

Sterling Board of Education
Agenda of the Regular Meeting
May 17, 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 April 19,2023
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. Update from Cory Luba, Technology Director

B. SEL Team Presentation

C. Line Item Transfers

D. Donation

E. New Hire

- Kevin Kerrigan - Facilities Director

F. Review, Discussion, and Possible Approval Policies-1st Reading

Policy # 6141.321 Form #2 - 1:1 Student Chromebook Agreement Rules, Guidelines, and Procedures

Policy #5125 - Students - Student Records; Confidentiality

VII. Committee Updates

- A. Policy
- B. Budget

VIII. Recommendations, Questions and/or Comments

IX. Public Comment

X. Executive Session

- A. Unaffiliated Contracts
- B. Superintendent Evaluation/Contract

XI. Adjournment

DRAFT

**Sterling Board of Education
Minutes of the Regular Meeting
April 19, 2023
Community Room - 6:00 pm
“EXCELLENCE WITH KINDNESS”**

I. Call to Order

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

Present at the meeting: M. Rouillard, C. Langlois, V. Robinson-Lewis, D. Capobianco, J. Mossner,
T. Friend

Absent from the meeting: L. Shippee

Also Present were: H. Nickerson, L. Smith, M. Pearson, C. Brannon, C. Chandler

II. Pledge of Allegiance

III. Public Comment

None

IV. Reports and Communications

A. Correspondence

B. Consent Agenda

1. Minutes of Meeting March 15, 2023
2. Superintendent’s Report
3. Special Education Director’s Report
4. Principal’s Report
5. Clinical Supervisor’s Report
6. Monthly Check Register

- Motion was made by C. Langlois and seconded by V. Robinson-Lewis to accept the Consent Agenda.

Vote: All in favor

Motion passed

C. Budget and Expense Report

C. Brannon reviewed the budget and expense report. She also spoke to the Board about the Capital Plan and items that we need to purchase from this year’s budget. She asked if the board was ok with her moving forward to purchase the needed items. The Board was in agreement.

C. Brannon noted that the Board of Finance had approved the proposed Board of Education Budget for the 2023-2024 SY.

Meeting schedule is as follows:

May 3, 2023 - Public Meeting (Presentation of the budget)

May 17, 2023 - Town Meeting

May 24, 2023 - Referendum

- Motion was made by V. Robinson-Lewis and seconded by J. Mossner to accept the Budget and Expense Report.

Vote: All in favor

Motion passed

D. **Plainfield Board of Education Liaison**

Nothing to report at this time

V. **Unfinished Business**

VI. **New Business**

- A. Review, Discussion, and Possible Approval
Policy #3453 School Activity Funds.

- Motion was made by C. Langlois and seconded by V. Robinson-Lewis to change the policy to read no more than \$500.00 should be kept in the safe on Policy #3453 as presented/with changes.

Vote: All in favor

Motion passed

- B. Review, Discussion, and Possible Approval of Out-of-State Field Study Trips
4th Grade - Biomes Marine Biology Center, RI
3rd Grade - Southwick Zoo, MA
7th/8th Grade - Roger Williams Zoo, RI
2nd Grade - Roger Williams Zoo, RI

- Motion was made by V. Robinson-Lewis and seconded by D. Capobianco to accept the Out-of-State Field Study Trips as presented.

Vote: All in favor

Motion passed

C. New Employees

T. Friend spoke about the hiring of two new employees, both are certified teachers.

- Nancy Topping - Middle School Special Education Teacher
- Christina Davide - Academic Tutor

D. Discussion of RFP and Possible Action Regarding Cleaning Service and Grounds

C. Brannon reviewed the cleaning proposals that were submitted from Service Management Group (SMG) and Sparkle & Shine LLC. with the Board.

- Motion was made by C. Langlois and seconded by V. Robinson-Lewis to approve Service Management Group (SMG) as the cleaning service and grounds maintenance company.

Vote: All in favor

Motion passed

- Motion was made by C. Langlois and seconded by J. Mossner to add to New Business item E. Review, Discussion, and Possible Approval of Sterling Community School's Graduation Date for June 12, 2023 at 6:00 pm.

Vote: All in favor

Motion passed

- E. Review, Discussion, and Possible Approval of Sterling Community School's Graduation Date for June 12, 2023 at 6:00pm.

- Motion was made by V. Robinson-Lewis and seconded by J. Mossner to approve Sterling Community School's Graduation Date for June 12, 2023 at 6:00pm.

Vote: All in favor

Motion passed

VII. Committee Updates

- A. Policy
- B. Budget

VIII. Recommendations, Questions and/or Comments

None

IX. Public Comment

None

X. Executive Session

XI. Adjournment

- Motion made by V. Robinson-Lewis and seconded by J. Mossner to adjourn the meeting.

Vote: All in favor

Motion passed

Meeting adjourned: 6:35 pm

SUPERINTENDENT'S UPDATE

May 17, 2023

To: The Board of Education

From: Theodore Friend

Budget

Courtney and I presented the 2023-2024 proposed Board of Education Budget to the town on May 3, 2023.

New Hire

We have hired a new Facilities Director - Mr. Kevin Kerrigan.

2022-2023

We are in the process of closing out the new school year.

Graduation

We are getting ready for graduation on June 12, 2023.

Concert

The Spring Concert was held on Wednesday, May 10, 2023.

Sound System

The new sound system was purchased and installed in time for the Spring Concert.

Special Services Report	Maggie Pearson, Director of Special Services	BOE Meeting: May 17, 2023	Statistics as of April 30, 2023
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Student Count by Location	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Sterling Community School PrK-8th IEPs	47	47	47	46	48	49	52	52	50	52	54	
Sterling Community School PrK-8th 504s	18	17	19	21	21	20	21	22	24	24	24	
High School IEPs (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	22	21	21	21	20	20	21	20	21	22	23	
High School 504's (Magnet: ACT, QMC, Killingly Vo Ag: Plainfield; STEM)	12	17	18	15	16	17	18	18	18	17	17	
Out of District-Special Tuition	8	9	9	9	9	9	9	9	11	11	11	
Total Students with IEPs	77	77	77	76	77	78	82	81	82	85	88	
Total Students with 504s	30	34	37	36	37	37	39	40	42	41	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	25*	25*	25*	25*	29*	28*	28*	34*	34*	36	37*	
School Psychologist (Counseling) 1.0 FTE	17*	17*	26	26	24*	49*	49*	57*	57*	57*	58*	
Physical Therapy (PT) 1- 2 days/ wk	11*	11*	13	13	12*	14	14	15*	15*	15*	15*	
Occupational Therapy (OT) 1-3 days/wk	12 *	12*	18	18	17*	17*	17*	18*	18*	16*	16*	
BCBA(behavioral support) 1.0 FTE	10*	10*	12	12	13*	13*	13*	25*	26*	27*	27*	
Transition Rm Coordinator (Wellness 6th-8th gr.) 1.0 FTE	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	26*	35*	31*	

Other Noteworthy Topics:

- Planning for Extended School Year/Summer Academy (July 2023)
- Evaluations and final reviews for certified and noncertified staff
- IDEA grant submitted
- Bi-Weekly participation in state special education meetings specific to CTSEDs (new IEP/504 software program)
- Participation in CT Leadership Academy for Birth to Five through UConn
- AAC Evaluation, Trials and Coaching through Oakhill/NEAT- State funded Cohort A (free to Sterling)
- Teacher of Deaf and Hard of Hearing Consultant- contracted for Sterling
- Out of District Placement visits/end of year program reviews and planning for ESY

