

**TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
Wednesday, June 19, 2013 – 7:00 p.m.
Torrington High School, Library/Media Center
Major Besse Drive**

AGENDA

Estimated
Time Frame
7:00-7:05
[5 min.]

1. **CALL TO ORDER**
 1. Pledge of Allegiance
 2. Roll Call

7:05-7:25
[20 min.]

2. **ITEM OF ACTION**
 1. National External Diploma Program Graduation

7:25-7:35
[10 min.]

3. **SCHOOL/COMMUNITY SESSION**
Public Participation

The Board invites members of the community to speak on topics to be addressed in the agenda or on other topics of interest. Individuals wishing to make comment are requested to fill out the speaker sign-up sheet, including name and address, which must be stated at the beginning of your comment. The Board will not allow comments regarding specific staff members 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.

*Emergency Exits are located to the rear and to the right of the room.
Please follow hallway to the stairwell on the right and down the stairs to exit building*

7:35-7:40
[5 min.]
7:40-8:40
[60 min.]

4. **APPROVAL OF AGENDA**
5. **INFORMATION SHARING and DISCUSSION ITEMS**

- A. Student Representatives - School News
- B. Announcement of Kindergarten Fire Truck Ride, Aug. 2013
- C. Recognition of Retiring Teachers:

David Capolupo	Betty Jo McDonnell
Pamela Chambers	Mary Beth Roscoe
Ann Dillion	Karen Schick
Rick Fasciano	Christine Sisko
Linda Higginson	Tara Thompson
Joan Kaweck	Elaine Towne
Nancy Lamb	William Joslyn

D. Superintendent's Report

1. 10th Halo Awards Ceremony-THS Theatre Students
2. CAS Art Award Winner-Phil Tanner will present THS Painting
3. THS takes first place in Bio21 Expo- Science Club Presentation
4. New BOE Student Representatives
President - Nick LaMothe
VP - Elexa Lawrence
Secretary - Sarah Todd
Treasurer - Joann Duman

- E. Policy 6095, Graduation Requirements, 2nd read
- F. Policy 2025, On Line Learning Policy, 2nd read
- G. Policy 5071, Wellness Policy, 2nd read
- H. Bullying Prevention and Intervention Policy, 1st read
- I. Policy 6041 Cell Phone/Electronic Devices Policy, 1st read
- J. 2013-2014 Lunch Prices

EXECUTIVE SESSION

- 8:40-9:00
[20 min.]
6. A. Non-Bargaining Contracts

- 9:00-9:30
[30 min.]
7. **ACTION ITEMS**

- A. Financial Statements
- B. Enrollment Report – June 1, 2013
- C. Approval - BOE 2013-2014 Meeting Calendar
- D. Approval – Policy 6095, Graduation Requirements
- E. Approval – Policy 2025, On Line Learning
- F. Approval - Policy 5071, Wellness Policy
- G. Consent Agenda
 - 1. Approval of , May 15, 2013, Board of Education Meeting Minutes
 - 2. Approval of , June 12, 2013, Special Board of Education Meeting
 - 3. Approval of Sub Committee Minutes
 - a. School Improvement Committee – May 1, 2013
 - b. Policy Committee - May 1, 2013
 - c. Budget Committee – May 8, 2013
 - d. Personnel Committee – May 8, 2013
 - e. Grievance Committee – May 20, 2013
 - 4. Appointments & Resignations

- 9:30-9:40
[20 min.]
8. **COMMENTS FOR THE GOOD OF THE ORDER**
- 1. BOE Retreat-July 16, 2013
 - 2. THS Graduation – Warner Theatre – June 23, 2013 – 6:00 pm

- 9:40-9:45
[5 min.]
9. **COMMITTEE REPORTS**
- 1. Budget Committee
 - 2. Personnel Committee
 - 3. Policy Committee
 - 4. School Improvement Committee
 - 5. Education Connection
 - 6. THS Oversight Panel
 - 7. Wellness Project
 - 8. Juvenile Court Update

9:45-9:50
[5 min]

10. **ITEMS FOR UPCOMING AGENDA**

1. Financial Statements
2. Committee Reports

9:50-9:55
[5 min]

