

**TORRINGTON PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
**REGULAR MEETING**  
**Wednesday, November 20, 2013 – 7:00 p.m.**  
**Torrington High School**  
**Major Besse Drive**

***AGENDA***

Estimated  
Time  
Frame

- 7:00-7:05 1. **CALL TO ORDER**  
[5 min.]      A. Pledge of Allegiance  
                     B. Roll Call

- 7:05-7:15 2. **SCHOOL/COMMUNITY SESSION**  
[10 min]      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 comment are requested to fill out the speaker sign-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 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.*

- 7:15-7:20 3. **APPROVAL OF AGENDA**  
[5 min.]

- 7:20-8:20 4. **INFORMATION SHARING and DISCUSSION ITEMS**  
[60 min.]      A. Student Representative Reports  
                     B. Superintendent Report  
                            1. Status of Security Grant  
                            2. Results of Torrington's Birth Through 8 Plan (TECC)  
                            3. Grant Update  
                     C. DMV Report – All Star Transportation  
                     D. Secretarial Professional Development Results-Final Site-TPS Website  
                     E. Four Year Adjusted Cohort Graduation Rate  
                     F. Efficiencies of Board of Education, 2013-2014  
                     G. Budget Development Process & Calendar for 2014-2015  
                     H. Bullying Prevention, Intervention and Safe School Climate Policy  
                     I. Chemical Health Policy for Student Athletes  
                     J. Board of Education By Laws  
                     K. RFP – Technology Informational Services

8:20-9:00  
[40 min.]

5.

**EXECUTIVE SESSION**

- A. Proposed Administrators Salary Agreement
- B. State Appointed Mediation Results

9:00-9:30  
[30 min.]

6.

**ACTION ITEMS**

- A. Financial Statement
- B. Approval Budget Transfers
- C. Approval of Administrators Salary Agreement
- D. Approval of Policy 6010 – Bullying Prevention, Intervention and Safe School Climate
- E. Approval of Policy 6049 – Chemical Health Policy for Student Athletes
- F. Approval of Board of Education By Laws
- G. Approval of Protected Harbor for Technology Services
- H. Consent Agenda
  - 1. Approval of October 23, 2013 Board of Education Meeting
  - 2. Approval of October 16, 2013 Special Board of Education Meeting
  - 3. Approval of November 5, 2013, Special Board of Education Meeting
  - 4. Approval of November 5, 2013 Special Board of Education Meeting
  - 5. Approval of Sub Committee Minutes
    - a. School Improvement Committee – September 11, 2013 and October 30, 2013 Minutes are Available, but Not Approved by School Improvement Committee for
    - b. Policy Committee – October 9, 2013
    - c. Budget Committee – October 16, 2013
    - d. Personnel Committee – October 9, 2013
    - e. Grievance Committee – No Report
  - 6. Appointments & Resignations
  - 7. Notices for Homeschooling
    - a. D. P., grade 1, Eff. 2013-2014
    - b. D. P., grade 8, Eff. 2013-2014
    - c. S. P., grade 11/12, Eff. 2013-2014
    - d. C. S., grade 1, Eff. 2013-2014
    - e. J. S., grade 5, Eff. 2013-2014
    - f. B. S., grade 7, Eff. 2013-2014
    - g. R. R., grade 12, Eff. 2013-2014

9:30-9:35  
[5 min.]

7.

**COMMENTS FOR THE GOOD OF THE ORDER**

9:35-9:40  
[15 min.]

8. **COMMITTEE REPORTS**

1. Policy Committee
1. Grievance Committee
2. School Improvement Committee
3. Budget Committee
4. Education Connection
5. THS Oversight Panel
6. Juvenile Court Update
7. Turf Field Committee

9:40-9:45  
[5 min.]

9. **ITEMS FOR UPCOMING AGENDA**

- Financial Statement
- Committee Reports
- Law Suit – Updates
- CT State Statue 10-151

9:45-9:50  
[5 min]

10. **FUTURE MEETINGS**

1. Policy Committee Meeting - December 4,
2. Personnel Committee Meeting – December 4, 2013, 2013
3. Budget Committee Meeting- December 11, 2013
4. School Improvement Committee Meeting – December 11, 2013
5. Regular BOE Meeting – December 18, 2013

9:50

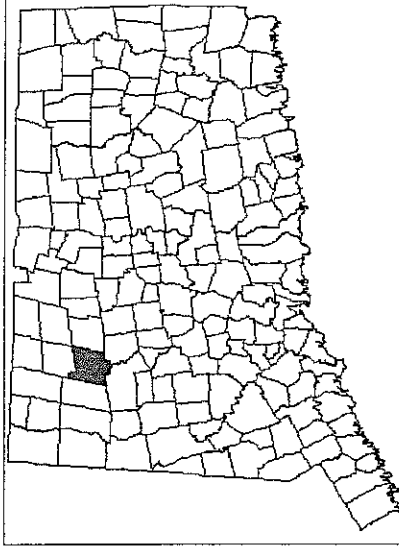
11. **ADJOURNMENT**

**INFORMATION SHARING  
and  
DISCUSSION ITEMS**

*What's happening as a result of  
Torrington's Birth through 8 Plan  
2012 – Present*

- ☐ 60 Torrington Early Childhood Collaborative members representing 20 agencies worked together to achieve Torrington's community result statement
- ☐ 1,200+ Volunteer Hours Donated: Monthly Meetings, Kindergarten Readiness Fair & Free Back to School Clothing Event.
- ☐ Over \$3,000 in in-kind support
- ☐ Community Resource Guide for families with young children created
- ☐ Birth through Graduation Initiative Implemented
- ☐ 90%+ Families understood the Kindergarten Registration Process and registered incoming kindergarteners on time
- ☐ \$500,000 in grant funds awarded to implement plan strategies

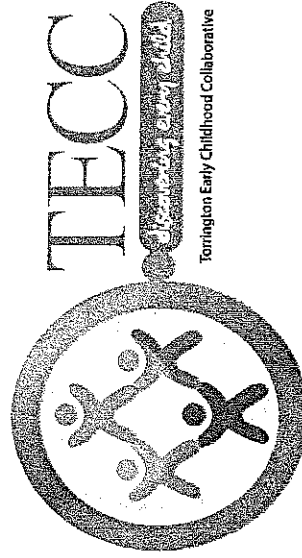
**All of Torrington's children from birth through age eight are healthy and successful learners**



**Demographics**

- 35,000+ Population
- 9.8% Unemployment
- 5.6% children < 5
- 42% Free or reduced meals
- 37 Languages spoken in the home

State Dept. of Education, US Census Bureau Quick Facts &  
CT Dept. of Labor Aug. 2012



**Torringtonchildren.org**

**Indicator**

**At or Above goal: Connecticut Mastery Test Reading 3<sup>rd</sup> Grade**

**43%/52%**

**2007-08**

**Torrington/State**

**60% /57%**

**2012-13**

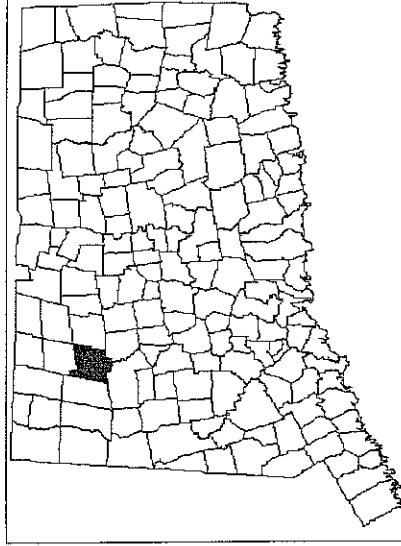
**Torrington/State**

*¿Qué está ocurriendo como resultado del Plan de Torrington para los niños desde el nacimiento hasta los ocho años?*

2012 – Presente

- ☐ 60 miembros del Colaborativo para Niños de Temprana Edad de Torrington representando 20 instituciones trabajaron juntos para obtener la declaración resultante de la comunidad de Torrington
- ☐ 1,200+ Horas Voluntarias Donadas: Reuniones Mensuales, Feria de Preparación para el Kindergarten y Evento de Ropa Gratis para Regresar a la Escuela
- ☐ Más de \$3,000 en servicios gratuitos
- ☐ Se creó la Guía de Recursos de la Comunidad para familias con niños pequeños
- ☐ Se implementó la iniciativa desde el Nacimiento hasta la Graduación
- ☐ 90%+ Familias entendieron el Proceso de Inscripción al Kindergarten e inscribieron los niños nuevos a tiempo
- ☐ Torrington se hizo miembro de la Campaña Nacional de Lectura del 3er Nivel de Estudios
- ☐ \$500,000 de subvención otorgados para implementar las estrategias del plan

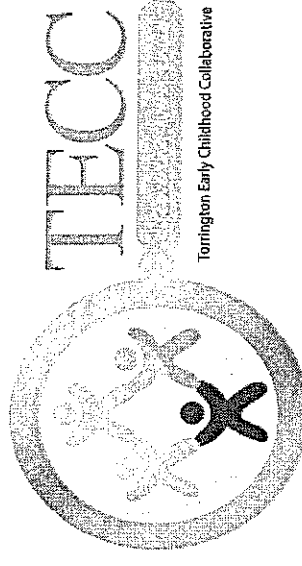
Todos los niños de **Torrington** desde el nacimiento hasta los 8 años de edad son estudiantes saludables y exitosos



Información Demográfica

- 35,000+ Población
- 9.8% desempleados
- 5.6% niños < 5
- 42% Comidas gratis a a precios reducidos
- 37 Idiomas se hablan en el hogar

Depto. De Educación del Estado, US Oficina de Censos  
Datos Rápidos& CT Depto..de Trabajo Ag. 2012



**Torringtonchildren.org**

**Indicador**

De la Meta O Mayor De la Meta: Examen De Habilidad De Lectura De Connecticut (CMT) De Tercer Grado

43%/54%

2007-08

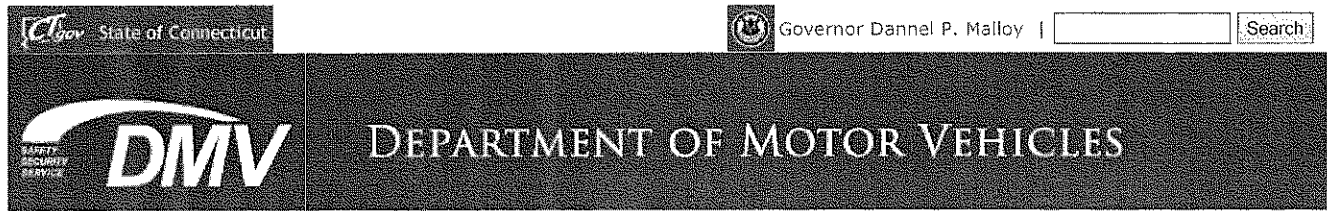
Torrington/Estado

60% /57%

2012-13

Torrington/Estado





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### School Bus Out-of-Service Reports for Companies and Municipalities

The following is a list of school bus companies and municipalities that operate more than 20 school buses with Connecticut vehicle registrations. Each year by state law DMV does an annual inspection of the vehicles.

This list below shows the number of inspections, the number of vehicles put out of service, and the percentage of those vehicles that were put out of service as a result of DMV's annual inspection.

The period covers September 1, 2012 through August 31, 2013.

N/A = Reflects carriers with less than 21 vehicles registered the previous year.

Carrier Name	Number of Inspections (9/1/12 to 8/31/13)	Number of Buses Taken OOS	OOS Percentage Rate	Previous Listed Vehicle OOS Percentage Rate
Access Transportation Solutions LLC	32	4	12.50%	44.12%
All Star Transportation	612	0	0.00%	0.00%
Autumn Transportation	72	5	6.94%	1.64%
B and B Transportation	64	2	3.13%	0.00%
Baumann and Sons/Acme	66	4	6.06%	16.67%
Dattco	1,005	71	7.06%	6.23%
Durham School Services/ Student Bus Services	571	80	14.01%	19.87%
Eastconn	24	1	4.17%	26.09%
F.E. Edwin Smyth & Son	45	1	2.22%	2.33%
First Student	2,722	325	11.94%	13.42%
Glastonbury, Town of	51	3	5.88%	10.17%
Granby, Town of	22	3	13.64%	N/A
Killingly Board of Education	34	17	50.00%	32.35%
Landmark Student Transportation Inc.	59	0	0.00%	N/A
M & J Bus Company	374	7	1.87%	2.65%
Martel Transportation	23	1	4.35%	9.09%
Montville Board of Education	36	7	19.44%	21.05%
Newington Board of Education	53	3	5.66%	1.79%
Nichols Bus Service	85	19	22.35%	5.19%
Plainfield Board of Education	44	10	22.73%	28.26%
Rainbow Bus Lines	113	11	9.73%	6.54%
Smyth Bus Inc.	115	0	0.00%	0.00%
Simsbury Board of Education	31	2	6.45%	7.14%
Specialty Transportation	73	1	1.37%	0.00%
Student Transportation of America, CT STA of Connecticut Inc.	603	33	5.47%	7.26%
The New Britain Transportation	241	46	19.09%	13.72%
Thompson Board of Education	23	2	8.70%	4.17%
We Transport LLC	217	5	2.30%	6.57%
Winkle Bus Company	101	16	15.84%	16.16%
Woodstock Board of Education	22	4	18.18%	9.09%
Worhunsky Bus Corp.	114	19	16.67%	26.04%

**From:** Pollutro, Debrah  
**Sent:** Friday, October 25, 2013 2:40 PM  
**To:** All Secretaries  
**Cc:** All Administrators; 'richardluna@protectedharbor.com'; Zulkeski, Barbara  
**Subject:** TPS website

We at TPS rely on our computers nearly every minute of the day for sending or receiving information. We ask our parents and students to do the same. The Torrington Public School website is an invaluable tool for parents, students, staff, community members, etc. to get quick access from their computers, tablets, phones, etc.

In an effort to make our [torrington.org](http://torrington.org) website more informational or creative for the parents and community of Torrington there will be a refresher course for anyone who updates their school site or department information using Final Site.

Barbara Zulkeski will be available to you on Wednesday and Thursday mornings, October 30<sup>th</sup> and 31<sup>st</sup> from 8:00 AM to 12:00 PM. For one on one attention. This is an update for those who have been trained, not trained or those who would just like to have their page be more creative, informational etc.

Please e-mail Barbara to let her know what time and day you would like her to stop by.

Have a lovely autumn week-end.

Deb

*Debrah A. Pollutro*

Executive Administrative Assistant, Superintendent of Schools  
Clerk to the Torrington Board of Education

*Results = 15 Attended*  
2 TMS  
4 THS  
2 East  
1 SW  
1 VW  
1 Forbes  
4 Umigeon



**Four-Year Adjusted Cohort Graduation Rate \***  
**Expressed as Percent**  
**By Year**

	Year			
	2010	2011	2012	2013
All Students	77.6	78.1	79.3	86.9
Hispanic	68.6	60	67.4	89.6
Non-Hispanic	78.8	80.7	81.3	86.3
Asian	87.5	100	100	100
Black	66.7	82.4	83.3	100
White	79.2	80.3	80.1	83.9
Male	72.2	75.5	76.8	82
Female	83.1	81.1	82.1	91.8
ELL	63.2	61.5	61.5	83.3
Eligible for Free / Reduced Meal	55	54.3	63.7	77.8
Not Eligible for Free / Reduced Meals	85.1	86.1	90.3	92.8
Special Education	48.4	53.6	69.6	84.2
Non Special Education	80.8	80.8	81.1	87.3

\* The percentage of first-time ninth grades who graduate within four years or less with a regular high school diploma

# **Efficiencies of BOE for FY 13-14**

- 1.) BOE offered an early retirement incentive for 12/13
- 2.) BOE entered into an MOU with the TEA which capped all new hires at step 5

Savings	<b>\$640,021</b>	33.5 new hires due to retirements and resignations
3.) Administrative Restructuring		
Additional Cost	(\$42,446)	
Savings from late hiring	\$50,353	
Total Savings	<b>\$7,907</b>	

- 4.) Additional Positions the BOE was able to add because of the cost savings

East	Grade 4	\$46,111.00
Forbes	Grade 3	\$52,636.00
VO	Literacy	\$44,012.00
THS	Special Ed	\$54,205.00
TF	Literacy	\$52,636.00
TMS	FRP	\$33,654.00
SW	FRP	\$31,616.00
TMS	3 Para's	\$60,000.00
		<b>\$374,870.00</b>

**Balance in Salaries** **\$273,058**

**Breakdown of Certified Salary Budget from Summer Hiring**

School/Dept. East	Position	Reason for Leaving	Budgeted Amt.	Actual Cost	Notes
Forbes	Art	Retirement	\$65,000.00	\$44,012.00	New Hire
	Music	Transfer	\$63,130.00	\$39,931.00	Resignation after budget
	Special Ed	Transfer	\$65,882.00	\$52,636.00	Transfer within district
Vogel	Art	Retirement	\$83,692.00	\$70,461.00	Transfer within district
	Speech	Resigned	\$83,692.00	\$56,287.00	Resignation after budget
THS	Grade 2	Retirement	\$65,000.00	\$55,029.00	Transfer within district
	PreK Teacher	Resigned	\$62,524.00	\$56,287.00	Resignation after budget
	Psychologist	Resigned	\$83,692.00	\$51,823.00	Resignation after budget
	Behaviorist	New Position in Budget	\$83,692.00	\$83,692.00	
TMS	Director of Guidance	New Position in Budget	\$116,620.00	\$116,620.00	Hired in October
	English	Retirement	\$65,000.00	\$67,260.00	Transfer within district
	Math	Retirement	\$65,000.00	\$39,931.00	
	Music	Retirement	\$78,302.00	\$50,364.00	
	World Language	Vacancy	\$40,356.00	\$25,252.00	
	ESL	Resigned	\$83,692.00	\$25,000.00	Still need to Hire, max salary at this point in year is \$30,000
	Capstone Coord	New Position in Budget	\$14,034.00	\$8,000.00	Still need to Hire, max salary at this point in year is \$8,000
	Assistant Principal	New Position in Budget	\$116,620.00	\$116,620.00	
	World Language	Retirement	\$78,302.00	\$39,931.00	
	Math	New Position in Budget	\$65,000.00	\$50,364.00	
	Math	Retirement	\$78,302.00	\$52,636.00	Retirement after budget
	Science	New Position in Budget	\$65,000.00	\$47,803.00	

Science	Retirement	\$65,000.00	\$48,213.00	
Science	Retirement	\$65,000.00	\$44,012.00	
Special Ed	Transfer	\$80,090.00	\$68,632.00	Transfer within district
Social Studies	New Position in Budget	\$65,000.00	\$52,636.00	
Social Studies	Retirement	\$65,000.00	\$51,960.00	
Guidance	Retirement	\$80,090.00	\$56,268.00	Transfer within district
<b>Southwest</b>				
Art	Resignation	\$70,461.00	\$44,012.00	Resignation after budget
Special Ed	Retirement	\$78,302.00	\$73,398.00	Transfer within district
<b>Torringtonford</b>				
Special Ed	Resignation	\$78,906.00	\$65,882.00	Transfer within district
Grade 1	Resignation	\$50,364.00	\$44,012.00	Resigned on 8/1/13
Grade 3	Resignation	\$78,302.00	\$41,859.00	Resigned on 8/1/13
Speech	Retirement	\$83,692.00	\$80,090.00	Transfer within district
<b>Special Ed</b>				
Pre K Teacher	New Position in Budget	\$67,418.00	\$49,835.00	
<b>District Wide</b>				
Human Resources	Retirement	\$124,860.00	\$90,000.00	
Math Specialist	Resignation	\$83,692.00	\$57,940.00	Resignation after budget
		<b>\$2,658,709.00</b>	<b>\$2,018,688.00</b>	

**Administrative Restructure**

RTI Teacher TMS	New Position in Budget - did not fill	(\$83,692.00)
RTI Teacher THS	New Position in Budget - did not fill	(\$83,692.00)
Assistant Superintendent	Eliminated	(\$133,926.00)
THS Principal	Eliminated	(\$134,622.00)
TMS Principal	Eliminated	(\$128,211.00)
Assistant Principal THS	Created New Position	\$116,620.00
CIAT - Elementary	Created New Position	\$122,107.00
CIAT Humanities	Created New Position	\$116,620.00
CIAT Math/Science	Created New Position	\$116,620.00
Director of Secondary Ed	Created New Position	\$134,622.00
<b>Total Differential Cost</b>		<b>\$42,446.00</b>

**New Positions not budgeted**

East	Grade 4	\$46,111.00
Forbes	Grade 3	\$52,636.00
VO	Literacy	\$44,012.00
THS	Special Ed	\$54,205.00
TF	Literacy	\$52,636.00
TMS	Secretary FRP	\$33,654.00
SW	Secretary FRP	\$31,616.00
TMS	3 Para	\$60,000.00
		<b>\$374,870.00</b>

**Summary**

Budget Amount for Certified Salaries	<b>\$2,658,709.00</b>
Total Cost of Salaries for resignations, retirements & transfers	<b>(\$2,018,688.00)</b>
Total Cost of Salaries for Additional Certified & Non-Cert Staff	<b>(\$374,870.00)</b>
Total Cost of Salaries for Administrative Restructure	<b>(\$42,446.00)</b>
Savings from August hiring of Admin	<b>\$50,353.00</b>
<b>Balance Remaining for Certified Staff</b>	<b>\$273,058.00</b>

**Budget Development Process & Calendar for FY 2014-15**

**November 13, 2013 & December 11, 2013 – Regular Budget Committee Meetings**  
2014/2015 Beginning Stages of Operating Budget Discussions and Approval of the 5 Year Capital Budget

**January 3, 2014 - Deadline for Budget Requests.**

Individual budget requests are due to the Director of Business Services on or before January 3, 2014. Principals/Directors should meet with the Director of Technology and Elementary CIAT ahead of time to clarify technology requests for each school site.

**January 20<sup>th</sup> – January 24<sup>th</sup> - Staff Requests Presented to Executive Leadership Team**

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

**January 29, 2014; February 12<sup>th</sup> and 26<sup>th</sup>, 2014 – Budget Committee Meeting**

Budget Discussion for the 2014/2015 Budget

**February 27<sup>th</sup> – March 14<sup>th</sup> – School Based Budget Workshops**

Principals/Directors hold budget workshops to school community

**March 19, 2014 – Regular Board of Education Meeting**

2014/2015 Budget Presentation to the Board of Education.

**March 24, 2014 – Public Hearing- Vogel Wetmore Elementary School**

Discussions pertaining to the 2014-2015 Superintendents Budget

**March 26, 2014 – Special Board of Education Meeting**

Discussions by the board pertaining to the 2014-2015 Superintendents Budget

**April 2, 2014 – Special Board of Education Meeting**

Budget Summary/Adoption by Board of Education.

**April 15, 2014 – BOE Approved Budget due to City Hall**

Per City Charter

**May 2014 (Exact Date TBA) - Joint meeting between the Board of Finance and the Board of Education.**

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

## **BULLYING PREVENTION, INTERVENTION and Safe School Climate POLICY**

### **POLICY**

The Torrington Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Consistent with the requirements under state law, the Torrington Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of



students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;

- (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
- (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (11) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (15) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (17) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Torrington Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References:

Conn. Gen. Stat. 10-145a

Conn. Gen. Stat. 10-145o

Conn. Gen. Stat. 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. 10-222g

Conn. Gen. Stat. 10-222h

Conn. Gen. Stat. §§ 10-233a through 10-233f

Public Act 13-3, "An Act Concerning Gun Prevention Violence and Children's Safety"

7/15/13

## **BULLYING PREVENTION, INTERVENTION and Safe School Climate POLICY**

### **SAFE SCHOOL CLIMATE PLAN**

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

#### **I. Prohibition Against Bullying and Retaliation**

- A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

## II. Definition of Bullying

- A. **"Bullying"** means the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:
1. causes physical or emotional harm to such student or damage to such student's property;
  2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  3. creates a hostile environment at school for such student;
  4. infringes on the rights of such student at school; or
  5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

## III. Other Definitions

- A. **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system;
- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

- D. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
- G. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (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 a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

#### **IV. Leadership and Administrative Responsibilities**

##### **A. Safe School Climate Coordinator**

The Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

1. be responsible for implementing the district's Safe School Climate Plan ("Plan");
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district's Plan.

##### **B. Safe School Climate Specialist**

The Principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

#### **V. Development and Review of Safe School Climate Plan**

- A. The Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) implement the provisions of the school security and safety plan, if applicable, regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying, 4) review and amend school policies relating to bullying; 5) review and make recommendations to the Coordinator regarding the Safe School

Climate Plan based on issues and experiences specific to the school; 6) educate students, school employees and parents/guardians on issues relating to bullying; 7) collaborate with the Coordinator in the collection of data regarding bullying; and 8) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.

- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. The Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

#### **VI. Procedures for Reporting and Investigating Complaints of Bullying**

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.
- D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

#### VII. Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A. The purpose of the meeting is to communicate to



parents/guardians the measures being taken by the school to ensure the safety of the student involved and to prevent further acts of bullying. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.

- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- E. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

- F. If a bullying complaint raises a concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age, disability or gender identity or expression), the Safe School Climate Specialist or designee shall also coordinate any bullying investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.), so as to ensure that any such bullying investigation complies with the requirements of such policies regarding nondiscrimination.

#### **VIII. Documentation and Maintenance of Log**

- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential

manner, and shall not be disclosed to third parties without written prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.

- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.
- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

#### **IX. Other Prevention and Intervention Strategies**

- A. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying", as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the

same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.

- C. The following sets forth possible interventions which may also be utilized to enforce the Board's prohibition against bullying:

i. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

ii. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally

be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support plan; and
- f. Restitution and/or restorative interventions.

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- c. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, which may include instruction regarding

building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;

- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer training, education and support; and
- g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;
- k. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex-role stereotyping;
- m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
- n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of "bullying."

#### **X. Improving School Climate**

[Individual schools should use this section to outline affirmative steps to improve the quality of school climate as defined within a particular school and/or district. These strategies should align with school improvement plans, school climate assessments, and be based on current data available on the quality of school climate within the school and/or district including, but not limited to, the type, nature, frequency etc. of behavior that may constitute or lead to bullying, harassment or similar behavior. This section is intended to be broader in scope and should be targeted towards fostering positive school climate rather than exclusively preventing, investigating and otherwise responding to specific incidences of bullying.]

#### **XI. Annual Notice and Training**

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.
- D. After July 1, 2014, any person appointed by the district to serve as district safe school climate coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.

#### **XII. School Climate Assessments**

Policy 6010: Bullying Behavior in the Schools  
Approved December 22, 2010  
Revised, (inc. Title); November 6, 2013  
Approved November 20, 2013

Biennially, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Connecticut State Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Connecticut State Department of Education.

Legal References:

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8,  
Series 2008-2009 (March 16, 2009)

Public Act 13-3, "An Act Concerning Gun Prevention Violence and  
Children's Safety"

September 2, 2013

Policy 6010: Bullying Behavior in the Schools  
Approved December 22, 2010  
Revised, (inc. Title); November 6, 2013  
Approved November 20, 2013

POLICY 6010

**REPORT OF SUSPECTED BULLYING BEHAVIORS**  
**(School Employees Should File with the School Principal)**  
**(Parents and Students May File with the School Principal or Any Other School Employee)**



Indicate if there are witnesses who can provide more information regarding your report. If the witnesses are not school district staff or students, please provide contact information.