Principal's Report

May 17, 2023

SCS Advancement Plan - Goal #3

- Academic Team Meeting
 - Review of all students in urgent intervention level for our benchmarks with Aimsweb and Star testing
 - MTSS (Sterling created) updated with intervention information
- Social Emotional Team Meeting
 - Wellness Calendars to support healthy mind & body
 - PTO will sponsor 'All things chocolate chip' in May
 - Reviewed data from Wellness Center student visits
- NAEYC / AQIS
 - Monthly group meetings to review NAEYC standards (virtual + at Eastconn)
 - Individual monthly meetings to review NAEYC standards and portfolio components for reaccreditation, and conduct classroom observations
 - Reviewing Classroom Portfolio evidence collected with Sheri Lambert from AQIS
- NECC (Northeast Childhood Council)
 - Leadership meetings
 - Creation of the revised Northeast Region Parent Guide
 - School Readiness meetings / observations (last SR observation May 25th)
- ELA Program Evaluation Committee
 - Continued discussion around grade level needs with a new program
 - Reviewing quotes from Into Reading program
 - Professional development secured for an intro at the end of May and a full day in August

SCS Advancement Plan - Goal # 5

- Family Fridays for Kindergarten Families & Math Mania Mondays
 - Final Family Friday on May 5th
 - Final Math mania on May 1st
- Student Council - student involvement from grades 6-8
 - Looking at end of the year activities / spirit weeks
 - Pep Rally scheduled for grades 5-8
- Wildcat's Mighty Roar
 - Families invited to attend awards' ceremony K-8
 - Specials teacher + intervention / support staff awards for students
- PTO Meetings / Events
 - Color-A-Thon, May 12th
 - Planning for next year

Spring Updates:

- Spring Music Concert - May 10th
- Scheduling meetings for next year's master schedule

Clinical/Behavioral Report

May 17, 2023

To: Sterling Board of Education
From: Laura Smith, Clinical Supervisor/Social Worker
Date: May 17, 2023
Subj: Clinical/Behavioral Report

Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL)- SELweb- Spring assessments 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 with families to support increased school attendance.
- Attended NECC meeting 5/1 - Review of Resources For Families In Northeast Connecticut Guide
- Collaboration with regional McKinney-Vento liaisons, our Transportation Director and other outside resources to support children and families in need in our school community. May 10th, McKinney-Vento Presentation "Understanding Doubled Up"
- Collaboration with Mrs. Graham, National Junior Honor Society -Review Committee for NJHS potential candidates. Student Council 6-8 grade students planning for end of the year activities.
- Weekly SEL/PBIS/RP collaboration and planning with Traci Jamieson, BCBA, Dr. Lanzillo, and Carrie Graham, Transition/Wellness Coordinator, to support PBIS, SEL, and Restorative Practices integration path. Review response to behavior school preventive strategies and implementation at the Tier 1, 2, and 3 levels. Behavior data team review and action planning. Review support within the Wellness Center.
- LPC Grant 2022-2023- Final summary report in process.

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

- Classroom drop-ins supporting Tier 1 transitions, routines, and SEL/PBIS implementation.
- PDEC: PD planning for 5/26- Introduction to the reading program, and safety training.
- EASTCONN Consultant meetings -Monthly SEL Choose Love implementation and end of month pacing data, Tier 1 data review, SEL classroom drop-in, PBIS rewards data review, Wildcat's Mighty Roar meeting planning for May, Wellness Calendar May, Transition/Wellness Room enter/exit data.
- Weekly collaboration, planning, implementation, and review of all tiered supports, with a focus on Tier 1 implementation with Dr. Lanzillo, School Psychologist, and Traci Jamieson, BCBA. Team, parent, 504 and PPT meetings attended. Planning and collaboration for 5/17 BOE Presentation.
- Code Of Conduct Committee- Review of draft Code of Conduct including restorative practices integrated. Use of model codes, resource materials to update draft Code of Conduct.

Sterling Board of Education

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: BOE-Citizens Bank 2202486040

From Date: 04/01/2023

To Date: 04/30/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
130813	04/18/2023	AASPA	\$77.00	1088	Printed	Expense	<input type="checkbox"/>		
130814	04/18/2023	ANTHEM BLUE CROSS/BLUE SHIELD	\$103,104.60	1088	Printed	Expense	<input type="checkbox"/>		
130815	04/18/2023	B & H PHOTO	\$389.48	1088	Printed	Expense	<input type="checkbox"/>		
130816	04/18/2023	BREEZELINE	\$1,568.86	1088	Printed	Expense	<input type="checkbox"/>		
130817	04/18/2023	CABE	\$1,300.00	1088	Printed	Expense	<input type="checkbox"/>		
130818	04/18/2023	CDW GOVERNMENT INC	\$759.00	1088	Printed	Expense	<input type="checkbox"/>		
130819	04/18/2023	CLEAN FOCUS DEVELOPMENT LLC	\$2,225.79	1088	Printed	Expense	<input type="checkbox"/>		
130820	04/18/2023	DIME OIL COMPANY	\$4,703.85	1088	Printed	Expense	<input type="checkbox"/>		
130821	04/18/2023	GARYS TIRE SALES	\$200.00	1088	Printed	Expense	<input type="checkbox"/>		
130822	04/18/2023	HEGGERTY PHONEMIC AWARENESS	\$192.24	1088	Printed	Expense	<input type="checkbox"/>		
130823	04/18/2023	HOME DEPOT CREDIT SERVICES	\$418.17	1088	Printed	Expense	<input type="checkbox"/>		
130824	04/18/2023	LIFESPAN SCHOOL SOLUTIONS INC	\$10,296.00	1088	Printed	Expense	<input type="checkbox"/>		
130825	04/18/2023	LINK SOLUTIONS	\$2,096.91	1088	Printed	Expense	<input type="checkbox"/>		
130826	04/18/2023	M-F ATHLETIC CO INC	\$113.00	1088	Printed	Expense	<input type="checkbox"/>		
130827	04/18/2023	NATCHAUG HOSPITAL	\$9,130.00	1088	Printed	Expense	<input type="checkbox"/>		
130828	04/18/2023	NCS PEARSON	\$184.20	1088	Printed	Expense	<input type="checkbox"/>		
130829	04/18/2023	NEW ENGLAND SERVICE & CONTROLS	\$1,056.69	1088	Printed	Expense	<input type="checkbox"/>		
130830	04/18/2023	PALMER SPRING COMPANY	\$568.68	1088	Printed	Expense	<input type="checkbox"/>		
130831	04/18/2023	PUTNAM CHRYSLER DODGE JEEP KIA	\$110.40	1088	Printed	Expense	<input type="checkbox"/>		
130832	04/18/2023	RAPTOR TECHNOLOGIES	\$500.00	1088	Printed	Expense	<input type="checkbox"/>		
130833	04/18/2023	RICOH USA, INC	\$284.96	1088	Printed	Expense	<input type="checkbox"/>		

