

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

I. Call to Order

II. Pledge of Allegiance

III. Public Comment

IV. Reports and Communications

A. Correspondence

B. Consent Agenda

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

C. Budget and Expense Report

D. Plainfield Board of Education Liaison

V. Unfinished Business

VI. New Business

- A. Review, discussion and possible action to approve repairs to the roof.
Vendor: HammerHead Roofing LLC
- B. Review, discussion and possible approval of the Board of Education meeting dates for January 2024 - December 2024.
- C. Review, discussion and possible approval of the Superintendent’s Goals.
- D. Review, discussion and possible approval of Mrs. Katie Patton as a representative

from the town of Sterling to the Killingly Regional Agricultural Education Center's Consulting Committee for a three-year term.

VII. Committee Updates

- A. Policy
- B. Budget

VIII. Recommendations, Questions and/or Comments

IX. Public Comment

X. Executive Session

- A. Personnel Matters

XI. Adjournment

Sterling Board of Education

September 20, 2023

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D. Plainfield Board of Education Liaison

No one attended the Plainfield Board of Education meeting. Chris is checking on the reason we did not receive a copy of the Board Packet from Plainfield.

V. Unfinished Business

- A. Code of Conduct - requested change was made to Level 4 under weapon (change **not including** to **may include**).

VI. New Business

- A. Review, discussion and possible approval of LINE ITEM TRANSFERS for Fiscal Year 2023.

- Motion to was made by L. Shippee and seconded by D. Capobianco to accept the Line Item request as presented.

Vote: All in favor

Motion carried

VII. Committee Updates

- A. Policy
B. Budget

VIII. Recommendations, Questions and/or Comments

None at this time

IX. Public Comment

None

X. Executive Session

- A. Contract Negotiations
B. Personnel Matters

- Motion to was made by V. Robinson-Lewis and seconded by C. Langlois to enter into Executive Session to discuss Contract Negotiations and Personnel Matters with Mr. Ted Friend to attend.

Vote: All in favor

Motion carried

Entered into Executive Session: 6:30 pm

Exited Executive Session: 6:52 pm

Sterling Board of Education

September 20, 2023

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- Motion was made by V. Robinson-Lewis and seconded by C. Langlois to approve the proposed contracts.

Vote: All in favor

Motion carried

XI. Adjournment

- Motion was made by V. Robinson-Lewis and seconded by C. Langlois to adjourn the meeting.

Vote: All in favor

Motion carried

Meeting adjourned: 6:55 pm

Superintendent's Report

October 18, 2023

To: Sterling Board of Education
From: Theodore Friend

1. **DISCIPLINE**

Discipline referrals continue to show great improvement over the previous year.

2. **Guidance Counselor**

I am pleased to announce that Stephanie Oles will not only supervise our in-school room, she will also be our guidance counselor. Stephanie will oversee all guidance programs for our middle school, this includes working with area high schools, meeting individually with middle school students to help them through the transition to high school, and all other aspects of guidance.

3. **ESPORTS**

The gaming club began with 10 students for the first session. The students have already had several matches with other schools and the students are having a lot of fun. I anticipate this program growing over the course of the year.

Student Count by Location	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Sterling Community School PrK-8th IEPs	50	51	51	54								
Sterling Community School PrK-8th 504s	22	22	21	24								
High School IEPs <i>(Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)</i>	25	24	27	28								
High School 504's <i>(Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)</i>	16	15	16	17								
Out of District-Special Tuition	11	11	10	10								
Total Students with IEPs	86	86	88	92								
Total Students with 504s	38	37	37	41								

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

Other Noteworthy Topics:

- **LEA Advisory Committee Member Monthly Meetings- CT Bureau of Special Education**
- **Right to Read Statewide Professional Learning Series- aligned with ARP Esser-Small Town Right to Read Grant**
- **Special Services PD options for provider specific to Assistive Technology**
- **Reading Therapy Dog Sessions 2 x month and SEL Therapy Dog Sessions 2 x month**
- **Visits with Out of District Placements- EastConn, Sharp, Horizons, Bradley School**
- **Fall meetings with students 5th-8th 504s, IEPs**
- **Participated in ConnCASE 2023 October Professional Development Legal Conference**

Principal's Report October 18, 2023

SCS Advancement Plan - Goal #3

- Academic Team Meeting
 - Middle School Intervention support - new intervention structure with additional adults available to support students in 7th + 8th grades
 - SRBI plans linked to the data studio
 - Current benchmark data is on the data studio
- Social Emotional Team Meeting
 - Reviewed Wildcat's Mighty Roar meetings + made suggestions for next time
 - Started Wellness Calendars in October
- NAEYC / AQIS
 - Monthly group meetings to review NAEYC standards + share practices with other programs (at Eastconn)
 - Finalizing classroom and program portfolios
 - Completing classroom observations to be prepared for the NAEYC visit
 - Individual monthly meetings to review NAEYC standards and editing portfolio components for reaccreditation, and conduct classroom observations
- ELA Program - Into Reading Professional Development
 - Partial day PD coming up with Kindergarten - second grade and third - fifth grade in working groups to interact during professional development with Into Reading consultant
- LETRS training
 - Science of Reading training for certified staff
 - Nine staff members started this training over the summer (paid for their time through a grant)
 - Online webinars will take place primarily during professional development days

SCS Advancement Plan - Goal # 5

- Therapy Dog visits continue this year, visiting classrooms
- Wildcat's Mighty Roar
 - Great family involvement and attendance at all 3 sessions for grades K-8
 - IT recorded the event and they're working to create a piece to share with families
 - Terrific Attendance Raffle - 2 students selected from each grade level to win a prize
 - Spirit Week during the week of the Wildcat's Mighty Roar - enjoyed by all
- PTO Meetings / Events
 - Trunk or Treat will take place here at the school on October 27th
 - PTO sponsored a 'Cider' Day on October 6th for all staff

Fall Updates:

- ESports has begun and they competed in their first match on October 5th

Clinical/Behavioral Report

October 18, 2023

To: Sterling Board of Education

From: Laura Smith, Clinical Supervisor/Social Worker

Date: October 18, 2023

Subj: Clinical/Behavioral Report

Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL)- SELweb Fall 2023 assessment - administration of assessment in progress. The data will be reviewed and analyzed during our behavior data team meetings. The data will be used by teachers to inform their SEL instruction.
- Collaboration with the Department of Children and Families liaisons, and other outside mental health resources to support children and families in need in our school community. Meet and plan with parents to connect with needed mental health resources for their children and families. Meet and plan with families to support increased school attendance.
- Collaboration with regional McKinney-Vento liaisons, our Transportation Director and other outside resources to support students and families experiencing homelessness in our school district.
- Weekly SEL/PBIS/RP collaboration, planning, and response with tiered teams to support PBIS, SEL, and Restorative Practices integration path. Behavior data team review and action planning. Discuss, planning supports needed within the Wellness Center, and the Learning & Reflection Center.
- Behavioral data September 2023:
 - Major Office Referrals - 8
 - Restorative meetings - 11
 - Parent Meetings - 5
 - Student check-in - 96
- LPC Grant 2023-2024 - Application submitted
- Youth Service Bureau meeting 10/13

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

- Classroom drop-ins supporting Tier 1 transitions, routines, and SEL/PBIS implementation.
- PDEC: PD annual calendar set, invite new members, discuss professional learning and eval plan.
- EASTCONN Consultant meetings -Monthly SEL implementation, end of month pacing data, Tier 1 data review, SEL classroom drop-in, PBIS rewards data review, Wellness Room and Learning and Reflection Center enter/exit data.
- Health & Safety Meeting 10/2