Name	Address	Telephone Number
------	---------	------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have there been previous incidents (circle one)?                      Yes                      No

If "yes", please describe the behavior of concern, the approximate dates and the location:

_____
_____
_____

Were these incidents reported to school employees (circle one)                      Yes                      No

If "Yes", to whom was it reported and when?

_____
-------

Was the report verbal or written?

_____
-------

Proposed Solution:

Indicate your opinion on how this problem might be resolved in the school setting. Be as specific as possible.

_____
_____
_____

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter	Date Submitted	Received By	Date Received
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3/26/12

Policy 6010: Bullying Behavior in the Schools  
Approved December 22, 2010  
Revised, (inc. Title); November 6, 2013  
Approved November 20, 2013

POLICY 6010

## INTERNAL INVESTIGATION NOTES

**[SAMPLE FORM C]**

**[ ] PUBLIC SCHOOLS  
REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

**For Staff Use Only:**

**School** \_\_\_\_\_ **Date** \_\_\_\_\_

**Location(s)** \_\_\_\_\_

**Reporter Information:**

Anonymous student report \_\_\_\_\_

Staff Member report \_\_\_\_\_ Name \_\_\_\_\_

Parent/Guardian report \_\_\_\_\_ Name \_\_\_\_\_

Student report \_\_\_\_\_ Name \_\_\_\_\_

**Student Reported as Committing Act:** \_\_\_\_\_

**Student Reported as Victim:** \_\_\_\_\_

**Description of Alleged Act(s):** \_\_\_\_\_

\_\_\_\_\_

**Time and Place:** \_\_\_\_\_

**Names of Potential Witnesses:** \_\_\_\_\_

\_\_\_\_\_

**Action of Reporter:** \_\_\_\_\_

**Administrative Investigation Notes (use separate sheet if necessary):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bullying Verified? Yes \_\_\_\_ No \_\_\_\_**

**Remedial Action(s) Taken:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If Bullying Verified, Has Notification Been Made to Parents of Students Involved?**

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

**If Bullying Verified, Have Invitation to Meetings Been Sent to Parents of Students Involved?**

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

**Date of Meetings:**

\_\_\_\_\_  
\_\_\_\_\_

**If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan?**

Y      N

**(Attach bullying complaint and witness statements. If bullying is verified, attach notification to parents of students involved, invitations to parent meetings, and records of parent meetings).**

3/26/12

***[SAMPLE FORM D]***

**[ ] Public Schools  
Report of Bullying/Consent to Release Student Information**

**Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_

---

To Parent/Guardian:

A report of bullying has been made on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the report, the [ ] Public Schools may wish to disclose the fact that this complaint has been filed in connection with investigation.

***(Please check one):***

\_\_\_\_\_ I hereby give permission for the [ ] Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

\_\_\_\_\_ I do **NOT** give permission for the [ ] Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

\_\_\_\_\_  
Signature of Parent/Guardian                      Date

\_\_\_\_\_  
Name (Please print)

3.26.12

Policy 6010: Bullying Behavior in the Schools  
Approved December 22, 2010  
Revised, (inc. Title); November 6, 2013  
Approved November 20, 2013

POLICY 6010

## Chemical Health Policy for Student Athletes

### Statement

The Board participates in the Connecticut Interscholastic Athletic Conference ("CIAC"). In accordance with CIAC participation rules and the Board's obligation under state and federal law, the Board prohibits the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school-sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance-enhancing substances. This policy applies to all student athletes participating in school-sponsored athletics, whether or not such athletes are participating in CIAC-controlled activities.

### Definitions

**Controlled Drugs:** means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Connecticut General Statutes Section 21a-240(8).

**Controlled Substances:** means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).

**Drug Paraphernalia:** means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including, but not limited to, all items specified in Connecticut General Statutes Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers,

and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling Controlled drugs or controlled substances. Connecticut General Statutes Section 21a-240(20) (A).

**Performance-Enhancing Substances:** means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, including creatine, androstenedione, ephedrine or other performance-enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA), [www.wada-ama.org](http://www.wada-ama.org), except when used under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.

**Professional Communication:** means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a) (4).

**Professional Employee:** means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of the faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." Connecticut General Statutes Section 10-154a(a) (2).

**Student Athlete:** means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including, but not limited to, student athletes who are participating in CIAC-controlled activities.

## **Procedures**

### **A. Discretionary Nature of Student Athletics**

The Board sponsors athletic programs as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student athletics is a privilege, not a right. The Board may remove students from participation in athletics activities in its discretion.

### **B. Emergencies**

If an emergency situation results from the use of drugs, performance-enhancing substances or alcohol, the student athlete shall be sent to the school nurse or medical advisor immediately, or emergency medical personnel will be notified. The parent or designated responsible person will also be notified as soon as possible.

### **C. Prescribed Medications**

The parent or guardian of any student athlete who is required to take any prescribed medication during student athletic activities shall so



inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student athlete under the supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Student athletes with a documented medical history demonstrating the need for regular use of performance-enhancing substances for therapeutic purposes shall not be considered to be in violation of this policy when such substances are properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

**D. Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral)**

The following procedures will be followed when a student athlete privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

1. Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student athlete. In no event, however, will they be required to do so. Connecticut General Statutes Section 10-154a(b).
2. Any physical evidence obtained from such student athlete through a professional communication indicating that a crime has been or is being committed by the student athlete must be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student athlete from whom the evidence was obtained. Connecticut General Statutes Section 10-154a(b).
3. Any professional employee who has received a professional communication from a student athlete may obtain advice and information concerning appropriate resources and refer the student athlete accordingly, subject to the rights of the professional employee as described in paragraph 2 above.

4. If a student athlete consents to disclosure of a professional communication concerning the student athlete's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student athlete's name and problem to the school's building administrator or designee, who shall refer the student athlete to appropriate school staff members for intervention and counseling.

#### **E. Involuntary Disclosure or Discovery of Drug/Alcohol Problems**

When any school staff member or coach or volunteer responsible for or involved in student athletic programs obtains information related to a student athlete from a source other than the student athlete's confidential disclosure, that the student athlete, on or off school grounds or at a school-sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia, performance-enhancing substances or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

1. The staff member, coach or volunteer will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student athlete to appropriate school staff members for intervention and counseling.

2. Any physical evidence (for example, alcohol, drugs, drug paraphernalia or performance-enhancing substances) obtained from a student athlete indicating that a crime has been or is being committed by the student athlete must be turned over to the building administrator or designee or to law enforcement officials as soon as possible but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays, and holidays. Connecticut General Statutes Section 10-154a(b). The name of the student athlete must be disclosed to the building administrator or designee.

3. Search and Seizure of Students and/or Possessions: A staff member, coach or volunteer who reasonably suspects that a student athlete is violating a state/federal law, school substance abuse policy or this chemical health policy must immediately report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student athlete's person or possessions connected to that person, in accordance with the Board's policies and regulations, if he/she has reasonable suspicion from the inception of the search that the student athlete has violated or is violating either the law, a school substance-abuse policy or this chemical health policy.

Any physical evidence obtained in the search of a student athlete or a student athlete's possessions indicating that the student athlete has violated or is violating a state or federal law must be turned over to law enforcement officials as soon as possible,

but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

**F. Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia, Performance-Enhancing Substances or Alcohol**

1. Any student athlete in the Torrington Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, performance-enhancing substances or alcohol either on or off school property, or at a school-sponsored activity, is subject to discipline up to and including expulsion, pursuant to the Board's student discipline policy.
2. Student athletes found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol-involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
3. A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy and this chemical health policy with the student athlete and parent or guardian.
4. Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia, performance-enhancing substances or alcohol.
5. A student athlete found by the administration to have violated this policy may, in the discretion of school administrators, be suspended from play for short- or long-term periods, or may have their student athletic participation privileges revoked.
6. A student athlete found by the administration to have used performance-enhancing substances shall receive a minimum penalty of revocation of athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.
7. The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC-controlled activities for student athletes who are found to have violated this policy.

**G. Prohibition on the Promotion or Dispensing of Performance-Enhancing Substances by School Staff Members, Coaches or Volunteers**

1. No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or non-prescription), or food supplement to any student athlete except under the supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.

2. No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.

3. No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly permit student athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing their athletic performance

4. A school staff member, coach or volunteer responsible for or involved in student athletic programs who violates the terms of this policy shall be subject to discipline, up to and including termination of employment. The Board may also report violations of this policy by employees to parents of student athletes and/or state and local authorities.

5. The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may also report violations of this policy by volunteers to parents of student athletes and/or state and local authorities.

#### **H. Publication of Chemical Health Policy to School Staff Members, Coaches, Volunteers and Student Athletes**

1. The Board shall publish this chemical health policy to all school staff members, coaches or volunteers responsible for or involved in student athletic programs.

2. The Board shall publish this chemical health policy to all student athletes and their parents/guardians.

#### **Legal References: Connecticut General Statutes**

10-154a

10-212a

10-221

21a-240

21a-243

# **TORRINGTON PUBLIC SCHOOLS**

## **BY-LAWS OF THE BOARD OF EDUCATION**

### **Role and Responsibility of Individual Board Members**

#### **Statement of Integrity**

The long-term health of a representative democracy requires that citizenship and leadership act upon what is right, rather than what is popular. The goal of Board of Education members is to improve the education of all Torrington's children and to advocate for them and their best interests. Board members must be working effectively together and with others in the community to successfully reach this goal. A Board of Education that operates with integrity will be a more effective Board. Integrity is, first, discerning what is right and what is wrong; second, acting upon what you have discerned even at personal cost; and, third, saying openly that you are acting on your understanding of right from wrong. It requires that students, colleagues, constituents and others in the community be considered in every decision. A Board of Education with a sense of integrity will consider what is right and what is wrong. This takes discipline and an awareness of one's environment.

To this end as a Board of Education with integrity, each Board member will:

1. Understand that their first and greatest concern is the educational welfare of all of the students and that all decisions must be based on this understanding;
2. Render all decisions based solely on the Board's judgment of the available facts and not surrender that judgment to individuals, special interests, or their own personal agendas;
3. Attend all Board meetings, and committee meetings of which they are members, insofar as possible, and be prepared to discuss and/or act upon all agenda items;
4. Be responsible for becoming informed on any and all issues coming before the Board;
5. Seek to facilitate ongoing communication between the Board and students, staff, parents and all elements of the community;
6. Conduct their meetings and foster an environment where all elements of the community can express their ideas;
7. Declare a conflict of interest where it arises and excuse themselves from related discussion and action on that issue;
8. Refrain from using their position on the Board for personal or partisan gain;
9. Insist on regular and impartial evaluation of all staff, conduct a yearly self-evaluation, and set annual goals;
10. Fairly assess all non-instructional aspects of the school operation;

## TORRINGTON PUBLIC SCHOOLS

### BY-LAWS OF THE BOARD OF EDUCATION

11. Recognizing that within a school system there are diverse issues, strengths, and weaknesses, the overriding philosophy is to coalesce the positive energies of all involved personnel into a strong unit working together. There always is to be the opportunity for the alternative or divergent opinion to be considered and expressed in any decision-making process. When a final decision is made, however, there is the expectation that everyone will work in concert with the intent of that decision. To do otherwise would be counter-productive to the system's ability to progress.
12. Support all decisions by the Board to the community once a decision has been reached.

The Torrington Board of Education is committed to the highest legal and ethical standards essential in governing the school system. It endeavors to encourage growth and support both established and innovative educational objectives.

#### **Role of the Board and its Members**

The Board of Education is the governing body of the Torrington School District and derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the procedures of the Connecticut State Board of Education.

The Board has the power and responsibility to discharge any duty imposed by law upon it or the district of which it is the Board of Education.

#### **Board-Related Responsibilities**

In order to assure that its operations support the schools in providing all students with a high-quality education, the Board of Education hereby establishes as its goals:

1. To make good faith effort to attend at least one Board-sponsored professional development activity a year.
2. To work closely with the community to ensure that Board actions and performance reflect the concerns and aspirations of the community;
3. To identify the educational needs and aspirations of the community, and to transform such needs and aspirations into policies aimed at stimulating the students and the learning process;
4. To communicate the educational programs to the community;
5. To provide leadership in order that the goals and objectives of the school system, as set forth by the Board, can be effectively carried out;

## **TORRINGTON PUBLIC SCHOOLS**

### **BY-LAWS OF THE BOARD OF EDUCATION**

6. To evaluate the Board's performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation;
7. To employ a Superintendent capable of ensuring that the district maintains a position as an outstanding school system and that school personnel carry out the policies of the Board with energy and dedication;
8. To formulate and monitor Board policies which best serve the educational interests of students and to provide the Superintendent with sufficient and adequate guidelines for their implementation;
9. To develop and provide data useful to the planning, evaluation, organization and, execution of Board management functions;
10. To perform all Board functions and operations in conformity with state, federal and, local laws, rules, and regulations;
11. To adopt an annual budget.

#### **Board Officers**

##### **Chairperson**

The Chairperson shall preside at all meetings of the Torrington Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts and orders necessary to carry out state requirements and the will of the Board;
2. Meet with the other Board officers (Vice-chairperson and Secretary) and consult with the Superintendent in the planning of the Board's agendas, and communicate proceedings of these meetings to other Board members in a timely fashion;
3. Appoint a Board member to preside at a Board meeting in the event that Chairperson or Officers of the Board are not available;
4. Confer with the Superintendent on crucial matters which may arise between Board meetings and communicate such matters to the other Board members in a timely fashion;
5. Appoint Board committees, subject to Board approval;
6. Call special meetings of the Board as necessary, or if requested by three (3) or more members;
7. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others;

## TORRINGTON PUBLIC SCHOOLS

### BY-LAWS OF THE BOARD OF EDUCATION

8. Be responsible for the orderly conduct of all Board meetings;
9. Accept such other duties as prescribed or authorized by the Board;
10. Appoint a clerk of the Board;

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call meetings to order at the appointed time;
2. Announce the business to come before the Board in its proper order, asking for changes or additions to the agenda;
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings;
4. Give recognition for persons to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain the effect of a motion if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney if necessary;
8. Put motions to a vote, stating definitively and clearly the vote and result thereof.



## **TORRINGTON PUBLIC SCHOOLS**

### **BY-LAWS OF THE BOARD OF EDUCATION**

#### **Vice-Chairperson**

The Vice-Chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees;
2. Work with the Chairperson and Superintendent to become generally informed of Board business and work with the other Board officers and the Superintendent to plan the Board's agenda;
3. In the absence of the Chairperson, act as a resource to the Superintendent on decisions which may require further input between Board meetings;
4. In case of illness, resignation or death of the Chairperson, will become Chairperson. The Board will meet to elect a new chairperson within 90 days of the date the chairmanship is vacated.

The Vice-chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

#### **Secretary**

A member of the Torrington Board of Education will be elected Secretary by the members of the Board and shall perform the duties assigned by law and the Board.

The Secretary will:

1. Act in the place of the Chairperson when necessary and preside at meetings when the Chairperson and Vice-Chair are temporarily absent. The Secretary cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees;
2. As stated in the Connecticut Education Laws, Section 10-224, keep a record of all the Board's proceedings in a book which such Secretary shall provide for that purpose at the expense of the town at its annual meetings a report of the doings of the Board;
3. Act as a resource (within the responsibilities of the office) to the Superintendent on decisions which may require further input between Board meetings;
4. Work with the other Board officers and the Superintendent to plan the Board's agenda;
5. Endorse/sign all legal documents requiring the signature of the Secretary.

# **TORRINGTON PUBLIC SCHOOLS**

## **BY-LAWS OF THE BOARD OF EDUCATION**

### **Standing Committees**

The Torrington Board of Education shall have standing committees to address the operations of the Board which shall include committees on:

1. Budget
2. Personnel
3. Policy
4. Negotiations (one each for Certified, Non-certified, and Administrators bargaining units)
5. School Improvement & Community Relations
6. Grievance Hearing Committee

Standing committees shall meet as required to consider matters coming within their jurisdiction or as referred to them by the Board or the Superintendent and shall submit a report at the next regular meeting of the Board. (The Negotiating committees' reports may by necessity be very brief and general.)

A majority of committee members shall constitute a quorum for committee meetings.

No action of any standing committee shall be binding on the Board unless such committee has been previously so empowered by the Board.

Ad-hoc or special committees may be appointed by the Board and shall have duties as outlined at the time of their appointment. These committees will be dissolved upon submission of their report unless otherwise specified by the Board.

The Board Chairperson may name board members as liaisons to other committees or organizations, or as members to other district committees, as warranted.

## TORRINGTON PUBLIC SCHOOLS

### BY-LAWS OF THE BOARD OF EDUCATION

#### **Standing Committee Membership**

1. The Chairperson of the Board shall appoint no more than four members to a standing committee so no committee meeting, including the Board chair as ex-officio member, can constitute a quorum of the Board; The Board chair as ex-officio member has no vote.
2. Ad hoc and liaison assignments are not considered to be standing committees;
3. Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson of the Board promptly concerning their interest;
4. Each Board member must serve on at least two (2) standing committees;
5. No Board member may serve on more than three (3) standing committees, in addition to Negotiations;
6. No Board member may chair more than one (1) standing committee, with the exception that a member may chair one standing committee and one negotiating committee concurrently;
7. The membership of a standing committee shall be appointed by the Chairperson of the Board, subject to Board approval;
8. The Chairperson of the Board of Education shall appoint a committee Chairperson of each standing committee from among its members;
9. The Chairperson of the Board will serve as an ex-officio on all standing committees;
10. Any member of the Board may attend meetings of a standing committee of which he or she is not a member; however that member will be unable to vote, except with the Grievance Committee;
11. Standing Committee Chairpersons and members on standing committees shall serve for the same term as a Board Chairperson as prescribed by Connecticut General Statutes.

# **TORRINGTON PUBLIC SCHOOLS**

## **BY-LAWS OF THE BOARD OF EDUCATION**

### **Record Keeping**

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members.

### **Standing Committees - Duties and Responsibilities**

#### **Budget**

1. Will consist of a committee chair and two (2) other board members; (Note: We have not made a decision as to the number members for standing committees. It was agreed that this topic would be brought before the full BOE for discussion and resolution. JC)
2. Will consult with the Superintendent and with other committees as required in preparing a budget for the ensuing fiscal year and shall recommend a tentative budget to the entire Board for approval, with or without modifications, consistent with city charter;

#### **Negotiations**

1. There will be three (3) negotiating committees, one each to represent the Board with regards to negotiations with the non-certified, administrative, and certified personnel bargaining units;
2. Each negotiating committee will consist of a committee chair and two (2) other Board members;
3. Each negotiating committee will negotiate with a positive, honest and sincere attitude towards reaching a fair and equitable agreement;
4. Confidentiality will be maintained while negotiations are ongoing unless both negotiating parties have agreed to waive confidentiality ground rules;
5. Follow clear directions and parameters for negotiations from the full Board;
6. Keep the Board apprised of the negotiation process;
7. Select a primary spokesperson and Secretary who keeps all official meeting minutes;
8. Present a final package of negotiated items for the Board's approval

# **TORRINGTON PUBLIC SCHOOLS**

## **BY-LAWS OF THE BOARD OF EDUCATION**

### **Personnel**

1. Will consist of a committee chair and two (2) other Board members;
2. Will take the lead, within parameters approved by the full Board, in negotiating the initial contract and any adjustments to it between the Torrington School District and the Superintendent; approval of the contract or any changes is a matter for the full Board;
3. Will also consider other matters of hiring and personnel as requested by the Superintendent;

### **Policy**

1. Will consist of the committee chair and two (2) other board members;
2. Formulate policies to be presented to the entire Board for action;
3. Suggest amendments/revisions of existing policies;
4. Be knowledgeable of policies adopted and why;
5. Conduct annual reviews of policies;
6. Monitor implementation of policies in schools.

### **School Improvement & Community Relations**

1. Will consist of the committee chair and two (2) other Board members;
2. Will consult with the Superintendent on significant program improvements, modifications, and Board Goals;
3. Will promote good community relations which support the educational program, program improvements, and Board Goals;
4. Will consult with the Superintendent to monitor progress on NEASC recommendations at least annually;
5. Will identify and recognize an exemplary graduate of the TPS educational program through the annual Alumnus Award to be presented at THS Awards Night.

# **TORRINGTON PUBLIC SCHOOLS**

## **BY-LAWS OF THE BOARD OF EDUCATION**

### **Grievance Hearing Committee**

1. Will consist of the committee chair and three Board members;
2. Be knowledgeable of all union contracts;
3. Will provide an impartial hearing to aggrieved personnel as described in the union contracts;
4. Will render binding decisions on grievances heard.
5. All Board members who are not appointed to the Grievance Committee by the Board Chair may participate in any Grievance Committee meeting and have full voting privileges.
6. Any three Board members present shall constitute a quorum.

### **Board Meetings**

The Torrington Board of Education will hold general meetings once a month, generally on the third Wednesday of the month at 6:00 p.m.; frequency dates and times of meetings, as well as agendas, may be changed by majority vote;

1. Recommended agenda for each meeting is as follows:

Executive session if needed  
Visitor Recognition  
Adoption of Agenda  
Approval of Minutes  
Reports: Students, Superintendent  
Consent  
Discussion/Action  
Committee Reports  
Comments for the Good of the Order  
Executive Session if needed

3. Meetings should conclude by 9:00 p.m. A majority vote of the Board is required to extend the meeting beyond 10:00 p.m.
4. The Board will conduct its meetings following Robert's Rules of Order.

## **TORRINGTON PUBLIC SCHOOLS**

### **BY-LAWS OF THE BOARD OF EDUCATION**

#### **Board of Education Self-Evaluation**

1. The Board of Education will hold a special meeting annually to evaluate the Board's performance in relation to established goals, and to establish and clarify policies based upon the result of such evaluation; said meeting should precede the annual evaluation of the Superintendent and the onset of the Board's budget process;
2. The Board of Education will conduct an annual formal evaluation of the superintendent of schools according to the following timeline:
  - a Beginning of New Evaluation Year Meeting\_ July/September
    - i Topic 1: Leadership Team Goal/Priority Setting
    - ii Topic 2: Superintendent's Professional Goals and Objectives
  - b Mid-Year Evaluation Meeting – November/December (Meeting to be conducted in Executive Session)
    - i Topic 1: Informed Leadership Team discussion regarding progress on goals and objectives.
    - ii Topic 2: Targeted informal feedback provided to Superintendent regarding his/her performance.
  - c End of Year Evaluation Meeting – April/May (Meeting to be conducted in executive session)
    - i Topic 1: Self-assessment of individual members of the Leadership Team including discussion about goal attainment and handling of unanticipated challenges.
    - ii Superintendent presents "year in review" self-assessment to Board of Education regarding his/her performance.
  - d Board of Education Evaluation of the Superintendent – May/June (Meeting to be conducted in executive session)
    - i Board of Education evaluates the Superintendent's job performance. A draft evaluation is developed during this meeting if a written evaluation of the Superintendent is provided.
  - e Meeting with the Superintendent Regarding Draft Evaluation – June (Meeting to be conducted in executive session)
    - i Meeting between the Board of Education as per Board of Education policy and the Superintendent to share and discuss the draft evaluation.
  - f Formal Evaluation of the Superintendent – June
    - i Formal evaluation is completed and presented to the Superintendent of Schools by a representative(s) of the Board of Education as per policy.  
Note: Superintendent's evaluation is a public document subject to FOIA.
3. The Board Chair will assign the duties associated with the evaluation and meeting, such as development of an evaluation instrument, format, venue, timing, outside facilitation, etc. to an ad-hoc committee charged solely with this responsibility;

TORRINGTON PUBLIC SCHOOLS

BY-LAWS OF THE BOARD OF EDUCATION

**Amending of the By-Laws**

1. Amendments to the by-laws of the Torrington Board of Education (additions, changes or deletions) require six (6) votes for acceptance;
2. Amendments are to be acted on in an open meeting, having been received at a previous meeting;

Adopted November 20, 2000

Revised April 18, 2002

Revised June 19, 2002

Revised August 20, 2003

Revised September 19, 2007

Revised January 23, 2008

Revised January 21, 2009

Revised August 19, 2009

Revised December 12, 2012

Revised November 6, 2013





## Torrington Board of Education

DANIELLE BATCHELDER  
DIRECTOR OF BUSINESS SERVICES

CHERYL F. KLOCZKO  
SUPERINTENDENT

TO: Torrington Board of Education

FROM: Danielle Batchelder, Director of Business Services

DATE: November 13, 2013

RE: RFP Results for Technology Services

Torrington Public Schools put out an RFP for Technology Services in the beginning of October 2013. The bid opening date was October 31, 2013. We received 6 proposals that ranged in price from a high of \$152,376.66/month (\$1,828,512/year) to a low of \$24,166/month (\$290,000/year).

A thorough examination was done for all proposals. A committee that consisted of 2 board members and 3 administrators picked four of the six companies to bring in for an interview. One company declined to be interviewed which left three for the committee to be interviewed.

A unanimous decision by the committee was made to recommend Protected Harbor for technology services for Torrington Board of Education. The budget committee also approved to move the recommendation from administration to the full board on November 13, 2013.

Below is the bid results solely based on cost

Company	Monthly Cost based on RFP	Yearly Cost based on RFP
Company A	\$152,376.66	\$1,828,512
Company B	\$24,166	\$290,000
Company C	\$31,620	\$379,440
Company D	\$24,583	\$294,996
Company E	\$44,850	\$538,200
Company F	\$43,700	\$524,400

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TORRINGTON, CONNECTICUT 06790

[www.torrington.org](http://www.torrington.org) ~ t. 860-489-2327 ~ f. 860-482-6314

The Torrington Board of Education does not discriminate in any of its programs, activities, or employment practices on the basis of race, color, religion, national origin, ancestry, sex, marital status, veteran status or disability.



October 28, 2013

Danielle Batchelder  
Director of Business Administration  
Torrington Public Schools  
Director of Business Services  
Purchasing Department  
355 Midgeon Avenue  
Torrington, CT 06790

RE: Torrington Public Schools Procurement Dept  
RFP# 101031-IT

Dear Ms. Batchelder:

Thank you for the opportunity to respond to RFP# 101031-IT to provide IT services to the Torrington School District. I believe that we have covered all elements of the Scope of Services and Requirements outlined in the RFP and would be happy to answer any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Luna", with a long, sweeping horizontal line extending to the right.

Richard Luna  
President

the classrooms are available to our technicians before the beginning of the school year.

