



Torrington Public Schools

Packet for BOE Regular Meeting

November 28, 2018



**TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
Wednesday, November 28, 2018, 6:30 PM
THS Media Center, 50 Major Besse Drive**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Recognitions
6. School/Community Service/Public Participation: *The Board invites members of the community to speak on topics to be addressed in the agenda or on other topics of interest. Individuals wishing to make comments are requested to fill out the speaker sign-up sheet, including name and address, which must be stated at the beginning of your comment. The Board will not allow comments regarding specific staff members, parents, students or personal grievances. Courtesy is expected in this limited public forum. The participating time will be limited to three (3) minutes per person and ten (10) minutes overall to guarantee efficient operation of the entire meeting.*
7. Information Sharing Session:
 - A. Interim Superintendent's Report
 - B. Out of State Field Trip
 - C. Budget Transfers
 - D. Monthly Financials
 - E. Budget Timeline
 - F. Alliance Update
 - G. Calendar – Parent Conference Days – December 6, 2018
 - H. RFP – Computers
 - I. Criminal History Records Information (CHRI) #4006
 - J. FERPA Policy #6028
 - K. Attendance Policy #6006 (Page 4 - #8)
 - L. Advanced Placement Policy #6015
 - M. Graduation Requirements Policy #6095
 - N. Fill Rates and Staff Attendance
 - O. Legislative Liaisons
 - P. Cost of Postponing the Move of Migeon – January – June
8. Committee Reports:
 - A. Policy Committee
 - B. School Improvement Committee
 - C. Budget Committee
 - D. Personnel Committee
 - E. Grievance Committee
 - F. Ed-Advance
 - G. Curriculum Committee
 - H. Secondary Ad-Hoc Committee
 - I. School Liaison Reports

9. Action Items:
 - A. Possible Action Regarding Superintendent of Schools
 - B. Out of State Field Trip
 - C. Monthly Financials
 - D. Budget Transfers
 - E. Alliance Funding Update
 - F. RFP – Computers
 - G. Calendar – Parent Conference Day – December 6, 2018
 - H. FERPA Policy #6028
 - I. CHRI Policy #4006
 - J. Attendance Policy #6006
 - K. Advanced Placement Policy #6015
 - L. Graduation Requirements Policy #6095
 - M. Cost of Postponing the Move of Migeon – January – June
 - N. Approval of Board of Education Meeting Minutes: October 24, 2018
 - O. Receive Subcommittee Minutes:
 - i. Budget Committee – October 10, 2018
 - ii. Budget Committee – October 24, 2018
 - iii. School Improvement Committee – October 3, 2018
 - iv. Policy Committee – October 3, 2018
 - v. Policy Committee – October 24, 2018
 - vi. Personnel Committee – June 6, 2018
 - vii. Secondary Ad-Hoc Committee – October 18, 2018
 - viii. Secondary Ad-Hoc Committee – October 25, 2018
 - P. Consent Agenda: Appointments & Resignations
10. Comments for the Good of the Order
11. Items for Upcoming Agenda
12. Future Meetings:

Monday, December 3, 2018 (at City Hall Auditorium)
 6:30 p.m. – Joint Meeting with the BOE, Board of Finance, and City Council

Wednesday, December 5, 2018 (at Southwest)
 6:00 p.m. – School Improvement and Community Relations Committee
 7:00 p.m. – Policy Committee

Thursday, December 6, 2018 (at THS)
 5:30 p.m. – Secondary Ad-Hoc Committee

Wednesday, December 12, 2018 (at Migeon Ave.)
 6:30 p.m. – Personnel Committee
 7:00 p.m. – Budget Committee

Wednesday, December 19, 2018 (at THS)
 6:30 p.m. – Regular Board of Education Meeting (sched. for 3rd Wednesday due to Winter Break)
13. Adjournment

School: THSGrade(s): ROTCLocation: Great Barrington
MADate(s): 12/14/18**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 type="checkbox"/>	Trip organizer completes Field Trip Application Form and submits to school nurse for review.	17 OCT 2018 <i>R. [Signature]</i>
<input checked="" type="checkbox"/>	School nurse reviews all information and signs off on form.	10/18/18 <i>L. Arnold</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> 10/18/18
<input checked="" type="checkbox"/>	If approved, building AA enters proposed field trip on shared outlook calendar and sends proposal to district administration.	<i>[Signature]</i>
<input checked="" type="checkbox"/>	District administration receives trip proposal.	10/22/18 <i>[Signature]</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

Torrington Public Schools Field Trip Application Form

1. LOGISTICSDate of Application: 17 OCT 2018 Person Proposing Field Trip: Msgr SullivanDate(s) of Trip: 14 Dec 2018 Departure Time: 0830 Return Time: 1400Specific Destination: Berkshire Aviation, Great Barrington, MA
(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 TripTransportation: THS Bus (be specific/company name/if walking the route)**2. PARTICIPANTS**Class(es)/Students that are participating: AF JROTC (attach list of names)Is this list subject to change? ☒ If yes, explain: 6 (TBD) Cadets will attend**3. CHAPERONES**

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

1 Teachers: _____
Paras/Support Staff: _____
Parents/Volunteers: _____
Nurse: _____☒ Actual count or ☐ Estimated Count

If an estimated count, explain: _____

4. POSSIBLE COST OF TRIP TO DISTRICTHow many teacher substitutes will be needed to cover students not going on the trip? NoneHow many para substitutes will be needed to cover students not going on the trip? NoneNumber of days above substitutes will be needed: Teachers: N/A Paras: _____ Nurse: _____Cost of above substitutes for class coverage (@\$100/day): N/A****Funding source for cost of subs (i.e. included in student cost, student activity account, etc.):**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**Possible additional costs (please check all that apply)**☐ special transportation ☐ 1:1 chaperone ☐ food/meal ☐ IEP mandates ☐ chaperone background checks (overnight only)☐ other: (specify) NONE

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

Torrington Public Schools Field Trip Application Form

5. TRIP COST PER PERSON

Total cost of trip: 390.00 Explain the cost of the trip per person (admission, transportation, meals etc.): The cost is 195.00 dollars total per flight. we will take two flights with 3-5 students each

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

<input type="checkbox"/> Student	\$ _____	<input type="checkbox"/> District Budget	\$ _____
<input type="checkbox"/> Fundraising	\$ _____	<input type="checkbox"/> Grant (specify)	\$ _____
<input type="checkbox"/> School Activity Funds	\$ _____	<input checked="" type="checkbox"/> Other (specify)	\$ <u>390.00</u>
<input type="checkbox"/> PTO	\$ _____	<u>Air Force funded</u>	

How much of the total cost will each student be expected to pay? \$ 0

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

7. EDUCATIONAL PURPOSE

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

To introduce cadets to general Aviation through a Hands-on orientation flight. Cadets will learn about all aspects of a flight including The nature of flight, Ground Handling, Pre-flight, Take-off, Inflight Procedures and Landing. All flights are IAW. Federal Aviation Regulations

8. ALTERNATE ACTIVITY

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

Normal JROTC Class

Torrington Public Schools Field Trip Application Form

9. SIGNATURES

Nurse: Linda Arnesen (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

Designated person responsible for medication Administration on the trip: Robert Sullivan

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: _____ ☐ Approved ☐ Denied

TORRINGTON BOARD OF EDUCATION

Budget Transfer Form

Budget Year (mandatory): 2018 - 2019

Transfer From:

Account Number	Account Name	Amount
5100-10-15-5111.01	Coordinator of Support Services	\$35,000

Transfer to:

Account Number	Account Name	Amount
5100-10-15-5341.01	Delta-T- Other	\$35,000

Reason for Changes *(click inside box):*

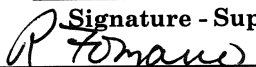
These funds are available due to the current vacancy of the Coordinator of Support Services position. These funds are needed to cover the anticipated cost of special services staff placed in district through Delta -T, who cannot otherwise be filled by Kelly Services.

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

Sue Lubomski, Interim Superintendent

To be Completed by Business Office

Approved by Superintendent:  Date: 11/7/18

Approved by:  Date: 11/8/18
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
5100-04-35-5112.01	Paraprofessionals	\$35,000.00
5100-12-45-5210	Health & Life Insurance	\$34,917.00

Transfer to:

Account Number	Account Name	Amount
5100-10-15-5342.01	Delta T Paras	\$69,917.00

Reason for Changes *(click inside box):*

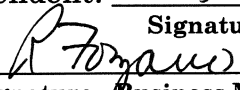
These funds are available due to para vacancies throughout the district. Health and Life insurance funds reflect these para vacancies. This will cover the cost of substitute paras through Delta-T. These pares will only be scheduled if Kelly Services cannot fill the positions.

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

Sue Lubomski, Interim Superintendent

To be Completed by Business Office

Approved by Superintendent:  Date: 11/7/18
Signature - Superintendent

Approved by:  Date: 11/8/18
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

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



Monthly Financial Report

Fiscal Year to Date 10/31/18

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	194,091.08	.00	708,089.58	1,659,483.42	30	2,645,800.77
5111.07	Expulsion Program Teacher	.00	.00	.00	.00	.00	(5.00)	5.00	+++	86,238.70
5111.15	Teachers	22,176,748.00	(71,379.00)	22,105,369.00	1,668,775.86	.00	6,726,676.80	15,378,692.20	30	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	57,707.30	.00	210,664.56	517,771.44	29	668,956.47
5111.40	Media Specialist	419,843.00	.00	419,843.00	31,842.20	.00	112,171.32	307,671.68	27	392,352.18
5111.46	Psychologist	433,414.00	.00	433,414.00	28,151.00	.00	120,507.73	312,906.27	28	397,330.87
5111.47	Behaviorist	183,677.00	.00	183,677.00	14,129.86	.00	55,037.60	128,639.40	30	170,083.85
5111.50	Stipends	70,814.00	12,393.00	83,207.00	.00	.00	.00	83,207.00	0	60,845.40
5111.51	Stipends-Athletics Middle School	52,060.00	4,895.00	56,955.00	6,577.17	.00	6,577.17	50,377.83	12	19,022.85
5111.52	Stipends-Athletics High School	216,374.00	(4,895.00)	211,479.00	30,556.17	.00	30,556.17	180,922.83	14	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	.00	.00	22,992.00	48.00	100	15,768.00
5111.60	Speech Pathologist	999,053.00	.00	999,053.00	71,917.06	.00	262,055.37	736,997.63	26	735,074.18
5111.65	Guidance Counselor	542,035.00	.00	542,035.00	39,330.82	.00	183,550.10	358,484.90	34	513,727.12
5111.75	Coordinating Teacher	72,448.00	.00	72,448.00	5,357.76	.00	20,687.84	51,760.16	29	64,038.52
5111 - Totals		\$28,452,596.00	(\$58,986.00)	\$28,393,610.00	\$2,148,436.28	\$0.00	\$8,459,561.24	\$19,934,048.76	30%	\$28,240,719.15
5112										
5112.01	Paraprofessionals	3,212,475.00	.00	3,212,475.00	347,195.23	.00	659,855.78	2,552,619.22	21	2,394,141.40
5112.02	Paraprofessional - Bristol Tech	21,590.00	.00	21,590.00	2,584.35	.00	4,651.83	16,938.17	22	21,493.51
5112.03	COTA	92,000.00	.00	92,000.00	1,203.75	.00	1,743.75	90,256.25	2	8,167.50
5112.05	Non certified support staff	177,312.00	.00	177,312.00	14,861.81	.00	52,202.20	125,109.80	29	170,261.93
5112.10	Technician	231,500.00	.00	231,500.00	20,721.84	.00	70,877.52	160,622.48	31	182,701.30
5112.25	Occupational Therapy	272,020.00	.00	272,020.00	27,711.52	.00	105,630.80	166,389.20	39	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	139,136.36	.00	471,024.39	785,626.61	37	1,301,711.70
5112.32	Board Clerk	17,049.00	.00	17,049.00	1,590.75	.00	5,726.70	11,322.30	34	16,543.80
5112.34	Drivers - Athletics	15,656.00	.00	15,656.00	1,425.00	.00	2,570.00	13,086.00	16	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	2,545.00	1,190.00	2,935.00	15,875.00	21	13,783.07
5112.70	Nurses	453,485.00	.00	453,485.00	41,155.53	.00	150,578.15	302,906.85	33	502,853.68
5112.80	Custodians	1,329,486.00	.00	1,329,486.00	126,579.02	.00	454,874.88	874,611.12	34	1,342,629.99
5112.90	Longevity	136,845.00	.00	136,845.00	900.00	.00	3,219.75	133,625.25	2	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	\$727,610.16	\$1,190.00	\$1,985,890.75	\$5,252,748.25	27%	\$6,396,772.49