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 09/01/2023

To Date: 09/30/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131208	09/05/2023	AFLAC NEW YORK	\$190.57	1006	Printed	Expense	<input type="checkbox"/>		
131209	09/05/2023	ALLSTATE	\$26.42	1006	Printed	Expense	<input type="checkbox"/>		
131210	09/05/2023	AMERIPRISE FINANCIAL SERVICES, INC	\$437.91	1006	Printed	Expense	<input type="checkbox"/>		
131211	09/05/2023	AXA EQUITABLE	\$1,675.38	1006	Printed	Expense	<input type="checkbox"/>		
131212	09/05/2023	HORACE MANN LIFE INSURANCE COMPANY	\$2,431.53	1006	Printed	Expense	<input type="checkbox"/>		
131213	09/05/2023	METLIFE 0837050	\$445.74	1006	Printed	Expense	<input type="checkbox"/>		
131214	09/05/2023	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$1,829.27	1006	Printed	Expense	<input type="checkbox"/>		
131215	09/05/2023	UPSEU 05745	\$36.76	1006	Printed	Expense	<input type="checkbox"/>		
131216	09/05/2023	ALLSTATE	\$52.84	1007	Printed	Expense	<input type="checkbox"/>		
131217	09/05/2023	ADVANCED LOCK & SECURITY CO	\$151.00	1008	Printed	Expense	<input type="checkbox"/>		
131218	09/05/2023	AETNA HEALTH MANAGEMENT LLC	\$158.41	1008	Printed	Expense	<input type="checkbox"/>		
131219	09/05/2023	AMAZON	\$2,019.03	1008	Printed	Expense	<input type="checkbox"/>		
131220	09/05/2023	ANDERSON MOTORS, INC.	\$676.27	1008	Printed	Expense	<input type="checkbox"/>		
131221	09/05/2023	ANTHEM BLUE CROSS/BLUE SHIELD	\$110,571.44	1008	Printed	Expense	<input type="checkbox"/>		
131222	09/05/2023	ANTHEM LIFE INSURANCE CO	\$486.18	1008	Printed	Expense	<input type="checkbox"/>		
131223	09/05/2023	BREEZELINE	\$739.15	1008	Printed	Expense	<input type="checkbox"/>		
131224	09/05/2023	CASELLA WASTE	\$747.10	1008	Printed	Expense	<input type="checkbox"/>		
131225	09/05/2023	CHLIC.	\$4,463.61	1008	Printed	Expense	<input type="checkbox"/>		
131226	09/05/2023	CHRISTINE CHANDLER	\$187.89	1008	Printed	Expense	<input type="checkbox"/>		
131227	09/05/2023	CLEAN FOCUS DEVELOPMENT LLC	\$2,514.01	1008	Printed	Expense	<input type="checkbox"/>		
131228	09/05/2023	CT ASSOCIATION OF PUBLIC	\$150.00	1008	Printed	Expense	<input type="checkbox"/>		
131229	09/05/2023	D & R COMMUNICATIONS LLC	\$606.00	1008	Printed	Expense	<input type="checkbox"/>		

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131230	09/05/2023	DIME OIL COMPANY	\$1,907.63	1008	Printed	Expense	<input type="checkbox"/>		
131231	09/05/2023	EDWARD A WILLIAMS	\$280.00	1008	Printed	Expense	<input type="checkbox"/>		
131232	09/05/2023	EVERSOURCE	\$2,953.22	1008	Printed	Expense	<input type="checkbox"/>		
131233	09/05/2023	GREAT MINDS PBC	\$59.24	1008	Printed	Expense	<input type="checkbox"/>		
131234	09/05/2023	LAURA SMITH	\$128.86	1008	Printed	Expense	<input type="checkbox"/>		
131235	09/05/2023	NEW ENGLAND SERVICE & CONTROLS	\$2,910.00	1008	Printed	Expense	<input type="checkbox"/>		
131236	09/05/2023	OTIS ELEVATOR COMPANY	\$100.00	1008	Printed	Expense	<input type="checkbox"/>		
131237	09/05/2023	PAULA ROSENBERG BELL	\$375.68	1008	Printed	Expense	<input type="checkbox"/>		
131238	09/05/2023	PD MONSTER, LLC	\$2,550.00	1008	Printed	Expense	<input type="checkbox"/>		
131239	09/05/2023	PITNEY BOWES (METER)	\$244.20	1008	Printed	Expense	<input type="checkbox"/>		
131240	09/05/2023	PUTNAM CHRYSLER DODGE JEEP KIA	\$268.00	1008	Printed	Expense	<input type="checkbox"/>		
131241	09/05/2023	SCHOOLTRON	\$1,500.00	1008	Printed	Expense	<input type="checkbox"/>		
131242	09/05/2023	SERVICE MANAGEMENT GROUP LLC	\$13,626.42	1008	Printed	Expense	<input type="checkbox"/>		
131243	09/05/2023	SHARP TRAINING INC	\$5,660.00	1008	Printed	Expense	<input type="checkbox"/>		
131244	09/05/2023	SHAWN LUCAS	\$750.00	1008	Printed	Expense	<input type="checkbox"/>		
131245	09/05/2023	THE AMERICAN SCHOOL FOR THE DEAF	\$8,462.53	1008	Printed	Expense	<input type="checkbox"/>		
131246	09/05/2023	TYLER TECHNOLOGIES, INC.	\$13,781.31	1008	Printed	Expense	<input type="checkbox"/>		
131247	09/05/2023	US BANK VOYAGER FLEET SYS	\$724.77	1008	Printed	Expense	<input type="checkbox"/>		
131248	09/05/2023	VANDI AUTO SUPPLY	\$556.55	1008	Printed	Expense	<input type="checkbox"/>		
131249	09/05/2023	VERIZON WIRELESS	\$333.92	1008	Printed	Expense	<input type="checkbox"/>		
131250	09/05/2023	W B MASON CO INC	\$7.98	1008	Printed	Expense	<input type="checkbox"/>		
131251	09/18/2023	AETNA HEALTH MANAGEMENT LLC	\$158.41	1010	Printed	Expense	<input type="checkbox"/>		

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131252	09/18/2023	AMAZON	\$1,066.43	1010	Printed	Expense	<input type="checkbox"/>		
131253	09/18/2023	AMERICAN RED CROSS	\$288.00	1010	Printed	Expense	<input type="checkbox"/>		
131254	09/18/2023	ANDERSON MOTORS, INC.	\$408.30	1010	Printed	Expense	<input type="checkbox"/>		
131255	09/18/2023	ANTHEM BLUE CROSS/BLUE SHIELD	\$110,171.44	1010	Printed	Expense	<input type="checkbox"/>		
131256	09/18/2023	CABE	\$280.00	1010	Printed	Expense	<input type="checkbox"/>		
131257	09/18/2023	CANAL ALARM DEVICES INC	\$456.44	1010	Printed	Expense	<input type="checkbox"/>		
131258	09/18/2023	CIRMA	\$9,905.90	1010	Printed	Expense	<input type="checkbox"/>		
131259	09/18/2023	DELL MARKETING LP	\$380.13	1010	Printed	Expense	<input type="checkbox"/>		
131260	09/18/2023	DIME OIL COMPANY	\$3,729.86	1010	Printed	Expense	<input type="checkbox"/>		
131261	09/18/2023	EVERSOURCE	\$3,237.59	1010	Printed	Expense	<input type="checkbox"/>		
131262	09/18/2023	HEATHER NICKERSON	\$246.67	1010	Printed	Expense	<input type="checkbox"/>		
131263	09/18/2023	HERITAGE VALLEY AUTO GROUP	\$180.40	1010	Printed	Expense	<input type="checkbox"/>		
131264	09/18/2023	HORIZONS, INC	\$6,356.74	1010	Printed	Expense	<input type="checkbox"/>		
131265	09/18/2023	KAINEN, ESCALERA AND MCHALE PC	\$212.00	1010	Printed	Expense	<input type="checkbox"/>		
131266	09/18/2023	KELLY HUHTANEN	\$47.50	1010	Printed	Expense	<input type="checkbox"/>		
131267	09/18/2023	KERRIGAN, KEVIN M	\$59.72	1010	Printed	Expense	<input type="checkbox"/>		
131268	09/18/2023	LIFESPAN SCHOOL SOLUTIONS INC	\$1,944.00	1010	Printed	Expense	<input type="checkbox"/>		
131269	09/18/2023	MACGILL DISCOUNT MEDICAL SUPPLIES	\$174.65	1010	Printed	Expense	<input type="checkbox"/>		
131270	09/18/2023	MOBYMAX	\$133.00	1010	Printed	Expense	<input type="checkbox"/>		
131271	09/18/2023	PITNEY BOWES INC	\$273.87	1010	Printed	Expense	<input type="checkbox"/>		
131272	09/18/2023	RICOH USA, INC	\$1,190.80	1010	Printed	Expense	<input type="checkbox"/>		
131273	09/18/2023	SIEMENS INDUSTRY INC	\$468.00	1010	Printed	Expense	<input type="checkbox"/>		