- During peak-use periods (e.g., on school days after holiday breaks), the bidder will supply two additional technicians (i.e., 4 technicians on site) at no additional cost to the district. The additional technicians must be available for up to 200 hours per school year.
  - As increased activity can be expected after holiday breaks, Protected Harbor will ensure the presence of up to 4 technicians on Torrington Schools' premises, for up to the stated 200 hours per school year limit. These technical services shall be included in the SLA contract and not be considered additional charges.
- The bidder will include monitoring of all IT equipment in the district and all of the district's switches, servers, printers and computers in the system. The bidder must provide at least quarterly performance reviews of all IT equipment.
  - Protected Harbor conducts regular active and critical monitoring of the organization's entire IT system to both prevent problems from occurring and also to rapidly address those that may arise. This includes monitoring disk space and memory usage, enabling us to alert customers of potential problems relating to hardware, software applications, and desktop terminals.
- The bidder must maintain and monitor the IT backup system.
  - Protected Harbor conducts nightly back-ups of the servers, as well as ensuring a mirrored, secure, snapshot of the organization's data at a remote location to help ensure rapid recovery in case of hardware failure, natural disasters, or cyberattacks.
- The bidder shall maintain a secure Support Site to include FAQs as well as a mechanism for efficient reporting of technical problems/questions.
  - Protected Harbor has developed and maintains a simple, efficient custom support site for its clients. The portal is used to record, manage, monitor, and close support requests. Onsite IT staff and remote support staff will have full access, allowing them to interact with the end users. If the problem needs to be transferred to Protected Harbor, an entire record of the problem will be accessible, allowing IT support staff a rapid understanding the technical issue being reported.
- The bidder shall provide all system and application updates, installed as appropriate on servers or individual desktop systems.
  - This will be provided by Protected Harbor, at no additional cost, under the SLA.
- The bidder shall perform monthly server maintenance (disk grooming, disk reset, and repair; error checking; monitoring of event logs and resolution of problems) as well as system operational adjustments. These functions will be performed during nonschool hours.
  - This will be provided by Protected Harbor, at no additional cost, under the SLA.
- The bidder will provide unlimited support for IT-related grant applications, including but not limited to: technical specs, overview, abilities, etc., for each grant.
  - Protected Harbor is well positioned to provide these services, as part of our consulting capabilities. We can analyze the project requirements from an IT perspective, including types of equipment needed, time for installation and

the Bid/Proposal must return the contract, agent/broker and insurance form within two (2) weeks from the date on the award letter.

PLEASE CHECK THE APPROPRIATE BOX

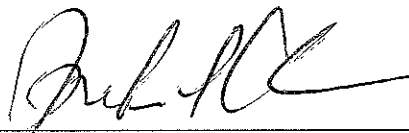
YES

NO

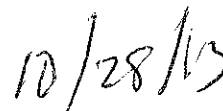
- |   |          |          |
|---|----------|----------|
| 1. General Liability \$3,000,000.00   | <u>X</u> | —        |
| 2. Town Listed as Additional Insured  | <u>X</u> | —        |
| 3. Automobile Liability \$1,000,000.00  | —        | <u>X</u> |
| 4. Excess Liability \$2,000,000.00  | <u>X</u> | —        |
| 5. Professional Liability \$1,000,000.00  | <u>X</u> | —        |
| 6. Worker's Compensation and Employer's Liability   | <u>X</u> | —        |
| 7. Ability to Return Contract and Insurance Documents<br>Within Two (2) Weeks             | <u>X</u> | —        |
| 8. Able to Provide the Town with Thirty (30) Days Prior<br>Written Notice of Cancellation | <u>X</u> | —        |

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid/proposal cost reflects any additional costs relating to insurance requirements for this work.



Signature



Date

Richard Luna, Protected Harbor

Contractor Name

DATE 10/24/13	<b>SAMPLE BINDER PRINTOUT</b>		REF NUMBER NA2635
NAME & MAILING ADDRESS OF INSURED PROTECTED HARBOR, INC. ONE ERIN LANE 200, CHESTNUT RICE, NY 10977		NIF PRO NORTH ISLAND EXCESS AND SURPLUS CORP. 30 Park Avenue Manhasset, NY 11030 (516) 365-7440 Fax (516) 365-7392 UNDERWRITER: DANIEL VERDIRAME	
BROKER CAMERON GROUP INC. 55 OLD TURNPIKE ROAD SUITE 602 NANUET, NY 10954  ATTN: DONNA UVEGES donna@cameroninsurancegroup.com		INSURANCE COMPANY LLOYDS OF LONDON	CODE NI
		POLICY NUMBER W14597130101	INVOICE NUMBER (NONE)
		POLICY TERM 10/23/13 TO 10/23/14	
<p><b>PROFESSIONAL LIABILITY INSURANCE - CLAIMS MADE FORM</b></p> <p>LIMITS OF LIABILITY: \$1,000,000 EACH CLAIM / \$1,000,000 ANNUAL AGGREGATE          DEFENSE COSTS ARE WITHIN THE LIMITS OF LIABILITY</p> <p>DEDUCTIBLE: \$2,500 EACH CLAIM (APPLIES TO DEFENSE COSTS AND LOSS)</p> <p><b>TERMS AND CONDITIONS</b>          RETROACTIVE DATE: 10/23/13          DISCOVERY PERIOD: 12 MONTHS AT 100% ADDITIONAL PREMIUM          COVERED SERVICES: AS PER THE LLOYD'S POLICY FORM          COVERAGE WILL BE AFFORDED UNDER THE STANDARD LLOYD'S OF LONDON PROFESSIONAL LIABILITY INSURANCE          POLICY FORM WITH THE FOLLOWING ENDORSEMENTS:</p> <ul style="list-style-type: none"> <li>- NUCLEAR LIABILITY EXCLUSION</li> <li>- EXCLUSION OF SPEC ACT END</li> <li>- LLOYD'S SECURITY SCHEDULE</li> <li>- RADIOACTIVE CONTAMINATION EXCLUSION</li> <li>- SANCTION LIMITATION AND EXCLUSION</li> <li>- WAR AND TERRORISM EXCLUSION</li> <li>- AMEND CONSENT AND SETTLE</li> <li>- AMEND DEFINITION OF CLAIMS</li> <li>- AMEND NOTICE OF CLAIM</li> <li>- * SEE BELOW</li> </ul> <p><b>LOCATION/AFFIDAVIT ADDRESS</b>          NETMAGIC SYSTEMS, INC.          ONE ERIN LANE 200          CHESTNUT RICE, NY 10977 (ROCKLAND)</p> <p>"THE INSURER(S) NAMED HEREIN IS (ARE) NOT LICENSED BY THE STATE OF NEW YORK, NOT SUBJECT TO ITS SUPERVISION, AND IN THE EVENT OF THE INSOLVENCY OF THE INSURER(S), NOT PROTECTED BY THE NEW YORK STATE SECURITY FUNDS. THE POLICY MAY NOT BE SUBJECT TO ALL OF THE REGULATIONS OF THE DEPARTMENT OF FINANCIAL SERVICES PERTAINING TO POLICY FORMS."</p>			

## **REFERENCES**

### **Cheryl F. Kloczko**

Superintendent of Schools  
Torrington Board of Education  
355 Migeon Avenue, Torrington, CT 06790  
Tel. (860) 489-2327  
E-mail: [ckloczko@torrington.org](mailto:ckloczko@torrington.org)

### **Lauren Barbelet**

Superintendent  
Woodcliff Lake School District  
134 Woodcliff Avenue, Woodcliff Lake, NJ 07677  
Tel. (201) 930-5600 X 250  
E-mail: [lbarbelet@woodcliff-lake.com](mailto:lbarbelet@woodcliff-lake.com)

# **EXECUTIVE SESSION**

# **ACTION ITEMS**





# Monthly Budget Performance Report

Through 10/31/13  
Prior Fiscal Year Activity Excluded  
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 5100 - General Fund MOE										
EXPENSE										
CERTIFIED SALARIES										
5111.01	Administrators	2,495,417.00	199,173.00	2,694,590.00	310,911.21	.00	858,623.36	1,835,966.64	32	635,305.44
5111.02	Cert Salary Adjustments	.00	.00	.00	.00	.00	.00	.00	+++	.00
5111.03	Credit Recovery Coordinator	22,500.00	.00	22,500.00	1,453.50	.00	5,814.00	16,686.00	26	2,527.00
5111.04	Site Instructor	.00	.00	.00	.00	.00	.00	.00	+++	.00
5111.05	Assistive Tech	28,957.00	.00	28,957.00	3,167.64	.00	5,279.40	23,677.60	18	.00
5111.10	Instructional Supervisors	.00	.00	.00	.00	.00	.00	.00	+++	.00
5111.15	Teachers	22,981,018.00	(206,963.00)	22,774,055.00	2,597,620.51	.00	7,675,475.44	15,098,579.56	34	6,610,137.72
5111.16	Teacher-Degree Level Chg	.00	.00	.00	.00	.00	.00	.00	+++	.00
5111.17	TE-Summer-Pay Differential	.00	.00	.00	.00	.00	.00	.00	+++	.00
5111.20	Capstone Coord.	14,035.00	.00	14,035.00	.00	.00	.00	.00	0	.00
5111.31	Social Worker	401,155.00	.00	401,155.00	47,021.01	.00	126,178.29	274,976.71	31	94,668.20
5111.35	Nurse - Certified	.00	.00	.00	.00	.00	.00	.00	+++	.00
5111.40	Media Specialist	348,291.00	2,816.00	351,107.00	38,379.84	.00	113,728.60	237,378.40	32	99,360.73
5111.46	Psychologist	335,658.00	43,841.00	379,499.00	39,145.00	.00	121,976.13	257,522.87	32	59,362.20
5111.47	Behaviorist	160,749.00	(10,000.00)	150,749.00	18,082.38	.00	41,205.47	109,543.53	27	.00
5111.50	Stipends	159,090.00	.00	159,090.00	7,844.41	.00	18,045.98	141,044.02	11	7,825.40
5111.51	Stipends-Middle Sch	49,751.00	.00	49,751.00	13,633.00	.00	13,633.00	36,118.00	27	543.72
5111.52	Stipends- High School	135,794.00	.00	135,794.00	1,620.42	.00	2,700.70	133,093.30	2	.00
5111.53	SRO - Expulsion Hearings	.00	.00	.00	.00	.00	.00	.00	+++	.00
5111.60	Speech Pathologist	489,749.00	23,150.00	512,899.00	57,970.02	.00	177,601.54	335,297.46	35	66,535.44
5111.65	Guidance Counselor	571,563.00	11,637.00	583,200.00	65,618.86	.00	218,011.65	365,188.35	37	187,752.53
5111.66	RTI Intervention	167,384.00	(167,384.00)	.00	.00	.00	.00	.00	+++	.00
5111.67	OOD Coordinator	58,651.00	.00	58,651.00	20,184.10	.00	20,184.10	38,466.90	34	.00
5111.68	Indistrict Coordinator	50,364.00	.00	50,364.00	17,284.83	.00	17,284.83	33,079.17	34	.00
5111.70	Computer Specialist	.00	.00	.00	.00	.00	.00	.00	+++	.00
5111.75	Teacher Consultants	.00	.00	.00	.00	.00	.00	.00	+++	.00
CERTIFIED SALARIES Totals		\$28,470,126.00	(\$103,730.00)	\$28,366,396.00	\$3,239,936.73	\$0.00	\$9,415,742.49	\$18,950,653.51	33%	\$7,764,038.38
NON-CERTIFIED SALARIES										
5112.01	Paraprofessionals	2,683,717.00	82,654.00	2,766,371.00	313,699.57	.00	585,493.53	2,180,877.47	21	453,296.95
5112.03	COTA	94,578.00	.00	94,578.00	26,032.50	.00	26,032.50	68,545.50	28	7,291.20
5112.10	Technician	187,568.00	(78,000.00)	109,568.00	10,188.00	.00	39,695.20	69,872.80	36	81,777.20
5112.20	OLL Program Manager	.00	.00	.00	.00	.00	.00	.00	+++	.00
5112.25	Occupational Therapy	271,073.00	(30,000.00)	241,073.00	13,275.93	.00	59,102.03	181,970.97	25	55,017.61
5112.26	Physical Therapy	.00	.00	.00	.00	.00	.00	.00	+++	.00
5112.27	Behavioral Therapy	.00	.00	.00	.00	.00	.00	.00	+++	.00
5112.30	Clerical	1,512,680.00	51,076.00	1,563,756.00	147,409.33	.00	542,521.54	1,021,234.46	35	461,724.18
5112.31	Non Bargaining Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
5112.34	Drivers	.00	.00	.00	505.00	.00	505.00	(505.00)	+++	.00



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Fund 5100 - General Fund BOE										
EXPENSE										
NON-CERTIFIED SALARIES										
5112.35	Non League Officials	10,000.00	.00	10,000.00	.00	.00	390.00	9,610.00	4	1,125.00
5112.36	Misc Game Personnel	.00	.00	.00	.00	.00	.00	.00	+++	.00
5112.70	Nurses	449,368.00	41,715.00	491,083.00	60,222.87	.00	180,454.46	310,628.54	37	150,899.23
5112.75	Nurse Assistant	41,715.00	(41,715.00)	.00	.00	.00	.00	.00	+++	.00
5112.80	Custodians	1,530,857.00	.00	1,530,857.00	144,618.23	.00	517,673.30	1,013,183.70	34	493,361.42
5112.90	Longevity	164,051.00	.00	164,051.00	1,125.00	.00	4,016.25	160,034.75	2	3,728.25
5112.91	NonCert Salary Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	.00
5112.98	Early Childhood Coordinator	53,550.00	.00	53,550.00	6,390.00	.00	19,155.00	34,395.00	36	.00
	<b>NON-CERTIFIED SALARIES Totals</b>	<b>\$6,999,157.00</b>	<b>\$25,730.00</b>	<b>\$7,024,887.00</b>	<b>\$723,466.43</b>	<b>\$0.00</b>	<b>\$1,975,038.81</b>	<b>\$5,049,848.19</b>	<b>28%</b>	<b>\$1,708,171.04</b>
SUBSTITUTE SALARIES										
5120	Substitute Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
5120.02	Substitutes-Clerical	15,000.00	.00	15,000.00	182.25	.00	366.75	14,633.25	2	933.75
5120.03	Substitutes-Nurse	20,000.00	.00	20,000.00	4,477.50	.00	5,602.16	14,397.84	28	1,552.17
5122	Substitutes-ParaProf	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
5123	Substitutes-Teachers	273,800.00	.00	273,800.00	19,714.31	.00	30,603.42	243,196.58	11	46,754.27
	<b>SUBSTITUTE SALARIES Totals</b>	<b>\$338,800.00</b>	<b>\$0.00</b>	<b>\$338,800.00</b>	<b>\$24,374.06</b>	<b>\$0.00</b>	<b>\$36,572.33</b>	<b>\$302,227.67</b>	<b>11%</b>	<b>\$49,240.19</b>
TUTORS										
5121	Tutors	.00	.00	.00	.00	.00	.00	.00	+++	26,206.31
5121.01	OLL	40,000.00	.00	40,000.00	6,888.00	.00	13,112.00	26,888.00	33	9,265.00
5121.02	ISS	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
5121.03	Expulsion/ Homebound	25,000.00	(20,000.00)	5,000.00	.00	.00	.00	5,000.00	0	2,223.38
5121.05	THS Tutor Center	40,000.00	.00	40,000.00	5,888.00	.00	5,888.00	34,112.00	15	.00
5121.12	Tutors Regular Ed	65,120.00	.00	65,120.00	17,900.25	.00	28,906.75	36,213.25	44	.00
5121.15	SPED Tutors	50,000.00	20,000.00	70,000.00	9,233.06	.00	16,096.31	53,903.69	23	12,642.06
5121.26	ELL Tutors	35,000.00	.00	35,000.00	.00	.00	120.00	34,880.00	0	85.00
5121.87	Summer School Tutors	5,600.00	.00	5,600.00	.00	.00	4,254.53	1,345.47	76	.00
	<b>TUTORS Totals</b>	<b>\$270,720.00</b>	<b>\$0.00</b>	<b>\$270,720.00</b>	<b>\$39,909.31</b>	<b>\$0.00</b>	<b>\$68,377.59</b>	<b>\$202,342.41</b>	<b>25%</b>	<b>\$50,421.75</b>
OVERTIME WAGES										
5130.01	OT Wages-Para	25,000.00	(15,000.00)	10,000.00	.00	.00	.00	10,000.00	0	.00
5130.30	OT Wages-Clerical	20,000.00	15,000.00	35,000.00	2,089.61	.00	18,143.51	16,856.49	52	5,109.94
5130.31	OT Wages-NWS	.00	.00	.00	.00	.00	.00	.00	+++	.00
5130.80	OT Wages-Custodian	102,950.00	.00	102,950.00	12,433.43	.00	26,603.46	76,346.54	26	26,269.63
5130.81	OT Wages-Rental (Cust)	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00
5130.82	OT Wage Labor Board Cust	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>OVERTIME WAGES Totals</b>	<b>\$151,450.00</b>	<b>\$0.00</b>	<b>\$151,450.00</b>	<b>\$14,523.04</b>	<b>\$0.00</b>	<b>\$44,746.97</b>	<b>\$106,703.03</b>	<b>30%</b>	<b>\$31,379.57</b>
EMPLOYEE BENEFITS										
5210	Health & Life Insurance	12,620,656.00	.00	12,620,656.00	1,262,033.94	7,572,123.90	5,049,169.28	(637.18)	100	4,663,608.88
5211	Life/LTD Insurance	100,000.00	.00	100,000.00	6,859.79	.00	26,398.37	73,601.63	26	26,773.18



# Monthly Budget Performance Report

Through 10/31/13  
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Fund 5100 - General Fund BOE										
EXPENSE										
EMPLOYEE BENEFITS										
5220	Social Security/Medicare	1,057,597.00	.00	1,057,597.00	110,133.06	.00	302,719.69	754,877.31	29	256,567.64
5230	Early Retirement	645,802.00	.00	645,802.00	.00	.00	311,031.18	334,770.82	48	324,000.13
5231	Retirement Contributions	381,492.00	.00	381,492.00	32,393.51	3,735.00	114,969.53	262,787.47	31	101,209.07
5250	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
5260	Unemployment Compensation	175,214.00	.00	175,214.00	8,695.00	2,000.00	21,309.00	151,905.00	13	25,977.00
5270	Workers Compensation	417,655.00	.00	417,655.00	(1,303.32)	200,467.00	195,870.77	21,317.23	95	181,712.26
5280	Retiree Insurance	237,160.00	.00	237,160.00	18,614.33	.00	90,798.00	146,362.00	38	80,811.78
5290	Severance	198,000.00	.00	198,000.00	.00	.00	.00	198,000.00	0	.00
5295	Clothing Allowance	11,625.00	.00	11,625.00	.00	.00	10,875.00	750.00	94	11,250.00
	EMPLOYEE BENEFITS Totals	\$15,845,201.00	\$0.00	\$15,845,201.00	\$1,437,426.31	\$7,778,325.90	\$6,123,140.82	\$1,943,734.28	88%	\$5,671,909.94
PROFESSIONAL EDUCATION SERVICES										
5320	Prof Educ Services	148,346.00	.00	148,346.00	4,178.00	350.00	161,687.00	(13,691.00)	109	263,718.74
	PROFESSIONAL EDUCATION SERVICES Totals	\$148,346.00	\$0.00	\$148,346.00	\$4,178.00	\$350.00	\$161,687.00	(\$13,691.00)	109%	\$263,718.74
PROFESSIONAL DEVELOPMENT										
5330	Professional Development	38,125.00	10,000.00	48,125.00	7,068.00	5,301.00	15,757.28	27,066.72	44	9,196.45
	PROFESSIONAL DEVELOPMENT Totals	\$38,125.00	\$10,000.00	\$48,125.00	\$7,068.00	\$5,301.00	\$15,757.28	\$27,066.72	44%	\$9,196.45
OTHER PROFESSIONAL SERVICES										
5340	Other Professional Svcs	239,681.00	.00	239,681.00	10,304.33	17,924.97	13,791.49	207,964.54	13	20,885.64
5340.01	Legal/Consulting Fees	120,000.00	.00	120,000.00	18,008.37	.00	36,526.65	83,473.35	30	34,779.64
5340.02	Hospitalized-Tutor Svcs	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
5340.03	Transition Incentives	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340.04	Misc Professional Svcs	6,000.00	.00	6,000.00	668.50	.00	4,058.49	1,941.51	68	1,205.00
5340.05	Translation Services	21,000.00	.00	21,000.00	2,743.75	.00	4,434.25	16,565.75	21	154.00
5340.06	Security	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340.07	CNA Program	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340.08	Building Bridges	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
5341	Substitute Svcs-TE	460,000.00	.00	460,000.00	12,529.71	.00	12,549.03	447,450.97	3	25,014.57
5342	Substitute Svcs-Para	130,000.00	.00	130,000.00	5,858.24	.00	6,152.45	123,847.55	5	12,956.97
	OTHER PROFESSIONAL SERVICES Totals	\$986,681.00	\$0.00	\$986,681.00	\$50,112.90	\$17,924.97	\$77,512.36	\$891,243.67	10%	\$94,995.82
TECHNICAL SERVICES										
5350	Technical Services	7,000.00	145,985.00	152,985.00	30,251.00	.00	72,884.90	80,100.10	48	.00
	TECHNICAL SERVICES Totals	\$7,000.00	\$145,985.00	\$152,985.00	\$30,251.00	\$0.00	\$72,884.90	\$80,100.10	48%	\$0.00
OTHER TECHNICAL SERVICES										
5352	OtherTechSvcs-League Offi	34,722.00	.00	34,722.00	1,247.42	386.75	3,359.18	30,976.07	11	12,123.32
	OTHER TECHNICAL SERVICES Totals	\$34,722.00	\$0.00	\$34,722.00	\$1,247.42	\$386.75	\$3,359.18	\$30,976.07	11%	\$12,123.32
UTILITY SERVICES										
5411	Utility-Water	52,700.00	.00	52,700.00	4,583.40	6,849.04	13,769.57	32,081.39	39	15,640.26
5411.01	Sewer	24,100.00	.00	24,100.00	.00	.00	20,294.79	3,805.21	84	22,004.10

# Monthly Budget Performance Report

Through 10/31/13  
Prior Fiscal Year Activity Excluded  
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
<b>Fund 5100 - General Fund BOE</b>											
<b>EXPENSE</b>											
<b>UTILITY SERVICES Totals</b>											
<b>DISPOSAL SERVICES</b>											
5420	Disposal Services	\$76,800.00	\$0.00	\$76,800.00	\$4,583.40	\$6,849.04	\$34,064.36	\$35,886.60	53%		\$37,644.36
	<b>DISPOSAL SERVICES Totals</b>	90,900.00	.00	90,900.00	6,814.00	67,238.06	20,761.94	2,900.00	97		13,628.00
		\$90,900.00	\$0.00	\$90,900.00	\$6,814.00	\$67,238.06	\$20,761.94	\$2,900.00	97%		\$13,628.00
<b>REPAIRS &amp; MAINTENANCE SERVICES</b>											
5430	Repair Equipment	103,309.00	.00	103,309.00	6,768.77	3,205.09	14,218.24	85,885.67	17		17,666.75
5430.03	General Maint	485,000.00	.00	485,000.00	47,855.20	87,095.02	160,541.86	237,363.12	51		199,084.03
5443	Service Agreement	.00	.00	.00	.00	.00	.00	.00	+++		(3,038.13)
	<b>REPAIRS &amp; MAINTENANCE SERVICES Totals</b>	\$588,309.00	\$0.00	\$588,309.00	\$54,623.97	\$90,300.11	\$174,760.10	\$323,248.79	45%		\$213,712.65
	<b>RENTALS</b>										
5440.01	Lease, Maint Vehicle	.00	.00	.00	.00	.00	.00	.00	+++		.00
5440.02	Copier Services	170,089.00	.00	170,089.00	41,541.02	81,780.00	84,213.67	4,095.33	98		83,434.76
5440.03	Other Rental Services	5,000.00	.00	5,000.00	155.00	2,240.00	620.00	2,140.00	57		578.57
5440.04	Lease-Servers	.00	.00	.00	.00	.00	.00	.00	+++		.00
5440.05	Athletic Rental	45,500.00	.00	45,500.00	.00	.00	39,320.66	6,179.34	86		19,042.38
	<b>RENTALS Totals</b>	\$220,589.00	\$0.00	\$220,589.00	\$41,696.02	\$84,020.00	\$124,154.33	\$12,414.67	94%		\$103,005.71
<b>STUDENT TRANSPORTATION</b>											
5510	Student Transport-	3,689,155.00	.00	3,689,155.00	145,681.10	5,024.00	1,397,605.30	2,286,525.70	38		1,349,784.85
5510.01	Transport-Summer School	100,212.00	.00	100,212.00	.00	.00	106,767.78	(6,555.78)	107		85,954.00
	<b>STUDENT TRANSPORTATION Totals</b>	\$3,789,367.00	\$0.00	\$3,789,367.00	\$145,681.10	\$5,024.00	\$1,504,373.08	\$2,279,969.92	40%		\$1,435,738.85
<b>INSURANCE</b>											
5520	Liability Insurance	179,823.00	(10,000.00)	169,823.00	3,257.50	74,434.50	87,788.50	7,600.00	96		83,616.00
5520.02	Athletic Insurance	7,000.00	.00	7,000.00	.00	.00	6,406.00	594.00	92		6,206.00
	<b>INSURANCE Totals</b>	\$186,823.00	(\$10,000.00)	\$176,823.00	\$3,257.50	\$74,434.50	\$94,194.50	\$8,194.00	95%		\$89,822.00
<b>COMMUNICATIONS</b>											
5530	Communications	86,800.00	132,015.00	218,815.00	24,345.92	7,001.60	140,628.91	71,184.49	67		30,110.20
5530.03	Internet/Fram Relay	.00	.00	.00	.00	.00	.00	.00	+++		.00
5530.04	Postage	64,531.00	.00	64,531.00	.00	.00	46.00	64,485.00	0		17,410.82
5530.05	Licensing & Warranty Contract	326,205.00	.00	326,205.00	6,064.44	43,976.20	190,563.83	91,664.97	72		163,188.96
	<b>COMMUNICATIONS Totals</b>	\$477,536.00	\$132,015.00	\$609,551.00	\$30,410.36	\$50,977.80	\$331,238.74	\$227,334.46	63%		\$210,709.98
<b>ADVERTISING</b>											
5540	Advertising-Recruitment	12,000.00	.00	12,000.00	1,375.91	136.00	4,740.91	7,123.09	41		2,211.53
	<b>ADVERTISING Totals</b>	\$12,000.00	\$0.00	\$12,000.00	\$1,375.91	\$136.00	\$4,740.91	\$7,123.09	41%		\$2,211.53
<b>PRINTING</b>											
5550	Printing & Binding	16,350.00	.00	16,350.00	3,547.90	719.40	5,998.70	9,631.90	41		4,294.01
	<b>PRINTING Totals</b>	\$16,350.00	\$0.00	\$16,350.00	\$3,547.90	\$719.40	\$5,998.70	\$9,631.90	41%		\$4,294.01
<b>TUITION</b>											
5560	Tuition-Public	579,217.00	.00	579,217.00	.00	634,323.39	.00	(55,106.39)	110		436,832.13
5560.01	OOD Summer School	37,000.00	.00	37,000.00	.00	.00	51,025.00	(14,025.00)	138		.00