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
130834	04/18/2023	SERVICE MANAGEMENT GROUP LLC	\$19,650.00	1088	Printed	Expense	<input type="checkbox"/>		
130835	04/18/2023	SHARP TRAINING INC	\$14,340.00	1088	Printed	Expense	<input type="checkbox"/>		
130836	04/18/2023	SHOPPER-TURNPIKE CORPORATION	\$156.00	1088	Printed	Expense	<input type="checkbox"/>		
130837	04/18/2023	SUSAN RIZER	\$296.89	1088	Printed	Expense	<input type="checkbox"/>		
130838	04/18/2023	THE AMERICAN SCHOOL FOR THE DEAF	\$6,362.17	1088	Printed	Expense	<input type="checkbox"/>		
130839	04/18/2023	THE LIGHTHOUSE	\$24,660.00	1088	Printed	Expense	<input type="checkbox"/>		
130840	04/18/2023	TOWN OF STERLING	\$170.00	1088	Printed	Expense	<input type="checkbox"/>		
130841	04/18/2023	TOWN OF STERLING MUNI WATER	\$532.00	1088	Printed	Expense	<input type="checkbox"/>		
130842	04/18/2023	VANDI AUTO SUPPLY	\$658.96	1088	Printed	Expense	<input type="checkbox"/>		
130843	04/18/2023	VERIZON WIRELESS	\$333.95	1088	Printed	Expense	<input type="checkbox"/>		
130844	04/18/2023	W B MASON CO INC	\$114.23	1088	Printed	Expense	<input type="checkbox"/>		
130845	04/18/2023	WILLIMANTIC WASTE PAPER CO INC	\$774.81	1088	Printed	Expense	<input type="checkbox"/>		
130846	04/18/2023	WILSON LANGUAGE TRAINING	\$891.00	1088	Printed	Expense	<input type="checkbox"/>		
130847	04/28/2023	AETNA HEALTH MANAGEMENT LLC	\$158.41	1090	Printed	Expense	<input type="checkbox"/>		
130848	04/28/2023	AMAZON	\$1,813.59	1090	Printed	Expense	<input type="checkbox"/>		
130849	04/28/2023	ANTHEM LIFE INSURANCE CO	\$520.56	1090	Printed	Expense	<input type="checkbox"/>		
130850	04/28/2023	ASCD	\$89.00	1090	Printed	Expense	<input type="checkbox"/>		
130851	04/28/2023	ASHLEY HOLMBERG	\$5,092.50	1090	Printed	Expense	<input type="checkbox"/>		
130852	04/28/2023	ATP ASSESSMENTS	\$1,013.10	1090	Printed	Expense	<input type="checkbox"/>		
130853	04/28/2023	CABE	\$2,955.00	1090	Printed	Expense	<input type="checkbox"/>		
130854	04/28/2023	CDW GOVERNMENT INC	\$24.75	1090	Printed	Expense	<input type="checkbox"/>		
130855	04/28/2023	CHLIC.	\$4,508.32	1090	Printed	Expense	<input type="checkbox"/>		

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130856	04/28/2023	EVERSOURCE	\$2,585.88	1090	Printed	Expense	<input type="checkbox"/>		
130857	04/28/2023	HEALTHCALL MEDICAL CENTER LLC	\$300.00	1090	Printed	Expense	<input type="checkbox"/>		
130858	04/28/2023	HORIZONS, INC	\$6,623.25	1090	Printed	Expense	<input type="checkbox"/>		
130859	04/28/2023	KRISTEN LANZILLO	\$30.00	1090	Printed	Expense	<input type="checkbox"/>		
130860	04/28/2023	MACGILL DISCOUNT MEDICAL SUPPLIES	\$289.79	1090	Printed	Expense	<input type="checkbox"/>		
130861	04/28/2023	NEW ENGLAND TRANSIT	\$30.06	1090	Printed	Expense	<input type="checkbox"/>		
130862	04/28/2023	NORTHEAST OIL & PROPANE INC	\$1,024.20	1090	Printed	Expense	<input type="checkbox"/>		
130863	04/28/2023	PUTNAM CHRYSLER DODGE JEEP KIA	\$101.56	1090	Printed	Expense	<input type="checkbox"/>		
130864	04/28/2023	RICOH USA, INC	\$14.25	1090	Printed	Expense	<input type="checkbox"/>		
130865	04/28/2023	THE AMERICAN SCHOOL FOR THE DEAF	\$1,282.75	1090	Printed	Expense	<input type="checkbox"/>		
130866	04/28/2023	TREASURER - STATE OF CT	\$396.00	1090	Printed	Expense	<input type="checkbox"/>		
130867	04/28/2023	US BANK VOYAGER FLEET SYS	\$1,759.91	1090	Printed	Expense	<input type="checkbox"/>		
130868	04/28/2023	VANDI AUTO SUPPLY	\$406.42	1090	Printed	Expense	<input type="checkbox"/>		
130869	04/28/2023	W B MASON CO INC	\$7.98	1090	Printed	Expense	<input type="checkbox"/>		
130870	04/28/2023	AFLAC NEW YORK	\$381.14	1091	Printed	Expense	<input type="checkbox"/>		
130871	04/28/2023	ALLSTATE	\$52.84	1091	Printed	Expense	<input type="checkbox"/>		
130872	04/28/2023	AMERIPRISE FINANCIAL SERVICES, INC	\$333.83	1091	Printed	Expense	<input type="checkbox"/>		
130873	04/28/2023	AXA EQUITABLE	\$1,748.08	1091	Printed	Expense	<input type="checkbox"/>		
130874	04/28/2023	HORACE MANN LIFE INSURANCE COMPANY	\$1,921.83	1091	Printed	Expense	<input type="checkbox"/>		
130875	04/28/2023	METLIFE 0837050	\$220.00	1091	Printed	Expense	<input type="checkbox"/>		
130876	04/28/2023	SPECIAL ACCT EXCEL BENE OF CUSTOMERS	\$3,345.50	1091	Printed	Expense	<input type="checkbox"/>		

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130877	04/28/2023	STERLING EDUCATION ASSOCIATION	\$2,686.56	1091	Printed	Expense	<input type="checkbox"/>		
130878	04/28/2023	UPSEU 05745	\$755.29	1091	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$250,692.19						