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131274	09/18/2023	TEACHER SYNERGY, LLC	\$134.99	1010	Printed	Expense	<input type="checkbox"/>		
131275	09/18/2023	THE AMERICAN SCHOOL FOR THE DEAF	\$13,371.40	1010	Printed	Expense	<input type="checkbox"/>		
131276	09/18/2023	THE HILB GROUP OF NEW ENGLAND LLC	\$10,225.36	1010	Printed	Expense	<input type="checkbox"/>		
131277	09/18/2023	UNIVERSITY OF OREGON	\$460.00	1010	Printed	Expense	<input type="checkbox"/>		
131278	09/18/2023	VANDI AUTO SUPPLY	\$130.80	1010	Printed	Expense	<input type="checkbox"/>		
131279	09/18/2023	VERIZON WIRELESS	\$303.46	1010	Printed	Expense	<input type="checkbox"/>		
131280	09/18/2023	W B MASON CO INC	\$7.98	1010	Printed	Expense	<input type="checkbox"/>		
131281	09/18/2023	WICKEDSICK INDUSTRIES INC	\$260.97	1010	Printed	Expense	<input type="checkbox"/>		
131282	09/29/2023	AMAZON	\$596.52	1013	Printed	Expense	<input type="checkbox"/>		
131283	09/29/2023	ANDERSON MOTORS, INC.	\$1,333.43	1013	Printed	Expense	<input type="checkbox"/>		
131284	09/29/2023	ANTHEM LIFE INSURANCE CO	\$518.76	1013	Printed	Expense	<input type="checkbox"/>		
131285	09/29/2023	BERNDT, GREGORY A	\$20.00	1013	Printed	Expense	<input type="checkbox"/>		
131286	09/29/2023	CHLIC.	\$4,748.09	1013	Printed	Expense	<input type="checkbox"/>		
131287	09/29/2023	CUSTOM COMPUTER SPECIALISTS, INC	\$806.40	1013	Printed	Expense	<input type="checkbox"/>		
131288	09/29/2023	DIME OIL COMPANY	\$2,910.13	1013	Printed	Expense	<input type="checkbox"/>		
131289	09/29/2023	EDUPARTS LLC	\$149.90	1013	Printed	Expense	<input type="checkbox"/>		
131290	09/29/2023	ESPINOSA, PATRICIA M	\$57.50	1013	Printed	Expense	<input type="checkbox"/>		
131291	09/29/2023	FRANK CHAMBERLAND AGENCY	\$100.00	1013	Printed	Expense	<input type="checkbox"/>		
131292	09/29/2023	HAMMERHEAD ROOFING LLC	\$4,573.50	1013	Printed	Expense	<input type="checkbox"/>		
131293	09/29/2023	NECHEAR	\$1,060.00	1013	Printed	Expense	<input type="checkbox"/>		
131294	09/29/2023	OTIS ELEVATOR COMPANY	\$714.63	1013	Printed	Expense	<input type="checkbox"/>		
131295	09/29/2023	PETE'S TIRE BARNS, INC	\$1,673.80	1013	Printed	Expense	<input type="checkbox"/>		

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
131296	09/29/2023	PMT ASSOCIATES INC	\$740.00	1013	Printed	Expense	<input type="checkbox"/>		
131297	09/29/2023	RICOH USA, INC	\$569.92	1013	Printed	Expense	<input type="checkbox"/>		
131298	09/29/2023	SERVICE MANAGEMENT GROUP LLC	\$13,626.42	1013	Printed	Expense	<input type="checkbox"/>		
131299	09/29/2023	SIEMENS INDUSTRY INC	\$1,505.00	1013	Printed	Expense	<input type="checkbox"/>		
131300	09/29/2023	TEACHER SYNERGY, LLC	\$234.99	1013	Printed	Expense	<input type="checkbox"/>		
131301	09/29/2023	THE LIGHTHOUSE	\$34,149.00	1013	Printed	Expense	<input type="checkbox"/>		
131302	09/29/2023	TOWN OF STERLING	\$627.07	1013	Printed	Expense	<input type="checkbox"/>		
131303	09/29/2023	US BANK VOYAGER FLEET SYS	\$2,179.69	1013	Printed	Expense	<input type="checkbox"/>		
131304	09/29/2023	VANDI AUTO SUPPLY	\$171.46	1013	Printed	Expense	<input type="checkbox"/>		
131305	09/29/2023	VENTRIS LEARNING LLC	\$90.00	1013	Printed	Expense	<input type="checkbox"/>		
131306	09/29/2023	W B MASON CO INC	\$138.49	1013	Printed	Expense	<input type="checkbox"/>		
131307	09/29/2023	AFLAC NEW YORK	\$434.18	1015	Printed	Expense	<input type="checkbox"/>		
131308	09/29/2023	ALLSTATE	\$52.84	1015	Printed	Expense	<input type="checkbox"/>		
131309	09/29/2023	AMERIPRISE FINANCIAL SERVICES, INC	\$337.91	1015	Printed	Expense	<input type="checkbox"/>		
131310	09/29/2023	AXA EQUITABLE	\$2,252.23	1015	Printed	Expense	<input type="checkbox"/>		
131311	09/29/2023	HORACE MANN LIFE INSURANCE COMPANY	\$1,931.53	1015	Printed	Expense	<input type="checkbox"/>		
131312	09/29/2023	METLIFE 0837050	\$149.39	1015	Printed	Expense	<input type="checkbox"/>		
131313	09/29/2023	METLIFE 0837050	\$220.00	1015	Printed	Expense	<input type="checkbox"/>		
131314	09/29/2023	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$3,257.27	1015	Printed	Expense	<input type="checkbox"/>		
131315	09/29/2023	STERLING EDUCATION ASSOCIATION	\$2,729.76	1015	Printed	Expense	<input type="checkbox"/>		
131316	09/29/2023	UPSEU 05745	\$751.18	1015	Printed	Expense	<input type="checkbox"/>		

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From Date: 09/01/2023

To Date: 09/30/2023

From Check:

To Check:

From Voucher:

To Voucher:

Total Amount: \$439,452.62

End of Report

Sterling Board of Education

Budget and Expenses - BOE

From Date: 9/1/2023

To Date: 9/30/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.1000.111.01.000.00.71	Certified Personnel	\$1,761,162.00	\$161,635.82	\$347,195.83	\$1,413,966.17	\$0.00	\$1,413,966.17	80.29%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$3,750.00	\$3,750.00	\$46,250.00	\$0.00	\$46,250.00	92.50%
A.1000.112.01.000.00.71	Non Certified Personnel	\$83,432.00	\$7,022.22	\$7,022.22	\$76,409.78	\$0.00	\$76,409.78	91.58%
A.1000.210.00.000.00.71	E/B Insurance	\$440,841.00	\$119,451.75	\$174,603.07	\$266,237.93	\$451,937.98	(\$185,700.05)	-42.12%
A.1000.220.00.000.00.70	E/B FICA/Medicare	\$35,744.00	\$3,259.08	\$6,100.27	\$29,643.73	\$0.00	\$29,643.73	82.93%
A.1000.240.00.000.00.71	E/B Other (Course Reim)	\$6,000.00	\$500.00	\$500.00	\$5,500.00	\$0.00	\$5,500.00	91.67%
A.1000.320.01.000.00.71	Professional Development - Cer	\$15,000.00	\$1,050.00	\$19,238.00	(\$4,238.00)	\$0.00	(\$4,238.00)	-28.25%
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	\$152.75	\$152.75	\$47.25	\$0.00	\$47.25	23.63%
A.1000.611.01.000.00.71	Instructional Supplies	\$10,000.00	\$425.91	\$425.91	\$9,574.09	\$264.83	\$9,309.26	93.09%
A.1000.611.01.102.00.71	Math Instructional Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.1000.611.01.105.00.71	Art Instructional Supplies	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
A.1000.611.01.106.00.71	Music Instructional Supplies	\$1,000.00	\$384.30	\$384.30	\$615.70	\$169.10	\$446.60	44.66%
A.1000.611.01.107.00.71	Health Instructional Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.611.01.108.00.71	PE Instructional Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.611.01.109.00.71	World Language Instructional S	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.641.01.000.00.71	Textbooks	\$5,000.00	\$1,701.08	\$1,701.08	\$3,298.92	\$0.00	\$3,298.92	65.98%
A.1000.642.01.000.00.71	Consumable Workbooks	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1000.642.01.102.00.71	Math Consumable Workbooks	\$3,000.00	\$59.24	\$59.24	\$2,940.76	\$0.00	\$2,940.76	98.03%
A.1000.650.00.000.00.71	Educational Software Licenses/	\$33,000.00	\$593.00	\$783.00	\$32,217.00	\$575.00	\$31,642.00	95.88%
A.1000.690.01.103.00.71	Science Other Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.1000.690.01.105.00.71	Art Other Supplies & Materials	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.690.01.106.00.71	Music Other Supplies & Materia	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.690.01.109.00.71	World Language Other Supplies	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
A.1000.730.00.000.00.71	Instructional Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
A.1000.739.00.000.00.71	Copier Leases, Fees, Supplies	\$18,000.00	\$1,190.80	\$1,928.82	\$16,071.18	\$13,451.63	\$2,619.55	14.55%
A.1000.739.01.106.00.71	Music Equipment	\$1,000.00	\$716.19	\$716.19	\$283.81	\$0.00	\$283.81	28.38%
A.1000.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Regular Program - 1000	\$2,474,779.00	\$301,892.14	\$564,560.68	\$1,910,218.32	\$466,398.54	\$1,443,819.78	58.34%
A.1200.111.00.000.00.71	Special Education Director	\$99,910.00	\$7,685.38	\$26,898.83	\$73,011.17	\$0.00	\$73,011.17	73.08%
A.1200.111.01.000.00.71	Certified Personnel	\$519,820.00	\$47,143.82	\$101,369.34	\$418,450.66	\$0.00	\$418,450.66	80.50%
A.1200.112.01.000.00.71	Non Certified Personnel	\$261,703.00	\$28,260.99	\$34,726.19	\$226,976.81	\$0.00	\$226,976.81	86.73%
A.1200.112.02.000.00.71	Non Certified Substitutes	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
A.1200.210.00.000.00.71	E/B Insurance	\$319,000.00	\$72,765.24	\$108,762.31	\$210,237.69	\$287,639.66	(\$77,401.97)	-24.26%
A.1200.220.00.000.00.70	E/B FICA/Medicare	\$32,962.00	\$2,567.17	\$4,033.80	\$28,928.20	\$0.00	\$28,928.20	87.76%
A.1200.240.00.000.00.71	E/B Other	\$4,578.00	\$263.28	\$394.92	\$4,183.08	\$1,184.79	\$2,998.29	65.49%
A.1200.320.00.000.00.71	Professional Development - Cer	\$3,500.00	\$740.00	\$889.00	\$2,611.00	\$249.00	\$2,362.00	67.49%
A.1200.322.01.000.00.71	Professional Dev - Non Cert	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
A.1200.330.00.000.00.71	Professional & Technical Svcs	\$4,500.00	\$1,465.68	\$2,715.33	\$1,784.67	\$15,714.32	(\$13,929.65)	-309.55%
A.1200.330.01.000.00.71	Evaluation Services	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$4,600.00	\$8,400.00	64.62%
A.1200.330.02.000.00.71	Assistive Technology	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.1200.580.00.000.00.71	Travel	\$500.00	\$105.00	\$105.00	\$395.00	\$0.00	\$395.00	79.00%
A.1200.611.01.000.00.71	Instructional Supplies	\$3,000.00	\$90.00	\$90.00	\$2,910.00	\$0.00	\$2,910.00	97.00%
A.1200.611.02.000.00.71	Testing Supplies	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$2,090.00	\$910.00	30.33%
A.1200.630.00.000.00.71	Special Ed Incentive	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
A.1200.641.02.000.00.71	Consumable Workbooks	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.1200.650.00.000.00.71	Educational Software Licenses/	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
A.1200.690.00.000.00.72	Other Supplies & Materials	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$69.99	\$930.01	93.00%
A.1200.700.00.000.00.71	Equipment	\$1,500.00	\$720.00	\$720.00	\$780.00	\$90.00	\$690.00	46.00%
A.1200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	50.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 9/1/2023