# Monthly Budget Performance Report

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Prior Fiscal Year Activity Excluded  
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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 5100 - General Fund BOE	EXPENSE									
	TUITION									
5561	SPED Tuition-Public	33,000.00	.00	33,000.00	.00	22,377.00	.00	10,623.00	68	.00
5561.01	SPED DCF PUBLIC	80,000.00	.00	80,000.00	3,957.00	41,416.60	3,957.00	34,626.40	57	6,305.76
5561.02	SPED Tuition-Exploration	102,000.00	.00	102,000.00	28,071.45	84,844.35	28,071.45	(10,915.80)	111	.00
5563	Tuition-Private	4,667,584.00	.00	4,667,584.00	487,099.05	3,109,445.26	1,778,047.14	(219,908.40)	105	1,335,927.86
5563.01	Tuition-Detention Center	23,709.00	.00	23,709.00	.00	.00	.00	23,709.00	0	(1,000.00)
5563.02	Tuition-May Inst	273,000.00	.00	273,000.00	28,333.96	172,350.82	100,649.18	.00	100	99,565.85
5563.03	OOD Pre K DCF	.00	.00	.00	.00	.00	.00	.00	+++	.00
5563.04	SPED DCF PRIVATE	.00	.00	.00	.00	.00	.00	.00	+++	.00
5564	REGULAR ED	.00	.00	.00	9,558.20	138,120.60	9,558.20	(147,678.80)	+++	.00
5564.01	REUGLAR ED DCF	.00	.00	.00	.00	.00	.00	.00	+++	.00
5564.02	SPED DCF	.00	.00	.00	.00	.00	.00	.00	+++	.00
	TUITION Totals	\$5,795,510.00	\$0.00	\$5,795,510.00	\$557,019.66	\$4,202,878.02	\$1,971,307.97	(\$378,675.99)	107%	\$1,877,631.60
	TRAVEL									
5580	Travel	21,822.00	.00	21,822.00	1,214.93	.00	3,497.53	18,324.47	16	3,215.84
	TRAVEL Totals	\$21,822.00	\$0.00	\$21,822.00	\$1,214.93	\$0.00	\$3,497.53	\$18,324.47	16%	\$3,215.84
	GENERAL SUPPLIES									
5610.01	Instructional Supplies	276,893.00	(21,500.00)	255,393.00	32,892.45	36,205.08	99,494.81	119,693.11	53	135,901.18
5610.02	Audio/Visual Supl-	6,170.00	.00	6,170.00	870.31	154.50	1,397.18	4,618.32	25	2,423.22
5610.04	Cleaning Supplies	169,400.00	.00	169,400.00	12,932.02	6,699.56	107,628.80	55,071.64	67	97,384.77
5610.05	Non Instructional Supply	174,503.00	.00	174,503.00	18,527.67	20,458.14	62,161.17	91,883.69	47	41,076.61
5610.13	Prof Dev Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
5610.15	Instructional Sup SumSchl	.00	.00	.00	.00	.00	.00	.00	+++	.00
	GENERAL SUPPLIES Totals	\$526,966.00	(\$21,500.00)	\$505,466.00	\$65,222.45	\$63,517.28	\$270,661.96	\$271,266.76	55%	\$276,785.78
	ENERGY									
5620.01	Heating	.00	.00	.00	.00	.00	.00	.00	+++	.00
5620.02	Bus Fuel	186,464.00	.00	186,464.00	35,752.54	.00	58,882.42	127,581.58	32	365,308.23
5621	Natural Gas	470,000.00	.00	470,000.00	14,629.55	.00	45,719.58	424,280.42	10	33,761.81
5622	Electricity	890,047.00	.00	890,047.00	71,028.99	.00	203,247.80	686,799.20	23	210,841.86
5623	Bottled Gas	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
5624	Oil	249,575.00	.00	249,575.00	.00	.00	187,948.84	61,626.16	75	221,474.60
	ENERGY Totals	\$1,799,086.00	\$0.00	\$1,799,086.00	\$121,411.08	\$0.00	\$495,798.64	\$1,303,287.36	28%	\$831,386.50
	BOOKS AND PERIODICALS									
5640.1	Textbooks	78,848.00	(6,500.00)	72,348.00	7,659.84	9,324.24	19,449.96	43,573.80	40	15,089.27
5640.2	Library Books	61,300.00	.00	61,300.00	4,644.91	22,365.57	10,461.79	28,472.64	54	22,283.38
5640.3	Subscriptions	23,484.00	.00	23,484.00	4,704.64	8,851.03	8,052.89	6,580.08	72	13,990.19
5640.4	Prof Publications	465.00	.00	465.00	.00	.00	.00	465.00	0	.00
	BOOKS AND PERIODICALS Totals	\$164,097.00	(\$6,500.00)	\$157,597.00	\$17,009.39	\$40,540.84	\$37,964.64	\$79,031.52	50%	\$51,362.84



# Monthly Budget Performance Report

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Prior Fiscal Year Activity Excluded

Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 5100 - General Fund BOE	EXPENSE									
	TECHNOLOGY SUPPLIES									
5650	Instructional Tech Supply	7,000.00	.00	7,000.00	1,013.62	5,463.18	1,770.81	(233.99)	103	3,682.34
5650.01	Non Instr Tech Supply	.00	.00	.00	.00	.00	.00	.00	+++	.00
	TECHNOLOGY SUPPLIES Totals	\$7,000.00	\$0.00	\$7,000.00	\$1,013.62	\$5,463.18	\$1,770.81	(\$233.99)	103%	\$3,682.34
	PROPERTY/EQUIPMENT									
5740	Equipment, Misc	.00	.00	.00	.00	.00	.00	.00	+++	.00
5743	Non Instructional Equip	48,025.00	3,500.00	51,525.00	2,381.79	13,300.91	7,537.58	30,686.51	40	12,733.01
5746	Instructional Equipment	493,303.00	(175,500.00)	317,803.00	22,028.23	117,350.94	98,724.44	101,727.62	68	139,809.51
	PROPERTY/EQUIPMENT Totals	\$541,328.00	(\$172,000.00)	\$369,328.00	\$24,410.02	\$130,651.85	\$106,262.02	\$132,414.13	64%	\$152,542.52
	TECHNOLOGY HARDWARE									
5734	Technology Hardware	.00	.00	.00	.00	.00	.00	.00	+++	.00
	TECHNOLOGY HARDWARE Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	TECHNOLOGY SOFTWARE									
5735	Technology Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	TECHNOLOGY SOFTWARE Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	DUES AND FEES									
5810	Dues and Fees	54,183.00	.00	54,183.00	3,475.00	824.00	43,303.50	10,055.50	81	25,698.46
5811	Entry Fees	2,850.00	.00	2,850.00	.00	.00	.00	2,850.00	0	.00
	DUES AND FEES Totals	\$57,033.00	\$0.00	\$57,033.00	\$3,475.00	\$824.00	\$43,303.50	\$12,905.50	77%	\$25,698.46
	MISCELLANEOUS EXPENDITURES									
5890	Miscellaneous Expenditure	1,525.00	.00	1,525.00	.00	.00	.00	1,525.00	0	22.20
	MISCELLANEOUS EXPENDITURES Totals	\$1,525.00	\$0.00	\$1,525.00	\$0.00	\$0.00	\$0.00	\$1,525.00	0%	\$22.20
	EXPENSE TOTALS	\$67,763,369.00	\$0.00	\$67,763,369.00	\$6,655,259.51	\$12,625,862.70	\$23,219,693.46	\$31,917,812.84	53%	\$20,988,290.37
	Fund 5100 - General Fund BOE Totals	\$67,763,369.00	\$0.00	\$67,763,369.00	\$6,655,259.51	\$12,625,862.70	\$23,219,693.46	\$31,917,812.84		\$20,988,290.37
Fund 5101 - Capital	EXPENSE									
	OTHER TECHNICAL SERVICES									
5915	Capital Technology	75,406.00	.00	75,406.00	.00	.00	.00	75,406.00	0	4,805.67
	OTHER TECHNICAL SERVICES Totals	\$75,406.00	\$0.00	\$75,406.00	\$0.00	\$0.00	\$0.00	\$75,406.00	0%	\$4,805.67
	REPAIRS & MAINTENANCE SERVICES									
5901	Capital-Migeon	.00	.00	.00	.00	.00	.00	.00	+++	.00
5902	Capital-EA	80,000.00	.00	80,000.00	4,500.00	9,500.00	4,500.00	66,000.00	18	.00
5903	Capital-FB	1,310,000.00	.00	1,310,000.00	52,152.72	122,788.66	799,111.34	388,100.00	70	.00
5904	Capital-VW	.00	.00	.00	.00	.00	.00	.00	+++	.00
5905	Capital-THS	.00	.00	.00	.00	.00	.00	.00	+++	(4,336.50)
5906	Capital-TMS	.00	.00	.00	.00	.00	.00	.00	+++	23,503.15
5907	Capital-SE	.00	.00	.00	.00	.00	.00	.00	+++	.00
5908	Capital-SW	.00	.00	.00	1,260.00	.00	1,260.00	(1,260.00)	+++	3,500.00



# Monthly Budget Performance Report

Through 10/31/13  
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Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 5101 - Capital										
EXPENSE										
REPAIRS & MAINTENANCE SERVICES										
5909	Capital-TP									
	REPAIRS & MAINTENANCE SERVICES Totals									
		.00	.00	.00	.00	.00	.00	.00	+++	.00
		\$1,390,000.00	\$0.00	\$1,390,000.00	\$57,912.72	\$132,288.66	\$804,871.34	\$452,840.00	67%	\$22,666.65
	EXPENSE TOTALS	\$1,465,406.00	\$0.00	\$1,465,406.00	\$57,912.72	\$132,288.66	\$804,871.34	\$528,246.00	64%	\$27,472.32
	Fund 5101 - Capital Totals	\$1,465,406.00	\$0.00	\$1,465,406.00	\$57,912.72	\$132,288.66	\$804,871.34	\$528,246.00		\$27,472.32
	Grand Totals	\$69,228,775.00	\$0.00	\$69,228,775.00	\$6,713,172.23	\$12,758,151.36	\$24,024,564.80	\$32,446,058.84		\$21,015,762.69

# Expense Budget Performance Report

Fiscal Year to Date 10/31/13  
Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>02 - East School</b>											
<b>EXPENSE</b>											
<b>5111</b>	<b>Administrators</b>										
5111.01	Administrators		122,107.00	.00	122,107.00	14,089.26	.00	42,267.78	79,839.22	35	36,925.20
5111.15	Teachers		2,013,191.00	185,025.00	2,198,216.00	253,970.69	.00	704,892.37	1,493,323.63	32	572,554.90
5111.31	Social Worker		83,692.00	.00	83,692.00	9,656.76	.00	28,780.00	54,912.00	34	9,514.10
5111.40	Media Specialist		41,846.00	.00	41,846.00	4,828.38	.00	14,390.02	27,455.98	34	12,685.44
5111.46	Psychologist		.00	27,000.00	27,000.00	3,114.99	.00	9,449.16	17,550.84	35	.00
5111.50	Stipends		4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
5111.60	Speech Pathologist		80,090.00	103,876.00	183,966.00	22,505.07	.00	56,470.15	127,495.85	31	6,069.70
<b>5111 - Administrators Totals</b>			\$2,344,926.00	\$315,901.00	\$2,660,827.00	\$308,165.15	\$0.00	\$856,249.48	\$1,804,577.52	32%	\$637,749.34
<b>5112</b>	<b>Paraprofessionals</b>										
5112.01	Paraprofessionals		298,997.00	156,319.00	455,316.00	51,755.56	.00	83,111.55	372,204.45	18	52,322.78
5112.30	Clerical		94,439.00	.00	94,439.00	9,092.69	.00	32,650.22	61,788.78	35	26,416.40
5112.70	Nurses		50,708.00	.00	50,708.00	5,850.93	.00	17,866.07	32,841.93	35	15,407.14
5112.80	Custodians		155,474.00	.00	155,474.00	14,965.06	.00	53,623.24	101,850.76	34	49,603.02
5112.90	Longevity		.00	1,400.00	1,400.00	123.75	.00	445.50	954.50	32	344.25
<b>5112 - Paraprofessionals Totals</b>			\$599,618.00	\$157,719.00	\$757,337.00	\$81,787.99	\$0.00	\$187,696.58	\$569,640.42	25%	\$144,093.59
5123	Substitutes-Teachers		27,000.00	.00	27,000.00	.00	.00	3,999.61	23,000.39	15	4,429.28
<b>5130</b>	<b>OT Wages-Clerical</b>										
5130.30	OT Wages-Clerical		1,000.00	.00	1,000.00	54.20	.00	54.20	945.80	5	.00
5130.80	OT Wages-Custodian		6,000.00	.00	6,000.00	45.06	.00	605.58	5,394.42	10	249.45
5130.81	OT Wages-Rental (Cust)		500.00	.00	500.00	.00	.00	.00	500.00	0	.00
<b>5130 - OT Wages-Clerical Totals</b>			\$7,500.00	\$0.00	\$7,500.00	\$99.26	\$0.00	\$659.78	\$6,840.22	9%	\$249.45
<b>5440</b>	<b>Copier Services</b>										
5440.02	Copier Services		610.00	.00	610.00	373.88	.00	373.88	236.12	61	.00
<b>5440 - Copier Services Totals</b>			\$610.00	\$0.00	\$610.00	\$373.88	\$0.00	\$373.88	\$236.12	61%	\$0.00
5550	Printing & Binding		650.00	.00	650.00	.00	.00	516.40	133.60	79	.00
<b>5610</b>	<b>Instructional Supplies</b>										
5610.01	Instructional Supplies		16,525.00	(2,000.00)	14,525.00	1,678.75	5,479.69	1,678.75	7,366.56	49	6,932.84
5610.02	Audio/Visual Suppl-		600.00	.00	600.00	285.82	.00	285.82	314.18	48	.00
5610.05	Non Instructional Supply		3,900.00	.00	3,900.00	379.81	984.49	649.20	2,266.31	42	804.72
<b>5610 - Instructional Supplies Totals</b>			\$21,025.00	(\$2,000.00)	\$19,025.00	\$2,344.38	\$6,464.18	\$2,613.77	\$9,947.05	48%	\$7,737.56
<b>5640</b>	<b>Textbooks</b>										
5640.1	Textbooks		8,600.00	.00	8,600.00	3,281.21	.00	4,573.96	4,026.04	53	.00
5640.2	Library Books		5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	.00
5640.3	Subscriptions		2,850.00	.00	2,850.00	2,063.35	186.64	2,063.35	600.01	79	1,470.30
5640.4	Prof Publications		465.00	.00	465.00	.00	.00	.00	465.00	0	.00
<b>5640 - Textbooks Totals</b>			\$17,415.00	\$0.00	\$17,415.00	\$5,344.56	\$186.64	\$6,637.31	\$10,591.05	39%	\$1,470.30
5743	Non Instructional Equip		.00	2,000.00	2,000.00	.00	.00	1,890.97	119.03	94	.00





# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Department	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
5810	02 - East School	EXPENSE	275.00	.00	275.00	.00	.00	200.00	200.00	75.00	73	178.00
		Dues and Fees	\$3,019,019.00	\$473,620.00	\$3,492,639.00	\$398,115.22	\$6,650.82	\$1,060,827.78	\$1,060,827.78	\$2,425,160.40	31%	\$795,907.52
		EXPENSE TOTALS	(\$3,019,019.00)	(\$473,620.00)	(\$3,492,639.00)	(\$398,115.22)	(\$6,650.82)	(\$1,060,827.78)	(\$1,060,827.78)	(\$2,425,160.40)	31%	(\$795,907.52)
	Department 02 - East School	Totals										



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Department	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>03 - Forbes School</b>												
<b>EXPENSE</b>												
<b>5111 Administrators</b>												
5111.01		Administrators	122,107.00	(5,000.00)	117,107.00	13,974.30		.00	37,379.76	79,727.24	32	36,925.20
5111.15		Teachers	2,165,019.00	6,225.00	2,171,244.00	249,499.70		.00	732,841.30	1,438,402.70	34	608,828.10
5111.40		Media Specialist	22,515.00	9,881.00	32,396.00	1,495.20		.00	3,801.40	28,594.60	12	2,455.13
5111.46		Psychologist	83,692.00	.00	83,692.00	9,656.76		.00	28,780.00	54,912.00	34	25,606.80
5111.47		Behaviorist	77,057.00	.00	77,057.00	8,425.62		.00	25,110.86	51,946.14	33	.00
5111.50		Stipends	9,000.00	6,500.00	15,500.00	.00		.00	6,408.00	9,092.00	41	.00
5111.65		Guidance Counselor	.00	.00	.00	.00		.00	.00	.00	+++	22,136.32
<b>5111 - Administrators Totals</b>			<b>\$2,479,390.00</b>	<b>\$17,606.00</b>	<b>\$2,496,996.00</b>	<b>\$283,051.58</b>		<b>\$0.00</b>	<b>\$834,321.32</b>	<b>\$1,662,674.68</b>	<b>33%</b>	<b>\$695,951.55</b>
<b>5112 Paraprofessionals</b>												
5112.01		Paraprofessionals	213,434.00	39,099.00	252,533.00	30,612.38		.00	54,212.88	198,320.12	21	31,009.15
5112.30		Clerical	94,439.00	(13,167.00)	81,272.00	7,799.75		.00	28,063.55	53,208.45	35	24,737.60
5112.70		Nurses	43,683.00	.00	43,683.00	4,813.26		.00	14,439.78	29,243.22	33	13,206.31
5112.80		Custodians	179,966.00	.00	179,966.00	16,971.82		.00	60,629.29	119,336.71	34	55,108.03
5112.90		Longevity	.00	1,400.00	1,400.00	123.75		.00	438.78	961.22	31	466.96
<b>5112 - Paraprofessionals Totals</b>			<b>\$531,522.00</b>	<b>\$27,332.00</b>	<b>\$558,854.00</b>	<b>\$60,320.96</b>		<b>\$0.00</b>	<b>\$157,784.28</b>	<b>\$401,069.72</b>	<b>28%</b>	<b>\$124,528.05</b>
5123		Substitutes-Teachers	27,000.00	.00	27,000.00	.00		.00	.00	27,000.00	0	.00
<b>5130 OT Wages-Clerical</b>												
5130.30		OT Wages-Clerical	1,000.00	.00	1,000.00	.00		.00	.00	1,000.00	0	.00
5130.80		OT Wages-Custodian	6,200.00	.00	6,200.00	306.01		.00	659.72	5,540.28	11	193.22
5130.81		OT Wages-Rental (Cust)	500.00	.00	500.00	.00		.00	.00	500.00	0	.00
<b>5130 - OT Wages-Clerical Totals</b>			<b>\$7,700.00</b>	<b>\$0.00</b>	<b>\$7,700.00</b>	<b>\$306.01</b>		<b>\$0.00</b>	<b>\$659.72</b>	<b>\$7,040.28</b>	<b>9%</b>	<b>\$193.22</b>
<b>5440 Copier Services</b>												
5440.02		Copier Services	610.00	.00	610.00	.00		.00	488.22	121.78	80	578.61
<b>5440 - Copier Services Totals</b>			<b>\$610.00</b>	<b>\$0.00</b>	<b>\$610.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$488.22</b>	<b>\$121.78</b>	<b>80%</b>	<b>\$578.61</b>
5550		Printing & Binding	650.00	.00	650.00	.00		.00	.00	650.00	0	569.50
<b>5610 Instructional Supplies</b>												
5610.01		Instructional Supplies	11,150.00	.00	11,150.00	1,075.11		174.00	6,396.37	4,579.63	59	8,269.36
5610.02		Audio/Visual Supl-	1,000.00	.00	1,000.00	.00		.00	.00	1,000.00	0	.00
5610.05		Non Instructional Supply	5,000.00	.00	5,000.00	566.30		676.29	2,820.66	1,503.05	70	3,360.21
<b>5610 - Instructional Supplies Totals</b>			<b>\$17,150.00</b>	<b>\$0.00</b>	<b>\$17,150.00</b>	<b>\$1,641.41</b>		<b>\$850.29</b>	<b>\$9,217.03</b>	<b>\$7,082.68</b>	<b>59%</b>	<b>\$11,629.57</b>
<b>5640 Textbooks</b>												
5640.1		Textbooks	6,451.00	.00	6,451.00	.00		.00	.00	6,451.00	0	1,496.00
5640.2		Library Books	5,000.00	.00	5,000.00	.00		2,658.71	.00	2,341.29	53	746.68
5640.3		Subscriptions	3,150.00	.00	3,150.00	44.20		893.03	2,096.11	160.86	95	1,636.93
<b>5640 - Textbooks Totals</b>			<b>\$14,601.00</b>	<b>\$0.00</b>	<b>\$14,601.00</b>	<b>\$44.20</b>		<b>\$3,551.74</b>	<b>\$2,096.11</b>	<b>\$8,953.15</b>	<b>39%</b>	<b>\$3,879.61</b>
5743		Non Instructional Equip	4,000.00	.00	4,000.00	1,383.85		.00	2,170.98	1,829.02	54	2,904.38
5746		Instructional Equipment	500.00	.00	500.00	.00		.00	.00	500.00	0	.00



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

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 YTD
Department 03 - Forbes School	EXPENSE									
5810	Dues and Fees	300.00	.00	300.00	.00	.00	200.00	100.00	67	178.00
		\$3,083,423.00	\$44,938.00	\$3,128,361.00	\$346,748.01	\$4,402.03	\$1,006,937.66	\$2,117,021.31	32%	\$840,412.49
	EXPENSE TOTALS									
	Department 03 - Forbes School Totals	(\$3,083,423.00)	(\$44,938.00)	(\$3,128,361.00)	(\$346,748.01)	(\$4,402.03)	(\$1,006,937.66)	(\$2,117,021.31)	32%	(\$840,412.49)

# Expense Budget Performance Report

Fiscal Year to Date 10/31/13  
Include Rollup Account and Rollup to Account

Account Department	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>EXPENSE</b>											
<b>04 - Vogel-Wetmore School</b>											
<b>5111 Administrators</b>											
5111.01	Administrators	122,107.00	.00	122,107.00	14,089.26	.00	42,267.78	79,839.22	35	36,925.20	
5111.15	Teachers	2,375,567.00	198,107.00	2,573,674.00	303,128.01	.00	859,445.80	1,714,228.20	33	662,940.91	
5111.31	Social Worker	83,692.00	.00	83,692.00	9,656.76	.00	28,780.00	54,912.00	34	9,514.10	
5111.40	Media Specialist	41,846.00	.00	41,846.00	4,828.38	.00	14,389.98	27,456.02	34	12,685.36	
5111.46	Psychologist	70,141.00	(13,318.00)	56,823.00	5,979.60	.00	20,160.76	36,662.24	35	20,625.52	
5111.47	Behaviorist	.00	73,692.00	73,692.00	9,656.76	.00	16,094.61	57,597.39	22	.00	
5111.50	Stipends	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00	
5111.60	Speech Pathologist	83,692.00	50,257.00	133,949.00	16,151.43	.00	39,604.45	94,344.55	30	9,514.10	
<b>5111 - Administrators Totals</b>		\$2,786,045.00	\$308,738.00	\$3,094,783.00	\$363,490.20	\$0.00	\$1,020,743.38	\$2,074,039.62	33%	\$732,205.19	
<b>5112 Paraprofessionals</b>											
5112.01	Paraprofessionals	422,048.00	184,398.00	606,446.00	67,596.46	.00	122,782.19	483,663.81	20	67,663.26	
5112.30	Clerical	94,439.00	.00	94,439.00	9,080.55	.00	32,620.43	61,818.57	35	26,765.18	
5112.70	Nurses	50,708.00	.00	50,708.00	5,850.93	.00	17,552.79	33,155.21	35	15,495.25	
5112.80	Custodians	182,015.00	.00	182,015.00	17,543.47	.00	62,611.53	119,403.47	34	57,892.10	
5112.90	Longevity	.00	1,600.00	1,600.00	146.25	.00	519.72	1,080.28	32	439.79	
<b>5112 - Paraprofessionals Totals</b>		\$749,210.00	\$185,998.00	\$935,208.00	\$100,217.76	\$0.00	\$236,086.66	\$699,121.34	25%	\$168,255.58	
5123	Substitutes-Teachers	27,000.00	.00	27,000.00	5,396.16	.00	5,900.34	21,099.66	22	14,453.44	
<b>5130 OT Wages-Clerical</b>											
5130.30	OT Wages-Clerical	1,000.00	.00	1,000.00	.00	.00	109.53	890.47	11	266.70	
5130.80	OT Wages-Custodian	6,000.00	.00	6,000.00	704.41	.00	1,182.55	4,817.45	20	683.42	
5130.81	OT Wages-Rental (Cust)	500.00	.00	500.00	.00	.00	.00	500.00	0	.00	
<b>5130 - OT Wages-Clerical Totals</b>		\$7,500.00	\$0.00	\$7,500.00	\$704.41	\$0.00	\$1,292.08	\$6,207.92	17%	\$950.12	
5430	Repair Equipment	975.00	.00	975.00	150.00	215.09	150.00	609.91	37	212.29	
<b>5530 Postage</b>											
5530.04	Postage	60.00	.00	60.00	.00	.00	.00	60.00	0	.00	
<b>5530 - Postage Totals</b>		\$60.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	0%	\$0.00	
5550	Printing & Binding	1,000.00	.00	1,000.00	549.95	.00	909.15	90.85	91	.00	
<b>5610 Instructional Supplies</b>											
5610.01	Instructional Supplies	23,227.00	.00	23,227.00	3,591.47	7,071.36	5,647.29	10,508.35	55	9,894.70	
5610.02	Audio/Visual Suppl-	600.00	.00	600.00	.00	.00	.00	600.00	0	.00	
5610.05	Non Instructional Supply	2,230.00	.00	2,230.00	746.40	390.76	994.75	844.49	62	1,480.20	
<b>5610 - Instructional Supplies Totals</b>		\$26,057.00	\$0.00	\$26,057.00	\$4,337.87	\$7,462.12	\$6,642.04	\$11,952.84	54%	\$11,374.90	
<b>5640 Textbooks</b>											
5640.1	Textbooks	200.00	.00	200.00	.00	125.89	.00	74.11	63	.00	
5640.2	Library Books	9,800.00	.00	9,800.00	.00	2,614.58	.00	7,185.42	27	.00	
5640.3	Subscriptions	4,685.00	.00	4,685.00	2,516.59	251.78	2,516.59	1,916.63	59	3,712.34	
<b>5640 - Textbooks Totals</b>		\$14,685.00	\$0.00	\$14,685.00	\$2,516.59	\$2,992.25	\$2,516.59	\$9,176.16	38%	\$3,712.34	



