collaborating with the Killingly school district on shared student transportation. .*
3. Special Education Director's Report
4. Principal's Report
5. Clinical Supervisor's Report
6. Monthly Check Register

- A motion was made by V. Robinson-Lewis and seconded by C. Malo to approve the Consent Agenda as presented.
  - Vote: All in favor
  - Outcome: Motion Passed

**C. Budget and Expense Report**

S. Howley presented Financial/Budget Report Review and informed the Board of upcoming meeting dates.

**March 25 - Audit Presentation & BOF Presentation 7pm**

**April 8 - BOE Meeting 6pm, BOF Vote 7pm**

**April 29 - Public Hearing 6:30pm**

**May 13 - Town Vote 6:30pm**

**May 20 - BOE Meeting 6pm**

**May 27 - Tri-Board Meeting 6:30pm**

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

**D. Plainfield Board of Education Liaison**

No one was able to attend Plainfield's BOE meeting this month.

The board remains informed of Plainfield's activities via ParentSquare communications distributed by C. Chandler.

**E. Personnel - Resignation/Retirement**

None to report at this time.

**VI. Unfinished Business**

**A. Presentation by Courtney Haines - EASTCONN Food Service.**

Courtney Haines presented a slideshow on the EASTCONN food service program, which provides free breakfast and lunch to all students. She highlighted "farm-to-table" initiatives using local produce and noted the cafeteria's shift toward "from-scratch" cooking over processed foods.

**VII. New Business**

**A. Review, discussion and possible approval of the 26/27 Budget Proposal.**

The budget was previously presented at the February meeting.

- A motion was made by C. Malo and seconded by J. Mossner to approve the 26/27 to approve the total of \$8,672,351.00 for the projected budget and move it to the Board of Finance for their review with the contingency that the business office may make adjustments to the changes in tuitions based on high school acceptances or changes in revenue but not to go over the 2.28% overall increase.

- Vote: All in favor
- Outcome: Motion Passed

**B. Review, discussion and possible approval of the 26/27 School Calendar.**

T. Friend noted that area town calendars were considered during the creation of this calendar.

- A motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve the 26/27 School Calendar as presented.

- Vote: All in favor
- Outcome: Motion Passed

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.

- A motion was made by V. Lewis and seconded by C. Malo to approve the transfer of \$86,406 from the 24/25 Fiscal Year Budget to the 10-248A 2% Non-Lapsing Account.

Vote: All in favor

Outcome: Motion Passed

D. Moved item **D** to **Section IV** on the agenda after the Public Comment under the motion that was passed.

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.

- A motion was made by J. Brady and seconded by J. Mossner to add the 2nd grade field study trip to Roger Williams, Providence RI ( June 5, 2026 ) and a middle school field study trip to Roger Williams, RI (May 20, 2026) to the agenda.

- Vote: All in favor

- Outcome: Motion Passed

- A motion was made by J. Brady and seconded by J. Mossner to approve the following field study trips:

- 3rd Grade: Southwick Zoo, Mendon, MA (June 2, 2026; Rain date June 3).

- 2nd Grade: Roger Williams Zoo, Providence, RI (June 5, 2026).

- Middle School: Roger Williams Zoo, Providence, RI (May 20, 2026).

- Vote: All in favor

- Outcome: Motion Passed

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**

**VIII. Committee Updates**

- A. Policy
- B. Budget
- C. Negotiations - 26/27 UPSEU - Non-Certified Contract

**IX. Recommendations, Questions and/or Comments**

None at this time

**X. Public Comment**

No one came forward to speak.

**XI. Executive Session**

Not needed at this time.

**XII. Adjournment**

- A motion was made by V. Robinson-Lewis and seconded by C. Malo to adjourn the meeting.
  - Vote: All in favor
  - Outcome: Motion Passed
  - Meeting adjourned at 6:50 p.m.

