

2018 College Choices for Seniors

Arcadia University	University of Hartford
Bentley University	University of Maine
Bristol Technical School	University of Miami Florida
Castleton University	University of New Hampshire
Central Connecticut State University	University of New Haven
Champlain College	University of Saint Joseph
Coastal Carolina University	University of Southern Maine
Eastern Connecticut State University	University of Tampa
Endicott College	University of Utah
Fashion Institute of Technology	West Virginia University
Florida Southern College	Western Connecticut State University
Hartwick College	Western New England University
Hawaii Pacific University	
Keene State College	
Lasell College	
Monmouth University	
Mount Holyoke College	
Mount Saint Mary's University	
Naugatuck Valley Community College	
Northwestern Conn Community College	
Pace University	
Quinnipiac University	
Sacred Heart University	
Seton Hall University	
South Dakota State University	
Southern Connecticut State University	
St John's University	
State College of Florida	
Suffolk University	
Syracuse University	
Temple University	
Tunxis Community College	
United States Military Academy	
Universal Technical University	
University of Connecticut	
University of Dublin	

2018 Self-Reported College Acceptances for Seniors

Anna Maria College	Iona College
Arcadia University	Johnson and Wales University
Becker College	Keene State College
Bentley University	Lasell College
Bridgewater State University	Marist College
Bristol Technical School	Marymount Manhattan College
Bryant University	Methodist University
Butler University	Miami Dade College
Capital University	Missouri Southern State University
Castleton University	Missouri State University
Central Connecticut State University	Monmouth University
Champlain College	Mount Holyoke College
Clarkson University	Mount Saint Mary's University
Coastal Carolina University	Naugatuck Valley Community College
College of Saint Rose	New England College
Dominican College	New York University
Drexel University	Newbury College
Eastern Connecticut State University	Northwestern Connecticut Community College
Emerson College	Norwich University
Endicott College	Pace University
Fairfield University	Pennsylvania State
Fairleigh Dickinson College	Quinnipiac University
Fashion Institute of Technology	Rochester Institute of Technology
Florida Atlantic University	Roger Williams University
Florida Southern College	Rutgers University
Fordham University	Sacred Heart University
Formacion Profesional de la Comunidad de Madrid	Saint Michael's College
Franklin Pierce	Seton Hall University
Gateway Community College	South Dakota State University
George Washington University	Southern Connecticut State University
Gordon College	Southern New Hampshire University
Hartwick College	Southern Vermont College
Hawaii Pacific University	Springfield College
Hofstra University	St John's University

St Joseph's University	Wells College
State College of Florida	West Virginia University
State of College of Florida	Western Connecticut State University
Stony Brook University	Western New England University
Suffolk University	Worcester Polytechnic Institute
Syracuse University	
Temple University	
Torrington Beauty Academy	
Tunxis Community College	Air Force
United States Military Academy	Air National Guard
Universal Technical Institute	Army
Universal Technical University	Army National Guard
University of Arizona	Marines
University of Bridgeport	Navy
University of Cincinnati	
University of Connecticut	
University of Delaware	
University of Dublin	
University of Hartford	
University of Maine	
University of Maine – at Fort Kent	
University of Massachusetts	
University of Massachusetts – Amherst	
University of Massachusetts – Lowell	
University of Miami	
University of New England	
University of New Hampshire	
University of New Haven	
University of Rhode Island	
University of Saint Joseph	
University of Scranton	
University of Southern Maine	
University of Tampa	
University of Utah	
University of Vermont	
University of Vermont	
Ursinus College	
Utica College	

To: The Torrington School Improvement Committee

From: Tim Gaffney-Litchfield County Sports

Re: Magazine for the school district

The Project: An informational magazine that will be distributed throughout the Torrington Community that will accentuate the positive developments in all six of the area schools.

Options will include a 16-page and 20-page layout with each of the schools getting at least two pages of content.

The 16-page layout will be advertising free, the 20-page will include advertising and/or sponsorships designed to decrease the cost to the district.

School, family and community themes will be spread throughout the magazine.

I will get input from each school and from the administration as we develop this project together.

Design work and publication will be done by Minuteman Press in Torrington who publish the Litchfield County Sports Magazine. It will be a full color magazine.

Pricing scenarios with 4000 made.

16-page full color magazine

Development and printing: \$5695

Cost per magazine: \$1.42

20-page full color magazine with advertising. Note: Ads would feature services people would need for their care and upbringing of their children. IE: Real Estate agents, Pediatricians, Library, entertainment (Warner), etc.

Would limit ads to two, business card sized ads per page over the inside 18 pages.

LCS would pick up the cost of the four additional pages, district would be billed for the 16 plus my cost at a discounted rate.

Development and printing: \$4195

Cost per magazine: \$1.04

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

RECEIVED
JAN 10 1964

FROM
JAN 10 1964

TO
JAN 10 1964

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FROM
JAN 10 1964

TO
JAN 10 1964

FROM
JAN 10 1964

T#3: E. Clamari

9-12

New Haven

New Haven, CT

Jan. 17-20, 2019

COVER SHEET

This cover sheet must accompany the Field Trip Application Form for all steps of approval and then be returned to the trip organizer upon completion of the proposal/approval process.

- Local/In-State/One day Field Trips must be submitted to Central Office at least 30 days prior to the date of the proposed field trip.
- Out-of-State/Overnight/Out-of-Country Field Trips must be submitted to Central Office at least 60 days prior to the date of the proposed field trip.
- The steps for proposal and possible approval of all field trips must follow the below steps. Each step should be checked, signed and dated when complete.
- This form must be completed in its entirety. Incomplete forms will be returned to trip organizer. Section 9 must have all necessary signatures before district approval will be given.

* Please note that field trips in September and June are highly discouraged.

Task	Date and Signed
<input checked="" type="checkbox"/> Trip organizer completes Field Trip Application Form and submits to school nurse for review.	6/25/18 <i>Gu Herri</i>
<input checked="" type="checkbox"/> School nurse reviews all information and signs off on form.	7/10/18 <i>R Arnold, RN</i>
<input checked="" type="checkbox"/> Once signed by school nurse, trip organizer submits application with all necessary information to building principal for approval. Building principal approves or denies field trip proposal. If denied, notify trip organizer.	<i>[Signature]</i>
<input checked="" type="checkbox"/> If approved, building AA enters proposed field trip on shared outlook calendar and sends proposal to district administration.	<i>1/13</i>
<input checked="" type="checkbox"/> District administration receives trip proposal.	7/14/18 <i>(E)</i>
<input type="checkbox"/> District administration approves or denies field trip proposal.	
<input type="checkbox"/> For local/in-state/one day trips District administration notifies the trip organizer of decision. Information is updated on shared field trip outlook calendar.	
<input type="checkbox"/> For out-of-state, out-of-country, or overnight field trips district administration submits field trip proposal to the full BOE for approval.	
<input type="checkbox"/> BOE approves or denies field trip proposal.	
<input type="checkbox"/> BOE notifies district administration of decision and District Administrative Assistant updates information on shared field trip outlook calendar.	
<input type="checkbox"/> Trip organizer receives cover sheet with decision noted.	
<input type="checkbox"/> Trip organizer notifies all necessary staff of approval or denial of field trip within one week of approval: (check and initial when complete)	
<input type="checkbox"/> Administration _____ <input type="checkbox"/> Nurse _____ <input type="checkbox"/> Cafeteria _____ <input type="checkbox"/> Other: _____	

Central Office Final Decision:

☐ TRIP APPROVED☐ TRIP DENIED

Procedures for submitting a field trip application form:

1. Trip organizer completes Field Trip Application Form and submits to school nurse for review.
2. School nurse reviews all information and signs off on form.
3. Once signed by school nurse, trip organizer submits application with all necessary information to building principal for approval. Building principal approves or denies field trip proposal. If denied, notify trip organizer.
4. If approved, building AA enters proposed field trip on shared outlook calendar and sends proposal to district administration.
5. District administration receives trip proposal.
6. District administration approves or denies field trip proposal.
7. For local/in-state/one day trips District administration notifies the trip organizer of decision. Information is updated on shared field trip outlook calendar.
8. For out-of-state, out-of-country, or overnight field trips district administration submits field trip proposal to the full BOE for approval.
9. BOE approves or denies field trip proposal.
10. BOE notifies district administration of decision and District Administrative Assistant updates information on shared field trip outlook calendar.
11. Trip organizer receives cover sheet with decision noted.
12. Trip organizer notifies all necessary staff of approval or denial of field trip within one week of approval: (check and initial when complete) <div style="margin-left: 20px;"> <input type="checkbox"/> Administration _____ <input type="checkbox"/> Nurse _____ <input type="checkbox"/> Cafeteria _____ <input type="checkbox"/> Other: _____ </div>

*** Please note that field trips in September and June are highly discouraged.**

- Local/In-State/One day Field Trips must be submitted to the Superintendent/Designee at least 30 days prior to the date of the proposed field trip.
- Out-of-State/ Overnight/Out-of-Country Field Trips must be submitted to the BOE at least 60 days prior to the date of the proposed field trip.

Steps to complete upon Final Approval of Field Trip:

1. Provisions for parent/guardian permission slips and student contracts and, where appropriate as a requirement, student contracts for behavior and learning expectations.
2. Notify cafeteria and nurses of the trip approval providing them with dates, time and # of passengers.
3. Supply grade level secretaries with a complete list of participants.
4. Have all permission slips and medications forms to the nurse at least 10 days prior to departure.
5. Designate staff to be in charge of medications and any other medical needs.
6. Make sure all volunteers meet BOE Policy 7025 and have had all necessary background checks as needed.
7. Alert now list, if trip is out-of-country, state or overnight are prepared and given to secretary and the building principal.
8. Inform staff and chaperones prior to leaving of their responsibilities while on the trip.

These steps are not an exhaustive list of the steps that you may have to complete in order to have a successful field trip, but they are the steps that must be completed based on BOE Policy 6088. If you have any questions or concerns regarding the process please consult with your building principal.

Torrington Public Schools Field Trip Application Form

1. LOGISTICS

Date of Application: 6/25/18 Person Proposing Field Trip: Eric Gamari
 Date(s) of Trip: Jan - 17th - 20th, 2019 Departure Time: Jan 17th 3pm Return Time: Jan 20th 2pm
 Specific Destination: Yale - New Haven (event/site and specific city, state)

(Must be submitted to Central Office at least 30 days prior to trip.)

☐ In State One Day Trip

(Must be submitted to Central Office at least 60 days prior to trip. All trips will require BOE approval.)

☒ Overnight In State Trip ☐ One day out of State Trip ☐ Multi-Day out of State Trip ☐ Out of Country Trip

Transportation: IN-house - Mini-Buses - (be specific/company name/if walking the route)

2. PARTICIPANTS

Class(es)/Students that are participating: 12 (attach list of names)

Is this list subject to change? Yes If yes, explain: depends on work, family, sports and jobs.

3. CHAPERONES

(Please note the number of chaperones needed along with names)

2 Teachers: Eric Gamari + Maggie McGilliscuddy
 Paras/Support Staff: _____
 Parents/Volunteers: _____
 Nurse: _____

☒ Actual count or ☐ Estimated Count

If an estimated count, explain: _____

4. POSSIBLE COST OF TRIP TO DISTRICT

How many teacher substitutes will be needed to cover students not going on the trip? 1 **only 1 Advisor needed.*

How many para substitutes will be needed to cover students not going on the trip? 0 *1-Thurs.-Sat
2-Sat-Sun.*

Number of days above substitutes will be needed: Teachers: 1 Paras: _____ Nurse: _____

Cost of above substitutes for class coverage (@\$100/day): ✓

The above number of substitutes is an ☒ Actual or ☐ Estimated count.

If an estimated count, explain: _____

If trip is outside of regularly scheduled school hours or on a weekend, will a custodian be needed for entry into the building? ☐ Yes (Additional OT costs may apply) ☒ No *→ NO extra pay will be needed*

Possible additional costs (please check all that apply)

☐ special transportation ☐ 1:1 chaperone ☐ food/meal ☐ IEP mandates ☐ chaperone background checks (overnight only)

☐ other: (specify) _____

Explain all checked boxes as specifically as possible and how the additional costs will be funded:

none

Torrington Public Schools Field Trip Application Form

5. TRIP COST PER PERSON

Total cost of trip: \$ 270-280 Explain the cost of the trip per person (admission, transportation, meals etc.): Depends on Number of Students attending the Yale Conference

6. FUNDING SOURCE – How will the trip be paid for

☒ Student \$ 270-280 ☐ District Budget \$ _____
☐ Fundraising \$ _____ ☐ Grant (specify) \$ _____
☐ School Activity Funds \$ _____ ☐ Other (specify) \$ _____
☐ PTO \$ _____

How much of the total cost will each student be expected to pay? \$ 270-280

Will financial assistance be provided for those in need? ☐ Yes ☐ No Funding Source: _____

7. EDUCATIONAL PURPOSE

Educational Objective and Assessment Strategy: (attach additional pages as necessary)

For students to evaluate and analyze global issues in a UN debate setting.

8. ALTERNATE ACTIVITY

Description of what class(es)/Students not going on the trip will be doing during the trip:

None - These are students that belong to the UN club, so it is additional or extra-curricular activity for them.

9. SIGNATURES

Nurse: Linda Arnold (Signature indicates the nurse will be able to process all paperwork prior to date of field trip.)