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

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 YTD
Department	04 - Vogel-Wetmore School									
	EXPENSE									
5743	Non Instructional Equip	2,682.00	.00	2,682.00	417.95	57.11	417.95	2,206.94	18	292.00
5746	Instructional Equipment	2,200.00	.00	2,200.00	209.80	696.38	209.80	1,293.82	41	.00
5810	Dues and Fees	283.00	.00	283.00	.00	.00	200.00	83.00	71	178.00
	EXPENSE TOTALS	\$3,617,697.00	\$494,736.00	\$4,112,433.00	\$477,990.69	\$11,422.95	\$1,275,067.99	\$2,825,942.06	31%	\$951,633.86
	Department 04 - Vogel-Wetmore School Totals	(\$3,617,697.00)	(\$494,736.00)	(\$4,112,433.00)	(\$477,990.69)	(\$11,422.95)	(\$1,275,067.99)	(\$2,825,942.06)	31%	(\$951,633.86)



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>05 - High School</b>												
<b>EXPENSE</b>												
<b>Administrators</b>												
5111			599,482.00	196,689.00	796,171.00	91,990.51	.00	250,621.69	545,549.31	31	151,130.28	
5111.01	Administrators		22,500.00	.00	22,500.00	1,453.50	.00	5,814.00	16,686.00	26	2,527.00	
5111.03	Credit Recovery Coordinator		5,759,394.00	(67,471.00)	5,691,913.00	654,537.79	.00	1,907,338.86	3,784,574.14	34	1,616,631.62	
5111.15	Teachers		14,035.00	.00	14,035.00	.00	.00	.00	14,035.00	0	.00	
5111.20	Capstone Coord.		77,057.00	.00	77,057.00	9,957.54	.00	16,595.90	60,461.10	22	22,250.12	
5111.31	Social Worker		80,090.00	(7,065.00)	73,025.00	8,536.26	.00	25,440.62	47,584.38	35	22,427.04	
5111.40	Media Specialist		.00	53,692.00	53,692.00	2,130.43	.00	8,799.10	44,892.90	16	3,171.36	
5111.46	Psychologist		67,379.00	(10,100.00)	57,279.00	7,429.00	.00	10,384.10	46,894.90	18	7,786.40	
5111.50	Stipends		41,846.00	.00	41,846.00	4,828.38	.00	14,390.01	27,455.99	34	.00	
5111.60	Speech Pathologist		380,756.00	13,109.00	393,865.00	44,695.60	.00	147,780.51	246,084.49	38	102,549.34	
5111.65	Guidance Counselor		83,692.00	(83,692.00)	.00	.00	.00	.00	.00	+++	.00	
5111.66	RTI Intervention		\$7,126,221.00	\$95,162.00	\$7,221,383.00	\$825,559.01	\$0.00	\$2,387,164.79	\$4,834,218.21	33%	\$1,928,473.16	
<b>5111 - Administrators Totals</b>												
<b>Paraprofessionals</b>												
5112			416,741.00	33,647.00	450,388.00	51,278.35	.00	96,658.28	353,729.72	21	66,801.18	
5112.01	Paraprofessionals		294,655.00	10,898.00	305,553.00	28,372.97	.00	103,334.33	202,218.67	34	90,368.77	
5112.30	Clerical		103,444.00	.00	103,444.00	11,701.86	.00	38,733.08	64,710.92	37	32,165.30	
5112.70	Nurses		417,136.00	.00	417,136.00	34,729.45	.00	130,878.58	286,257.42	31	132,324.09	
5112.80	Custodians		.00	3,200.00	3,200.00	270.00	.00	990.00	2,210.00	31	918.00	
5112.90	Longevity		\$1,231,976.00	\$47,745.00	\$1,279,721.00	\$126,352.63	\$0.00	\$370,594.27	\$909,126.73	29%	\$322,577.34	
<b>5112 - Paraprofessionals Totals</b>												
<b>OLL</b>												
5121			40,000.00	.00	40,000.00	6,888.00	.00	13,112.00	26,888.00	33	9,265.00	
5121.01	OLL		\$40,000.00	\$0.00	\$40,000.00	\$6,888.00	\$0.00	\$13,112.00	\$26,888.00	33%	\$9,265.00	
<b>5121 - OLL Totals</b>												
<b>Substitutes-Teachers</b>												
5123			64,525.00	.00	64,525.00	1,939.50	.00	3,012.95	61,512.05	5	13,925.91	
<b>OT Wages-Clerical</b>												
5130			2,000.00	.00	2,000.00	137.71	.00	2,019.24	(19.24)	101	1,256.06	
5130.30	OT Wages-Clerical		22,000.00	.00	22,000.00	1,523.44	.00	4,713.86	17,286.14	21	1,963.61	
5130.80	OT Wages-Custodian		500.00	.00	500.00	.00	.00	.00	500.00	0	.00	
5130.81	OT Wages-Rental (Cust)		\$24,500.00	\$0.00	\$24,500.00	\$1,661.15	\$0.00	\$6,733.10	\$17,766.90	27%	\$3,219.67	
<b>5130 - OT Wages-Clerical Totals</b>												
5340	Other Professional Svcs		23,695.00	.00	23,695.00	.00	.00	.00	23,695.00	0	.00	
5430	Repair Equipment		10,225.00	.00	10,225.00	500.00	2,275.00	3,685.00	4,265.00	58	2,321.71	
<b>Other Rental Services</b>												
5440			2,300.00	.00	2,300.00	.00	.00	.00	2,300.00	0	.00	
5440.03	Other Rental Services		\$2,300.00	\$0.00	\$2,300.00	\$0.00	\$0.00	\$0.00	\$2,300.00	0%	\$0.00	
<b>5440 - Other Rental Services Totals</b>												
<b>Postage</b>												
5530			500.00	.00	500.00	.00	.00	.00	500.00	0	.00	
5530.04	Postage		\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00	
<b>5530 - Postage Totals</b>												
5550	Printing & Binding		9,150.00	.00	9,150.00	2,938.00	719.40	3,733.00	4,697.60	49	3,724.51	
5580	Travel		250.00	.00	250.00	.00	.00	.00	250.00	0	14.36	

# Expense Budget Performance Report

Fiscal Year to Date 10/31/13  
Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Department 05 - High School</b>											
<b>EXPENSE</b>											
<b>5610</b>	<b>Instructional Supplies</b>										
5610.01	Instructional Supplies		80,227.00	.00	80,227.00	13,723.61	13,159.57	35,841.49	31,225.94	61	48,299.52
5610.02	Audio/Visual Supt-		1,970.00	.00	1,970.00	.00	154.50	526.87	1,288.63	35	1,891.16
5610.05	Non Instructional Supply		18,845.00	.00	18,845.00	905.86	3,302.22	2,000.67	13,542.11	28	2,120.77
	<b>5610 - Instructional Supplies Totals</b>		<b>\$101,042.00</b>	<b>\$0.00</b>	<b>\$101,042.00</b>	<b>\$14,629.47</b>	<b>\$16,616.29</b>	<b>\$38,369.03</b>	<b>\$46,056.68</b>	<b>54%</b>	<b>\$52,311.45</b>
<b>5640</b>	<b>Textbooks</b>										
5640.1	Textbooks		39,452.00	.00	39,452.00	1,974.69	7,487.51	5,687.36	26,277.13	33	5,398.86
5640.2	Library Books		15,000.00	.00	15,000.00	.00	2,150.63	2,917.35	9,932.02	34	168.90
5640.3	Subscriptions		2,895.00	.00	2,895.00	80.50	1,593.49	160.49	1,141.02	61	2,350.72
	<b>5640 - Textbooks Totals</b>		<b>\$57,347.00</b>	<b>\$0.00</b>	<b>\$57,347.00</b>	<b>\$2,055.19</b>	<b>\$11,231.63</b>	<b>\$8,765.20</b>	<b>\$37,350.17</b>	<b>35%</b>	<b>\$7,918.48</b>
5743	Non Instructional Equip		13,935.00	.00	13,935.00	.00	11,849.59	.00	2,085.41	85	.00
5746	Instructional Equipment		20,912.00	.00	20,912.00	309.32	1,347.26	13,995.04	5,569.70	73	14,298.64
5810	Dues and Fees		11,045.00	.00	11,045.00	255.00	260.00	9,060.00	1,725.00	84	8,956.00
5811	Entry Fees		1,850.00	.00	1,850.00	.00	.00	.00	1,850.00	0	.00
5890	Miscellaneous Expenditure		900.00	.00	900.00	.00	.00	.00	900.00	0	.00
	<b>EXPENSE TOTALS</b>		<b>\$8,740,373.00</b>	<b>\$142,907.00</b>	<b>\$8,883,280.00</b>	<b>\$983,087.27</b>	<b>\$44,299.17</b>	<b>\$2,858,224.38</b>	<b>\$5,980,756.45</b>	<b>33%</b>	<b>\$2,367,006.23</b>
	<b>Department 05 - High School Totals</b>		<b>(\$8,740,373.00)</b>	<b>(\$142,907.00)</b>	<b>(\$8,883,280.00)</b>	<b>(\$983,087.27)</b>	<b>(\$44,299.17)</b>	<b>(\$2,858,224.38)</b>	<b>(\$5,980,756.45)</b>	<b>33%</b>	<b>(\$7,367,006.23)</b>



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Rec'd	Prior Year YTD
Department 06 - Middle School									
EXPENSE									
5111	Administrators								
5111.01	Administrators	478,071.00	53,410.00	531,481.00	61,104.77	.00	133,552.46	25	74,806.08
5111.05	Assistive Tech	28,957.00	.00	28,957.00	3,167.64	.00	5,279.40	18	.00
5111.15	Teachers	5,320,866.00	(193,319.00)	5,127,547.00	594,688.21	.00	1,754,032.77	34	1,545,758.22
5111.31	Social Worker	36,511.00	.00	36,511.00	4,046.60	.00	6,744.33	18	6,540.28
5111.40	Media Specialist	83,692.00	.00	83,692.00	9,656.76	.00	28,780.00	34	25,370.80
5111.46	Psychologist	.00	83,692.00	83,692.00	9,656.76	.00	28,956.73	35	3,171.28
5111.50	Stipends	46,181.00	.00	46,181.00	.00	.00	.00	0	39.00
5111.60	Speech Pathologist	41,846.00	.00	41,846.00	4,828.38	.00	14,389.99	34	12,685.40
5111.65	Guidance Counselor	190,807.00	(1,472.00)	189,335.00	20,923.26	.00	70,231.14	37	63,066.87
5111.66	RTI Intervention	83,692.00	(83,692.00)	.00	.00	.00	.00	+++	.00
5111 - Administrators Totals		\$6,310,623.00	(\$141,381.00)	\$6,169,242.00	\$708,072.38	\$0.00	\$2,041,966.82	33%	\$1,731,437.93
5112	Paraprofessionals								
5112.01	Paraprofessionals	459,692.00	60,618.00	520,310.00	59,050.53	.00	99,470.18	19	67,664.29
5112.30	Clerical	179,132.00	36,578.00	215,710.00	20,486.60	.00	72,860.76	34	56,916.83
5112.70	Nurses	108,284.00	.00	108,284.00	16,751.85	.00	43,281.99	40	36,275.40
5112.80	Custodians	258,758.00	.00	258,758.00	25,182.35	.00	90,912.26	35	102,532.53
5112.90	Longevity	.00	2,700.00	2,700.00	258.75	.00	920.25	34	851.71
5112 - Paraprofessionals Totals		\$1,005,866.00	\$99,896.00	\$1,105,762.00	\$121,730.08	\$0.00	\$307,445.44	28%	\$264,240.76
5121	ISS								
5121.02	ISS	10,000.00	.00	10,000.00	.00	.00	.00	0	.00
5121 - ISS Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%	\$0.00
5123	Substitutes-Teachers	64,525.00	.00	64,525.00	12,378.65	.00	16,430.07	25	13,870.64
5130	OT Wages-Clerical								
5130.30	OT Wages-Clerical	2,000.00	.00	2,000.00	.00	.00	.00	0	.00
5130.80	OT Wages-Custodian	13,000.00	.00	13,000.00	451.37	.00	2,326.03	18	2,236.01
5130.81	OT Wages-Rental (Cust)	500.00	.00	500.00	.00	.00	.00	0	.00
5130 - OT Wages-Clerical Totals		\$15,500.00	\$0.00	\$15,500.00	\$451.37	\$0.00	\$2,326.03	15%	\$2,236.01
5430	Repair Equipment	6,500.00	.00	6,500.00	1,230.00	.00	1,768.70	27	2,590.78
5530	Postage								
5530.04	Postage	500.00	.00	500.00	.00	.00	.00	0	.00
5530 - Postage Totals		\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
5610	Instructional Supplies								
5610.01	Instructional Supplies	53,715.00	.00	53,715.00	7,014.61	4,656.17	32,914.25	70	36,503.94
5610.02	Audio/Visual Suppl-	2,000.00	.00	2,000.00	584.49	.00	584.49	29	532.06
5610.05	Non Instructional Supply	27,940.00	.00	27,940.00	1,777.42	1,846.81	15,602.77	62	12,565.38
5610 - Instructional Supplies Totals		\$83,655.00	\$0.00	\$83,655.00	\$9,376.52	\$6,502.98	\$49,101.51	66%	\$49,601.38
5640	Textbooks								
5640.1	Textbooks	5,305.00	.00	5,305.00	352.41	691.56	3,704.54	83	6,487.20



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
06 - Middle School											
EXPENSE											
5640	Textbooks										
5640.2	Library Books		14,000.00	.00	14,000.00	4,644.91	5,762.84	7,544.44	692.72	95	14,399.45
5640.3	Subscriptions		3,954.00	.00	3,954.00	.00	3,351.15	152.75	450.10	89	2,760.65
5640 - Textbooks Totals			\$23,259.00	\$0.00	\$23,259.00	\$4,997.32	\$9,805.55	\$11,401.73	\$2,051.72	91%	\$23,647.30
5743	Non Instructional Equip		2,480.00	.00	2,480.00	.00	.00	388.00	2,092.00	16	323.73
5746	Instructional Equipment		6,269.00	.00	6,269.00	177.28	1,033.31	4,811.04	424.65	93	4,261.55
5810	Dues and Fees		2,917.00	.00	2,917.00	.00	564.00	525.00	1,828.00	37	496.00
EXPENSE TOTALS			\$7,532,094.00	(\$41,485.00)	\$7,490,609.00	\$858,413.60	\$17,905.84	\$2,436,164.34	\$5,036,538.82	33%	\$2,092,706.08
06 - Middle School Totals			(\$7,532,094.00)	\$41,485.00	(\$7,490,609.00)	(\$858,413.60)	(\$17,905.84)	(\$2,436,164.34)	(\$5,036,538.82)	33%	(\$2,092,706.08)
Department											

# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year YTD
<b>Department 08 - Southwest School</b>											
<b>EXPENSE</b>											
<b>5111</b>	<b>Administrators</b>										
5111.01	Administrators		122,107.00	.00	122,107.00	14,089.26	.00	42,267.78	79,839.22	35	36,925.20
5111.15	Teachers		1,770,602.00	(19,503.00)	1,751,099.00	199,591.08	.00	603,685.53	1,147,413.47	34	545,419.97
5111.31	Social Worker		.00	.00	.00	.00	.00	.00	.00	+++	236.00
5111.40	Media Specialist		31,321.00	.00	31,321.00	3,613.95	.00	10,770.65	20,550.35	34	9,494.80
5111.46	Psychologist		.00	27,000.00	27,000.00	3,114.96	.00	9,343.35	17,656.65	35	1,849.24
5111.50	Stipends		4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
<b>5111 - Administrators Totals</b>			<b>\$1,928,030.00</b>	<b>\$7,497.00</b>	<b>\$1,935,527.00</b>	<b>\$220,409.25</b>	<b>\$0.00</b>	<b>\$666,067.31</b>	<b>\$1,269,459.69</b>	<b>34%</b>	<b>\$593,925.21</b>
<b>5112</b>	<b>Paraprofessionals</b>										
5112.01	Paraprofessionals		206,449.00	(30,604.00)	175,845.00	21,090.17	.00	37,230.99	138,614.01	21	24,839.21
5112.30	Clerical		47,463.00	30,818.00	78,281.00	8,115.37	.00	23,528.42	54,752.58	30	15,226.93
5112.70	Nurses		50,708.00	.00	50,708.00	5,818.83	.00	17,632.71	33,075.29	35	13,423.62
5112.80	Custodians		105,512.00	.00	105,512.00	10,164.58	.00	36,107.80	69,404.20	34	23,403.62
5112.90	Longevity		.00	700.00	700.00	45.00	.00	162.00	538.00	23	153.00
<b>5112 - Paraprofessionals Totals</b>			<b>\$410,132.00</b>	<b>\$914.00</b>	<b>\$411,046.00</b>	<b>\$45,233.95</b>	<b>\$0.00</b>	<b>\$114,661.92</b>	<b>\$296,384.08</b>	<b>28%</b>	<b>\$77,046.38</b>
5123	Substitutes-Teachers		27,000.00	.00	27,000.00	.00	.00	.00	27,000.00	0	75.00
<b>5130</b>	<b>OT Wages-Clerical</b>										
5130.30	OT Wages-Clerical		1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5130.80	OT Wages-Custodian		5,000.00	.00	5,000.00	486.45	.00	967.66	4,032.34	19	388.14
5130.81	OT Wages-Rental (Cust)		500.00	.00	500.00	.00	.00	.00	500.00	0	.00
<b>5130 - OT Wages-Clerical Totals</b>			<b>\$6,500.00</b>	<b>\$0.00</b>	<b>\$6,500.00</b>	<b>\$486.45</b>	<b>\$0.00</b>	<b>\$967.66</b>	<b>\$5,532.34</b>	<b>15%</b>	<b>\$388.14</b>
5430	Repair Equipment		520.00	.00	520.00	495.00	.00	495.00	25.00	95	.00
5550	Printing & Binding		700.00	.00	700.00	59.95	.00	419.84	280.16	60	.00
<b>5610</b>	<b>Instructional Supplies</b>										
5610.01	Instructional Supplies		19,725.00	(3,000.00)	16,725.00	2,626.55	2,468.68	8,568.34	5,687.98	66	12,621.77
5610.05	Non Instructional Supply		3,500.00	.00	3,500.00	337.99	53.82	2,121.57	1,324.61	62	1,723.25
<b>5610 - Instructional Supplies Totals</b>			<b>\$23,225.00</b>	<b>(\$3,000.00)</b>	<b>\$20,225.00</b>	<b>\$2,964.54</b>	<b>\$2,522.50</b>	<b>\$10,689.91</b>	<b>\$7,012.59</b>	<b>65%</b>	<b>\$14,345.02</b>
<b>5640</b>	<b>Textbooks</b>										
5640.1	Textbooks		3,000.00	.00	3,000.00	322.89	106.00	673.30	2,220.70	26	1,707.21
5640.2	Library Books		6,500.00	.00	6,500.00	.00	4,232.81	.00	2,267.19	65	4,224.74
5640.3	Subscriptions		2,750.00	.00	2,750.00	.00	1,484.34	1,063.60	202.06	93	1,001.10
<b>5640 - Textbooks Totals</b>			<b>\$12,250.00</b>	<b>\$0.00</b>	<b>\$12,250.00</b>	<b>\$322.89</b>	<b>\$5,823.15</b>	<b>\$1,736.90</b>	<b>\$4,689.95</b>	<b>62%</b>	<b>\$6,933.05</b>
5743	Non Instructional Equip		1,950.00	1,500.00	3,450.00	.00	1,394.21	1,729.69	326.10	91	592.90
5746	Instructional Equipment		700.00	1,500.00	2,200.00	.00	.00	474.66	1,725.34	22	.00
5810	Dues and Fees		350.00	.00	350.00	.00	.00	200.00	150.00	57	178.00
<b>EXPENSE TOTALS</b>			<b>\$2,411,357.00</b>	<b>\$8,411.00</b>	<b>\$2,419,768.00</b>	<b>\$269,972.03</b>	<b>\$9,739.86</b>	<b>\$797,442.89</b>	<b>\$1,612,585.25</b>	<b>33%</b>	<b>\$693,483.70</b>
<b>Department 08 - Southwest School Totals</b>			<b>(\$2,411,357.00)</b>	<b>(\$8,411.00)</b>	<b>(\$2,419,768.00)</b>	<b>(\$269,972.03)</b>	<b>(\$9,739.86)</b>	<b>(\$797,442.89)</b>	<b>(\$1,612,585.25)</b>	<b>33%</b>	<b>(\$693,483.70)</b>



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13  
Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
09 - Torrington School												
EXPENSE												
<b>5111</b>	<b>Administrators</b>											
5111.01	Administrators		226,609.00	.00	226,609.00	26,147.19		.00	78,441.57	148,167.43	35	52,725.96
5111.15	Teachers		2,889,418.00	51,120.00	2,940,538.00	339,725.41		.00	973,021.02	1,967,516.98	33	815,670.67
5111.31	Social Worker		83,692.00	.00	83,692.00	9,656.76		.00	28,780.00	54,912.00	34	25,370.80
5111.40	Media Specialist		46,981.00	.00	46,981.00	5,420.91		.00	16,155.93	30,825.07	34	14,242.16
5111.46	Psychologist		.00	47,600.00	47,600.00	5,491.50		.00	16,487.00	31,113.00	35	4,938.00
5111.50	Stipends		4,000.00	.00	4,000.00	.00		.00	.00	4,000.00	0	.00
5111.60	Speech Pathologist		83,692.00	12,000.00	95,692.00	9,656.76		.00	40,919.40	54,772.60	43	9,104.68
<b>5111 - Administrators Totals</b>			<b>\$3,334,392.00</b>	<b>\$110,720.00</b>	<b>\$3,445,112.00</b>	<b>\$396,098.53</b>		<b>\$0.00</b>	<b>\$1,153,804.92</b>	<b>\$2,291,307.08</b>	<b>33%</b>	<b>\$922,052.27</b>
<b>5112</b>	<b>Paraprofessionals</b>											
5112.01	Paraprofessionals		220,930.00	(1,522.00)	219,408.00	25,863.51		.00	46,767.10	172,640.90	21	33,321.08
5112.30	Clerical		94,439.00	(14,051.00)	80,388.00	7,854.40		.00	26,978.18	53,409.82	34	23,514.99
5112.70	Nurses		40,057.00	41,715.00	81,772.00	9,435.21		.00	23,987.41	57,784.59	29	8,644.23
5112.75	Nurse Assistant		41,715.00	(41,715.00)	.00	.00		.00	.00	.00	+++	.00
5112.80	Custodians		206,996.00	.00	206,996.00	25,061.50		.00	82,910.60	124,085.40	40	63,852.62
5112.90	Longevity		.00	1,600.00	1,600.00	157.50		.00	540.00	1,060.00	34	459.00
<b>5112 - Paraprofessionals Totals</b>			<b>\$604,137.00</b>	<b>(\$13,973.00)</b>	<b>\$590,164.00</b>	<b>\$68,372.12</b>		<b>\$0.00</b>	<b>\$181,183.29</b>	<b>\$408,980.71</b>	<b>31%</b>	<b>\$129,791.92</b>
5123	Substitutes-Teachers		27,000.00	.00	27,000.00	.00		.00	1,260.45	25,739.55	5	.00
<b>5130</b>	<b>OT Wages-Clerical</b>											
5130.30	OT Wages-Clerical		1,000.00	.00	1,000.00	.00		.00	118.01	881.99	12	.00
5130.80	OT Wages-Custodian		6,400.00	.00	6,400.00	(36.00)		.00	193.55	6,206.45	3	221.15
5130.81	OT Wages-Rental (Cust)		500.00	.00	500.00	.00		.00	.00	500.00	0	.00
<b>5130 - OT Wages-Clerical Totals</b>			<b>\$7,900.00</b>	<b>\$0.00</b>	<b>\$7,900.00</b>	<b>(\$36.00)</b>		<b>\$0.00</b>	<b>\$311.56</b>	<b>\$7,588.44</b>	<b>4%</b>	<b>\$221.15</b>
5430	Repair Equipment		750.00	.00	750.00	.00		.00	.00	750.00	0	509.00
5550	Printing & Binding		1,000.00	.00	1,000.00	.00		.00	322.00	678.00	32	.00
<b>5610</b>	<b>Instructional Supplies</b>											
5610.01	Instructional Supplies		29,940.00	.00	29,940.00	2,033.84		1,434.58	6,529.23	21,976.19	27	8,820.66
5610.05	Non Instructional Supply		6,400.00	.00	6,400.00	414.20		372.99	1,506.15	4,520.86	29	1,517.69
<b>5610 - Instructional Supplies Totals</b>			<b>\$36,340.00</b>	<b>\$0.00</b>	<b>\$36,340.00</b>	<b>\$2,448.04</b>		<b>\$1,807.57</b>	<b>\$8,035.38</b>	<b>\$26,497.05</b>	<b>27%</b>	<b>\$10,338.35</b>
<b>5640</b>	<b>Textbooks</b>											
5640.1	Textbooks		8,840.00	.00	8,840.00	1,728.64		913.28	3,553.43	4,373.29	51	.00
5640.2	Library Books		5,500.00	.00	5,500.00	.00		4,946.00	.00	554.00	90	2,743.61
5640.3	Subscriptions		2,700.00	.00	2,700.00	.00		1,090.60	.00	1,609.40	40	723.15
<b>5640 - Textbooks Totals</b>			<b>\$17,040.00</b>	<b>\$0.00</b>	<b>\$17,040.00</b>	<b>\$1,728.64</b>		<b>\$6,949.88</b>	<b>\$3,553.43</b>	<b>\$6,536.69</b>	<b>62%</b>	<b>\$3,466.76</b>
5743	Non Instructional Equip		1,478.00	.00	1,478.00	579.99		.00	579.99	898.01	39	.00
5746	Instructional Equipment		470.00	.00	470.00	171.35		.00	171.35	298.65	36	359.87
5810	Dues and Fees		300.00	.00	300.00	.00		.00	200.00	100.00	67	178.00
<b>EXPENSE TOTALS</b>			<b>\$4,030,807.00</b>	<b>\$96,747.00</b>	<b>\$4,127,554.00</b>	<b>\$469,362.67</b>		<b>\$8,757.45</b>	<b>\$1,349,422.37</b>	<b>\$2,769,374.18</b>	<b>33%</b>	<b>\$1,066,917.32</b>
<b>09 - Torrington School Totals</b>			<b>(\$4,030,807.00)</b>	<b>(\$96,747.00)</b>	<b>(\$4,127,554.00)</b>	<b>(\$469,362.67)</b>		<b>(\$8,757.45)</b>	<b>(\$1,349,422.37)</b>	<b>(\$2,769,374.18)</b>	<b>33%</b>	<b>(\$1,066,917.32)</b>
Department												



