



Torrington Public Schools

**Packet for Regular
Torrington Board of Education Meeting
*August 22, 2018***



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

AGENDA

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. APPROVAL OF AGENDA

3. SCHOOL/COMMUNITY SESSION

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.*

4. INFORMATION SHARING SESSION

- A. Superintendent's Report
- B. Field Trips
 - 1. THS – Big E Parade – 9/20/18
 - 2. THS – Camp Niantic – 9/19/18 through 9/21/18
 - 3. THS – North Adams, MA – 9/30/18
- C. Swim RFP
- D. Swim Temporary Contract
- E. June Monthly Financials
- F. July Monthly Financials
- G. Budget Transfers
- H. Template for BOE Meetings
- I. Template for BOE Subcommittee Meetings
- J. Policy Regarding Use of Exclusionary Time Out
- K. Job Description Change
- L. Interim Principal Southwest School
- M. Executive Session Regarding Executive Assistant to the Superintendent:
Non-bargaining Contract

5. COMMITTEE REPORTS

- A. Policy Committee
- B. School Improvement Committee
- C. Budget Committee
- D. Personnel Committee
- E. Grievance Committee
- F. Ed-Advance

G. Curriculum Committee

6. ACTION ITEMS

- A. Field Trips:
 - 1. THS – Big E Parade – 9/20/18
 - 2. THS – Camp Niantic – 9/19/18 through 9/21/18
 - 3. THS – North Adams, MA – 9/30/18
- B. Swim RFP
- C. Swim Temporary Contract
- D. Budget Transfers
- E. Template for BOE Meetings
- F. Template for BOE Subcommittee Meetings
- G. Policy Regarding Use of Exclusionary Time Out
- H. Approval of Board of Education Meeting Minutes – June 27, 2018
- I. Approval of Special Meeting Minutes – July 30, 2018
- J. Approval of Consent Agenda
 - 1. Approval of June Monthly Financials
 - 2. Approval of July Monthly Financials
 - 3. Receive Subcommittee Minutes:
 - i. Budget Committee – June 26 and 27, 2018
 - ii. Policy Committee – June 6, 2018
 - iii. School Improvement Committee – June 6, 2018
 - 4. Appointments & Resignations
- K. Approval of Job Description Change
- L. Appointment of Interim Principal Southwest School
- M. Approval of Non-bargaining Unit Contract

7. COMMENTS FOR THE GOOD OF THE ORDER

8. ITEMS FOR UPCOMING AGENDA

9. FUTURE MEETINGS

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

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

7:00 p.m. – Policy Committee

Wednesday, September 12, 2018 (Migeon Ave.)

6:30 p.m. – Personnel Committee

7:00 p.m. – Budget Committee

Wednesday, September 26, 2018 (at THS)

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

10. ADJOURNMENT

School: THS: SpicthoeszGrade(s): BandLocation: Big E - Parade
Adams, MADate(s): 9/20/18**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 checked="" type="checkbox"/> Trip organizer completes Field Trip Application Form and submits to school nurse for review.	5/23/18 R. Arnold
<input checked="" type="checkbox"/> School nurse reviews all information and signs off on form.	5/23/18 R. Arnold
<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.	6/7/18
<input checked="" type="checkbox"/> If approved, building AA enters proposed field trip on shared outlook calendar and sends proposal to district administration.	6/13/18
<input checked="" type="checkbox"/> District administration receives trip proposal.	6/13/18
<input checked="" type="checkbox"/> District administration approves or denies field trip proposal.	6/27/18
<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 checked="" 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.	6/27/18
<input type="checkbox"/> BOE approves or denies field trip proposal.	
<input type="checkbox"/> BOE notifies district administration of decision and District Administrative Assistant updates information on shared field trip outlook calendar.	
<input type="checkbox"/> Trip organizer receives cover sheet with decision noted.	
<input type="checkbox"/> Trip organizer notifies all necessary staff of approval or denial of field trip within one week of approval: (check and initial when complete) <input type="checkbox"/> Administration _____ <input type="checkbox"/> Nurse _____ <input type="checkbox"/> Cafeteria _____ <input type="checkbox"/> Other: _____	

Central Office Final Decision:

☐ TRIP APPROVED☐ TRIP DENIED

Procedures for submitting a field trip application form: BIG-E PARADE

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

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

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

Steps to complete upon Final Approval of Field Trip:

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

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

Torrington Public Schools Field Trip Application Form

1. LOGISTICS

Date of Application: May 10, 2018

Person Proposing Field Trip: Splettstoeszser – THS Music

Date(s) of Trip: Thursday Sept 20, 2018

Departure Time: 2:00pm

Return Time: 9:30pm

Specific Destination: Eastern States Exposition – The Big-E – Massachusetts Day Parade

(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.)

X One day out of State Trip

Transportation: All-Star Transportation – Torrington, Connecticut

2. PARTICIPANTS

Class(es)/Students that are participating: THS Band

Is this list subject to change? YES If yes, explain: Actual enrollment of Band may change in September.

3. CHAPERONES

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

1 Teachers: Splettstoeszser

0 Paras/Support Staff

8 Parents/Volunteers:

0 Nurse: No Nurse needed at this time. This may change in September based on enrollment

X Estimated Count

If an estimated count, explain: Exact names of Parents won't be known until September

4. POSSIBLE COST OF TRIP TO DISTRICT

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

Only 2 periods of day need coverage

How many para substitutes will be needed to cover students not going on the trip? 0

Number of days above substitutes will be needed: Teachers: Only 2 periods of day Nurse: _____

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

The above number of substitutes is an X Actual

If trip is outside of regularly scheduled school hours or on a weekend, will a custodian be needed for entry into the building? ☐ No Custodian will be needed. We will return at 9:30pm

Possible additional costs (please check all that apply)

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

☐ other: (specify) _____

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

Torrington Public Schools Field Trip Application Form

5. TRIP COST PER PERSON

Total cost of trip: _____ Explain the cost of the trip per person (admission, transportation, meals etc.): _____

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

Costs associated with this trip are transportation only. No entrance fees or student fees.

Total transportation costs will be determined once school starts in September.

Approximately - \$1,200-\$1,800 -

Both Fundraising and School Activity Funds will be used

How much of the total cost will each student be expected to pay? \$NO Cost to students

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

7. EDUCATIONAL PURPOSE

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

The Band will be adjudicated on a national rating scale of music education.

Band will also be representing the City of Torrington and Torrington High School in the parade.

8. ALTERNATE ACTIVITY

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

Trip is not during class time. No alternate assignment is needed.

PAGE 3 OF 4

9. SIGNATURES

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

Glucagon accommodations may be needed ☐ Yes ☐ No Nurse required to attend field trip? ☐ Yes ☐ No unknown @ this time

Designated person responsible for medication Administration on the trip: Wayne Splettstoer

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

School: THS: Msgr. SullivanGrade(s): JKOTCLocation: Camp NianticNiantic, CTDate(s): 9/19/18 - 9/21/18**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 checked="" type="checkbox"/>	Trip organizer completes Field Trip Application Form and submits to school nurse for review.	8 June 2018 R. Sullivan
<input checked="" type="checkbox"/>	School nurse reviews all information and signs off on form.	Andrea Arnold RN 6/18/18
<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.	[Signature]
<input checked="" type="checkbox"/>	If approved, building AA enters proposed field trip on shared outlook calendar and sends proposal to district administration.	JPB
<input checked="" type="checkbox"/>	District administration receives trip proposal.	6/15/18 (C)
<input checked="" type="checkbox"/>	District administration approves or denies field trip proposal.	6/27/18 SML
<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.	6/27/18 SML
<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. LOGISTICS

Date of Application: 8 June 2018 Person Proposing Field Trip: MSgt Sullivan/JROTC

Date(s) of Trip: 19-21 September 2018 Departure Time: 0730 Return Time: 1400

Specific Destination: Camp Niantic, Smith Street Niantic, CT 06357 (event/site and specific city, state)

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

☐ In State One Day Trip

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

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

Transportation: United States Army BUS (be specific/company name/if walking the route)

2. PARTICIPANTS

Class(es)/Students that are participating: JROTC Cadets. Names to be determined at start of SY (attach list of names)

Is this list subject to change? Yes If yes, explain: Trip is at beginning of SY 18-19

3. CHAPERONES

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

__XX_ Teachers: Lt Col Coulouras/MSgt Sullivan

__XX_ Paras/Support Staff: Mrs Matrascia

_____ Parents/Volunteers: _____

_____ Nurse: _____

☒ Actual count or ☐ Estimated Count

If an estimated count, explain:

4. POSSIBLE COST OF TRIP TO DISTRICT

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

How many para substitutes will be needed to cover students not going on the trip? 0

Number of days above substitutes will be needed: Teachers: 3 Paras: Nurse: _____

Cost of above substitutes for class coverage (@\$100/day): \$300.00

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) _____

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: \$1,200.00 Explain the cost of the trip per person (admission, transportation, meals etc.): The only thing that will need to be paid for is Cadet Meals

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

<input checked="" type="checkbox"/> Student	\$600.00	<input type="checkbox"/> District Budget	\$_____
<input checked="" type="checkbox"/> Fundraising	\$600.00	<input type="checkbox"/> Grant <i>(specify)</i>	\$_____
<input type="checkbox"/> School Activity Funds	\$_____	<input type="checkbox"/> Other <i>(specify)</i>	\$_____
<input type="checkbox"/> PTO	\$_____		

How much of the total cost will each student be expected to pay? ~\$35.00

Will financial assistance be provided for those in need? ☒ Yes ☐ No Funding Source: JROTC Cadet Club

7. EDUCATIONAL PURPOSE

Educational Objective and Assessment Strategy: *Team Building for the new school year. Cadets will participate in land navigation/orienteering, Leadership Reaction Course (LRC), Confidence Course, and possibly get to take an incentive flight in an H-60 Blackhawk. They will also participate in drill and ceremony and Physical Training(PT).*

8. ALTERNATE ACTIVITY

Description of what class(es)/Students not going on the trip will be doing during the trip: Cadets not going on the trip will work on drill techniques at the school.

9. SIGNATURES

Nurse: Brenda Amved rw (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: M Sgt 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

School: THS: SpeltzstoerzerGrade(s): BandLocation: North Adams-Pama
North Adams, MADate(s): 9/30/18**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 checked="" type="checkbox"/> Trip organizer completes Field Trip Application Form and submits to school nurse for review.	<u>6/11/18</u>
<input checked="" type="checkbox"/> School nurse reviews all information and signs off on form.	<u>Admoullaw 6/16/18</u>
<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.	<u>6/17/18</u>
<input checked="" type="checkbox"/> If approved, building AA enters proposed field trip on shared outlook calendar and sends proposal to district administration.	<u>6/18/18</u>
<input checked="" type="checkbox"/> District administration receives trip proposal.	<u>6/27/18 MML</u>
<input type="checkbox"/> For local/in-state/one day trips District administration notifies the trip organizer of decision. Information is updated on shared field trip outlook calendar.	
<input type="checkbox"/> For out-of-state, out-of-country, or overnight field trips district administration submits field trip proposal to the full BOE for approval.	
<input type="checkbox"/> BOE approves or denies field trip proposal.	
<input type="checkbox"/> BOE notifies district administration of decision and District Administrative Assistant updates information on shared field trip outlook calendar.	
<input type="checkbox"/> Trip organizer receives cover sheet with decision noted.	
<input type="checkbox"/> Trip organizer notifies all necessary staff of approval or denial of field trip within one week of approval: (check and initial when complete)	
<input type="checkbox"/> Administration _____ <input type="checkbox"/> Nurse _____ <input type="checkbox"/> Cafeteria _____ <input type="checkbox"/> Other: _____	

Central Office Final Decision:

☐

TRIP APPROVED

☐

TRIP DENIED

Procedures for submitting a field trip application form: NORTH ADAMS PARADE

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

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

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

Steps to complete upon Final Approval of Field Trip:

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

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

Torrington Public Schools Field Trip Application Form

1. LOGISTICS

Date of Application: May 10, 2018

Person Proposing Field Trip: Splettstoesz - THS Music

Date(s) of Trip: Sunday Sept 30, 2018

Departure Time: 9:00am

Return Time: 7:00pm

Specific Destination: North Adams Fall Foliage Parade

(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.)

X One day out of State Trip

Transportation: Peter Pan Bus Lines

2. PARTICIPANTS

Class(es)/Students that are participating: THS Band

Is this list subject to change? YES If yes, explain: Actual enrollment of Band may change in September.

3. CHAPERONES

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

1 Teachers: Splettstoesz

0 Paras/Support Staff

8 Parents/Volunteers:

0 Nurse: No Nurse needed at this time. This may change in September based on enrollment

X Estimated Count

If an estimated count, explain: Exact names of Parents won't be known until September

4. POSSIBLE COST OF TRIP TO DISTRICT

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

Only 2 periods of day need coverage

How many para substitutes will be needed to cover students not going on the trip? 0

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

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

The above number of substitutes is an X Actual

If trip is outside of regularly scheduled school hours or on a weekend, will a custodian be needed for entry into the building? ☐ No Custodian will be needed. We will return at 9:30pm

Possible additional costs (please check all that apply)

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

☐ other: (specify) _____

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

Torrington Public Schools Field Trip Application Form

5. TRIP COST PER PERSON

Total cost of trip: _____ Explain the cost of the trip per person (admission, transportation, meals etc.): _____

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

Costs associated with this trip are transportation only. No entrance fees or student fees.

Total transportation costs will be determined once school starts in September.

Approximately - \$3,500-\$4,000 – Parade will pay for \$3,000 of costs. Fundraising will pay for remainder

Both Fundraising and School Activity Funds will be used

How much of the total cost will each student be expected to pay? \$NO Cost to students

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

7. EDUCATIONAL PURPOSE

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

The Band will be adjudicated on a national rating scale of music education.

Band will also be representing the City of Torrington and Torrington High School in the parade.

8. ALTERNATE ACTIVITY

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

Trip is not during class time. No alternate assignment is needed.

PAGE 3 OF 4

9. SIGNATURES

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

Glucagon accommodations may be needed ☐ Yes ☐ No Nurse required to attend field trip? ☐ Yes ☐ No *unknown @ this time*

Designated person responsible for medication Administration on the trip: W. Spletstoeser

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 Public Schools Field Trip Application Form

PAGE 4 OF 4

**TORRINGTON BOARD OF EDUCATION
INVITATION TO SUBMIT PROPOSALS
Bid# 2018-001**

The Torrington Board of Education hereby invites the submission of sealed Proposals for:

Use of pool and related facilities by Torrington High School swim teams

for the 2018 - 2019 school year. The Proposals will be received at the offices of the Interim Business Manager, Rose Forzano, at the Torrington Board of Education, 355 Migeon Avenue, Torrington, Connecticut 06790 until 12:30 p.m., on Tuesday, August 21, 2018, at which time they will be publicly opened and read aloud.