End of Report

Sterling Board of Education

Budget and Expenses - BOE

From Date: 4/1/2023

To Date: 4/30/2023

Fiscal Year: 2022-2023

- 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	\$1,770,810.00	\$161,363.07	\$1,508,098.72	\$262,711.28	\$0.00	\$262,711.28	14.84%
A.1000.111.03.000.00.71	Certified Substitutes	\$50,000.00	\$2,800.00	\$35,887.50	\$14,112.50	\$0.00	\$14,112.50	28.23%
A.1000.112.01.000.00.71	Non Certified Personnel	\$100,150.00	\$4,258.12	\$45,634.82	\$54,515.18	\$0.00	\$54,515.18	54.43%
A.1000.210.00.000.00.71	E/B Insurance	\$390,000.00	\$51,085.24	\$478,978.21	(\$88,978.21)	\$8,495.21	(\$97,473.42)	-24.99%
A.1000.220.00.000.00.70	E/B FICA/Medicare	\$37,163.00	\$2,968.92	\$29,722.94	\$7,440.06	\$0.00	\$7,440.06	20.02%
A.1000.240.00.000.00.71	E/B Other (Course Reim)	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
A.1000.320.01.000.00.71	Professional Development - Cer	\$15,000.00	\$0.00	\$6,090.40	\$8,909.60	\$11,285.00	(\$2,375.40)	-15.84%
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	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
A.1000.611.01.000.00.71	Instructional Supplies	\$10,000.00	\$2,383.87	\$5,041.00	\$4,959.00	\$403.67	\$4,555.33	45.55%
A.1000.611.01.102.00.71	Math Instructional Supplies	\$1,000.00	\$0.00	\$1,139.98	(\$139.98)	\$0.00	(\$139.98)	-14.00%
A.1000.611.01.103.00.71	Science Instructional Supplies	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$15,735.00	(\$735.00)	-4.90%
A.1000.611.01.105.00.71	Art Instructional Supplies	\$200.00	\$0.00	\$153.61	\$46.39	\$0.00	\$46.39	23.20%
A.1000.611.01.106.00.71	Music Instructional Supplies	\$200.00	\$0.00	\$106.24	\$93.76	\$0.00	\$93.76	46.88%
A.1000.611.01.107.00.71	PE Instructional Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.611.01.109.00.71	World Language Instructional S	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.641.01.000.00.71	Textbooks	\$5,000.00	\$296.89	\$1,881.10	\$3,118.90	\$0.00	\$3,118.90	62.38%
A.1000.641.01.101.00.71	Language Arts Textbooks	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
A.1000.642.01.000.00.71	Consumable Workbooks	\$500.00	\$0.00	\$1,095.64	(\$595.64)	\$0.00	(\$595.64)	-119.13%
A.1000.642.01.101.00.71	Language Arts Consumable Workb	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
A.1000.642.01.102.00.71	Math 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/	\$33,031.00	\$0.00	\$1,700.50	\$31,330.50	\$23,985.02	\$7,345.48	22.24%
A.1000.690.01.103.00.71	Science Other Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
A.1000.730.00.000.00.71	Instructional Equipment	\$3,000.00	\$485.75	\$577.73	\$2,422.27	\$0.00	\$2,422.27	80.74%
A.1000.739.00.000.00.71	Copier Leases, Fees, Supplies	\$16,000.00	\$0.00	\$12,200.49	\$3,799.51	\$6,280.75	(\$2,481.24)	-15.51%
A.1000.739.01.106.00.71	Music Equipment	\$1,000.00	\$0.00	\$2,290.00	(\$1,290.00)	\$0.00	(\$1,290.00)	-129.00%
A.1000.890.00.000.00.71	Dues & Fees	\$2,500.00	\$0.00	\$650.00	\$1,850.00	\$0.00	\$1,850.00	74.00%
	Func: Regular Program - 1000	\$2,511,154.00	\$225,641.86	\$2,131,248.88	\$379,905.12	\$66,184.65	\$313,720.47	12.49%
A.1200.111.00.000.00.71	Special Education Director	\$125,000.00	\$8,461.54	\$78,719.25	\$46,280.75	\$0.00	\$46,280.75	37.02%
A.1200.111.01.000.00.71	Certified Personnel	\$504,654.00	\$44,883.02	\$403,979.74	\$100,674.26	\$0.00	\$100,674.26	19.95%
A.1200.112.01.000.00.71	Non Certified Personnel	\$297,961.00	\$24,131.91	\$233,538.07	\$64,422.93	\$0.00	\$64,422.93	21.62%
A.1200.112.02.000.00.71	Non Certified Substitutes	\$10,000.00	\$0.00	\$1,170.00	\$8,830.00	\$0.00	\$8,830.00	88.30%
A.1200.210.00.000.00.71	E/B Insurance	\$250,000.00	\$33,857.00	\$275,523.48	(\$25,523.48)	\$257.04	(\$25,780.52)	-10.31%
A.1200.220.00.000.00.70	E/B FICA/Medicare	\$32,822.00	\$2,269.54	\$22,062.69	\$10,759.31	\$0.00	\$10,759.31	32.78%
A.1200.240.00.000.00.71	E/B Other	\$3,750.00	\$127.75	\$1,277.50	\$2,472.50	\$255.50	\$2,217.00	59.12%
A.1200.320.00.000.00.71	Professional Development - Cer	\$3,500.00	\$30.00	\$2,864.00	\$636.00	\$0.00	\$636.00	18.17%
A.1200.322.01.000.00.71	Professional Dev - Non Cert	\$1,500.00	\$0.00	\$1,525.00	(\$25.00)	\$0.00	(\$25.00)	-1.67%
A.1200.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$0.00	\$960.00	\$1,040.00	\$1,440.00	(\$400.00)	-20.00%
A.1200.330.01.000.00.71	Evaluation Services	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$6,500.00	\$8,500.00	56.67%
A.1200.330.02.000.00.71	Assistive Technology	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
A.1200.580.00.000.00.71	Travel	\$500.00	\$0.00	\$70.01	\$429.99	\$0.00	\$429.99	86.00%
A.1200.611.01.000.00.71	Instructional Supplies	\$2,000.00	\$0.00	\$789.14	\$1,210.86	\$147.00	\$1,063.86	53.19%
A.1200.611.02.000.00.71	Testing Supplies	\$2,500.00	\$1,197.30	\$5,158.03	(\$2,658.03)	\$447.54	(\$3,105.57)	-124.22%
A.1200.630.00.000.00.71	Special Ed Incentive	\$750.00	\$0.00	\$136.71	\$613.29	\$0.00	\$613.29	81.77%
A.1200.641.02.000.00.71	Consumable Workbooks	\$750.00	\$225.00	\$225.00	\$525.00	\$0.00	\$525.00	70.00%
A.1200.650.00.000.00.71	Educational Software Licenses/	\$14,631.00	\$0.00	\$2,923.62	\$11,707.38	\$0.00	\$11,707.38	80.02%
A.1200.690.00.000.00.72	Other Supplies & Materials	\$1,000.00	\$0.00	\$167.48	\$832.52	\$0.00	\$832.52	83.25%
A.1200.700.00.000.00.71	Equipment	\$2,000.00	\$0.00	\$1,482.61	\$517.39	\$0.00	\$517.39	25.87%
A.1200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	50.00%
	Func: Special Education Program - 1200	\$1,273,318.00	\$115,183.06	\$1,032,822.33	\$240,495.67	\$9,047.08	\$231,448.59	18.18%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 4/1/2023