To Date: 9/30/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Func: Special Education Program - 1200	\$1,287,673.00	\$163,306.56	\$282,454.72	\$1,005,218.28	\$311,637.76	\$693,580.52	53.86%
A.2130.111.01.000.00.71	School Nurse	\$53,045.00	\$4,080.38	\$14,281.33	\$38,763.67	\$0.00	\$38,763.67	73.08%
A.2130.111.03.000.00.71	School Nurse Substitutes	\$2,625.00	\$0.00	\$0.00	\$2,625.00	\$0.00	\$2,625.00	100.00%
A.2130.210.00.000.00.71	E/B Insurance	\$200.00	\$165.58	\$248.37	(\$48.37)	\$83.88	(\$132.25)	-66.13%
A.2130.220.00.000.00.70	E/B FICA/Medicare	\$4,259.00	\$310.56	\$1,229.82	\$3,029.18	\$0.00	\$3,029.18	71.12%
A.2130.240.00.000.00.71	E/B Other	\$1,592.00	\$265.22	\$397.83	\$1,194.17	\$1,193.49	\$0.68	0.04%
A.2130.322.01.000.00.71	Professional Dev - Non Cert	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2130.330.00.000.00.71	Professional & Technical Svcs	\$1,750.00	\$288.00	\$288.00	\$1,462.00	\$0.00	\$1,462.00	83.54%
A.2130.690.00.000.00.71	Health Office Supplies	\$2,000.00	\$174.65	\$467.18	\$1,532.82	\$0.00	\$1,532.82	76.64%
A.2130.739.00.000.00.71	Health Office Equipment	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Health Office - 2130	\$66,471.00	\$5,284.39	\$16,912.53	\$49,558.47	\$1,277.37	\$48,281.10	72.63%
A.2190.111.01.000.00.71	Certified Personnel	\$19,785.00	\$6,107.14	\$9,160.71	\$10,624.29	\$0.00	\$10,624.29	53.70%
A.2190.210.00.000.00.71	E/B Insurance	\$12,000.00	\$142.24	\$142.24	\$11,857.76	\$13,243.56	(\$1,385.80)	-11.55%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$4,039.00	\$464.12	\$697.72	\$3,341.28	\$0.00	\$3,341.28	82.73%
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	\$0.00	\$0.00	\$30,000.00	\$26,000.00	\$4,000.00	13.33%
A.2190.611.00.000.00.71	PT/OT Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2190.730.00.000.00.71	PT/OT Equipment	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Physical/Occupational Therapy - 2190	\$67,324.00	\$6,713.50	\$10,000.67	\$57,323.33	\$39,243.56	\$18,079.77	26.85%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$18,774.00	\$1,820.21	\$1,820.21	\$16,953.79	\$0.00	\$16,953.79	90.30%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,436.00	\$139.25	\$139.25	\$1,296.75	\$0.00	\$1,296.75	90.30%
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	\$150.00	\$199.98	\$2,800.02	\$0.00	\$2,800.02	93.33%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Educational Media - 2220	\$23,960.00	\$2,109.46	\$2,159.44	\$21,800.56	\$0.00	\$21,800.56	90.99%
A.2230.112.00.000.00.71	IT Personnel	\$65,723.00	\$5,055.62	\$17,694.67	\$48,028.33	\$0.00	\$48,028.33	73.08%
A.2230.112.01.000.00.71	IT Aide	\$31,245.00	\$2,568.46	\$8,989.61	\$22,255.39	\$0.00	\$22,255.39	71.23%
A.2230.210.00.000.00.71	E/B Insurance	\$500.00	\$2,400.16	\$3,615.78	(\$3,115.78)	\$502.32	(\$3,618.10)	-723.62%
A.2230.220.00.000.00.70	E/B FICA/Medicare	\$7,418.00	\$555.84	\$2,013.94	\$5,404.06	\$0.00	\$5,404.06	72.85%
A.2230.240.00.000.00.70	E/B Other	\$3,972.00	\$328.62	\$492.93	\$3,479.07	\$1,478.79	\$2,000.28	50.36%
A.2230.320.00.000.00.71	Professional Development	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.2230.330.00.000.00.71	Professional & Technical Servi	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$1,584.00	\$3,416.00	68.32%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$2,200.00	\$836.57	\$836.57	\$1,363.43	\$0.00	\$1,363.43	61.97%
A.2230.431.00.000.00.71	Maintenance Agreement	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$8,500.00	100.00%
A.2230.690.00.000.00.71	Other Supplies & Materials	\$2,200.00	\$0.00	\$254.53	\$1,945.47	\$219.00	\$1,726.47	78.48%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$16,000.00	\$1,016.26	\$1,016.26	\$14,983.74	\$649.59	\$14,334.15	89.59%
A.2230.731.00.000.00.71	Computer Software	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	100.00%
	Func: Information Technology - 2230	\$148,258.00	\$12,761.53	\$34,914.29	\$113,343.71	\$4,433.70	\$108,910.01	73.46%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$55,167.00	\$4,243.62	\$14,852.67	\$40,314.33	\$0.00	\$40,314.33	73.08%
A.2310.112.02.000.00.71	Board of Education Clerk	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
A.2310.210.00.000.00.71	E/B Insurance	\$23,500.00	\$5,082.46	\$7,623.69	\$15,876.31	\$21,081.78	(\$5,205.47)	-22.15%
A.2310.220.00.000.00.70	E/B FICA/Medicare	\$4,312.00	\$268.44	\$1,080.04	\$3,231.96	\$0.00	\$3,231.96	74.95%
A.2310.230.00.000.00.71	Workers Compensation Ins	\$49,130.00	\$9,905.90	\$19,813.50	\$29,316.50	\$19,816.90	\$9,499.60	19.34%
A.2310.240.00.000.00.71	E/B Other	\$1,656.00	\$275.82	\$413.73	\$1,242.27	\$1,241.19	\$1.08	0.07%
A.2310.250.00.000.00.71	Unemployment Compensation	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$4,837.00	\$163.00	3.26%
A.2310.330.01.000.00.71	Legal Services	\$10,000.00	\$212.00	\$212.00	\$9,788.00	\$4,788.00	\$5,000.00	50.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 9/1/2023