Specifications and other information may be obtained at the business office, 355 Migeon Avenue, Torrington, Connecticut, 06790 between 8:00 a.m. and 3:30 p.m. Monday through Friday.

Rose Forzano
Interim Business Manager
Torrington Board of Education
355 Migeon Avenue
Torrington, CT 06790

RFP Issue Date: Tuesday, August 14, 2018

Proposal Due Date: Tuesday, August 21, 2018 until 12:30 p.m.

Questions: In writing **only**, via e-mail at rforzano@torrington.org. No questions will be accepted after 12:30 p.m., Friday, August 17, 2018.

TORRINGTON BOARD OF EDUCATION INSTRUCTIONS TO PROPOSERS

I. Definitions

- A. “Addendum/Addenda” means written documents issued by the Board prior to the date and time in Article IIE which modify these Instructions to Proposers by additions, deletions, clarifications or corrections.
- B. “Proposal” means a submission by a Proposer to provide services that conform to the Proposal Documents.
- C. “Proposal Documents” means the Invitation to Submit Proposals and these Instructions to Proposers, all exhibits attached hereto, and any Addendum.
- D. “Proposal Price” means the price, as shown on the Proposal Form completed by the Proposer, at which the Proposer offers to provide the use of pool and related facilities by Torrington High School swim teams at the Proposer’s facility described in the Proposal Documents.
- E. “Proposer” means the person or entity who submits a Proposal.
- F. “Board” means the Torrington Board of Education.
- G. “Contract” means the document that the Owner of Facility executes with the Board to provide the use of pool and related facilities by Torrington High School swim teams at the owner’s facility.
- H. “Owner of Facility” means the Proposer who is selected by the Board to provide the use of pool and related facilities by Torrington High School swim teams at the owner’s facility and executes the Contract.
- I. “Invitation to Submit Proposals” means the published notice of the acceptance of Proposals.

Unless otherwise defined, these definitions shall apply to the Proposal Documents and the Contract.

II. Proposal Instructions

- A. Proposals shall be received from Proposers for use of pool and related facilities by Torrington High School swim teams at the Proposer’s facility (including allowing visitors to attend practices and meets), as further described in Article IV.
- B. When executed and submitted by Proposer, the Proposer acknowledges it has full knowledge of and agrees with the general specifications, conditions and requirements of the Proposal Documents.

- C. Proposals must be mailed or delivered to Rose Forzano, Interim Business Manager at 355 Migeon Ave., Torrington, CT in an envelope clearly marked "Proposal Number 2018-001 Swim Team Facility."
- D. The Proposer must submit its Proposal in a sealed envelope marked with the Proposer's name and address in the upper left hand corner. The sealed envelope is to be plainly marked in the lower left hand corner with the name of Proposal, the Proposal number and the opening date and time.
- E. The Proposals shall be submitted no later than 12:30 p.m., August 21, 2018 at Torrington Public Schools Business Office. Proposals received later than that date and time will not be considered and will be returned unopened. Amendments to or withdrawals of Proposals received later than that date and time will not be considered.
- F. The Proposer shall submit 1 original and 1 copy of the Proposal.
- G. The Owner of Facility shall comply with the laws, rules, regulations and policies of federal, state, and local governments as to the ownership of the facility.
- H. The Board reserves the right to waive informalities and technical defects in Proposals, to reject any and all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Proposal or a part of the Proposal, although not the lowest financial Proposal, that in its judgment will be in the best interest of the Board.

The Board also reserves the right to withdraw these Proposal Documents, reject any or all Proposals and re-solicit new proposals through and until the award and execution of the Contract (as such term is hereinafter defined).

The Board also reserves the right to tour the facility, to interview and negotiate with one or more Proposers and to modify Proposals in the final Contract based upon negotiations with Proposers after the Proposals are opened. To the extent the Board negotiates with any Proposer, no such negotiations will modify the requirements of these Proposals Documents or such Proposer's Proposal unless such modification is evidenced in writing signed by both the Board and the Proposer.

- I. Each Proposer is responsible for making sure it gets the information it needs to make a responsible Proposal that allows it to execute the Contract if it is awarded the Contract. Information requests are to be made via email to Rose Forzano, rforzano@torrington.org by 12:30 p.m., Friday, August 17, 2018. A written request does not in any way diminish a Proposer's responsibility to get the information it needs to make a Proposal.

- J. Any modification to the Proposal Documents will be made by Addendum/Addenda. Any Addendum/Addenda will be posted on the Board's website: www.torrington.org. Each Proposer shall confirm prior to submitting its Proposal that it has received all Addendum/Addenda.
- K. All Proposal Prices quoted by Proposers must be firm prices for a period of one hundred twenty (120) days from the date that the Board opens Proposals. If awarded the Contract, the Proposal Price shall be firm prior to the execution of the Contract and then during the term of the Contract.

III. Proposal Requirements

- A. The Proposal shall be submitted with all of the information described in this Article III.
- B. [All Proposers must read and fill out the reference check form attached as Exhibit B ("Reference Check"). The Proposer, by submitting a Proposal, hereby authorizes the Board or its authorized agent to contact such references listed on the Reference Check without obtaining any other consent from the Proposer. Such Reference Check is incorporated into and made a part of this Proposal.]
- C. [All Proposers must disclose all pending and threatened litigation in which such Proposer is named (either suing or being sued), in the form listed on Exhibit C, attached hereto and made a part hereof.]
- D. By submission of a Proposal, a Proposer shall be deemed to have declared, represented and warranted to the Board that: its Proposal is made without any connection with any other person or entity submitting a Proposal in response to these Proposal Documents, that its Proposal is in all respects fair and without collusion or fraud and that no person acting for or employed by the Board is directly or indirectly interested in the Proposal, or in any portion of the profits therefrom.
- E. Each Proposer must fill out the "Certification" attached to these Proposal Documents and "Proposal Form" in the form of Exhibit A.
- F. Each Proposer shall submit information relating to its facilities to be used under the Contract.
- G. Each Proposer shall submit its regular rules and regulations related to the use of its facility by outside parties.
- H. Each Proposer shall submit any special rules and regulations related to its facility that would apply to the use by the Board as described in these Proposal Documents.
- I. Each Proposer shall attach its proposed facility use agreement.
PROVISIONS OF SUCH PROPOSED AGREEMENT MAY BE

NEGOTIATED WITH PROPOSERS PRIOR TO THE EXECUTION OF
THE CONTRACT.

- J. The successful Proposer will submit a copy of their non-discrimination policy to the Board. The Board has made it a matter of policy that it will not transact business with firms which are not in compliance with all Federal and State Statutes pertaining to non-discrimination.

IV. Facility and Contract

- A. The proposal shall include all costs and expenses for the use of pool and related facilities by Torrington High School swim teams at the owner's facility and the proposed payment terms, including costs and expenses for any other dates and times that may later be agreed to by the parties.
- B. The period of the Contract shall be for the period from the first swim team practice to the last swim team meet and cover all swim team practices and meets shown on Schedule 1 for the 2018-2019 school year.
- C. The Board and its representatives shall be permitted to tour the proposed facility as part of making its selection.
- D. The facility must include a pool and locker rooms for the boys and girls swim teams. The facility must include an area for visitors to observe swim practices and meets.
- E. The facility must be located in one of the following towns/cities: Torrington, Litchfield or Winsted.

CERTIFICATION:

The Proposer has read and understood the Proposal Documents, INCLUDING ALL EXHIBITS, which are Exhibit A through Exhibit C, all attached hereto and made a part hereof, and the following addendum: _____

_____ (if any. If none, state "None"), and the Proposal conforms to the terms and conditions of the Proposal Documents.

I hereby certify, as an officer of _____, that, as the Proposer under these Proposal Documents, all of the information and material supplied to the Board as required by these Proposal Documents are complete and true. I, as an officer of _____, understand that all of the terms and conditions of these Proposal Documents shall be included in the Contract executed with the Board, if awarded the Contract. I, as an officer of _____, further understand that any information that is found to be incomplete or false or, any attempt to mislead the Board is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Proposal or the immediate termination of the Contract.

Signature _____ Date _____

Name _____ Title _____

Notary Public _____ [Seal]

Proposer Information

Company: _____

Address: _____

City _____ State _____ Zip _____

Telephone: _____

Fax: _____

EXHIBIT A

PROPOSAL FORM

The undersigned hereby proposes to provide for the use of pool and related facilities by Torrington High School swim teams at the owner's facility at the following location:

for the following sum of money:

Describe all costs and expenses to the Board for the use of the facility, for example, rate per hour, any charges for personnel, etc. and payment terms, payment to be made monthly on the ____ of each month, etc. ATTACH ADDITIONAL PAGES AS NEEDED

Signed: _____

Proposer's Name

By:

Name

Its

Street

City/State Zip

Date

[EXHIBIT B]

REFERENCE CHECK

Please provide three (3) references:

1.

Company Name

Contact Person

Telephone Number

Period of Contract
2.

Company Name

Contact Person

Telephone Number

Period of Contract
3.

Company Name

Contact Person

Telephone Number

Period of Contract

[EXHIBIT C]

PENDING OF THREATENED LITIGATION

For cases pending, please provide the following information for each matter:

1. Parties (suing or being sued)
2. Docket Number and Court
3. Brief Description and Status
4. Likely Outcome

(Attach additional sheets, if necessary.)

SCHEDULE 1



Monthly Financial Report

Fiscal Year to Date 06/30/18

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	Administrators Salaries									
5111.01	Administrators Salaries	2,428,292.00	114,530.00	2,542,822.00	383,827.72	.00	2,645,800.77	(102,978.77)	104	2,471,109.77
5111.07	Expulsion Program Teacher	86,267.00	.00	86,267.00	6,487.84	.00	86,238.70	28.30	100	74,288.48
5111.15	Teachers	22,930,759.00	(641,763.00)	22,288,996.00	1,836,644.53	.00	22,246,728.21	42,267.79	100	22,912,751.35
5111.16	Administrative PD/ Education	14,500.00	(14,500.00)	.00	.00	.00	.00	.00	+++	.00
5111.31	Social Worker	732,071.00	.00	732,071.00	55,820.08	.00	668,956.47	63,114.53	91	684,900.97
5111.40	Media Specialist	418,901.00	.00	418,901.00	32,614.40	.00	392,352.18	26,548.82	94	404,424.16
5111.46	Psychologist	436,401.00	.00	436,401.00	31,683.24	.00	397,330.87	39,070.13	91	412,836.81
5111.47	Behaviorist	290,043.00	(101,262.00)	188,781.00	13,388.94	.00	170,083.85	18,697.15	90	212,495.86
5111.50	Stipends	79,310.00	.00	79,310.00	21,983.15	.00	60,845.40	18,464.60	77	54,112.00
5111.51	Stipends-Athletics Middle School	15,651.00	.00	15,651.00	5,629.51	.00	19,022.85	(3,371.85)	122	18,112.84
5111.52	Stipends-Athletics High School	204,499.00	.00	204,499.00	7,440.01	.00	204,800.03	(301.03)	100	192,574.18
5111.56	Teacher Lunch Coverage	.00	.00	.00	.00	.00	25.00	(25.00)	+++	225.00
5111.57	Stipend Arts Drama Music	19,869.00	.00	19,869.00	.00	.00	19,927.00	(58.00)	100	19,425.00
5111.58	Stipend - Guidance	27,197.00	.00	27,197.00	.00	.00	.00	27,197.00	0	.00
5111.59	Stipend - Curriculum	25,760.00	.00	25,760.00	.00	.00	15,768.00	9,992.00	61	.00
5111.60	Speech Pathologist	758,131.00	.00	758,131.00	57,405.72	.00	735,074.18	23,056.82	97	673,169.80
5111.65	Guidance Counselor	510,857.00	(8,010.00)	502,847.00	38,342.77	.00	513,727.12	(10,880.12)	102	498,621.52
5111.67	OOD Coordinator	67,346.00	(67,346.00)	.00	.00	.00	.00	.00	+++	33,250.94
5111.75	Coordinating Teacher	64,820.00	.00	64,820.00	4,986.16	.00	64,038.52	781.48	99	50,549.18
	5111 - Administrators Salaries Totals	\$29,110,674.00	(\$718,351.00)	\$28,392,323.00	\$2,496,254.07	\$0.00	\$28,240,719.15	\$151,603.85	99%	\$28,712,847.86
5112	Paraprofessionals									
5112.01	Paraprofessionals	2,915,428.00	(176,000.00)	2,739,428.00	173,500.28	.00	2,394,141.40	345,286.60	87	2,359,802.75
5112.02	Paraprofessional - Bristol Tech	20,156.00	.00	20,156.00	1,535.31	.00	21,493.51	(1,337.51)	107	21,280.14
5112.03	COTA	.00	10,000.00	10,000.00	1,080.00	.00	8,167.50	1,832.50	82	.00
5112.05	Non certified support staff	186,213.00	.00	186,213.00	14,952.02	.00	170,261.93	15,951.07	91	158,716.92
5112.10	Technician	361,900.00	(71,000.00)	290,900.00	11,539.20	.00	182,701.30	108,198.70	63	78,270.80
5112.25	Occupational Therapy	406,131.00	.00	406,131.00	24,391.90	.00	282,598.86	123,532.14	70	337,820.72
5112.26	Physical Therapy	3,760.00	.00	3,760.00	.00	.00	.00	3,760.00	0	.00
5112.29	Other fess and penalties	.00	.00	.00	.00	.00	.00	.00	+++	132.00
5112.30	Clerical	1,317,127.00	.00	1,317,127.00	107,733.25	.00	1,301,711.70	15,415.30	99	1,335,382.24
5112.32	Board Clerk	16,880.00	.00	16,880.00	1,272.60	.00	16,543.80	336.20	98	9,722.27
5112.34	Drivers - Athletics	15,656.00	.00	15,656.00	2,015.00	.00	17,070.00	(1,414.00)	109	12,729.00
5112.35	Non League Officials	.00	12,700.00	12,700.00	.00	.00	9,235.00	3,465.00	73	12,671.00
5112.36	Misc Game Personnel	38,550.00	(12,700.00)	25,850.00	1,190.00	.00	13,783.07	12,066.93	53	8,479.35
5112.70	Nurses	501,654.00	.00	501,654.00	39,021.47	.00	502,853.68	(1,199.68)	100	528,369.57
5112.80	Custodians	1,376,456.00	.00	1,376,456.00	100,074.72	.00	1,342,629.99	33,826.01	98	1,323,984.90
5112.90	Longevity	136,732.00	.00	136,732.00	702.00	.00	133,470.75	3,261.25	98	135,351.25
5112.98	Early Childhood Coordinator	.00	.00	.00	110.00	.00	110.00	(110.00)	+++	.00