Monthly Financial Report

Fiscal Year to Date 10/31/18

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	.00	.00	3,491.70	628.30	85	4,583.35
5120.03	Substitutes-Nurse	20,600.00	.00	20,600.00	1,768.75	.00	2,393.75	18,206.25	12	31,137.50
5120 - Totals		\$24,720.00	\$0.00	\$24,720.00	\$1,768.75	\$0.00	\$5,885.45	\$18,834.55	24%	\$35,720.85
5121										
5121.01	Tutors - OLL	38,777.00	.00	38,777.00	6,952.00	.00	15,160.00	23,617.00	39	46,384.00
5121.06	Tutors - HOMEBOUND SERVICES	30,000.00	.00	30,000.00	416.00	.00	6,280.00	23,720.00	21	33,213.50
5121.15	Tutors - Special Ed	20,000.00	.00	20,000.00	1,326.00	.00	7,619.00	12,381.00	38	44,775.00
5121.22	Tutors - Summer School Regular Ed	6,450.00	.00	6,450.00	5,964.84	.00	5,964.84	485.16	92	.00
5121.25	Tutors - ELL TF	15,453.00	.00	15,453.00	.00	.00	187.00	15,266.00	1	.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	2,458.50	.00	4,444.00	18,827.00	19	59,566.57
5121.29	Tutors - ELL TMS	25,755.00	.00	25,755.00	2,178.00	.00	3,514.50	22,240.50	14	.00
5121.87	Tutors - Summer School Special Ed	2,820.00	.00	2,820.00	5,172.75	.00	5,172.75	(2,352.75)	183	.00
5121 - Totals		\$172,828.00	\$0.00	\$172,828.00	\$24,468.09	\$0.00	\$48,342.09	\$124,485.91	28%	\$183,939.07
5123	Long Term Certified Subs	60,000.00	58,986.00	118,986.00	16,095.67	.00	24,521.81	94,464.19	21	85,718.42
5130										
5130.30	OT Wages-Clerical	15,450.00	.00	15,450.00	2,555.73	.00	12,098.15	3,351.85	78	14,123.07
5130.80	OT Wages-Custodian	62,242.00	.00	62,242.00	7,788.27	.00	15,891.52	46,350.48	26	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	\$10,344.00	\$0.00	\$27,989.67	\$51,744.33	35%	\$71,733.89
5210										
5210	Health & Life Insurance	14,157,514.00	.00	14,157,514.00	1,434,033.44	8,662,320.90	5,486,027.87	9,165.23	100	14,207,676.49
5210.01	HSA Deductible	530,000.00	.00	530,000.00	333.33	279,166.67	250,333.33	500.00	100	502,083.34
5210 - Totals		\$14,687,514.00	\$0.00	\$14,687,514.00	\$1,434,366.77	\$8,941,487.57	\$5,736,361.20	\$9,665.23	100%	\$14,709,759.83
5211	Life/LTD Insurance	101,960.00	.00	101,960.00	7,190.04	.00	35,366.37	66,593.63	35	86,054.04
5220	Social Security/Medicare	1,119,238.00	.00	1,119,238.00	93,850.01	.00	304,046.30	815,191.70	27	1,013,267.77
5230	Early Retirement	438,600.00	.00	438,600.00	.00	.00	240,077.86	198,522.14	55	370,467.34
5231										
5231	Retirement Contributions	557,636.00	.00	557,636.00	18,036.56	.00	280,554.82	277,081.18	50	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	\$18,036.56	\$0.00	\$289,204.92	\$332,442.08	47%	\$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	18,016.00	.00	24,030.00	162,000.00	13	138,579.67
5270	Workers Compensation	575,139.00	.00	575,139.00	.00	252,028.04	252,026.00	71,084.96	88	543,500.05
5280	Retiree Insurance	303,512.00	.00	303,512.00	.00	.00	110,659.69	192,852.31	36	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 10/31/18

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	1,000.00	7,524.50	2,136.00	21,937.50	31	86,017.93
5340										
5340	Other Professional Svcs	462,889.00	.00	462,889.00	32,608.00	203,582.50	89,411.26	169,895.24	63	972,381.29
5340.01	Legal/Consulting Fees	181,462.00	.00	181,462.00	15,668.38	44,000.00	35,003.88	102,458.12	44	240,125.96
5340.02	Hospitalized-Tutor Svcs	30,766.00	.00	30,766.00	.00	495.00	725.00	29,546.00	4	13,159.00
5340.04	Misc Professional Svcs	10,300.00	.00	10,300.00	1,296.57	901.52	3,093.77	6,304.71	39	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	\$49,572.95	\$248,979.02	\$128,233.91	\$309,704.07	55%	\$1,238,827.90
5341										
5341	Substitute Svcs-TE Kelly Services	361,802.00	.00	361,802.00	36,586.05	.00	48,923.52	312,878.48	14	453,252.69
5341.01	Substitute Svcs - DELTA T - other staff	23,688.00	.00	23,688.00	937.25	1,950.00	6,110.00	15,628.00	34	.00
	5341 - Totals	\$385,490.00	\$0.00	\$385,490.00	\$37,523.30	\$1,950.00	\$55,033.52	\$328,506.48	15%	\$453,252.69
5342										
5342	Substitute Svcs-Para Kelly Services	154,500.00	.00	154,500.00	16,347.55	.00	25,446.09	129,053.91	16	126,672.41
5342.01	Substitute Svcs-Para - DELTA T	50,000.00	.00	50,000.00	(5,964.84)	24,870.69	.00	25,129.31	50	.00
	5342 - Totals	\$204,500.00	\$0.00	\$204,500.00	\$10,382.71	\$24,870.69	\$25,446.09	\$154,183.22	25%	\$126,672.41
5350	Technical Services	186,907.00	.00	186,907.00	7,807.20	28,058.30	30,354.35	128,494.35	31	120,268.30
5352	OthrTechSvcs-League Offi	36,789.00	.00	36,789.00	7,682.04	.00	11,004.35	25,784.65	30	27,311.37
5411										
5411	Utility-Water	59,894.00	.00	59,894.00	4,038.01	16,287.72	9,966.79	33,639.49	44	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	\$4,038.01	\$16,287.72	\$34,435.97	\$36,633.31	58%	\$79,745.34
5420	Disposal Services	85,628.00	.00	85,628.00	6,814.00	61,326.00	20,442.00	3,860.00	95	82,148.97
5430										
5430	Repair Equipment	120,096.00	.00	120,096.00	3,999.48	52,764.44	10,914.10	56,417.46	53	98,793.03
5430.03	General Maint	455,776.00	.00	455,776.00	51,410.95	82,311.50	136,947.79	236,516.71	48	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	47,500.00	95,000.00	.00	100	142,500.00
	5430 - Totals	\$818,272.00	\$0.00	\$818,272.00	\$55,410.43	\$182,575.94	\$242,861.89	\$392,834.17	52%	\$990,951.82
5440										
5440.02	Copier Services	170,465.00	.00	170,465.00	6,770.58	58,094.06	36,946.99	75,423.95	56	144,321.47
5440.03	Other Rental Services	4,492.00	.00	4,492.00	85.00	765.00	255.00	3,472.00	23	3,245.00
5440.05	Athletic Rental	42,006.00	.00	42,006.00	.00	.00	43,103.10	(1,097.10)	103	42,006.00
	5440 - Totals	\$216,963.00	\$0.00	\$216,963.00	\$6,855.58	\$58,859.06	\$80,305.09	\$77,798.85	64%	\$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

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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	106,317.74	2,903,570.58	1,645,570.37	680,666.05	87	4,778,240.39
5510.01	Transport-Summer School	47,641.00	.00	47,641.00	280.00	.00	47,562.00	79.00	100	47,641.96
5510 - Totals		\$5,277,448.00	\$0.00	\$5,277,448.00	\$106,597.74	\$2,903,570.58	\$1,693,132.37	\$680,745.05	87%	\$4,825,882.35
5520										
5520	Liability Insurance	216,300.00	.00	216,300.00	.00	123,094.08	104,081.12	(10,875.20)	105	230,358.14
5520.02	Athletic Insurance	10,200.00	.00	10,200.00	.00	.00	9,984.00	216.00	98	9,984.00
5520 - Totals		\$226,500.00	\$0.00	\$226,500.00	\$0.00	\$123,094.08	\$114,065.12	(\$10,659.20)	105%	\$240,342.14
5530										
5530	Communications	123,704.00	.00	123,704.00	4,612.72	66,962.90	28,307.10	28,434.00	77	95,701.50
5530.04	Postage	27,751.00	.00	27,751.00	57.70	13,695.24	13,692.36	363.40	99	26,539.04
5530.05	Licensing & Warranty Contract	334,427.00	.00	334,427.00	.00	24,521.32	185,607.33	124,298.35	63	271,136.57
5530 - Totals		\$485,882.00	\$0.00	\$485,882.00	\$4,670.42	\$105,179.46	\$227,606.79	\$153,095.75	68%	\$393,377.11
5540	Advertising-Recruitment	15,300.00	.00	15,300.00	1,724.80	.00	2,998.36	12,301.64	20	5,019.16
5550	Printing & Binding	2,440.00	.00	2,440.00	156.89	1.05	239.00	2,199.95	10	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	32,408.50	57,078.82	32,408.50	168,788.68	35	153,292.30
5560.18	Tuition - Vo-AG	655,000.00	.00	655,000.00	.00	798,291.00	.00	(143,291.00)	122	682,300.00
5560 - Totals		\$913,276.00	\$0.00	\$913,276.00	\$32,408.50	\$855,369.82	\$32,408.50	\$25,497.68	97%	\$834,842.30
5561										
5561.01	Tuition - Public Sped DCF	64,271.00	.00	64,271.00	.00	12,177.95	954.55	51,138.50	20	63,233.43
5561.02	Tuition - Sped Exploration	211,570.00	.00	211,570.00	.00	274,673.88	.00	(63,103.88)	130	280,300.75
5561.15	Tuition - SPED Public	.00	.00	.00	34,430.00	60,000.00	34,430.00	(94,430.00)	+++	.00
5561.19	Tuition - Magnet School	417,511.00	.00	417,511.00	.00	522,695.00	.00	(105,184.00)	125	373,670.00
5561.20	Tuition - Highlander	264,555.00	.00	264,555.00	102,671.50	101,475.32	102,671.50	60,408.18	77	264,880.66
5561.25	Tuition - Magnet School SPED	383,277.00	.00	383,277.00	.00	311,971.07	(3,534.03)	74,839.96	80	373,544.28
5561.98	Tuition - Pre - K In District	17,292.00	.00	17,292.00	.00	.00	171.00	17,121.00	1	250.00
5561 - Totals		\$1,358,476.00	\$0.00	\$1,358,476.00	\$137,101.50	\$1,282,993.22	\$134,693.02	(\$59,210.24)	104%	\$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	1,440,491.76	4,889,658.02	1,992,789.17	(1,246,136.19)	122	6,869,609.81
5563.25	Tuition - Summer Placements	30,000.00	.00	30,000.00	.00	.00	28,575.00	1,425.00	95	28,025.00
5563 - Totals		\$6,051,416.00	\$0.00	\$6,051,416.00	\$1,440,491.76	\$4,889,658.02	\$2,021,364.17	(\$859,606.19)	114%	\$7,230,305.35
5580										
5580	Travel	14,082.00	.00	14,082.00	222.59	296.48	2,093.13	11,692.39	17	7,985.86
5580.01	Administrators Travel	15,400.00	.00	15,400.00	3,200.00	.00	8,600.00	6,800.00	56	16,856.42



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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										
	5580 - Totals	\$29,482.00	\$0.00	\$29,482.00	\$3,422.59	\$296.48	\$10,693.13	\$18,492.39	37%	\$24,842.28
5590	Other Purchased Svcs	400,000.00	.00	400,000.00	.00	400,000.00	.00	.00	100	.00
5610										
5610.01	Instructional Supplies	178,972.00	4,336.00	183,308.00	21,645.88	52,956.63	40,243.20	90,108.17	51	185,018.64
5610.02	Audio/Visual Supl-	1,475.00	(227.00)	1,248.00	541.51	259.84	541.51	446.65	64	750.64
5610.04	Cleaning Supplies	138,783.00	.00	138,783.00	3,465.49	99,647.17	10,379.97	28,755.86	79	101,801.12
5610.05	Non Instructional Supply	114,843.00	1,021.00	115,864.00	4,214.40	34,242.04	14,101.73	67,520.23	42	116,342.24
5610.20	Program Supplies	6,791.00	.00	6,791.00	30.91	619.28	231.40	5,940.32	13	2,593.92
	5610 - Totals	\$440,864.00	\$5,130.00	\$445,994.00	\$29,898.19	\$187,724.96	\$65,497.81	\$192,771.23	57%	\$406,506.56
5620										
5620.02	Bus Fuel	213,931.00	.00	213,931.00	5,891.35	180,692.46	19,307.54	13,931.00	93	169,418.82
	5620 - Totals	\$213,931.00	\$0.00	\$213,931.00	\$5,891.35	\$180,692.46	\$19,307.54	\$13,931.00	93%	\$169,418.82
5621	Natural Gas	362,006.00	.00	362,006.00	13,084.73	.00	37,966.42	324,039.58	10	334,616.04
5622	Electricity	966,047.00	.00	966,047.00	91,683.59	.00	233,438.12	732,608.88	24	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	134,669.96	1,158.04	134,669.96	.00	100	114,556.00
5640										
5640.1	Textbooks	13,921.00	.00	13,921.00	727.29	313.08	1,384.66	12,223.26	12	5,747.91
5640.2	Library Books	7,750.00	227.00	7,977.00	3,300.00	1,218.56	5,017.64	1,740.80	78	9,268.18
5640.3	Subscriptions	14,430.00	(500.00)	13,930.00	2,758.93	3,447.17	4,407.66	6,075.17	56	16,030.63
	5640 - Totals	\$36,101.00	(\$273.00)	\$35,828.00	\$6,786.22	\$4,978.81	\$10,809.96	\$20,039.23	44%	\$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	70.99	429.01	70.99	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	980.06	769.94	980.06	1,750.00	50	1,743.61
5650.06	Middle School	2,000.00	.00	2,000.00	615.96	384.04	615.96	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	Torrington	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	\$1,667.01	\$3,082.99	\$1,667.01	\$6,500.00	42%	\$150,330.65
5743	Non Instructional Equip	32,446.00	(4,857.00)	27,589.00	.00	638.40	1,173.01	25,777.59	7	22,838.97
5746	Instructional Equipment	12,575.00	.00	12,575.00	.00	848.43	1,592.00	10,134.57	19	2,892.88
5810	Dues and Fees	66,998.00	.00	66,998.00	1,215.00	295.00	21,113.50	45,589.50	32	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