To Date: 4/30/2023

Fiscal Year: 2022-2023

- 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.2130.111.01.000.00.71	School Nurse	\$51,500.00	\$4,961.54	\$43,670.14	\$7,829.86	\$0.00	\$7,829.86	15.20%
A.2130.111.03.000.00.71	School Nurse Substitutes	\$2,000.00	\$0.00	\$2,187.50	(\$187.50)	\$0.00	(\$187.50)	-9.38%
A.2130.210.00.000.00.71	E/B Insurance	\$250.00	\$82.79	\$166.67	\$83.33	\$91.79	(\$8.46)	-3.38%
A.2130.220.00.000.00.70	E/B FICA/Medicare	\$4,093.00	\$377.98	\$3,383.04	\$709.96	\$0.00	\$709.96	17.35%
A.2130.240.00.000.00.71	E/B Other	\$1,545.00	\$128.75	\$1,287.50	\$257.50	\$257.50	\$0.00	0.00%
A.2130.322.01.000.00.71	Professional Dev - Non Cert	\$500.00	\$0.00	\$529.00	(\$29.00)	\$0.00	(\$29.00)	-5.80%
A.2130.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$0.00	\$871.00	\$1,129.00	\$0.00	\$1,129.00	56.45%
A.2130.690.00.000.00.71	Health Office Supplies	\$2,000.00	\$289.79	\$1,353.17	\$646.83	\$0.00	\$646.83	32.34%
A.2130.739.00.000.00.71	Health Office Equipment	\$500.00	\$0.00	\$0.00	\$500.00	\$3,398.00	(\$2,898.00)	-579.60%
	Func: Health Office - 2130	\$64,388.00	\$5,840.85	\$53,448.02	\$10,939.98	\$3,747.29	\$7,192.69	11.17%
A.2190.111.01.000.00.71	Certified Personnel	\$19,459.00	\$3,942.30	\$19,162.56	\$296.44	\$0.00	\$296.44	1.52%
A.2190.210.00.000.00.71	E/B Insurance	\$21,431.00	\$1,108.84	\$11,088.40	\$10,342.60	\$0.00	\$10,342.60	48.26%
A.2190.220.00.000.00.70	E/B FICA/Medicare	\$3,940.00	\$275.90	\$2,963.39	\$976.61	\$0.00	\$976.61	24.79%
A.2190.320.00.000.00.71	Professional Development	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
A.2190.323.00.000.00.71	PT Contracted Services	\$30,000.00	\$5,092.50	\$18,655.00	\$11,345.00	\$11,345.00	\$0.00	0.00%
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	\$76,330.00	\$10,419.54	\$51,869.35	\$24,460.65	\$11,345.00	\$13,115.65	17.18%
A.2220.112.00.000.00.71	Non-Certified Personnel	\$17,513.00	\$1,222.16	\$13,687.77	\$3,825.23	\$0.00	\$3,825.23	21.84%
A.2220.220.00.000.00.70	E/B FICA/Medicare	\$1,340.00	\$93.49	\$1,047.10	\$292.90	\$0.00	\$292.90	21.86%
A.2220.330.00.000.00.71	Professional & Technical Servi	\$950.00	\$0.00	\$0.00	\$950.00	\$0.00	\$950.00	100.00%
A.2220.642.00.000.00.71	Books/Periodicals	\$3,000.00	\$0.00	\$2,406.43	\$593.57	\$0.00	\$593.57	19.79%
A.2220.690.00.000.00.71	Other Supplies & Materials	\$500.00	\$0.00	\$489.47	\$10.53	\$0.00	\$10.53	2.11%
A.2220.890.00.000.00.71	Dues & Fees	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
	Func: Educational Media - 2220	\$23,503.00	\$1,315.65	\$17,630.77	\$5,872.23	\$0.00	\$5,872.23	24.99%
A.2230.112.00.000.00.71	IT Personnel	\$62,593.00	\$5,908.38	\$51,888.60	\$10,704.40	\$0.00	\$10,704.40	17.10%
A.2230.112.01.000.00.71	IT Aide	\$22,371.00	\$3,263.50	\$22,349.25	\$21.75	\$0.00	\$21.75	0.10%
A.2230.210.00.000.00.71	E/B Insurance	\$1,000.00	\$11.52	\$114.66	\$885.34	\$22.50	\$862.84	86.28%
A.2230.220.00.000.00.70	E/B FICA/Medicare	\$6,500.00	\$676.25	\$5,416.30	\$1,083.70	\$0.00	\$1,083.70	16.67%
A.2230.240.00.000.00.70	E/B Other	\$1,878.00	\$159.50	\$1,595.00	\$283.00	\$319.00	(\$36.00)	-1.92%
A.2230.320.00.000.00.71	Professional Development	\$1,000.00	\$0.00	\$130.00	\$870.00	\$0.00	\$870.00	87.00%
A.2230.330.00.000.00.71	Professional & Technical Servi	\$6,500.00	\$396.00	\$3,738.15	\$2,761.85	\$1,637.36	\$1,124.49	17.30%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	\$1,500.00	(\$50.00)	\$1,413.41	\$86.59	\$0.00	\$86.59	5.77%
A.2230.431.00.000.00.71	Maintenance Agreement	\$8,900.00	\$0.00	\$801.12	\$8,098.88	\$0.00	\$8,098.88	91.00%
A.2230.690.00.000.00.71	Other Supplies & Materials	\$1,500.00	\$147.17	\$998.34	\$501.66	\$203.36	\$298.30	19.89%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	\$13,500.00	(\$4,114.50)	(\$2,586.40)	\$16,086.40	\$0.00	\$16,086.40	119.16%
A.2230.731.00.000.00.71	Computer Software	\$4,100.00	\$0.00	\$6,169.14	(\$2,069.14)	\$0.00	(\$2,069.14)	-50.47%
	Func: Information Technology - 2230	\$131,342.00	\$6,397.82	\$92,027.57	\$39,314.43	\$2,182.22	\$37,132.21	28.27%
A.2310.112.01.000.00.71	BOE Administrative Assistant	\$53,300.00	\$5,120.00	\$43,826.00	\$9,474.00	\$0.00	\$9,474.00	17.77%
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	\$21,770.00	\$2,378.60	\$23,785.64	(\$2,015.64)	\$19.08	(\$2,034.72)	-9.35%
A.2310.220.00.000.00.70	E/B FICA/Medicare	\$4,169.00	\$339.10	\$2,799.75	\$1,369.25	\$0.00	\$1,369.25	32.84%
A.2310.230.00.000.00.71	Workers Compensation Ins	\$47,699.00	\$0.00	\$40,519.50	\$7,179.50	\$0.00	\$7,179.50	15.05%
A.2310.240.00.000.00.71	E/B Other	\$1,599.00	\$133.83	\$1,338.30	\$260.70	\$267.70	(\$7.00)	-0.44%
A.2310.250.00.000.00.71	Unemployment Compensation	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
A.2310.330.01.000.00.71	Legal Services	\$25,000.00	\$0.00	\$5,485.50	\$19,514.50	\$19,514.50	\$0.00	0.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 4/1/2023

To Date: 4/30/2023

Fiscal Year: 2022-2023

- 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	\$15,000.00	\$4,695.00	\$30,795.00	(\$15,795.00)	\$0.00	(\$15,795.00)	-105.30%
A.2310.520.01.000.00.71	Fidelity Bond	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
A.2310.520.02.000.00.71	Errors and Omissions Insurance	\$8,500.00	\$0.00	\$8,090.00	\$410.00	\$0.00	\$410.00	4.82%
A.2310.580.00.000.00.71	Travel	\$100.00	\$0.00	\$52.50	\$47.50	\$0.00	\$47.50	47.50%
A.2310.590.01.000.00.71	Communications/Postage	\$5,000.00	\$0.00	\$782.26	\$4,217.74	\$488.40	\$3,729.34	74.59%
A.2310.590.02.000.00.71	Advertising	\$1,000.00	\$156.00	\$1,616.65	(\$616.65)	\$0.00	(\$616.65)	-61.67%
A.2310.590.04.000.00.71	Community Engagement	\$2,000.00	\$0.00	\$88.00	\$1,912.00	\$0.00	\$1,912.00	95.60%
A.2310.650.00.000.00.71	Software Licenses & Support	\$24,000.00	\$0.00	\$13,125.05	\$10,874.95	\$0.00	\$10,874.95	45.31%
A.2310.690.00.000.00.71	BOE Other Supplies & Materials	\$1,000.00	\$0.00	\$1,202.78	(\$202.78)	\$0.00	(\$202.78)	-20.28%
A.2310.890.00.000.00.71	Dues & Fees	\$1,500.00	\$0.00	\$1,538.65	(\$38.65)	\$0.00	(\$38.65)	-2.58%
	Func: Board of Education - 2310	\$217,937.00	\$12,822.53	\$175,145.58	\$42,791.42	\$20,289.68	\$22,501.74	10.32%
A.2320.111.00.000.00.71	Superintendent	\$93,518.00	\$7,692.32	\$84,615.51	\$8,902.49	\$0.00	\$8,902.49	9.52%
A.2320.210.00.000.00.71	E/B Insurance	\$21,430.00	\$0.00	\$0.00	\$21,430.00	\$0.00	\$21,430.00	100.00%
A.2320.220.00.000.00.70	E/B FICA/Medicare	\$1,356.00	\$111.54	\$1,226.94	\$129.06	\$0.00	\$129.06	9.52%
A.2320.320.00.000.00.71	Professional Development - Cer	\$500.00	\$60.00	\$60.00	\$440.00	\$0.00	\$440.00	88.00%
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	\$476.19	\$781.92	(\$31.92)	\$0.00	(\$31.92)	-4.26%
A.2320.739.00.000.00.71	Other Equipment	\$0.00	\$14.25	\$1,294.40	(\$1,294.40)	\$305.46	(\$1,599.86)	0.00%
A.2320.890.00.000.00.71	Dues & Fees	\$5,000.00	\$0.00	\$330.00	\$4,670.00	\$3,445.00	\$1,225.00	24.50%
	Func: Superintendent's Office - 2320	\$122,804.00	\$8,354.30	\$88,308.77	\$34,495.23	\$3,750.46	\$30,744.77	25.04%
A.2400.111.00.000.00.71	Principal	\$128,125.00	\$9,903.84	\$104,485.51	\$23,639.49	\$0.00	\$23,639.49	18.45%
A.2400.111.01.000.00.71	Clinical Supervisor	\$53,210.00	\$4,093.06	\$43,181.78	\$10,028.22	\$0.00	\$10,028.22	18.85%
A.2400.112.00.000.00.71	Non Certified Personnel	\$91,894.00	\$9,068.80	\$74,330.19	\$17,563.81	\$0.00	\$17,563.81	19.11%
A.2400.210.00.000.00.71	E/B Insurance	\$65,000.00	\$6,408.93	\$66,897.71	(\$1,897.71)	\$138.51	(\$2,036.22)	-3.13%
A.2400.220.00.000.00.70	E/B FICA/Medicare	\$9,659.00	\$797.58	\$6,661.83	\$2,997.17	\$0.00	\$2,997.17	31.03%
A.2400.240.00.000.00.71	E/B Other	\$5,440.00	\$454.83	\$4,548.30	\$891.70	\$909.70	(\$18.00)	-0.33%
A.2400.320.00.000.00.71	Professional Development - Cer	\$1,500.00	\$0.00	\$350.00	\$1,150.00	\$0.00	\$1,150.00	76.67%
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	\$192.50	\$107.50	\$0.00	\$107.50	35.83%
A.2400.590.01.000.00.71	Principal's Engagement	\$1,500.00	\$0.00	\$1,384.70	\$115.30	\$0.00	\$115.30	7.69%
A.2400.650.00.000.00.71	Educational Software Licenses/	\$8,750.00	\$0.00	\$0.00	\$8,750.00	\$0.00	\$8,750.00	100.00%
A.2400.690.00.000.00.71	Other Supplies & Materials	\$3,000.00	\$187.96	\$1,775.58	\$1,224.42	\$1,226.03	(\$1.61)	-0.05%
A.2400.890.00.000.00.71	Dues & Fees	\$1,000.00	\$89.00	\$348.00	\$652.00	\$0.00	\$652.00	65.20%
	Func: Building Administrators - 2400	\$369,628.00	\$31,004.00	\$304,156.10	\$65,471.90	\$2,274.24	\$63,197.66	17.10%
A.2510.112.01.000.00.71	Business Manager	\$93,317.00	\$8,178.16	\$75,729.59	\$17,587.41	\$0.00	\$17,587.41	18.85%
A.2510.210.00.000.00.71	E/B Insurance	\$26,572.00	\$2,944.35	\$29,443.50	(\$2,871.50)	\$27.00	(\$2,898.50)	-10.91%
A.2510.220.00.000.00.70	E/B FICA/Medicare	\$7,139.00	\$561.98	\$5,149.58	\$1,989.42	\$0.00	\$1,989.42	27.87%
A.2510.240.00.000.00.71	E/B Other	\$2,800.00	\$233.25	\$4,332.50	(\$1,532.50)	\$466.50	(\$1,999.00)	-71.39%
A.2510.330.02.000.00.71	Professional & Technical Svcs	\$14,500.00	\$846.40	\$9,371.07	\$5,128.93	\$1,599.58	\$3,529.35	24.34%
A.2510.580.00.000.00.71	Travel	\$200.00	\$0.00	\$95.00	\$105.00	\$0.00	\$105.00	52.50%
A.2510.690.00.000.00.71	Fiscal Office Supplies	\$750.00	\$0.00	\$1,007.59	(\$257.59)	\$0.00	(\$257.59)	-34.35%
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	\$1,079.00	\$361.00	\$0.00	\$361.00	25.07%
	Func: Fiscal & Business Office - 2510	\$146,818.00	\$12,764.14	\$126,207.83	\$20,610.17	\$2,093.08	\$18,517.09	12.61%
A.2600.177.01.000.00.71	Security Officer	\$27,150.00	\$2,540.96	\$22,868.64	\$4,281.36	\$0.00	\$4,281.36	15.77%
A.2600.220.00.000.00.70	E/B FICA/Medicare	\$0.00	\$194.38	\$1,749.42	(\$1,749.42)	\$0.00	(\$1,749.42)	0.00%
A.2600.220.01.000.00.71	E/B FICA/Med	\$1,731.00	\$0.00	\$0.00	\$1,731.00	\$0.00	\$1,731.00	100.00%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 4/1/2023