Monthly Financial Report

Fiscal Year to Date 06/30/18

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									
	5112 - Paraprofessionals Totals	\$7,296,643.00	(\$237,000.00)	\$7,059,643.00	\$479,117.75	\$0.00	\$6,396,772.49	\$662,870.51	91%	\$6,322,712.91
5120	Substitutes-Clerical									
5120.02	Substitutes-Clerical	4,000.00	.00	4,000.00	1,191.80	.00	4,583.35	(583.35)	115	5,422.71
5120.03	Substitutes-Nurse	20,000.00	5,000.00	25,000.00	5,718.75	.00	31,137.50	(6,137.50)	125	23,605.17
	5120 - Substitutes-Clerical Totals	\$24,000.00	\$5,000.00	\$29,000.00	\$6,910.55	\$0.00	\$35,720.85	(\$6,720.85)	123%	\$29,027.88
5121	Tutors - OLL									
5121.01	Tutors - OLL	37,648.00	.00	37,648.00	6,672.00	.00	46,384.00	(8,736.00)	123	39,676.00
5121.06	Tutors - HOMEBOUND SERVICES	9,000.00	22,460.00	31,460.00	4,999.50	.00	33,213.50	(1,753.50)	106	29,718.00
5121.15	Tutors - Special Ed	18,000.00	20,340.00	38,340.00	4,309.50	.00	44,775.00	(6,435.00)	117	25,275.50
5121.28	Tutors - ELL THS	91,685.00	(17,247.00)	74,438.00	10,829.00	.00	59,566.57	14,871.43	80	52,222.50
5121.87	Tutors - Summer School Special Ed	2,820.00	(2,820.00)	.00	.00	.00	.00	.00	+++	2,820.00
	5121 - Tutors - OLL Totals	\$159,153.00	\$22,733.00	\$181,886.00	\$26,810.00	\$0.00	\$183,939.07	(\$2,053.07)	101%	\$149,712.00
5123	Long Term Certified Subs	80,000.00	.00	80,000.00	15,479.57	.00	85,718.42	(5,718.42)	107	169,149.60
5130	OT Wages-Clerical									
5130.30	OT Wages-Clerical	17,000.00	.00	17,000.00	2,038.00	.00	14,123.07	2,876.93	83	25,431.59
5130.80	OT Wages-Custodian	70,200.00	.00	70,200.00	3,153.70	.00	57,610.82	12,589.18	82	54,415.79
5130.82	OT Wage Labor Board Cust	1,400.00	.00	1,400.00	.00	.00	.00	1,400.00	0	576.67
	5130 - OT Wages-Clerical Totals	\$88,600.00	\$0.00	\$88,600.00	\$5,191.70	\$0.00	\$71,733.89	\$16,866.11	81%	\$80,424.05
5210	Health & Life Insurance									
5210	Health & Life Insurance	14,524,450.00	(73,209.00)	14,451,241.00	(91,938.92)	.00	14,207,676.49	243,564.51	98	12,891,924.74
5210.01	HSA Deductible	461,000.00	41,100.00	502,100.00	8,500.00	.00	502,083.34	16.66	100	488,616.70
	5210 - Health & Life Insurance Totals	\$14,985,450.00	(\$32,109.00)	\$14,953,341.00	(\$83,438.92)	\$0.00	\$14,709,759.83	\$243,581.17	98%	\$13,380,541.44
5211	Life/LTD Insurance	98,990.00	.00	98,990.00	(111.60)	.00	86,054.04	12,935.96	87	71,430.13
5220	Social Security/Medicare	1,086,639.00	100,000.00	1,186,639.00	79,672.07	.00	1,013,267.77	173,371.23	85	1,010,258.70
5230	Early Retirement	430,000.00	.00	430,000.00	.00	.00	370,467.34	59,532.66	86	492,195.09
5231	Retirement Contributions									
5231	Retirement Contributions	546,702.00	(107,420.00)	439,282.00	15,117.18	.00	459,941.51	(20,659.51)	105	464,989.65
5231.01	Administrator Annuity union	31,350.00	.00	31,350.00	.00	.00	19,841.97	11,508.03	63	.00
5231.02	Non union Annuity	24,396.00	.00	24,396.00	.00	.00	.00	24,396.00	0	20,416.70
	5231 - Retirement Contributions Totals	\$602,448.00	(\$107,420.00)	\$495,028.00	\$15,117.18	\$0.00	\$479,783.48	\$15,244.52	97%	\$485,406.35
5250	Tuition Reimbursement	21,506.00	(1,600.00)	19,906.00	13,340.00	.00	13,340.00	6,566.00	67	9,500.00
5260	Unemployment Compensation	150,000.00	.00	150,000.00	2,167.00	.00	138,579.67	11,420.33	92	173,026.16
5270	Workers Compensation	547,751.00	.00	547,751.00	.00	.00	543,500.05	4,250.95	99	501,912.20
5280	Retiree Insurance	294,672.00	.00	294,672.00	.00	.00	292,476.44	2,195.56	99	258,312.84
5290	Severance	160,000.00	.00	160,000.00	133,421.10	.00	153,664.03	6,335.97	96	138,783.26
5295	Clothing Allowance	9,375.00	.00	9,375.00	.00	.00	9,000.00	375.00	96	8,625.00
5320	Prof Educ Services	139,156.00	.00	139,156.00	.00	.00	111,083.00	28,073.00	80	114,591.00
5330	Professional Development	48,900.00	13,459.00	62,359.00	21,035.00	40,164.00	45,853.93	(23,658.93)	138	15,659.03



Monthly Financial Report

Fiscal Year to Date 06/30/18

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									
5340	Other Professional Svcs									
5340	Other Professional Svcs	435,446.00	291,700.00	727,146.00	268,152.35	14,013.00	958,368.29	(245,235.29)	134	583,215.31
5340.01	Legal/Consulting Fees	200,000.00	(40,000.00)	160,000.00	91,435.40	.00	240,125.96	(80,125.96)	150	263,090.16
5340.02	Hospitalized-Tutor Svcs	30,766.00	(16,857.00)	13,909.00	750.00	.00	13,159.00	750.00	95	14,604.00
5340.04	Misc Professional Svcs	10,000.00	.00	10,000.00	2,507.50	.00	11,079.75	(1,079.75)	111	13,627.91
5340.05	Translation Services	15,000.00	(13,500.00)	1,500.00	591.80	.00	1,711.10	(211.10)	114	1,856.70
5340.59	Board of Education Contracted Services	.00	.00	.00	.00	.00	.00	.00	+++	16,000.00
	5340 - Other Professional Svcs Totals	\$691,212.00	\$221,343.00	\$912,555.00	\$363,437.05	\$14,013.00	\$1,224,444.10	(\$325,902.10)	136%	\$892,394.08
5341	Substitute Svcs-TE Kelly Services	520,000.00	(60,000.00)	460,000.00	72,081.98	.00	453,252.69	6,747.31	99	451,809.67
5342	Substitute Svcs-Para Kelly Services	150,000.00	(35,700.00)	114,300.00	27,328.68	.00	126,672.41	(12,372.41)	111	166,353.52
5350	Technical Services	290,612.00	(80,000.00)	210,612.00	21,464.70	.00	120,268.30	90,343.70	57	586,721.91
5352	OthrTechSvcs-League Offl	36,068.00	.00	36,068.00	583.60	.00	27,311.37	8,756.63	76	30,596.86
5411	Utility-Water									
5411	Utility-Water	60,252.00	.00	60,252.00	13,828.64	.00	55,657.97	4,594.03	92	53,621.59
5411.01	Sewer	26,113.00	.00	26,113.00	.00	.00	24,087.37	2,025.63	92	22,847.90
	5411 - Utility-Water Totals	\$86,365.00	\$0.00	\$86,365.00	\$13,828.64	\$0.00	\$79,745.34	\$6,619.66	92%	\$76,469.49
5420	Disposal Services	85,628.00	.00	85,628.00	13,628.00	.00	82,148.97	3,479.03	96	81,878.49
5430	Repair Equipment									
5430	Repair Equipment	116,245.00	(9,887.00)	106,358.00	6,122.40	2,984.13	95,808.90	7,564.97	93	110,467.57
5430.03	General Maint	452,926.00	30,676.00	483,602.00	44,004.80	171,529.50	478,229.29	(166,156.79)	134	437,930.70
5430.10	Snow Plowing Contracted Services	99,900.00	.00	99,900.00	.00	.00	99,900.00	.00	100	99,900.00
5430.20	Landscaping	142,500.00	.00	142,500.00	.00	.00	142,500.00	.00	100	140,500.01
	5430 - Repair Equipment Totals	\$811,571.00	\$20,789.00	\$832,360.00	\$50,127.20	\$174,513.63	\$816,438.19	(\$158,591.82)	119%	\$788,798.28
5440	Copier Services									
5440.02	Copier Services	165,500.00	.00	165,500.00	12,739.23	.00	144,321.47	21,178.53	87	140,772.38
5440.03	Other Rental Services	6,380.00	.00	6,380.00	460.00	.00	3,245.00	3,135.00	51	3,928.06
5440.05	Athletic Rental	42,006.00	.00	42,006.00	.00	.00	42,006.00	.00	100	40,372.60
	5440 - Copier Services Totals	\$213,886.00	\$0.00	\$213,886.00	\$13,199.23	\$0.00	\$189,572.47	\$24,313.53	89%	\$185,073.04
5441	Sports Complex - Annual Maintenance Contract									
5441.10	Sports Complex - Annual Maintenance Contract	6,500.00	.00	6,500.00	3,437.50	.00	6,325.00	175.00	97	5,050.00
	5441 - Sports Complex - Annual Maintenance Contract Totals	\$6,500.00	\$0.00	\$6,500.00	\$3,437.50	\$0.00	\$6,325.00	\$175.00	97%	\$5,050.00
5510	Student Transport-									
5510	Student Transport-	4,686,115.00	147,711.00	4,833,826.00	521,960.20	5,760.00	4,771,004.39	57,061.61	99	4,413,161.61
5510.01	Transport-Summer School	55,191.00	(7,549.00)	47,642.00	.00	.00	47,641.96	.04	100	35,015.64
	5510 - Student Transport- Totals	\$4,741,306.00	\$140,162.00	\$4,881,468.00	\$521,960.20	\$5,760.00	\$4,818,646.35	\$57,061.65	99%	\$4,448,177.25
5520	Liability Insurance									
5520	Liability Insurance	210,000.00	15,777.00	225,777.00	19,412.24	.00	230,358.14	(4,581.14)	102	214,762.80
5520.02	Athletic Insurance	10,000.00	.00	10,000.00	.00	.00	9,984.00	16.00	100	10,446.00
	5520 - Liability Insurance Totals	\$220,000.00	\$15,777.00	\$235,777.00	\$19,412.24	\$0.00	\$240,342.14	(\$4,565.14)	102%	\$225,208.80



Monthly Financial Report

Fiscal Year to Date 06/30/18

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									
5530	Communications									
5530	Communications	116,704.00	.00	116,704.00	8,459.54	.00	95,701.50	21,002.50	82	101,532.36
5530.04	Postage	26,333.00	(498.00)	25,835.00	1,039.15	.00	26,539.04	(704.04)	103	25,455.19
5530.05	Licensing & Warranty Contract	322,972.00	.00	322,972.00	2,347.29	9,233.04	261,903.53	51,835.43	84	245,384.67
	5530 - Communications Totals	\$466,009.00	(\$498.00)	\$465,511.00	\$11,845.98	\$9,233.04	\$384,144.07	\$72,133.89	85%	\$372,372.22
5540	Advertising-Recruitment	15,000.00	.00	15,000.00	3,786.02	.00	5,019.16	9,980.84	33	930.64
5550	Printing & Binding	1,350.00	.00	1,350.00	.00	.00	891.60	458.40	66	9,018.16
5560	TUITION -VO-AG									
5560	TUITION -VO-AG	.00	.00	.00	.00	.00	(750.00)	750.00	+++	.00
5560.15	Tuition - Vo-Ag SPED	258,276.00	(104,983.00)	153,293.00	.00	.00	153,292.30	.70	100	227,217.33
5560.18	Tuition - Vo-Ag	594,070.00	88,230.00	682,300.00	51,172.50	.00	682,300.00	.00	100	594,893.60
	5560 - TUITION -VO-AG Totals	\$852,346.00	(\$16,753.00)	\$835,593.00	\$51,172.50	\$0.00	\$834,842.30	\$750.70	100%	\$822,110.93
5561	Tuition - Public Sped DCF									
5561.01	Tuition - Public Sped DCF	106,854.00	(42,582.00)	64,272.00	7,101.87	.00	63,233.43	1,038.57	98	46,125.67
5561.02	Tuition - Sped Exploration	149,750.00	132,050.00	281,800.00	67,371.75	.00	280,300.75	1,499.25	99	152,385.58
5561.12	Tuition - Regular Ed	.00	.00	.00	.00	.00	.00	.00	+++	17,212.00
5561.15	Tuition - SPED Public	42,487.00	(42,487.00)	.00	.00	.00	.00	.00	+++	26,215.93
5561.19	Tuition - Magnet School	417,511.00	(43,841.00)	373,670.00	.00	.00	373,670.00	.00	100	281,675.00
5561.20	Tuition - Highlander	506,628.00	(241,659.00)	264,969.00	623.07	.00	264,880.66	88.34	100	233,912.00
5561.25	Tuition - Magnet School SPED	105,860.00	269,499.00	375,359.00	90,123.56	.00	373,544.28	1,814.72	100	136,241.24
5561.98	Tuition - Pre - K In District	.00	250.00	250.00	.00	.00	250.00	.00	100	40,675.00
	5561 - Tuition - Public Sped DCF Totals	\$1,329,090.00	\$31,230.00	\$1,360,320.00	\$165,220.25	\$0.00	\$1,355,879.12	\$4,440.88	100%	\$934,442.42
5563	Tuition-Detention Center									
5563.01	Tuition-Detention Center	24,000.00	(17,995.00)	6,005.00	1,287.00	.00	5,791.50	213.50	96	22,537.05
5563.04	Tuition - Private Sped DCF	200,000.00	129,700.00	329,700.00	40,501.11	.00	326,879.04	2,820.96	99	260,075.85
5563.06	Tuition - Court placed	155,000.00	(155,000.00)	.00	.00	.00	.00	.00	+++	65,721.51
5563.15	Tuition - Private -SPED	5,968,974.00	424,353.00	6,393,327.00	1,356,863.54	157,059.60	6,712,550.21	(476,282.81)	107	6,177,286.90
5563.25	Tuition - Summer Placements	30,000.00	(1,975.00)	28,025.00	.00	.00	28,025.00	.00	100	23,800.00
	5563 - Tuition-Detention Center Totals	\$6,377,974.00	\$379,083.00	\$6,757,057.00	\$1,398,651.65	\$157,059.60	\$7,073,245.75	(\$473,248.35)	107%	\$6,549,421.31
5580	Travel									
5580	Travel	10,262.00	(666.00)	9,596.00	4,197.30	.00	7,985.86	1,610.14	83	7,270.62
5580.01	Administrators Travel	10,200.00	6,700.00	16,900.00	1,500.00	.00	16,856.42	43.58	100	9,450.09
	5580 - Travel Totals	\$20,462.00	\$6,034.00	\$26,496.00	\$5,697.30	\$0.00	\$24,842.28	\$1,653.72	94%	\$16,720.71
5610	Instructional Supplies									
5610.01	Instructional Supplies	168,520.00	(5,749.00)	162,771.00	72,721.47	914.40	184,104.24	(22,247.64)	114	271,121.12
5610.02	Audio/Visual Supl-	1,990.00	.00	1,990.00	.00	.00	750.64	1,239.36	38	1,077.92
5610.04	Cleaning Supplies	151,583.00	(21,674.00)	129,909.00	13,831.15	11,938.40	89,862.72	28,107.88	78	110,622.96
5610.05	Non Instructional Supply	109,905.00	4,329.00	114,234.00	32,925.67	2,080.45	114,261.79	(2,108.24)	102	128,621.16
5610.20	Program Supplies	6,775.00	(5,303.00)	1,472.00	1,903.91	.00	2,593.92	(1,121.92)	176	1,280.73