11. **FUTURE MEETINGS**

1. Budget Committee Meeting – July 10, 2013
2. Personnel Committee Meeting – July 10, 2013
3. School Improvement Committee Meeting – July 24, 2013
4. Policy Committee Meeting – July 24, 2013
5. Special Meeting of BOE (retreat) – July 16, 2013

9:55-10:00
[5 min]

12. **ADJOURNMENT**

Acknowledgements

Torrington Administrators

Cheryl F. Kloczko, Superintendent
Joanne R. Creedon, Principal
Charles J. McSpirt, Assistant Principal
Freddy Mojica, Assistant Principal
Jeffrey F. Shannon, PhD

Torrington Board of Education

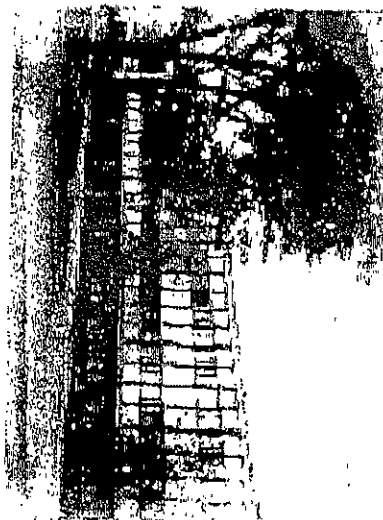
Kenneth Traub, Chairman
Fiona Cappabianca, Vice Chairman
Ellen Hoelne, Secretary
Karl Brady
Paul Cavagnero
John Kisko
Vincent Merala
Andrew Nargi
Christopher Rovero
Daniel Thibault
Ryan J. Bingham, Ex-Officio Board Member

EDUCATION CONNECTION

Danuta Thibodeau, Ph.D., Executive Director
Anthony F. Sebastiano, Regional Director, Foothills
Betty Kochiss, Adult Education Coordinator
Patricia Conroy, Site Coordinator
Audrey Spielman, Counselor
Judith Pernal, Instructor
Barbara Gall, Instructor
Mary Zbell, Instructor
Pamela Pernal, Instructor
Rachel Dambrosio, Instructor
Doris Murphy, Program Secretary

Class of 2013

Commencement Exercises



June 19, 2013

7:00 p.m.

Foothills Adult & Continuing Education
National External Diploma Program
at Torrington High School
Media Center
Torrington, CT

May. 8. 2013. 2:55PM

2013 Graduates

Ronald J. Avallone
 Aida Luz Arroyo
 Odette Balogh
 Pamela J. Bernier
 Dominga Berroa
 Artiosto Rodrigo Borja
 Anjelica C. Castro
 Michael W. Consolini
 Brenda L. Crispin
 Kathy Daniels
 Eric L. Farnsworth
 Sevdija Gutic
 Juan C. Leonarda
 Louise M. Mareno
 Shana M. Melius
 Miguel A. Morales
 Carlos E. Otero
 Sheila M. Pease
 Christopher D. Sheppard
 Juana Millord Silven
 Leroy Trinidad
 Kathy L. Valentin
 Zelheyka I. Veras

Program

Greetings and Opening Remarks

Patricia Conroy
 Site Coordinator, Torrington
 Foothills Adult & Continuing Education
 EDUCATION CONNECTION

Congratulations and Comments

Kenneth Traub
 Chairperson
 Torrington Board of Education

Message and Congratulations

Cheryl E. Kloczko
 Superintendent
 Torrington Public Schools

Presentation of Graduates

Patricia Conroy
 Site Coordinator, Torrington
 Foothills Adult & Continuing Education
 EDUCATION CONNECTION

Presentation of Diplomas

Kenneth Traub
 Chairman
 Torrington Board of Education

Closing Remarks

Patricia Conroy
 Site Coordinator, Torrington
 Foothills Adult & Continuing Education
 EDUCATION CONNECTION

Reception immediately following in the Career Center

INFORMATION SHARING
and
DISCUSSION ITEMS

Retirement Biographies, 2013

Mr. David Capolupo, Torrington High School, Mathematics 35 Years

Mr. Capolupo started his teaching career here in Torrington in 1978. He taught at the Vogel Junior High School until 1994, when Torrington Middle School was opened. Mr. Capolupo served as Coordinating Teacher for Mathematics at Torrington Middle School for several years. He has spent the last five years teaching at Torrington High School.