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YTD
Department 10 - Student Services										
EXPENSE										
Administrators										
5111	Administrators	122,107.00	.00	122,107.00	14,377.74	.00	43,133.22	78,973.78	35	81,463.76
5111.01	Administrators	626,295.00	(404,095.00)	222,200.00	2,479.62	.00	57,271.60	164,928.40	26	175,014.74
5111.15	Teachers	36,511.00	.00	36,511.00	4,046.59	.00	16,498.06	20,012.94	45	21,262.80
5111.31	Social Worker	181,825.00	(181,825.00)	.00	.00	.00	.03	(.03)	+++	.00
5111.46	Psychologist	83,692.00	(83,692.00)	.00	.00	.00	.00	.00	+++	.00
5111.47	Behaviorist	5,760.00	.00	5,760.00	.00	.00	.00	5,760.00	0	.00
5111.50	Stipends	158,583.00	(142,983.00)	15,600.00	.00	.00	11,827.54	3,772.46	76	29,161.56
5111.60	Speech Pathologist	58,651.00	.00	58,651.00	20,184.10	.00	20,184.10	38,466.90	34	.00
5111.67	OOD Coordinator	50,364.00	.00	50,364.00	17,284.83	.00	17,284.83	33,079.17	34	.00
5111.68	Indistrict Coordinator	\$1,323,788.00	(\$812,595.00)	\$511,193.00	\$58,372.88	\$0.00	\$166,199.38	\$344,993.62	33%	\$306,902.86
5111 - Administrators Totals										
Paraprofessionals										
5112	Paraprofessionals	445,426.00	(359,301.00)	86,125.00	6,452.61	.00	45,260.36	40,864.64	53	109,676.00
5112.01	Paraprofessionals	94,578.00	.00	94,578.00	26,032.50	.00	26,032.50	68,545.50	28	7,291.20
5112.03	COTA	271,073.00	(30,000.00)	241,073.00	13,275.93	.00	59,102.03	181,970.97	25	55,017.61
5112.25	Occupational Therapy	50,627.00	.00	50,627.00	4,868.00	.00	19,412.00	31,215.00	38	32,212.40
5112.30	Clerical	1,776.00	.00	1,776.00	.00	.00	.00	1,776.00	0	.00
5112.70	Nurses	53,550.00	.00	53,550.00	6,390.00	.00	19,155.00	34,395.00	36	.00
5112.98	Early Childhood Coordinator	\$917,030.00	(\$389,301.00)	\$527,729.00	\$57,019.04	\$0.00	\$168,961.89	\$358,767.11	32%	\$204,197.21
5112 - Paraprofessionals Totals										
Tutors										
5121	Tutors	.00	.00	.00	.00	.00	.00	.00	+++	7,563.06
5121	Tutors	25,000.00	(20,000.00)	5,000.00	.00	.00	.00	5,000.00	0	2,223.38
5121.03	Expulsion/ Homebound	50,000.00	20,000.00	70,000.00	9,233.06	.00	16,096.31	53,903.69	23	12,642.06
5121.15	SPED Tutors	35,000.00	.00	35,000.00	.00	.00	120.00	34,880.00	0	85.00
5121.26	ELL Tutors	5,600.00	.00	5,600.00	.00	.00	4,254.53	1,345.47	76	.00
5121.87	Summer School Tutors	\$115,600.00	\$0.00	\$115,600.00	\$9,233.06	\$0.00	\$20,470.84	\$95,129.16	18%	\$22,513.50
5121 - Tutors Totals										
OT Wages-Para										
5130	OT Wages-Para	25,000.00	(15,000.00)	10,000.00	.00	.00	.00	10,000.00	0	.00
5130.01	OT Wages-Para	.00	.00	.00	.00	.00	.00	.00	+++	26.82
5130.30	OT Wages-Clerical	\$25,000.00	(\$15,000.00)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$26.82
5130 - OT Wages-Para Totals										
5320	Prof Educ Services	50,000.00	.00	50,000.00	4,178.00	.00	7,706.00	41,944.00	16	20,820.74
5330	Professional Development	225.00	.00	225.00	.00	.00	.00	225.00	0	1,371.45
Other Professional Svcs										
5340	Other Professional Svcs	167,000.00	.00	167,000.00	9,146.00	.00	10,316.50	149,183.50	11	13,479.50
5340.02	Hospitalized-Tutor Svcs	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
5340.05	Translation Services	6,000.00	.00	6,000.00	2,743.75	.00	4,434.25	1,565.75	74	154.00
5340 - Other Professional Svcs Totals										
Repair Equipment										
5430	Repair Equipment	\$175,500.00	\$0.00	\$175,500.00	\$11,889.75	\$7,500.00	\$14,750.75	\$153,249.25	13%	\$13,633.50
5430 - Other Professional Svcs Totals										
Repair Equipment										
5430	Repair Equipment	19,089.00	.00	19,089.00	1,701.54	310.00	3,088.54	15,690.46	18	.00



# Expense Budget Performance Report

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Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
10 - Student Services												
EXPENSE												
5510	Student Transport-		1,029,575.00	.00	1,029,575.00	118,361.10	2,147.00	165,325.80	862,102.20	16	142,737.45	
5510	Transport-Summer School		100,212.00	.00	100,212.00	.00	.00	106,767.78	(6,555.78)	107	85,954.00	
5510.01	5510 - Student Transport- Totals		\$1,129,787.00	\$0.00	\$1,129,787.00	\$118,361.10	\$2,147.00	\$272,093.58	\$855,546.42	24%	\$228,691.45	
5530	Postage		2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00	
5530.04	Postage		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$0.00	
5550	Printing & Binding		500.00	.00	500.00	.00	.00	98.31	401.69	20	.00	
5560	Tuition-Public		579,217.00	.00	579,217.00	.00	634,323.39	.00	(55,106.39)	110	436,832.13	
5560	Tuition-Public		37,000.00	.00	37,000.00	.00	.00	51,025.00	(14,025.00)	138	.00	
5560.01	OOD Summer School		\$616,217.00	\$0.00	\$616,217.00	\$0.00	\$634,323.39	\$51,025.00	(\$69,131.39)	111%	\$436,832.13	
5561	SPED Tuition-Public		33,000.00	.00	33,000.00	.00	22,377.00	.00	10,623.00	68	.00	
5561	SPED Tuition-Public		80,000.00	.00	80,000.00	3,957.00	41,416.60	3,957.00	34,626.40	57	6,305.76	
5561.01	SPED DCF PUBLIC		102,000.00	.00	102,000.00	28,071.45	84,844.35	28,071.45	(10,915.80)	111	.00	
5561.02	SPED Tuition-Exploration		\$215,000.00	\$0.00	\$215,000.00	\$32,028.45	\$148,637.95	\$32,028.45	\$34,333.60	84%	\$6,305.76	
5561	5561 - SPED Tuition-Public Totals											
5563	Tuition-Private		4,667,584.00	.00	4,667,584.00	487,099.05	3,109,445.26	1,778,047.14	(219,908.40)	105	1,335,927.86	
5563	Tuition-Private		23,709.00	.00	23,709.00	.00	.00	.00	23,709.00	0	(1,000.00)	
5563.01	Tuition-Detention Center		273,000.00	.00	273,000.00	28,333.96	172,350.82	100,649.18	.00	100	99,565.85	
5563.02	Tuition-May Inst		\$4,964,293.00	\$0.00	\$4,964,293.00	\$515,433.01	\$3,281,796.08	\$1,878,696.32	(\$196,199.40)	104%	\$1,434,493.71	
5564	REGULAR ED		.00	.00	.00	9,558.20	138,120.60	9,558.20	(147,678.80)	+++	.00	
5580	Travel		6,572.00	.00	6,572.00	328.42	.00	516.84	6,055.16	8	924.68	
5610	Instructional Supplies		18,984.00	.00	18,984.00	570.44	1,167.07	1,332.03	16,484.90	13	4,240.41	
5610.01	Instructional Supplies		13,428.00	.00	13,428.00	3,237.17	2,076.14	4,457.11	6,894.75	49	2,697.74	
5610.05	Non Instructional Supply		\$32,412.00	\$0.00	\$32,412.00	\$3,807.61	\$3,243.21	\$5,789.14	\$23,379.65	28%	\$6,938.15	
5743	Non Instructional Equip		500.00	.00	500.00	.00	.00	250.00	250.00	50	.00	
5746	Instructional Equipment		.00	.00	.00	.00	.00	.00	.00	+++	321.10	
5810	Dues and Fees		250.00	.00	250.00	.00	.00	.00	250.00	0	125.00	
5811	Entry Fees		1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00	
5890	Miscellaneous Expenditure		625.00	.00	625.00	.00	.00	.00	625.00	0	22.20	
EXPENSE TOTALS												
			\$9,595,388.00	(\$1,216,896.00)	\$8,378,492.00	\$821,911.06	\$4,216,428.23	\$2,631,233.24	\$1,530,830.53	82%	\$2,684,120.26	
Department 10 - Student Services Totals												
			(\$9,595,388.00)	\$1,216,896.00	(\$8,378,492.00)	(\$821,911.06)	(\$4,216,428.23)	(\$2,631,233.24)	(\$1,530,830.53)	82%	(\$2,684,120.26)	



# Expense Budget Performance Report

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Include Rollup Account and Rollup to Account

Account	Department	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>11 - District Maintenance</b>											
<b>EXPENSE</b>											
<b>5111</b>		<b>Administrators</b>									
5111.01		Administrators	79,678.00	.00	79,678.00	9,103.47		28,002.71	51,675.29	35	24,958.64
5111.50		Stipends	.00	3,600.00	3,600.00	415.41		553.88	3,046.12	15	.00
<b>5111 - Administrators Totals</b>			<b>\$79,678.00</b>	<b>\$3,600.00</b>	<b>\$83,278.00</b>	<b>\$9,518.88</b>		<b>\$28,556.59</b>	<b>\$54,721.41</b>	<b>34%</b>	<b>\$24,958.64</b>
5295		Clothing Allowance	11,625.00	.00	11,625.00	.00		10,875.00	750.00	94	11,250.00
<b>5411</b>		<b>Utility-Water</b>									
5411		Utility-Water	52,700.00	.00	52,700.00	4,583.40		13,769.57	32,081.39	39	15,640.26
5411.01		Sewer	24,100.00	.00	24,100.00	.00		20,294.79	3,805.21	84	22,004.10
<b>5411 - Utility-Water Totals</b>			<b>\$76,800.00</b>	<b>\$0.00</b>	<b>\$76,800.00</b>	<b>\$4,583.40</b>		<b>\$34,064.36</b>	<b>\$55,886.60</b>	<b>53%</b>	<b>\$37,644.36</b>
5420		Disposal Services	90,900.00	.00	90,900.00	6,814.00		20,761.94	2,900.00	97	13,628.00
<b>5430</b>		<b>Repair Equipment</b>									
5430		Repair Equipment	33,000.00	.00	33,000.00	1,253.01		2,819.78	30,180.22	9	4,648.18
5430.03		General Maint	485,000.00	.00	485,000.00	47,855.20		160,541.86	237,363.12	51	199,084.03
<b>5430 - Repair Equipment Totals</b>			<b>\$518,000.00</b>	<b>\$0.00</b>	<b>\$518,000.00</b>	<b>\$49,108.21</b>		<b>\$163,361.64</b>	<b>\$267,543.34</b>	<b>48%</b>	<b>\$203,732.21</b>
5550		Printing & Binding	1,200.00	.00	1,200.00	.00		.00	1,200.00	0	.00
<b>5610</b>		<b>Cleaning Supplies</b>									
5610.04		Cleaning Supplies	169,400.00	.00	169,400.00	12,932.02		107,628.80	55,071.64	67	97,384.77
<b>5610 - Cleaning Supplies Totals</b>			<b>\$169,400.00</b>	<b>\$0.00</b>	<b>\$169,400.00</b>	<b>\$12,932.02</b>		<b>\$107,628.80</b>	<b>\$55,071.64</b>	<b>67%</b>	<b>\$97,384.77</b>
5621		Natural Gas	470,000.00	.00	470,000.00	14,629.55		45,719.58	424,280.42	10	33,761.81
5622		Electricity	890,047.00	.00	890,047.00	71,028.99		203,247.80	686,799.20	23	210,841.86
5623		Bottled Gas	3,000.00	.00	3,000.00	.00		.00	3,000.00	0	.00
5624		Oil	249,575.00	.00	249,575.00	.00		187,948.84	61,626.16	75	221,474.60
5743		Non Instructional Equip	10,000.00	.00	10,000.00	.00		.00	10,000.00	0	2,300.00
5810		Dues and Fees	500.00	.00	500.00	.00		300.00	200.00	60	300.00
5902		Capital-EA	80,000.00	.00	80,000.00	4,500.00		4,500.00	66,000.00	18	.00
5903		Capital-FB	1,310,000.00	.00	1,310,000.00	52,152.72		799,111.34	388,100.00	70	.00
5905		Capital-THS	.00	.00	.00	.00		.00	.00	+++	(4,336.50)
5906		Capital-TMS	.00	.00	.00	.00		.00	.00	+++	23,503.15
5908		Capital-SW	.00	.00	.00	1,260.00		1,260.00	(1,260.00)	+++	3,500.00
<b>EXPENSE TOTALS</b>			<b>\$3,960,725.00</b>	<b>\$3,600.00</b>	<b>\$3,964,325.00</b>	<b>\$226,527.77</b>		<b>\$1,607,335.89</b>	<b>\$2,056,818.77</b>	<b>48%</b>	<b>\$879,942.90</b>
<b>Department 11 - District Maintenance Totals</b>			<b>(\$3,960,725.00)</b>	<b>(\$3,600.00)</b>	<b>(\$3,964,325.00)</b>	<b>(\$226,527.77)</b>		<b>(\$1,607,335.89)</b>	<b>(\$2,056,818.77)</b>	<b>48%</b>	<b>(\$879,942.90)</b>

# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account:	Department	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
	<b>12 - District Wide</b>											
		<b>EXPENSE</b>										
<b>5111</b>		<b>Administrators</b>										
5111.01		Administrators	501,042.00	(45,926.00)	455,116.00	51,945.45	.00	160,688.61	294,427.39	35	102,519.92	
5111.15		Teachers	5,076.00	36,948.00	42,024.00	.00	.00	40,583.60	1,440.40	97	33,090.00	
5111.50		Stipends	9,770.00	.00	9,770.00	.00	.00	700.00	9,070.00	7	.00	
		<b>5111 - Administrators Totals</b>	<b>\$515,888.00</b>	<b>(\$8,978.00)</b>	<b>\$506,910.00</b>	<b>\$51,945.45</b>	<b>\$0.00</b>	<b>\$201,972.21</b>	<b>\$304,937.79</b>	<b>40%</b>	<b>\$135,609.92</b>	
<b>5112</b>		<b>Clerical</b>										
5112.30		Clerical	563,047.00	.00	563,047.00	51,738.90	.00	184,845.17	378,201.83	33	161,759.08	
5112.70		Nurses	.00	.00	.00	.00	.00	2,147.37	(2,147.37)	+++	3,355.54	
5112.80		Custodians	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	8,645.41	
5112.90		Longevity	164,051.00	(12,600.00)	151,451.00	.00	.00	.00	151,451.00	0	95.54	
		<b>5112 - Clerical Totals</b>	<b>\$752,098.00</b>	<b>(\$12,600.00)</b>	<b>\$739,498.00</b>	<b>\$51,738.90</b>	<b>\$0.00</b>	<b>\$186,992.54</b>	<b>\$552,505.46</b>	<b>25%</b>	<b>\$173,855.57</b>	
<b>5120</b>		<b>Substitutes-Clerical</b>										
5120.02		Substitutes-Clerical	15,000.00	.00	15,000.00	182.25	.00	366.75	14,633.25	2	933.75	
5120.03		Substitutes-Nurse	20,000.00	.00	20,000.00	4,477.50	.00	5,602.16	14,397.84	28	1,552.17	
		<b>5120 - Substitutes-Clerical Totals</b>	<b>\$35,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$4,659.75</b>	<b>\$0.00</b>	<b>\$5,968.91</b>	<b>\$29,031.09</b>	<b>17%</b>	<b>\$2,485.92</b>	
<b>5121</b>		<b>Tutors</b>										
5121		Tutors	.00	.00	.00	.00	.00	.00	.00	+++	18,643.25	
5121.05		THS Tutor Center	40,000.00	.00	40,000.00	5,888.00	.00	5,888.00	34,112.00	15	.00	
5121.12		Tutors Regular Ed	65,120.00	.00	65,120.00	17,906.25	.00	28,906.75	36,213.25	44	.00	
		<b>5121 - Tutors Totals</b>	<b>\$105,120.00</b>	<b>\$0.00</b>	<b>\$105,120.00</b>	<b>\$23,788.25</b>	<b>\$0.00</b>	<b>\$34,794.75</b>	<b>\$70,325.25</b>	<b>33%</b>	<b>\$18,643.25</b>	
5122		Substitutes-ParaProf	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00	
<b>5130</b>		<b>OT Wages-Clerical</b>										
5130.30		OT Wages-Clerical	11,000.00	15,000.00	26,000.00	1,897.70	.00	15,842.53	10,157.47	61	3,560.36	
5130.80		OT Wages-Custodian	12,000.00	.00	12,000.00	.00	.00	2,859.00	9,141.00	24	8,213.25	
		<b>5130 - OT Wages-Clerical Totals</b>	<b>\$23,000.00</b>	<b>\$15,000.00</b>	<b>\$38,000.00</b>	<b>\$1,897.70</b>	<b>\$0.00</b>	<b>\$18,701.53</b>	<b>\$19,298.47</b>	<b>49%</b>	<b>\$11,773.61</b>	
5210		Health & Life Insurance	12,620,656.00	.00	12,620,656.00	1,262,033.94	7,572,123.90	5,049,169.28	(637.18)	100	4,663,608.88	
5211		Life/LTD Insurance	100,000.00	.00	100,000.00	6,859.79	.00	26,398.37	73,601.63	26	26,773.18	
5220		Social Security/Medicare	1,057,597.00	.00	1,057,597.00	110,133.06	.00	302,719.69	754,877.31	29	256,567.64	
5230		Early Retirement	645,802.00	.00	645,802.00	.00	.00	311,031.18	334,770.82	48	324,000.13	
5231		Retirement Contributions	381,492.00	.00	381,492.00	32,393.51	3,735.00	114,969.53	262,787.47	31	101,209.07	
5260		Unemployment Compensation	175,214.00	.00	175,214.00	8,695.00	2,000.00	21,309.00	151,905.00	13	25,977.00	
5270		Workers Compensation	417,655.00	.00	417,655.00	(1,303.32)	200,467.00	195,870.77	21,317.23	95	181,712.26	
5280		Retiree Insurance	237,160.00	.00	237,160.00	18,614.33	.00	90,798.00	146,362.00	38	80,811.78	
5290		Severance	198,000.00	.00	198,000.00	.00	.00	.00	198,000.00	0	.00	
5320		Prof Educ Services	98,346.00	.00	98,346.00	.00	.00	153,981.00	(55,635.00)	157	242,898.00	
5330		Professional Development	6,000.00	10,000.00	16,000.00	59.00	1,315.00	6,449.00	8,236.00	49	4,185.00	
<b>5340</b>		<b>Other Professional Svcs</b>										
5340		Other Professional Svcs	39,036.00	.00	39,036.00	1,158.33	10,424.97	3,474.99	25,136.04	36	3,406.14	
5340.01		Legal/Consulting Fees	120,000.00	.00	120,000.00	18,008.37	.00	36,526.65	83,473.35	30	34,779.64	



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13  
Include Rollup Account and Rollup to Account

Account	Department	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Department 12 - District Wide</b>											
<b>EXPENSE</b>											
<b>Other Professional Svcs</b>											
5340		Misc Professional Svcs	6,000.00	.00	6,000.00	668.50	.00	4,058.49	1,941.51	68	1,205.00
5340.04		Translation Services	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
5340.05		Building Bridges	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
5340.08											
<b>5340 - Other Professional Svcs Totals</b>											
5341		Substitute Svcs-TE	\$187,536.00	\$0.00	\$187,536.00	\$19,835.20	\$10,424.97	\$44,060.13	\$133,050.90	29%	\$39,390.78
5342		Substitute Svcs-Para	460,000.00	.00	460,000.00	12,529.71	.00	12,549.03	447,450.97	3	25,014.57
5440		Copier Services	130,000.00	.00	130,000.00	5,858.24	.00	6,152.45	123,847.55	5	12,956.97
5440.02		Copier Services	168,869.00	.00	168,869.00	41,167.14	81,780.00	83,351.57	3,737.43	98	82,856.15
5440.03		Other Rental Services	1,800.00	.00	1,800.00	80.00	1,640.00	320.00	(160.00)	109	228.57
<b>5440 - Copier Services Totals</b>											
5510		Student Transport-	\$170,669.00	\$0.00	\$170,669.00	\$41,247.14	\$83,420.00	\$83,671.57	\$3,577.43	98%	\$83,084.72
5520		Liability Insurance	2,598,408.00	.00	2,598,408.00	15,088.00	.00	1,220,047.50	1,378,360.50	47	1,198,255.90
5530		Postage	179,823.00	(10,000.00)	169,823.00	3,257.50	74,434.50	87,788.50	7,600.00	96	83,616.00
5530.04		Postage	61,471.00	.00	61,471.00	.00	.00	46.00	61,425.00	0	17,410.82
<b>5530 - Postage Totals</b>											
5540		Advertising-Recruitment	\$61,471.00	\$0.00	\$61,471.00	\$0.00	\$0.00	\$46.00	\$61,425.00	0%	\$17,410.82
5550		Printing & Binding	12,000.00	.00	12,000.00	1,375.91	136.00	4,740.91	7,123.09	41	2,211.53
5580		Travel	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5610		Non Instructional Supply	15,000.00	.00	15,000.00	886.51	.00	2,980.69	12,019.31	20	2,276.80
5610.05		Non Instructional Supply	78,335.00	.00	78,335.00	7,546.06	10,582.00	26,871.55	40,881.45	48	10,054.06
<b>5610 - Non Instructional Supply Totals</b>											
5620		Bus Fuel	\$78,335.00	\$0.00	\$78,335.00	\$7,546.06	\$10,582.00	\$26,871.55	\$40,881.45	48%	\$10,054.06
5620.02		Bus Fuel	186,464.00	.00	186,464.00	35,752.54	.00	58,882.42	127,581.58	32	365,308.23
<b>5620 - Bus Fuel Totals</b>											
5640		Subscriptions	\$186,464.00	\$0.00	\$186,464.00	\$35,752.54	\$0.00	\$58,882.42	\$127,581.58	32%	\$365,308.23
5640.3		Subscriptions	500.00	.00	500.00	.00	.00	.00	500.00	0	335.00
<b>5640 - Subscriptions Totals</b>											
5640.3		Subscriptions	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$335.00
5810		Dues and Fees	24,863.00	.00	24,863.00	2,870.00	.00	26,888.50	(2,025.50)	108	9,487.46
<b>EXPENSE TOTALS</b>											
			\$21,504,597.00	(\$6,578.00)	\$21,498,019.00	\$1,717,762.17	\$7,958,638.37	\$8,295,805.01	\$5,243,575.62	76%	\$8,099,514.05
<b>Department 12 - District Wide Totals</b>			(\$21,504,597.00)	\$6,578.00	(\$21,498,019.00)	(\$1,717,762.17)	(\$7,958,638.37)	(\$8,295,805.01)	(\$5,243,575.62)	76%	(\$8,099,514.05)





# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>13 - Athletics</b>												
<b>EXPENSE</b>												
<b>5111</b>	<b>Stipends-Middle Sch</b>											
5111.51	Stipends-Middle Sch		49,751.00	.00	49,751.00	13,633.00	.00	13,633.00	36,118.00	27	543.72	
5111.52	Stipends- High School		135,794.00	.00	135,794.00	1,620.42	.00	2,700.70	133,093.30	2	.00	
	<b>5111 - Stipends-Middle Sch Totals</b>		<b>\$185,545.00</b>	<b>\$0.00</b>	<b>\$185,545.00</b>	<b>\$15,253.42</b>	<b>\$0.00</b>	<b>\$16,333.70</b>	<b>\$169,211.30</b>	<b>9%</b>	<b>\$543.72</b>	
<b>5112</b>	<b>Drivers</b>											
5112.34	Drivers		.00	.00	.00	505.00	.00	505.00	(505.00)	+++	.00	
5112.35	Non League Officials		10,000.00	.00	10,000.00	.00	.00	390.00	9,610.00	4	1,125.00	
	<b>5112 - Drivers Totals</b>		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$505.00</b>	<b>\$0.00</b>	<b>\$895.00</b>	<b>\$9,105.00</b>	<b>9%</b>	<b>\$1,125.00</b>	
<b>5130</b>	<b>OT Wages-Custodian</b>											
5130.80	OT Wages-Custodian		26,350.00	.00	26,350.00	8,952.69	.00	13,095.51	13,254.49	50	12,121.38	
	<b>5130 - OT Wages-Custodian Totals</b>		<b>\$26,350.00</b>	<b>\$0.00</b>	<b>\$26,350.00</b>	<b>\$8,952.69</b>	<b>\$0.00</b>	<b>\$13,095.51</b>	<b>\$13,254.49</b>	<b>50%</b>	<b>\$12,121.38</b>	
5340	Other Professional Svcs		9,950.00	.00	9,950.00	.00	.00	.00	9,950.00	0	4,000.00	
5352	OtherTechSvcs-League Offi		34,722.00	.00	34,722.00	1,247.42	386.75	3,359.18	30,976.07	11	12,123.32	
5430	Repair Equipment		4,750.00	.00	4,750.00	.00	.00	.00	4,750.00	0	.00	
<b>5440</b>	<b>Athletic Rental</b>											
5440.05	Athletic Rental		45,500.00	.00	45,500.00	.00	.00	39,320.66	6,179.34	86	19,042.38	
	<b>5440 - Athletic Rental Totals</b>		<b>\$45,500.00</b>	<b>\$0.00</b>	<b>\$45,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,320.66</b>	<b>\$6,179.34</b>	<b>86%</b>	<b>\$19,042.38</b>	
5510	Student Transport-		61,172.00	.00	61,172.00	12,232.00	2,877.00	12,232.00	46,063.00	25	8,791.50	
<b>5520</b>	<b>Athletic Insurance</b>											
5520.02	Athletic Insurance		7,000.00	.00	7,000.00	.00	.00	6,406.00	594.00	92	6,206.00	
	<b>5520 - Athletic Insurance Totals</b>		<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,406.00</b>	<b>\$594.00</b>	<b>92%</b>	<b>\$6,206.00</b>	
<b>5610</b>	<b>Non Instructional Supply</b>											
5610.05	Non Instructional Supply		7,375.00	.00	7,375.00	1,346.53	.00	1,346.53	6,028.47	18	3,104.01	
	<b>5610 - Non Instructional Supply Totals</b>		<b>\$7,375.00</b>	<b>\$0.00</b>	<b>\$7,375.00</b>	<b>\$1,346.53</b>	<b>\$0.00</b>	<b>\$1,346.53</b>	<b>\$6,028.47</b>	<b>18%</b>	<b>\$3,104.01</b>	
5743	Non Instructional Equip		11,000.00	.00	11,000.00	.00	.00	120.00	10,880.00	1	6,320.00	
5810	Dues and Fees		10,500.00	.00	10,500.00	325.00	.00	4,845.00	5,655.00	46	4,005.00	
	<b>EXPENSE TOTALS</b>		<b>\$413,864.00</b>	<b>\$0.00</b>	<b>\$413,864.00</b>	<b>\$39,862.06</b>	<b>\$3,263.75</b>	<b>\$97,953.58</b>	<b>\$312,646.67</b>	<b>24%</b>	<b>\$77,382.31</b>	
	<b>Department 13 - Athletics Totals</b>		<b>(\$413,864.00)</b>	<b>\$0.00</b>	<b>(\$413,864.00)</b>	<b>(\$39,862.06)</b>	<b>(\$3,263.75)</b>	<b>(\$97,953.58)</b>	<b>(\$312,646.67)</b>	<b>24%</b>	<b>(\$77,382.31)</b>	