Monthly Financial Report

Fiscal Year to Date 06/30/18

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									
	5610 - Instructional Supplies Totals	\$438,773.00	(\$28,397.00)	\$410,376.00	\$121,382.20	\$14,933.25	\$391,573.31	\$3,869.44	99%	\$512,723.89
5620	Bus Fuel									
5620.02	Bus Fuel	207,700.00	.00	207,700.00	15,436.03	.00	169,418.82	38,281.18	82	239,657.54
	5620 - Bus Fuel Totals	\$207,700.00	\$0.00	\$207,700.00	\$15,436.03	\$0.00	\$169,418.82	\$38,281.18	82%	\$239,657.54
5621	Natural Gas	347,340.00	.00	347,340.00	30,537.13	.00	334,616.04	12,723.96	96	355,156.20
5622	Electricity	995,652.00	(30,676.00)	964,976.00	148,730.15	.00	896,876.88	68,099.12	93	948,954.34
5623	Bottled Gas	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
5624	Oil	116,580.00	.00	116,580.00	.00	.00	114,556.00	2,024.00	98	123,158.70
5640	Textbooks									
5640.1	Textbooks	12,977.00	.00	12,977.00	.00	.00	5,747.91	7,229.09	44	21,645.23
5640.2	Library Books	17,594.00	.00	17,594.00	.00	.00	9,268.18	8,325.82	53	1,786.23
5640.3	Subscriptions	22,559.00	.00	22,559.00	324.50	.00	16,030.63	6,528.37	71	21,813.69
	5640 - Textbooks Totals	\$53,130.00	\$0.00	\$53,130.00	\$324.50	\$0.00	\$31,046.72	\$22,083.28	58%	\$45,245.15
5650	Instructional Tech Supply									
5650	Instructional Tech Supply	5,000.00	.00	5,000.00	86,458.78	57,912.00	86,533.84	(139,445.84)	2889	5,101.44
5650.01	Non Instr Tech Supply	750.00	720.00	1,470.00	.00	.00	1,693.28	(223.28)	115	177.41
5650.02	East	1,000.00	.00	1,000.00	199.99	.00	199.99	800.01	20	773.94
5650.03	Forbes	1,000.00	.00	1,000.00	657.55	.00	657.55	342.45	66	661.60
5650.04	Vogel	1,000.00	.00	1,000.00	.00	.00	363.69	636.31	36	610.08
5650.05	High School	3,500.00	.00	3,500.00	.00	.00	1,743.61	1,756.39	50	1,882.43
5650.06	Middle School	2,000.00	.00	2,000.00	.00	.00	986.82	1,013.18	49	991.85
5650.08	Southwest	1,000.00	.00	1,000.00	.00	.00	123.99	876.01	12	530.35
5650.09	Torrington	1,000.00	.00	1,000.00	.00	.00	115.88	884.12	12	57.94
	5650 - Instructional Tech Supply Totals	\$16,250.00	\$720.00	\$16,970.00	\$87,316.32	\$57,912.00	\$92,418.65	(\$133,360.65)	886%	\$10,787.04
5743	Non Instructional Equip	34,432.00	(1,329.00)	33,103.00	2,994.42	1,716.00	21,122.97	10,264.03	69	14,739.40
5746	Instructional Equipment	17,430.00	(2,500.00)	14,930.00	.00	.00	2,892.88	12,037.12	19	108,790.59
5810	Dues and Fees	66,339.00	(45.00)	66,294.00	15,950.00	.00	50,744.44	15,549.56	77	36,897.50
5811	Entry Fees	1,150.00	.00	1,150.00	.00	.00	1,140.00	10.00	99	605.00
5890	Miscellaneous Expenditure	800.00	.00	800.00	.00	.00	755.12	44.88	94	.00
5950	Cafeteria Subsidy									
5950.18	Cafeteria Subsidy	.00	.00	.00	1,778.83	.00	1,778.83	(1,778.83)	+++	895.37
	5950 - Cafeteria Subsidy Totals	\$0.00	\$0.00	\$0.00	\$1,778.83	\$0.00	\$1,778.83	(\$1,778.83)	+++	\$895.37
	EXPENSE TOTALS	\$74,545,162.00	(\$396,048.00)	\$74,149,114.00	\$6,392,277.77	\$475,304.52	\$72,954,405.72	\$719,403.76	99%	\$71,165,274.00
Fund 5100 - General Fund BOE Totals		\$74,545,162.00	(\$396,048.00)	\$74,149,114.00	\$6,392,277.77	\$475,304.52	\$72,954,405.72	\$719,403.76		\$71,165,274.00



Monthly Financial Report

Fiscal Year to Date 06/30/18
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 5101 - Capital										
	EXPENSE									
5890	Transfer Out									
5890.0000	Transfer Out	.00	.00	.00	.00	.00	.00	.00	+++	463,641.00
	5890 - Transfer Out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$463,641.00
5905	Capital-THS	.00	.00	.00	.00	.00	1,745.00	(1,745.00)	+++	874,584.32
5906	Capital-TMS	.00	.00	.00	.00	.00	.00	.00	+++	82,500.00
5908	Capital-SW	.00	.00	.00	.00	.00	.00	.00	+++	8,175.00
5915	Capital Technology	.00	.00	.00	.00	.00	.00	.00	+++	171,519.89
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,745.00	(\$1,745.00)	+++	\$1,600,420.21
Fund 5101 - Capital	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,745.00	(\$1,745.00)		\$1,600,420.21
Grand Totals		\$74,545,162.00	(\$396,048.00)	\$74,149,114.00	\$6,392,277.77	\$475,304.52	\$72,956,150.72	\$717,658.76		\$72,765,694.21



Monthly Financial Report

Fiscal Year to Date 07/31/18

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	Administrators Salaries									
5111.01	Administrators Salaries	2,367,573.00	.00	2,367,573.00	26,950.70	.00	26,950.70	2,340,622.30	1	2,645,800.77
5111.07	Expulsion Program Teacher	.00	.00	.00	6,487.84	.00	6,487.84	(6,487.84)	+++	86,238.70
5111.15	Teachers	22,176,748.00	.00	22,176,748.00	1,656,813.40	.00	1,656,813.40	20,519,934.60	7	22,246,728.21
5111.18	Teachers - Interns	130,000.00	.00	130,000.00	.00	.00	.00	130,000.00	0	.00
5111.31	Social Worker	728,436.00	.00	728,436.00	47,624.98	.00	47,624.98	680,811.02	7	668,956.47
5111.40	Media Specialist	419,843.00	.00	419,843.00	24,419.30	.00	24,419.30	395,423.70	6	392,352.18
5111.46	Psychologist	433,414.00	.00	433,414.00	31,683.24	.00	31,683.24	401,730.76	7	397,330.87
5111.47	Behaviorist	183,677.00	.00	183,677.00	13,388.94	.00	13,388.94	170,288.06	7	170,083.85
5111.50	Stipends	70,814.00	.00	70,814.00	.00	.00	.00	70,814.00	0	60,845.40
5111.51	Stipends-Athletics Middle School	52,060.00	.00	52,060.00	.00	.00	.00	52,060.00	0	19,022.85
5111.52	Stipends-Athletics High School	216,374.00	.00	216,374.00	.00	.00	.00	216,374.00	0	204,800.03
5111.56	Teacher Lunch Coverage	.00	.00	.00	.00	.00	.00	.00	+++	25.00
5111.57	Stipend Arts Drama Music	24,832.00	.00	24,832.00	.00	.00	.00	24,832.00	0	19,927.00
5111.58	Stipend - Guidance	12,249.00	.00	12,249.00	.00	.00	.00	12,249.00	0	.00
5111.59	Stipend - Curriculum	23,040.00	.00	23,040.00	.00	.00	.00	23,040.00	0	15,768.00
5111.60	Speech Pathologist	999,053.00	.00	999,053.00	57,597.72	.00	57,597.72	941,455.28	6	735,074.18
5111.65	Guidance Counselor	542,035.00	.00	542,035.00	49,073.00	.00	49,073.00	492,962.00	9	513,727.12
5111.75	Coordinating Teacher	72,448.00	.00	72,448.00	4,986.16	.00	4,986.16	67,461.84	7	64,038.52
5111 - Administrators Salaries Totals		\$28,452,596.00	\$0.00	\$28,452,596.00	\$1,919,025.28	\$0.00	\$1,919,025.28	\$26,533,570.72	7%	\$28,240,719.15
5112	Paraprofessionals									
5112.01	Paraprofessionals	3,212,475.00	.00	3,212,475.00	30,367.32	.00	30,367.32	3,182,107.68	1	2,394,141.40
5112.02	Paraprofessional - Bristol Tech	21,590.00	.00	21,590.00	.00	.00	.00	21,590.00	0	21,493.51
5112.03	COTA	92,000.00	.00	92,000.00	.00	.00	.00	92,000.00	0	8,167.50
5112.05	Non certified support staff	177,312.00	.00	177,312.00	9,368.15	.00	9,368.15	167,943.85	5	170,261.93
5112.10	Technician	231,500.00	.00	231,500.00	11,625.60	.00	11,625.60	219,874.40	5	182,701.30
5112.25	Occupational Therapy	272,020.00	.00	272,020.00	25,243.42	.00	25,243.42	246,776.58	9	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	97,942.10	.00	97,942.10	1,158,708.90	8	1,301,711.70
5112.32	Board Clerk	17,049.00	.00	17,049.00	1,272.60	.00	1,272.60	15,776.40	7	16,543.80
5112.34	Drivers - Athletics	15,656.00	.00	15,656.00	.00	.00	.00	15,656.00	0	17,070.00
5112.35	Non League Officials	.00	.00	.00	.00	.00	.00	.00	+++	9,235.00
5112.36	Misc Game Personnel	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	13,783.07
5112.70	Nurses	453,485.00	.00	453,485.00	32,052.14	.00	32,052.14	421,432.86	7	502,853.68
5112.80	Custodians	1,329,486.00	.00	1,329,486.00	100,024.32	.00	100,024.32	1,229,461.68	8	1,342,629.99
5112.90	Longevity	136,845.00	.00	136,845.00	702.00	.00	702.00	136,143.00	1	133,470.75
5112.98	Early Childhood Coordinator	.00	.00	.00	.00	.00	.00	.00	+++	110.00
5112 - Paraprofessionals Totals		\$7,239,829.00	\$0.00	\$7,239,829.00	\$308,597.65	\$0.00	\$308,597.65	\$6,931,231.35	4%	\$6,396,772.49



Monthly Financial Report

Fiscal Year to Date 07/31/18

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	Substitutes-Clerical									
5120.02	Substitutes-Clerical	4,120.00	.00	4,120.00	838.30	.00	838.30	3,281.70	20	4,583.35
5120.03	Substitutes-Nurse	20,600.00	.00	20,600.00	.00	.00	.00	20,600.00	0	31,137.50
	5120 - Substitutes-Clerical Totals	\$24,720.00	\$0.00	\$24,720.00	\$838.30	\$0.00	\$838.30	\$23,881.70	3%	\$35,720.85
5121	Tutors - OLL									
5121.01	Tutors - OLL	38,777.00	.00	38,777.00	1,248.00	.00	1,248.00	37,529.00	3	46,384.00
5121.06	Tutors - HOMEBOUND SERVICES	30,000.00	.00	30,000.00	5,578.00	.00	5,578.00	24,422.00	19	33,213.50
5121.15	Tutors - Special Ed	20,000.00	.00	20,000.00	3,201.00	.00	3,201.00	16,799.00	16	44,775.00
5121.22	Tutors - Summer School Regular Ed	6,450.00	.00	6,450.00	.00	.00	.00	6,450.00	0	.00
5121.25	Tutors - ELL TF	15,453.00	.00	15,453.00	.00	.00	.00	15,453.00	0	.00
5121.27	Tutors - ELL SW	10,302.00	.00	10,302.00	.00	.00	.00	10,302.00	0	.00
5121.28	Tutors - ELL THS	23,271.00	.00	23,271.00	814.00	.00	814.00	22,457.00	3	59,566.57
5121.29	Tutors - ELL TMS	25,755.00	.00	25,755.00	.00	.00	.00	25,755.00	0	.00
5121.87	Tutors - Summer School Special Ed	2,820.00	.00	2,820.00	.00	.00	.00	2,820.00	0	.00
	5121 - Tutors - OLL Totals	\$172,828.00	\$0.00	\$172,828.00	\$10,841.00	\$0.00	\$10,841.00	\$161,987.00	6%	\$183,939.07
5123	Long Term Certified Subs	60,000.00	.00	60,000.00	1,944.44	.00	1,944.44	58,055.56	3	85,718.42
5130	OT Wages-Clerical									
5130.30	OT Wages-Clerical	15,450.00	.00	15,450.00	2,106.03	.00	2,106.03	13,343.97	14	14,123.07
5130.80	OT Wages-Custodian	62,242.00	.00	62,242.00	1,573.15	.00	1,573.15	60,668.85	3	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 - OT Wages-Clerical Totals	\$79,734.00	\$0.00	\$79,734.00	\$3,679.18	\$0.00	\$3,679.18	\$76,054.82	5%	\$71,733.89
5210	Health & Life Insurance									
5210	Health & Life Insurance	14,157,514.00	.00	14,157,514.00	1,443,752.63	12,993,481.35	1,443,752.63	(279,719.98)	102	14,207,676.49
5210.01	HSA Deductible	530,000.00	.00	530,000.00	.00	.00	.00	530,000.00	0	502,083.34
	5210 - Health & Life Insurance Totals	\$14,687,514.00	\$0.00	\$14,687,514.00	\$1,443,752.63	\$12,993,481.35	\$1,443,752.63	\$250,280.02	98%	\$14,709,759.83
5211	Life/LTD Insurance	101,960.00	.00	101,960.00	13,957.22	.00	13,957.22	88,002.78	14	86,054.04
5220	Social Security/Medicare	1,119,238.00	.00	1,119,238.00	61,357.52	.00	61,357.52	1,057,880.48	5	1,013,267.77
5230	Early Retirement	438,600.00	.00	438,600.00	58,786.84	.00	58,786.84	379,813.16	13	370,467.34
5231	Retirement Contributions									
5231	Retirement Contributions	557,636.00	.00	557,636.00	231,995.90	.00	231,995.90	325,640.10	42	459,941.51
5231.01	Administrator Annuity union	29,781.00	.00	29,781.00	8,650.10	.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 - Retirement Contributions Totals	\$621,647.00	\$0.00	\$621,647.00	\$240,646.00	\$0.00	\$240,646.00	\$381,001.00	39%	\$479,783.48
5250	Tuition Reimbursement	9,500.00	.00	9,500.00	.00	.00	.00	9,500.00	0	13,340.00
5260	Unemployment Compensation	186,030.00	.00	186,030.00	.00	.00	.00	186,030.00	0	138,579.67
5270	Workers Compensation	575,139.00	.00	575,139.00	126,013.51	378,040.53	126,013.51	71,084.96	88	543,500.05
5280	Retiree Insurance	303,512.00	.00	303,512.00	54,998.98	.00	54,998.98	248,513.02	18	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 07/31/18