# Superintendent's Report

## April 8, 2026

### I. 2025-2026 School Year

- **Budget Presentation:** The 2026/27 Budget was presented to the Board of Finance on March 25, 2026. Following this Board of Education meeting, we will attend the Board of Finance meeting at Town Hall. At that time, we expect to learn whether our proposed budget will move forward as written or if further revisions are required.
  - Other relevant dates are:
    - April 8 - BOE Meeting 6pm, BOF Vote 7pm
    - April 29 - Public Hearing 6:30pm
    - May 13 - Town Vote 6:30pm
    - May 20 - BOE Meeting 6pm
    - May 27 - Tri-Board Meeting 6:30pm
  
- **FOIA Update:** On March 27, 2026, Chris, Cory, and I attended the FOIA hearing and provided testimony. The matter is now under review by the FOIA Commission, and we are awaiting their official determination.
  
- **Tri-Board Meeting:** A meeting is scheduled for May 27, 2026 at 6:30 p.m. It will be held at the school.

### II. Maintenance Department

Nothing new to report at this time.

### III. Technology Department

- We issued an RFP for new Access Points, Network Switches, and Transceivers/Cables which closed on 3/27/2026. A total of 5 bids (4 eligible) were received ranging from \$57,931.16 to \$82,292.82. We have selected the \$57,931.16 bid, which after our E-Rate discount is applied, will have an out of pocket cost of \$17,379.35 to the district.

This will allow us to modernize the network infrastructure and eliminate any annual/recurring subscription costs associated with our current Meraki system, which is approximately \$20,000 every 3 years. When the district last purchased network switches and access points, between 2017-2018, the cost was over \$100,000 to the district. The current switches will be End of Sale as of October 30th, 2026, and approximately half of our current Access Points have an End of Sales/End of Service date of July 21, 2026.

Student Services Report		BOE Meeting: April 8, 2026	Statistics as of March 31, 2026
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Student Count by Location, <b>at the END of:</b>	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Sterling Community School PrK-8th <b>IEPs</b>	66	57	55	57	57	56	56	56	55	56		
Sterling Community School PrK-8th <b>504s</b>	28	24	24	24	26	25	25	27	29	32		
High School <b>IEPs</b> <i>(Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)</i>	27	22	21	21	20	20	19	18	19	15		
High School <b>504's</b> <i>(Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)</i>	17	17	17	17	17	18	18	17	18	18		
Out of District-Special Tuition	14	12	14	14	13	11	12	12	12	12		
Total Students with IEPs	107	91	90	92	90	87	87	86	86	83		
Total Students with 504s	45	41	41	41	43	43	43	44	47	50		

## Principal's Report April 8, 2026

### SCS Advancement Plan - Goal #3

- PDEC
  - Professional Development calendar
    - Math Coach worked with teachers during 2 virtual sessions to plan for in person sessions with students around problem solving and the work of the Illustrative Math program
    - Math Coach came in-person for 2 sessions to work directly with staff and students
    - Math Coach provided a whole group wrap up in person working on problem solving
  - Sterling Educator Evaluation and Support Plan
    - Non-certified observations have started
- Attendance
  - Perfect attendance raffle rewards were announced for the month of March
    - 104 students were announced for perfect attendance
- Family Involvement
  - Wildcat's Mighty Roar was well attended by families and guests in March
    - K-2 32 guest attendees
    - 3-5 38 guest attendees
    - 6-8 20 guest attendees
  - Conferences brought in visits with families for a total of 191 students

### SCS Advancement Plan - Goal # 6

- Social Emotional Learning Team Meeting
  - Mental Health Awareness Week was a success
  - All staff received t-shirts along with students in grades 6-8
  - Minding Your Mind speaker was added for a 4th / 5th grade session this year

### Spring Updates:

- Volleyball season is wrapping up and was increasingly competitive, the team made it to the semi-finals

# Clinical/Behavioral Report

## April 8, 2026

To: Sterling Board of Education  
From: Laura Smith, Clinical Supervisor/Social Worker  
Date: April 8, 2026  
Subj: Clinical/Behavioral Report

### Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL) - We are preparing for the spring SEL assessment in the April/May timeframe. 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 4/8/26
- 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	13			

- LPC Grant 2025-2026 -Our March, 2026 Mental Health Awareness Week is complete, and very successful! . Yale School of Medicine provided a preventative vaping and tobacco presentation, and Minding your Mind speakers provided presentations for the middle school, and also for our fourth and fifth students focused on mental health awareness.
- **Faculty & Staff (Strategic Plan Goal 2, 3, 4)**
- PDEC - Mandated Reporter Training - 4/8/26
- Health & Safety Meeting 4/1/26

## Financial/Budget Discussions

Wednesday April 8, 2026

### 1. Fiscal Year 2024-2025

- a. Budget Balance Remaining - **\$86,406**
- b. 2% Account Balance - **\$777,732**
- c. Written request sent on 4.2.26 to Town Treasurer and cc: Board of Finance to transfer funds.

### 2. Fiscal Year 2025-2026

- a. Substitutes: **(\$44,270)** Offset by approximately \$40,000 savings under non-certified staff due to unpaid time off and a resignation
- b. Tuitions to other schools: **(\$105,021.13)** subject to any changes in final special education billing at year end
- c. Maintenance: overall **(\$21,436.67)**
- d. Insurance: **(\$17,169.98)**
- e. While significant overages occurred in the above categories, current projections indicate an anticipated operating surplus of approximately \$70,000. This figure remains subject to ongoing review as we finalize year-end reconciliations.
- f. Budget line item transfers planned for June meeting

### 3. Fiscal Year 2026-2027

- a. Reminder that the BOF is voting on the BOE and BOS budgets next Wednesday, April 8th at 7:00pm

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 03/01/2026

To Date: 03/31/2026

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
201792	03/12/2026	AMAZON	\$1,480.48	1082	Printed	Expense	<input type="checkbox"/>		
201793	03/12/2026	ANDERSON MOTORS, INC.	\$2,778.88	1082	Printed	Expense	<input type="checkbox"/>		
201794	03/12/2026	BREEZELINE	\$811.12	1082	Printed	Expense	<input type="checkbox"/>		
201795	03/12/2026	CF MASTER LESSEE MT LLC	\$410.05	1082	Printed	Expense	<input type="checkbox"/>		
201796	03/12/2026	CORPORATE BILLING LLC	\$2,862.85	1082	Printed	Expense	<input type="checkbox"/>		
201797	03/12/2026	DELL MARKETING LP	\$262.26	1082	Printed	Expense	<input type="checkbox"/>		
201798	03/12/2026	DIME OIL COMPANY	\$3,581.23	1082	Printed	Expense	<input type="checkbox"/>		
201799	03/12/2026	FAUSTINA ABUA	\$50.00	1082	Printed	Expense	<input type="checkbox"/>		
201800	03/12/2026	HEALTHCALL MEDICAL CENTER LLC	\$150.00	1082	Printed	Expense	<input type="checkbox"/>		
201801	03/12/2026	KAINEN, ESCALERA AND MCHALE PC	\$1,320.00	1082	Printed	Expense	<input type="checkbox"/>		
201802	03/12/2026	LIPIN/DIETZ ASSOCIATES INC	\$100.00	1082	Printed	Expense	<input type="checkbox"/>		
201803	03/12/2026	NCS PEARSON	\$212.97	1082	Printed	Expense	<input type="checkbox"/>		
201804	03/12/2026	NEW ENGLAND MECHANICAL SERVICES INC	\$5,442.23	1082	Printed	Expense	<input type="checkbox"/>		
201805	03/12/2026	NEW ENGLAND TRANSIT	\$477.17	1082	Printed	Expense	<input type="checkbox"/>		
201806	03/12/2026	RICOH USA, INC	\$1,161.53	1082	Printed	Expense	<input type="checkbox"/>		
201807	03/12/2026	SERVICE MANAGEMENT GROUP LLC	\$14,527.00	1082	Printed	Expense	<input type="checkbox"/>		
201808	03/12/2026	SHARP TRAINING INC	\$14,995.00	1082	Printed	Expense	<input type="checkbox"/>		
201809	03/12/2026	THE AMERICAN SCHOOL FOR THE DEAF	\$31,737.80	1082	Printed	Expense	<input type="checkbox"/>		
201810	03/12/2026	THE LIGHTHOUSE	\$19,686.38	1082	Printed	Expense	<input type="checkbox"/>		
201811	03/12/2026	TRITON SENSORS LLC	\$1,160.00	1082	Printed	Expense	<input type="checkbox"/>		
201812	03/12/2026	US BANK VOYAGER FLEET SYS	\$1,724.78	1082	Printed	Expense	<input type="checkbox"/>		