Mrs. Pamela Chambers, Forbes School, Art 35 Years

Ms. Chambers began her career in Torrington in 1978 as a District art teacher. In 1986, Pam was based at the Forbes Elementary School, where she has taught Art until the present. For the past six years, she has shared some time at other elementary schools in Torrington.

Ms. Ann Dillon, Speech Pathologist 33.6 Years

Ms. Dillon began her career in Torrington in 1978 as an elementary school Speech Pathologist. Throughout her career, she has worked mainly at Tarringford Elementary School.

Mr. Rick Fasciano, Torrington Middle School, Science 34 Years

Mr. Fasciano began his teaching career as a science teacher at the Vogel Junior High School in 1978. Rick moved to the Torrington Middle School when it opened in 1994. Mr. Fasciano has coached basketball, track, and football. He has done an outstanding job supervising the Invention Convention, where many students have been recognized for outstanding invention.

Ms. Linda Higginson, Torrington Middle School, Science 18 Years

Ms. Higginson began her Torrington assignment as a science and language arts teacher in 1995. After her first year in Torrington, she has taught science exclusively. Prior to working in Torrington, she taught in the Watertown and Winsted school districts.

Ms. Joan Kawecky, Vogel-Wetmore School, Grade 2 23 Years

Ms. Kawecky was hired in 1990 to teach second grade at Forbes Elementary School. In 1996, she moved to the Vogel-Wetmore school, where she has taught second grade until her retirement announcement this year. Before coming to Torrington, Ms. Kawecky taught in the Avon Public Schools.

Ms. Nancy Lamb, Tarringford School, Special Education 25.8 Years

Ms. Lamb started her Torrington career in 1986 as a long-term substitute. She was signed to join the East School staff as a special education teacher in 1987. In 1994, she moved over to Tarringford Elementary School and has remained there ever since. Prior to working in Torrington, she worked in private schools in the Northwest Corner.

Retirement Biographies, 2013

Mrs. Betty Jo McDonnell, Torrington Middle School, Guidance 14.9 Years

Mrs. McDonnell was hired in 1997 as an elementary guidance counselor substitute. In January of 1999, she was hired full time to fill this position. In 2003, she transferred to Torrington Middle School, where she has continued until this year. Prior to working in Torrington, she was employed by the New Milford school system and by a private Northwest Corner school.

Ms. Mary Beth Roscoe, Torrington High School, English 30 Years

Ms. Roscoe began her teaching career in 1984 at Torrington High School, where she has taught English for her entire teaching career, except for two years at the Vogel Junior High School, 1990-1992.

Ms. Karen Schick, Elementary Talented and Gifted 15 Years

Ms. Schick began her Torrington assignment as a teacher of the talented and gifted in 1997, and has worked with Torrington's talented and gifted elementary students until her retirement this year. Prior to working in Torrington, she was employed in the Harwinton and West Hartford school systems.

Ms. Christine Sisko, Torrington Middle School, Social Studies 39 Years

Ms. Sisko began her teaching career in Torrington in 1973 at the now-closed South School, teaching grade 5. After assignments in grades 3 and 4, she moved to the Vogel Junior High School in 1982 to teach Language Arts. She moved to the new Torrington Middle School when it opened in 1994, where she continued to teach Language Arts until 2008. From 2008 to the present, she has taught Social Studies at TMS.

Ms. Tara Thompson, Southwest School, Special Education 26.7 Years

Ms. Thompson was hired as a special education teacher at Southwest School in December of 1986. She has taught her entire career at Southwest School.

Ms. Elaine Towne, East School, Art 35 Years

Ms. Towne was hired in 1978 as a districtwide elementary art teacher. Throughout her career, she has been assigned primarily to the East Elementary School.

Mr. William Joslyn, Director of Student and Professional Operations 9.5 Years

Mr. Joslyn was hired as Principal of the Vogel-Wetmore Elementary School in January of 2003. In 2007, he moved to the Central Office as Director of Human Resources. The position was restructured in 2010 to Director of Student and Professional Operations. Prior to coming to Torrington, Mr. Joslyn had been a teacher and administrator in Region 10 (Harwinton and Burlington) and Region 6 (Warren, Morris, and Goshen).

This year's retirees represent a combined total of 374.5 years of service to the Torrington Public Schools. We wish them well in their retirements.