To Date: 4/30/2023

Fiscal Year: 2022-2023

- 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.2600.410.01.000.00.71	Electricity	\$75,000.00	\$4,811.67	\$64,886.98	\$10,113.02	\$10,192.92	(\$79.90)	-0.11%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	\$8,000.00	\$774.81	\$7,495.70	\$504.30	\$1,604.30	(\$1,100.00)	-13.75%
A.2600.410.03.000.00.71	Water	\$3,000.00	\$532.00	\$1,298.50	\$1,701.50	\$1,701.50	\$0.00	0.00%
A.2600.410.04.000.00.71	Sewer	\$18,450.00	\$0.00	\$18,865.13	(\$415.13)	\$0.00	(\$415.13)	-2.25%
A.2600.430.01.000.00.71	Maintenance Contracts	\$243,800.00	\$21,746.91	\$188,399.65	\$55,400.35	\$45,367.09	\$10,033.26	4.12%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	\$20,000.00	\$1,056.69	\$15,186.96	\$4,813.04	\$5,600.00	(\$786.96)	-3.93%
A.2600.520.00.000.00.71	Plant Insurance	\$38,746.00	\$0.00	\$40,180.00	(\$1,434.00)	\$0.00	(\$1,434.00)	-3.70%
A.2600.590.01.000.00.71	Telephone	\$7,000.00	\$1,902.81	\$8,923.49	(\$1,923.49)	\$1,626.51	(\$3,550.00)	-50.71%
A.2600.613.00.000.00.71	Maintenance Supplies	\$15,000.00	\$271.00	\$10,504.55	\$4,495.45	\$2,288.09	\$2,207.36	14.72%
A.2600.620.00.000.00.71	Heating Oil	\$75,000.00	\$0.00	\$42,590.82	\$32,409.18	\$0.00	\$32,409.18	43.21%
A.2600.739.00.000.00.71	Maintenance Equipment	\$500.00	\$0.00	\$89.67	\$410.33	\$0.00	\$410.33	82.07%
	Func: Plant Operation & Maintenance - 2600	\$533,377.00	\$33,831.23	\$423,039.51	\$110,337.49	\$68,380.41	\$41,957.08	7.87%
A.2700.112.01.000.00.71	Bus Drivers	\$184,267.00	\$20,327.75	\$149,198.50	\$35,068.50	\$0.00	\$35,068.50	19.03%
A.2700.112.02.000.00.71	Bus Coordinator	\$58,013.00	\$5,462.54	\$47,079.80	\$10,933.20	\$0.00	\$10,933.20	18.85%
A.2700.112.03.000.00.71	Van Drivers	\$83,000.00	\$10,321.47	\$85,541.26	(\$2,541.26)	\$0.00	(\$2,541.26)	-3.06%
A.2700.210.00.000.00.71	E/B Insurance	\$100,000.00	\$7,779.05	\$80,599.99	\$19,400.01	\$20.52	\$19,379.49	19.38%
A.2700.220.00.000.00.70	E/B FICA/Medicare	\$24,884.00	\$2,602.58	\$20,342.39	\$4,541.61	\$0.00	\$4,541.61	18.25%
A.2700.240.00.000.00.71	E/B Other	\$1,740.00	\$0.00	(\$337.94)	\$2,077.94	\$1,740.00	\$337.94	19.42%
A.2700.330.00.000.00.71	Professional & Technical Svcs	\$2,000.00	\$500.00	\$2,060.50	(\$60.50)	\$0.00	(\$60.50)	-3.03%
A.2700.430.00.000.00.71	Transportation Maintenance	\$38,000.00	\$1,052.44	\$31,797.42	\$6,202.58	\$0.00	\$6,202.58	16.32%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	\$5,000.00	\$5,070.00	\$37,108.25	(\$32,108.25)	\$17,550.00	(\$49,658.25)	-993.17%
A.2700.520.00.000.00.71	Vehicle Insurance	\$17,100.00	\$0.00	\$17,100.00	\$0.00	\$0.00	\$0.00	0.00%
A.2700.625.00.000.00.71	Supplies - Oil, Washer Fluid,	\$6,000.00	\$170.00	\$3,662.75	\$2,337.25	\$0.00	\$2,337.25	38.95%
A.2700.626.00.000.00.71	Regular Fuel - Vans	\$20,000.00	\$1,759.91	\$18,278.50	\$1,721.50	\$1,721.50	\$0.00	0.00%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	\$36,000.00	\$4,703.85	\$51,988.30	(\$15,988.30)	\$0.00	(\$15,988.30)	-44.41%
A.2700.690.00.000.00.71	Other Supplies & Materials	\$1,000.00	\$0.00	\$40.89	\$959.11	\$0.00	\$959.11	95.91%
A.2700.739.00.000.00.71	Transportation Equipment	\$1,000.00	\$107.98	\$1,039.97	(\$39.97)	\$0.00	(\$39.97)	-4.00%
A.2700.890.00.000.00.71	Dues & Fees	\$1,500.00	\$0.00	\$1,420.00	\$80.00	\$0.00	\$80.00	5.33%
	Func: Transportation - 2700	\$579,504.00	\$59,857.57	\$546,920.58	\$32,583.42	\$21,032.02	\$11,551.40	1.99%
A.3100.435.00.000.00.71	Repairs	\$2,000.00	\$0.00	\$2,456.15	(\$456.15)	\$0.00	(\$456.15)	-22.81%
A.3100.570.00.000.00.71	Food Service Management	\$23,250.00	\$0.00	\$23,250.00	\$0.00	\$0.00	\$0.00	0.00%
A.3100.621.00.000.00.71	Propane	\$2,000.00	\$1,024.20	\$1,024.20	\$975.80	\$0.00	\$975.80	48.79%
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	\$27,750.00	\$1,024.20	\$26,730.35	\$1,019.65	\$0.00	\$1,019.65	3.67%
A.3200.111.00.000.00.71	Stipend Positions	\$22,061.00	\$0.00	\$3,394.00	\$18,667.00	\$0.00	\$18,667.00	84.62%
A.3200.111.01.000.00.71	Coaches Salaries	\$11,879.00	\$0.00	\$0.00	\$11,879.00	\$0.00	\$11,879.00	100.00%
A.3200.112.00.000.00.71	Extra Curricular Transportatio	\$0.00	\$133.64	\$2,481.74	(\$2,481.74)	\$0.00	(\$2,481.74)	0.00%
A.3200.220.00.000.00.70	E/B FICA/Medicare	\$2,596.00	\$0.00	\$259.64	\$2,336.36	\$0.00	\$2,336.36	90.00%
A.3200.329.00.000.00.70	Officials	\$2,650.00	\$0.00	\$2,148.98	\$501.02	\$0.00	\$501.02	18.91%
A.3200.690.00.000.00.71	Activity Supplies & Materials	\$5,000.00	\$0.00	\$3,359.54	\$1,640.46	\$0.00	\$1,640.46	32.81%
A.3200.739.00.000.00.71	Activity Equipment	\$2,500.00	\$113.00	\$448.91	\$2,051.09	\$511.73	\$1,539.36	61.57%
A.3200.890.00.000.00.71	Dues & Fees	\$500.00	\$0.00	\$140.00	\$360.00	\$0.00	\$360.00	72.00%
	Func: Student Activities - 3200	\$47,186.00	\$246.64	\$12,232.81	\$34,953.19	\$511.73	\$34,441.46	72.99%
A.6110.561.01.000.00.73	Tuition: Plainfield	\$903,254.00	\$0.00	\$484,472.60	\$418,781.40	\$484,472.60	(\$65,691.20)	-7.27%
A.6110.561.02.000.00.70	Adult Education	\$9,208.00	\$0.00	\$0.00	\$9,208.00	\$0.00	\$9,208.00	100.00%
A.6110.561.05.000.00.73	Tuition: Magnet, QMC, STEM	\$192,516.00	\$0.00	\$224,765.67	(\$32,249.67)	\$0.00	(\$32,249.67)	-16.75%