Glucagon accommodations may be needed ☐ Yes ☐ No Nurse required to attend field trip? ☐ Yes ☒ No *Depends if student has Diabetes attends*

Designated person responsible for medication Administration on the trip: Eric Gamari
OR
Maggie McGillicuddy

Principal: [Signature] ☒ Approved ☐ Denied

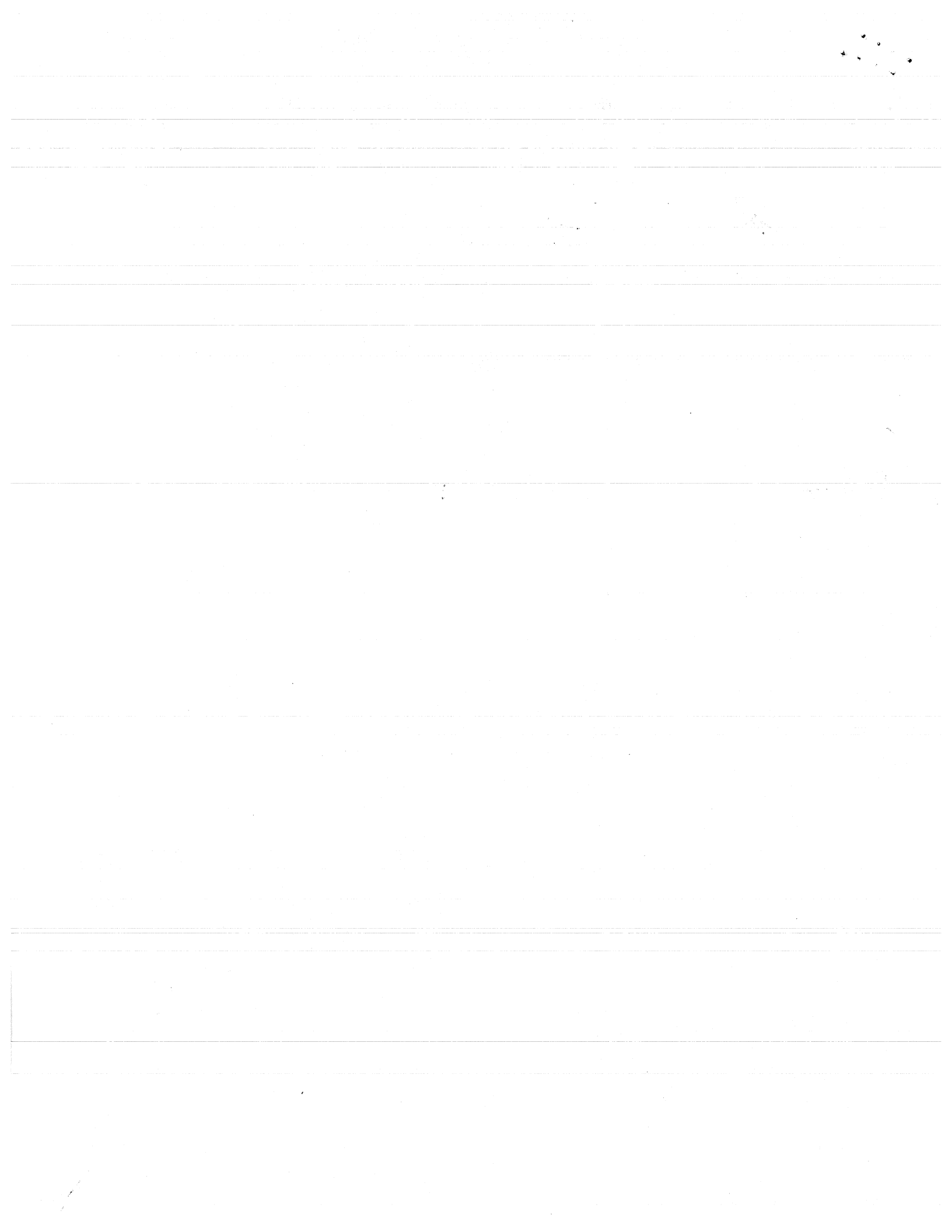
Assistant Superintendent/Designee: [Signature] ☒ Approved ☐ Denied

For out of state, out of country or overnight field trips only:

Superintendent/Designee: [Signature] ☒ Approved ☐ Denied

BOE Approval: [Signature] ☒ Approved ☐ Denied

BOE Approval: _____ Approved Denied





Monthly Financial Report

Fiscal Year to Date 08/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100	General Fund BOE									
	EXPENSE									
5111										
5111.01	Administrators Salaries	2,367,573.00	.00	2,367,573.00	282,745.88	.00	309,696.58	2,057,876.42	13	2,645,800.77
5111.07	Expulsion Program Teacher	.00	.00	.00	(6,492.84)	.00	(5.00)	5.00	+++	86,238.70
5111.15	Teachers	22,176,748.00	.00	22,176,748.00	1,734,321.56	.00	3,391,134.96	18,785,613.04	15	22,246,728.21
5111.18	Teachers - Interns	130,000.00	.00	130,000.00	.00	.00	.00	130,000.00	0	.00
5111.31	Social Worker	728,436.00	.00	728,436.00	47,624.98	.00	95,249.96	633,186.04	13	668,956.47
5111.40	Media Specialist	419,843.00	.00	419,843.00	24,419.30	.00	48,838.60	371,004.40	12	392,352.18
5111.46	Psychologist	433,414.00	.00	433,414.00	31,683.24	.00	63,366.48	370,047.52	15	397,330.87
5111.47	Behaviorist	183,677.00	.00	183,677.00	13,388.94	.00	26,777.88	156,899.12	15	170,083.85
5111.50	Stipends	70,814.00	.00	70,814.00	.00	.00	.00	70,814.00	0	60,845.40
5111.51	Stipends-Athletics Middle School	52,060.00	.00	52,060.00	.00	.00	.00	52,060.00	0	19,022.85
5111.52	Stipends-Athletics High School	216,374.00	.00	216,374.00	.00	.00	.00	216,374.00	0	204,800.03
5111.56	Teacher Lunch Coverage	.00	.00	.00	.00	.00	.00	.00	+++	25.00
5111.57	Stipend Arts Drama Music	24,832.00	.00	24,832.00	.00	.00	.00	24,832.00	0	19,927.00
5111.58	Stipend - Guidance	12,249.00	.00	12,249.00	.00	.00	.00	12,249.00	0	.00
5111.59	Stipend - Curriculum	23,040.00	.00	23,040.00	7,560.00	.00	7,560.00	15,480.00	33	15,768.00
5111.60	Speech Pathologist	999,053.00	.00	999,053.00	60,311.53	.00	117,909.25	881,143.75	12	735,074.18
5111.65	Guidance Counselor	542,035.00	.00	542,035.00	39,248.08	.00	88,321.08	453,713.92	16	513,727.12
5111.75	Coordinating Teacher	72,448.00	.00	72,448.00	4,986.16	.00	9,972.32	62,475.68	14	64,038.52
5111 - Totals		\$28,452,596.00	\$0.00	\$28,452,596.00	\$2,239,796.83	\$0.00	\$4,158,822.11	\$24,293,773.89	15%	\$28,240,719.15
5112										
5112.01	Paraprofessionals	3,212,475.00	.00	3,212,475.00	29,131.49	.00	59,498.81	3,152,976.19	2	2,394,141.40
5112.02	Paraprofessional - Bristol Tech	21,590.00	.00	21,590.00	.00	.00	.00	21,590.00	0	21,493.51
5112.03	COTA	92,000.00	.00	92,000.00	.00	.00	.00	92,000.00	0	8,167.50
5112.05	Non certified support staff	177,312.00	.00	177,312.00	14,411.08	.00	23,779.23	153,532.77	13	170,261.93
5112.10	Technician	231,500.00	.00	231,500.00	20,721.84	.00	32,347.44	199,152.56	14	182,701.30
5112.25	Occupational Therapy	272,020.00	.00	272,020.00	24,964.34	.00	50,207.76	221,812.24	18	282,598.86
5112.26	Physical Therapy	3,760.00	.00	3,760.00	.00	.00	.00	3,760.00	0	.00
5112.30	Clerical	1,256,651.00	.00	1,256,651.00	127,611.40	.00	225,553.50	1,031,097.50	18	1,301,711.70
5112.32	Board Clerk	17,049.00	.00	17,049.00	1,590.75	.00	2,863.35	14,185.65	17	16,543.80
5112.34	Drivers - Athletics	15,656.00	.00	15,656.00	.00	.00	.00	15,656.00	0	17,070.00
5112.35	Non League Officials	.00	.00	.00	.00	.00	.00	.00	+++	9,235.00
5112.36	Misc Game Personnel	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	13,783.07
5112.70	Nurses	453,485.00	.00	453,485.00	35,124.14	.00	67,176.28	386,308.72	15	502,853.68
5112.80	Custodians	1,329,486.00	.00	1,329,486.00	126,206.82	.00	226,231.14	1,103,254.86	17	1,342,629.99
5112.90	Longevity	136,845.00	.00	136,845.00	897.75	.00	1,599.75	135,245.25	1	133,470.75
5112.98	Early Childhood Coordinator	.00	.00	.00	.00	.00	.00	.00	+++	110.00
5112 - Totals		\$7,239,829.00	\$0.00	\$7,239,829.00	\$380,659.61	\$0.00	\$689,257.26	\$6,550,571.74	10%	\$6,396,772.49



Monthly Financial Report

Fiscal Year to Date 08/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100 - General Fund BOE	EXPENSE									
5120										
5120.02	Substitutes-Clerical	4,120.00	.00	4,120.00	888.80	.00	1,727.10	2,392.90	42	4,583.35
5120.03	Substitutes-Nurse	20,600.00	.00	20,600.00	.00	.00	.00	20,600.00	0	31,137.50
5120 - Totals		\$24,720.00	\$0.00	\$24,720.00	\$888.80	\$0.00	\$1,727.10	\$22,992.90	7%	\$35,720.85
5121										
5121.01	Tutors - OLL	38,777.00	.00	38,777.00	1,824.00	.00	3,072.00	35,705.00	8	46,384.00
5121.06	Tutors - HOMEBOUND SERVICES	30,000.00	.00	30,000.00	286.00	.00	5,864.00	24,136.00	20	33,213.50
5121.15	Tutors - Special Ed	20,000.00	.00	20,000.00	1,961.00	.00	5,162.00	14,838.00	26	44,775.00
5121.22	Tutors - Summer School Regular Ed	6,450.00	.00	6,450.00	.00	.00	.00	6,450.00	0	.00
5121.25	Tutors - ELL TF	15,453.00	.00	15,453.00	.00	.00	.00	15,453.00	0	.00
5121.27	Tutors - ELL SW	10,302.00	.00	10,302.00	.00	.00	.00	10,302.00	0	.00
5121.28	Tutors - ELL THS	23,271.00	.00	23,271.00	.00	.00	814.00	22,457.00	3	59,566.57
5121.29	Tutors - ELL TMS	25,755.00	.00	25,755.00	.00	.00	.00	25,755.00	0	.00
5121.87	Tutors - Summer School Special Ed	2,820.00	.00	2,820.00	.00	.00	.00	2,820.00	0	.00
5121 - Totals		\$172,828.00	\$0.00	\$172,828.00	\$4,071.00	\$0.00	\$14,912.00	\$157,916.00	9%	\$183,939.07
5123	Long Term Certified Subs	60,000.00	.00	60,000.00	.00	.00	1,944.44	58,055.56	3	85,718.42
5130										
5130.30	OT Wages-Clerical	15,450.00	.00	15,450.00	3,343.62	.00	5,449.65	10,000.35	35	14,123.07
5130.80	OT Wages-Custodian	62,242.00	.00	62,242.00	2,237.91	.00	3,811.06	58,430.94	6	57,610.82
5130.81	OT Wages-Rental (Cust)	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5130.82	OT Wage Labor Board Cust	1,442.00	.00	1,442.00	.00	.00	.00	1,442.00	0	.00
5130 - Totals		\$79,734.00	\$0.00	\$79,734.00	\$5,581.53	\$0.00	\$9,260.71	\$70,473.29	12%	\$71,733.89
5210										
5210	Health & Life Insurance	14,157,514.00	.00	14,157,514.00	1,443,720.15	11,549,761.20	2,887,472.78	(279,719.98)	102	14,207,676.49
5210.01	HSA Deductible	530,000.00	.00	530,000.00	247,500.00	282,500.00	247,500.00	.00	100	502,083.34
5210 - Totals		\$14,687,514.00	\$0.00	\$14,687,514.00	\$1,691,220.15	\$11,832,261.20	\$3,134,972.78	(\$279,719.98)	102%	\$14,709,759.83
5211	Life/LTD Insurance	101,960.00	.00	101,960.00	7,089.99	.00	21,047.21	80,912.79	21	86,054.04
5220	Social Security/Medicare	1,119,238.00	.00	1,119,238.00	67,792.63	.00	129,150.15	990,087.85	12	1,013,267.77
5230	Early Retirement	438,600.00	.00	438,600.00	.00	.00	58,786.84	379,813.16	13	370,467.34
5231										
5231	Retirement Contributions	557,636.00	.00	557,636.00	12,372.04	.00	244,367.94	313,268.06	44	459,941.51
5231.01	Administrator Annuity union	29,781.00	.00	29,781.00	.00	.00	8,650.10	21,130.90	29	19,841.97
5231.02	Non union Annuity	34,230.00	.00	34,230.00	.00	.00	.00	34,230.00	0	.00
5231 - Totals		\$621,647.00	\$0.00	\$621,647.00	\$12,372.04	\$0.00	\$253,018.04	\$368,628.96	41%	\$479,783.48
5250	Tuition Reimbursement	9,500.00	.00	9,500.00	.00	.00	.00	9,500.00	0	13,340.00
5260	Unemployment Compensation	186,030.00	.00	186,030.00	.00	.00	.00	186,030.00	0	138,579.67
5270	Workers Compensation	575,139.00	.00	575,139.00	.00	378,040.53	126,013.51	71,084.96	88	543,500.05
5280	Retiree Insurance	303,512.00	.00	303,512.00	27,725.11	.00	82,724.09	220,787.91	27	292,476.44
5290	Severance	164,800.00	.00	164,800.00	.00	.00	.00	164,800.00	0	153,664.03