To Date: 9/30/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2310.330.03.000.00.71	Other Professional & Tech Svcs	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$9,960.00	\$6,040.00	37.75%
A.2310.520.01.000.00.71	Fidelity Bond	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
A.2310.520.02.000.00.71	Errors and Omissions Insurance	\$8,335.00	\$0.00	\$8,333.00	\$2.00	\$0.00	\$2.00	0.02%
A.2310.580.00.000.00.71	Travel	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
A.2310.590.01.000.00.71	Communications/Postage	\$5,000.00	\$518.07	\$518.07	\$4,481.93	\$732.60	\$3,749.33	74.99%
A.2310.590.02.000.00.71	Advertising	\$1,200.00	\$0.00	\$1,229.06	(\$29.06)	\$832.00	(\$861.06)	-71.76%
A.2310.590.04.000.00.71	Community Engagement	\$2,000.00	\$0.00	\$78.31	\$1,921.69	\$0.00	\$1,921.69	96.08%
A.2310.650.00.000.00.71	Software Licenses & Support	\$26,590.00	\$13,781.31	\$13,781.31	\$12,808.69	\$0.00	\$12,808.69	48.17%
A.2310.690.00.000.00.71	BOE Other Supplies & Materials	\$1,000.00	\$843.42	\$843.42	\$156.58	\$0.00	\$156.58	15.66%
A.2310.890.00.000.00.71	Dues & Fees	\$1,500.00	\$0.00	\$100.00	\$1,400.00	\$1,250.00	\$150.00	10.00%
	Func: Board of Education - 2310	\$211,790.00	\$35,231.04	\$68,978.80	\$142,811.20	\$64,539.47	\$78,271.73	36.96%
A.2320.111.00.000.00.71	Superintendent	\$100,000.00	\$7,692.32	\$26,923.12	\$73,076.88	\$0.00	\$73,076.88	73.08%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,450.00	\$111.54	\$390.39	\$1,059.61	\$0.00	\$1,059.61	73.08%
A.2320.320.00.000.00.71	Professional Development - Cer	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2320.580.00.000.00.71	Travel	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.2320.690.00.000.00.71	Superintendent Off Supplies	\$750.00	\$0.00	\$0.00	\$750.00	\$69.99	\$680.01	90.67%
A.2320.739.00.000.00.71	Other Equipment	\$750.00	\$569.92	\$569.92	\$180.08	\$0.00	\$180.08	24.01%
A.2320.890.00.000.00.71	Dues & Fees	\$4,500.00	\$0.00	\$315.00	\$4,185.00	\$3,490.00	\$695.00	15.44%
	Func: Superintendent's Office - 2320	\$108,200.00	\$8,373.78	\$28,198.43	\$80,001.57	\$3,559.99	\$76,441.58	70.65%
A.2400.111.00.000.00.71	Principal	\$132,613.00	\$10,201.00	\$35,703.50	\$96,909.50	\$0.00	\$96,909.50	73.08%
A.2400.111.01.000.00.71	Clinical Supervisor	\$54,807.00	\$4,215.86	\$14,755.51	\$40,051.49	\$0.00	\$40,051.49	73.08%
A.2400.112.00.000.00.71	Non Certified Personnel	\$96,556.00	\$7,440.77	\$22,218.38	\$74,337.62	\$0.00	\$74,337.62	76.99%
A.2400.210.00.000.00.71	E/B Insurance	\$69,000.00	\$13,696.92	\$20,545.38	\$48,454.62	\$59,621.42	(\$11,166.80)	-16.18%
A.2400.220.00.000.00.70	E/B FICA/Medicare	\$10,104.00	\$671.81	\$2,324.89	\$7,779.11	\$0.00	\$7,779.11	76.99%
A.2400.240.00.000.00.71	E/B Other	\$5,624.00	\$937.10	\$1,405.65	\$4,218.35	\$4,216.92	\$1.43	0.03%
A.2400.320.00.000.00.71	Professional Development - Cer	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
A.2400.330.00.000.00.71	Professional & Technical Svcs	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.2400.580.00.000.00.71	Travel	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
A.2400.590.01.000.00.71	Principal's Engagement	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
A.2400.650.00.000.00.71	Educational Software Licenses/	\$9,300.00	\$0.00	\$0.00	\$9,300.00	\$0.00	\$9,300.00	100.00%
A.2400.690.00.000.00.71	Other Supplies & Materials	\$3,000.00	\$15.96	\$23.94	\$2,976.06	\$460.72	\$2,515.34	83.84%
A.2400.890.00.000.00.71	Dues & Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
	Func: Building Administrators - 2400	\$385,554.00	\$37,179.42	\$96,977.25	\$288,576.75	\$64,299.06	\$224,277.69	58.17%
A.2510.112.01.000.00.71	Business Manager	\$96,116.00	\$7,393.54	\$25,877.39	\$70,238.61	\$0.00	\$70,238.61	73.08%
A.2510.210.00.000.00.71	E/B Insurance	\$29,000.00	\$6,283.06	\$9,424.59	\$19,575.41	\$26,104.79	(\$6,529.38)	-22.52%
A.2510.220.00.000.00.70	E/B FICA/Medicare	\$7,353.00	\$496.20	\$1,910.20	\$5,442.80	\$0.00	\$5,442.80	74.02%
A.2510.240.00.000.00.71	E/B Other	\$4,883.00	\$980.14	\$3,470.21	\$1,412.79	\$4,410.57	(\$2,997.78)	-61.39%
A.2510.330.02.000.00.71	Professional & Technical Svcs	\$14,500.00	\$938.20	\$2,521.87	\$11,978.13	\$9,431.80	\$2,546.33	17.56%
A.2510.580.00.000.00.71	Travel	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2510.690.00.000.00.71	Fiscal Office Supplies	\$750.00	\$37.26	\$37.26	\$712.74	\$0.00	\$712.74	95.03%
A.2510.739.00.000.00.71	Fiscal Office Equipment	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
A.2510.890.00.000.00.71	Dues & Fees	\$1,440.00	\$0.00	\$700.00	\$740.00	\$349.00	\$391.00	27.15%
	Func: Fiscal & Business Office - 2510	\$154,642.00	\$16,128.40	\$43,941.52	\$110,700.48	\$40,296.16	\$70,404.32	45.53%
A.2600.112.01.000.00.71	Facilities Director	\$65,000.00	\$5,000.00	\$17,500.00	\$47,500.00	\$0.00	\$47,500.00	73.08%
A.2600.177.01.000.00.71	Security Officer	\$27,965.00	\$2,623.80	\$3,935.70	\$24,029.30	\$0.00	\$24,029.30	85.93%
A.2600.210.00.000.00.71	E/B Insurance	\$500.00	\$23.40	\$35.10	\$464.90	\$105.30	\$359.60	71.92%
A.2600.220.00.000.00.70	E/B FICA/Medicare	\$7,014.00	\$583.22	\$1,639.83	\$5,374.17	\$0.00	\$5,374.17	76.62%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 9/1/2023