Sterling Board of Education

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Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 03/01/2026

To Date: 03/31/2026

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
201813	03/12/2026	VANDI AUTO SUPPLY	\$481.89	1082	Printed	Expense	<input type="checkbox"/>		
201814	03/12/2026	W B MASON CO INC	\$28.47	1082	Printed	Expense	<input type="checkbox"/>		
201815	03/12/2026	WATERFORD COUNTRY SCHOOL, INC.	\$7,868.70	1082	Printed	Expense	<input type="checkbox"/>		
201816	03/12/2026	ZACHARIA DORSEY	\$4,485.00	1082	Printed	Expense	<input type="checkbox"/>		
201817	03/25/2026	CASELLA WASTE	\$651.58	1085	Printed	Expense	<input type="checkbox"/>		
201818	03/25/2026	FAUSTINA ABUA	\$100.00	1085	Printed	Expense	<input type="checkbox"/>		
Total Amount:			<u>\$118,547.37</u>						
End of Report									

# Sterling Board of Education

## Budget and Expenses - BOE

From Date: 7/1/2025

To Date: 4/1/2026

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	\$1,125,923.89	\$1,125,923.89	\$519,901.11	\$464,515.35	\$55,385.76	3.37%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$48,862.32	\$48,862.32	\$1,137.68	\$26,463.00	(\$25,325.32)	-50.65%
A.1000.112.01.000.00.71	Non Certified Personnel	\$93,156.00	\$60,443.23	\$60,443.23	\$32,712.77	\$15,313.52	\$17,399.25	18.68%
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	\$23,365.43	\$23,365.43	\$11,449.57	\$0.00	\$11,449.57	32.89%
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	\$240.00	\$10,251.60	68.34%
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	\$11,114.34	\$11,114.34	\$7,425.66	\$4,741.90	\$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	\$1,712,392.53	\$1,712,392.53	\$598,164.47	\$588,932.54	\$9,231.93	0.40%
A.1200.111.00.000.00.71	Special Education Director	\$76,200.00	\$46,064.74	\$46,064.74	\$30,135.26	\$31,971.22	(\$1,835.96)	-2.41%
A.1200.111.01.000.00.71	Certified Personnel	\$534,565.00	\$344,436.84	\$344,436.84	\$190,128.16	\$181,470.23	\$8,657.93	1.62%
A.1200.112.01.000.00.71	Non Certified Personnel	\$208,303.00	\$152,868.19	\$152,868.19	\$55,434.81	\$37,036.65	\$18,398.16	8.83%
A.1200.112.02.000.00.71	Non Certified Substitutes	\$5,000.00	\$8,944.55	\$8,944.55	(\$3,944.55)	\$15,000.00	(\$18,944.55)	-378.89%
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	\$16,319.01	\$16,319.01	\$8,854.99	\$0.00	\$8,854.99	35.18%
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	\$55.00	\$55.00	\$2,945.00	\$0.00	\$2,945.00	98.17%
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	\$2,239.97	\$2,239.97	\$760.03	\$757.43	\$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	\$807,267.50	\$807,267.50	\$389,485.50	\$318,898.46	\$70,587.04	5.90%
A.2130.111.01.000.00.71	School Nurse	\$56,264.00	\$43,222.16	\$43,222.16	\$13,041.84	\$15,148.00	(\$2,106.16)	-3.74%