Monthly Financial Report

Fiscal Year to Date 08/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100	General Fund BOE									
	EXPENSE									
5295	Clothing Allowance	9,375.00	.00	9,375.00	.00	.00	9,000.00	375.00	96	9,000.00
5320	Prof Educ Services	115,000.00	.00	115,000.00	.00	.00	.00	115,000.00	0	111,083.00
5330	Professional Development	31,598.00	.00	31,598.00	.00	4,350.00	.00	27,248.00	14	86,017.93
5340										
5340	Other Professional Svcs	462,889.00	.00	462,889.00	21,937.26	205,521.80	32,437.26	224,929.94	51	972,381.29
5340.01	Legal/Consulting Fees	181,462.00	.00	181,462.00	.00	.00	.00	181,462.00	0	240,125.96
5340.02	Hospitalized-Tutor Svcs	30,766.00	.00	30,766.00	.00	725.00	.00	30,041.00	2	13,159.00
5340.04	Misc Professional Svcs	10,300.00	.00	10,300.00	1,029.46	1,318.79	1,269.46	7,711.75	25	11,079.75
5340.05	Translation Services	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	2,081.90
	5340 - Totals	\$686,917.00	\$0.00	\$686,917.00	\$22,966.72	\$207,565.59	\$33,706.72	\$445,644.69	35%	\$1,238,827.90
5341										
5341	Substitute Svcs-TE Kelly Services	361,802.00	.00	361,802.00	.00	.00	125.00	361,677.00	0	453,252.69
5341.01	Substitute Svcs - DELTA T - other staff	23,688.00	.00	23,688.00	.00	.00	.00	23,688.00	0	.00
	5341 - Totals	\$385,490.00	\$0.00	\$385,490.00	\$0.00	\$0.00	\$125.00	\$385,365.00	0%	\$453,252.69
5342										
5342	Substitute Svcs-Para Kelly Services	154,500.00	.00	154,500.00	.00	.00	.00	154,500.00	0	126,672.41
5342.01	Substitute Svcs-Para - DELTA T	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
	5342 - Totals	\$204,500.00	\$0.00	\$204,500.00	\$0.00	\$0.00	\$0.00	\$204,500.00	0%	\$126,672.41
5350	Technical Services	186,907.00	.00	186,907.00	.00	16,422.65	.00	170,484.35	9	120,268.30
5352	OthrTechSvcs-League Offl	36,789.00	.00	36,789.00	.00	.00	.00	36,789.00	0	27,311.37
5411										
5411	Utility-Water	59,894.00	.00	59,894.00	788.41	.00	788.41	59,105.59	1	55,657.97
5411.01	Sewer	27,463.00	.00	27,463.00	.00	.00	24,469.18	2,993.82	89	24,087.37
	5411 - Totals	\$87,357.00	\$0.00	\$87,357.00	\$788.41	\$0.00	\$25,257.59	\$62,099.41	29%	\$79,745.34
5420	Disposal Services	85,628.00	.00	85,628.00	6,814.00	74,954.00	6,814.00	3,860.00	95	82,148.97
5430										
5430	Repair Equipment	120,096.00	.00	120,096.00	5,604.79	4,586.25	5,604.79	109,904.96	8	98,793.03
5430.03	General Maint	455,776.00	.00	455,776.00	12,305.48	47,750.57	43,741.86	364,283.57	20	649,758.79
5430.10	Snow Plowing Contracted Services	99,900.00	.00	99,900.00	.00	.00	.00	99,900.00	0	99,900.00
5430.20	Landscaping	142,500.00	.00	142,500.00	.00	95,000.00	47,500.00	.00	100	142,500.00
	5430 - Totals	\$818,272.00	\$0.00	\$818,272.00	\$17,910.27	\$147,336.82	\$96,846.65	\$574,088.53	30%	\$990,951.82
5440										
5440.02	Copier Services	170,465.00	.00	170,465.00	486.08	63,705.80	13,451.81	93,307.39	45	144,321.47
5440.03	Other Rental Services	4,492.00	.00	4,492.00	.00	935.00	85.00	3,472.00	23	3,245.00
5440.05	Athletic Rental	42,006.00	.00	42,006.00	.00	.00	.00	42,006.00	0	42,006.00
	5440 - Totals	\$216,963.00	\$0.00	\$216,963.00	\$486.08	\$64,640.80	\$13,536.81	\$138,785.39	36%	\$189,572.47
5441										
5441.10	Sports Complex - Annual Maintenance Contract	6,500.00	.00	6,500.00	.00	.00	.00	6,500.00	0	6,325.00
	5441 - Totals	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%	\$6,325.00



Monthly Financial Report

Fiscal Year to Date 08/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100	General Fund BOE									
	EXPENSE									
5510										
5510	Student Transport-	5,229,807.00	.00	5,229,807.00	1,458,713.96	1,471,850.25	1,459,056.83	2,298,899.92	56	4,778,240.39
5510.01	Transport-Summer School	47,641.00	.00	47,641.00	44,768.00	.00	44,768.00	2,873.00	94	47,641.96
5510 - Totals		\$5,277,448.00	\$0.00	\$5,277,448.00	\$1,503,481.96	\$1,471,850.25	\$1,503,824.83	\$2,301,772.92	56%	\$4,825,882.35
5520										
5520	Liability Insurance	216,300.00	.00	216,300.00	.00	138,435.90	53,945.30	23,918.80	89	230,358.14
5520.02	Athletic Insurance	10,200.00	.00	10,200.00	9,984.00	.00	9,984.00	216.00	98	9,984.00
5520 - Totals		\$226,500.00	\$0.00	\$226,500.00	\$9,984.00	\$138,435.90	\$63,929.30	\$24,134.80	89%	\$240,342.14
5530										
5530	Communications	123,704.00	.00	123,704.00	1,015.00	83,779.52	11,490.48	28,434.00	77	95,701.50
5530.04	Postage	27,751.00	.00	27,751.00	2,000.00	.00	2,329.90	25,421.10	8	26,539.04
5530.05	Licensing & Warranty Contract	334,427.00	.00	334,427.00	127,942.30	60,030.70	149,167.63	125,228.67	63	271,136.57
5530 - Totals		\$485,882.00	\$0.00	\$485,882.00	\$130,957.30	\$143,810.22	\$162,988.01	\$179,083.77	63%	\$393,377.11
5540	Advertising-Recruitment	15,300.00	.00	15,300.00	.00	.00	.00	15,300.00	0	5,019.16
5550	Printing & Binding	2,440.00	.00	2,440.00	145.91	61.20	45.91	2,332.89	4	891.60
5560										
5560	TUITION -VO-AG	.00	.00	.00	.00	.00	.00	.00	+++	(750.00)
5560.15	Tuition - Vo-Ag SPED	258,276.00	.00	258,276.00	.00	.00	.00	258,276.00	0	153,292.30
5560.18	Tuition - Vo-AG	655,000.00	.00	655,000.00	.00	.00	.00	655,000.00	0	682,300.00
5560 - Totals		\$913,276.00	\$0.00	\$913,276.00	\$0.00	\$0.00	\$0.00	\$913,276.00	0%	\$834,842.30
5561										
5561.01	Tuition - Public Sped DCF	64,271.00	.00	64,271.00	.00	.00	.00	64,271.00	0	63,233.43
5561.02	Tuition - Sped Exploration	211,570.00	.00	211,570.00	.00	.00	.00	211,570.00	0	280,300.75
5561.19	Tuition - Magnet School	417,511.00	.00	417,511.00	.00	.00	.00	417,511.00	0	373,670.00
5561.20	Tuition - Highlander	264,555.00	.00	264,555.00	.00	.00	.00	264,555.00	0	264,880.66
5561.25	Tuition - Magnet School SPED	383,277.00	.00	383,277.00	.00	.00	(3,534.03)	386,811.03	-1	373,544.28
5561.98	Tuition - Pre - K In District	17,292.00	.00	17,292.00	.00	171.00	.00	17,121.00	1	250.00
5561 - Totals		\$1,358,476.00	\$0.00	\$1,358,476.00	\$0.00	\$171.00	(\$3,534.03)	\$1,361,839.03	0%	\$1,355,879.12
5563										
5563.01	Tuition-Detention Center	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	5,791.50
5563.04	Tuition - Private Sped DCF	304,384.00	.00	304,384.00	.00	.00	.00	304,384.00	0	326,879.04
5563.06	Tuition - Court placed	65,721.00	.00	65,721.00	.00	.00	.00	65,721.00	0	.00
5563.15	Tuition - Private -SPED	5,636,311.00	.00	5,636,311.00	524,304.00	232,592.40	524,304.00	4,879,414.60	13	6,869,609.81
5563.25	Tuition - Summer Placements	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	28,025.00
5563 - Totals		\$6,051,416.00	\$0.00	\$6,051,416.00	\$524,304.00	\$232,592.40	\$524,304.00	\$5,294,519.60	13%	\$7,230,305.35
5580										
5580	Travel	14,082.00	.00	14,082.00	95.14	.00	95.14	13,986.86	1	7,985.86
5580.01	Administrators Travel	15,400.00	.00	15,400.00	1,900.00	.00	3,800.00	11,600.00	25	16,856.42
5580 - Totals		\$29,482.00	\$0.00	\$29,482.00	\$1,995.14	\$0.00	\$3,895.14	\$25,586.86	13%	\$24,842.28



Monthly Financial Report

Fiscal Year to Date 08/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100	General Fund BOE									
	EXPENSE									
5590	Other Purchased Svcs	400,000.00	.00	400,000.00	.00	.00	.00	400,000.00	0	.00
5610										
5610.01	Instructional Supplies	178,972.00	.00	178,972.00	9,188.43	39,534.12	9,188.43	130,249.45	27	185,018.64
5610.02	Audio/Visual Supl-	1,475.00	.00	1,475.00	.00	543.11	.00	931.89	37	750.64
5610.04	Cleaning Supplies	138,783.00	.00	138,783.00	1,935.56	97,732.25	1,935.56	39,115.19	72	101,801.12
5610.05	Non Instructional Supply	114,843.00	.00	114,843.00	6,509.93	17,054.44	6,509.93	91,278.63	21	116,342.24
5610.20	Program Supplies	6,791.00	.00	6,791.00	145.00	553.70	145.00	6,092.30	10	2,593.92
	5610 - Totals	\$440,864.00	\$0.00	\$440,864.00	\$17,778.92	\$155,417.62	\$17,778.92	\$267,667.46	39%	\$406,506.56
5620										
5620.02	Bus Fuel	213,931.00	.00	213,931.00	1,450.13	198,549.87	1,450.13	13,931.00	93	169,418.82
	5620 - Totals	\$213,931.00	\$0.00	\$213,931.00	\$1,450.13	\$198,549.87	\$1,450.13	\$13,931.00	93%	\$169,418.82
5621	Natural Gas	362,006.00	.00	362,006.00	12,529.02	.00	12,529.02	349,476.98	3	334,616.04
5622	Electricity	966,047.00	.00	966,047.00	70,361.79	.00	70,361.79	895,685.21	7	896,876.88
5623	Bottled Gas	255.00	.00	255.00	.00	.00	.00	255.00	0	.00
5624	Oil	135,828.00	.00	135,828.00	.00	.00	.00	135,828.00	0	114,556.00
5640										
5640.1	Textbooks	13,921.00	.00	13,921.00	.00	1,426.16	.00	12,494.84	10	5,747.91
5640.2	Library Books	7,750.00	.00	7,750.00	.00	3,648.49	.00	4,101.51	47	9,268.18
5640.3	Subscriptions	14,430.00	.00	14,430.00	.00	2,808.73	.00	11,621.27	19	16,030.63
	5640 - Totals	\$36,101.00	\$0.00	\$36,101.00	\$0.00	\$7,883.38	\$0.00	\$28,217.62	22%	\$31,046.72
5650										
5650	Instructional Tech Supply	.00	.00	.00	.00	.00	.00	.00	+++	144,445.84
5650.01	Non Instr Tech Supply	750.00	.00	750.00	.00	.00	.00	750.00	0	1,693.28
5650.02	East	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	199.99
5650.03	Forbes	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	657.55
5650.04	Vogel	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	363.69
5650.05	High School	3,500.00	.00	3,500.00	.00	1,750.00	.00	1,750.00	50	1,743.61
5650.06	Middle School	2,000.00	.00	2,000.00	.00	1,000.00	.00	1,000.00	50	986.82
5650.08	Southwest	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	123.99
5650.09	Torringtond	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	115.88
	5650 - Totals	\$11,250.00	\$0.00	\$11,250.00	\$0.00	\$4,750.00	\$0.00	\$6,500.00	42%	\$150,330.65
5743	Non Instructional Equip	32,446.00	.00	32,446.00	418.01	755.00	418.01	31,272.99	4	22,838.97
5746	Instructional Equipment	12,575.00	.00	12,575.00	.00	1,830.00	.00	10,745.00	15	2,892.88
5810	Dues and Fees	66,998.00	.00	66,998.00	10,700.00	395.00	13,720.50	52,882.50	21	50,744.44
5811	Entry Fees	1,150.00	.00	1,150.00	.00	.00	.00	1,150.00	0	1,140.00
5890	Miscellaneous Expenditure	500.00	.00	500.00	.00	.00	.00	500.00	0	755.12
5950										
5950.18	Cafeteria Subsidy	.00	.00	.00	.00	.00	.00	.00	+++	1,778.83