Sterling Board of Education

Budget and Expenses - BOE

From Date: 4/1/2023

To Date: 4/30/2023

Fiscal Year: 2022-2023

- 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.6110.561.07.000.00.73	Tuition: Killingly, Other	\$122,814.00	\$0.00	\$143,283.00	(\$20,469.00)	\$0.00	(\$20,469.00)	-16.67%
A.6110.562.00.000.00.72	S/E Tuition CT Public	\$492,888.00	(\$23,506.35)	\$274,188.59	\$218,699.41	\$222,505.14	(\$3,805.73)	-0.77%
	Func: Tuition CT PUBLIC - 6110	\$1,720,680.00	(\$23,506.35)	\$1,126,709.86	\$593,970.14	\$706,977.74	(\$113,007.60)	-6.57%
A.6130.563.00.000.00.72	S/E Tuition Non-Public	\$559,566.00	\$67,624.17	\$423,050.43	\$136,515.57	\$153,265.13	(\$16,749.56)	-2.99%
A.6130.563.04.000.00.72	SEDAC - Excess Cost Reimburse	(\$150,000.00)	\$0.00	(\$143,245.00)	(\$6,755.00)	\$0.00	(\$6,755.00)	4.50%
	Func: Tuition NON-PUBLIC - 6130	\$409,566.00	\$67,624.17	\$279,805.43	\$129,760.57	\$153,265.13	(\$23,504.56)	-5.74%
Grand Total:		\$8,255,285.00	\$568,821.21	\$6,488,303.74	\$1,766,981.26	\$1,071,080.73	\$695,900.53	8.43%

End of Report

Line Item Transfer Request

5/17/2023

Transfer From		Transfer To			
<i>Account</i>	<i>Description</i>	<i>Account</i>	<i>Description</i>	<i>Amount</i>	<i>Notes</i>
A.2310.220.00.000.00.70	Board of Ed E/B FICA/Med	A.2320.220.00.000.00.70	Superintendent E/B FICA/Med	\$ 64.00	Contract Payroll Cost
A.2310.230.00.000.00.71	Worker's Compensation Insurance	A.2310.250.00.000.00.71	Unemployment Compensation	\$ 7,179.00	Cover Department of Labor Unemployment
A.1000.210.00.000.00.71	Regular Program E/B Insurance	A.2310.250.00.000.00.71	Unemployment Compensation	\$ 1,831.00	Cover Department of Labor Unemployment
A.2600.410.03.000.00.71	Water	A.2600.410.04.000.00.71	Sewer	\$ 416.00	Contract Sewer Cost
A.2310.590.01.000.00.71	BOE Communications/Postage	A.2600.520.00.000.00.71	Plant Operation Insurance	\$ 1,434.00	Contract Insurance Cost
A.1000.111.01.000.00.71	Regular Program Certified	A.6110.561.01.000.00.73	Tuition: Plainfield	\$ 73,903.00	Cover 4.5 additional Plainfield tuitions
A.6110.562.00.000.00.72	S/E Tuition CT Public	A.6130.563.00.000.00.72	S/E Tuition: Non Public	\$ 16,750.00	Cover SPED Out of District Placements
A.2310.590.01.000.00.71	BOE Communications/Postage	A.2310.590.02.000.00.71	BOE Advertising	\$ 950.00	RFP Maintenance Ad, Facilities Director Ad, Preschool Ad
			TOTAL	\$102,463.00	



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

April 26, 2023

To Board of Education,

We have received a monetary donation in the amount of \$150.00 from the Sterling Garden Club to assist a Grade 8 student to go on the Washington DC Trip.

This is a formal request for the Board of Education to accept the donation. This donation will be deposited into the Student Activity Account, Washington DC Trip and will be used to aid a family in need of the donation.

Sterling Garden Club
Marnie Bourque
286 Pine Hill Road
Sterling, CT 06377

Sincerely,

Theodore Friend, Superintendent

Date Signed

Courtney Brannon, Business Manager

Date Signed

This donation of \$150.00 is
to help a student go on the
wonderful class trip to D.C.

Hope it helps!

The Sterling Garden Club 

STERLING COMMUNITY SCHOOL**1:1 Student Chromebook Agreement Rules, Guidelines, and Procedures****1:1 Student Chromebook Mission:**

Sterling Community School endeavors to prepare students for an ever-changing world where technological advancements occur rapidly.