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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										
5950.18	Cafeteria Subsidy	.00	.00	.00	.00	.00	.00	.00	+++	1,778.83
	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	\$6,698,738.80	\$20,764,718.64	\$22,947,652.31	\$30,436,743.05	59%	\$73,431,557.04
	Fund 5100 - General Fund BOE Totals	\$74,149,114.00	\$0.00	\$74,149,114.00	\$6,698,738.80	\$20,764,718.64	\$22,947,652.31	\$30,436,743.05		\$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	\$6,698,738.80	\$20,764,718.64	\$22,947,652.31	\$30,436,743.05		\$73,433,302.04



Budget Performance Report

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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 0313 - Capital Reserve-BOE										
REVENUE										
Department 8888 - Non Dept.										
4900										
4900.071	THS ADA Exterior	.00	5,105.00	5,105.00	.00	.00	5,105.00	.00	100	.00
4900.072	THS ADA Interior	.00	252,062.00	252,062.00	.00	.00	252,061.50	.50	100	.00
4900.074	THS Elevator	.00	204,988.00	204,988.00	.00	.00	204,987.20	.80	100	.00
4900.993	Elementary security upgrades	.00	34,029.00	34,029.00	.00	.00	34,028.75	.25	100	.00
4900.994	Migeon Ave underground storage tank	.00	45,000.00	45,000.00	.00	.00	45,000.00	.00	100	.00
4900.995	Cafe Tables TFD-FB-SW, THS AC upgrade, HVAC Guidance, 2way radio	.00	103,000.00	103,000.00	.00	.00	103,000.00	.00	100	.00
4900.996	THS - Window treatments	.00	25,500.00	25,500.00	.00	.00	25,500.00	.00	100	.00
4900.997	THS - Exterior Digital Sign	.00	40,200.00	40,200.00	.00	.00	40,200.00	.00	100	.00
4900.998	THS - Gym Lobby, locker room, bathroom upgrades	.00	57,000.00	57,000.00	.00	.00	57,000.00	.00	100	.00
4900.999	THS - Rubberized Stair Treads	.00	120,000.00	120,000.00	.00	.00	120,000.00	.00	100	.00
4900 - Totals		\$0.00	\$886,884.00	\$886,884.00	\$0.00	\$0.00	\$886,882.45	\$1.55	100%	\$0.00
Department 8888 - Non Dept. Totals		\$0.00	\$886,884.00	\$886,884.00	\$0.00	\$0.00	\$886,882.45	\$1.55	100%	\$0.00
REVENUE TOTALS		\$0.00	\$886,884.00	\$886,884.00	\$0.00	\$0.00	\$886,882.45	\$1.55	100%	\$0.00
EXPENSE										
Department 03 - Forbes School										
Program 73 - Forbes School										
5709										
5709.993	Outside Serv - Elementary Security Upgrades	.00	8,507.00	8,507.00	.00	.00	.00	8,507.00	0	.00
5709.995	Outside Serv - Cafe tables, AC Upgrade, HVAC guidance, 2 way rad	.00	36,200.00	36,200.00	.00	32,901.92	.00	3,298.08	91	.00
5709 - Totals		\$0.00	\$44,707.00	\$44,707.00	\$0.00	\$32,901.92	\$0.00	\$11,805.08	74%	\$0.00
Program 73 - Forbes School Totals		\$0.00	\$44,707.00	\$44,707.00	\$0.00	\$32,901.92	\$0.00	\$11,805.08	74%	\$0.00
Department 03 - Forbes School Totals		\$0.00	\$44,707.00	\$44,707.00	\$0.00	\$32,901.92	\$0.00	\$11,805.08	74%	\$0.00
Department 04 - Vogel-Wetmore School										
Program 74 - Vogel-Wetmore										
5709										
5709.993	Outside Serv - Elementary Security Upgrades	.00	8,507.00	8,507.00	.00	.00	.00	8,507.00	0	.00
5709.995	Outside Serv - Cafe tables, AC Upgrade, HVAC guidance, 2 way rad	.00	11,284.00	11,284.00	.00	5,309.49	.00	5,974.51	47	.00
5709 - Totals		\$0.00	\$19,791.00	\$19,791.00	\$0.00	\$5,309.49	\$0.00	\$14,481.51	27%	\$0.00
Program 74 - Vogel-Wetmore Totals		\$0.00	\$19,791.00	\$19,791.00	\$0.00	\$5,309.49	\$0.00	\$14,481.51	27%	\$0.00
Department 04 - Vogel-Wetmore School Totals		\$0.00	\$19,791.00	\$19,791.00	\$0.00	\$5,309.49	\$0.00	\$14,481.51	27%	\$0.00
Department 05 - High School										
Program 75 - High School										
5709										
5709.071	Outside serv - THS ADA Exterior	.00	5,105.00	5,105.00	.00	.00	.00	5,105.00	0	.00
5709.072	Outside Serv - THS ADA Interior	.00	252,062.00	252,062.00	.00	9,650.00	.00	242,412.00	4	.00

Budget Performance Report

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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 0313 - Capital Reserve-BOE										
EXPENSE										
Department 05 - High School										
Program 75 - High School										
5709										
5709.074	Outside Serv - THS Elevator	.00	204,988.00	204,988.00	.00	315,990.92	176,700.40	(287,703.32)	240	.00
5709.995	Outside Serv - Cafe tables, AC Upgrade, HVAC guidance, 2 way rad	.00	41,633.00	41,633.00	.00	5,134.21	.00	36,498.79	12	.00
5709.996	Outside Serv - THS Window Treatments	.00	25,500.00	25,500.00	.00	24,400.00	.00	1,100.00	96	.00
5709.997	Outside Serv - THS Exterior Digital sign	.00	40,200.00	40,200.00	13,649.00	.00	32,885.00	7,315.00	82	.00
5709.998	Outside Serv - THS Gym Lobby, Locker room, Bathroom Upgrades	.00	57,000.00	57,000.00	.00	.00	.00	57,000.00	0	.00
5709.999	Outside Serv - THS Rubberized Stair Tread	.00	120,000.00	120,000.00	.00	.00	119,850.00	150.00	100	.00
5709 - Totals		\$0.00	\$746,488.00	\$746,488.00	\$13,649.00	\$355,175.13	\$329,435.40	\$61,877.47	92%	\$0.00
Program 75 - High School Totals		\$0.00	\$746,488.00	\$746,488.00	\$13,649.00	\$355,175.13	\$329,435.40	\$61,877.47	92%	\$0.00
Department 05 - High School Totals		\$0.00	\$746,488.00	\$746,488.00	\$13,649.00	\$355,175.13	\$329,435.40	\$61,877.47	92%	\$0.00
Department 06 - Middle School										
Program 76 - Middle School										
5709										
5709.995	Outside Serv - Cafe tables, AC Upgrade, HVAC guidance, 2 way rad	.00	1,300.00	1,300.00	.00	1,220.00	.00	80.00	94	.00
5709 - Totals		\$0.00	\$1,300.00	\$1,300.00	\$0.00	\$1,220.00	\$0.00	\$80.00	94%	\$0.00
Program 76 - Middle School Totals		\$0.00	\$1,300.00	\$1,300.00	\$0.00	\$1,220.00	\$0.00	\$80.00	94%	\$0.00
Department 06 - Middle School Totals		\$0.00	\$1,300.00	\$1,300.00	\$0.00	\$1,220.00	\$0.00	\$80.00	94%	\$0.00
Department 08 - Southwest School										
Program 78 - Southwest										
5709										
5709.993	Outside Serv - Elementary Security Upgrades	.00	8,507.00	8,507.00	.00	.00	.00	8,507.00	0	.00
5709.995	Outside Serv - Cafe tables, AC Upgrade, HVAC guidance, 2 way rad	.00	1,250.00	1,250.00	.00	1,228.61	.00	21.39	98	.00
5709 - Totals		\$0.00	\$9,757.00	\$9,757.00	\$0.00	\$1,228.61	\$0.00	\$8,528.39	13%	\$0.00
Program 78 - Southwest Totals		\$0.00	\$9,757.00	\$9,757.00	\$0.00	\$1,228.61	\$0.00	\$8,528.39	13%	\$0.00
Department 08 - Southwest School Totals		\$0.00	\$9,757.00	\$9,757.00	\$0.00	\$1,228.61	\$0.00	\$8,528.39	13%	\$0.00
Department 09 - Toringford School										
Program 79 - Toringford										
5709										
5709.993	Outside Serv - Elementary Security Upgrades	.00	8,508.00	8,508.00	.00	.00	.00	8,508.00	0	.00
5709.995	Outside Serv - Cafe tables, AC Upgrade, HVAC guidance, 2 way rad	.00	11,333.00	11,333.00	.00	4,532.12	.00	6,800.88	40	.00
5709 - Totals		\$0.00	\$19,841.00	\$19,841.00	\$0.00	\$4,532.12	\$0.00	\$15,308.88	23%	\$0.00
Program 79 - Toringford Totals		\$0.00	\$19,841.00	\$19,841.00	\$0.00	\$4,532.12	\$0.00	\$15,308.88	23%	\$0.00
Department 09 - Toringford School Totals		\$0.00	\$19,841.00	\$19,841.00	\$0.00	\$4,532.12	\$0.00	\$15,308.88	23%	\$0.00



Budget Performance Report

Fiscal Year to Date 11/06/18

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 0313 - Capital Reserve-BOE										
EXPENSE										
Department 12 - District Wide										
Program 71 - District Wide										
5709										
5709.994	Outside Serv - Migeon Ave Underground storage tank	.00	45,000.00	45,000.00	.00	20,150.00	.00	24,850.00	45	.00
	5709 - Totals	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$20,150.00	\$0.00	\$24,850.00	45%	\$0.00
	Program 71 - District Wide Totals	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$20,150.00	\$0.00	\$24,850.00	45%	\$0.00
	Department 12 - District Wide Totals	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$20,150.00	\$0.00	\$24,850.00	45%	\$0.00
	EXPENSE TOTALS	\$0.00	\$886,884.00	\$886,884.00	\$13,649.00	\$420,517.27	\$329,435.40	\$136,931.33	85%	\$0.00
Fund 0313 - Capital Reserve-BOE Totals										
	REVENUE TOTALS	.00	886,884.00	886,884.00	.00	.00	886,882.45	1.55	100%	.00
	EXPENSE TOTALS	.00	886,884.00	886,884.00	13,649.00	420,517.27	329,435.40	136,931.33	85%	.00
Fund 0313 - Capital Reserve-BOE Totals		\$0.00	\$0.00	\$0.00	(\$13,649.00)	(\$420,517.27)	\$557,447.05	(\$136,929.78)		\$0.00
Grand Totals										
	REVENUE TOTALS	.00	886,884.00	886,884.00	.00	.00	886,882.45	1.55	100%	.00
	EXPENSE TOTALS	.00	886,884.00	886,884.00	13,649.00	420,517.27	329,435.40	136,931.33	85%	.00
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$13,649.00)	(\$420,517.27)	\$557,447.05	(\$136,929.78)		\$0.00

TENTATIVE Budget Development Process & Calendar for FY 2019-2020

Updates to these dates and times will be provided throughout the entire budget process.

December 12, 2018 and December 19, 2018 – Regular Budget Committee Meetings

Beginning Stages of Operating Budget Discussions and Approval of the 5 Year Capital Budget

December 10 - Deadline for Site Summaries

Individual budget site summaries are due to the Director of Business Services on or before December 10, 2018. Principals should meet with the Superintendent, Assistant Superintendent and the Director of Business Services to clarify technology and curriculum requests for each school site.