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	9,000.00	.00	9,000.00	375.00	96	9,000.00
5320	Prof Educ Services	115,000.00	.00	115,000.00	.00	.00	.00	115,000.00	0	111,083.00
5330	Professional Development	31,598.00	.00	31,598.00	.00	750.00	.00	30,848.00	2	45,853.93
5340	Other Professional Svcs									
5340	Other Professional Svcs	462,889.00	.00	462,889.00	10,500.00	13,555.50	10,500.00	438,833.50	5	958,368.29
5340.01	Legal/Consulting Fees	181,462.00	.00	181,462.00	.00	.00	.00	181,462.00	0	240,125.96
5340.02	Hospitalized-Tutor Svcs	30,766.00	.00	30,766.00	.00	.00	.00	30,766.00	0	13,159.00
5340.04	Misc Professional Svcs	10,300.00	.00	10,300.00	240.00	.00	240.00	10,060.00	2	11,079.75
5340.05	Translation Services	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,711.10
	5340 - Other Professional Svcs Totals	\$686,917.00	\$0.00	\$686,917.00	\$10,740.00	\$13,555.50	\$10,740.00	\$662,621.50	4%	\$1,224,444.10
5341	Substitute Svcs-TE Kelly Services									
5341	Substitute Svcs-TE Kelly Services	361,802.00	.00	361,802.00	125.00	.00	125.00	361,677.00	0	453,252.69
5341.01	Substitute Svcs - DELTA T - other staff	23,688.00	.00	23,688.00	.00	.00	.00	23,688.00	0	.00
	5341 - Substitute Svcs-TE Kelly Services Totals	\$385,490.00	\$0.00	\$385,490.00	\$125.00	\$0.00	\$125.00	\$385,365.00	0%	\$453,252.69
5342	Substitute Svcs-Para Kelly Services									
5342	Substitute Svcs-Para Kelly Services	154,500.00	.00	154,500.00	.00	.00	.00	154,500.00	0	126,672.41
5342.01	Substitute Svcs-Para - DELTA T	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
	5342 - Substitute Svcs-Para Kelly Services Totals	\$204,500.00	\$0.00	\$204,500.00	\$0.00	\$0.00	\$0.00	\$204,500.00	0%	\$126,672.41
5350	Technical Services	186,907.00	.00	186,907.00	.00	13,239.95	.00	173,667.05	7	120,268.30
5352	OthrTechSvcs-League Offl	36,789.00	.00	36,789.00	.00	.00	.00	36,789.00	0	27,311.37
5411	Utility-Water									
5411	Utility-Water	59,894.00	.00	59,894.00	.00	.00	.00	59,894.00	0	55,657.97
5411.01	Sewer	27,463.00	.00	27,463.00	24,469.18	.00	24,469.18	2,993.82	89	24,087.37
	5411 - Utility-Water Totals	\$87,357.00	\$0.00	\$87,357.00	\$24,469.18	\$0.00	\$24,469.18	\$62,887.82	28%	\$79,745.34
5420	Disposal Services	85,628.00	.00	85,628.00	.00	.00	.00	85,628.00	0	82,148.97
5430	Repair Equipment									
5430	Repair Equipment	120,096.00	.00	120,096.00	.00	4,029.79	.00	116,066.21	3	95,808.90
5430.03	General Maint	455,776.00	.00	455,776.00	31,436.38	46,922.85	31,436.38	377,416.77	17	478,229.29
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	47,500.00	95,000.00	47,500.00	.00	100	142,500.00
	5430 - Repair Equipment Totals	\$818,272.00	\$0.00	\$818,272.00	\$78,936.38	\$145,952.64	\$78,936.38	\$593,382.98	27%	\$816,438.19
5440	Copier Services									
5440.02	Copier Services	170,465.00	.00	170,465.00	12,965.73	63,705.80	12,965.73	93,793.47	45	144,321.47
5440.03	Other Rental Services	4,492.00	.00	4,492.00	85.00	935.00	85.00	3,472.00	23	3,245.00
5440.05	Athletic Rental	42,006.00	.00	42,006.00	.00	.00	.00	42,006.00	0	42,006.00
	5440 - Copier Services Totals	\$216,963.00	\$0.00	\$216,963.00	\$13,050.73	\$64,640.80	\$13,050.73	\$139,271.47	36%	\$189,572.47
5441	Sports Complex - Annual Maintenance Contract									
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 - Sports Complex - Annual Maintenance Contract Totals	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%	\$6,325.00



Monthly Financial Report

Fiscal Year to Date 07/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100	General Fund BOE									
	EXPENSE									
5510	Student Transport-									
5510	Student Transport-	5,229,807.00	.00	5,229,807.00	342.87	1,719.13	342.87	5,227,745.00	0	4,771,004.39
5510.01	Transport-Summer School	47,641.00	.00	47,641.00	.00	44,420.00	.00	3,221.00	93	47,641.96
	5510 - Student Transport- Totals	\$5,277,448.00	\$0.00	\$5,277,448.00	\$342.87	\$46,139.13	\$342.87	\$5,230,966.00	1%	\$4,818,646.35
5520	Liability Insurance									
5520	Liability Insurance	216,300.00	.00	216,300.00	53,945.30	138,435.90	53,945.30	23,918.80	89	230,358.14
5520.02	Athletic Insurance	10,200.00	.00	10,200.00	.00	.00	.00	10,200.00	0	9,984.00
	5520 - Liability Insurance Totals	\$226,500.00	\$0.00	\$226,500.00	\$53,945.30	\$138,435.90	\$53,945.30	\$34,118.80	85%	\$240,342.14
5530	Communications									
5530	Communications	123,704.00	.00	123,704.00	10,475.48	72,228.52	10,475.48	41,000.00	67	95,701.50
5530.04	Postage	27,751.00	.00	27,751.00	329.90	.00	329.90	27,421.10	1	26,539.04
5530.05	Licensing & Warranty Contract	334,427.00	.00	334,427.00	21,225.33	79,239.62	21,225.33	233,962.05	30	261,903.53
	5530 - Communications Totals	\$485,882.00	\$0.00	\$485,882.00	\$32,030.71	\$151,468.14	\$32,030.71	\$302,383.15	38%	\$384,144.07
5540	Advertising-Recruitment	15,300.00	.00	15,300.00	.00	.00	.00	15,300.00	0	5,019.16
5550	Printing & Binding	2,440.00	.00	2,440.00	(100.00)	145.91	(100.00)	2,394.09	2	891.60
5560	TUITION -VO-AG									
5560	TUITION -VO-AG	.00	.00	.00	.00	.00	.00	.00	+++	(750.00)
5560.15	Tuition - Vo-Ag SPED	258,276.00	.00	258,276.00	.00	.00	.00	258,276.00	0	153,292.30
5560.18	Tuition - Vo-Ag	655,000.00	.00	655,000.00	.00	.00	.00	655,000.00	0	682,300.00
	5560 - TUITION -VO-AG Totals	\$913,276.00	\$0.00	\$913,276.00	\$0.00	\$0.00	\$0.00	\$913,276.00	0%	\$834,842.30
5561	Tuition - Public Sped DCF									
5561.01	Tuition - Public Sped DCF	64,271.00	.00	64,271.00	.00	.00	.00	64,271.00	0	63,233.43
5561.02	Tuition - Sped Exploration	211,570.00	.00	211,570.00	.00	.00	.00	211,570.00	0	280,300.75
5561.19	Tuition - Magnet School	417,511.00	.00	417,511.00	.00	.00	.00	417,511.00	0	373,670.00
5561.20	Tuition - Highlander	264,555.00	.00	264,555.00	.00	.00	.00	264,555.00	0	264,880.66
5561.25	Tuition - Magnet School SPED	383,277.00	.00	383,277.00	(3,534.03)	.00	(3,534.03)	386,811.03	-1	373,544.28
5561.98	Tuition - Pre - K In District	17,292.00	.00	17,292.00	.00	171.00	.00	17,121.00	1	250.00
	5561 - Tuition - Public Sped DCF Totals	\$1,358,476.00	\$0.00	\$1,358,476.00	(\$3,534.03)	\$171.00	(\$3,534.03)	\$1,361,839.03	0%	\$1,355,879.12
5563	Tuition-Detention Center									
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	.00	.00	.00	5,636,311.00	0	6,712,550.21
5563.25	Tuition - Summer Placements	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	28,025.00
	5563 - Tuition-Detention Center Totals	\$6,051,416.00	\$0.00	\$6,051,416.00	\$0.00	\$0.00	\$0.00	\$6,051,416.00	0%	\$7,073,245.75
5580	Travel									
5580	Travel	14,082.00	.00	14,082.00	.00	.00	.00	14,082.00	0	7,985.86
5580.01	Administrators Travel	15,400.00	.00	15,400.00	1,900.00	.00	1,900.00	13,500.00	12	16,856.42
	5580 - Travel Totals	\$29,482.00	\$0.00	\$29,482.00	\$1,900.00	\$0.00	\$1,900.00	\$27,582.00	6%	\$24,842.28



Monthly Financial Report

Fiscal Year to Date 07/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100	General Fund BOE									
	EXPENSE									
5590	Other Purchased Svcs	400,000.00	.00	400,000.00	.00	.00	.00	400,000.00	0	.00
5610	Instructional Supplies									
5610.01	Instructional Supplies	178,972.00	.00	178,972.00	.00	21,469.28	.00	157,502.72	12	184,104.24
5610.02	Audio/Visual Supl-	1,475.00	.00	1,475.00	.00	543.11	.00	931.89	37	750.64
5610.04	Cleaning Supplies	138,783.00	.00	138,783.00	.00	96,802.35	.00	41,980.65	70	89,862.72
5610.05	Non Instructional Supply	114,843.00	.00	114,843.00	.00	4,130.29	.00	110,712.71	4	114,261.79
5610.20	Program Supplies	6,791.00	.00	6,791.00	.00	698.70	.00	6,092.30	10	2,593.92
	5610 - Instructional Supplies Totals	\$440,864.00	\$0.00	\$440,864.00	\$0.00	\$123,643.73	\$0.00	\$317,220.27	28%	\$391,573.31
5620	Bus Fuel									
5620.02	Bus Fuel	213,931.00	.00	213,931.00	.00	.00	.00	213,931.00	0	169,418.82
	5620 - Bus Fuel Totals	\$213,931.00	\$0.00	\$213,931.00	\$0.00	\$0.00	\$0.00	\$213,931.00	0%	\$169,418.82
5621	Natural Gas	362,006.00	.00	362,006.00	.00	.00	.00	362,006.00	0	334,616.04
5622	Electricity	966,047.00	.00	966,047.00	.00	.00	.00	966,047.00	0	896,876.88
5623	Bottled Gas	255.00	.00	255.00	.00	.00	.00	255.00	0	.00
5624	Oil	135,828.00	.00	135,828.00	.00	.00	.00	135,828.00	0	114,556.00
5640	Textbooks									
5640.1	Textbooks	13,921.00	.00	13,921.00	.00	768.79	.00	13,152.21	6	5,747.91
5640.2	Library Books	7,750.00	.00	7,750.00	.00	3,648.49	.00	4,101.51	47	9,268.18
5640.3	Subscriptions	14,430.00	.00	14,430.00	.00	2,025.79	.00	12,404.21	14	16,030.63
	5640 - Textbooks Totals	\$36,101.00	\$0.00	\$36,101.00	\$0.00	\$6,443.07	\$0.00	\$29,657.93	18%	\$31,046.72
5650	Instructional Tech Supply									
5650	Instructional Tech Supply	.00	.00	.00	.00	.00	.00	.00	+++	86,533.84
5650.01	Non Instr Tech Supply	750.00	.00	750.00	.00	.00	.00	750.00	0	1,693.28
5650.02	East	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	199.99
5650.03	Forbes	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	657.55
5650.04	Vogel	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	363.69
5650.05	High School	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	1,743.61
5650.06	Middle School	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	986.82
5650.08	Southwest	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	123.99
5650.09	Torrington	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	115.88
	5650 - Instructional Tech Supply Totals	\$11,250.00	\$0.00	\$11,250.00	\$0.00	\$0.00	\$0.00	\$11,250.00	0%	\$92,418.65
5743	Non Instructional Equip	32,446.00	.00	32,446.00	.00	418.01	.00	32,027.99	1	21,122.97
5746	Instructional Equipment	12,575.00	.00	12,575.00	.00	783.50	.00	11,791.50	6	2,892.88
5810	Dues and Fees	66,998.00	.00	66,998.00	3,020.50	9,270.00	3,020.50	54,707.50	18	50,744.44
5811	Entry Fees	1,150.00	.00	1,150.00	.00	.00	.00	1,150.00	0	1,140.00
5890	Miscellaneous Expenditure	500.00	.00	500.00	.00	.00	.00	500.00	0	755.12
5950	Cafeteria Subsidy									
5950.18	Cafeteria Subsidy	.00	.00	.00	.00	.00	.00	.00	+++	1,778.83



Monthly Financial Report

Fiscal Year to Date 07/31/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund	5100 - General Fund BOE									
	EXPENSE									
	5950 - Cafeteria Subsidy 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	\$4,468,365.19	\$14,086,579.16	\$4,468,365.19	\$55,594,169.65	25%	\$72,954,405.72
Fund	5100 - General Fund BOE Totals	\$74,149,114.00	\$0.00	\$74,149,114.00	\$4,468,365.19	\$14,086,579.16	\$4,468,365.19	\$55,594,169.65		\$72,954,405.72



Monthly Financial Report

Fiscal Year to Date 07/31/18

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	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	\$4,468,365.19	\$14,086,579.16	\$4,468,365.19	\$55,594,169.65		\$72,956,150.72

**5000 Series
Students**

**PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS AND USE OF
EXCLUSIONARY TIME OUT**

The Board of Education seeks to foster a safe and positive learning environment for all students. Board of Education employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. The Board also regulates the use of exclusionary time out in accordance with this Policy and accompanying regulations and applicable law.