# Sterling Board of Education

## Budget and Expenses - BOE

From Date: 7/1/2025

To Date: 4/1/2026

Fiscal Year: 2025-2026

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
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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	\$3,334.41	\$3,334.41	\$969.59	\$0.00	\$969.59	22.53%
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	\$2,820.00	\$2,820.00	\$380.00	\$605.00	(\$225.00)	-7.03%
A.2130.690.00.000.00.71	Health Office Supplies	\$3,000.00	\$1,095.87	\$1,095.87	\$1,904.13	\$75.59	\$1,828.54	60.95%
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	\$52,978.92	\$52,978.92	\$19,956.08	\$16,917.79	\$3,038.29	4.17%
A.2190.111.01.000.00.71	Certified Personnel	\$40,376.00	\$23,293.80	\$23,293.80	\$17,082.20	\$10,870.46	\$6,211.74	15.38%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$3,090.00	\$1,782.00	\$1,782.00	\$1,308.00	\$0.00	\$1,308.00	42.33%
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	\$38,892.66	\$38,892.66	\$36,073.34	\$27,217.46	\$8,855.88	11.81%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$21,462.00	\$13,453.12	\$13,453.12	\$8,008.88	\$5,394.19	\$2,614.69	12.18%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,642.00	\$1,029.16	\$1,029.16	\$612.84	\$0.00	\$612.84	37.32%
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	\$2,584.59	\$2,584.59	\$415.41	\$389.19	\$26.22	0.87%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$310.50	\$310.50	\$189.50	\$97.85	\$91.65	18.33%
	Func: Educational Media - 2220	\$26,854.00	\$17,377.37	\$17,377.37	\$9,476.63	\$5,881.23	\$3,595.40	13.39%
A.2230.112.00.000.00.71	IT Personnel	\$69,726.00	\$46,988.26	\$46,988.26	\$22,737.74	\$22,837.77	(\$100.03)	-0.14%
A.2230.112.01.000.00.71	IT Aide	\$37,814.00	\$23,595.27	\$23,595.27	\$14,218.73	\$14,219.29	(\$0.56)	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	\$5,373.89	\$5,373.89	\$2,853.11	\$0.00	\$2,853.11	34.68%
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	\$1,976.21	\$1,976.21	\$3,023.79	\$792.00	\$2,231.79	44.64%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$2,200.00	\$455.64	\$455.64	\$1,744.36	\$0.00	\$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	\$250.49	\$610.97	24.44%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$16,000.00	\$10,460.29	\$10,460.29	\$5,539.71	\$9.99	\$5,529.72	34.56%
A.2230.731.00.000.00.71	Computer Software	\$5,500.00	\$4,928.46	\$4,928.46	\$571.54	\$0.00	\$571.54	10.39%
	Func: Information Technology - 2230	\$164,470.00	\$102,384.22	\$102,384.22	\$62,085.78	\$42,015.15	\$20,070.63	12.20%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$59,727.00	\$43,646.61	\$43,646.61	\$16,080.39	\$14,880.35	\$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	\$2,911.36	\$2,911.36	\$1,749.64	\$0.00	\$1,749.64	37.54%
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	\$7,411.00	\$7,411.00	\$2,589.00	\$7,589.00	(\$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: 4/1/2026