December 11, 2018 – December 20, 2018 - Department Requests Presented to Executive Leadership Team

Administrators will meet with the Executive Leadership Team to justify, explain and clarify their individual budget requests.

December 12, 2018 & January 9, 2019 – Regular Budget Committee Meetings

Beginning Stages of Operating Budget Discussions

January 9, 2019; February 13, 2019 – Budget Committee Meetings

Budget Discussion for the 2019-2020 Budget

February TBD– School Based Budget Workshops

Principals hold budget workshops for the school community

February 27, 2019-Superintendent 2019-2020 Budget Proposal, Regular Board of Education Meeting

March 13, 2019– Regular Budget Sub-Committee Meeting

Board discussion of the Proposed Budget

March TBD – Public Hearings- Vogel Wetmore Elementary School and THS

Discussions pertaining to the 2019-2020 Superintendent's Budget

March 27, 2019 –Board of Education Meeting

Discussions by the board pertaining to the 2019-2020 Superintendent's Budget

TBD– Special Board of Education Meeting

Budget Summary/Adoption by Board of Education.

April 15th – BOE Approved Budget due to City Hall

May 2019-(TBA) - Joint meeting between the Board of Finance and the Board of Education.

The Board of Education meets with the Board of Finance to present and to respond to questions on the budget.

Torrington Public Schools 2018-2019 School Year Calendar

NOTE: All schools will have an early dismissal for professional development on one Thursday per month, with the exception of December where it is on Friday. The students' school year is extended by 1 day to provide the required hours of instruction.

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
23-24 - New Teacher Orientation 27 - Staff Convocation 28- Professional Development - Teachers 29- First Day of School						
3 student days/5 teacher days						

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
3 - Labor Day - No school 6 - HS Early Dismissal - Welcome Back Night 13 - MS Early Dismissal - Welcome Back Night 20 - Early Dismissal - PLC 27 - Elem. Early Dismissal - Welcome Back Night						
19 student days/19 teacher days						

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
8 - Columbus Day - No school 18 - Early Dismissal - PLC						
22 student days/22 teacher days						

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
6 - Election Day-Prof. Dev. (Teachers Only) 12 - Veteran's Day Observed - No school 15 - Early Dismissal-PLC 19-20 - Early Dismissal - Parent Conferences 21 - Early Dismissal - Thanksgiving Recess 22-23 - Thanksgiving Recess - No School						
18 student days/19 teacher days						

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
21 - Early Dismissal - PLC 24-31 - Winter Recess - No School						
15 student days/15 teacher days						

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
1 - New Year's Day Holiday - No School 17 - Early Dismissal - PLC 21 - Martin Luther King Day - No School						
21 student days/21 teacher days						

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
14 - Early Dismissal - PLC 15 - Prof. Development (Teachers Only) 18 - No school						
18 student days/19 teacher days						

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
21 - Early Dismissal - PLC 28-29 - Early Dismissal - Parent Conferences						
21 student days/21 teacher days						

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
15-18 - April Recess - No School 19 - Good Friday - No School 25 - Early Dismissal - PLC						
17 student days/17 teacher days						

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
16- Early Dismissal - PLC 27 - Memorial Day - No school						
22 student days/22 teacher days						

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
17 - Student last day (181 and 6 cancellations) 18 - Teacher last day (186 and 6 cancellations)						
11 student days (w/6 cancellations) 12 teacher days (w/6 cancellations)						

Torrington Public Schools



2018-2019

Days Black Highlighted = No School

Students: 187 days. Teachers: 192 days. Six (6) days added for school day cancellations due to inclement weather. If less than six cancellations, the last day of school will be adjusted accordingly. If more than six school day cancellations due to weather or other causes, the additional days will be made up in June by extending school to equal the 181 days needed to meet the legally-required hours of instruction. This calendar is subject to change without notice.

Policy Regarding Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures

Purpose

The intent of the following policies is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until such time as the information is purged or destroyed in accordance with applicable record retention rules.

Scope

The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location within the Torrington Public School District. In addition, this policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

Proper Access, Use, and Dissemination of CHRI

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

Personnel Security Screening

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have completed security awareness training and have been granted access to CJI data.

Security Awareness Training

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

Physical Security

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel will have access to physically secure non-public locations. The Torrington Public School District will maintain and keep current a list of authorized personnel. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

Media Protection

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

The agency shall securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

Media Transport

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. The agency shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

Media Sanitization and Disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by the Torrington Public School District.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) shredding using TPS District issued shredders.
- 2) placed in locked shredding bins for a private contractor to come on-site and shred, witnessed by Torrington Public School District personnel throughout the entire process.

- 3) incineration using Torrington Public School District incinerators or witnessed by Torrington Public School District personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the following Torrington Public School District methods:

- 1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- 3) **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from the Torrington Public School District's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

Account Management

The agency shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

Remote Access

The Torrington Public School District shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency controlled network (e.g., the Internet).

The Torrington Public School District shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The Torrington Public School District shall control all remote accesses through managed access control points. The Torrington Public School District may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

Personally Owned Information Systems

A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bring your own devices (BYOD) are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy.

Reporting Information Security Events

The agency shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

Policy Violation/Misuse Notification

Violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

FERPA Policy

[NOTE: Under the procedures outlined in the policy, the following information will be disclosed on an annual basis to parents of students currently in attendance, or eligible students currently in attendance.]

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal or dean a written request that identifies the record(s) they wish to inspect. The principal or dean will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant,

or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

5028; Adopted and approved by the Torrington Board of Education on October 24, 2018.

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM POLICY

STATEMENT

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or guardian. To assist parents and guardians in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM

Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the students' parent, guardians or with the student themselves when they become of legal age.

In order for students to develop to their full potential the Torrington Board of Education deems it essential that students attend school on a regular basis. Students who are absent from class for any reason are deprived of a variety of educational opportunities, meaningful student-teacher interactions, and learning experiences shared with their classmates.

I. Attendance and Truancy

A. Definitions for Section I

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Disciplinary absence" - Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
 - b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in

accordance with this regulation, considered excused only for the following reasons:

- i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - vi. lack of transportation that is normally provided by a district other than the one the student attends.
- c. A student, age five (5) to eighteen (18), whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any

period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.

5. "In Attendance" - Any day during which a student is present at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.
6. "Student" - a student enrolled in the Torrington Public Schools.
7. "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year. Excessive absences will result in loss of credit at the high school level. "Excessive" is defined by 5 or more unexcused absences in a semester course and 10 or more unexcused absences in a full year course.
8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

Unexcused tardies that are greater than 50% of the class, will constitute an unexcused absence.

Five unexcused tardies (from the same class) will constitute an unexcused absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or guardians may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from

the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.

3. For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:

- a. student illness:

- i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
- ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.

- b. religious holidays: none.

- c. mandated court appearances:

- i. a police summons;
- ii. a subpoena;
- iii. a notice to appear;
- iv. a signed note from a court official; or
- v. any other official, written documentation of the legal requirement to appear in court.

- d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
- 4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
 - 5. The Torrington Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
 - 6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available to the student;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
 - b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and

- d. include additional documentation, where available, about the opportunity.
- 4. The building principal shall provide a response in writing and include the following:
 - a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity;
 - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
- 5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
- 6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
- 7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions:

- 1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student

has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.

2. A student **seventeen (17) years of age** shall not be considered truant if the parent or guardian consents to such student's withdrawal from school. Such parent or guardian shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent/guardian with information on the educational options available in the school system and community.
3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

E. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission after ten (10) school days, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

F. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

G. Procedures for students in grades K-12

1. Notification
 - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or guardian enrolled in grades K -12 in writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Torrington Public Schools.

- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or guardian in grades K-12 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-12. Whenever such a student fails to report to school on a regularly scheduled school day, the building principal or his/her designee shall make a reasonable effort to notify the parent or guardian by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

H. Procedures applicable to students ages five (5) to eighteen (18)-New

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent or guardian and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the

meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

- b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. On or before August 15, 2018, if the Commissioner of Education determines that any school under the jurisdiction of Torrington Board of Education has a disproportionately high rate of truancy, the district shall implement a truancy intervention model identified by the Department Education pursuant to Conn. Gen. Stat. § 10-198e. (TPS does have an Attendance Review Team model, stated under Section II.B.)
- d. In addition to the procedures specified in subsections (a) through (c) above, a regular education student who is experiencing attendance problems should be referred to the building Attendance Review Team to consider the need for additional interventions and/or assistance. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.

I. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

II. Chronic Absenteeism

A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Torrington Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;
2. "Absence" - an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations;
3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the Torrington Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and
4. "School chronic absenteeism rate" - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.
5. Excessive absences will result in loss of credit at the high school level. "Excessive" is defined by 5 or more unexcused absences in a semester course and 10 or more unexcused absences in a full year course.

B. Establishment of Attendance Review Teams

1. If the Torrington Board of Education has a district chronic absenteeism rate of ten

percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Torrington Board of Education has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

2. If the Torrington Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

3. If the Torrington Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any Attendance Review Team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, as defined under I.A.7, and chronically absent children and their parents or guardians.

Each school's Attendance Review Team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each school's Attendance Review Team shall meet as needed.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Torrington Board of Education and its Attendance Review Teams, if needed, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

Legal References:

Public Act 17-14, An Act Implementing the Recommendations of the Department of Education

Public Act 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Guidelines for Reporting Student Attendance in the
Public School Information System (Connecticut State
Department of Education, January 2008)

Connecticut State Board of Education Memorandum,
Definitions of Excused and Unexcused Absences (June
27, 2012)

Connecticut State Department of Education, *Guidelines
for Implementation of the Definitions of Excused and
Unexcused Absences and Best Practices for Absence
Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing
Chronic Absence in Connecticut's Schools: A Prevention
and Intervention Guide for Schools and Districts*
(April 2017)

APPROVED:_____

REVISED:_____

6006: Attendance Policy

Revised November 2010; Attendance Policy THS; Approved November 17, 2010

Revised July 26, 2012; Approved August 15, 2012; Revised March 2014 inc. change

In title to Policy 6006 Attendance and Truancy (combined w/6210 Truancy); Approved April
23, 2014. Revised November 1, 2017; Approved by the Torrington Board of Education on
November 29, 2017.

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

Advanced Placement Courses

Policy

It is the policy of the Torrington Board of Education to encourage students to participate in Advanced Placement Courses so that they may be eligible to receive college credit for certain high school courses. To require students to take the necessary AP Exams, the Board of Education will provide a minimum 50% funding of the student exam cost.

1. An annual high school budget will be developed to cover certain projected AP Test taking costs.
2. If actual AP costs exceed the high school's AP Test budget line item, district funds will be provided to cover the excess.

Administrative Regulations

1. The high school principal will establish a process for determining students' eligibility for participation in Advanced Placement testing and a procedure for billing students for a minimum 50% of the Advanced Placement Testing costs.
2. Payment to the appropriate testing organization will be processed through the high school guidance office.

Teachers				Special Ed Teachers		
Requests	Filled	Filled %	Aug 2018	Requests	Filled	Filled %
0	0	0%	East	0	0	0%
2	2	100%	Forbes	0	0	0%
8	7	88%	Southwest	0	0	0%
2	2	100%	Torringtonford	1	0	0%
5	4	80%	THS	2	2	100%
3	3	100%	TMS	0	0	0%
1	0	0%	Vogel	0	0	0%
21	18	86%	TOTAL	3	2	67%
			Student days - 3			

Teachers				Special Ed Teachers		
Requests	Filled	Filled %	Sept 2018	Requests	Filled	Filled %
0	0	0%	East	2	2	100%
42	22	52%	Forbes	4	1	25%
40	35	88%	Southwest	2	1	50%
63	42	67%	Torringtonford	10	2	20%
79	60	76%	THS	13	10	77%
58	37	64%	TMS	16	9	56%
46	34	74%	Vogel	3	0	0%
328	230	70%	TOTAL	48	25	52%
			Student days - 19			

Paraprofessional

Requests	Filled	Filled %	Aug 2018
3	3	100%	East
4	2	50%	Forbes
4	1	25%	Southwest
7	0	0%	Torringtonford
2	2	100%	THS
12	7	58%	TMS
7	0	0%	Vogel
39	15	39%	Total
Student days - 3			

Paraprofessional

Requests	Filled	Filled %	Sept 2018
60	32	53%	East
54	22	41%	Forbes
54	26	48%	Southwest
31	2	6%	Torringtonford
33	16	48%	THS
74	48	65%	TMS
98	26	27%	Vogel
404	172	43%	Total
Student days - 19			

September 2017	
Teacher Fill %	90%
Para Fill %	63%

Teachers				Special Ed Teachers		
Requests	Filled	Filled %	Oct 2018	Requests	Filled	Filled %
5	0	0%	East	8	0	0%
44	28	64%	Forbes	6	0	0%
36	23	64%	Southwest	2	0	0%
94	70	74%	Torringtonford	23	7	30%
102	73	72%	THS	23	14	61%
92	56	61%	TMS	24	14	58%
80	57	71%	Vogel	8	2	25%
453	307	68%	TOTAL	94	37	39%
			Student days - 22			