The Board of Education authorizes the Superintendent or his/her designee to develop and implement Administrative Regulations in accordance with this Policy and applicable law. The Board of Education mandates compliance with this Policy and the associated Administrative Regulations at all times. Violations of this Policy and/or associated Administrative Regulations by a Board of Education staff member or other individual working at the direction of, or under the supervision of, the Board of Education, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within these regulations shall be construed to interfere with the Board's responsibility to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220. Under no circumstances shall employees or individuals under the supervision of the Board use corporal punishment with students or physically manage students for purposes of discipline.

Legal References:

Public Act 18-51, An Act Implementing the Recommendations of the Department of Education
Conn. Gen. Stat. § 10-76b
Conn. Gen. Stat. § 10-76d
Conn. Gen. Stat. § 10-236b
Conn. Gen. Stat. §§ 53a-18 to 53a-22
Reg. Conn. State Agencies. §§ 10-76b-5 to 10-76b-11

Other References:

Restraint and Seclusion: Resource Document, United States Department of Education, available at <http://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.

Understanding the Laws and Regulations Governing the Use of Restraint and Seclusion, Connecticut State Department of Education (July 2018).

Guidance Related to Recent Legislation Regarding Restraint and Seclusion, Connecticut State Department of Education (Revised, July 2018).

APPROVED:

REVISED:

7/26/18

**5000 Series
Students**

**ADMINISTRATIVE REGULATIONS CONCERNING
PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS AND USE OF
EXCLUSIONARY TIME OUT**

The [] Public Schools (the “District”) seeks to foster a safe and positive learning environment for all students. District employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with these administrative regulations and the associated policy and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. District employees will restrict the use of exclusionary time out with students to those instances permitted by applicable law, as described in these administrative regulations and applicable law.

The following sets forth the procedures for compliance with the relevant state law and regulations concerning the physical restraint and seclusion of, and use of exclusionary time out with, students in the District. The Superintendent mandates compliance with these regulations at all times. Violations of these regulations by a Board of Education staff member or other individual working at the direction of, or under the supervision of, the Board of Education, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within these regulations shall be construed to interfere with the responsibility of the District to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220.

I. Definitions:

- A. Exclusionary Time Out: A temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student’s behavior.
- B. Life Threatening Physical Restraint: Any physical restraint or hold of a person that (1) restricts the flow of air into a person’s lungs, whether by chest compression or any other means, or (2) immobilizes or reduces the free movement of a person’s arms, legs or head while the person is in the prone position.

- C. Psychopharmacological Agent: Any medication that affects the central nervous system, influencing thinking, emotion or behavior;
- D. Physical Restraint: Any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. The term does not include: (1) Briefly holding a person in order to calm or comfort the person; (2) restraint involving the minimum contact necessary to safely escort a person from one area to another; (3) medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; (4) helmets or other protective gear used to protect a person from injuries due to a fall; (5) helmets, mitts and similar devices used to prevent self-injury when the device is (i) part of a documented treatment plan or an Individualized Education Program ("IEP"); or (ii) prescribed or recommended by a medical professional, as defined in section 38a-976 of the Connecticut General Statutes, and is the least restrictive means available to prevent such injury; or (6) an exclusionary time out.
- E. School Employee: (1) Any individual employed by the [] Public Schools who is a teacher, substitute teacher, administrator, superintendent, guidance counselor, psychologist, social worker, nurse, physician, paraprofessional, coach; and (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the [] Public Schools pursuant to a contract with the [] Public Schools.
- F. Seclusion: The confinement of a person in a room from which the student is physically prevented from leaving. Seclusion does not include the following: (i) an exclusionary time out; or (ii) any confinement of a student in which the person is physically able to leave the area of confinement including, but not limited to, in-school suspension.
- G. Student: a child who is
1. Enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional board of education;
 2. Receiving special education and related services in an institution or facility operating under a contract with a local or regional board of education pursuant to subsection (d) of section 10-76d of the Connecticut General Statutes;
 3. Enrolled in a program or school administered by a regional education service center established pursuant to section 10-66a of the Connecticut General Statutes; OR

4. Receiving special education and related services from an approved private special education program.

II. Life-Threatening Physical Restraint

- A. No school employee shall under any circumstance use a life-threatening physical restraint on a student.
- B. Nothing in this section shall be construed as limiting any defense to criminal prosecution for the use of deadly physical force that may be available under sections 53a-18 to 53a-22, inclusive, of the Connecticut General Statutes.

III. Procedures for Physical Restraint and Seclusion of Students

- A. No school employee shall use physical restraint or seclusion on a student EXCEPT as an emergency intervention to prevent immediate or imminent injury to the student or to others.
- B. Seclusion shall not be used as a planned intervention in a student's behavioral intervention plan, individualized education program or plan pursuant to Section 504 of the Rehabilitation Act.
- C. No school employee shall use physical restraint or seclusion on a student unless the school employee has received training in accordance with state law and/or the District's trainings plans as described in Section X below, upon implementation thereof.
- D. Physical restraint and seclusion of a student shall never be used as a disciplinary measure or as a convenience.
- E. School employees must explore ALL less restrictive alternatives prior to using physical restraint or seclusion for a student.
- F. School employees must comply with all regulations promulgated by the Connecticut State Department of Education in their use of physical restraint and seclusion with a student.
- G. Monitoring
 1. Physical restraint: A school employee must continually monitor any student who is physically restrained. The monitoring must be conducted by either:
 - a. direct observation of the student; or

- b. observation by way of video monitoring within physical proximity sufficient to provide aid as may be needed.
- 2. Seclusion: A school employee must frequently monitor any student who is placed in seclusion. The monitoring must be conducted by either:
 - a. direct observation of the student; or
 - b. observation by way of video monitoring within physical proximity sufficient to provide aid as may be needed.

G. Length

- 1. Any period of physical restraint or seclusion:
 - a. shall be limited to that time necessary to allow the student to compose him or herself and return to the educational environment; and
 - b. shall not exceed fifteen (15) minutes, except as provided below.
- 2. If any instance of physical restraint or seclusion of a student used as an emergency intervention exceeds fifteen (15) minutes, one of the following individuals, who have received training in the use of physical restraint or seclusion, will determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others:
 - a. an administrator, or such administrator's designee;
 - b. a school health or mental health personnel; or
 - c. a board certified behavior analyst.
- 3. The individual identified under subsection 2 (a-c) shall make a new determination every thirty (30) minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

- H. A school employee must regularly evaluate the student being physically restrained or secluded for signs of physical distress. The school employee must record each evaluation in the educational record of the person being physically restrained or secluded.

IV. Seclusion Room Requirements

Seclusion can happen in any location, although a district may designate an area or room for this purpose. Regardless of location, any room used for seclusion must:

- A. be of a size that is appropriate to the chronological and developmental age, size and behavior of the student;
- B. have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which the seclusion room is located;
- C. be equipped with heating, cooling, ventilation and lighting systems that are comparable to the systems that are used in the other rooms of the building in which the seclusion room is located;
- D. be free of any object that poses a danger to the student who is being placed in the seclusion room;
- E. conform to applicable building code requirements.

If the door or doors to a room used for seclusion are to be locked, latched or otherwise secured, a modification from the State Fire Marshal's office shall be secured prior to the installation of a locking mechanism. If a door locking mechanism is used, the student shall be constantly monitored notwithstanding any other provisions of the Connecticut General Statutes or Regulations to the contrary. The locking mechanism to be used shall be a device that shall be readily released by staff as soon as possible but in no case longer than within two minutes of the onset of an emergency and is connected to the fire alarm system so that the locking mechanism is released automatically when a fire alarm is sounded. An "emergency," for purposes of this subsection, includes but is not limited to the following:

- 1. the need to provide direct and immediate medical attention to the student;
 - 2. fire;
 - 3. the need to remove the student to a safe location during a building lockdown; or
 - 4. other critical situations that may require immediate removal of the student from seclusion to a safe location.
- F. have an unbreakable observation window or fixture located in a wall or door, which allows the student a clear line of sight beyond the area of seclusion, to permit frequent visual monitoring of the student and any school employee in such room. The requirement for an unbreakable observation window does not apply if it is necessary to clear and use a classroom or other room in the school building as a seclusion room for a student.

V. Use of Psychopharmacologic Agent

- A. No school employee may use a psychopharmacologic agent on a student without that student's consent and the consent of the student's parent/guardian, except:
 - 1. as an emergency intervention to prevent immediate or imminent injury to the student or to others; or
 - 2. as an integral part of the student's established medical or behavioral support or educational plan, or, if no such plan has been developed, as part of a licensed practitioner's initial orders.
- B. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- C. Any administration of a psychopharmacologic agent must ONLY be done in accordance with applicable federal and state law and the Board of Education's Administration of Medication Policy.

VI. Procedures for Exclusionary Time Out

- A. No school employee may use exclusionary time out as a form of discipline for a student.
- B. At least one school employee must remain with the student, or be immediately available to the student such that the student and the employee are able to communicate verbally, throughout the exclusionary time out.
- C. The space used for an exclusionary time out must be clean, safe, sanitary and appropriate for the purpose of calming the student or deescalating the student's behavior.
- D. The exclusionary time period must end as soon as possible.
- E. Consistent with subsection D above, the exclusionary time out period may vary depending on the student's chronological and developmental age, individual needs and behavior.

VII. Required Meetings

- A. Students not eligible for special education (and not being evaluated for eligibility for special education)

1. In the event that physical restraint or seclusion is used on a student **four (4) or more times within twenty (20) school days**, a team composed of an administrator, one or more of the student's teachers, a parent or guardian of the student, and, if any, a school mental health professional, shall convene to:
 - a. conduct or revise a behavioral assessment of the student;
 - b. create or revise any applicable behavior intervention plan; and
 - c. determine whether such student may require a referral for consideration for special education pursuant to federal and state law.
 2. The requirement to convene this meeting shall not supersede the District's obligation to refer a student to a planning and placement team ("PPT") as may be required in accordance with federal and state law.
- B. Students eligible for special education (and students being evaluated for eligibility for special education)
1. In the event that physical restraint or seclusion is used on a student **four (4) or more times within twenty (20) school days**, the student's PPT shall convene to:
 - a. conduct or revise a functional behavioral assessment ("FBA");
 - b. create or revise any applicable behavior intervention plan ("BIP"), including but not limited to, such student's individualized education program ("IEP"); and
 - c. review or revise the student's IEP, as appropriate.
 2. In the event that the exclusionary time out process is unsuccessful in addressing a student's problematic behavior, the student's PPT shall convene as soon as practicable to determine alternative interventions or strategies to address the student's behavior.
- C. A District and/or school administrator(s) shall determine the school employee(s) responsible for reviewing the number of occurrences of the use of physical restraint or seclusion on a monthly basis to ensure that the appropriate meeting(s) has been convened following the fourth occurrence of physical restraint or seclusion in a twenty (20) day period.

VIII. Crisis Intervention Team

- A. Each school year, each school in the District must identify a crisis intervention team consisting of any teacher, administrator, school paraprofessional or other school employee designated by the school principal (in coordination with other appropriate administrators), and who has direct contact with students.
- B. Members of crisis intervention teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or others.
- C. The District shall maintain a list of the members of the crisis intervention team for each school.

IX. Documentation and Communication

- A. After each incident of physical restraint or seclusion, and no later than the school day following the incident, a school employee must complete the form provided by the [] Public Schools for reporting incidents of physical restraint and seclusion. The incident form must be included in the educational file of the student who was physically restrained or secluded. The information documented on the form must include the following:
 - 1. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;
 - 2. a detailed description of the nature of the restraint or seclusion;
 - 3. the duration of the restraint or seclusion;
 - 4. the effect of the restraint or seclusion on the student's established behavioral support or educational plan; AND
 - 5. whether the seclusion of a student was conducted pursuant to an IEP.
- B. A school employee must notify the parent or guardian of a student of each incident that the student is physically restrained or secluded.
 - 1. A school employee must make a reasonable attempt to immediately notify a parent or guardian after a student is initially placed in physical restraint or seclusion; in all circumstances, a school employee shall notify the parent or guardian within twenty-four (24) hours after a student is initially placed in physical restraint or seclusion.

2. Notification must be made by telephone, e-mail, or other method which may include, but is not limited to, sending a note home with the student.
 3. The parent or guardian of a student who has been physically restrained or placed in seclusion shall be sent a copy of the completed incident report of such action no later than two (2) business days after the use of physical restraint or seclusion, regardless of whether the parent received the notification described in subsections 1 and 2 above.
 4. The Director of Special Education **[or other responsible administrator]** shall determine what school employees shall be permitted to ensure that required parent/guardian notifications are made.
- C. The Director of Special Education **[or other responsible administrator]**, or his or her designee, must, at each initial PPT meeting for a student, inform the child's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, of the laws relating to physical restraint and seclusion as expressed through this regulation, and of the laws and regulations adopted by the Connecticut State Department of Education relating to physical restraint and seclusion.
1. The Director of Special Education **[or other responsible administrator]**, or his or her designee, shall provide to the child's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, at the first PPT meeting following the student's referral to special education the plain language notice of rights regarding physical restraint and seclusion developed by the Connecticut State Department of Education.
 2. The plain language notice developed by the Connecticut State Department of Education shall also be provided to the student's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older at the first PPT meeting at which the use of seclusion as a behavior intervention is included in the student's IEP.
- D. The Director of Special Education **[or other responsible administrator]**, or his or her designee, must be notified of the following:
1. each use of physical restraint or seclusion on a student;
 2. the nature of the emergency that necessitated its use;
 3. whether the seclusion of a student was conducted pursuant to an IEP;
- AND

3. if the physical restraint or seclusion resulted in physical injury to the student.

X. Responsibilities of the Director of Special Education [**or other responsible administrator**]

- A. The Director of Special Education [**or other responsible administrator**], or his or her designee, must compile annually the instances of physical restraint and seclusion within the District, the nature of each instance of physical restraint and seclusion, and whether instances of seclusion were conduct pursuant to IEPs.
- B. The Director of Special Education [**or other responsible administrator**], or his or her designee, must report to the Connecticut State Department of Education within two (2) business days any instance of physical restraint or seclusion that resulted in physical injury (serious and non-serious) to the student.

XI. Professional Development Plan and Training

- A. The District shall provide training regarding the physical restraint and seclusion of students to the members of the crisis intervention team for each school in the District identified in Section VIII, above. The District may provide such training to any teacher, administrator, school paraprofessional or other school employee, designated by the school principal and who has direct contact with students. The District shall provide such training annually and the training shall include, but not be limited to:
 1. Beginning with the school year commencing July 1, 2017, an annual overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students and the proper uses of physical restraint and seclusion. Such overview shall be provided by the Department of Education in a manner and form as prescribed by the Commissioner of Education.
 2. The creation of a plan to provide training regarding the prevention of incidents requiring physical restraint or seclusion of students. This plan shall be implemented not later than July 1, 2018.
 3. The creation of a plan to provide training regarding the proper means of physical restraint or seclusion of a student, including, but not limited to:
 - a. verbal defusing or de-escalation;
 - b. prevention strategies;
 - c. various types of physical restraint;

- d. the differences between life-threatening physical restraint and other varying levels of physical restraint;
- e. the differences between permissible physical restraint and pain compliance techniques;
- f. monitoring methods to prevent harm to a student who is physically restrained or in seclusion; and
- g. recording and reporting procedures on the use of physical restraint and seclusion.