Fiscal Year: 2025-2026

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
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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	\$746.00	\$746.00	\$254.00	\$163.51	\$90.49	9.05%
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	\$139,061.20	\$139,061.20	\$74,949.80	\$64,020.07	\$10,929.73	5.11%
A.2320.111.00.000.00.71	Superintendent	\$104,545.00	\$87,359.72	\$87,359.72	\$17,185.28	\$17,185.19	\$0.09	0.00%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,450.00	\$1,266.73	\$1,266.73	\$183.27	\$0.00	\$183.27	12.64%
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	\$89,177.45	\$89,177.45	\$23,567.55	\$20,809.19	\$2,758.36	2.45%
A.2400.111.00.000.00.71	Principal	\$140,689.00	\$102,811.28	\$102,811.28	\$37,877.72	\$37,877.81	(\$0.09)	0.00%
A.2400.111.01.000.00.71	Clinical Supervisor	\$58,144.00	\$42,489.51	\$42,489.51	\$15,654.49	\$15,654.04	\$0.45	0.00%
A.2400.112.00.000.00.71	Non Certified Personnel	\$104,875.00	\$76,311.24	\$76,311.24	\$28,563.76	\$28,100.80	\$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	\$7,206.73	\$7,206.73	\$3,699.27	\$0.00	\$3,699.27	33.92%
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	\$514.87	\$514.87	\$2,485.13	\$538.13	\$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	\$279,346.72	\$279,346.72	\$131,502.28	\$106,828.85	\$24,673.43	6.01%
A.2510.112.01.000.00.71	Business Manager	\$100,000.00	\$73,076.85	\$73,076.85	\$26,923.15	\$26,923.08	\$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	\$5,590.37	\$5,590.37	\$2,059.63	\$0.00	\$2,059.63	26.92%
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	\$89,276.44	\$89,276.44	\$73,268.56	\$34,047.92	\$39,220.64	24.13%
A.2600.112.01.000.00.71	Facilities Director	\$68,958.00	\$50,392.37	\$50,392.37	\$18,565.63	\$18,565.62	\$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	\$3,855.10	\$3,855.10	\$3,689.90	\$0.00	\$3,689.90	48.91%
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	\$61,789.58	\$61,789.58	\$58,210.42	\$51,790.42	\$6,420.00	5.35%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$9,000.00	\$5,678.04	\$5,678.04	\$3,321.96	\$0.00	\$3,321.96	36.91%
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: 4/1/2026

Fiscal Year: 2025-2026

- Subtotal by Collapse Mask   
  Include pre encumbrance   
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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	\$138,821.68	\$138,821.68	\$36,178.32	\$47,315.16	(\$11,136.84)	-6.36%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	\$15,000.00	\$35,753.91	\$35,753.91	(\$20,753.91)	\$13,981.00	(\$34,734.91)	-231.57%
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	\$12,243.91	\$12,243.91	(\$243.91)	\$4,297.56	(\$4,541.47)	-37.85%
A.2600.613.00.000.00.71	Maintenance Supplies	\$12,500.00	\$11,762.04	\$11,762.04	\$737.96	\$423.46	\$314.50	2.52%
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	\$472,010.43	\$472,010.43	\$96,696.57	\$137,937.22	(\$41,240.65)	-7.25%
A.2700.112.01.000.00.71	Bus Drivers	\$245,372.00	\$171,560.00	\$171,560.00	\$73,812.00	\$46,773.00	\$27,039.00	11.02%
A.2700.112.02.000.00.71	Bus Coordinator	\$63,391.00	\$46,324.28	\$46,324.28	\$17,066.72	\$17,066.81	(\$0.09)	0.00%
A.2700.112.03.000.00.71	Van Drivers	\$152,007.00	\$102,749.16	\$102,749.16	\$49,257.84	\$34,340.85	\$14,916.99	9.81%
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	\$23,599.56	\$23,599.56	\$11,649.44	\$0.00	\$11,649.44	33.05%
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	\$2,114.50	\$2,114.50	(\$114.50)	\$0.00	(\$114.50)	-5.73%
A.2700.430.00.000.00.71	Transportation Maintenance	\$43,000.00	\$35,017.31	\$35,017.31	\$7,982.69	\$0.00	\$7,982.69	18.56%
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	\$13,673.48	\$13,673.48	\$10,326.52	\$10,276.52	\$50.00	0.21%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$48,225.00	\$33,076.58	\$33,076.58	\$15,148.42	\$15,040.15	\$108.27	0.22%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$506.20	\$506.20	\$493.80	\$0.00	\$493.80	49.38%
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	\$520,701.53	\$520,701.53	\$190,146.47	\$135,314.08	\$54,832.39	7.71%
A.3100.435.00.000.00.71	Repairs	\$2,500.00	\$2,067.61	\$2,067.61	\$432.39	\$2,241.82	(\$1,809.43)	-72.38%
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	\$2,241.82	\$190.57	0.67%
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	\$3,533.94	\$3,533.94	(\$533.94)	\$0.00	(\$533.94)	-17.80%
A.3200.690.00.000.00.71	Activity Supplies & Materials	\$3,000.00	\$2,153.21	\$2,153.21	\$846.79	\$0.00	\$846.79	28.23%
A.3200.739.00.000.00.71	Activity Equipment	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$569.99	\$1,930.01	77.20%
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	\$15,108.95	\$15,108.95	\$31,525.05	\$25,041.99	\$6,483.06	13.90%
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: 4/1/2026