Paraprofessional

Requests	Filled	Filled %	Oct 2018
58	39	67%	East
42	26	62%	Forbes
19	11	58%	Southwest
34	9	26%	Torringtonford
34	15	44%	THS
19	8	42%	TMS
90	43	48%	Vogel
296	151	51%	Total
Student days - 22			

October 2017	
Teacher Fill %	87%
Para Fill %	62%

August 2018			
	Requests	Filled	Fill %
East	1	0	0.0%
Forbes	2	2	100.0%
Southwest	3	3	100.0%
Torrington	2	2	100.0%
THS	0	0	
TMS	1	1	100.0%
Vogel	0	0	
	9	8	88.9%

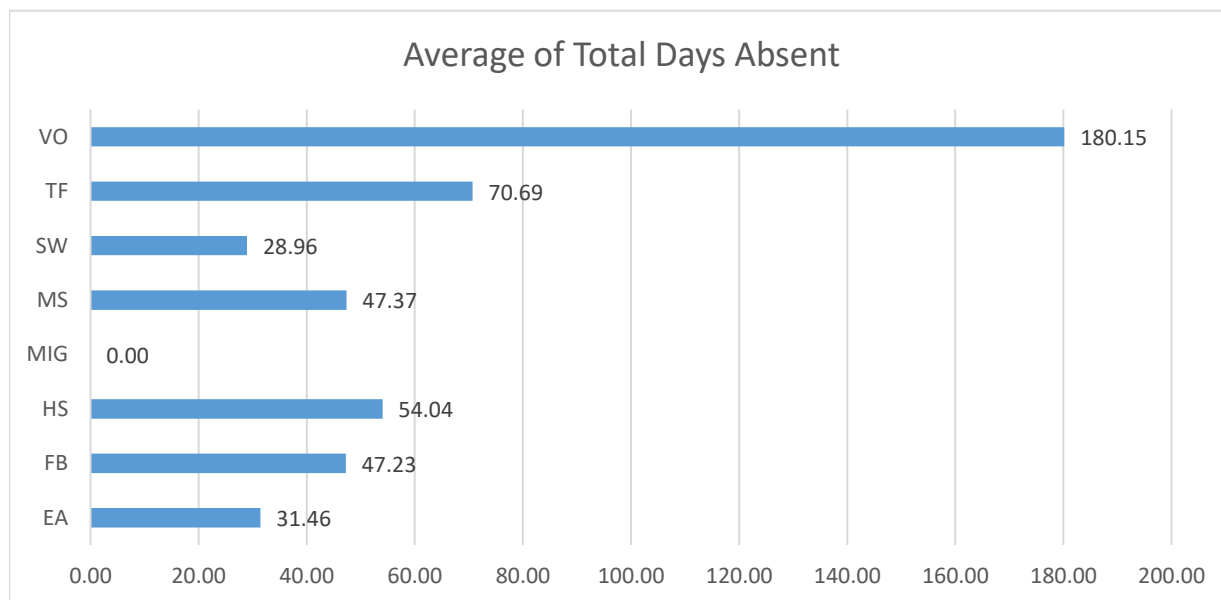
September 2018			
	Requests	Filled	Fill %
East	7	7	100.0%
Forbes	1	1	100.0%
Southwest	10	7	70.0%
Torrington	10	10	100.0%
THS	0	0	
TMS	28	27	96.4%
Vogel	3	0	0.0%
	59	52	88.1%

October 2018			
	Requests	Filled	Fill %
East	25	5	20.0%
Forbes	3	2	66.7%
Southwest	14	7	50.0%
Torrington	23	9	39.1%
THS	9	0	0.0%
TMS	52	46	88.5%
Vogel	24	7	29.2%
	150	76	50.7%

School	Average of Total Days Absent	Total Days Absent	Total Paras
EA	1.75	31.46	18
FB	2.62	47.23	18
HS	2.57	54.04	21
MIG	0.00	0.00	1
MS	1.63	47.37	29
SW	2.07	28.96	14
TF	2.28	70.69	31
VO	6.21	180.15	29
Grand Total	2.86	459.90	161

Type of Absence	Total Days Absent	Average Days Taken	Average Days per Month
Sick	421.93	2.62	1.31
Personal	37.98	0.24	0.12
Total	459.90	2.86	1.43

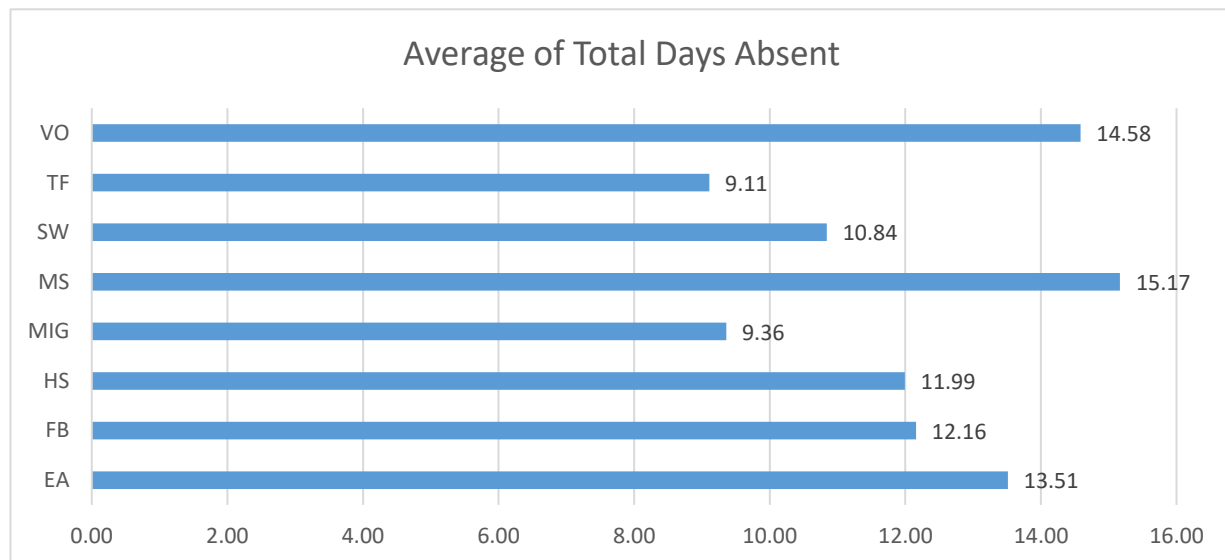
*Paras receive 12.5 days per school year



School	Average of Total Days Absent	Total Days Absent	Total Paras
EA	13.51	364.81	27
FB	12.16	182.35	15
HS	11.99	263.86	22
MIG	9.36	9.36	1
MS	15.17	364.00	24
SW	10.84	173.46	16
TF	9.11	218.58	24
VO	14.58	335.42	23
Grand Total	12.58	1911.83	152

*Paras receive 12.5 days per school year

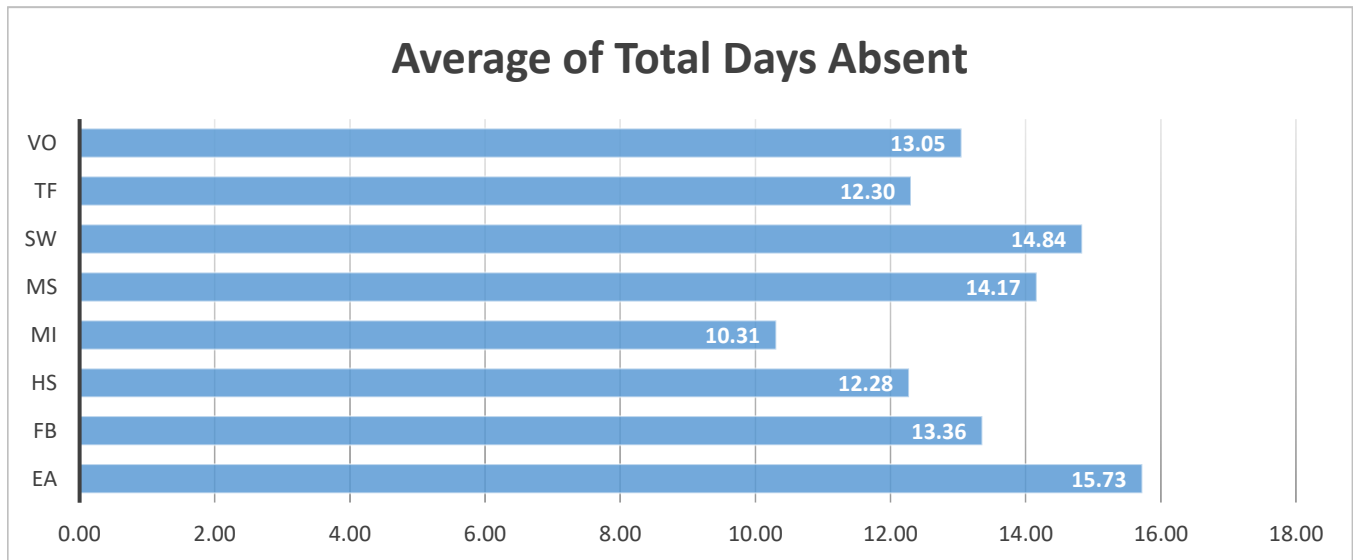
Type of Absence	Total Days Absent	Average Days Taken	Average Days per Month
Sick	421.93	18.34	9.17
Personal	37.98	1.65	0.83



School	Average of Total Days Absent	Total Absences	Number of Teachers
EA	15.73	629.07	40
FB	13.36	507.72	38
HS	12.28	982.17	80
MI	10.31	10.31	1
MS	14.17	1204.06	85
SW	14.84	445.10	30
TF	12.30	602.93	49
VO	13.05	482.90	37
Grand Total	13.51	4864.27	360

Type of Absence	Total Days Taken	Average Days Taken	Average Days Taken Per Month
Sick	3917.51	10.88	1.09
Personal	462.72	1.29	0.13
Professional	484.03	1.34	0.13
Grand Total	4864.27	13.51	1.35

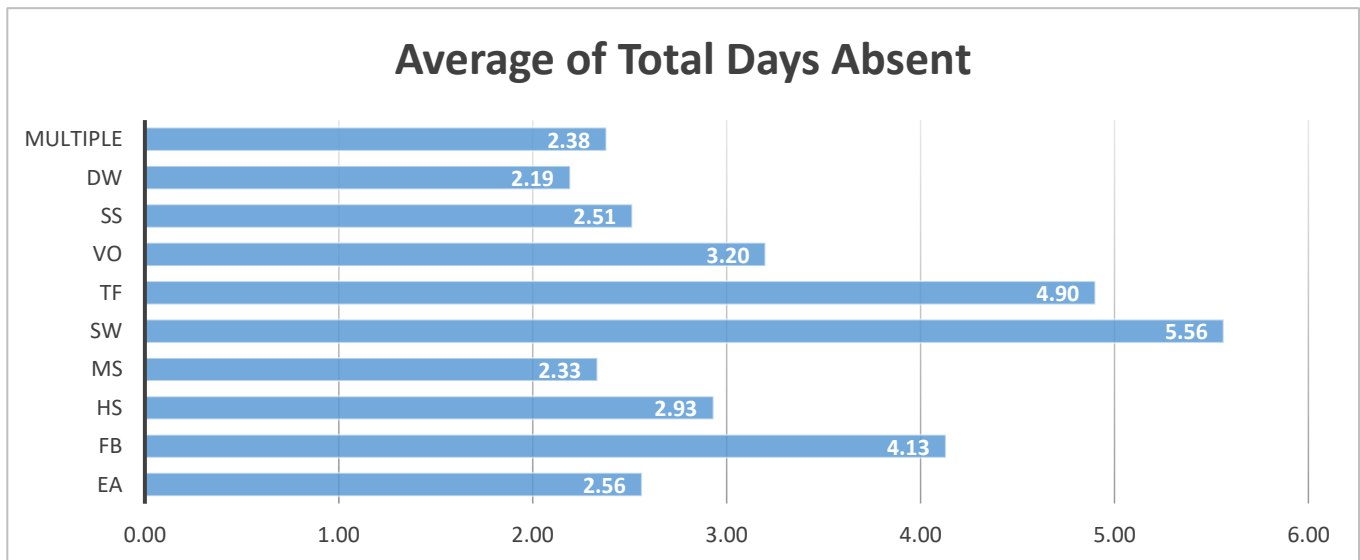
*Teachers receive 15 sick days per school year



School	Average of Total Days Taken	Total Absences	Number of Teachers
EA	2.56	15.38	6
FB	4.13	111.52	27
HS	2.93	228.69	78
MS	2.33	196.00	84
SW	5.56	127.97	23
TF	4.90	245.07	50
VO	3.20	153.62	48
SS	2.51	27.66	11
DW	2.19	10.97	5
Multiple	2.38	26.17	11
Grand Total	3.33	1143.03	343