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

Graduation Requirements

Policy

Graduation from the Torrington High School implies (1) that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve, (2) that they have satisfactorily passed any examinations and/or standards established by the faculty and approved by the board of education, and (3) that they have fulfilled the legally mandated number and distribution of credits. Graduation shall not be held until 180 days and 900 hours of actual school work are completed. The adopted school calendar shall indicate a graduation date which is no earlier than the 185th day. This may be modified after April 1 in any school year in conformity with applicable statute. The Torrington Board of Education conforms to state regulations regarding credits for graduation from high school.

Beginning in 2006-2007, for the class graduating in 2007 and beyond, the following twenty-two (22) credits are required

English	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Physical Education	1.0 credit
Social Studies	3.0 credits
(including 1 credit in U.S. History and .5 in American Govt.)	
Fine Arts	1.0 credit
Applied Education	1.0 credit
Electives	5.0 credits
(including .5 credit in Computer Applications)	
Health	1.0 credit
<u>Total</u>	22.0 credits

Beginning on August 29, 2007, credits will be awarded to students who pass required courses with a 65 average or higher.

Credits

Only credit-bearing options approved by the Board, such as online learning and;

- recognized by the administration and the guidance personnel as successfully completed will be accepted, or,
- recognized by the administration that the student has satisfactorily demonstrated the objectives for a course of study through the completion of agreed-upon criteria, or,
- mastery of course objectives as determined by an assessment, rubric, performance, demonstration, or checklist, or,

- completion of a scheduled course in accordance with existing grading and attendance policies, will be recognized toward graduation credit.

Online Credit

- All courses that are taken online in which the student earns 65% or above will appear on the student's high school transcript and may count towards credit requirements provided that the course meets state standards and is certified by an eligible online course provider.
- Credit recovery
 - o Students may not take more than 2 credits in the each of the core areas (English, Math, Social Studies, and Science) online for credits towards graduation in *credit recovery*. Students may not use online courses to recover more than 5 of the 22 credits (23%) required for graduation online (must have 17 credits earned through traditional courses offered at the school).
 - o The credit limits stated above may be modified for an individual student with the consent of the Principal and the approval of the Superintendent.

Basic Skills Graduation Requirement

In order to graduate from Torrington High School, students beginning with the graduating class of 2008 must demonstrate proficiency in literacy and numeracy skills in the manner specified below. All students should strive to meet this requirement through CAPT first and then exercise the alternatives. Graduating Class of 2008

- CAPT scores at/above the proficiency standard

Literacy: Either Reading Across the Disciplines or Writing Across the Disciplines

Numeracy: Mathematics

OR

- SAT/PSAT score at or above the national mean

Literacy: Critical reading

Numeracy: Mathematics

OR

- Successful completion of a portfolio in the deficit skill area(s) linked to a classroom experience.

Graduating Class of 2009 and following graduating classes

- CAPT scores at/above the proficiency standard. Students who did not achieve proficiency in their sophomore year MUST retake the appropriate CAPT subtest(s) in the junior year.

Literacy: Either Reading Across the Disciplines or
Writing Across the Disciplines
Numeracy: Mathematics

OR

- SAT/PSAT score at or above the national mean

Literacy: Critical reading
Numeracy: Mathematics

OR

- Successful completion of a portfolio in the deficit skill area(s) linked to a classroom experience.

Special Cases

Students with significant learning exceptionalities will have these options in their junior and senior year as pre-approved by the Director of Student Services and the building principal:

- Completion of a special needs portfolio linked to a classroom experience

OR

- Demonstrated progress on the Skills Checklist

OR

- Waiver through the PPT process

Awards of High School Diplomas

Students who complete all graduation requirements shall receive a diploma at the June commencement. Individuals also may satisfy graduation requirements by the satisfactory completion of the following:

1. Successful completion of a summer course or summer courses comparable (as determined by the principal) to the subject(s) in which the student was deficient.

Legal References: Connecticut General Statutes

10-16(1) Graduation exercises (as amended by PA 96-26, An Act Concerning Graduation Requirements and Readmission and Placement of Older Students).

10-221a High school graduation requirements.

P.A. No. 01-166

Cross Reference:

1075, School Calendar.