Monthly Financial Report

Fiscal Year to Date 08/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100 - General Fund BOE	EXPENSE									
	5950 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,778.83
	EXPENSE TOTALS	\$74,149,114.00	\$0.00	\$74,149,114.00	\$6,770,269.35	\$15,082,073.43	\$11,238,634.54	\$47,828,406.03	35%	\$73,431,557.04
Fund 5100 - General Fund BOE	Totals	\$74,149,114.00	\$0.00	\$74,149,114.00	\$6,770,269.35	\$15,082,073.43	\$11,238,634.54	\$47,828,406.03		\$73,431,557.04
Fund 5101 - Capital	EXPENSE									
5905	Capital-THS	.00	.00	.00	.00	.00	.00	.00	+++	1,745.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,745.00
Fund 5101 - Capital	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,745.00
	Grand Totals	\$74,149,114.00	\$0.00	\$74,149,114.00	\$6,770,269.35	\$15,082,073.43	\$11,238,634.54	\$47,828,406.03		\$73,433,302.04

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2017 - 2018

Transfer From:

Account Number	Account Name	Amount
5111.15	Teachers	\$42,267.79
5111.31	Social Worker	\$60,710.98

Transfer to:

Account Number	Account Name	Amount
5111.01	Admin Salaries	\$102,978.77

Reason for Changes *(click inside box)*:

Cover overage in Admin Salary

Requested by *(type name of site manager)*:

Rose Forzano, Interim Business Manager

To be Completed by Business Office

Approved by Superintendent: *SPM L* Date: *9/18/18*
Signature - Superintendent

Approved by: *R Forzano* Date: *9/11/18*
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2017 - 2018

Transfer From:

Account Number	Account Name	Amount
5112.01	Paraprofessionals	\$257,607.70

Transfer to:

Account Number	Account Name	Amount
5340	Other Professional Services	\$245,235.29
5342	Substitute Svcs – Para Kelly Services	\$12,372.41


Reason for Changes (click inside box):

Cover deficit in line items.

Requested by (type name of site manager):

To be Completed by Business Office

Approved by Superintendent:  Date: 9/10/18
Signature - Superintendent

Approved by:  Date: 9/11/18
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2017 - 2018

Transfer From:

Account Number	Account Name	Amount
5112.01	Paraprofessionals	\$80,125.96

Transfer to:

Account Number	Account Name	Amount
5340.01	Legal/Consulting Fees	\$80,125.96

Reason for Changes (click inside box):

Cover overage for Legal/Consulting Fees

Requested by (type name of site manager):

Rose Forzano, Interim Business Manager

To be Completed by Business Office

Approved by Superintendent: S M Z Date: 9/18/18
Signature - Superintendent

Approved by: R Forzano Date: 9/11/18
Signature Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2017 - 2018

Transfer From:

Account Number	Account Name	Amount
5112.10	Technician	\$108,198.70
5112.25	Occupational Therapy	\$123,532.14
5220	Social Security/Medicare	\$173,371.23
5350	Technical Services	\$71,180.74

Transfer to:

Account Number	Account Name	Amount
5563.15	Tuition Private Sped	\$476,228.81

Reason for Changes (click inside box):

Cover overage in Tuition Private Sped line item.

Requested by (type name of site manager): Rose Forzano, Interim Business Manager

To be Completed by Business Office

Approved by Superintendent: S M T Date: 9/18/18
Signature - Superintendent

Approved by: R Forzano Date: 9/11/18
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2017 - 2018

Transfer From:

Account Number	Account Name	Amount
5210	Health & Life Insurance	\$166,157

Transfer to:

Account Number	Account Name	Amount
5430.03	General Maintenance	\$166,157

Reason for Changes (click inside box):

Requested by (type name of site manager):

To be Completed by Business Office

Approved by Superintendent: SM L Date: 9/18/18

Signature - Superintendent

Approved by: R Forzano Date: 9/11/18

Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2017 - 2018

Transfer From:

Account Number	Account Name	Amount
5231.02	Non union Annuity	\$20,659.51

Transfer to:

Account Number	Account Name	Amount
5231	Retirement Contribution	\$20,659.51

Reason for Changes *(click inside box)*:

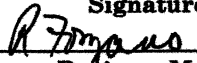
Cover overage in Retirement Contribution

Requested by *(type name of site manager)*:

Rose Forzano, Interim Business Manager

To be Completed by Business Office

Approved by Superintendent:  Date: 9/18/18
Signature - Superintendent

Approved by:  Date: 9/11/18
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2017 - 2018

Transfer From:

Account Number	Account Name	Amount
5320	Prof Educ Svcs	\$23,658.93

Transfer to:

Account Number	Account Name	Amount
5330	Professional Development	\$23,658.93

Reason for Changes (click inside box):

Cover Deficit in Professional Development

Requested by (type name of site manager):

Rose Forzano, Interim Business Manager

To be Completed by Business Office

Approved by Superintendent: 8 X L Date: 9/18/18
Signature - Superintendent

Approved by: R Forzano Date: 9/11/18
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2017 - 2018

Transfer From:

Account Number	Account Name	Amount
5622	Electricity	\$68,000
5620.02	Bus Fuel	\$38,000
5530.05	Licensing	\$33,446

Transfer to:

Account Number	Account Name	Amount
5650	Instructional Tech Supplies	\$139,446

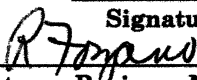
Reason for Changes *(click inside box):*

Chromebooks needed for TMS. They would become obsolete & unusable for testing in October 2018.

Requested by *(type name of site manager):* Susan Lubomski, Interim Superintendent

To be Completed by Business Office

Approved by Superintendent: _____ Date: _____

Approved by:  _____ Date: 9/11/18
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2018 - 2019

Transfer From:

Account Number	Account Name	Amount
5100.10.65.5743	Non-Instructional Equipment Nurses	\$3,835.33

Transfer to:

Account Number	Account Name	Amount
5100.10.15.5610.01	Instructional Supplies SpEd	\$3,835.33

Reason for Changes (click inside box):

Nursing supply orders have been completed; excess funding in nursing equipment account which is needed to cover special education testing materials. Materials will be utilized by special education teachers so that they are able to perform required testing.

Requested by (type name of site manager): Ashley Gawricki / Ann Perzan

To be Completed by Business Office

Approved by Superintendent: [Signature] Date: 9/6/18

Signature - Superintendent

Approved by: [Signature] Date: 9/6/18

Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2018 - 2019

Transfer From:

Account Number	Account Name	Amount
5100.10.65.5610.05	Non-Instructional Supply Nurse	\$2,000.00
5100.10.65.5743	Non-Instructional Equipment Nurse	\$1,200.70
		\$ 1,200.70

Transfer to:

Account Number	Account Name	Amount
5100.10.91.5610.05	Non-Instructional Supplies Psych	\$3,020.70

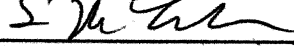
Reason for Changes (click inside box):

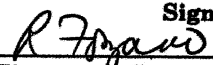
Nursing supply orders have been completed; excess funding in nursing lines which is needed to cover psychological testing materials. Materials will be utilized by district psychologists so that they can perform required testing.

Requested by (type name of site manager):


Ashley Gawricki / Ann Perzan

To be Completed by Business Office

Approved by Superintendent:  Date: 9/6/18

Approved by:  Date: 9/6/18
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____

Approved by the Board of Education Chair: _____

Please complete form and e-mail to: rforzano@torrington.org

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2018 - 2019

Transfer From:

Account Number	Account Name	Amount
5100-13-36-5111.52	Stipends – Athletics – High School – Assistant Football Coach	\$5,167.00

Transfer to:

Account Number	Account Name	Amount
5100-13-36-5111.51	Stipends – Athletics – Middle School – Unified Sports Head Coach	\$5,167.00

Reason for Changes (click inside box):

Reducing Football Assistant Coach from 6 to 4 and using funds for Middle School Unified Sports Head Coach because program was reinstated.

Requested by (type name of site manager): Rose Forzano, Interim Business Manager

To be Completed by Business Office

Approved by Superintendent: [Signature] Date: 8/18/18
Signature - Superintendent

Approved by: [Signature] Date: 9/18/18
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2018 - 2019

Transfer From:

Account Number	Account Name	Amount
5100-13-36-5111.52	Stipends – Athletic High School – Assistant Football Coach	\$3,095.00
5100-13-36-5111.51	Stipends – Athletic Middle School – Assistant Coaches	\$272.00

Transfer to:

Account Number	Account Name	Amount
5100-13-36-5111.52	Stipends – Athletic High School – Diving Coach	\$3,367.00

Reason for Changes (click inside box):

Need two diving coaches – one for boys and one for girls. Budget only had 1 diving coach.

Requested by (type name of site manager):

Rose Forzano, Interim Business Manager

To be Completed by Business Office

Approved by Superintendent: S. M. T. Date: 9/18/18
Signature - Superintendent

Approved by: R. Forzano Date: 9/18/18
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2018 - 2019

Transfer From:

Account Number	Account Name	Amount
5100-13-36-5111.51	Stipends – Athletics – Middle School – Assistant Coaches	\$4,039.00

Transfer to:

Account Number	Account Name	Amount
5100-13-36-5111.51	Stipends – Athletics – Middle School – Athletic Director	\$4,039.00

Reason for Changes (click inside box):

Reduction of 6 assistant coach positions to 4 because they are not needed. Middle School athletics program was reinstated and needs an Athletic Director.

Requested by (type name of site manager): Rose Forzano, Interim Business Manager

To be Completed by Business Office

Approved by Superintendent: S. M. L. Date: 9/18/18
Signature - Superintendent

Approved by: R. Forzano Date: 9/18/18
Signature - Business Manager

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2018 - 2019

Transfer From:

Account Number	Account Name	Amount
5100-05-49-5111.15	LINKS	\$12,393.00

Transfer to:

Account Number	Account Name	Amount
5100-12-50-5111.50	Stipends – Coordinator – High School Secondary PE	\$1,377.00
5100-12-50-5111.50	Stipends – Coordinator – Middle School Secondary PE	\$1,377.00
5100-12-50-5111.50	Stipends – Guidance Coordinator Grades 6-12	\$1,377.00
5100-12-50-5111.50	Stipends – 6 SPED Compliance Coordinators – 1 additional at each school	\$8,262.00

Reason for Changes (click inside box):

LINKS program no longer exists. Students serviced elsewhere. Coordinators are needed.

Requested by (type name of site manager):

Susan Lubomski, Interim Superintendent

To be Completed by Business Office

Approved by Superintendent: _____ Date: _____

Approved by: P. Romano Signature - Superintendent
Signature - Business Manager Date: 9/18/18

Approved by the Torrington Board of Education at its meeting dated _____.

Approved by the Board of Education Chair: _____

**TORRINGTON BOE ADMINISTRATIVE BUILDING
FUEL STORAGE REMOVAL PROJECT
TORRINGTON, CT**

SECTION 026500 – UST REMOVAL

PART 1 - GENERAL

1.1 DESCRIPTION OF WORK

- A. The Contractor shall furnish all labor, material, tools, transportation and equipment necessary to remove and dispose of the existing Underground Storage Tank (UST) at Torrington BOE Administrative Building, 355 Migeon Avenue, Torrington, CT (Fiberglass, 4,000 gallon UST, assume tank has 500 gallons or less of #2 fuel oil left in it at the time of construction) and associated electrical, structural, and product equipment, (e.g., concrete cover slab, dead men, anchor straps, piping, manways, piping, pumps, and dispenser(s), if present). This section specifies requirements for the environmental and tank assessment, permitting, removal and disposal of the UST. Generally, the work shall include, but not be limited to:
1. File all necessary notices, obtain all permits and licenses, and pay for all governmental taxes, fees, and other costs in connection with the work. Obtain all necessary approvals of all governmental departments having jurisdiction.
 2. Characterize (any testing that may be required by a disposal facility), containerize, remove, and properly dispose of residual fuels from the designated tanks and appurtenant piping.
 3. Clean, remove, and dispose of UST and appurtenant piping for the tank. The work shall include the removal and proper disposal of fuel and residue in the tank and associated piping between the tank and the building.
 4. Prepare all manifests and/or Bills of Lading for all contaminated materials removed from the Site. Original documents to be provided to the Engineer.
 5. Comply with the Contractor's submitted Health and Safety Plan

1.2 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referenced in text by basic designation only. The list provided below is not intended to be all inclusive of each regulation prevailing over the work. The latest version of the document listed shall govern the work performed.

- A. API - American Petroleum Institute.