*Teachers receive 15 sick days per school year

Type of Absence	Total Days Taken	Average Days Taken	Average Days Taken Per Month
Sick	936.55	2.60	1.30
Personal	64.41	0.18	0.09
Professional	142.07	0.39	0.20
Grand Total	1143.03	2.78	1.59



ADMINISTRATION BUILDING SITE BUDGET

2019 REPRESENTS A SIX MONTH OCCUPANCY ONLY

	14/15	15/16	16/17	17/18	18/19 6 months	DIFF
SEWER	225.93	212	241.23	265	265	-
WATER	890	908	876	1022	460	(464)4-yr avg.
GEN. MAINT	21,189	20,611	22,531	17,600	11,145	(9337)4-yr avg.
ELECTRICITY	14,465	15,388	14,397	13,368	6778	(7104)2-yr avg.
OIL	37,859	30,000	23,760	23,701	11,250	(12,450)2-yr avg.
TOTAL	74,628.93	67,119.00	61,805.23	55,956.00	29,898.00	(29,355.00)



**TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
Wednesday, October 24, 2018, 6:30 PM
THS Media Center, 50 Major Besse Drive**

DRAFT MINUTES

1. Call to Order: 6:30 PM
2. Pledge of Allegiance
3. Roll Call:
 - Board Members Present: Ms. Cappabianca, Mr. Eucalitto, Ms. Hoehne, Mr. Kissko, Mr. Maniccia, Ms. Richardson, Ms. Spino, Mr. Thibault, Ms. Todor
 - Board Members Absent: Mr. Corey
 - Administrators Present: Mr. Bascetta, Ms. Fergusson, Ms. Forzano, Ms. Lubomski, Ms. Perzan, Ms. Schulte
4. Approval of Agenda: Mr. Kissko made the motion to approve the agenda, second by Ms. Spino. All in favor.
5. Recognitions: Superintendent Lubomski and Ms. Cappabianca presented recognition certificates for various accomplishments to the following:
 - A. IT Team
 - B. Ronnie Magistrali
 - C. TMS:
 1. Hilary Sterling
 2. Kelly Browning
 3. Angelo Calabrese
 4. Suzanne Colwell
 5. Bryan Olkowski
 - D. Vogel-Wetmore School
 1. Marci Chappel
 - E. THS:
 1. Alyssa Archimbault
 2. Dillon Corso
 3. Kayla Damon
 4. Sam Erickson
 5. Ashley Lamont
 6. Sophia Lestrud
 7. Christine Libbey
 8. Hannah Llewellyn
 9. Justin Skarupa
 10. Emily Vasquez
 11. Nathan Zwart
 12. Kyle Vincent
 13. Macayla Muzzulin
 14. Lt. Col. Coulouras
 15. Wayne Splettstoeszer
 - F. Southwest School:
 1. Donna Merritt

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

- G. Torrington School
 - 1. Sandy Mangan
- H. Forbes School
 - 1. Susan Smail
- 6. School/Community Service/Public Participation:
 - Robin – She spoke about a fund raising event that will benefit the Library Media Center on November 17 at Barnes and Noble in Canton.
 - Veronica – She spoke about the agenda item substitute pay and she believes that increasing substitute pay will help this issue.
 - Diane – She spoke about the agenda item substitute pay and positive reinforcement for the teachers with good attendance.
- 7. Information Sharing Session:
 - A. Interim Superintendent's Report:
 - Ms. Lubomski highlighted the wonderful things that have been happening in the district: Empty Bowls, Pumpkin Patch Festival, new program that we can participate in is UConn Program Project Lift. They are getting ready for professional development on November 6. All of the schools participated in the Coherence Review that was suggested by the Alliance Leadership. The report will be shared. She announced that Ms. Forzano is moving to Ed Advance.
 - B. SPED Update:
 - Ms. Perzan presented a PowerPoint. She spoke about funding sources, Board of Education accounts, IDEA grant accounts, changes with fiscal impact, excess cost-previous legislation, excess cost, tuition reimbursement, status of funding, other mitigating factors, and how the budget is drafted.
 - Discussion: How do you plan on approaching over identification immediately? How do we figure out why we are so off? Ms. Perzan stated that immediately she will start with the Professional Development. There is no quick fix, this is a cultural fix. We will be in a better place in 2019, not this year.
 - C. Monthly Financials:
 - Mr. Maniccia stated that there is nothing out of the ordinary right now.
 - D. District Calendar-Parent Conference Days:
 - Ms. Lubomski – We only had two parent conference days last year and that was not enough. We want to amend the calendar to add conferences on the half day before Thanksgiving, November 16 and to add March 27. Those would be early dismissals. There was discussion for other days because five half days in a row is not favorable. Ms. Lubomski wanted to make sure that the conferences are held before report cards.
 - E. UST RFP:
 - Underground Storage Tank – Mr. Maniccia spoke about the two bids and the Budget Committee recommends Kropp Environmental bid.
 - F. Technology Computing Devices RFP #2018-002:
 - Mr. Maniccia spoke about the amendments that they made at the Budget Committee meeting.
 - G. FERPA Policy:
 - Ms. Hoehne reported that we do not have this policy and we need it.
 - H. Suspension/Expulsion Policy #6192:
 - Ms. Hoehne reported this policy was outdated and we have revised it.
 - I. Substitute Pay:
 - Mr. Maniccia - We have discussed the cost and the lack of substitutes. We think it would be a good idea to increase the substitute pay and we know that it is not a complete fix, but it will make us more competitive. Central office will look into the use of grant money to fund substitutes on professional development.

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

- J. Board Sub-Committees:
The Chair has revamped the sub-committees with the two new board members. Assignments were passed out. She also asked the board to reach out to the school they are assigned to and bring information back to the board. We will now add a section to the board where we give liaison reports.
- K. CSDE Agreement for Child Nutrition Program ED-099:
Ms. Forzano stated that we are required to update this form and that is why this is before the board. She requested that the board approve the CADE Agreement for Child Nutrition Program Ed-099.
- L. Executive Session Discussion Regarding IT Supervisor and Assistant Director of SPED
Ms. Kissko made a motion to enter into executive session, second by Ms. Spino.
Mr. Kissko amended his motion to enter into executive session inviting in Ms. Lubomski, second by Ms. Spino. All in favor.
The board entered into executive session at 7:51PM.
The board returned into open session at 8:10PM.
- 8. Committee Reports:
 - A. Policy Committee
Ms. Hoehne reported there is a lot happening – they’re looking into attendance and graduation.
 - B. School Improvement Committee
Mr. Kissko reported that they are looking at AP, early college experience, parking policy and they are staying on track on the board goals.
 - C. Budget Committee
Mr. Maniccia reported that they have been talking about substitute pay, repair costs at THS and budget transfers
 - D. Personnel Committee
No report.
 - E. Grievance Committee
No report.
 - F. Ed-Advance
Mr. Kissko reported that the first Thursday of October was the annual meeting of the whole board of Ed Advanced and it went well.
 - G. Curriculum Committee
First meeting will be next Thursdays 2:30PM at THS.
 - H. Secondary Ad-Hoc Committee
The Chair reported that the Ad-Hoc has been going well, a lot of energetic members and they have started to break out into our subcommittees. She is happy with the progress.
- 9. Action Items:
 - A. Monthly Financials – Mr. Maniccia made a motion to approve the monthly financials, second by Mr. Kissko. All in favor.
 - B. UST RFP – Mr. Maniccia made a motion to approve the awarding of the bid for Kropp Environmental, second by Mr. Eucalitto. All in favor.
 - C. Technology Computing Devices RFP #2018-002 – Ms. Spino made the motion to approve with amendments, second by Mr. Maniccia. All in favor.
 - D. District Calendar-Parent Conference Days – Mr. Thibault made the motion to revise to district calendar as submitted, Mr. Kissko second. All in favor.
 - E. FERPA Policy – Ms. Hoehne made the motion to approve the FERPA Policy, second by Ms. Spino. All in favor.
 - F. Suspension/Expulsion Policy #6192 – Ms. Hoehne made the motion to approve the Suspension/Expulsion Policy #6192, second by Ms. Spino. All in favor.

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

- G. Substitute Pay – Ms. Spino made the motion to increase substitute pay, second by Ms. Todor. All in favor.
 - H. CSDE Agreement for Child Nutrition Program ED-099 – Mr. Kissko made the motion that the board approves of the CSDE Agreement for Child Nutrition Program ED-099, second by Ms. Spino. All in favor.
 - I. IT Supervisor and Assistant Director of SPED – Mr. Kissko made the motion to approve the IT Supervisor and Assistant Director of SPED hires, second by Mr. Eucalitto. All in favor.
 - J. Approval of Board of Education Meeting Minutes: September 26, 2018
Mr. Kissko made the motion to approve the minutes, second by Mr. Eucalitto. Abstention by Ms. Todor. All in favor.
 - K. Approval of Special Board of Education Meeting Minutes: October 12, 2018
Ms. Hoehne made a motion to approve the minutes, second by Mr. Kissko. Abstention by Ms. Richardson. All in favor.
 - L. Receive Subcommittee Minutes: Mr. Kissko made the motion to approve the minutes, second by Mr. Kissko. All in favor.
 - i. Budget Committee – September 12, 2018
 - ii. Policy Committee – September 5, 2018
 - iii. School Improvement Committee – September 5, 2018
 - iv. Secondary Ad-Hoc Committee – September 25, 2018
 - v. Secondary Ad-Hoc Committee – October 4, 2018
 - M. Consent Agenda: Appointments & Resignations
Ms. Hoehne made a motion to approve the consent agenda, second by Mr. Kissko. Abstention by Ms. Richardson. All in favor.
10. Comments for the Good of the Order:
- Jessica Richardson - Spoke about unified sports and that it is our 5th year of participating in the unified sports. Soccer in the fall and Basketball in the winter. It's a special thing to watch. It's a positive thing for kids to participate in. I would like this to make the news - we have been a leader in this.
- Gary Eucalitto – Made a joke that for future he needs to bring snacks.
- Molly Spino – She got to attend the Mayors committee for the first time and there is a great group of high school kids that participate. The ideas that they come up with are amazing and the things that they do in our community is amazing.
- Ellen Hoehne – Reported on Vogel Wetmore and that is happy time and happy place to learn. They had a reading celebration. Wonderful visit from the Superintendent and Assistant Superintendent.
- Chair- High school students are doing a couple of holiday events over the weekend: October 26 & 27 in little theater and on October 29 they are doing haunted hallways. Suggest another retreat. She will send out a couple of possible dates.
11. Items for Upcoming Agenda
- A. Monthly Financials
 - B. SPED Update Part 2
 - C. Liaison Updates
 - D. Budget Timeline
 - E. Update on the Alternative Program
 - F. Superintendent Search
12. Future Meetings:
- Thursday, October 25, 2018 (at THS)**
5:30 p.m. – TPS Secondary Ad-Hoc Committee
- Thursday, November 1, 2018 (at THS)**
5:30 p.m. – TPS Secondary Ad-Hoc Committee

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

Wednesday, November 7, 2018 (at Torringtonford)

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

7:00 p.m. – Policy Committee

Thursday, November 8, 2018 (at THS)

5:30 p.m. – TPS Secondary Ad-Hoc Committee

Wednesday, November 14, 2018 (at Migeon Ave.)

6:30 p.m. – Personnel Committee

7:00 p.m. – Budget Committee

Thursday, November 15, 2018 (at THS)

5:30 p.m. – TPS Secondary Ad-Hoc Committee

Wednesday, November 28, 2018 (at THS)

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

Thursday, November 29, 2018 (at THS)

5:30 p.m. – TPS Secondary Ad-Hoc Committee

13. Adjournment: Mr. Kissko made a motion to adjourn the meeting, second by Ms. Spino. All in favor. Meeting adjourned at 8:27PM.

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



Torrington Public Schools

SUSAN B. FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Budget Committee Meeting Wednesday, October 10, 2018, 6:00 PM 355 Migeon Ave. DRAFT Minutes

1. Call to Order: 6:04PM
2. Roll Call: Board Members on Committee: Mr. Maniccia (Chair), Mr. Kissko, Mr. Corey (Absent) Ms. Hoehne (Alternate)
Board Members Present: Ms. Cappabianca, Ms. Spino, Mr. Eucalitto
District Administrators: Ms. Lubomski, Ms. Forzano, Ms. Perzan
Also Present: Ms. Labbe, Ms. Mangan, Mr. Lafreniere, Ms. Todor
3. Approval of Agenda: Motion made to amend after 4a. to Administer Oath to the new Board member Ms. Todor by Mr. Kissko, second by Ms. Spino. All in favor.
4. Approval of Minutes: Motion made to amend the minutes to reflect Mr. Corey (Absent) at budget Meeting September 12, 2018 made by Mr. Kissko, second by Ms. Hoehne. All in favor.
5. Oath of Office: Oath administered by Ms. Hoehne
6. Public Participation: Agenda 7d. Ms. Mangan spoke on behalf of substitutes', both teachers and paras, competitive pay in order to meet the need for substitute for coverage district wide.
7. Discussion/Next Steps:
 - a. Monthly Financials
Multiple line items need clarification, i.e., 5340 – SPED, Delta T Subs: break into line item detail.
Conversation continued regarding substitutes and paras, suggested conversation be held at the Personnel Committee Meeting.
Regarding Special Education: Professional development on training staff, so we can provide other options in our district. Build programs around each individual child's needs. Outreach with the state has promised support in helping with the changes needed to reduce the special education identification percentage.
 - b. Student Activity Fund: Mr. Duva is working on these accounts. The principals need to review the overall remaining school accounts.
 - c. Capital Report: Mr. Bascetta reviewed the meeting with the Mayor on the Capital Reserve Account. There was a request to ensure that the full amount approved by the BOF and the City Council also be stated on the budget report including the reimbursement rates. The State just opened the portal for applications for payment. Mr.