The mission of the 1:1 Student Chromebook program is to create a collaborative learning environment for all students where technology is immediately available as a tool for learning. Making technology available enables students and teachers to implement transformative uses of technology and enhances student engagement with the content. It also promotes the development of self-directed and lifelong learners who are able to keep pace with a rapidly evolving technological landscape.

1. Receiving Your Chromebook**a. SCS Parent-Student Chromebook Agreement**

This Chromebook Agreement must be signed before a Chromebook can be issued to a student.

b. Distribution

Chromebooks are checked out by students and each student must return the same Chromebook that they were issued or pay the full replacement cost.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the computer lab technician as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

a. General Precautions

- No food or drink should be next to Chromebooks
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks can be decorated with removable, school-appropriate stickers. Writing or drawing on the Chromebook is not allowed.
- Heavy objects should never be placed on top of Chromebooks (even inside a backpack).
- **Tampering with the device is not allowed.**

b. Carrying Chromebooks

- Always transport the Chromebook with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

c. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of the Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

d. Barcodes

- Students may not tamper with barcodes.

e. Physical Condition

- Chromebooks should not have scratches, dents, or missing pieces, including keys, rubber pads, screws, or any internal components.
- If a Chromebook is damaged, it should be immediately reported to your teacher and the IT Department.
- Chromebooks that have been tampered with or destroyed will be invoiced to the responsible party.

e. Lost and Stolen Devices

- Students must immediately report lost or stolen Chromebooks to the IT Department.
- The district may track lost or stolen Chromebooks through theft recovery software.
- In the event a lost or stolen Chromebook is unable to be recovered, the assigned user may be invoiced for the replacement cost of the device, including any accessories or warranties.

3. Using Your Chromebook At School

Students should bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the tech office.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- The school Tech will contact students when their devices are repaired and available to be picked up.

b. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

c. Printing

- Printing is not available to student Chromebooks. Students are encouraged to digitally share their work with the tools provided to them.

d. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only Sterling students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.

e. Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

f. Loaner Chromebooks

- Loaner Chromebooks are available to students who forget their device at home.
- Loaner Chromebooks must be returned in the same condition they were received.
- Students may be denied a loaner if they have failed to return one in the past.
- No more than one loaner Chromebook will be issued to a student
- Loss, misplacement, or failure to return a loaner will result in denial of future loaner access.

4. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

5. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

a. Prohibited Activities

- Materials defined as restricted by the Children's Internet Protection Act (CIPA) must not be accessed.
- Attempts to bypass the district's content filters will not be tolerated.
- Any student caught attempting to bypass the filter will face disciplinary action, including revocation of Chromebook privileges.
- It is the student's responsibility to ensure they are using the Chromebook and the Internet in an appropriate manner and in accordance with district policies.

6. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

7. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time during the school year.

8. Repairing/Replacing Your Chromebook

a. Chromebook repair

- If your Chromebook is not working, notify your teacher and take it to the Tech Office for repair.

b. Estimated Costs (subject to change)

The following are estimated costs of parts and replacements:

- Chromebook Replacement - \$400.00
- Chromebook Screen - \$90.00
- Chromebook Keyboard/Touchpad - \$80.00 / \$20.00
- Chromebook Power Cord - \$35.00

9. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically

provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Please sign and return ONLY the page attached. Keep the above information for your records.

Students must have a signed agreement on file in order to be assigned a Chromebook.

Sterling Community School Chromebook Use and Digital Citizenship Agreement

Sterling Community School believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always logout before leaving a computer.
- I will immediately report inappropriate behavior directed at me to a teacher, librarian, or other adult at school.

Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to research similar to that which I would do in class.
- I will not visit inappropriate web sites. If inappropriate content comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screensavers to school appropriate images.

Honor Intellectual Property

- I will not plagiarize, I will cite any and all use of websites, images, books and other media.

By signing this agreement, I acknowledge that I have read, understand, and accept the terms of Chromebook Use Agreement. I agree to be financially responsible for the repair or replacement cost should my Chromebook be lost, stolen, or damaged.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

CABE's mandated policy to consider.

Students

Student Records; Confidentiality

Educational records, defined as records directly related to a student, will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the need to comply with the legal state and federal requirements regarding the confidentiality, access to and amendment of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing and revised regulations and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.

For the purposes of this policy:

"Parent" means a natural parent, an adopted, or a legal guardian or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the student. A parent who is incarcerated is also entitled to knowledge of and access to all educational, medical or similar records maintained in the cumulative record of any minor student of such incarcerated parent except in situations (1) where such information is considered privileged as defined in C.G.S. 10-154a, (2) such incarcerated parent has been convicted of sexual assault, or aggravated sexual assault, or (3) such incarcerated parent is prohibited pursuant to a court order.

"Student" means an individual who is or has been "in attendance" in person at an educational agency or institution for whom education records are maintained. It also includes those situations in which students "attend" classes but are not physically present, including attendance by videoconference, satellite, Internet, or other electronic information and telecommunication technologies.

"Student record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties whether recorded in handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained.

Students

Student Records; Confidentiality (continued)

“Student record” (continued) Student records include any information maintained for the purpose of review by a second party is considered a student record. Records that pertain to an individual’s previous attendance as a student are “education records” under FERPA regardless of when they were created or received within the school system. Student records shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. Records of the law enforcement unit of the District or school are not considered student records.

“Law Enforcement Unit” means an individual office, department, division, or other component of an education agency or institution that is officially authorized or designated by that agency or institution to (1) enforce laws or refer matters of law enforcement to appropriate authorities, or (2) maintain the physical security and safety of the agency or institution.

“Substitute” means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

“School Official” means a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel, a person serving on the Board of Education, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

“Authorized Representative” means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct with respect to Federal or State-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

“Education Program” means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

“Early Childhood Education Program” means a Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children’s cognitive, social, emotional and physical development and is a (i) state prekindergarten program; (ii) a program authorized under the Individuals with Disabilities Education Act; or (iii) is a program operated by a local educational agency.

Students

Student Records; Confidentiality (continued)

“Directory Information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent’s name and/or e-mail address, student’s name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student’s social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student’s ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the district. He/She will develop procedures (administrative regulations) providing for the following:

1. Annually informing parents of their rights.
2. Permitting parents to inspect and review educational records, including, at least, a statement of the procedure to be followed by a parent or eligible student who requests to inspect and review the educational records, with an understanding that the procedure may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student’s education records without the prior written consent of the student’s parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are “school officials” and what the school considers to be a “legitimate educational interest”; and a specification of the personally identifiable information to be designated as directory information.

Students

Student Records; Confidentiality (continued)

4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.
5. Providing a parent/guardian with an opportunity to seek the correction of the student's education records through a request to amend the records. If the District decides that an amendment of the records as requested is not warranted, to inform the parent/guardian or eligible student and advise him/her of the right to a hearing and permitting the parent/guardian or an eligible student to place a statement in the education records of the student.
6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of student records.
8. Enumerating and describing the student records maintained by the school system.
9. Annually informing parents under what conditions that their prior consent is not required to disclose information.
10. Ensuring the orderly retention and disposition, per applicable state statutes, of the districts student records.
11. Notifying parents of secondary school students that it is required to release the student's name, address and telephone listing to military recruiters and institutions of higher learning upon request. Parents or eligible students may request that the District not release this information, and the District will comply with the request.
12. Notifying parents annually of the District's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records. (as amended by PA 17-68, Section 4)

10-154a Professional communications between teacher or nurse & student.

10-209 Records not to be public.

10-221b Boards of education to establish written uniform policy re: treatment of recruiters.

Students

Student Records; Confidentiality

Legal Reference: Connecticut General Statutes (continued)

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011)

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

Owasso Independent Sch. Dist. No.1-011 v. Falvo, 534 U.S.426 (2002)

P.L. 112-278 "The Uninterrupted Scholars Act"

Policy adopted:

rev. 4/09
rev. 4/12
rev. 3/13
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rev 6/17