Policy 6095: Graduation Requirements

6095- Adopted November 6, 1996; Revised October 6, 1999; Revised May 1, 2002; Revised September 21, 2005; Revised October 5, 2005; Revised November 2, 2005; Revised May 3, 2006; Revised January 24, 2007; Revised August 22, 2007; Revised March 16, 2011; Revised May 1, 2013

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT:

ONLINE LEARNING POLICY

Definition and Purpose

The Board of Education believes that virtual/online courses are an effective and appropriate alternative for students to earn credit towards graduation. A virtual course is defined as a program of study provided by an accredited educational organization through the Internet or web-based methods. Online course providers can offer courses which

- Provide credit recovery
- Serve as an alternative means of course delivery to earn credits necessary for graduation
- Serve students unable to attend the regular school program (i.e. expelled, homebound)
- Allow for course acceleration or enrichment
- Allow students to access content in their native language to supplement instruction in English

Access to online programs

Online courses will be part of the District's program delivery system to increase instructional accessibility and flexibility. Students and families will be expected to work closely with school personnel to identify if online learning is a viable option. Course enrollment is subject to final approval by the school principal.

The district will make a *limited number of seats* available to students in each budget year. Seats will be made available to students in the following order:

First Priority:

- the student is homebound
- the student is expelled
- the course is identified through the student's Section 504 plan or Individual Education Plan (IEP)
- the student is in a school approved academic course progression (i.e. Algebra 1-Geometry-Algebra 2) and the required course sequence is not available at the school site

These students may waive the option to utilize the seat and elect to continue their educational programming through other options.

Second Priority:

- Upperclassmen (grade 11 & 12 students) who need to recover one or more credits in order to maintain class standing or complete graduation requirements with their class.
- Any other students who have failed to earn a credit necessary for graduation or who need to recover a credit in order to maintain class standing

Third Priority:

On a *space available* basis, other students who wish to take an online course may be accommodated. Some reasons for selecting an online course may include:

- Inability to participate in a selected course due to scheduling conflicts
- With Counselors approval, course acceleration
- With Counselors or principal approval, course for enrichment not offered in Program of Studies
- Students in need of translation of course material into their native language

Criteria for credit recovery

Students who fail a course *required for graduation* are to be identified as candidates for online credit recovery. A school counselor will make a recommendation if the student has the potential to benefit from online credit recovery. All candidates will participate in some type of orientation to online learning to determine if this is a viable option for credit recovery.

All students who wish to make up a credit must:

- Have been enrolled in a THS course but failed (earned an average of 64 or lower)
- Must participate in some type of orientation to online learning to determine if this format is a viable option

- Must take a diagnostic test to determine what standards in the course have and have not been mastered
- Must complete the units of study for the course that were not mastered
- Must satisfy the established criteria for passing the course (earn 65% or better on the online assessment)

Students may work in a supervised setting before, during, or after the school day to complete the prescribed course work in the online course. Students may also work at any time when an online seat is available using the online course work. Students must complete any assessments under the supervision of an online site instructor or tutor.

Completion of the credit program must be verified by an authorized school representative.

Selection of online course providers

The superintendent shall be responsible for establishing a committee to evaluate online course providers consisting of

- school counselors
- administration
- teachers to review online learning providers and course offerings.

The District will assure that online providers offer appropriate and high quality courses.

Qualification of personnel involved in delivery of online courses

- Any instructor of an online course should hold a valid teaching certificate.
- The District will identify a staff member (certified or non-certified) to serve as *supervisor* for each student.
- The district shall designate an *online learning coordinator* to administer and coordinate online programming.

The district agrees to provide personnel or roles designated by the online provider to adequately monitor and support the online learning experience.

Credits towards graduation:

See Policy 6095 – Graduation Requirements.

Logistics:

- The district will provide a technology interface (equipment and Internet access) for students who are participating in the on-site option for online learning. The district will not be responsible for providing equipment or Internet access for students who wish to access courses from other locations unless required to do so by a student's Individualized Education Plan (IEP).
- The district will provide supervision for students during the time that students work on-site, including time needed for student assessments.
- Students are expected to adhere to the District code of conduct, including the Acceptable Use Policy.

Torrington Connecticut Public Schools - Wellness* Policy

Healthy children make better students, and better students make healthy communities.

Kids must be healthy to learn, and learn to be healthy.