This plan shall be implemented not later than July 1, 2018.

- B. Each member of a crisis intervention team must be recertified in the use of physical restraint and seclusion pursuant to Section XI.A.3, above, on an annual basis.

XII. Review and Revision of Policies, Regulations and Procedures

- A. The District shall make available policies and procedures regarding the physical restraint and seclusion of students and the use of exclusionary time out on the District's Internet web site and procedures manual.
- B. The District shall update any policies, regulations and/or procedures regarding the physical restraint and seclusion of students and the use of exclusionary time out within sixty (60) days after the State Department of Education's adoption or revision of regulations regarding the same. Any and all such updates shall be made available in accordance with subsection A of this section.

Legal References:

Public Act 18-51, An Act Implementing the Recommendations of the Department of Education
 Conn. Gen. Stat. § 10-76b
 Conn. Gen. Stat. § 10-76d
 Conn. Gen. Stat. § 10-236b
 Conn. Gen. Stat. §§ 53a-18 to 53a-22
 Conn. Agencies Reg. §§ 10-76b-5 to 10-76b-11

Other References:

Restraint and Seclusion: Resource Document, United States Department of Education, available at <http://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.

Understanding the Laws and Regulations Governing the Use of Restraint and Seclusion,
Connecticut State Department of Education (July 2018).

Guidance Related to Recent Legislation Regarding Restraint and Seclusion, Connecticut
State Department of Education (Revised, July 2018).

7/26/18

Template for Agendas

All Sub Committees

Comments may be solicited at any time during the meeting as recognized by the Chair.

Board Members present:

Absent:

Administration and Staff:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Public Participation: ~~This will be up to 10 minutes during which~~ Members of the public and staff may bring to the committee's attention information, ideas, or matters of concern related to all the duties and responsibilities of this committee. This committee will not allow comments regarding specific staff members or personal grievances. The time for individual remarks will be apportioned according to the number of speakers and will be limited to five minutes per speaker unless extended by the chair.
6. Discussion and Next Steps
7. Comments for the Good of the Order
8. Topics for Future Meetings
9. Adjournment
10. Next Meeting

TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
Date/Time
THS MEDIA CENTER, 50 Major Besse Drive

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Recognition
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 (any type of recognition, student celebration, etc. will be listed first under this subcategory).
8. Committee Reports
9. Discussion Items
10. Public Comment
11. Action Items
12. Comments for the Good of the Order
13. Items for Upcoming Agenda
14. Future Meetings
15. Adjournment

Torrington Board of Education Consent Agenda Detail
ConsentAge180822 BOE KS

Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
Ann Perzan	Administrator	MI	Interim Director of Student Services	Appoint	7/5/2018
Kimberly Zuker	Teacher	FB	Psychologist	Resign	7/23/2018
Jessica Galan	Teacher	HS	TESOL	Resign	7/31/2018
Simone Moulthrop	Teacher	SW	RTI Literacy Support	Resign	8/1/2018
Mary Ann Buchanan	Administrator	SW	Interim Principal	Appoint	8/6/2018
Althea Barnes	Administrator	MI	Coordinator of Student Support Services	Resign	8/12/2018
Maureen Vint	Teacher	FB/SW	Library-Media Specialist	Resign	8/14/2018
Andrew Deacon	Administrator	VO	Assistant Principal	Appoint	8/20/2018
Leanne Maguire	Administrator	MS	Assistant Principal	Appoint	8/20/2018
Andrew Marchand	Administrator	HS	Assistant Principal	Appoint	8/20/2018
Megan Ficke	Teacher	MS	Special Education Resource	Appoint	8/23/2018
Hillary Marcinko	Teacher	DW	Speech & Language Pathologist	Appoint	8/23/2018
Raquel Fabian	Teacher	TF	Elementary Bilingual	Appoint	8/23/2018
Luke Pepper	Teacher	MS	Special Education ATP	Appoint	8/23/2018
Andrew Skinner	Teacher	MS	Music	Appoint	8/23/2018
Megan Pantaleo	Teacher	MS	Science	Appoint	8/23/2018
Numi Hwang	Teacher	FB/TF	Art	Appoint	8/23/2018
Julie-Anne Hood	Teacher	MS	Library-Media Specialist	Appoint	8/23/2018
Ryan Dickens	Teacher	HS	Guidance	Appoint	8/23/2018
Ashley Daley	Teacher	MS	ELA Grade 7	Appoint	8/23/2018
Robert Lesser	Teacher	HS	TESOL	Appoint	8/23/2018
Elisabetta Haversat	Teacher	HS	Long-Term Sub Italian	Appoint	8/23/2018
Sara Reynolds	Teacher	SW	RTI Literacy Support	Appoint	8/23/2018
Karen Davino	Teacher	HS	English	Recall from Layoff	8/27/2018
Virginia Giaver	Administrator	EA	Administrative Dean for East School	Appoint	8/27/2018

Locations:



**TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
Wednesday, June 27, 2018, 6:30PM
50 Major Besse Drive**

CALL TO ORDER: The meeting was called to order at 6:30PM.

Pledge of Allegiance

Roll Call:

Present: Joanne Brogis; Fiona Cappabianca; Edward Corey; Ellen G. Hoehne; John Kissko; Jessica Richardson; Molly Spino; Peter Vergaro

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

Absent: Armand Maniccia (excused), Daniel Thibault

APPROVAL OF AGENDA

Dr. Brogis made the motion to approve the agenda removing Budget Committee minute meeting May 23, 2018, Mr. Corey second the motion. All in favor.

Amend the agenda to swap D and B. Mr. Vergaro motioned and Dr. Brogis second. All in favor.

SCHOOL/COMMUNITY SESSION

Steven spoke on the former Superintendent Denise Clemons contract.

Glen Royals spoke on getting answers from the Board of Education regarding the former Superintendent Denise Clemons.

Andrew shared some thoughts about on the past school year and thank the Board of Education.

Diane Holland spoke about the Board of Education goals to add Student Achievement.

Mary spoke about her term ending and thanked the Board of Education.

Gary spoke about how the town wants a little more information about the decisions made.

INFORMATION SHARING SESSION

A. Recognitions: The Chair and the Interim Superintendent recognized the following members:

- 1. Ad-Hoc Committee Members:** The Chair thanked all of the members who have inspired, helped shape the thinking, help realize the amazing potential of Torrington Public Schools. The group has accepted responsibility, embraced change, and has an incredible work ethic.
- 2. Administrators:** The Chair thanked all of the administrators for taking amazing responsibilities with everything that is going on. She stated that each of them are the first ones that are there in the morning and last one to leave at night and still

working with your community. As the leaders of your district you balance all of this and you make each and one of us on the Torrington Board of Education proud and we appreciate you.

Fonta Clark-Cole

The Interim Superintendent spoke about how Fonta brought the staff together and she is our Union rep 1579.

3. Mary Svetz-Juliano

The Interim Superintendent Union President for 6 years and is an amazing teacher and role model and she's been there for everyone.

4. Lisa Miller

The Interim Superintendent spoke about the amazing qualities she has as a paraprofessional at TMS.

B. Kindergarten Fire Truck Ride Raffle Prize Winner Drawing

Carter Flyn from Vogel-Wetmore school was chosen.

C. Interim Superintendent's Report

Ms. Lubomski spoke about our beautiful graduation ceremony. The students did an excellent job with their speeches. Distinguished alumnus – John Janko – this year he was magnificent and motivating and giving them good sound advice. We had all of our moves from the redistricting and we had so much help from everyone.

D. Board Report

Dr. Brogis was elected in November 2015 to the Torrington Board of Education. She is retiring. She brought the JROTC and Career Center to THS. Dr. Brogis is currently a Transitions Counselor for Western Connecticut Regional Adult Education in Danbury Public Schools, encompassing credit diploma, GED, Adult Basic Education, English as a Second language, and citizenship. She will be greatly missed. She is passionate about the Torrington Board of Education. The JROTC did a presentation to honor her. She is establishing residency in South Carolina.

The Chair addressed the public comments that the community needs to stop posting bad information on social media. We have the best legal education representation in the CT.

E. Board Goals Implementation Plan Recommendation

Mr. Kissko stated that we are at the stage now we have to figure out how to make the Board Goals work. He presented what the School Improvement Committee approved to turn these goals into action. School Improvement Committee will have parts of the strategic plan on the agenda every month. Curriculum Development Schedule was passed out to all of the members.

F. Secondary Ad-Hoc

The Chair stated that as part of our Board Goals she will establish this committee tonight and operate similarly as the Ad-Hoc. We want to look at our grades 6-12. If people are interested in joining the committee, they can e-mail me to schedule the next meeting two weeks from now. This is open to the public.

G. Bus Contract

Ms. Forzano presented the information in the packet and talked about the Special Education bids. All the bus companies do background checks, fingerprinting, drug tests, and criminal background checks.

Regular bussing – 1 response from All Star Transportation. Mr. Vergaro believes that this should be re-bid because he does not believe that the modification the Board voted for were made in the RFP.

The Chair made a statement that said that the first year we take a hit and then over the 5 years we are in the line with the other bus companies in the district. If we send it out to Bid, the company could increase their price and it is a huge risk.

Dr. Brogis said that All Star has been positive to work with when it comes to the disciplinary issues on the bus.

H. Monthly Financials

The Chair stated that the Budget has been frozen for the entire year and we will end up in the surplus and we will be returning some money to the city. We are in a good position.

I. Budget Transfers

Ms. Forzano presented the Budget Transfers that were approved by the Budget Committee.

J. Naxolone Policy

Ms. Hoehne presented there is a need for the Naxolone Policy and they can get kits for each school with a grant. This is only available for school hours. We are not concerned with our kids but more for the visitors. We want to be proactive. The nurses did a thorough presentation at the Policy Committee.

K. Southwest Alternative Energy Proposal

Mr. Vergaro presented. We have \$100,000 available and the Board of Finance said that we can spend the money. Mr. Bascetta came up with maintenance items that we believe are favorable.

L. THS Elevator Bids

Mr. Vergaro presented – 3 Bids and we want to go with the bidder J.A. Rosa Construction, LLC but we need a reference check first. I propose that the board of approves this contingent on Mr. Bascetta checking the references.

M. Executive Session Discussion of the Non-Union and Non-Certified Personnel Contracts

Mr. Kissko made the motion to go into executive session to discuss the Non-Union and Non-Certified Personnel Contracts inviting Susan Lubomski. Dr. Brogis second. All in favor.

8:13PM - the Board went into executive session.

8:40PM – The Board returned into open session.

COMMITTEE REPORTS

A. Policy Committee

Ms. Hohene reported that they discussed Naxolone Policy and Food and Service. We are taking July off.

B. School Improvement Committee

Mr. Kissko already presented the Board Goals.

C. Budget Committee

Mr. Vergaro everything was discussed and we might have a July meeting.

D. Personnel Committee

Dr. Brogis nothing new to update at this point.

E. Grievance Committee

None.

F. Ed-Advance

Dr. Brogis presented that there was a meeting. Mr. Kissko will become the Ed-Advance representative.

G. Curriculum Committee

They met one last time in June to talk about summer work and plans for next year.

H. Torrington Public Schools Redistrict Ad-Hoc Committee

Everyone is on standby and everyone is focused on moving.

ACTION ITEMS

A. Action on Resignation

Mr. Kissko made the motion to accept the resignation of Joanne Brogis with sadness, Mr. Corey second. All in favor.

B. Board Goals Implementation Plan

Ms. Spino made the motion to accept the board goal implementation plan, Mr. Kissko second. All in favor.

C. Secondary Ad-Hoc

Ms. Spino made a motion to form a secondary ad hoc committee to start in July 2018 with monthly reports to the board commencing in October 2018, Mr. Corey second. All in favor.

D. Bus Contracts

Mr. Kissko made the motion to approve the special ed and regular bus contract, Ms. Hoehne second. No-Vergaro, Abstain-Ms. Spino. Everyone else voted in favor. Motion carries.

E. Budget Transfers

Mr. Corey made a motion to approve the budget transfers, Mr. Vergaro second. All in favor.

F. Naxolone Policy

Ms. Hoehne made a motion to approve the Naxolone Policy, Ms. Spino second. All in favor.

G. Southwest Alternative Energy Proposal

Mr. Vergaro made a motion to approve the proposal, Mr. Corey second. All in favor.

H. THS Elevator Bids

Mr. Vergaro made a motion to vote to accept the bid for THS ADA Elevator Project #143-0074CV from J.A. Rosa Construction Company in the amount of \$488,532.00 contingent upon reference results, Mr. Corey second. All in favor.

I. Possible Action Regarding Discussion of the Non-Union and Non-Certified Personnel

Mr. Kissko made a motion to approve all the non-union and non-certified contracts, second by Ms. Hoehne. Abstain-Brogis, Vergaro, and Mr. Corey. Everyone else in favor. Motion carries.

J. Approval of Board of Education Meeting Minutes – May 23, 2018

Mr. Vergaro made a motion to approve the minutes as amended, Mr. Kissko second. Abstained- Mr. Corey. Everyone else in favor. Motion carries.

K. Approval of BOE Special Meeting Minutes

1. May 16, 2018

2. June 1, 2018

Mr. Vergaro made a motion to approve the minutes, Ms. Spino second. Abstain-Mr. Corey. Everyone else in favor. Motion carries.

L. Approval of Consent Agenda

1. Approval of Monthly Financials

2. Receive Subcommittee Minutes:

i. Budget Committee – May 9, 2018

ii. Personnel Committee – May 9, 2018

iii. Policy Committee – May 9, 2018

iv. School Improvement Committee – May 2, 2018

3. Appointments & Resignations

Mr. Vergaro made the motion to approve the consent agenda, Mr. Kissko second. All in favor.

7. COMMENTS FOR THE GOOD OF THE ORDER

Mr. Corey - Thanked Dr. Brogis for being on the board and stated that he remembered her fondly from his time in school. He is happy to have served on the board with her.

Mr. Vergaro - Nothing.

Dr. Brogis – Stated that shes not going to be here and the board should review the Attendance Policy before the new school year. She is truly very sad to leave this board.

Ms. Richardson – Attended THS scholarship and awards night and there were 137 awards and scholarships given out.

Ms. Spino – Spoke about the Kids Marathon by Litchfield county sports and she cannot say enough good things about Mr. Gafney ad all the good things he does in Torrington. She had the honor to introduce and talk about John Janko as he as presented with Alumnus Distinguished awards. She also had the honor to attending the THS high school graduation.