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Bascetta and Ms. Lubomski will be going to the State for training on data entry for School Construction Grants at the end of the month.

- d. High School Maintenance: Mr. Bascetta presented the status of maintenance needs at the high school. Need to improve and maintain infrastructure. Summer project: Due to corrosion on the pipes, which were not easily accessible, there was a leakage in a section of one wing. The water to the whole building had to be shut off. Portable toilets had to be placed on campus. Mr. Bascetta also shared a picture of the sprinkler system. The estimate to fix the pipe was \$2,000. The sign is being replaced with the addition of a 360 camera.
 - e. Substitute pay: We are not competitive at \$75, surrounding district numbers are higher. Need to look at Kelly contract.
8. Comments for the Good of the Order:
Jason Lafreniere asked if we can post the Alliance budget on the website.
Mr. Eucalitto: Asked if the Budget Sub-Committee can work with the Personnel Sub-Committee.
Mr. Maniccia agreed.
9. Items for Next Meeting:
- a. Monthly Financials
 - b. Student Activities
 - c. Capital Report
 - d. Substitute Pay
 - e. Maintenance (Ad Hoc report)
 - f. Central Office move to City Hall
 - g. SPED Services/Facilities
 - h. Copier contract
10. Adjournment: Mr. Eucalitto made a motion to adjourn the meeting, second by Ms. Hoehne.
Meeting adjourned at 8:11PM.

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



Torrington Public Schools

SUSAN B. FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Budget Committee Special Meeting Wednesday, October 24, 2018 THS Media Center 5:30 PM

Draft Minutes

1. Call to Order: 5:30pm
2. Roll Call:
Board Members: Mr. Maniccia (Chair), Mr. Kissko, Ms. Hoehne, Ms. Spino, Mr. Eucalitto, Ms. Todor, Mr. Corey (absent)
Administration: Ms. Lubomski, Ms. Fergusson, Ms. Schulte, Mr. Bascetta
Teacher: Mr. Lafreniere
3. Approval of Agenda: Ms. Hoehne made the motion to approve the agenda, Mr. Kissko second. All in favor.
4. Public Participation: None
5. Discussion/Next Steps:
 - a. Substitute Pay: Ms. Schulte spoke regarding the need to increase the number of substitute teachers in the district and the pay. It is a daily struggle trying to get substitutes when we are paying less than surrounding towns. Kelly Services also needs additional substitutes. It is a statewide problem. Teachers are taking jobs as paraprofessionals.
 - b. Paraprofessional Recruitment: Ms. Schulte has created an incentive to encourage people to refer candidates to the district with a monetary bonus. The flyer is posted on our website, along with teacher and school job sites. These postings are also attached to Indeed.
 - c. Bid Award for Oil Tank Removal: Mr. Bascetta presented information on the two companies, Kropp Environmental Contractors, Inc. and Rivco Construction, LLC, which bid on the Underground Storage Tank removal. Comparatively the two companies offered the same services. Over six recommendations were received from similar or larger jobs, i.e., municipalities or schools. They carry licenses and insurance coverage. Testing will be done by our engineers, our labs, and our people. Mr. Bascetta's recommendation is Kropp Environmental Contractors, LLC.
 - d. Technology Computing Devices RFP #2018-002: The RFP is for new computers for the High School. All bids are to be in by November 8, 2018, 12:30pm. Information will be

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available at the next regularly scheduled Board of Education meeting, Wednesday, November 28, 2018.

6. Comments for the Good of the Order: None
7. Adjournment: Ms. Hoehne made the motion to adjourn the meeting, second by Mr. Kissko. All in favor. Meeting adjourned at 6:18pm.

DRAFT

These minutes were approved by the Torrington Board of Education on October 24, 2018.



Torrington Public Schools

SUSAN B. FERGUSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

School Improvement Committee Meeting Wednesday, September 5, 2018, 6:00 PM 355 Migeon Ave.

Board Members present: Mr. Kissko (Chair), Mr. Maniccia, Ms. Hoehne, Ms. Richardson, Ms. Spino, Ms. Gelormino

Administrators Present: Ms. Lubomski, Ms. Fergusson, Ms. Forzano, Ms. Labbe, Ms. Skarzynski

1. Call to Order: 6:00P PM
2. Approval of Agenda: Mr. Maniccia made the motion to approve the agenda, second by Ms. Richardson. All in favor.
3. Approval of Minutes: Mr. Maniccia made the motion to approve the minutes, second by Ms. Richardson. All in favor.
4. Public Participation: None
5. Discussion and Next Steps:
 - a. Communications: The group discussed communications vehicles to engage various audiences including Facebook, Twitter, TPS Website and a hard copy bi annual magazine that highlights each school and success stories. The website is being updated and proposal was reviewed for the magazine project. Additional outreach efforts include the work of the Secondary Ad Hoc Committee. The group toured TMS last month and has a tour of the high school scheduled for 9/25.
 - b. Magazine Meeting: Twice yearly (fall and spring), cost = \$4195 per issue. Will encompass all features of the schools: music, art, academics, sports – balance of all the great things going on. Advertising would be appropriate to families and superintendent

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would have final say before the magazine goes to print. Magazine will also be available online in Spanish and English.

- c. Progress on Board Goals and Strategic Plan: The Strategic Plan was shared and reviewed by members. The plan is posted on the website.
 - d. NEASC Update: The High School will have a NEASC representative site visit 5/5/2019-5/8/2019. The visit will assess where THS is at in the process and core values staff approved. After the visit, NEASC representatives will give feedback and recommendations.
 - e. THS Parking Permits: The subject of Parking Permits for THS students was discussed. Further discussion next meeting.
6. Comments for the Good of the Order: None.
 7. Topics for Future Meetings:
 - a. Parking Permits
 - b. Print Publications/Magazine
 - c. AP & SAT Scores
 8. Adjournment: Ms. Spino made a motion to adjourn the meeting, second by Mr. Maniccia. All in favor. Meeting adjourned at 7:03 PM.
 9. Next Meeting: October 5, 2018.

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



Torrington Public Schools

SUSAN B. FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Policy Committee Meeting Minutes Wednesday, October 3, 2018, 7:00PM 355 Migeon Avenue Vogel Wetmore

1. Call to Order: 7:20pm
2. Roll Call Board Members Present: Ms. Hoehne (Chair), Ms. Cappabianca, Ms. Richardson, Ms. Spino, Mr. Maniccia, Mr. Kissko
Administration Present: Ms. Lubomski, Ms. Fergusson, Mr. Skarzynski, Mr. Mangalinkx
3. Approval of Agenda: Ms. Spino made the motion, second by Mr. Kissko. All in favor.
4. Approval of Minutes: Mr. Kissko made the motion, second by Ms. Spino. All in favor.
5. Public Participation: None.
6. Discussion/Next Steps:
 - a. Suspension/Expulsion #6192: After a lengthy conversation regarding the changes to the Suspension/Expulsion policy it was discussed that since the original policy was voted on based upon the suggested policy of Shipman & Goodwin – Attorneys at Law, instead of piecing it together, we should adopt the new policy as it was written based on legislation. It will be brought before the TBOE next month.
 - b. Attendance #6006: THS is addressing the issue of tardiness & unexcused absences. Students going to the nurse habitually, wandering the school or leaving school grounds. Recourse has been challenging. SRO on site should help with the situation. Cameras will help identify if and when they leave. 2 proposals - #1. 5 unexcused tardies = 1 absence and #2. tardy 51% of the time, possibly creates liability...do our Due Diligence: call DCF and installation of cameras would help monitor the given situations as they occur.
 - c. Graduation Requirements #6095: Update for next month discussion. When complete bring before the TBOE.
 - d. Advance Placement #5015: Moving toward taking the exam a requirement of taking the class, by encouraging participation. It would/could be an increase in their personal class ranking and GPA. When they don't take the exam, it is not calculated in their GPA. Reword how to convey to parents and students and bring back next month.

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- e. Process for Policy Revision: #5000-#6000 are tied to changes in legislation. Consideration to take out of Strategic Plan and allow Administration to process through the changes.
 - f. By-Laws of the Board of Education: In order to always have a Quorum as long as Chair and 2 board members are present, even if it is not the committee board members, they would constitute a quorum. Can remove the verbiage “designated” alternatives. The Torrington Board of Education meetings held every 4th Wednesday of the month, begin at 6:30pm. The meeting is to conclude by 9pm. A majority vote would be needed to extend the meeting past 9pm. In regards to any other sub-committee meeting, any other board member can sit for an absent chair. This is in consideration that a number of board members are consistently absent. Meetings they chair do not take place because of their absence.
- 7. Comments for the Good of the Order: None.
 - 8. Topics for Future Meetings:
 - a. Attendance
 - b. Graduation
 - c. Advanced Placement
 - d. Process for Policy Revision
 - e. By-Laws of the Board of Education
 - 9. Adjournment: Ms. Spino made the motion to adjourn the meeting, second by Mr. Kissko. All in favor. The meeting adjourned at 8:58PM.



Torrington Public Schools

SUSAN B. FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Policy Committee Special Meeting Wednesday, October 24, 2018 THS Media Center 5:00 PM

Draft Minutes

1. Call to Order: 5:02pm
2. Roll Call:
Board Members: Ms. Hoehne(Chair), Mr. Kissko, Mr. Maniccia, Ms. Todor, Ms. Spino
3. Administrators: Ms. Lubomski, Ms. Fergusson, Ms. Schulte, Ms. Forzano
4. Approval of Agenda: Motion made by Mr. Kissko, Mr. Mangalinkx second. All in Favor.
5. Public Participation: None
6. Discussion/Next Steps:
 - a. FERPA Policy: Discussion regarding:
 - language to include in [brackets], change to Dean. End document after (4) including Family Policy Compliance Office address.
 - PTO to create School Directories for district school community. Is this appropriate in regards to student data privacy. Is policy intrusive and invasive. Further discussion for a future meeting.Motion to bring to the Board for Approval. Ms. Spino, Mr. Kissko, All in Favor
7. Adjournment: Ms. Spino made the motion to adjourn the meeting, Mr. Kissko second. All in favor. Meeting adjourned at 5:14pm.

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Torrington Public Schools

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

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Personnel Committee Meeting Wednesday, June 6, 2018, 5:30 p.m. THS Media Center

Board Members on Committee: Dr. Brogis (chair), Ms. Richardson, Mr. Corey, Mr. Vergaro

Board Members Present: Dr. Brogis (chair), Ms. Richardson, Mr. Kissko, Ms. Spino, Ms. Hoehne, Mr. Maniccia.

District Administrators: Ms. Lubomski, Ms. Ferguson, Ms. Schulte

1. Call to Order: 5:30PM
2. Roll Call: Dr. Brogis, Ms. Richardson.
3. Approval of Agenda: Ms. Richardson made a motion to approve the agenda, Dr. Brogis second. All in favor.
4. Approval of Minutes: Ms. Richardson made a motion to approve the minutes, Dr. Brogis second. All in favor.
5. Discussion items:
 - a. Consent Agenda: Dr. Brogis stated that there were 2 retirements and 1 new appointment for next year on the consent agenda.
 - b. Substitute Cost Comparison: Ms. Schulte explained the cost comparison details and shared the details of hiring building substitutes; It was explained that there is a cost savings by continuing to use Kelly Services and Delta T and that even if all additional costs were reduced or eliminated, there would be a cost savings and that the agencies handle administrative tasks that provide a benefit to the district; Dr. Brogis recommended that we continue to use Kelly Services and Delta T. Ms. Schulte recommended that the district consider hiring building substitutes next year to reduce the Kelly Services expenses and to assist with consistency within each building; Ms. Lubomski recommended one building substitute for each elementary school and one each for the middle school and the high school.
 - c. Interns: Ms. Schulte detailed the communications that she has had with local universities in relation to internship programs and increasing our student teacher partnerships; UB, CCSU, UCONN, SCSU and USJ have all responded positively with respect to providing

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the district with candidates for student teachers; Intern programs do not exist at all schools; Ms. Schulte will get more details on the intern partnership for UCONN and find out the details of how become part of their network

6. Action items:
 - a. Consent Agenda – Dr. Brogis motioned to move to full board, Ms. Richardson seconded; All in favor.
 - b. Substitute Cost Comparison –Dr. Brogis recommended that the rate of pay for daily substitutes be increased to \$80 per day; Ms. Schulte will confirm the new bill rate and submit to the budget committee for review; Dr. Brogis recommended that the district hire building substitutes for next year; Ms. Schulte will submit the cost assessment for building substitutes to the budget committee for review
 - c. Interns – No action.
7. Comment for the Good of the Order: None
8. Topics for Future Meetings:
 - a. Consent Agenda
 - b. Intern costs for UCONN
 - c. Building Substitutes
9. Adjournment: Ms. Richardson made a motion to adjourn the meeting, second by Dr. Brogis. All in favor. Meeting adjourned at 6:06PM.
10. Next Meeting: July 11, 2018 – 6:30PM – Migeon Ave.