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

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 YTD
Department 14 - CIAT K-12										
EXPENSE										
5111	Teachers									
5111.15	Teachers	55,600.00	.00	55,600.00	.00	.00	41,452.15	14,147.85	75	31,800.75
5111 - Teachers Totals		\$55,600.00	\$0.00	\$55,600.00	\$0.00	\$0.00	\$41,452.15	\$14,147.85	75%	\$31,800.75
5123	Substitutes-Teachers	9,750.00	.00	9,750.00	.00	.00	.00	9,750.00	0	.00
5330	Professional Development	22,900.00	.00	22,900.00	7,009.00	3,986.00	9,308.28	9,605.72	58	2,815.00
5430	Repair Equipment	6,500.00	.00	6,500.00	849.60	405.00	1,514.60	4,580.40	30	2,801.98
5550	Printing & Binding	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5610	Instructional Supplies									
5610.01	Instructional Supplies	23,400.00	(16,500.00)	6,900.00	578.07	593.96	587.06	5,718.98	17	317.98
5610.05	Non Instructional Supply	7,550.00	.00	7,550.00	1,269.93	172.62	3,790.21	3,587.17	52	1,648.58
5610 - Instructional Supplies Totals		\$30,950.00	(\$16,500.00)	\$14,450.00	\$1,848.00	\$766.58	\$4,377.27	\$9,306.15	36%	\$1,966.56
5640	Textbooks									
5640.1	Textbooks	7,000.00	(6,500.00)	500.00	.00	.00	1,257.37	(757.37)	251	.00
5640 - Textbooks Totals		\$7,000.00	(\$6,500.00)	\$500.00	\$0.00	\$0.00	\$1,257.37	(\$757.37)	251%	\$0.00
5746	Instructional Equipment	6,000.00	23,000.00	29,000.00	319.84	2,075.35	319.84	26,604.81	8	.00
5810	Dues and Fees	1,500.00	.00	1,500.00	25.00	.00	685.00	815.00	46	779.00
EXPENSE TOTALS		\$141,200.00	\$0.00	\$141,200.00	\$10,051.44	\$7,232.93	\$58,914.51	\$75,052.56	47%	\$40,163.29
Department 14 - CIAT K-12 Totals		(\$141,200.00)	\$0.00	(\$141,200.00)	(\$10,051.44)	(\$7,232.93)	(\$58,914.51)	(\$75,052.56)	47%	(\$40,163.29)



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Department 15 - Technology</b>												
<b>EXPENSE</b>												
<b>Technician</b>												
5112	Technician		187,568.00	(78,000.00)	109,568.00	10,188.00	.00	39,695.20	69,872.80	36	81,727.20	
5112.10	Clerical		.00	.00	.00	.00	.00	18,228.48	(18,228.48)	+++	3,806.00	
5112.30												
<b>5112 - Technician Totals</b>												
			\$187,568.00	(\$78,000.00)	\$109,568.00	\$10,188.00	\$0.00	\$57,923.68	\$51,644.32	53%	\$85,533.20	
5330	Professional Development		9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	825.00	
5350	Technical Services		7,000.00	145,985.00	152,985.00	30,251.00	.00	72,884.90	80,100.10	48	.00	
5430	Repair Equipment		21,000.00	.00	21,000.00	589.62	.00	696.62	20,303.38	3	4,582.81	
<b>Other Rental Services</b>												
5440	Other Rental Services		900.00	.00	900.00	75.00	600.00	300.00	.00	100	300.00	
5440.03			\$900.00	\$0.00	\$900.00	\$75.00	\$600.00	\$300.00	\$0.00	100%	\$300.00	
5443	Service Agreement		.00	.00	.00	.00	.00	.00	.00	+++	(3,038.13)	
<b>Communications</b>												
5530	Communications		86,800.00	132,015.00	218,815.00	24,345.92	7,001.60	140,628.91	71,184.49	67	30,110.20	
5530.05	Licensing & Warranty Contract		326,205.00	.00	326,205.00	6,064.44	43,976.20	190,563.83	91,664.97	72	163,188.96	
<b>5530 - Communications Totals</b>												
			\$413,005.00	\$132,015.00	\$545,020.00	\$30,410.36	\$50,977.80	\$331,192.74	\$162,849.46	70%	\$193,299.16	
5650	Instructional Tech Supply		7,000.00	.00	7,000.00	1,013.62	5,463.18	1,770.81	(233.99)	103	3,682.34	
5746	Instructional Equipment		456,252.00	(200,000.00)	256,252.00	20,840.64	112,198.64	78,742.71	65,310.65	75	120,568.35	
5810	Dues and Fees		1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	660.00	
5915	Capital Technology		75,406.00	.00	75,406.00	.00	.00	.00	75,406.00	0	4,805.67	
<b>EXPENSE TOTALS</b>												
			\$1,178,231.00	\$0.00	\$1,178,231.00	\$93,368.24	\$169,239.62	\$543,511.46	\$465,479.92	60%	\$411,218.40	
<b>Department 15 - Technology Totals</b>												
			(\$1,178,231.00)	\$0.00	(\$1,178,231.00)	(\$93,368.24)	(\$169,239.62)	(\$543,511.46)	(\$465,479.92)	60%	(\$411,218.40)	



# Expense Budget Performance Report

Fiscal Year to Date 10/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Department	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
5111	Teachers	16 - Non-Public									
5111.15	Teachers	EXPENSE	.00	.00	.00	.00	.00	.00	(910.44)	+++	2,427.84
		5111 - Teachers Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$910.44	(\$910.44)	+++	\$2,427.84
5112	Nurses	16 - Non-Public									
5112.70	Nurses	EXPENSE	.00	.00	.00	.00	.00	.00	(4,813.26)	+++	12,926.44
		5112 - Nurses Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,813.26	(\$4,813.26)	+++	\$12,926.44
		EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,723.70	(\$5,723.70)	+++	\$15,354.28
		Department 16 - Non-Public Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,723.70)	\$5,723.70	+++	(\$15,354.28)
		Grand Totals	\$69,228,775.00	\$0.00	\$69,228,775.00	\$6,713,172.23	\$12,758,151.36	\$24,024,564.80	\$32,446,058.84		\$21,015,762.69

## ANTHEM MONTHLY CLAIMS

<b>Total BOE</b>	<b>-186.28</b>	<b>-1,837.53</b>	<b>0.00</b>	<b>105,009.96</b>	<b>0.00</b>	<b>(475.79)</b>	<b>102,510.36</b>	<b>540,856.40</b>	<b>85,279.19</b>	<b>187,789.55</b>	<b>54.59%</b>
Stop loss credit											
<b>BOE TOTAL</b>							<b>102,510.36</b>				
Total Town	8,994.22	3,147.63	0.00	73,847.46	(300.00)	(55.13)	85,634.18				
Total All	8,807.94	1,310.10	0.00	178,857.42	(300.00)	(530.92)	188,144.54				

	Capitalized Service	In/Out/Network	Drugs	Cigna's Fees	Total All BOE			
July	31,710.00	700,429.00	177,274.00	22,525.00	931,938.00			
August	31,084.00	806,113.00	189,267.00	22,454.00	1,048,918.00			
September	30,884.00	444,088.00	191,838.00	23,117.00	689,927.00			
October					0.00			
November					0.00			
December					0.00			
January					0.00			
February					0.00			
March					0.00			
April					0.00			
May					0.00			
June					0.00			

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# TORRINGTON BOARD OF EDUCATION

## *Budget Transfer Form*

Budget Year (mandatory): 2013-2014

**Transfer From:**

2014-

Account Number	Account Name	Amount
5100.02.5111.15	East Teacher Salary Account	\$73,000
5100.06.5111.15	Middle School Teacher Salary Account	\$42,000

**Transfer to:**

Account Number	Account Name	Amount
5100.10.15.5340	Contracted Services	\$115,000

**Reason for Changes** *(click inside box):*

The district would not fill a .5 Speech and Language Teacher at TMS and 1.0 Behaviorist at East School for the 2013-14 school year. Due to the MOU for hiring at step 5, all candidates declined the position. We need to contract for these services and then re-post for 2014-2015.

**Requested by** *(type name of site manager):* Danielle Batchelder, Director of Business Services

### *To be Completed by Business Office*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature - Business Services Administrator

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

**Please complete form and e-mail to: "dbatchelder@torrington.org"**

**TORRINGTON BOARD OF EDUCATION  
REGULAR MEETING  
Wednesday October 23, 2013 – 7:00 P.M.  
Torrington High School  
Major Besse Drive**

**CALL TO ORDER:** The meeting was called to order at 7:06.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

**Present:** Mr. Brady, Mrs. Cappabianca, Mr. Cavagnero, Mrs. Hoehne, Mr. Kissko, Mr. Merola, Mr. Nargi, Mr. Rovero, Mr. Thibault, Mr. Traub, Mrs. Batchelder, Mr. Campolieta, Mrs. Kloczko, THS Senior President for the Student Representatives

**Absent:** Mayor Zordan

**SCHOOL/COMMUNITY SESSION**

Mr. Traub read aloud the purpose and rules of the School/Community Session.

There were no speakers.

**APPROVAL OF AGENDA**

Mrs. Hoehne made a motion to amend the agenda by adding item 4.K, Field Trip Policy 6088 and item 5.D, Approval of Field Trip Policy 6088 and removing item 5. A, Approval of School Improvement Committee Meeting Minutes; and approve the amended agenda. Mr. Rovero seconded the motion. The vote was unanimous.

**INFORMATION SHARING AND DISCUSSION ITEMS**

**A. Student Representative Reports**

The THS senior president reported.

**B. Probus Club Award; Teacher of the Year**

The president of the Probus Club presented Veronica Gelormino (TMS) with this award.

## **C. Superintendent Report**

### **1. TAG Program**

Mrs. Kloczko presented.

Mr. Rovero said that although he is happy there is some type of TAG program, he believes this is not a proper TAG program and would like the Board to work on obtaining the resources to reinstate a fully functional TAG program for the students.

Mr. Nargi asked what it would take to implement a proper TAG program.

### **2. Community Partnerships**

Mrs. Kloczko reported.

Mr. Nargi asked about Community businesses taking in students for educational purposes.

### **3. THS Band Award**

Mrs. Kloczko reported.

Mr. Traub and Mr. Campolieta spoke about some of the awards won by the THS Band.

## **D. Legal Cost**

Mrs. Batchelder reported.

Mr. Nargi asked what changed in the State law for expulsion hearings to make costs go up.

Mr. Cavagnero asked if there are typically more expenses at the beginning of the year.

## **E. Memorializing all communication between Board of Education Chair and Superintendent with Legal Counsel.**

Mr. Traub reported.

Costs were discussed.

Mr. Nargi gave his interpretation of the Board of Education's attorney policy. He stated the policy needs updating. He asked what the difference is between formal and informal requests made to the attorney. He inquired about having one (1) attorney in-district for Board members and/or Administration and faculty to consult with on any issue requiring



a legal opinion. Mr. Nargi requested that Mr. Traub keep the Board informed of the issues he discusses with the attorney. He stated that there should not be a conflict of interest with the attorney hired to represent the Board of Education because the attorney would be representing the Board of Education, not the Superintendent or Administration.

Mr. Nargi requested information on the costs associated with an in-district attorney and having that attorney available at the regular Board meetings for any legal discussion. He asked for the Superintendent to keep the Board informed of any discussions she may have with the attorney.

Mr. Traub suggested the Board revisit the attorney policy to discuss updating it. He took a "straw poll" of the Board members to see if he should request from the attorneys' office the costs of having them available at Board meetings to discuss any legal questions Board members might have. Mr. Traub said he will implement Mr. Nargi's idea and update the Board on the legal questions and/or concerns he or the Superintendent brings to the attorney, with the exception of any confidential information.

Mr. Cavagnero agreed with Mr. Nargi that this policy needs to be updated and the Board needs to be kept informed. He discussed having a single attorney on staff.

Mrs. Cappabianca said other districts have tried using one (1) single attorney and she would advise against it. She suggested that if any Board members want to be more informed they should attend the Expulsion hearings or Grievance Hearings where the attorney is already present. She said the Board elects a Chairman to deal with the day to day running of the Board of Education and if the whole Board wants to deal with this then they need to have a discussion regarding this issue.

Mr. Rovero said there may be a conflict of interest having a single attorney with regards to who the client is.

Mr. Merola suggested they have more Board retreats and then the attorney would be available more often.

Mrs. Kloczko stated that most of the discussions she and Mr. Campolieta have with the attorneys are confidential.

## **F. Grant Update**

Mrs. Kloczko updated the Board.

Mrs. Cappabianca asked how situations are handled if a lesser amount than requested is received.

Mr. Cavagnero asked about the Even Start Program.

Mr. Traub asked about the grant for Forbes School Solar Roof.

Mr. Rovero asked which grants were the responsibility of the grant writer they contracted.

#### **G. Two (2) Positions; Supervisor of Elementary Educational Services**

Mrs. Kloczko presented.

Mr. Traub said he would like to ask the city for the funding of these two (2) positions.

Mr. Nargi spoke about the Board of Education budget history and keeping costs down; he said by adding these two (2) positions they will be moving in the wrong direction. He asked what other mandates and responsibilities will the administrators have to fulfill besides the teacher evaluations. Mr. Nargi asked the Superintendent if the State mandated teacher evaluation process has to be implemented this year.

Mr. Cavagnero asked why this was not discussed during the budget season. He spoke about costs associated with teacher evaluations. He asked how long the informal and formal observations of the teachers are. He voiced his displeasure about what the State is forcing the "great" teachers to go through--the amount of time and costs associated with these evaluations; he said they are counter-productive and unfair to poorer districts who need to use the money elsewhere. Mr. Cavagnero asked how much money is needed to fund these two (2) positions. He asked if the State identified what the penalty would be if they do not implement the teacher evaluation plan.

Mr. Traub explained why the costs of teacher evaluations were not included in the current budget; the Board of Education was told by the City of Torrington to cut any projected costs from their budget and the State mandated teacher evaluation procedures were not implemented at that time. Mr. Traub said he could have taken this request for funding for the two (2) new positions to the Board of Finance without speaking to the Board of Education first, but out of courtesy he brought this issue before the Board of Education for all the Board members input.

Mr. Rovero spoke about caps and asked if the two (2) positions are necessary or ideal. He asked if this could be done with one (1) position; if it could be structured differently. He said they need to fight the perception that they are hiring administrators just to hire administrators when they would rather be hiring teachers.

Mrs. Cappabianca said teachers may be less stressed regarding evaluations if they know the evaluators have a lower number of positions to evaluate instead of fewer evaluators with a higher number of positions to evaluate. She said if this Board really wants to get things done they need to work outside their meetings and push the State Representatives and Legislators to make the changes needed for the District.

Mr. Kissko said he realizes these teacher evaluations are state mandated, but the less you evaluate teachers the better off you are; he does not think teachers will be distressed if

they receive less attention than these evaluations will give them. Mr. Kissko asked if they will hire people for these positions without having the funding first. Mr. Kissko asked Mr. Traub if he could have taken this request for the funding of these two (2) positions to the Board of Finance without speaking to the Board of Education first. He then asked if the Chairman's policies would be changing.

Mr. Brady stated he believes these positions are needed for the purpose of fulfilling the mandated teacher evaluations, but asked what metrics the administrators are going to be held to.

Mr. Thibault said he realizes the need for the new positions but unless the city puts up the funding for them he sees no way to back them; he is not going to be financially obligated without the city backing these positions.

## **H. Technology Update**

Mr. Thibault updated the Board.

A representative from the company involved in the updating of technology in the District stated they were given access to the city's departments only once and were not allowed to collect serial numbers or other information, they were only allowed to do a "walk-through."

Mrs. Cappabianca asked if all the equipment purchased has been located and if they have been given access to all the city's departments. She asked where the inventory was found. Mrs. Cappabianca said she has serious concerns regarding the shared IT and equipment with the City and the Board should look into doing a serial inventory to see what is the property of the Board of Education and what is the property of the City.

She said she believes that not all the equipment they have purchased is accounted for and would like to see the Board pursue this issue. Mrs. Cappabianca asked if the Board of Education could submit a written request to the Mayor of Torrington asking if any equipment purchased by the Board of Education was moved to the City.

Mr. Traub said the attorney's office has not given him a summary yet but he believes they had access to all the city's departments. They only have invoices of purchased equipment for the last two (2) years and all the equipment is accounted for. Mr. Traub said the attorney's office did do a serial inventory but there is no documentation of purchases prior to the last two (2) years. He asked for a list of what equipment has been deployed this year. Mr. Traub said he spoke to the former IT department head about missing equipment and was told that all the equipment purchased for the school district was sent to the school district.

Mr. Rovero asked if they could track down when and by whom equipment was purchased by giving the serial numbers to the manufacturer. He asked if all parties involved were cooperating.

Mr. Kissko asked if they found any equipment that was not the Board of Education's while conducting an inventory. He commended the company on the work they are doing to update the technology in the District.

A Board member asked Mr. Thibault what his conclusions are based on the update.

Mr. Nargi asked if there were any problems with the phone since the beginning of the year at the high school and if there are problems with the printers. Mr. Nargi asked who oversees the company updating the technology in the District and how that is documented.

Mr. Cavagnero asked if the District should have administrators with IT experience.

#### **I. Staffing Data**

Mrs. Kloczko pointed out a mistake in the staffing report of an employee being counted twice.

Mr. Campolieta presented.

Mr. Nargi asked about the structure of the spreadsheet. He asked about the level of salary for specific positions. He also asked about the hiring of a Latin teacher at the High School.

Mr. Rovero asked what the difference between M and MA is. He also had a question about an open position.

#### **J. ACLU and THS Handbook**

Mrs. Kloczko reported.

The Board decided to send the recommendations from the ACLU to the Policy Committee for review.

Mrs. Cappabianca asked if the information received back from the ACLU was going to Policy. Mrs. Cappabianca said she would like the legal opinion to include the responsibilities of the Board if a student is found innocent of the charges brought against them.

Mr. Traub suggested getting a legal opinion from the Board attorney on the language in the Athletic and Student Handbooks.

Mr. Cavagnero read aloud part of the recommendation from the ACLU regarding the disciplinary actions taken against students that have been arrested for a felony crime. He

asked if similar language could be put into the Student Handbook and not only in the Athletic Handbook.

Mr. Traub took a "straw poll" of the Board members to see if they wanted to obtain a legal opinion on the language of the Handbook. Mr. Traub clarified that the "straw poll" is asking if the Board supports obtaining a legal opinion from the attorney.

Mr. Rovero stated he does not like the idea of taking action against someone before they are found guilty.

Mr. Merola asked for clarification; are they being asked for their opinion or for the attorney's opinion.

Mr. Nargi pointed out contradictions in the recommendations.

#### **K. Field Trip Policy; Policy 6088**

Mr. Campolieta presented.

Mr. Traub asked if there were any major changes made.

### **ACTION ITEMS**

#### **A. Financial Statement**

Mr. Rovero made a motion to accept the Financial Statement. Mrs. Hoehne seconded the motion. The vote was unanimous.

#### **B. Approval Budget Transfers**

Mr. Rovero made a motion to approve the Budget Transfers. Mr. Thibault seconded the motion. The vote passed with one (1) opposed, Mr. Nargi.

#### **C. Consent Agenda**

Mr. Brady made a motion to approve the Consent Agenda. Mr. Rovero seconded the motion. The vote passed with one (1) opposed, Mr. Nargi.

1. Approval of September 18, 2013 Board of Education Meeting Minutes
2. Approval of September 10, 2013 Special Board of Education Meeting Minutes
3. Approval of October 8, 2013 Special Board of Education Meeting Minutes
4. Approval of Sub Committee Meeting Minutes

- a. Removed from Agenda
  - b. Policy Committee; August 7, 2013, September 4, 2013
  - c. Budget Committee; September 11, 2013
  - d. Personnel Committee; August 20, 2013, September 4, 2013
  - e. Grievance Committee; September 11, 2013
5. Appointments & Resignations
6. Notices for Homeschooling
- a. S.M., Eff. 2013-2014
  - b. E.M., Eff. 2013-2014
  - c. L.M., Eff. 2013-2014
  - d. J.B., Eff. 2013-2014
  - e. P.C., Eff. 2013-2014
  - f. C.R., Eff. 2013-2014

#### **D. Approval of Field Trip Policy 6088**

Mrs. Hoehne made a motion to approve Field Trip Policy 6088. Mr. Merola seconded the motion. The vote was unanimous.

#### **COMMENTS FOR THE GOOD OF THE ORDER**

Mr. Brady said he would like to see the Board do their self-evaluations so they can evaluate the Superintendent. He suggested putting together some metrics to evaluate the performance of the District like a school report card.

Mr. Rovero said he has received some complaints from taxpayers regarding the lack of posting information on the District website for school events. He stated that he would like this problem to be solved and asked for a report from the Administration regarding who is designated in each building to obtain and post this information.

Mrs. Cappabianca said they need to have a Board Retreat. She talked about Board members wanting to have a leadership role on the Board of Education and how they should go about doing that. She said "cheap shots" are being taken against the current Chairman and it makes the entire Board of Education look foolish.

Mr. Nargi said one of the biggest problems the District has is the funding received from the State over the last several years, the monies received are not properly funding this District. He suggested that a Board member or a paid employee or both need to start advocating for the Torrington School District. He believes the State needs to justify their mandates and lack of funding.

Mr. Traub thanked Mrs. Cappabianca for complimenting him.

## **COMMITTEE REPORTS**

1. Personnel Committee; Mr. Thibault reported.
2. Policy Committee; Mrs. Hoehne reported.
3. Grievance Committee; Mrs. Cappabianca reported.
4. School Improvement Committee; Mr. Cavagnero reported.
5. Budget Committee; Mr. Rovero reported.
6. Education Connection; Mr. Kissko reported.
7. THS Oversight Panel; Mr. Kissko reported.
8. Juvenile Court Update; Mr. Nargi reported.
9. Turf Field Committee; Mr. Basetta reported.

## **ITEMS FOR UPCOMING AGENDA**

- Financial Statement
- Committee Reports
- Law Suit Updates
- CT State Statute 10-151

## **FUTURE MEETINGS**

Mr. Traub stated the City asked for all upcoming meeting agenda's be posted on the Thursday before the meeting.

1. School Improvement Committee Meeting; October 30, 2013
2. Policy Committee Meeting; November 6, 2013
3. Personnel Committee Meeting; November 6, 2013
4. Budget Committee Meeting; November 13, 2013
5. Regular Board of Education Meeting; November 20, 2013

## **ADJOURNMENT**

At 10:21 Mr. Thibault made a motion to adjourn. Mrs. Cappabianca seconded the motion. The vote was unanimous.

**TORRINGTON BOARD OF EDUCATION  
SPECIAL MEETING  
Wednesday, October 16, 2013  
Torrington High School Media Center  
Major Besse Drive**

**CALL TO ORDER:** The meeting was called to order at 7:04 P.M.

**ROLL CALL:**

**Present:** Mr. Brady, Mrs. Cappabianca, Mr. Cavagnero, Mrs. Hoehne, Mr. Kissko, Mr. Merola, Mr. Nargi, Mr. Rovero, Mr. Thibault, Mr. Traub, Mr. Campolieta, Mrs. Kloczko

**Absent:** Acting Mayor Zordan

Mr. Traub stated Mr. Rich Mills, the Board's legal advisor was in attendance.

**RECEIPT AND DISCUSSION OF INVESTIGATION OF A BOE MEMBER**

Mr. D. Charles Stohler of Carmody & Torrance LLP presented.

Mr. Traub stated what the Board has to decide on, and reminded the Board members they may have to have a hearing and to be mindful of the questions they ask the investigator.

Mr. Kissko asked Mr. Stohler why he included recommendations in his report.

Mrs. Cappabianca made a motion to accept to recommendations with the removal of item number two (2). Mr. Rovero seconded the motion.

Mr. Cavagnero asked, because this is a public meeting, does he have the right to defend himself at this point. He stated that these allegations are close to being defamatory against his family name and he would like the opportunity to address these allegations. He stated he takes "great offense" to the language used against him and explained his frustrations.

Mr. Traub said this meeting is not a hearing; they are only here to receive the results of an investigation to make a determination if a hearing is needed.

Mr. Kissko stated the motion on the table is out of order because it does not follow the agenda and is based on recommendations that were not asked for.

At 7:38 p.m. the motion was ruled out of order and the Board returned to discussion.

Mr. Merola asked if Mr. Cavagnero would require his own independent counsel during a hearing.



Mr. Cavagnero stated he had counsel present during his interview because he had no idea what the allegations against him were and he was unaware of his rights. He then reminded the Board members that whatever action they decide to take they will be setting a precedent.

Mr. Merola said his only concern was if the attorney was paid for by the District.

Mr. Traub stated, unless Mr. Cavagnero's behavior is deemed "willful or intentionally negligent" the District is paying for the attorney.

The Board attorney, Mr. Mills, reiterated the State Statute that covers the cost of an attorney.

Mr. Kissko asked if the Board accepts this report, are they then responsible for the costs of legal counsel.

Mr. Nargi asked if there was ever a written complaint made. He also asked if the people making the complaints were acting within the scope of Administrators because the grievance process was not followed. Mr. Nargi asked what the legal "relationship" is between Administrators and Board members. He read aloud from the Superintendents Contract. He asked when the Superintendent had received authorization from the Board to have these Administrators attend that meeting in her place. Mr. Nargi voiced concerns regarding members of the Public bringing allegations against any Board member.

Mr. Traub stated the conduct at the meeting was what was being investigated. The Superintendent's attendance was not being investigated.

Mr. Cavagnero stated his frustrations regarding the meeting in question and the way information is communicated. He asked the Board members present if they remembered him specifically telling the Administrators present at the School Improvement Committee meeting in question that he was not directing his comments against them.

Mrs. Hoehne said she remembered.

Mr. Thibault said he remembered Mr. Cavagnero making that statement.

Mr. Kissko commented on the "subjective language" in the report. He also questioned the recommendations regarding training for all Board members.

Mr. Traub asked Mr. Stohler for clarification on whether or not he believes harassment occurred.

Mr. Merola stated he shared Mr. Nargi's frustration with the Superintendent's contract. He said inappropriate or unwarranted behavior is not okay in any situation. He asked if Mr. Cavagnero contested that he was inappropriate and unprofessional.

Mr. Traub told Mr. Merola that he could not ask Mr. Cavagnero that question at this meeting, without moving into a hearing phase.

Mr. Nargi asked if the words used by the Administrators in the report are the words actually used by the Administrators. He said those words have legal connotations and the Board cannot overlook this issue; allegations have to be substantiated.

### **POSSIBLE ACTION ON INVESTIGATION OF CONDUCT OF A BOE MEMBER**

Mrs. Cappabianca made a motion to accept the findings of the report and consider the recommendations with the exception of recommendation number two (2). Mr. Rovero seconded the motion.