Rationale

The Torrington Public School District (TPS) recognizes the importance of establishing a healthy learning environment that provides all students with the ability to participate fully in the educational process and to develop lifelong healthy habits. To this end, the Torrington Board of Education (BOE) is committed to a comprehensive wellness policy predicated on a Coordinated Approach to Child Health (CATCH).** This policy is designed to improve students' health and their capacity to learn through the support of families, communities and school staff working together. The intention of this policy is to help build a culture of safe and responsible behavior. Program priorities and activity plans shall acknowledge the strong link between academic performance and a healthy school environment, including healthy eating, school-based physical activity and health education.

Administrative Guidelines

- The Superintendent or designee shall be responsible to monitor TPS programs and curricula to ensure compliance with this policy and established administrative guidelines and regulations. A Wellness Council*** shall be appointed by the Superintendent and will work with staff, students and community members to implement, communicate, promote, measure, evaluate and update this policy.
- Wellness Coordinators for each school will be accountable for an implementation and evaluation plan of the TPS Wellness Policy.
- Each school Principal or designee shall report to the Superintendent or designee regarding compliance in his/her school. Staff members responsible for programs related to student and staff wellness shall report to the Superintendent or designee regarding program status.
- The Superintendent or designee shall report annually to the BOE on the district's compliance with established administrative guidelines and regulations related to wellness. The report shall include: issues, key programs, recommendations for policy revisions and feedback from the Wellness Council, staff, students, parents/guardians and community members.
- The district shall inform and update the public (including parents, students and community members) about the implementation of the Wellness Policy via the TPS website and periodic reviews with the BOE.
- Data collected to measure comprehensive, coordinated school health shall be used to evaluate progress. The results shall be made available to the public.
- The Wellness Council shall meet a minimum of four times annually.

**Wellness is defined as a process of moving toward physical and mental health by practicing healthy choices within a supportive environment that encourages healthy decision making.*

***Coordinated Approach to Child Health (CATCH) is an evidence-based program implemented to transform a child's environment by coordinating health efforts across all aspects of the educational experience; classroom, physical education, foodservice, and family.*

****Wellness Council consists of at least one: parent, student, medical staff, foodservice staff, TPS BOE member, school administrator, community member, mental health professional, physical education*

teacher, and nutrition professional. Only district employees may serve as Wellness Coordinators for each school.

Nutrition Guidelines

It is the policy of TPS that all foods and beverages made available are consistent with minimum United States Department of Agriculture (USDA) nutrition guidelines and the Healthy Food Certification Program (HFC) through the State of Connecticut. School meals will offer a variety of fruits and vegetables; serve only low-fat (1%) unflavored, fat free flavored milks and nutritionally equivalent non-dairy alternatives as defined by USDA. Schools will ensure that at least half of the servings of grains served per week are whole grain. The district will adhere to Sec 203 of the Healthy Hunger-Free Kids Act of 2010 by making potable water available for students at no charge at meals and throughout the day.

Schools will meet the requirements of the state beverage statute for allowable beverage offerings:

- Milk (flavored or plain) with no more than 4 grams of sugar per ounce and no artificial sweeteners;
- Nondairy milks such as soy or rice milk, which may be flavored but contain no artificial sweeteners, no more than 4 grams of sugar per ounce, no more than 35 percent of calories from fat per portion and no more than 10 percent of calories from saturated fat per portion;
- 100% fruit juice, vegetable juice or combination of such juices, containing no added sugars, sweeteners or artificial sweeteners;
- Beverages that contain only water and fruit or vegetable juice, and have no added sugars, sweeteners or artificial sweeteners (these beverages must also meet the requirements specified in Requirements for Beverages Containing Water and Juice); and
- Water, which may be flavored but contains no added sugars, sweeteners, artificial sweeteners or caffeine.
- Portions sizes of allowable beverages are limited to no more than 12 ounces with the exception of water.

Families are encouraged, but not required to support the TPS nutrition education efforts by considering healthy snacks in appropriate portion sizes donated for occasional class parties. School staff will not use food as a reward for students' attendance, behavior or academic performance; and, will not withhold student access to snacks as punishment. TPS shall provide families with a list of foods that meet the Connecticut State Department of Education (CSDE) HFC standards.