**TORRINGTON BOE ADMINISTRATIVE BUILDING
FUEL STORAGE REMOVAL PROJECT
TORRINGTON, CT**

- B. DEEP - Connecticut Department of Energy and Environmental Protection: Regulations of Connecticut State Agencies Sections 22a-449(d)-1 and Sections 22a-449(d) 101-113 (Underground Storage Tank Regulations), effective May 21, 2012.
- C. OSHA Hazard Communication Standard, 29 CFR 1910.
- D. National Fire Prevention Association (NFPA) 326, Standard for Safeguarding of Tanks and Containers for Entry, Cleaning or Repair, 2005 edition.
- E. National Fire Prevention Association (NFPA) 51B, Standard for Fire Protection During Welding, Cutting and Other Hot Work, 2003 edition.

1.3 DEFINITIONS

- A. DOT: United States Department of Transportation
- B. Engineer: Authorized representative of the Torrington Public Schools
- C. LEL: Lower Explosive Limit
- D. LEP: Licensed Environmental Professional
- E. OSHA: Occupational, Health and Safety Administration
- F. PID: Photoionization Detector

1.4 REGULATORY REQUIREMENTS

- A. Tank closure shall be carried out in accordance with the requirements identified in Connecticut Department of Energy and Environmental Protection: Regulations of Connecticut State Agencies Sections 22a-449(d)-1 and Sections 22a-449(d) 101-113 (Underground Storage Tank Regulations), as well as any other applicable local and State of Connecticut regulations.
- B. The Contractor shall obtain and pay for all local and state permits, and make necessary arrangements with the local Fire Department prior to the removal of tanks.
- C. The Contractor shall keep the local Fire Department informed of all activities throughout the performance of the work.

**TORRINGTON BOE ADMINISTRATIVE BUILDING
FUEL STORAGE REMOVAL PROJECT
TORRINGTON, CT**

- D. The Contractor shall obtain all local, State, and Federal permits required for the transport and disposal of all waste materials resulting from the performance of this work.
- E. The Contractor shall document that the disposal facility(ies) proposed have all certifications and permits required by local, State, and Federal regulatory agencies to receive and recycle or dispose of the liquid and the solid wastes resulting from performance of the work.
- F. For work that will be sub-contracted, the Contractor is responsible to ensure that the Sub-contractor has reviewed and will strictly adhere to this specification, all reference documents, and with all local, state and federal regulations.
- G. All Contractors and/or Sub-contractors must have current, applicable licenses for all work performed.

1.5 SAFETY REQUIREMENTS

- A. Provide appropriate protective equipment for all personnel working in direct contact with petroleum vapors, liquids or sludge removed from the tanks. All personnel shall be trained in the proper use and maintenance of the appropriate protective equipment used on this project. Smoking will not be allowed in the work area or loading area during the course of the work.
- B. Personnel working inside and in the general vicinity of the tanks shall be trained and thoroughly familiar with the safety precautions, procedures, and equipment required for controlling the potential hazards associated with this work, including training for confined space entry. Personnel shall use proper protection and safety equipment during work in and around the tanks, including instruments to monitor air quality, explosive atmospheres and oxygen content.
- C. All provisions of the site Health and Safety Plan included shall be in force during tank removal activities, unless modified in writing by the Contractor's Site Safety Officer.
- D. Warning signs and devices shall be placed at regular intervals along the work area perimeter, and establish restricted work zones, support areas and decontamination areas as needed. Contractor shall furnish, install and maintain fencing or other appropriate barricades at open excavations, including illumination if left over night.
- E. Prior to ending operations on any working day or at any time the Contractor is not on site, the Contractor shall secure all areas of work by erecting temporary safety fencing.
- F. Cutting of steel or other metals by thermal methods shall, at all times, occur in a non-explosive

**TORRINGTON BOE ADMINISTRATIVE BUILDING
FUEL STORAGE REMOVAL PROJECT
TORRINGTON, CT**

environment. During such work, percent of lower explosive limit in the tanks, piping of the surrounding atmosphere shall be continuously monitored. The Contractor shall note that residual pockets of oils or residues may exist in some of the pipelines and the Contractor shall exercise care to prevent release to the environment and harm to workers, facility staff or the public resulting from potential explosive nature of the contained materials.

- G. The Contractor shall provide and maintain an adequate supply of fire extinguishers and other required safety equipment in close proximity to all tank cleaning and removal activities

1.6 QUALITY ASSURANCE AND MEASUREMENT FOR CONTAMINATION

- A. The Contractor shall provide a designated representative available on site during the tank and pipe cleaning and removal to monitor for leaks. The designated representative will perform inspections and tests to ensure that the work is performed in compliance with the specification and with applicable Federal, State and local regulations, guidelines and policies.
- B. It is not intended that the presence or activities of the Engineer shall relieve the Contractor in any way of his/her obligation to maintain an adequate inspection program of his/her own, or any other obligation under this specification.

1.7 SUBMITTALS

- A. The Contractor shall submit each item in this Article according to the Conditions of the Contract and the Submittals, for information only, unless otherwise indicated.
- B. The Contractor shall submit a Waste Management Plan. The Plan shall include identification of the proposed waste hauler and disposal facility with copies of all applicable licenses, registrations and approvals.
- C. The Contractor shall provide copies of all worker certifications associated with OSHA 40 Hour Hazardous Waste Site Health and Safety Training in accordance with 29 CFR 1910.120.
- D. The Contractor shall provide the Engineer with all required documentation relating to the proper removal and disposal of any hazardous or regulated waste that leaves the site in accordance with the Waste Management Plan.
- E. After completion of the tank removal, provide a final report documenting removal, transportation and disposal activities. The document shall include the following:

**TORRINGTON BOE ADMINISTRATIVE BUILDING
FUEL STORAGE REMOVAL PROJECT
TORRINGTON, CT**

1. Complete original manifests and/or Bills of Lading for all hazardous or non-regulated materials disposed off-site, including but not limited to, discarded tank, waste liquid and sludge and associated debris from the Site.
 2. Permit for storage tank removal and transportation to approved tank disposal yard
 3. Notice to CT DEEP indicating a change in the registration information for the USTs.
 4. Original receipt of tank acceptance for a State approved tank yard.
 5. Generator's Copy of manifest to Engineer for its disposal of waste materials.
- F. Payment for work related to this section will not be issued until all documentation required is submitted.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

3.1 GENERAL

- A. Provide suitable personnel, material and equipment to clean and remove the fuel piping and tanks and all sludge and liquids that may be in the piping and tanks prior to removal. Take all necessary precautions during removal of the tanks to prevent damage to utilities adjacent to the area. All fuel fill, boiler supply and other fuel lines and vents shall be removed.

3.2 PERMITTING

- A. Prior to initiating storage tank removal activities, the Contractor shall notify the local fire department.
- B. Within 72 hours of closing the storage tank, the Contractor shall provide receipt to the local fire department for delivery of the USTs to the disposal site designated on permit.

**TORRINGTON BOE ADMINISTRATIVE BUILDING
FUEL STORAGE REMOVAL PROJECT
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- C. Within 30 days of removing the storage tanks, the Contractor shall send notice to CT DEEP to change registration information for the storage tanks.

3.3 TANK CLEANING

- A. The Contractor shall perform the following activities prior to closure of the tank:
 - 1. Notify the local fire department.
 - 2. Contact Call Before You Dig to obtain information on underground utilities, a minimum of 72 hours prior to excavation.
 - 3. Obtain all necessary permits, as previously detailed within this Section.
- B. Inspect the work area prior to excavation, decontamination and removal activities to the extent required to safely perform the work. Before the UST is uncovered check for stains around the fill pipes, free products, sheen and petroleum odors in nearby basements and storm sewers. If stained soil or petroleum odors are found, note these areas for future field screening and/or sampling during the UST removal.
- C. The Contractor shall protect existing site surfaces, materials, and structures from inadvertent Contamination from cleaning operations. Should such contamination occur, the Contractor shall not be reimbursed for costs associated with replacement or proper disposal of contaminated materials.
- D. Assure that any electrical power connected to the tanks or its ancillary equipment (pumps) has been deactivated and the actual wiring properly dismantled at the circuit breaker(s).
- E. Collect, containerize and dispose of all residual oils, other product, and sludge remaining in the tanks and piping prior to tank cleaning and removal. Assume for the purposes of bidding that 500 gallons of #2 fuel oil is left in the tank for extraction.
- F. Tanks shall have interiors steam cleaned followed by three (3) rinses. The steam discharge nozzle and all conductive insulated objects subject to impingement or condensation should be bonded to the tank or be grounded. Surfaces shall be steam cleaned using a commercial-scale steam cleaner. The Contractor shall be required to use a detergent and provide a steam generator capable of supplying steam at 15 psig. Liquid waste generated as a result of steam cleaning and rinsing operations shall be collected and removed by the Contractor. The Contractor shall dispose of the liquids as per the method specified for the tank sludges and residues.
- G. After the above operations, all flammable vapors shall be removed from the tanks by displacement with inert gas. The vapors shall be made inert by adding solid carbon dioxide,

**TORRINGTON BOE ADMINISTRATIVE BUILDING
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TORRINGTON, CT**

(dry ice), in the amount of 1.5 pounds per 100 gallons of tank capacity. The dry ice shall be crushed and distributed evenly over the greatest possible area to ensure rapid sublimation. All available tank openings shall be open to the atmosphere during this procedure to ensure rapid dissipation of the dry ice.

- H. To evaluate the effectiveness of the dry ice procedure, the Contractor shall use a suitably calibrated instrument to determine if the resultant vapor mixture within the tanks exceeds ten percent of the Lower Explosive Limit (LEL). Readings shall be taken throughout the tanks depth wherever access is possible. If the vapors within the tanks exceed ten percent of the LEL, the displacement procedure shall be repeated followed by a recheck of the LEL until the vapors are less than 10 percent of the LEL.
- I. After acceptable LEL levels have been reached, excavation of tanks may begin after approval of the Engineer.

3.4 TANK EXCAVATION

- A. The Contractor shall provide all labor, permitting, tools, material, services, and equipment necessary to properly demolish the concrete vault, excavate the tank(s), and associated mechanical piping and appurtenances, after pipe and tank cleaning and disposal activities.
- B. After the tank and mechanical piping have been purged, cleaned, and gas freed of vapors, but prior to removal, the Contractor shall plug all holes and inert the tank and piping, as specified in API Recommended Practice 2015.
- C. Once the tanks are cleaned and inert, the Contractor must be careful to excavate around the tank, exposing as much of the tank as possible, to allow for a visual inspection of the tank surface. The inspection is performed to identify possible holes, cracks, etc. and other evidence that a leak may have occurred. Remove the tank hold-down straps, if any, lift the tank out of the excavation, place on a level surface, and block the tank to prevent movement. The exterior of each tank and pipe shall be cleaned, and if contaminated soil or groundwater conditions exist, the cleaning wastes contained for proper disposal. Methods for removal shall be predetermined by Contractor and approved by the Engineer or their representative.
- D. The Engineer shall monitor the excavations and every 20 feet along pipe trenches for visual indications of the release of petroleum and shall use a PID for headspace screening of samples and to conduct ambient air readings during all excavation activities. The Contractor shall assist the Engineer in collecting appropriate soil samples during post excavation from the excavation grave and along pipe trench. These samples will be submitted by the Engineer for analysis at an analytical laboratory at the Owner's expense

**TORRINGTON BOE ADMINISTRATIVE BUILDING
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TORRINGTON, CT**

- E. If large areas of petroleum impacted soils are encountered in the UST excavation, or greater than one-half inch ($\frac{1}{2}$ ") of free oil on a groundwater surface, work shall stop and the Engineer shall be immediately notified. Subsequent earthwork and/or groundwater handling work will be under the direction of the Engineer.
- F. Incidental volumes of visually (or by field PID) contaminated soils may be expected during excavation of the USTs and piping. These soils shall be segregated and stored during characterization and preparation for offsite disposal by the Contractor. The maximum depth of all excavation areas shall be marked with caution tape or the like to aid potential future excavation. Apparently clean soils shall be stockpiled separately for future reuse at the site. Reuse of these soils will be directed by the Engineer or the project LEP.
- G. Where contaminated soil is present below the groundwater table, the Contractor, at the discretion of the Engineer or their LEP representative shall discontinue excavation and shall line the excavation with 6 mil thick polyethylene sheeting prior to backfill.

3.5 TANK REMOVAL

- A. The tank shall be removed from the excavation and the exterior cleaned to remove all soil and inspected for signs of corrosion, structural damage, or leakage. All materials coming into contact with the tanks, or in the vicinity of the excavation such as shovels, slings and tools shall be of the non-sparking type.
- B. Tank anchoring structures such as concrete deadmen or hold down slabs shall be removed, unless otherwise directed by the Engineer.
- C. All piping including electrical conduit associated with the tanks shall be completely removed to the interior face of any associated building wall. Piping shall be reduced to appropriate lengths and cleaned of all contaminated materials. Sleeves and piping passing through wall shall be flushed clean and then permanently capped and plugged on the outside in a manner approved by the Engineer.
- D. All level monitoring and control equipment shall be completely removed to the interior face of any associated building wall. This includes transmitters, indicators, conduit, wiring, pumps and dispensers.
- E. The Contractor shall prominently label the UST tank with past product content and date of removal. The tanks shall be rendered unusable. The tank shall be removed from the site the day it is excavated and transported to a certified tank salvage facility. Prior to removal from the site, the tank atmosphere must be tested to ensure the flammable vapors are no more than

**TORRINGTON BOE ADMINISTRATIVE BUILDING
FUEL STORAGE REMOVAL PROJECT
TORRINGTON, CT**

five (5) percent of the lower flammable limit; and not greater than eight (8) percent oxygen. Test results shall be provided to the Engineer and subsequently documented, in writing, to the Engineer.