To Date: 9/30/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2600.240.00.000.00.71	E/B Other	\$1,950.00	\$0.00	\$0.00	\$1,950.00	\$0.00	\$1,950.00	100.00%
A.2600.410.01.000.00.71	Electricity	\$82,500.00	\$8,704.82	\$14,464.52	\$68,035.48	\$65,535.48	\$2,500.00	3.03%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$9,000.00	\$747.10	\$2,242.83	\$6,757.17	\$7,257.17	(\$500.00)	-5.56%
A.2600.410.03.000.00.71	Water	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$2,000.00	\$1,000.00	33.33%
A.2600.410.04.000.00.71	Sewer	\$18,450.00	\$0.00	\$18,450.00	\$0.00	\$0.00	\$0.00	0.00%
A.2600.430.01.000.00.71	Maintenance Contracts	\$172,767.00	\$30,542.47	\$46,588.89	\$126,178.11	\$127,671.11	(\$1,493.00)	-0.86%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	\$10,000.00	\$7,393.47	\$8,467.57	\$1,532.43	\$13,892.56	(\$12,360.13)	-123.60%
A.2600.520.00.000.00.71	Plant Insurance	\$41,385.00	\$0.00	\$41,385.00	\$0.00	\$0.00	\$0.00	0.00%
A.2600.590.01.000.00.71	Telephone	\$9,000.00	\$1,376.53	\$2,854.83	\$6,145.17	\$10,025.17	(\$3,880.00)	-43.11%
A.2600.613.00.000.00.71	Maintenance Supplies	\$20,000.00	\$656.24	\$828.08	\$19,171.92	\$342.13	\$18,829.79	94.15%
A.2600.620.00.000.00.71	Heating Oil	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$55,000.00	\$5,000.00	8.33%
A.2600.739.00.000.00.71	Maintenance Equipment	\$500.00	\$396.48	\$396.48	\$103.52	\$0.00	\$103.52	20.70%
	Func: Plant Operation & Maintenance - 2600	\$529,031.00	\$58,047.53	\$158,788.83	\$370,242.17	\$281,828.92	\$88,413.25	16.71%
A.2700.112.01.000.00.71	Bus Drivers	\$191,030.00	\$20,402.70	\$26,325.94	\$164,704.06	\$0.00	\$164,704.06	86.22%
A.2700.112.02.000.00.71	Bus Coordinator	\$59,753.00	\$4,596.40	\$16,087.40	\$43,665.60	\$0.00	\$43,665.60	73.08%
A.2700.112.03.000.00.71	Van Drivers	\$102,259.00	\$11,235.33	\$21,009.13	\$81,249.87	\$0.00	\$81,249.87	79.45%
A.2700.210.00.000.00.71	E/B Insurance	\$79,500.00	\$16,602.98	\$24,904.47	\$54,595.53	\$71,776.06	(\$17,180.53)	-21.61%
A.2700.220.00.000.00.70	E/B FICA/Medicare	\$27,008.00	\$2,603.19	\$4,683.07	\$22,324.93	\$0.00	\$22,324.93	82.66%
A.2700.240.00.000.00.71	E/B Other	\$1,793.00	\$0.00	\$149.39	\$1,643.61	\$1,344.51	\$299.10	16.68%
A.2700.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
A.2700.430.00.000.00.71	Transportation Maintenance	\$38,000.00	\$6,005.01	\$12,544.30	\$25,455.70	\$0.00	\$25,455.70	66.99%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	\$54,300.00	\$1,340.00	\$3,082.00	\$51,218.00	\$80,936.00	(\$29,718.00)	-54.73%
A.2700.520.00.000.00.71	Vehicle Insurance	\$17,615.00	\$0.00	\$17,613.00	\$2.00	\$0.00	\$2.00	0.01%
A.2700.625.00.000.00.71	Supplies - Oil, Washer Fluid,	\$9,000.00	\$627.07	\$627.07	\$8,372.93	\$0.00	\$8,372.93	93.03%
A.2700.626.00.000.00.71	Regular Fuel - Vans	\$24,000.00	\$2,904.46	\$4,120.72	\$19,879.28	\$18,879.28	\$1,000.00	4.17%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$55,000.00	\$8,209.65	\$8,209.65	\$46,790.35	\$36,452.38	\$10,337.97	18.80%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.2700.890.00.000.00.71	Dues & Fees	\$1,500.00	\$1,520.00	\$1,953.00	(\$453.00)	\$0.00	(\$453.00)	-30.20%
	Func: Transportation - 2700	\$664,758.00	\$76,046.79	\$141,309.14	\$523,448.86	\$209,388.23	\$314,060.63	47.24%
A.3100.435.00.000.00.71	Repairs	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.3100.570.00.000.00.71	Food Service Management	\$23,500.00	\$0.00	\$0.00	\$23,500.00	\$0.00	\$23,500.00	100.00%
A.3100.621.00.000.00.71	Propane	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
A.3100.690.00.000.00.71	Supplies	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
A.3100.700.00.000.00.71	Equipment	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	Func: Food Service Operations - 3100	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$0.00	\$28,000.00	100.00%
A.3200.111.00.000.00.71	Stipend Positions	\$22,386.00	\$0.00	\$0.00	\$22,386.00	\$0.00	\$22,386.00	100.00%
A.3200.111.01.000.00.71	Coaches Salaries	\$12,054.00	\$0.00	\$0.00	\$12,054.00	\$0.00	\$12,054.00	100.00%
A.3200.112.00.000.00.71	Extra Curricular Transportatio	\$0.00	\$170.77	\$170.77	(\$170.77)	\$0.00	(\$170.77)	0.00%
A.3200.220.00.000.00.70	E/B FICA/Medicare	\$2,635.00	\$0.00	\$0.00	\$2,635.00	\$0.00	\$2,635.00	100.00%
A.3200.329.00.000.00.71	Officials	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
A.3200.690.00.000.00.71	Activity Supplies & Materials	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
A.3200.739.00.000.00.71	Activity Equipment	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.3200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: Student Activities - 3200	\$46,075.00	\$170.77	\$170.77	\$45,904.23	\$0.00	\$45,904.23	99.63%
A.6110.561.01.000.00.73	Tuition: Plainfield	\$826,603.00	\$0.00	\$0.00	\$826,603.00	\$812,603.26	\$13,999.74	1.69%
A.6110.561.02.000.00.70	Adult Education	\$9,225.00	\$0.00	\$9,225.00	\$0.00	\$0.00	\$0.00	0.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 9/1/2023

To Date: 9/30/2023

Fiscal Year: 2023-2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.6110.561.05.000.00.73	Tuition: Magnet, QMC, STEM	\$196,808.00	\$0.00	\$0.00	\$196,808.00	\$214,140.00	(\$17,332.00)	-8.81%
A.6110.561.07.000.00.73	Tuition: Killingly, Other	\$154,609.00	\$0.00	\$0.00	\$154,609.00	\$143,283.00	\$11,326.00	7.33%
A.6110.562.00.000.00.72	S/E Tuition CT Public	\$516,502.00	\$0.00	\$0.00	\$516,502.00	\$693,406.12	(\$176,904.12)	-34.25%
	Func: Tuition CT PUBLIC - 6110	\$1,703,747.00	\$0.00	\$9,225.00	\$1,694,522.00	\$1,863,432.38	(\$168,910.38)	-9.91%
A.6130.563.00.000.00.72	S/E Tuition Non-Public	\$569,000.00	\$65,481.57	\$77,298.57	\$491,701.43	\$523,441.67	(\$31,740.24)	-5.58%
A.6130.563.04.000.00.72	SEDAC - Excess Cost Reimburse	(\$190,000.00)	\$0.00	\$0.00	(\$190,000.00)	\$0.00	(\$190,000.00)	100.00%
	Func: Tuition NON-PUBLIC - 6130	\$379,000.00	\$65,481.57	\$77,298.57	\$301,701.43	\$523,441.67	(\$221,740.24)	-58.51%
Grand Total:		\$8,279,262.00	\$788,726.88	\$1,535,890.64	\$6,743,371.36	\$3,873,776.81	\$2,869,594.55	34.66%

End of Report



Sterling Community School

251 Sterling Road
Sterling, CT 06377

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

Telephone: (860) 564-2728
Fax: (860) 564-1989
Website: www.sterlingschool.org

Theodore Friend, Superintendent
Heather Nickerson, Principal

October 12, 2023

To Board of Education,

This is a formal request to pay HammerHead Roofing LLC for the EPDM Roof Replacement and Gutter Cleaning Services in the amount of **\$9,147.00**. The scope of work for this quote includes the following:

Material Coordination.

Removal of existing roofing material.

Plywood inspection for rotted/damaged wood and nail protrusions.

Replacement of plywood as necessary (up to 3 sheets of plywood included).

Re-nailing all plywood with ring shank nails.

Installation of all new 1/2" fiberboard with 3" fastening plates.

Installation of RMS strip and 2" plates along wall bases.

Installation of Mule-Hide EPDM rubber membrane.

Installation of flashing tape and lap sealant along seams as necessary.

Inspection and cleaning of all gutters of any present debris/blockages.

Clean-up of project site and disposal of all project waste.

Material Warranty: Mule-Hide 060 Gauge EPDM Rubber Membrane - 100% for 20 years

Workmanship Warranty: 100% for 10 years

Quote #1: HammerHead Roofing LLC - quote received

Quote #2: North East Builders Roofing Company LLC - quote received

Quote #3: The Roofing Store - assessment received

Quote #4: Henderson Roofing - no quote received

Quote #5: Silktown Roofing - never returned calls/emails

Sincerely,

Theodore Friend, Superintendent

10/12/23
Date Signed

Courtney Brannon, Business Manager

10/12/2023
Date Signed

ESTIMATE

HammerHead Roofing LLC
 (860) 949-7567
 hammerheadroofingct@gmail.com
 286 Main St, Office B
 Danielson, CT 06239

Sales Representative
 Nico Lusitani
 (860) 515-7504



Kevin Kerrigan
 251 Sterling Rd
 Sterling, CT

Estimate #	1593
Date	7/25/2023

Item	Description	Qty	Price	Amount
EPDM Roof Replacement	Replacement of EPDM elevator roof - 1.2 Sq	1.00	\$8,587.00	\$8,587.00
Gutter Cleaning		1.00	\$560.00	\$560.00

Sub Total	\$9,147.00
CT Sales Tax (6.3500 %)	\$580.83

When Paying by Cash or Check

Total	\$9,727.84
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When Paying by Credit/Debit Card

Convenience Fee	\$311.58
Balance Due*	\$10,039.42

*Credit/Debit card payments include a convenience fee of 3.2%+29¢ per transaction.

ADDITIONAL DETAILS

Projected Work:

Material Coordination.

Removal of existing roofing material.

Plywood inspection for rotted/damaged wood and nail protrusions.

Replacement of plywood as necessary (up to 3 sheets of plywood included).

Re-nailing all plywood with ring shank nails.

Installation of all new 1/2" fiberboard with 3" fastening plates.

Installation of RMS strip and 2" plates along wall bases.

Installation of Mule-Hide EPDM rubber membrane.

Installation of flashing tape and lap sealant along seams as necessary.

Inspection and cleaning of all gutters of any present debris/blockages.