TPS shall create procedures that address all foods available to students throughout the school day in the following areas:

- A. Guidelines for maximizing nutritional value by decreasing processed foods, increasing nutrition density and moderating portion size of each individual food or beverage sold within the school environment;
- B. Integration of fruits and vegetables from local farms
- C. Guidelines for foods and beverages, based on nutrition goals in the following categories:

- 1) Foods and beverages included in a la carte sales in the food service program on school campuses;
- 2) Foods and beverages sold in vending machines, snack bars, school stores, and concession stands;
- 3) Foods and beverages sold as part of school-sponsored fundraising activities;
- 4) Refreshments served at parties, celebrations, and meetings;
- 5) Guidelines are based on nutrition goals not profit motives.
- 6) Foods supplied by the school for field trips.

Nutrition Education

TPS shall provide nutrition education aligned with current standards established by federal, state and local guidelines in all grades. All faculty and staff, including nurses, physical education instructors, and foodservice staff shall embed nutrition education, to the extent possible, within the natural normal process of learning. Students shall receive nutrition education that teaches the skills and strategies needed to make healthy choices and maintain healthy habits.

- Students shall receive consistent nutrition messages from all aspects of the school program.
- **To the extent possible, within the natural normal process of learning,** students shall receive regularly integrated nutrition education as part of the health or core curricula (e.g., math, science, language arts)

Physical Education

- Students shall regularly be provided opportunities for physical activity through: physical education classes, daily recess periods for elementary school students.
- Elementary students shall regularly be provided a daily minimum of 20 minutes of moderate to vigorous physical activity supplementing the physical education academic curriculum standards.
- TPS shall strive to provide a range of before and/or after-school programs TPS works with the community to explore ways to advocate, nurture and support ways for students to walk or bike safely to and from school.
- TPS encourages families, staff and community to support students' participation in physical activity, and to include physical activity in family, school and community events.
- TPS provides training to enable staff to promote enjoyable, lifelong physical activity among students unless otherwise exempt.
- Students shall be required to actively engage in the district's physical activity and education program unless otherwise exempt.
- TPS staff and community volunteers shall not apply or withhold physical activity as punishment.
- A certified physical education instructor shall teach all physical education classes.
- BOE may approve per policy 7010, to make district facilities accessible for physical activities outside of the school day.

Other School-Based Activities

Wellness Program Coordinators, in consultation with the wellness committee, shall develop procedures addressing other school-based activities to promote wellness such as:

- A. An adequate amount of time is allowed for students to eat meals, with a minimum of ten minutes for breakfast and a minimum of twenty minutes for lunch.
- B. All students are able to obtain food in a non-stigmatizing manner.
- C. Environmentally friendly practices are nurtured and supported. Examples of these are, the use of locally grown and seasonal foods, school gardens, recycling, and composting on a continuous basis.
- D. Physical activities and nutrition programs designed to benefit staff health are considered and implemented on an ongoing basis.
- E. School staff shall be encouraged to model components of healthy nutrition and physical activity.
- F. Sale and distribution of food products shall be consistent with nutrition education and health promotion as mandated by the HFC program.
- G. After-school childcare for elementary students shall provide daily periods of moderate to vigorous physical activity for all participants.
- H. Marketing and advertising of non-nutritious foods and beverages through signage, vending-machine fronts, logos, scoreboards or incentive programs is prohibited as mandated by the HFC program.

Mental Health

The goal of mental health in TPS is to enhance the safety of all students, reduce their risks and promote emotional well-being. Our schools shall foster staff and student resilience. An atmosphere shall be created that encourages mutual support, caring and a sense of community wellness. TPS staff shall collaborate with local mental health agencies to provide a wide range of services from basic information to in-depth assessment and intervention as needed to students and families. These services shall include:

- Psychological and counseling services
- Emotional well-being and coping strategies
- Crisis intervention and mental health management

Evaluation

- The Wellness Coordinator at each school shall assess all education curricula and materials pertaining to wellness for accuracy, completeness, routine balance and consistency with the federal, state and TPS's educational goals of the common core standards.
- Wellness Program Coordinators shall be responsible for devising a plan for implementation and evaluation of the TPS Wellness Policy. They are also responsible for ensuring that schools meet the goals of the district's wellness policy.
- Wellness Program Coordinators shall report annually to the Wellness Committee, and the district Wellness Committee reports annually to the BOE Policy Committee.
- The Wellness Policy shall be modified based on legislation and the district's needs.
- The Wellness Council shall develop an approved one-page checklist for annual feedback from each Council Representative. Council members shall review copies of all checklists before the end of each school year. Based on feedback from the annual review, recommendations for possible policy changes shall be submitted to the BOE for discussion at its annual leadership meeting.