- F. Tank shall be secured onto a truck or vehicle and transported to a certified tank salvage facility, in accordance with all applicable federal, state, and local regulations. The Contractor shall prepare the proper manifests or bills of lading. The certificates of receipt of proper disposal shall be submitted to the Engineer within 72 hours of tank removal.

3.6 TANK DISPOSAL

- A. The Contractor shall dispose of all demolition related wastes as designated herein, in accordance with all applicable regulations.
- B. The Contractor shall characterize, containerize, transport, and dispose of all residue, sludges, cleaning materials, and fluids from the tanks at an Engineer approved and permitted disposal/recycling facility.
- C. If evidence of soil or groundwater contamination is identified by the Engineer the tank closure, then disposal of pumped groundwater shall be performed by the Contractor only as approved by the Engineer.
- D. Tanks and piping shall be delivered for disposal in an acceptable manner to an approved disposal or recycling facility following decontamination.
- E. All concrete associated with existing buried tanks shall be broken up and disposed of.

3.7 POST-EXCAVATION TANK GRAVE TESTING

- A. Subsequent to the removal of the USTs, soil samples will be collected from the tank grave by the Owner's Engineer to evaluate the quality of the soil. Soil samples from the fuel oil USTs will be submitted for volatile organic compounds (VOCs) according to US EPA Method 8260, Semivolatile organic compounds (SVOCs) according to US EPA Method 8270 (polynuclear aromatic hydrocarbons (PAHs) only) and for Extractable Total Petroleum Hydrocarbons (ETPH).
- B. At each tank grave location, a minimum of five soil samples will be collected. Individual soil samples should be obtained from the underlying undisturbed native soil at each end of the tank and at the level of the tank bottom from each of the sidewalls. If ground water is present in the excavation, the sidewall samples should instead be obtained at the level of the water and a

**TORRINGTON BOE ADMINISTRATIVE BUILDING
FUEL STORAGE REMOVAL PROJECT
TORRINGTON, CT**

water sample must be collected. Samples should also be collected beneath the fill pipe and beneath product lines in the vicinity of fittings and at, no more than, twenty foot intervals along the piping.

- C. If there is evidence of a release from the USTs, contaminated soil will be temporarily stockpiled on the site for subsequent characterization and disposal. Plastic will be placed under the soil stockpile on a paved portion of the property. The soil stockpile will be covered with plastic to prevent precipitation infiltration and uncontrolled off-gassing of the soil stockpile.
- D. The limits of the impacted soil will be delineated using real-time measurement instruments (such as a PID) to allow soil removal and stockpiling, if necessary, to reduce the re-mobilization of excavation equipment.

3.8 BACKFILLING EXCAVATION

- A. At the completion of UST tank grave testing and analysis, at the direction of the Engineer, backfill the tank grave with structural fill, defined as fine aggregate conforming to CTDOT Standard FA-1.
- B. Place backfill in 8" maximum lifts and compact to 95% maximum density as determined by ASTM D1557.
- C. Cover backfilled tank grave with asphalt pavement.

END OF SECTION 026500

City Of Torrington



PUBLIC WORKS DEPARTMENT
Gerald C. Rollett, P.E.
Public Works Director

140 Main Street • City Hall
Torrington, CT 06790-5245
(860) 489-2232 • Fax: (860) 489-2550
JerryRollett@TorringtonCT.org

MEMORANDUM

DATE: August 27, 2018

TO: David Bascetta
Director of Facilities
Torrington board of Education

FROM: Jerry Rollett
Torrington Tree Warden

RE: Tree Removal

As Torrington Tree Warden, it is my recommendation to have the maple tree on the east side of the Vogel-Wetmore School (see Subject Tree Location) removed as soon as possible for safety purposes.



Subject Tree Location



Tree Cavity

The subject tree has a cavity encompassing about 25% of its circumference and over 50% of its cross-sectional area. Although the cavity is not a hazard in itself, the presence of significant decay in the cavity is of concern. The tree is also showing signs of declining health with decay evident at the top of its trunk and major stems.

APPENDIX A

RFP. 026
Sec. 10-76t-w
Rev. 04/16

Project No: _____
(For State Use Only)

Agency: Torrington Public Schools

COVER PAGE
Connecticut State Department of Education
Bureau of Special Education
Hartford

Applicant Agency Local Program Title: ABC (A Better Chance for Children's Success)
(name, address, and phone):
Torrington Public Schools
355 Migeon Avenue
Torrington, CT 06790
860-489-2327

Name of School(s) Where Program(s) Will Operate:
Vogel Wetmore Elementary School 68 Church Street Torrington, CT 06790

Date of Initial PMHP Funding (for continuing programs): Spring 2011

Present Agency Contact Person
(name, address, phone, e-mail)

Program Dates:
From September 2018 To May 2019

Paula Gajewski
Community Learning Educator/Coordinator
Torrington Public Schools
355 Migeon Avenue
Torrington, CT 06790
pgajewski@torrington.org 860-489-2327 ext 1632

Agency Contact Person during Program Implementation
(name, address, phone, e-mail)
Same

I, Susan M. Lubomski the undersigned authorized chief administrative official of this agency, submit this application on behalf of the participating agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this application, if funded, will comply with all relevant requirements of Section 10-76t-w (inclusive) of the Connecticut General Statutes and that the Statement of Assurances and all other assurances made herein will be fully implemented.

Signature:  Title: Interim Superintendent

Name (typed): Susan M. Lubomski

Date: September 17, 2018

Agency: Torrington Public Schools

APPENDIX B

Applicant Agency: Torrington Public Schools

Local Project Title: ABC (A Better Chance for Children's Success)

Funds Requested: \$20,000

Objectives:

Integrate Primary Project, its theoretical philosophy and strategies with the parent education component of the District-Wide Community Learning Center for the purpose of cultivating parent knowledge in the social, emotional, physical and cognitive growth and development of their children. Both existing Primary Project and the CMHC programs are continuing as is.

Project Activities:

Monitor and review data on academic progress and attendance of students participating in the Primary Project during the 2018-2019 school year.

Continue the Primary Project process of identification of students at risk, working with students and families, and maintaining data on student development and academic growth to determine if implemented strategies are successful.

In cooperation with the Community Family Learning Center, provide workshops and interactive family programs for PMHP parents and children. Programs include Conscious Discipline training, Primary Project informational evenings, and family activity events. Books, DVD's, CD's, and pamphlets focused on Primary Project philosophy will also be available to families. Supplies will be purchased to support the program this grant period and will provide inventory for future program years.

Procedures for Data Collection and Reports Expected:

Record recommended interventions for a child, duration of child in program activities, results of both as related to academic and social progress in the school environment. Teacher observations, student work samples, performance on common formative assessments and standardized academic testing, and a log of times student must leave the classroom due to behavior can be used to monitor student progress towards identified goals.

Parent participation in conferences, general meetings, parent workshops, interactive family activities, and continuation of implementation of prevention strategies and intervention techniques.

Pre and post results of identification instruments.

Parent/child survey to determine client satisfaction with the program.

Referrals to outside mental health agencies.

Student academic success pre/post participation in the Primary Project as measured by common formative assessments.

Student attendance records and discipline records.

APPENDIX C

PMHP BUDGET WORKSHEET

GRANT <input checked="" type="checkbox"/>	CONTRACT <input type="checkbox"/>
GRANTEE NAME: Torrington	TOWN CODE: 143
GRANT TITLE: PRIMARY MENTAL HEALTH PROGRAM	
PROJECT TITLE: ABC (A Better Chance for Children's Success)	
CORE-CT CLASSIFICATION: FUND: 11000 SPID: 12198 PROGRAM: 82079 BUDGET REFERENCE: 2019 CHARTFIELD1: 170036	
GRANT PERIOD: 07/01/18 - 06/30/19	AUTHORIZED AMOUNT: _____

School District: Torrington

FISCAL Year 2019

CODES	DESCRIPTIONS	BUDGET (Local contribution for continuing districts only)		BUDGET (*State Funds Only)	
		Primary Project	CMHC	Primary Project	CMHC
100	SALARIES			\$17,664	
200	PERSONAL SERVICES EMPLOYEE BENEFITS				
322	IN-SERVICE				
325	PARENT ACTIVITIES		\$4,500	\$482	
500	OTHER PURCHASED SERVICES			\$1,854	
600	SUPPLIES	\$500			
700	PROPERTY/EQUIPMENT ONLY				
	TOTALS	\$500	\$4,500	\$20,000	

____ Original request date
____ Revised request date

____ CT State Department of Education
____ Program Manager Authorization

____ Date of
____ Approval

BUDGET OBJECT CODES

This list is a description of the codes in the budget. The list is provided to help you in designing your budget for the program.

- 100 **Personal Services - Salaries.** Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.
- 200 **Personal Services - Employee Benefits.** Amounts paid by the grantee on behalf of the employees whose salaries are reported in line 100. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.
- 322 **In-service.** (Instructional Program Improvement Services). Payments for services performed by persons qualified to assist program personnel and/or teachers to enhance program quality or effectiveness. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.
- 325 **Parent Activities.** Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.
- 500 **Other Purchased Services.** Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
- 600 **Supplies.** Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
- 700 **Property.** Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.

In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$5,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$5,000.00 and a useful life of not less than five years.

APPENDIX D

BUDGET JUSTIFICATION

Provide a detailed description of the proposed use of funds for each line item amount listed on the budget page. Wherever applicable, cite local policy and/or contractual basis for amounts requested. Examples:

1. "The salary amount is projected at the first step of the Education Aides salary range established in the local education agency's collective bargaining agreement."
2. "Line 322 represents the contracted services of a workshop presenter who will be paid x dollars per day for y days."
3. "Line 500, travel expenses, includes x amount for y miles of auto travel at z cents per mile in accordance with the local collective bargaining agreement."

Please respond to this task with as much detail as possible in order to avoid requests for more information, which may delay the granting process.

Line 100 8 hrs x \$23/hr x 3 days a week = \$552 x 32 weeks = **\$17,664**

Line 325 Refreshments for evening family events \$286 & SEL Supplies \$196 = **\$482**

Line 500 COMET fees: \$1,554 Facility Use Fee: \$300 = **\$1,854**

STATEMENT OF ASSURANCES

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS**

PROJECT TITLE: ABC – A Better Chance for Children’s Success

THE APPLICANT: **Susan M. Lubomski** **HEREBY ASSURES THAT:**

Torrington Public Schools

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;**
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;**
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;**
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;**
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;**
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;**
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;**
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;**
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;**
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;**

K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

(10) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

(11) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the RCSA promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent Signature:



Susan M. Lubomski

Name: *(typed)*

Interim Superintendent

Title: *(typed)*

September 17, 2018

Date:

IF A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE CONNECTICUT DEPARTMENT OF EDUCATION, COMPLETE THE STATEMENT WRITTEN BELOW AND SUBMIT AS PART OF THE PROPOSAL.


IF A CURRENT AFFIRMATIVE ACTION PLAN IS NOT ON FILE, COMPLETE THE ATTACHED AFFIRMATIVE ACTION PACKAGE AND SUBMIT AS PART OF THE PROPOSAL.

AFFIRMATIVE ACTION CERTIFICATE

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

According to the Connecticut Commission on Human Rights and Opportunities municipalities that operate school districts and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.

I, the undersigned authorized official, hereby certify that the applying organization/agency: Susan M. Lubomski, has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official:  **Date:** 9/17/18

Name and Title: Susan M. Lubomski, Interim Superintendent

II. Documentation of Local Board Approval to Submit the Application

Documentation (e.g., official board minutes) of a governing board's approval to submit a proposal is a required component. No grant will be awarded to a school district without approval from its school board. Documentation of such approval should be provided with this application. If it is not possible for you to obtain School Board approval prior to September 24, 2018, please submit the application according to the timelines written herein and provide information regarding when the next board meeting will be held and when board approval will be provided. The Program Manager, in consultation with the Chief of the Bureau of Special Education, will determine if the applicant's proposed date for submission of the School Board approval is acceptable.

Torrington Board of Education Approval scheduled for: September 26, 2018

Agenda and Minutes will be submitted after this date.

PART II - WIOA PY 2018 DESCRIPTION OF SERVICES AND SPECIFIC TERMS

Rev. 6/11/2018

Summary

The federal Workforce Innovation and Opportunity Act ("WIOA") Public Law 113-128 is designed to help job seekers access employment, education, training, and support services to succeed in the labor market as well as to match employers with the skilled workers they need to compete in the global economy. The WIOA program requires that:

- training and employment programs be designed and managed at the local level where needs of employers and those hired are best understood;
- employment, education, training and information services are located at a single, local site ("American Job Center" or AJC);
- customers have choice in selecting training programs and control over their respective career development, and
- area businesses become WIOA program partners to provide information and leadership needed to prepare persons for current and future jobs.