Torrington Public Schools

SUSAN B. FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

TPS Secondary Ad-Hoc Committee Meeting Thursday, October 18, 2018, 5:30 PM THS Library Media Center DRAFT MINUTES

1. Call to Order 5:32 PM
2. Roll Call: Ed Arum, Jill Baranowitz, Dave Bascetta, Darlene Battle, Kelly Browning, Fiona Cappabianca, Joanne Creedon, Patricia David, Gary Eucalitto, Sue Fergusson, Roni Gelormino, Ellen Hoehne, Diane Holland, John Kissko, Donna Labbe, Robin Ledversis, Mario Longobucco, Sue Lubomski, Sandy Mangan, Charlie McSpiritt, Peter Michelson, Bryan Olkowski, Wendy Pataky, Kathi Peterson, Jeff Putnam, Jess Richardson, Jeff Shannon, Kim Schulte, Tina Schultz-Milanese, Jasmine Skarupa, Andy Skarzynski, Joann Stefurak, Hilary Sterling, Allie Therrien Guest: Idalmis Calderon
3. Approval of Minutes: Ms. Hoehne made a motion to approve the minutes, second by Mr. Kissko. All in favor.
4. Sub-Committee Assignments – See Attached
5. Break Out Session Summaries:

FACILITIES

Discussed high school construction projects--will review projects at next meeting
Reviewed maintenance items for high school--approximate cost \$45 million
Committee agreed on a 7-12 school, with separate addition for 7th and 8th grade
Discussed accessible parking in back of school
Need to find out reimbursement rate and allowable square footage
Need last 3 years of enrollment numbers
Reviewed dates--final report end of December 2018, BOE approval January 2019, hire architect February 2019, referendum 2020, file state forms by June 2020

MARKETING & COMMUNICATIONS

SURVEYS:

- Do we want to use google forms, survey monkey, etc?
- Donna will look into survey monkey and its capabilities
- What is our audience? Parents use Facebook, Twitter, students use Instagram/Snapchat
- Remind app can be used at a district level for parents
- We have a low percentage of parent participation with surveys (10%-15%)
- What about doing a blast email to communicate?

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- Need to use multiple modalities to communicate
- Go to our audience-at work, at home
- How can we use parent-teacher conference days/nights?
- Make a template for survey and stick with the same template--hopes and dreams?
 - Surveys to parents that have kids going to another school
 - top/bottom 3 things at your child's school
 - What do they love?
- Share information with Tim Gaffney--what do we want to share?
- Debunk rumors
- Survey launch campaign
 - Flyers
 - Tim's magazine
- Survey alumni and start keeping in touch with them; ask them to have names on survey so we can use the comments as a marketing tool
- New website coming
- Community "forums" in various parts of town
- Look through Endicott survey to choose questions to create our own surveys
- Celebrate what is offered at THS--sports, arts, music, course offerings
- Create an inventory of all the positive things district wide sent weekly
- Use TPSProud@torrington.org and TPS Facebook page to be used to dispel rumors and provide accurate information
- What Pathways are students interested in? (include as a survey question)
- Survey monkey gold

Next Steps

- Look through Endicott survey for possible questions
- Donna to send group email for Endicott
- Choose questions for surveys--geared toward parent/teachers/alumni/students
 - Keep it short. 6-10 question surveys is what we're looking for
 - Comment box

SECONDARY EDUCATIONAL MODELS

Pros (7-12)

- 7th and 8th graders on same campus will feel more of a connection to their high school; they will know all the good things happening at high school
- Stop students from leaving the district after 8th grade
- Need new facilities/addition if this model is adopted
- Students will have access to high school courses and labs that are not available in middle school
- Save money with bussing
- Better option to offer electives that may create additional pathways for students.
- Helps with getting content area certified teachers with 7-12 certification in one building.
- An alternative school should be included with this model.
- If district adopted School-Based Health Center, they could service students across 6 grades instead of either 3 or 4.

Cons

- Cost of new building to accommodate this concept
- Could be difficult separating the middle schoolers from the high schoolers

- Bussing would include middle and high school students
- Decision: a middle school model for 7 and 8 or a junior/senior high school model?

Pros (8-12)

- Could be a hook to keep 8th graders who may leave to stay in district at the high school.

Cons

- Not a good model as 8th graders are not high schoolers and will be isolated from other students in grades below and above them.

Pros (9-12) (this was not discussed as it is our current model)

Cons (this was not discussed as it is our current model)

Pathways

Do we want to select pathways that align with our community's strengths or do we want to pick something that no one else is doing? Or can we do some of both based on what students requests are? How many pathways can our district support?

- Torrington is an Arts town. There is a lot of competition in area for our students. Are there a lot of careers for students in this field? The Arts do create opportunities for students to be creative.
- Applied arts need to be explored
- There are many STEM and Manufacturing companies who we could partner with.
- Not a lot of schools in area that focus on Marketing/Finance/Business – do a trading floor? Cybersecurity classes? Offer certificate programs – selling real estate and/or insurance? Graphic design? Fashion design? Perhaps there is a link between business and the arts?
- Medical field offers careers that a lot of students will find jobs. Could align with local hospital- CNA, medical coding, LPN, Ultra sound tech, etc.
- Education academy will offer opportunities for district to team with students to “grow our own” teachers and paraprofessionals, etc.

What is the state of Connecticut willing to support? Is there a pathway that they are funding?

What schools are doing these pathways well?

What electives do middle schoolers really want? How do we expose our students to careers?

- We need to design a high school experience, so our kids can have a purpose in life? How can we give our students a larger voice in our schools?
- How do high school mandated courses impact our chosen pathway(s)?
- We have to help our kids find their passion and connect to opportunities they may not know about in our schools.

Next Steps

- Research the 7-12 models that have existing Pathways Programs that include alternative education
- Research funding opportunities provided by the state department of education
- Identify additional staff that would be needed once Pathways have been chosen-future

CURRENT COURSE OFFERINGS

We need to define what we mean by a Career Pathway.

Current Course Offerings:

- Are our course offerings comprehensive enough? Broad enough? Do they align with the New Graduation Requirements
- Courses in our Course Offerings Booklet are not all available. They are left in the booklet because all courses need approval from BOE. They don't remove it because it is a long process to get approval.
- We only offer what the state requires us to offer.
- Do they incorporate 21st Century Skills?

What courses/pathways do we need to offer to make the high school competitive with the other high schools our students are choosing?

Possible missing pieces at the high school: connections, communication, engagement

We need to provide courses that hook kids.

We need a framework that includes course, clubs, and activities (help kids make connections)

Differentiate senior year so students remain excited and engaged.

Do we need a Capstone Project?-(future discussion)

Freshmen Year: Offer exploratory courses to help kids find areas of interest and/or pathways.-(future discussion once the Pathways have been chosen)

Areas of concern we need to address:

- Absenteeism
- Antiquated grading system
- Standards Based curriculum

Sue Fergusson will bring to the next meeting:

- New Graduation Requirements
- Information about 21st Century Skills
- Course Catalog copies for each person

6. Adjournment: Ms. Hoehne made a motion to adjourn the meeting, second by Mr. Eucalitto. All in favor. Meeting adjourned at 7:30PM.

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



Torrington Public Schools

SUSAN B. FERGUSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

TPS Secondary Ad-Hoc Committee Meeting Thursday, October 18, 2018, 5:30 PM THS Library Media Center DRAFT MINUTES

1. Call to Order: 5:30PM
2. Roll Call: Ed Arum, Dave Bascetta, Darlene Battle, Fiona Cappabianca, Joanne Creedon, Mary DeMarchi, Gary Eucalitto, Susan Fergusson, Veronica Gelormino, Ellen Hoehne, Diane Holland, John Kissko, Donna Labbe, Jason Lafreniere, Robin Ledversis, Mario Longobucco, Susan Lubomski, Sandy Mangan, Armand Manicca, Charlie McSpirt, Peter Michelson, Bryan Olkowski, Wendy Pataky, Kathi Peterson, Kimberly Petzel, Jeff Putnam, Jess Richardson, Jeff Shannon, Kim Schulte, Trina Schultz-Milanese, Jasmine Skarupa, Andrew Skarzynski, Wayne Splettstoeszer, Joann Stefurak, Hilary Sterling, John Sullivan, Teresa Sullivan, Allie Therrien.
3. Approval of Minutes: Ms. Peterson made a motion to approve the minutes, second by Mr. Putnam. All in favor. Mr. Lafreniere abstain.
4. Break Out Session:
Secondary Models –

Group A: Looked through all DRG High Schools for 7-12 schools in DRG F, G, and H.

We only found two 7-12 schools:

DRG G 1-Winchester-The Gilbert School 7-12: 560 students private/public international partnership

DRG H 2-Derby DHS at DMS 6-12 schools as located across the street from each other.

All regional schools:

Locally in DRG C (much higher economic grouping than Torrington): Lewis Mills High School in Burlington and Harwinton and Region 7 High School in New Hartford - Region 7 has an Ag program

DRG E Wamogo Regional HS in 7-12 (539 students)

*There are 7-12 schools in Magnet Schools at Charters in other districts, but these are schools of choice not in our DRG.

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

Group B: We researched different schools that have College Career Pathways at their school (CCP) to visit. 5 schools were chosen to try and visit.

1. Waterbury Career Academy – open house Thursday November 15 @ 6pm
2. East Hartford High School
3. Killingly High School
4. Stratford High School
5. Bethel High School

We found and asked to share the Guidelines for College Career Pathways: https://portal.ct.gov/-/media/SDE/CTE/ct_ccp_guidelines.pdf?la=en

We discovered that many schools offer a CCP, but it appears they have taken their current class offerings and grouped them into clusters

Many schools have clusters with different pathways within each cluster

Where is the research in support of 7-12?

- School districts that moved away from 7-12 model did so because population grew.
- As populations dwindle, districts may consider rendering back to 7-12 model.
- As the numbers of transitions go up the numbers of dropouts increase.
- These dropouts if transition over in higher grades.

Questions to Ponder

Perhaps we should consider offering multiple 7-12 schools/academies?

Perhaps partner with another organization?

Facilities - Drone Program was shared

Picture of addition was created, next week will research all classrooms -research on how city \$40 million bond is being funded (5years).- City Treasurer will be coming next week

Potential Timeline for Bond Request

June 2020 State Form In - Dec 2020 State Legislature gets it - June of 2021 Pass

Course Work Review

High school requirements are changing 2023 from 23 to 25 credits

College Career pathways – TPS needs to increase its electives

The group will look at course offerings around career pathways

Communication/Marketing

A survey is being created for Students, Parents and Teachers – goal is Nov 16th for Parent Conferences. The group will work on ways to connect with Alumni.

Communicating Celebration Methods:

Events/Celebrations/Concerts/Award Ceremonies - regular bright spot on web site - school could send in each week.

Social Media: FB/Twitter/Instagram. A Magazine highlighting positive information about each school will be coming out in November and again in the Spring.

5. Adjournment: Mr. Lafreniere made the motion to adjourn the meeting, second by Mr. Olkowski. All in favor. Meeting adjourned at 7:33PM.

Torrington Board of Education Consent Agenda Detail
ConsentAge181128

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Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
Jill Baranowitz	Teacher	HS	Coordinating Teacher Special Education	Appoint	2018-2019
Dawn Cottone	Teacher	TF	Grade 2	Retire	12/1/2018
Katie Gregory	Teacher	HS	Coordinating Teacher Secondary PE THS	Appoint	2018-2019
Bethany Raymond	Teacher	HS	Coordinating Teacher Special Education	Appoint	2018-2019
Kim Keil	Teacher	FB	Coordinating Teacher Special Education	Appoint	2018-2019
Cheryl Gowlis	Teacher	FB	Coordinating Teacher Special Education	Appoint	2018-2019
Jennifer Borelli	Teacher	HS	Coordinating Teacher ESL-HS	Appoint	2018-2019
Diane Hart	Teacher	FB	Coordinating Teacher Elementary Science	Appoint	2018-2019
Philippa Howe Ivain	Teacher	FB	Coordinating Teacher ESL-Elementary	Appoint	2018-2019