Ms. Hoehne- Stated that she is sad that Dr. Brogis is leaving. She attended a lot of things this past month. The Yearend vent was phenomenal, over 700 people attended. She will now be the liaison for Vogel-Wetmore school.

Mr. Kissko- Wished Godspeed to Dr. Brogis. He also recognized Mrs. Theeb in successfully serving our public schools.

The chair- Apologized to Mr. Skarzynski and Mrs. Peterson for missing them in the certificates. THS will be receiving a digital sign courtesy of the PAC group. She also thanked everyone in the buildings.

8. ITEMS FOR UPCOMING AGENDA

Monthly financials

Secondary ad hoc

Attendance policy

Monitoring board goals

9. FUTURE MEETINGS

Wednesday, July 11, 2018 (at Migeon Ave.)

6:30 p.m. — Personnel Committee **CANCELLED**

7:00 p.m. — Budget Committee

Wednesday, July 18, 2018 (at Migeon Ave.)

6:00 p.m. — School Improvement Committee **CANCELLED**

7:00 p.m. — Policy Committee **CANCELLED**

No July Regular Meeting – Summer Break

10. ADJOURNMENT

Ms. Spino made the motion to adjourn the meeting, Mr. Corey second. All in favor. Meeting adjourned at 8:57 PM.

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



Torrington Board of Education

SUSAN FERGUSSON
ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Torrington Board of Education Special Meeting Monday, July 30, 2018, 6:00 PM 355 Migeon Avenue Draft Minutes

Board Members in Attendance: Dan Thibault, Jessica Richardson, Ed Corey, Ellen Hoehne, John Kissko, Armand Maniccia, Fiona Cappabianca

Administrators in Attendance: Susan Lubomski, Susan Fergusson, Rose Forzano

1. Call to Order: 6:00 PM
2. Discussion Items:
 - a. Bus Contract: Business Director explained changes/Exhibits. Discussion: reviewing ridership/routes in November so as to be ready to evaluate in January. Omit Letter G on page 20 as it's redundant (see Performance Bond on pg. 19).
 - b. Healthy Food Certification: Superintendent reviewed Healthy Food Certification. Discussion: will this designation would interfere with the district's ability to fundraise? The consensus was that it does not interfere with the ability to fundraise. Also, the Salad Bar at TMS is a healthy and popular food choice. It was requested that a Salad Bar be put at THS. The Board requested copy of the school lunch menus. There was also a request to look into larger food portions for older students.
 - c. YMCA Contract: Discussion: swim schedule, work being done on Torrington YMCA pool at the start of swim season (August 23), requiring THS students to practice in Winsted.
 - d. Alliance Funding: Superintendent presented a grid outlining the proposed allocation of funds, and provided rationale for each item: Instructional Coaches (K-6), AP of College/Career Pathways, Student Resource Officer at TMS, Attendance Liaison-THS, RTI Math Coach at THS, Assistant Director of SpEd K-12, Membership in CAPSS/Center for School Change
3. Action Items:
 - a. Bus Contract: Accepted unanimously as presented. Motion by Dan Thibault, second by Ed Corey.

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

- b. Healthy Food Certification: Adopted as presented. Motion by Ed Corey, second by John Kissko. In favor: Ed Corey, John Kiskko, Ellen Hoehne. Opposed: Jess Richardson, Dan Thibault. Abstained: Armand Maniccia.
 - c. YMCA Contract: Board authorizes administration to enter into a temporary agreement with the NW YMCA during which time the Board will go out to bid and entertain other RFPs which may be submitted. Motion by Ed Corey, second by John Kissko. In favor: Ed Corey, John Kissko, Ellen Hoehne, Dan Thibault, Jess Richardson. Opposed: Armand Maniccia.
 - d. Alliance Funding: Board voted to authorize administration to present proposal to the State for approval. Motion by John Kissko. Second by Armand Maniccia. In favor: John Kissko, Armand Maniccia, Dan Thibault, Jess Richardson, Ellen Hoehne. Opposed: Ed Corey.
- 4. Comments for the Good of the Order: none.
 - 5. Adjournment: Motion to adjourn made by Dan Thibault, second by John Kissko. All in favor. Meeting adjourned at 7:54 PM.



Torrington Public Schools

SUSAN FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Budget Committee Meeting Tuesday, June 26, 2018, 7:30PM 355 Migeon Avenue

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

Board Members Present: Mr. Maniccia (chair), Mr. Vergaro, Ms. Cappabianca (7:58pm), Ms. Hoehne (7:58pm), Mr. Kissko (8:20pm)

District Administrators: Ms. Fergusson, Ms. Forzano, Ms. Schulte, Mr. Bascetta, Ms. Lubomski (7:58pm)

1. Call to Order: 7:32PM
2. Roll Call: Mr. Maniccia, Mr. Vergaro
3. Approval of Agenda: Mr. Vergaro motioned, Mr. Maniccia seconded with amendment to remove item 5b and 6b from the agenda; All in favor.
4. Approval of Minutes: No minutes to approve due to special meeting;
5. Discussion items:
 - a. Southwest Alternative Energy Proposal:

Mr. Bascetta reported on the details of the items to substitute for the Southwest Energy Loan. Forbes will receive 20 cafeteria tables, Torrington, Southwest and Vogel will get replacements tables. We can repurpose some of the tables as desks in other schools due to the size; AC Upgrade at the HS as a result of moving the IT Department into the technology wing; Guidance area off media center – HVAC needs to be rebalanced; Purchase additional 40 units (distributed among all schools) to increase security within schools;
 - b. Bus Contract:

Ms. Forzano reviewed the special education RFP results. She provided all the companies who submitted bids and noted the ones with the lowest bid in each area; Mr. Vergaro expressed concern that some of the low bidders stated that they did not have the ability to take additional students; Mr. Maniccia indicated that Cardinal was low bidder on 6 of the runs; EdAdvance was the lowest bidder on most of the runs and had no restrictions on adding students; Ms. Forzano recommends contract to EdAdvance with first right to refusal, contracts to lowest bidder in each run; Most of Cardinals bids had the restriction of not adding additional students; It is a total of 5 bids; Ms. Lubomski proposed other solutions between Oak Hill and Avon; Ms. Capabianca asked if we know the hiring process for hiring for Cardinal? Ms. Forzano will look into this.

Ms. Forzano reviewed the RFP for the regular education bus contract; The board expressed concern that we only received one bid; Ms. Capabianca stated there was a larger issue of the unfair bidding practice;

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

We can work on the routes and the number of busses;

Mr. Vergaro asked if this contract was in line with our current budget; Ms. Cappabianca stated that we will have a savings. Mr. Vergaro asked if we have provision that we can adjust our enrollment numbers?

Mr. Forzano stated that we do have that provision to be able to adjust in January;

6. Action items:
 - a. Southwest Alternative Energy Proposal – Move to full board.
 - b. Bus Contract – Move to full board.
7. Comment for the Good of the Order: Ms. Cappabianca advised that we were able to get the high school sign donated; companies will be recognized at the next board meeting; sign is a digital sign;
8. Upcoming Agenda Items:
 - a. July 11th possible meeting
9. Adjournment: Mr. Vergaro motioned, Mr. Maniccia seconded; All in favor. Meeting adjourned at 8:41 PM.
10. Next Meeting: June 27, 2018, 6:00PM



Torrington Public Schools

SUSAN FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

Budget Committee Meeting Wednesday, June 27, 2018, 6:00PM THS

Board Members on committee: Mr. Maniccia (chair), Mr. Vergaro, Dr. Brogis, Mr. Corey
Board Members Present: Mr. Vergaro, Ms. Hoehne, Mr. Kissko, Ms. Spino
District Administrators: Ms. Lubomski, Ms. Fergusson, Ms. Forzano, Ms. Schulte, Mr. Bascetta

1. Call to Order: 6:00 PM
2. Roll Call: Mr. Vergaro, Mr. Corey
3. Approval of Agenda: Mr. Corey motioned, Mr. Vergaro seconded; All in favor.
4. Discussion items:
 - a. THS Elevator Bids:

Mr. Bascetta presented the bid; low bidder is JA Rosa construction; Recommend to accept the low bid contingent on checking all the references; Alternative is to hold back in case we need contingency funds; Burlington construction is someone we have used before; Contingencies are listed in case there are "unit prices" for example excavating rock or removal of asbestos;
Ms. Kissko asked what happens if reference checks don't check out; Mr. Bascetta stated that we would go back to bid and revisit; Would not go to second highest bidder because that bid is over our budget.
5. Action items:
 - a. THS Elevator Bids – Move to full board.
6. Comment for the Good of the Order: None
7. Upcoming Agenda Items:
 - a. Mr. Maniccia is working on making a decision if there will be a July meeting.
8. Adjournment: Mr. Corey motioned, Mr. Vergaro seconded; All in favor. Meeting adjourned at 6:07PM.



Torrington Public Schools

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

(860) 489-2327, EXT. 1639
(860) 489-0726 FAX
SLUBOMSKI@TORRINGTON.ORG

Policy Committee Meeting Wednesday, June 6, 2018, 7:00 p.m. THS Media Center

Board Members: Ms. Hoehne (Chair), Mr. Kissko, Ms. Spino, Ms. Cappabianca.
Administrators: Ms. Lubomski, Ms. Fergusson

1. Call to Order: 7:22PM
2. Roll Call: Administered
3. Approval of Agenda: Motion Ms. Spino, Second by Mr. Kissko; All in Favor.
4. Approval of Minutes: Motion Mr. Kissko, Second by Ms. Spino; All in Favor.
5. Discussion Items:
 - a. Naloxone Policy-New: Ms. Greene and Ms. Centrella-TPS Nurses, Mr. Lyon-McCall Foundation, Ms. Sileo-TPS-They discussed the importance of having the Naloxone at the sites and presented the sample policy from CABA. There is an expiration of 1 year. Adapt Pharma offers two free kits. The kits cost \$75 a piece.
Proposal: 1 kit at each school. Committee members requested that Shipman and Goodwin review the policy proposal and return it to the Policy Committee.
Districtwide Procedures will need to be established and clarified within the handbook, if the policy is approved.
6. Comments for the Good of the Order: None
7. Future Meetings:
 - a. Naloxone
 - b. Attendance Update: THS implementation
 - c. Grading
 - d. Food Distribution Policy-New?
8. Adjournment: Mr. Kissko made a motion to adjourn the meeting, Ms. Hoehne second. All in favor. Meeting adjourned at 8:05PM.



Torrington Public Schools

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

(860) 489-2327, EXT. 1639
(860) 489-0726 FAX
SLUBOMSKI@TORRINGTON.ORG

School Improvement Committee Meeting Wednesday, June 6, 2018 6:00PM THS Media Center

Board Members: Mr. Kissko, Ms. Spino, Mr. Maniccia, Ms. Richardson, Ms. Hoehne
Administrators: Mr. Skarzynski, Ms. Ledversis, Ms. Fergusson, Ms. Lubomski

1. Call to Order: 6:05PM
2. Roll Call
3. Approval of Agenda: Mr. Kissko motion to approve the minutes, Ms. Spino second. All in favor.
4. Approval of Minutes: Add Ms. Spino to the May minutes. Mr. Kissko motion and Ms. Spino second. All in favor.
5. Public Participation: none
6. Information Sharing and Discussion:
 - a. Report on THS- Mr. Skarzynski-Reviewed all of the many activities and celebrations of excellence regarding THS students. Scholarship Night approximately \$60,000 was given out; Prom was moved to a better night, not Memorial weekend; Multi-cultural event/Diversity Day-many student performances were well received by all; NEASC is occurring May 2019; an Automotive teacher has been hired; THS admin will present of a review of the scores: PSAT, SAT, and AP scores during one of the fall Board Meetings; They will also provide the Board with a list of College acceptances & colleges, universities and future programs students will be attending. Regarding Culture and Climate: Camp Jewel Trip: Ms. Ledversis took a student team to work on team building, teaching students to interact with each other and make new friends.
Literacy Magazine-Lisa Roche established a new group this year. She will send the magazine to the administration and Board.
 - b. Implementation of Board Goals: Who will be involved?
 1. Legislators:
The Board rep would share with the SIC Committee how our Legislators voted.

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

Good use of CAFE: conferences the Board can attend and references the Board can utilize

Student involvement: Young Republicans and Democrats

Molly will reach out to Drake Waldron and Pat Conroy

Molly will be the rep for the SIC Committee on this goal.

Ms. Lubomski will ensure that the CAFE information is getting to the Board.

2. Systemic process for updating the website and providing timely communication:

At sites:

TMS and THS: volunteer staff member, instead of a duty

Elementary: Music/Art/PE teacher or other staff member-a designated person, instead of a duty

District-superintendent secretary, Integrated Tech Specialist and Grant Manager

Photography club at THS could share pictures for review

Create a designated email address: "Good news about TPS": send photos or blurbs: do not reply-designate someone to monitor this.

Ensure that no student pictures are used for those on the "no photo" list. There has to be a screening process.

Sue Fergusson to provide update on website.

Other model websites and newsletters: Glastonbury's School Report and Manchester's website.

The Face of the Community is run by a full time administrator and newspaper reporter.

Have a Superintendent's Q and A page that is updated and monitored.

The Mayor is in support more communications being distributed to promote the district and the town.

OWTS: Armand to look into the possibility of them printing our newsletter. Drop off at the senior center, doctor's offices; local businesses, real estate agencies, etc.

3. Strategic Plan: Make this a part of every agenda: updates on the strategic plan

4. Sister School Model-rotate meetings to each school again next year.

Full Board: Make the School Liaison reports from each school a part of the Full Board agenda.

5. Renovation of THS: Establish a Secondary Education Ad Hoc Committee. THS SGC recommended this as well. Volunteers from community: Ms. Cappabianca has already been approached by those who would like to be on the committee: Mr.

Kissko mentioned Mr. Battle would like to be included. Mr. Maniccia would take the lead on this committee. There would be a Feasibility Study and defining what we want for our secondary schools. Once formed the Ad Hoc Committee would reach out to The Chamber of Commerce to include key people in the community.

/Timeframe: 6 months. The City has to do the referendum. The Committee will develop a solid plan of the secondary needs. Mr. Kissko will be responsible for distributing this information.

- c. Meeting Schedule for the Summer: No meetings in July. In August, SIC will be held at Vogel-Wetmore.
7. Action Item:
 - a. Move the Board Goals Implementation Plan Recommendations to the Full Board: Approved
8. Comments for the Good of the Order: Ms. Richardson-no; Mr. Maniccia went to the Halo Awards-fun and excellent nominees. Mr. Skarzynski had a great first year. Ms. Ledversis is working on plans for moving forward.

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

9. Topics for Future Meetings:
 - a. State assessment reports-informational
 - b. AP testing-discuss
 - c. GPA-discuss
 - d. Student Parking Passes
10. Adjournment: Ms. Spino made a motion to adjourn the meeting, second by Mr. Maniccia. All in favor. Meeting adjourned at 7:19PM