CONTRACT SUMMARY PAGE

**DEI CONTRACT
DE2-18-004**

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Subrecipient	City of Torrington, Department of Education		FEIN # DUNS #
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	Susan Lubomski	Interim Superintendent	
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	CT Disability Employment Initiative (CT DEI Youth) Internship		
	<i>Activity name or classification</i>		
Primary Service Site	355 Migeon Ave		
	<i>Street Address</i>		
	Torrington	Ct	06790
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
	<i>Select one option</i>		
Contract Type	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	US Department of Labor funds passed through Office of Workforce Competitiveness CT Department of Labor for CT Disability Employment Initiative (CT DEI Youth)		
	<i>List source of funds</i>		
Contract Period	9/1/2018	12/31/2019	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$25,000.00		
	<i>Contract Amount</i>		
CFDA #	17.207		
	<i>CFDA #</i>		

SIGNATURE. This Agreement is entered into on this **1st Day of September 2018** in accordance with Section 121(d) of the Workforce Innovation and Opportunity Act, and the laws of the State of Connecticut. The agreement executed herein is by and between the Northwest Regional Workforce Investment Board, Inc, hereinafter referred to as "**NRWIB,**" and **City of Torrington, Department of Education** hereinafter referred to as the "**SUBRECIPIENT.**"

SUBRECIPIENT shall begin services on the **1st Day of September 2018** and will terminate in accordance with the termination provisions set forth in this Agreement.

In consideration for the services to be provided by the SUBRECIPIENT for the period shown herein, the SUBRECIPIENT will receive an amount not to exceed **\$25,000.00** with the flexibility to increase the contract amount for additional services. NRWIB will pay the SUBRECIPIENT said amount pursuant to the terms and conditions set forth herein.

NRWIB reserves the right to unilaterally deobligate this contract, whole or in part, in the event of a reduction of Federal or State funding or for any reason it deems as in its best interest, including SUBRECIPIENT failure to attain satisfactory performance.

Authorized NRWIB Signature

Authorized SUBRECIPIENT Signature

Catherine N. Awwad, Executive Director

Name and Title

Name and Title

Date

Date

CERTIFICATION. I certify that the above named duly authorized officer of the above named SUBRECIPIENT held said title at the time s/he signed this contract on behalf of the SUBRECIPIENT. I also certify, as keeper of records of said SUBRECIPIENT, that this contract was duly signed for on behalf of said organization by authority of its governing body and within the scope of its organizational powers.

SUBRECIPIENT'S Certifying Officer Signature

Certifying Officer Name and Title

Date

Corporate Seal:

Torrington Board of Education Consent Agenda Detail
ConsentAge180926

Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
John Budge	Teacher	MS	Math Intervention	Appoint	8/23/2018
Kylie Yagid	Teacher	SW	Grade 4	Recall from Layoff	8/27/2018
Michelle Horn	Teacher	FB	Grade 4	Recall from Layoff	8/27/2018
Michael McCotter	Teacher	SW	Grade 5	Recall from Layoff	8/27/2018
Donna Merritt	Teacher	FB/SW	Library-Media Specialist	Appoint	8/27/2018
Joanne Tichon	Teacher	HS	Family & Consumer Science (0.4)	Appoint	8/23/2018
Francisco Charles	Teacher	HS	Business	Appoint	8/29/2018
Christopher Renkert	Teacher	SW	Long-Term Substitute	Appoint	9/17/2018
Emily DiCostanzo	Teacher	TF	Coordinating Teacher Special Education-TF	Appoint	2018-2019
Jill Tedesco	Teacher	TF	Coordinating Teacher Special Education-TF	Appoint	2018-2019
Mary Grace Hanusch	Teacher	HS	Coordinating Teacher World Language THS	Appoint	2018-2019
Alethea Therrien	Teacher	MS	Coordinating Teacher Special Education-TMS	Appoint	2018-2019
Jason Lafreniere	Teacher	MS	Coordinating Teacher Special Education-TMS	Appoint	2018-2019
Michael McKenna	Teacher	HS	Athletic Director	Appoint	2018-2019
Michael C. Fritch	Teacher	MS	Assistant Athletic Director	Appoint	2018-2019
Debra Carroll	Teacher	MS	Advisor MS Class Book	Appoint	2018-2019

Locations:

DW = ITINERATES BETWEEN/AMONG SITES (mail site)
DP = DISTRICT PROGRAM @ (site)



**TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
Wednesday, August 22, 2018, 6:30PM
50 Major Besse Drive**

CALL TO ORDER: The meeting was called to order at 6:38PM.

Pledge of Allegiance

Roll Call:

Present: Fiona Cappabianca; Ellen G. Hoehne; John Kissko; Armand Maniccia; Jessica Richardson

Administration: David Bascetta, Director of Facilities; Rose Forzano, Interim Business Director; Susan Fergusson, Interim Assistant Superintendent; Susan M. Lubomski, Interim Superintendent; Kim Schulte, Human Resources Director; Ann Perzan, Interim Director of Student Services

Absent: Edward Corey, Molly Spino (excused), Daniel Thibault,

APPROVAL OF AGENDA

Mr. Kissko made the motion to amend the agenda and add the Budget Committee August 13, 2018 meeting minutes, second by Ms. Hoehne. All in favor.

SCHOOL/COMMUNITY SESSION

Ashley Thibault spoke about bullying and her job status.

INFORMATION SHARING SESSION

A. Superintendent's Report

Ms. Lubomski spoke about the successfully moving that occurred between buildings. The THS stairs have been redone. They are finishing up the cleaning at THS and all the other schools have been cleaned. The THS Elevator Project started. The HR department has been very busy and we hired some awesome employees. We are very confident in their abilities. We just finished our 3 day administrators retreat. We are looking forward to the school year.

B. Field Trips

- 1. THS – Big E Parade – 9/20/18**
- 2. THS – Camp Niantic – 9/19/18 through 9/21/18**
- 3. THS – North Adams, MA – 9/30/18**

All of these trips are annual and they were included in the packet. They did submit within the time limit but we did not have a board meeting until now. There was a question on the JROTC field trip and if all the students will be going why do we need a substitute? The answer was that not all the kids would be going on this field trip.

C. Swim RFP

Mr. Maniccia presented all the changes that were made at the Budget meeting. This has been the first contract that has been made about renting a swimming pool for the swim team. There was only 1 bid – YMCA. There is 1 item we want to leave in the contract through our negotiations which is the waiver of subrogation clause. If we do not agree for both girls and boys season then we would not receive the 15% discount. There is a 2% increase from last year. We will be paying more than what we budgeted for – about a \$1,000, which will be determined at the subcommittee. We hope to get a longer term contract in the future.

D. Swim Temporary Contract

None.

E. June Monthly Financials

Mr. Maniccia stated that we are in good standing.

F. July Monthly Financials

Mr. Maniccia stated that we bought chrome books for TMS and money was moved around for it.

G. Budget Transfers

None for the year end.

H. Template for BOE Meetings

Ms. Hoehne wanted to standardize all of the agendas for them to be all the same which would make the clerk typing the minutes easier and getting them out to the public would be done in a timely manner. There was discussion on the word “solicited” in the comments section on top of the page. The Chair reminded everyone to set agendas for the next meeting and send the information over timely. The Chair talked to about the attendance and about the obligation to attend the meetings. We need some level of commitment from the members.

I. Template for BOE Subcommittee Meetings

See above.

J. Policy Regarding Use of Exclusionary Time Out

Ms. Hoehne – 6000 series – new policy that we did not have. It is a new policy that the State requires us to have. It was discussed at Policy Committee meeting.

K. Job Description Change

The Superintendent passed out the contract for our HR Director. We are adding the O92 Certification. We would save on Social Security and everything else is staying the same.

L. Interim Principal Southwest School

The Superintendent introduced Mary Anne Buchanan for approval. The MOA Dean Contract need to be sent to Mr. Kissko and the board needs to look at it next month.

M. Executive Session Regarding Executive Assistant to the Superintendent: Non-bargaining Contract:

Ms. Hoehne made a motion to go into Executive Session inviting in Ms. Lubomski, second by Mr. Kissko. All in favor.

The board entered Executive Session at 7:30PM.

The board returned to Open Session at 7:52PM.

COMMITTEE REPORTS

A. Policy Committee

Ms. Hohene reported that they are very busy. We have grading, graduation, and attendance all on the agenda.

B. School Improvement Committee

Mr. Kissko reported that they met last week. We discussed goals and we are reporting on how we are doing. We have a list of college acceptances that will make the board meeting next week.

C. Budget Committee

Mr. Maniccia we accomplished the big thing – the Swim Contract. Financials are looking good and there are no budget transfers yet.

D. Personnel Committee

Did not meet. Currently without a Chair.

E. Grievance Committee

None.

F. Ed-Advance

They do not meet in the summer. The meetings will resume the first Thursday of September.

G. Curriculum Committee

Nothing to report.

H. Secondary Ad-Hoc Committee

The Summer proved to be a very difficult time to get the committee assembled. I would like to suggest that we hold the first meeting August 30th 5:30PM-6:30PM – THS.

ACTION ITEMS

A. Field Trips:

1. THS – Big E Parade – 9/20/18

Ms. Richardson made the motion to approve this field trip, second by Mr. Maniccia, All in favor.

2. THS – Camp Niantic – 9/19/18 through 9/21/18

Mr. Maniccia made the motion to approve this field trip, second by Ms. Richardson, All in favor.

3. THS – North Adams, MA – 9/30/18

Mr. Maniccia made the motion to approve this field trip, second by Mr. Kissko, All in favor.

B. Swim RFP

Mr. Maniccia made a motion to approve the Torrington YMCA swim as presented by the budget committee, second by Ms. Hoehne. All in favor.

C. ~~Swim Temporary Contract~~

Removed.

D. ~~Budget Transfers~~

Removed.

E. Template for BOE Meetings

Ms. Hoehne made a motion to approve the BOE meetings template, second by Mr. Maniccia. All in favor.

F. Template for BOE Subcommittee Meetings

Ms. Hoehne made a motion to approve the BOE meetings template, second by Mr. Maniccia. All in favor.

G. Policy Regarding Use of Exclusionary Time Out

Ms. Hoehne made a motion to approve the Policy Regarding Use of Exclusionary Time Out, second by Mr. Kissko. All in favor.

H. Approval of Board of Education Meeting Minutes – June 27, 2018

Mr. Maniccia made a motion to approve the minutes, second by Mr. Kissko. All in favor.

I. Approval of Special Meeting Minutes – July 30, 2018

Mr. Kissko made the motion to approve the minutes, second by Mr. Maniccia. All in favor.

J. Approval of Consent Agenda

1. **Approval of June Monthly Financials**
2. **Approval of July Monthly Financials**
3. **Receive Subcommittee Minutes:**
 - i. **Budget Committee – June 26 and 27, 2018**
 - ii. **Policy Committee – June 6, 2018**
 - iii. **School Improvement Committee – June 6, 2018**
 - iv. **Budget Committee – August 13, 2018**
4. **Appointments & Resignations**

Ms. Hoehne made a motion to approve the consent agenda with the removal off the Administrative Dean pending MOA, second by Mr. Maniccia. All in favor.

K. Approval of Job Description Change

Mr. Maniccia made a motion to approve the job description change, second by Ms. Hoehne. All in favor.

L. Appointment of Interim Principal Southwest School

Mr. Kissko made a motion to appoint Dr. Mary Anne Buchanan the Interim Principal of Southwest School, second by Ms. Hoehne. All in favor.

M. Approval of Non-bargaining Unit Contract

Mr. Kissko made the motion to approve the Executive Assistant to the Superintendent, second by Mr. Maniccia. All in favor.

7. COMMENTS FOR THE GOOD OF THE ORDER

Mr. Maniccia- wish everyone a great school year

Mr. Kissko-He pointed out Kim's display of the promotion materials of our schools. He also wanted to recognize that we lost Bill Battle.

Chair- She would like to publically let everyone know that Peter Vergaro has resigned from the board for personal reason and we will miss him, his passion and dedication outside of board meetings. She discussed the protocol and policies about what elective Board of Education does and what the Board of Education at the Central office do. Something like a bus complaint would be made to Central Office and it is dealt with at that level, it would not come to the elective Board of Education.

The Superintendent spoke about reviewing the bus routes and there will be changes to be more efficient. What routes are on a piece of paper are different than what they are in actuality.

Chair- There will be a Transportation Committee which will be members of central office and a board member. There are chains of command that we want people to follow: School then

Central office and then Board of Education. Thank everyone for the amazing work everyone did this summer with the moves. Welcome our new Interim Director of Student Services. Welcome all of the new hires.

8. ITEMS FOR UPCOMING AGENDA

1. MOA Dean
2. Monthly Financials
3. Budget Transfers
4. Progress on Board Goals
5. Strategic Plan
6. Policies
7. New Board Members
8. Teachers of the Year and Paras of the Year

9. FUTURE MEETINGS

Thursday, August 30, 2018 (THS)

5:30-6:30pm – Secondary Ad-Hoc Committee meeting

Wednesday, September 5, 2018 (at Vogel-Wetmore)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, September 12, 2018 (Migeon Ave.)

6:30 p.m. – Personnel Committee

7:00 p.m. – Budget Committee

Wednesday, September 26, 2018 (at THS)

6:30 p.m. – Regular Board of Education Meeting

10. ADJOURNMENT

Mr. Kissko made the motion to adjourn the meeting, second by Ms. Hoehne. All in favor. Meeting adjourned at 8:17PM.