Mr. Kissko asked if they could separate the vote. One to accept the report and another to accept the recommendations.

At 8:22 P.M. Mrs. Cappabianca withdrew her motion.

At 8:24 P.M. with the understanding that he does not necessarily agree with the findings, Mr. Kissko made a motion to accept the report minus the recommendations. Mr. Thibault seconded the motion. The vote passed with two (2) opposed, Mr. Nargi and Mr. Merola and two (2) abstentions, Mr. Traub and Mr. Cavagnero.

Mrs. Hoehne asked for clarification on whether Mr. Kissko wanted to take further action than accepting the report.

Mr. Nargi asked if by receipt of the report they are not necessarily agreeing with it.

At 8:28 P.M. Mrs. Cappabianca made a motion to accept the recommendations with the exception of recommendation number two (2). She stated she is making a motion to request the action of the recommendations, with the exception of recommendation number two (2), be taken. Mr. Rovero seconded the motion. The vote passed with two (2) opposed, Mr. Kissko and Mr. Nargi and two (2) abstained, Mr. Traub and Mr. Cavagnero.

Mr. Cavagnero stated if the Board adopts specific recommendations, it makes others redundant.

Mr. Traub stated his interpretation of the recommendations.

Mr. Nargi said he would vote against this because the allegations are severe and the money spent with this issue is excessive. He said allegations need to be substantiated and procedures need to be followed.

Mr. Kissko said he would vote against this because he believes the entire Board does not need training and they are all elected members that are re-elected by the public. He stated he believes this is a witch hunt.

Mr. Cavagnero asked what the result of the vote specifically means for him.

Mr. Kissko asked why he heard about tonight's meeting the day before he was notified by Mr. Traub.

### **ADJOURNMENT**

At 8:34 P.M. Mr. Merola made a motion to adjourn the meeting. Mr. Brady seconded the motion. The vote was unanimous.



## Torrington Board of Education

CHERYL F. KLOCZKO  
SUPERINTENDENT

KENNETH TRAUB  
BOARD CHAIR

November 11, 2013

Board Members present:

Fiona Cappibianca  
Vincent Merola  
Chris Rovero

Approximately 6:08 p.m.

Meeting called to order.

Motion to go into executive session made by Cappibianca, seconded by V. Merola. Approved 3 - 0.

Move that the Board enter executive session to discuss a confidential student matter.

The Board invited the following individuals (in addition to Board members and its counsel, Jessica Ritter) into the executive session:

Cheryl Kloczko, Superintendent  
Debrah Pollutro, Executive Assistant to the Superintendent  
Steve Sedor, Attorney for the Administration  
Neil Sullivan, Administration  
Eric Baim, Director of Secondary Education  
The student who is the subject of the hearing and his mother

Approximately 6:20 p.m.

Everyone excused for Board deliberations, except for Board counsel, Jessica Ritter.

Approximately 6:25 p.m.

Meeting resumes. All meeting participants return. Cappibianca makes the following motion in open session:

Moved that the Torrington Board of Education finds, based on the evidence in the record that the student who is the subject of this hearing did, on or about October 10, 2013 possess a knife on school grounds, which: violated a publicized policy of the Board, endangered persons or property, and was seriously disruptive of the educational process. As a result of the above findings, the Torrington Board of Education concludes that the student who is the subject of this hearing did commit an expellable offense.

Seconded by C.Rovero.

Approved 3-0.



## Torrington Board of Education

CHERYL F. KLOCZKO  
SUPERINTENDENT

KENNETH TRAUB  
BOARD CHAIR

Approximately 6:30 p.m.

Motion to go into executive session made  
by F. Cappabianca, seconded by C. Rovero.  
Approved 3 - 0. All meeting participants  
invited to join.

Approximately 6:40 p.m.

Everyone excused for Board deliberations,  
except for Board counsel, Jessica Ritter.

Approximately 6:45 p.m.

Meeting resumes. All meeting participants  
return. F. Cappabianca makes the following  
motion in open session:

That the student who is the subject of this hearing shall be expelled from the Torrington Public Schools for one calendar year from the date of the incident, October 10, 2013. During the period of the expulsion the student who is the subject of this hearing shall not be allowed to enter any school property and/or participate in any school-sponsored events and activities.

During the expulsion period, the Student shall receive an alternative educational opportunity as deemed appropriate by the Superintendent.

The Student may be permitted early readmission to school on November 6, 2013 if the Superintendent finds, in her sole discretion, that the Student has met the following conditions:

- 1) The Student avoids any serious disciplinary incident that would result in an out of school suspension or expulsion as determined by the Superintendent;
- 2) The Student avoids any action that results in an arrest.

If readmitted early, the Student will be on probation for the remainder of the original expulsion period. During the probation period, the Student must:

- 1) Maintain passing grades;
- 2) Avoid any serious disciplinary incident that would result in an out of school suspension or expulsion as determined by the Superintendent;
- 3) Avoid any action that results in an arrest.



## Torrington Board of Education

CHERYL F. KLOCZKO  
SUPERINTENDENT

KENNETH TRAUB  
BOARD CHAIR

4) Perform ten hours of community service by the end of the school year with a program approved by the Superintendent.

If the Student violates any of the conditions of this probationary period, the Superintendent is authorized to reinstate the remaining term of his expulsion without the necessity of any further action by the Board.

This expulsion shall be expunged from the student's cumulative educational record provided the student meets the conditions stated herein.

F. Cappabianca moved to adjourn the meeting, seconded by V. Merola. Motion approved 3 - 0.

Approximately 6:48 p.m.

Meeting adjourned.



CHERYL F. KLOCZKO  
SUPERINTENDENT

KENNETH P. TRAUB  
BOARD CHAIR

November 11, 2013

Board Members present:

Fiona Cappibianca  
Vincent Merola  
Chris Rovero

Approximately 7:34 p.m.

Meeting called to order.

Motion to go into executive session made by F.Cappibianca, seconded by V.Merola. Approved  
3 - 0.

Move that the Board enter executive session to discuss a confidential student matter.

The Board invited the following individuals (in addition to Board members and its counsel, Jessica Ritter) into the executive session:

Cheryl Kloczko, Superintendent  
Debrah Pollutro, Executive Assistant to the Superintendent  
Steve Sedor, Attorney for the Administration  
Carissa Lejeune, All-Star Bus Driver  
Officer Guerrero, Torrington Police Department  
Lynda Reitman, Administration  
Eric Baim, Director of Secondary Education  
The student who is the subject of the hearing

Approximately 8:00 p.m.

Everyone excused for Board deliberations,  
except for Board counsel, Jessica Ritter.

Approximately 8:10 p.m.

Meeting resumes. All meeting participants  
return. F.Cappibianca makes the following motion  
in open session:

Moved that the Torrington Board of Education finds, based on the evidence in the record, that the student who is the subject of this hearing did, on or about October 9, 2013 possess a deadly weapon within close proximity of a school where other students from the high school were involved, which: violated a publicized policy of the Board,



CHERYL F. KLOCZKO  
SUPERINTENDENT

KENNETH P. TRAUB  
BOARD CHAIR

endangered persons or property, and was seriously disruptive of the educational process. As a result of the above findings, the Torrington Board of Education concludes that the student who is the subject of this hearing did commit an expellable offense.

Seconded by C.Rovero.

Approved 3-0.

Approximately 8:15 p.m.

Motion to go into executive session made  
by F. Cappabianca, seconded by V.Merola.  
Approved 3 - 0. All meeting participants  
invited to join.

Approximately 8:25 p.m.

Everyone excused for Board deliberations,  
except for Board counsel, Jessica Ritter.

Approximately 8:40 p.m.

Meeting resumes. All meeting participants  
return. F. Cappabianca makes the following  
motion in open session:

Moved that the student who is the subject of this hearing shall be expelled from the Torrington Public Schools for one calendar year from the date of the incident, October 9, 2013, and that the student be provided an alternative educational program to be determined by the administration. During the period of expulsion the student who is the subject of this hearing shall not be allowed to enter any school property and/or participate in any school-sponsored events and activities.

F. Cappabianca moved to adjourn the meeting, seconded by C. Rovero. Motion approved 3 - 0.

Approximately 8:40 p.m.

Meeting adjourned.





## Torrington Board of Education

JOSEPH L. CAMPOLIETA  
DIRECTOR OF HUMAN  
RESOURCES

CHERYL F. KLOCZKO  
SUPERINTENDENT

**Policy Committee Meeting**  
**October 9, 2013**  
**355 Migeon Avenue**  
**6:00 PM**

Members Present: Mrs. Hoehne, Mr. Kissko, Mr. Merola  
Also Attending: Mr. Campolieta, Mr. Cavagnero (arr. 6:30 pm), Mrs. Kloczko, Mr. Thibault

1. **Mrs. Hoehne called the meeting to order at 6:00 PM**
2. **Roll Call was taken**
3. **Approval of Minutes** – The minutes from the August 7, 2013 meeting and the September 4, 2013 meetings were reviewed. Mr. Merola made a motion to accept the minutes, seconded by Mr. Kissko. Motion passed, all in favor.
4. **4<sup>th</sup> Read - Field Trips: Policy 6088** – Mr. Merola moved the Field Trips Policy be moved to the full Board of Education meeting for approval, Mr. Kissko seconded the motion. Motion passed, all in favor.
5. **Bylaws Review and Discussion** – Mr. Kissko asked that the intent behind section 10 in the Statement of Integrity found on Page 2 be stated for the public record to ensure that future Torrington Board of Education members understand the purpose of the section. As stated by Mr. Kissko, "The intent of Section 10 of the Statement of Integrity is to open up the Board members' ability to express themselves." It was noted that in the revisions every effort be made to keep sections together to ensure the clarity of the bylaws. Final edits will be made to Bylaws for review.
6. **1<sup>st</sup> Read: Bullying/Hate Crimes, Policy 6010** – The members reviewed the model language from Shipman and Goodwin. Mrs. Hoehne said she liked the model language and that this may be the language we wish to adopt for the policy. A question arose if the language we had was the most up to date given recent changes to State Statute on bullying. Mr. Campolieta will contact Shipman to ask for the most recent Bully model language.
7. **1<sup>st</sup> Read: Homework, Policy 6110** – Mrs. Hoehne stated that the Homework Policy will need to be updated to be aligned with the Common Core State Standards.
8. **1<sup>st</sup> Read: Grading, Policy 6111** – Mrs. Kloczko stated that in the next year the district is moving to Standards-based grading and report cards. Mrs. Hoehne move to table policy revisions until then. Mr. Merola inquired as to the policy of no teacher giving less than a 50. Mrs. Kloczko said she would give a report at the next meeting about how many students are failing. Mr. Merola requested the report include students who were promoted from 8<sup>th</sup> to 9<sup>th</sup> grade. Mr. Merola mentioned that at expulsion hearings he has seen students who have been promoted. Mrs. Hoehne stated that sometimes there are age issues (a much older student in a class) that need to be considered. A discussion ensued regarding what should be included in the report. It was agreed that the report should cover the four core subjects, i.e., English, Social Studies, Science and Math. Mrs. Kloczko said that she would include individual report cards with students' names redacted.

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- 9. Attendance, Policy 6006**– Mrs. Kloczko said that there will be an issue with attendance this year because of a new definition of “absence” from the State. Mrs. Kloczko read from a recent letter from the Commissioner of Education in which it is stated that students serving suspension or expulsion are considered absent. The concern is that students currently being tutored at Migeon would be considered absent given their status. Mr. Kissko stated that he was concerned since it was his opinion that what is done tutoring students at Migeon works. The students are doing what they are instructed to do, they show up and do work and shouldn’t be “punished” for it. Mrs. Hoehne said is it possible to change an expelled or suspended student’s status from being called absent to being called “not in attendance at their enrolled school.” Mr. Kissko agreed that this is a more appropriate status and was more representative statement. Mr. Kissko requested that Mrs. Kloczko call the State BOE and ask for a clarification of the policy. Mr. Merola stated that if a student is expelled. A discussion followed on truancy policies at the elementary and secondary levels.
- 10. Comments for the Good of the Order** – Mrs. Kloczko handing over to Policy Committee for further review and discussion draft of the Athletic Handbook which was received from Shipman and Goodwin with model language that included model language and recommendations from the firm. Mrs. Kloczko stated that any language regarding expulsion be moved from the Athletic Handbook to the Extracurricular Policy. Mr. Merola said that Mr. Gottlieb had started to craft an extracurricular policy.
- 11. Topics for future meetings** –  
Discipline, Policy 6030  
Athletic Handbook  
Extracurricular Policy  
Attendance Policy, 6006
- 12. Motion to Adjourn** by Mr. Merola, Seconded by Mr. Kissko, All in favor

**Meeting adjourned – 7:20 PM**



## Torrington Board of Education

DANIELLE BATCHELDER  
DIRECTOR OF BUSINESS SERVICES

CHERYL F. KLOCZKO  
SUPERINTENDENT

### **Budget Committee Minutes October 16, 2013**

Committee members present were: Budget Committee Chair, Christopher Rovero; Fiona Cappabianca, and Karl Brady. Also present were BOE Members Ellen Hoehne, Dan Thibault and BOE Chair Ken Traub (arrived late); Superintendent, Cheryl Kloczko, Danielle Batchelder, Director of Business Services; Susan Lubomski, Elementary CIAT and Dr. Beth Robin, Director of Special Education.

1. Call to order at 6:03 pm
2. Roll Call
3. Review Minutes of September 11, 2013 meeting:
  - i. The motion was made by Mrs. Cappabianca and seconded by Mr. Brady to approve the minutes from September 11, 2013. Motion carried 3-0.
4. August 31, 2013 Financials:
  - i. Mrs. Batchelder stated that there were many line item transfers within the 100's (salaries) now that the district is at the end of hiring and all transfers have taken place between schools/dept.
  - ii. Mrs. Cappabianca asked what communications line item entailed. Mrs. Batchelder stated that it was the district's phones, internet, cable, etc.
  - iii. Mrs. Cappabianca asked why the Tuition Private line item was in the deficit by \$82,002.25. Mrs. Batchelder stated that is if all students remained in OOD until the end of the year and no new students were out placed; the district would be in the deficit by that amount by year end. Mrs. Cappabianca asked if more students were outplaced this year than expected. Dr. Robin said, "Yes."
  - iv. Mr. Rovero asked about the Account number 5123 – sub teachers at East School had \$3,999.61 expended to date and no other school did. Mrs. Batchelder stated that this is the only school currently that has a long term sub that started the year for a teacher out on FMLA.
  - v. Mrs. Cappabianca asked why the textbook line items at all the elementary schools had not been expended. Mrs. Lubomski stated that the principals held off from ordering until the October testing in order to see where the students were and also because they

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wanted to wait to see how the district was moving forward with the changes in testing and common core standards.

- vi. Mrs. Cappabianca asked why the high school custodial OT expense line item was double compared to this time last year. Mrs. Batchelder stated that she would research it and get back to the group.
- vii. Motion was made to approve the September 30, 2013 financial report and bring before the full BOE. Motion was made by Mr. Brady and seconded by Mrs. Cappabianca. Motion carried 3-0.

5. Budget Transfers:

- i. Mrs. Batchelder stated that the Southwest Principal has requested \$1,500 to be moved from 5100.08.09.5610.01 Math Instructional Supplies to 5100.08.33.5746 Library Media Equipment. Now that every classroom is equipped with three computers, teachers are asking for headsets for student use at the computer learning center. These headsets will be purchased through the media equip. account.
- ii. Motion was made to approve the 2014-003 Budget Transfer bring before the full BOE. Motion was made by Mr. Rovero and seconded by Mrs. Cappabianca. Motion carried 3-0.
- iii. Mrs. Batchelder stated that Mr. Luna, Technology Director is requesting a budget transfer of \$78,000 from 5100.15.11.32.5112.10 – Technician and \$200,000 from 5100.15.32.5746 from Instructional Equipment. \$145,985 would be transfer to 5100.15.32.5350 – Technology Services and \$132,015 would be transferred to 5100.15.50.5530 – Communications. There is a surplus in salaries because TPS did not backfill two positions (.5 FTE x 2 people) from FY 12-13. The district bought the majority of the hardware needed for 13-14 with the 12-13 surplus. In order to properly deploy all equipment ordered and plan for testing, funds need to be transferred into technology services. Funds need to be transferred into Communications due to the implementation of the new phone system as well as additional drops need to be added at the schools to prepare for testing.
- iv. Motion was made to approve the 2014-004 Budget Transfer bring before the full BOE. Motion was made by Mr. Brady and seconded by Mrs. Cappabianca. Motion carried 3-0.
- v. Mrs. Batchelder stated that she was requesting a budget transfer of \$10,000 from 5100.12.50.5520 – Liability Insurance to 5100.12.52.5330 Professional Development. The district's liability rates came in under budget. The district's liabilities for past claims have come off the calculation for underwriting when projecting our annual rate. The district will be increasing its PD in order to meet the requirements for evaluations and common core standards.
- vi. Motion was made to approve the 2014-005 Budget Transfer bring before the full BOE. Motion was made by Mr. Brady and seconded by Mrs. Cappabianca. Motion carried 3-0.
- vii. Mrs. Batchelder stated that the CIAT's for secondary ed had requested a budget transfer of \$6,500 from 5100.14.04.5610.01 – Instructional Supplies English; \$6,500

from 5100.14.09.5640.1 – Instructional Supplies textbooks – Math and \$10,000 from 5100.14.14.5610.01 – Instructional Supplies – Science to \$6,500 5100.14.04.5746 – Instructional Equipment – English; \$6,500 5100.14.09.5746 – Instructional Equipment – Math and \$10,000 5100.14.14.5610.01 – Instructional Equipment – Science in order to support curriculum alignment with the CCSS. Mrs. Batchelder also stated that the budget committee would see more of this during the 2014-15 budget prep because the district will begin to decrease the amount of money in the 600's – instructional supplies and increasing the amount of money in the 700's – instructional equipment.

- viii. Motion was made to approve the 2014-006 Budget Transfer bring before the full BOE. Motion was made by Mrs. Cappabianca and seconded by Mr. Brady. Motion carried 3-0.

6. Budget Update for 13/14 Salaries:

- i. Ms. Batchelder requested that this item be tabled.
- ii. Motion was made to table this item until the November Budget Committee meeting. Motion was made by Mrs. Cappabianca and seconded by Mr. Brady. Motion carried 3-0

7. Approval of Positions

- a) Supervisor of Elementary Educational Services, School Safety, Wellness & Climate.
- b) Supervisor of Elementary Educational Services, Support and Intervention Services.
- i. Mrs. Cappabianca stated that she did not understand why this was coming to budget committee for approval. Mrs. Cappabianca stated that the Superintendent hires and fires and it's not the boards responsibility to approve positions.
- ii. Superintendent Kloczko stated that these positions are needed in order to evaluate all teachers under the new evaluation system, school safety mandates and wellness mandates.
- iii. Mr. Traub stated that the Board of Finance told the BOE to eliminate any discretionary monies in the 2013-14 budget and if the BOE needed additional funds due to state mandates, to come back to the Board of Finance for approval.
- iv. Mrs. Batchelder stated that these positions would be funded out of the administrators account line item.
- v. There was discussion on how or if the budget committee should or has to vote to move this to the full board. It was agreed that the vote would be to move to the full board.
- vi. Motion was made to move this agenda item to the full board. Motion was made by Mr. Brady and seconded by Mr. Rovero. Motion carried 2-0-1. Mrs. Cappabianca abstains because she does not think that the board approves hiring of a position.

8. Discussion of Legal Fees:

- i. Mrs. Batchelder stated that it was requested that a five-year history of legal fees be presented. The handout was a 5 year history of legal fees by vendor and by situation (i.e. general, special ed, labor, etc.).
- ii. Mrs. Batchelder stated that through the years the legal fees within the various topics remained similar with the exception of Expulsion and FOI fees which increased in 2011-2012 and 2012-2013.

- iii. Superintendent Kloczko stated that Expulsion legal fee increased due to new state laws.
- iv. Mrs. Cappabianca stated that over the five years, overall the legal fees have decreased.

9. Total Insurance claims paid as of 6/30/2013

- i. Mrs. Batchelder stated that the total amount the BOE paid into the insurance fund for 2012-2013 was \$11,655,286 (not including the employee share of the premium, TBR, etc. that gets deposited into the City as revenue). The total BOE claims for 2012-2013 were \$10,438,443.44. A difference of \$1,216,843.
- ii. Mrs. Batchelder stated that the City paid a total of \$5,518,543 into the insurance fund for 2012-2013 and the total City claims was \$4,987,995.03. A difference of \$530,548.
- iii. The budget committee asked that the City Comptroller come to the next Budget Committee meeting and explain how the insurance fund operates and explain where the money goes when there is a surplus at year end.
- iv. Mrs. Cappabianca asked for the cost of Anthem's administration fee. Mrs. Batchelder stated that she would research it and report back.
- v. The Budget Committee also requested a breakout of all revenue that goes to the City from the BOE.

10. Insurance Expense: Informational

11. Items for the Good of the Order:

- i. Mrs. Cappabianca stated that the sub nurse hourly rate was increased to \$25/hour in order to have a good number of nurse subs when the district needs them.
- ii. Superintendent Kloczko stated that she would inform HR to post for nurse subs.

12. Adjournment

Motion to adjourn was made by Mr. Brady and seconded by Mrs. Cappabianca. Motion carried 3-0.

Meeting was adjourned at 6:53 p.m.

Submitted by Danielle Batchelder



## Torrington Board of Education

JOSEPH L. CAMPOLIETA  
DIRECTOR OF HUMAN  
RESOURCES

CHERYL F. KLOCZKO  
SUPERINTENDENT

**Personnel Committee Meeting**  
**October 9, 2013**  
**355 Migeon Avenue**  
**7:00 PM**

Members Present: Mr. Thibault, Mr. Brady, Mr. Kissko  
Also Attending: Mrs. Hoehne, Mrs. Kloczko, Mrs. Lubomski, Mr. Campolieta

1. **Mr. Thibault called the meeting to order at 7:25 PM**
2. **Roll Call was taken**
3. **Approval of Minutes** – The minutes for the August 20, 2013 and September 4, 2013 meetings were reviewed. Mr. Brady had a revision to the minutes that the motion to adjourn was made by Mr. Brady not Mr. Merola. The minutes were amended as noted. Mr. Brady moved to accept the minutes as amended, seconded by Mr. Kissko. Motion carried, all in favor.
4. **2012-2013 Staffing Report** – The staffing report for August/September was reviewed and discussed. Mr. Thibault noted that there was higher than usual absenteeism among the custodial staff. Mrs. Kloczko mentioned that many custodians will take their vacation in September because the summer work on school has ended. Mr. Thibault noted staffing numbers among teachers, administrators and secretaries.
5. **District Organizational Chart** – It was noted that there were many questions surrounding the organizational chart at the last Board meeting. Mr. Thibault opened a discussion on changes that could be made to make the organizational chart easier to use. Mrs. Lubomski noted that the CIATs were not on the chart. Mr. Brady said that the CIATs should be listed under Central Office with a direct line to the Superintendent and dotted lines to their respective levels; i.e., elementary or secondary. It was agreed to add the CIATs to the organizational chart. Mr. Brady also noted that lines from elementary and secondary administrators that are connected to the center of the Superintendent square illustrate each is on the same level of the Superintendent which is misleading. The lines should be re-drawn to meet the center of the line below the Superintendent square to note the appropriate reporting level. It was also agreed to add the Central Office administrative positions.
6. **Operations Binders for Central Office Departments** – Mr. Thibault noted that when Mr. Campolieta started in his position there was no operational or organizational materials for his use in acclimating to his new positions. Mr. Thibault also noted that no departments at Migeon have such materials leading him to state further that this leaves new people at a disadvantage when starting. Mr. Thibault stated that materials that should be included in an operations binder would include, but not be limited to: Department forms, description of functions within the department, job descriptions, etc. Mr. Thibault further noted that he would estimate this to be a six-month project. Mrs. Kloczko said this would be good for the Board to undertake as well so future Board members would have an orientation to the procedures and processes of the Board.

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## **7. Proposed Positions**

- a. Supervisor of Elementary Educational Services, School Safety, Wellness and Climate**
- b. Supervisor of Elementary Educational Services, Support and Intervention Services**

Mr. Campolieta presented the rationale for the two proposed positions. Mrs. Kloczko added that it is required by DCF to have a bullying coordinator/supervisor on staff which the School Safety, Wellness and Climate position would supervise. Mr. Thibault stated that judging by what he's seen of the new Teacher Evaluation he can understand administrators' concerns about being able to complete the process. There was a discussion about the qualifications of each position given that each position has discreet responsibilities. It was agreed to make the following changes to the required qualifications: For the School Safety, Wellness and Climate position the two required certifications will be for Social Worker and School Counselor. For the Support and Intervention Services it was agreed to remove the School Psychologist certification and add the general elementary K-6 certification with the following text to follow, "...with related experience." Mr. Brady noted that district can solve issues "later in the pipeline" with earlier interventions. Mr. Brady moved to approve the positions and move them forward to the full Board for approval, seconded by Mr. Kissko. Motion passed, all in favor.

## **8. Comments for the Good of the Order – None given.**

## **9. Topics for future meetings –**

October Staffing Report

Update on Organizational Chart

Update on Operational Binder

Superintendent's Evaluation (Mrs. Kloczko noted that the Board needs to set the district goals before she can be evaluated)

Report on TPSAA negotiations

Report on Impact Bargaining for Custodial Re-Organization

## **10. Motion to Adjourn by Mr. Brady, Seconded by Mr. Kissko , All in favor**

**Meeting adjourned at: 8:29 PM**



Torrington Board of Education Consent Agenda Detail  
ConsentAge131120.xlsx

Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
Aird, Evette	Administrator	HS	Newcomers' Committee	Appoint	2013-2014
Reitman, Lynda	Administrator	HS	Newcomers' Committee	Appoint	2013-2014
Lamy, Simone	Teacher	FB	Literacy Support	Appoint	10/17/2013
Borelli, Jennifer	Teacher	HS	Newcomers' Committee	Appoint	2013-2014
Conroy, Patricia	Teacher	HS	Newcomers' Committee	Appoint	2013-2014
Del Bene, Christine	Teacher	HS	Newcomers' Committee	Appoint	2013-2014
Enright, Mary	Teacher	HS	Newcomers' Committee	Appoint	2013-2014
Strawson, Patricia	Teacher	HS	Newcomers' Committee	Appoint	2013-2014
Allen, Patricia	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Avigne, Christina	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Beck, Jean	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Ferrucci, Melissa	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Giramonti, Alison	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Langlais, Lynn	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Lyon, Kathy	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Meza, Hilary	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Placentino, Rachael	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Ricker, Kara	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14
Svetz-Juliano, Mary	Teacher	VO	AYP Extended Day Program	Appoint	11/7/13-5/1/14

# **COMMENTS FOR THE GOOD OF THE ORDER**

# **COMMITTEE REPORTS**

## **ITEMS FOR UPCOMING AGENDA**

## **FUTURE MEETINGS**

# **ADJOURNMENT**