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	\$616,798.94	\$616,798.94	\$208,546.06	\$301,158.22	(\$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	\$616,798.94	\$616,798.94	(\$91,965.94)	(\$8,039.78)	(\$83,926.16)	-15.99%
Grand Total:		\$8,474,689.00	\$6,043,333.14	\$6,043,333.14	\$2,431,355.86	\$2,311,234.29	\$120,121.57	1.42%

End of Report

*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)

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

*Davis v. Monro 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:**

<b>District Title IX Coordinator:</b>
Office Address:
Telephone number:
Email Address:

<b>Building Title IX Coordinator:</b>
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](mailto: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](mailto: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:**

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### 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.

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Signature of Presenter: \_\_\_\_\_

Signature of Civil Rights Coordinator: \_\_\_\_\_

Date Received: \_\_\_\_\_

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

*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

*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 education 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:

cps 6/25  
rev 10/25

From: Kevin Kerrigan <[kkeirigan@sterlingschool.org](mailto:kkeirigan@sterlingschool.org)>

Date: Wed, Apr 1, 2026 at 12:52 PM

Subject: Otis door opener upgrades

To: Sara Howley <[showley@sterlingschool.org](mailto:showley@sterlingschool.org)>

**Yes, Otis door opener upgrades and equipment are highly proprietary.** Otis (along with other "Big 4" manufacturers) designs their door systems to use specific, patented parts and communication protocols that require specialized diagnostic tools to service, generally locking the building owner into using Otis for repairs and maintenance. 🤖

Key details on Otis proprietary door systems include:

**Modernization Packages:** Recent upgrades, such as the Otis Glide system or Gen3 MOD, are designed to be "closed loop" systems, which ensure optimal performance but restrict access for independent service companies.

**Serial Communication:** Many modern Otis systems (like the Gen2) use serial communication, meaning the controller only works with proprietary Otis door operators.

**Obsolete Parts:** Older, common systems like the Otis AT400/Black Belt are obsolete, often forcing owners into expensive, specialized replacements rather than universal, non-proprietary alternatives.

**Third-Party Alternatives:** While companies like GAL offer conversion kits (e.g., to MONXT) to replace proprietary Otis operators with non-proprietary options, these require complete conversion of the operator system.

# Otis Service and Repair Order

3/24/2026

**CUSTOMER NAME**

STERLING COMMUNITY SCHOOL  
251 STERLING ROAD  
STERLING, CT 06377

**OTIS ELEVATOR COMPANY**

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

**OTIS CONTACT**

Victoria Souza  
Phone: +1 (475) 307-8426  
Email: Victoria.Souza@otis.com

**PROJECT LOCATION**

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

**PROPOSAL NUMBER**

QTE-002397944

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

Unit	Customer Designation
487215	ONLY ELV

**SCOPE OF WORK**

**OTIS GLIDE™ A DOOR OPERATOR**

A new OTIS GLIDE™ A door operator will be installed.