Torrington Public Schools

SUSAN FERGUSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Budget Committee Meeting Wednesday, August 22, 2018, 5:30PM THS Media Center DRAFT MINUTES

Board Members on Committee: Mr. Maniccia (chair), Mr. Corey

Board Members Present: Mr. Maniccia(Chair), Mr. Kissko, Ms. Cappabianca (6:06pm), Ms. Hoehne (6:14pm)

District Administrators: Ms. Lubomski, Ms. Fergusson, Ms. Forzano, Ms. Schulte, Mr. Bascetta, Ms. Perzan

Teacher Representative: Jason Lafreniere

1. Call to Order: 5:33 PM
2. Roll Call: Mr. Maniccia, Mr. Kissko, Mr. Lafreniere
3. Approval of Agenda: Mr. Kissko motioned, Mr. Maniccia second; All in favor.
4. Approval of Minutes: Mr. Kissko motioned, Mr. Maniccia second; All in favor.
5. Discussion Items:
 - a. Swim RFP submissions: Discussed the submissions to the Swim RFP; One bid was received from the YMCA; Proposal form includes pricing; Note: if only one season is selected, then there is a loss of a 15% discount; Schedule is the same as what was submitted previously; Since there was only one bid, Ms. Forzano proposes moving forward with a permanent agreement instead of engaging in the temporary agreement; The budget line item is short approximately \$1,100 from the pricing in this contract.
 - b. YMCA temporary contract: Mr. Maniccia stated that if we choose to move the YMCA contract forward, then it is not necessary to discuss the temporary contract; Committee wished to review the temporary contract; Ms. Forzano indicated that there were no changes
6. Action items:
 - a. Swim RFP: Mr. Kissko motioned, Mr. Maniccia second. All in favor. Moved to full board.
 - b. Swim Temporary Contract: Mr. Kissko motioned, Mr. Maniccia second. All in favor. Moved to full board.
7. Comments for the Good of the Order: None
8. Upcoming agenda items
 - a. Financials
 - b. Budget Transfers
 - c. Capital Expenditures
 - d. Other RFP's
 - e. Mutual Link – meeting scheduled for September 17th with the City
 - f. Student Activities

These minutes have not yet been approved by the Torrington Board of Education.

9. Adjournment: Mr. Kissko motioned, Mr. Maniccia second; All in favor. Meeting adjourned at 6:32 PM.
10. Next meeting: September 12, 6:00PM, Migeon Ave.

DRAFT



Torrington Public Schools

SUSAN B. FERGUSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Policy Committee Meeting Wednesday, August 15, 2018, 6:00PM 355 Migeon Avenue DRAFT MINUTES

1. Call to Order: 6:05PM
2. Roll Call: Committee Members Present: Ms. Hoehne (Chair), Mr. Kissko, Mr. Maniccia
Also Present: Ms. Lubomski, Ms. Fergusson
3. Approval of Agenda: Mr. Kissko motion, Ms. Hoehne second, All in Favor.
4. Approval of Minutes: Mr. Kissko motion, Ms. Hoehne second, All in Favor.
5. Discussion Items:
 - a. Template for BOE Meetings: in an effort to have consistency in the format of the meetings and minutes, Ms. Hoehne presented the templates for Board Meetings and Sub-Committee.
Sub-Committee Meetings: Public Participation: Omit: "This will be up to 10 minutes during which", start with "Members of..."
Post at the Top: Comments may be solicited at any time during the meeting as recognized by the Chair.
BOE Meetings: Insert: "Recognitions" after Approval of Agenda to ensure that those being recognized will not have to attend the full meeting.
 - b. Field Trips: Cost?: Clarify on the Field Trip form that the cost of the field trips are included in the overall cost: "Is the cost of the sub(s) included in the overall cost?"; Assistant Superintendent will monitor number and worth of field trips.
 - c. Policy Regarding Use of Exclusionary Time Out: Reviewed Shipman Policy (Move to BOE)
6. Comments for the Good of the Order: none
7. Topics for Future Meetings:
 - a. Grading
 - b. Graduation
 - c. THS Attendance Update
 - d. Food Distribution: New?
8. Adjournment: 6:59PM, Mr. Kissko motion, Ms. Hoehne second, All in Favor.
9. Next Meeting: 7:00PM, VW, September 5, 2018



Torrington Public Schools

SUSAN B. FERGUSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

School Improvement Committee Meeting Wednesday, August 15, 2018, 7:00PM Migeon Ave DRAFT MINUTES

Board Members Present: Mr. Kissko (Chair), Mr. Maniccia, Ms. Hoehne, Ms. Richardson
Administrators Present: Ms. Lubomski, Ms. Fergusson, Ms. Labbe

1. Call to Order: 7:04PM
2. Roll Call
3. Approval of Agenda-Mr. Maniccia, Ms. Richardson, All in Favor
4. Approval of Minutes- Motion to approve as amended. Mr. Maniccia, Ms. Richardson, All in Favor; include Manchester's website, but omit the remaining information on its webmaster and any titles.
5. Public Participation: none
6. Information Sharing:
 - a. Communication: review of website updates and recruitment materials
 - b. Secondary Education Ad Hoc Committee Status Report: still working on scheduling the first meeting; will be scheduled by the end of September
 - c. Branding and Marketing Strategies: Mr. Tim Gaffney, guest speaker, Litchfield County Sports, says his goal is to focus on the positive. Provided a model for monthly newsletters for schools which could be posted using the Litchfield County Sports publication format. He suggested starting with once a year. Mr. Gaffney will work up a proposal. Publications would be distributed at the Senior Center, Real Estate offices, and Doctors' offices, etc. The district should identify a target audience. Ms. Lubomski and Ms. Fergusson are scheduled to have a follow-up meeting on August 23. Other means of getting positive information about Torrington out to the public: Cable 5, Thursday nights, 7:00-8:00.
 - d. Board Goals:

Mr. Kissko reviewed the Goals:

 1. Legislators: Waiting until after elections to pursue further

These minutes have not yet been approved by the Torrington Board of Education.

2. Communications: Expanding Tweets, Facebook, website
3. District Strategic Plan: Reviewed by Ms. Lubomski, more detail and an Action Plan were added.
4. Sister Schools: smooth transition so far; teachers are able to get into classes this week; tech is moving all equipment needed in each classroom; all school choice requests were honored; an acknowledgement of the hard work of the Ad Hoc Committee, which had planned for many of these issues.
5. Secondary Ad Hoc Committee: upcoming
- e. District Strategic Plan Update: Ms. Lubomski reviewed the additions to the format.
- f. College Acceptances: Reviewed data: acceptances and colleges students attending. (BOE packet)
- g. 2019-2020 Meeting Location Schedule: (BOE Packet)
VW-Sept
TF-October
SW-November
Forbes-January
City Hall-February
THS-April
TMS-May
- h. Report for SGC-Recommendation: THS SGC: Create a 7-12 grade school
7. Comments for the Good of the Order: Ms. Hoehne enjoyed the positive focus of the meeting.
8. Topics for Future Meetings:
 - a. Board Goals
 - b. Secondary Education Ad Hoc Committee
 - c. District Strategic Plan Update
 - d. Communications Update
 - e. Report from School Governance Council
 - f. AP Update
 - g. Student Parking Passes
 - h. State Assessment data: SAT and AP scores
 - i. GPA discussion
9. Adjournment-8:11PM; Motion by Mr. Maniccia and Ms. Richardson, All in Favor.
10. Next Meeting: September 5, 2018-6:00PM, Vogel-Wetmore



Torrington Public Schools

SUSAN B. FERGUSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Secondary Ad Hoc Committee 8-30-18

Call to Order: 5:32 PM

In Attendance: Fiona Cappabianca, Ellen Hoehne, John Kissko, Armand Maniccia, Jess Richardson, Sue Lubomski, Sue Fergusson, Kim Schulte, Dave Bascetta, Jasmine Skarupa, Don Rapuano, Wayne Spletstoeser, Peter Michelson, Donna Labbe, Ali Therrien, Charlie McSpiritt, Andrew Deacon, Jeff Shannon, Ed Arum, Jill Baranowitz, Darlene Battle, Kelly Browning, Patricia David, Mary DeMarchi, Gary Eucalitto, Roni Gelormino, Diane Holland, Jason Lafreniere, Robin Ledversis, Mario Longobucco, Faith Longobucco, Sandy Mangan, Bryan Olkowski, Wendy Pataky, Kathi Peterson, Kim Petzel, Jeff Putnam, Sally Richtmeyer, Trina Milanese, Andy Skarzynski, Joann Stefurak, Hilary Sterling, Erin Sullivan, John Sullivan, Teresa Sullivan

Suggested Committee Focus Areas:

1. Facilities-Changes Necessary/Enrollment: Current Needs
2. High Needs Students
3. College Readiness
4. Career Readiness: College Bound and Non-College Bound
5. Social, Emotional Needs, utilizing District & Community Partnerships
6. Communication and Marketing
7. Mentoring/Job Shadowing/Apprenticeships

Discussion:

Marketing/Communication Suggestions/Needs: (School Choice cost \$3M every year)

- Need Minutes to be readily available for public review
- Share strengths and events of schools
- NEASC
- Share Vision/Goals
- THS and TMS to visit elementary and TMS throughout the year to inform and promote programs
- Invite Parents in during the day, Grades 6-12
- Celebrate diversity: Diversity events, workforce preparedness
- Exit Interview for students
- Involve students in vision (School Improvement Plans)

Facilities:

- THS Enrollment from 1,300 (2008) to 862 (2018)
- Building needs of both TMS and THS-tours of buildings will occur in first few weeks

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Middle School and High School Models-Suggested Elements:

- AP Readiness, increase enrollment
- 21st Century Skills
- K-12 Continuum of Curriculum
- Cohesive Code of Conduct K-12
- NEASC Ready K12
- Social/Emotional, building relationships, Home Visits
- Capstone project, Apprenticeships and internships, and Community Service
- College readiness
- Career readiness for college and non-college bound students
- Programs/Courses for specific professions and jobs
- TAG

Homework –Short and long term goals

Next meetings: Sept 4th 5:30 TMS, Sept 20th 5:30 THS

Adjournment: 7:30 PM Motion by Ellen Hoehne, 2nd by Armand Maniccia. All in Favor.



Torrington Public Schools

SUSAN B. FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Secondary Ad Hoc Committee 9-4-18

Call to Order: 5:30 PM

In Attendance: Fiona Cappabianca, Ellen Hoehne, John Kissko, Armand Maniccia, Jess Richardson, Sue Lubomski, Sue Fergusson, Kim Schulte, Dave Bascetta, Jasmine Skarupa, Don Rapuano, Wayne Splettstoeszer, Peter Michelson, Donna Labbe, Allie Therian, Ed Arum, Jill Baranowitz, Darlene Battle, Kelly Browning, Joanne Creedon, David, Mary DeMarchi, Gary Eucalitto, Roni Gelormino, Diane Holland, Jason Lafreniere, Andrew Marchand, Sandy Mangan, Bryan Olkowski, Wendy Pataky, Kathi Peterson, Kim Petzel, Jeff Putnam, Sally Richtmeyer, Trina Milanese, Andy Skarzynski, Joann Stefurak, Hilary Sterling, John Sullivan, Teresa Sullivan

Discussion:

The Ad Hoc Committee discussed the following after a tour of the Torrington Middle School:

Areas of improvement

Facility

Some tiles on first floor in need of replacement

Discoloration of some tiles is smudge due to the air returns bringing dirt into the handlers

Flat roof needs to be replaced to avoid leaks – has been in capital plan but was removed for several years

Boys' bathroom in need of repair

Walls need to be painted - Can volunteers do this?

Safety issue on entry – put window in office wall?

Suggestion: Put cameras on outside of locker room doors

Academic & Other:

Both science rooms should have science labs and a science room

Be conscious of how scheduling effects IEP's – plan two years out

Cutting a team in 6th grade impacted class sizes and special education enrollment in each class

35% of 8th grade students didn't go to THS last year

Positive Comments/Ideas:

Facility

Girls' bathroom was updated by staff with paint and positive comments – remained in good shape

Can we do some small things to make facility more appealing?

Less vandalism when more staff were assigned to Key areas

Student work crews over the summer to help with maintenance has been done in the past

When first built, there were many leaks – since then the majority have been addressed

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Academic

Teams work well, promote specials idea to keep students here

Suggestion: Bio Medical Team/Engineering/Arts and Humanities Pathways that lead to Torrington High School tracks

Looking into grants for specialized college/career ready pathways

Torrington Public Schools has partnership National Science Foundation STEM Grant with Northwestern Community College that creates opportunities for college/career readiness

The District Strategic Vision and Goal was used as a guide

Provide curriculum development status

Quick discussion on other school repairs needed:

1999-2000 Last time THS was renovated – many items remain from 1967 – windows, mechanicals etc...

Roof was done 15 years ago, Vogel Wetmore will need a new roof in two approx. years

Quick fixes don't make big impact in overall building repairs or appearance

THS energy user – single pain windows from 1962 – no insulation anywhere

Next Steps:

Explore facility 7-12 grade school models

Send out NEASC Indicators prior to THS visit

Create both short-term and long term goals just in case what is put forward with respect to facilities doesn't pass a referendum.

Tour of THS followed by discussion of facility status and needs: **Tuesday, September 25 5:30**

Adjournment: 7:45 p.m. Motion made by Jason Lafreniere, 2nd by Ellen Hoehne - All in favor