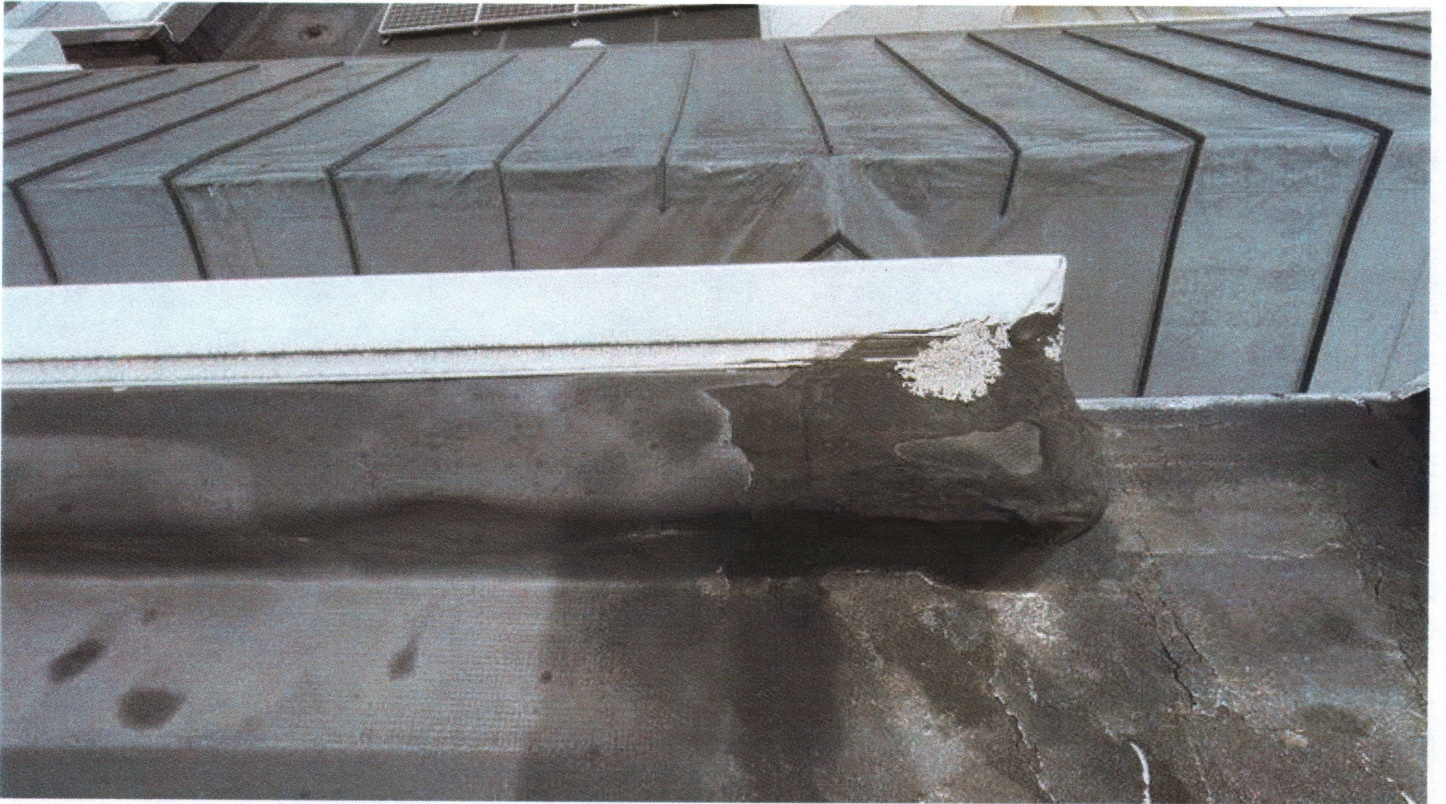
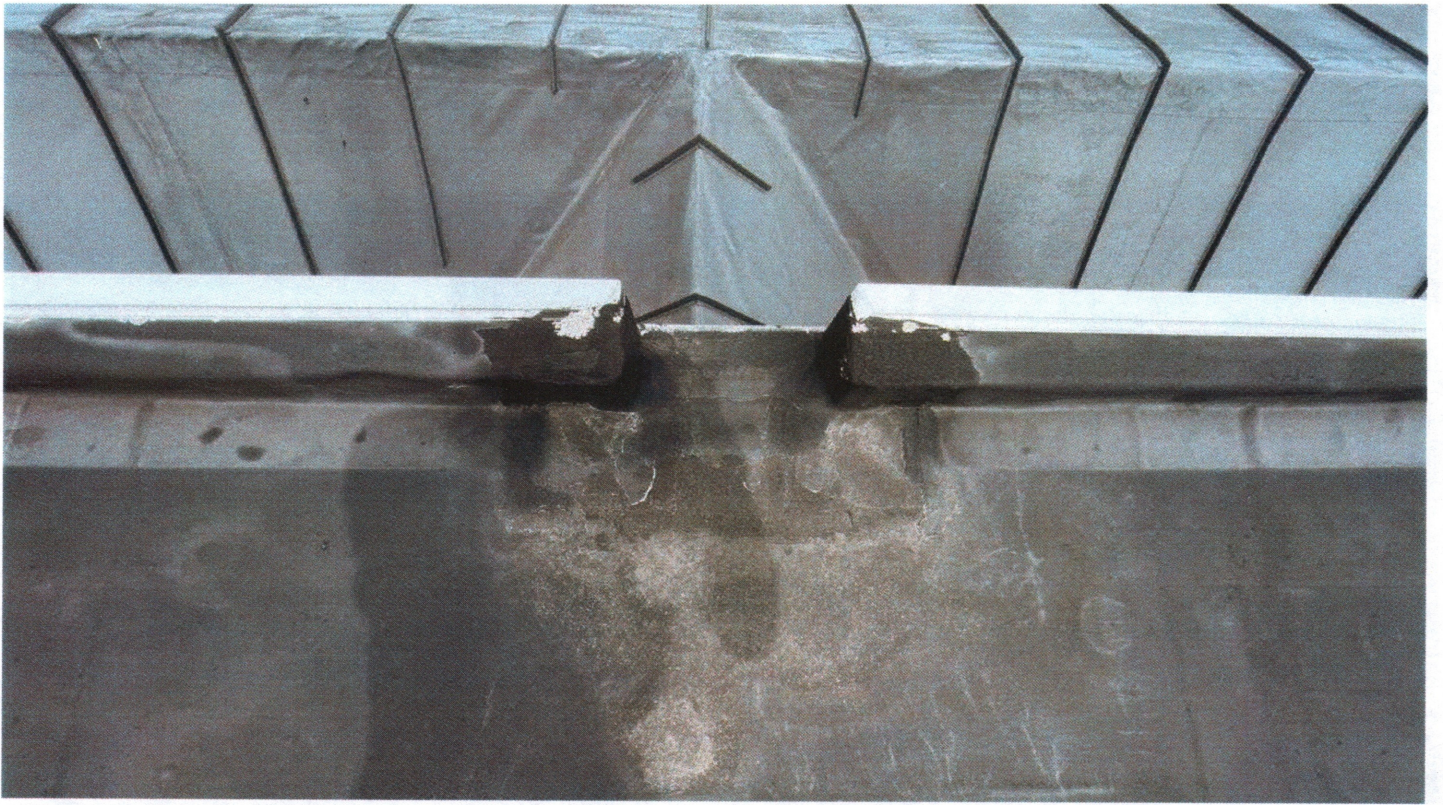
Clean-up of project site and disposal of all project waste.

A 50% deposit is required to begin.

All material quoted at current market prices. This quote is valid for the next 31 days, after which values may be subject to change.

This quote will be locked in at the set price and date upon acceptance signatures of both parties in an agreement, weather permitting.

We look forward to working with you!







CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Byrnes Agency, Inc. - Norwich 6 Consumers Avenue Norwich CT 06360-7521	CONTACT NAME: Rachel Farnham PHONE (A/C, No, Ext): (860) 886-5498 FAX (A/C, No): (860) 859-5075 E-MAIL ADDRESS: rfarnham@byrnesagency.com
	INSURER(S) AFFORDING COVERAGE
INSURED Hammerhead Roofing LLC PO Box 117 Oneco CT 06373 (508) 868-0420	INSURER A: AmGUARD Insurance Company
	INSURER B: Berkley Specialty Insurance Co
	INSURER C:
	INSURER D:
	INSURER E:
INSURER F:	

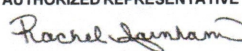
COVERAGES RF **CERTIFICATE NUMBER:** Cert ID 29219 (4) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		BPK 0172682 - 21	08/10/2023	08/10/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	R2WC302216	11/20/2022	11/20/2023	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The Town of Sterling and The Board of Education are included as additional insureds on a primary and non-contributory basis pursuant to the attached endorsement L807.

RE: 251 Sterling Rd, Sterling CT 06377
 -- Elevator Shaft Roof Replacement & Gutter Cleaning

CERTIFICATE HOLDER The Town of Sterling and The Board of Education 1183 Plainfield Pike Sterling CT 06377	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Sterling Board of Education
Regular Board Meeting Dates - 2024
“EXCELLENCE WITH KINDNESS”

<u>Date:</u>	<u>Time:</u>	<u>Location:</u>
January 17, 2024	6:00 PM	Community Room
February 21, 2024	6:00 PM	Community Room
March 20, 2024	6:00 PM	Community Room
April 24, 2024	6:00 PM	Community Room
May 15, 2024	6:00 PM	Community Room
June 19, 2024	6:00 PM	Community Room
July 17, 2024	AS NEEDED	Community Room
August 21, 2024	6:00 PM	Community Room
September 18, 2024	6:00 PM	Community Room
October 16, 2024	6:00 PM	Community Room
November 20, 2024	6:00 PM	Community Room
December 18, 2024	6:00 PM	Community Room

Approved

Superintendent's Goals

2023-2024 School Year

Goal 1 - ongoing from 2023-2025

To reduce discipline referrals by 50 percent year over year for the next two years in grades 6, 7 and 8.