The doors on the car and at the hoistway entrances will be power-operated by means of an OTIS GLIDE™ A door operator mounted on top of the car or attached to the car header. The OTIS GLIDE™ A door operator utilizes a closed loop system and direct drive belt technology designed to provide consistent door performance despite changes in temperature or wind, and despite the presence of minor debris in the door track. Using a high-resolution encoder, the system monitors position data and adjusts performance to match operation parameters. The OTIS GLIDE™ A door operator also has a self-learn feature that enables the system to more efficiently be tuned.

The OTIS GLIDE™ A door operator uses energy-efficient permanent magnet AC motors that eliminates the carbon-dust present in traditional door operator systems that use DC induction motors. In addition, lubrication is not required for the OTIS GLIDE™ A door operator's sealed bearings, making the unit cleaner for your building and the environment.

Door operation shall be automatic at each landing, with door opening initiated as the car arrives at the landing. The doors will be arranged to remain open for an adjustable time period sufficient to meet ADA requirements. Door close will be arranged to start after a minimal time, consistent with building and ADA requirements. An electric car door contact will prevent the elevator from operating unless the car door is in the closed position.

**Clarifications:**

AHJ Inspection: The above-mentioned proposal often requires a AHJ inspection or a permit to be pulled for the completion of the project. Often times inspection lead times can range from one (1) to three (3) weeks depending on your local jurisdiction.

Hoistway Screening: The Hoistways between cars in the same group may be required to have hoistway screening installed.

Elevator Adjacency Downtime: Depending on the distance to the neighboring cars, these cars may need to be temporarily removed from service due to Otis Safety Requirements, at Otis discretion.

### **PACKING REPLACEMENT**

The hydraulic plunger packing will be removed, the stuffing box cleaned and new packing of the proper type installed to reduce unnecessary creepage of the car away from the landing.

Any oil that must be disposed is the responsibility of the customer. Should the referenced unit listed above have a telescopic jack configuration, inverted or standard, extra costs for packing replacement will apply and may not be included in the price listed below.

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

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

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

**PRICE**

\$40,700.00

Forty thousand seven hundred dollars

This price is based on a **zero percent (0%) downpayment** in the amount of \$0.00.

**PAYMENT TERMS:**

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

Downpayment Amount	Price Adjustment Percentage	Authorization (Initial)
75%	- 5%	
100%	- 10%	

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

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

Accepted in Duplicate

**STERLING COMMUNITY SCHOOL**

**Otis Elevator Company**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Samantha Fereno

Title: \_\_\_\_\_

Title: Director & GM, Connecticut

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name: **STERLING COMMUNITY SCHOOL**

Principal, Owner or Authorized Representative of Principal or Owner

Agent \_\_\_\_\_  
(Name of Principal or Owner)

**TERMS AND CONDITIONS**

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described. Furthermore, you agree that the agreed price is subject to increase caused by any reason beyond Otis' reasonable control including but not limited to commodity, fuel, tariff, and/or shipping transportation cost increases.
3. Payments shall be made as follows: A down payment of percent (0.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. In the event the work is not completed within 180 calendar days from your original authorization to proceed through no fault of Otis, Otis may notify you of an updated price – which may be accepted or rejected by you. If rejected, Otis will not be required to perform work, and no amounts will be due and payable by you hereunder except amounts for any labor, services, or materials that had already been furnished or procured by Otis prior to notice of price increase. If you are not notified of a new price by Otis, then the parties' obligations will be unchanged and each party will be required to perform their obligations hereunder.
5. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
6. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
7. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
8. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
9. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
10. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the

equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.

THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

11. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
12. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
13. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
14. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
15. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
16. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
17. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.