- a. Administrators will be in classrooms, halls, cafeteria and recesses daily to support educators and develop a positive supportive environment for students and staff alike.
- b. A wellness/transition room will be used to support students who may be having a difficult day behaviorally, emotionally or academically to provide direct support for the child.
- c. Provide training and support for staff with classroom management and continuity of support for students as needed.
- d. A guidance counselor was added to the support staff to provide reinforcement to our middle school students transition to high school.
- e. In-school Support Person to support the implementation of the district's "Code of Conduct". Bi-weekly meetings are held by the Clinical Supervisor with the BCBA, School Psychologist, In-School/Guidance Counselor, and Wellness Transition Coordinator to review all discipline referrals and preventative planning.

Goal 2 - ongoing from 2023-2025

To reduce the number of students chronically absent by 50 percent year over a year for the next two years.

- a. Once a student has missed 3 days of school the classroom teacher will email or call the parents.
- b. Once a student has missed 5 days of school the Principal or Clinical Supervisor will call the parent and send a letter home.
- c. Once a student has missed 8 days of school the Principal or Clinical supervisor will again call the parent and send a letter home.
- d. Once a student has missed 10 days of school the Principal and/or Superintendent will request a meeting with the family.

Superintendent's Goals

2023-2024 School Year

Goal 2 (continued)

- e. Provide parents with regular updates on the importance of attending school each day through teacher, school news updates, and also through individual meetings with families.

Goal 3 - new 3 year goal 2023-2026

A three-year goal to improve student test scores on the SBAC test. In the Spring of 2026 65% of students will be in the EXCEEDS or MEETS level test scores in ELA and 50% in Mathematics.

- a. In 2024 curriculum maps will be developed in all grades for ELA and in grades 5-8 for mathematics. Middle school and specialty teachers will develop maps for their subject.
- b. In 2025-2026 curriculum work will continue with the goal to have completed the ELA grades K-8 and mathematics grades 5-8. Middle school individual subject curriculums will be completed by 2026. Specialists will have completed a minimum of 5 grades of curriculum.
- c. Administrative walk-throughs will focus on curriculum work in each discipline. K-5 the focus will be ELA exclusively as we have a new ELA series.
- d. All staff are required to read "Understanding By Design" as a guide for the development of the new curriculums and it provides staff with a common language for the work.
- e. Eighty percent of professional development will be devoted to curriculum development over the next 3 years.

Respectfully submitted,
Theodore Friend



KILLINGLY REGIONAL AGRICULTURAL EDUCATION CENTER

Killingly High School, 226 Putnam Pike, Dayville, CT 06241

Karen Lagace, Principal
Killingly High School

Courtney Cardinal
Program Administrator

September 19, 2023

Dear Mr. Friend,

The Killingly Agriculture Education program is mandated to have a Consulting Committee by State Department of Education regulation, Sec. 10-64-1. The committee is made up of two representatives from each of our sending districts as well as our host district. These representatives are typically residents of the sending district who are involved in the business of agriculture and its related industries. Agricultural Education programs identify interested agriculturalists and recommend these individuals to the sending district Board of Education for appointment. The committee meets two to three times per year at the Killingly Agricultural Education Center.

This letter is to request that your Board of Education appoint Mrs. Katie Patton as a representative from the town of Sterling to the Killingly Regional Agricultural Education Center's Consulting Committee for a three-year term.

Mrs. Patton comes from a family with a long history of farming and agriculture in Eastern Connecticut. She is currently manager of Betsy's Farm Stand, a dedicated long-term member of the Ekonk Grange and distinguished alumni of our program. We are excited to work with Mrs. Patton.

Please add this action item to your next Board of Education meeting agenda and send written confirmation of your Board's decision in this matter.

For your information, please see the enclosed Consulting Committee Guidelines for Agriculture Education Programs from the CT State Department of Education regarding the purpose and operation of a Consulting Committee.

Best,

A handwritten signature in dark ink, appearing to read "Courtney Cardinal", written in a cursive style.

Program Administrator
Killingly Agricultural Education Program
Killingly High School

CC: Katie Patton

Enclosure: Consulting Committee Guidelines for Agriculture Education Programs

WHAT IS A REGIONAL VOCATIONAL AGRICULTURE CONSULTING COMMITTEE?

A Regional Vocational Agriculture Consulting Committee is a formally organized group to advise the operating Board of Education on matters pertaining to the program of vocational agriculture. The members selected to serve on the committee are recognized for their knowledge of agriculture, related occupations and education. The body possesses no legal authority. Their task is to advise the operating Board of Education regarding policy, programs, services and procedures related to the regional vocational agriculture program.

OBJECTIVES OF A REGIONAL VOCATIONAL AGRICULTURE CONSULTING COMMITTEE

- Link between teachers, agriculture and labor in the community.
- Promote community public relations.
- Survey agricultural occupational needs and assess the skills, knowledge and attitudes needed for entering agriculture or related fields.
- Survey and recommend facilities and equipment.
- Advise on curriculum.
- Provide labor market need data
- Recommend competent staff. † Review and evaluate programs and services.
- Support Future Farmers of America and FFA Alumni.
- Identify resources of the region.
- Inform students of programs and assist in placement and careers.
- Locate appropriate training sites.

THE FUNCTIONS AND DUTIES OF A CONSULTING COMMITTEE

- Formulate and recommend an adequate vocational agriculture education policy.
- Recommend facilities and equipment needs of the program.
- Advise on enrollment procedures.
- Review and make recommendations on the Five-year graduate survey results.
- Serves as a liaison between the operating Board of Education and Boards of Education of towns served as well as that of the agriculture community.
- Advise courses and content to be taught.
- May recommend policy for Agriculture Education to the Board of Education.
- Can react to Board of Education policy regarding school policy or agriculture education.
- May recommend to Board of Education approval or disapproval of items affecting the agriculture education program.

MEMBERSHIP

The operating Board of Education of the center and all the related sending Board of Education's to the Regional Vocational Agriculture Center shall appoint two members to the Consulting Committee.

- Representation from the many fields of agriculture and its related occupations is desirable.
- Members should be replaced on a regular and staggered basis. The suggested term is three years.
- The consulting committee may appoint ad hoc committee members, which are non-voting

LEADERSHIP

Officers of the Committee should be a Chairperson, a Vice-Chairperson and a Secretary.
Chairperson

- Sets and calls at least two meetings per year. †
- Develops the agenda for the meeting and ensure that appropriate notification of meetings takes place. †
- Should not be a member or employee of the operating Board of Education for the center. †
- Involves consulting committee members in the decision-making process to ensure participation and interest. Vice-Chairperson †
- Serves in the absence of the Chairperson. †
- Assists in planning and development of subcommittee activities. Secretary †
- Records the minutes of each meeting. † Sends notice of meetings and correspondence of the committee. †
- Maintains a file of past meeting minutes, copies of Constitution and/or By Laws or written policies.

POLICIES AND PROCEDURES

Written policies for activities such as membership selection, term of appointment, standing or ad hoc committee should be relevant to local needs. Long-range goals and objectives should be developed and reviewed annually.

Meeting Scheduling - Although the number of meetings is determined locally, a minimum of two meetings must be conducted each year.

Physical Facilities

- The meeting place should be conveniently located and comfortably arranged for the meeting with members facing each other.
- The room should be properly lighted and ventilated.
- Pencils and scratch pads may be provided. A chalkboard may be needed.
- Interruptions, including the telephone, should be avoided.

Agenda - An agenda should be distributed to members before the meeting. The agenda should include:

1. Roll Call
2. Introduction of Guests.
3. Approval of Previous Minutes
4. Special Presentations
5. Communications
6. Committee Reports
7. Old Business
8. New Business.
9. Adjournment Call to Order and
10. Adjournment

Meetings should have a definite starting and adjournment time. The Chairperson should begin the meeting on time, move through the agenda in a businesslike manner with sufficient discussion, and adjourn the meeting at the scheduled time.

Minutes

Minutes are kept by the committee Secretary and distributed to the membership prior to the next meeting. Records should be filed with the operating Board of Education and at the Regional Vocational Agriculture Center. Copies should be forwarded to each sending board of education.

PUBLIC RELATIONS

The community should be informed continuously of the value and purpose of the vocational agriculture education to encourage Committee members will act as advocates, advisors and spokespeople for the program.

The Advocate

1. Apprise leaders of continuing needs of vocational agricultural education and remind the public of the correlation between quality education and economic development.
2. Encourage groups to invite members of the Committee to speak.
3. Tell of successful vocational agriculture education elsewhere.

The Advisor

1. Participate in vocational agriculture programs and announcements events and meetings.
2. Aid in preparing curriculum.
3. Arrange tours of agricultural industry and facilities for students, teachers and guidance counselors.

The Spokesman

1. Present vocational agriculture on radio and television.
2. Prepare and distribute information about agricultural careers.
3. To cite needs of local vocational agriculture education.