LEGAL REFERENCES:

1. The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L.108-265
2. The Richard B. Russell National School Lunch Act, 42 U.S.C. §§1751-1769h
3. The Child Nutrition Act of 1966, 42 U.S.C. §§1771-1789
4. The Connecticut Healthy Food Certification Program Chapter 169 §§ 10-215f

CROSS REFERENCES:

1. EFC, Free and Reduced-Cost Food Services
2. IHAMA, Teaching About Alcohol, Tobacco and Drugs
3. KI, Public Solicitations/Advertising in District Facilities
4. NASP (National Association of School Psychologists) Recommendations for Comprehensive School Safety Policies January 2013
5. NASP Model for Comprehensive and Integrated School Psychological Services 2012
6. NASP Promote Prepare in Your District, Key Messages 2012
7. Public Health Reports: Mental Health in Schools and Public Health, May-June 2006, Volume 121
8. Mental Health in Schools: Engaging Learners, Preventing Problems, and Improving Schools, Corwin Press, 2012
9. School Mental Health Project: Center for Mental Health in Schools: An Overview 2012
10. United States Department of Agriculture www.fns.usda.gov/healthierschoolday
11. California Project Lean School Wellness Policy In Action: A Guide to Implementing Your Local School Wellness Policy www.californiaprojectlean.org
12. Centers for Disease Control and Prevention: Parent Engagement Strategies for involving Parents in School Health
http://www.cdc.gov/healthyyouth/adolescenthealth/parent_engagement.htm
13. National Association of State Boards of Education (NASBE) Strength of State-Level Wellness Policies http://www.nasbe.org/healthy_schools/hs/
14. Association of State and Territorial Health Officials: Making the Connection - Health and Student Achievement www.thesociety.org/pdf/makingtheconnection.ppt

St
Lead



SHIPMAN & GOODWIN LLP™
COUNSELORS AT LAW

[Please note: this policy and accompanying Safe School Climate Plan have been updated to reflect Public Act 11-232. While the legislation requires the State DOE to recommend a model plan, we understand that the State DOE strongly encourages districts to have safe school climate plans that are specifically tailored to meet individual school/district needs, in addition to the legislative requirements. For that reason, we encourage districts to utilize Section X of the model Safe School Climate Plan to highlight the district and school specific initiatives in your district].

**Series 5000
Students**

BULLYING PREVENTION AND INTERVENTION POLICY

The [] 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 [] 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 [] 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

9/10/12

**Series 5000
Students**

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, photoelectronic 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) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) 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 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 investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

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.

XII. School Climate Assessments

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)

9/10/12

[SAMPLE FORM A]

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)

Name of Person Completing Report: _____

Date: _____

Target(s) of Behaviors:

Relationship of Reporter to Target (self, parent, teacher, peer, etc.):

Report Filed

Against: _____

Date of Incident(s): _____

Location(s): _____ Time: _____

Describe the basis for your report. Include information about the incident, participants, background to the incident, and any attempts you have made to resolve the problem. Please note relevant dates, times and places.

[illegible]

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
-----------------------	----------------	-------------	---------------

3/26/12

INTERNAL INVESTIGATION NOTES

Has student reporter requested anonymity? Y N

Does the school have parent/guardian consent to disclose that a complaint as to this student has been filed in connection with the investigation? Y N

Administrative Investigation Notes (use separate sheet if necessary):

[illegible]

Bullying Verified? Yes _____ No _____

Remedial Action(s)
Taken:

taken.

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

3/26/12

[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)

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

Use of Student Owned Electronic Devices

Statement

Electronic devices have become an integral part of the educational process. Appropriate use of electronic devices and systems enrich the teaching and learning process by permitting access to external references and learning tools, including, but not limited to texts, interpretations and other resources thereby connecting the classroom to the world. The Torrington Board of Education recognizes the value of electronic devices and their use in the educational process.

Policy

The Torrington Board of Education supports the use of student owned electronic devices for use as a tool in the educational process and in support of instruction only under the direction of teacher in high school classrooms. These devices may include smartphones, tablets, IPod (or similar devices), laptops and notebook computers. Traditional electronics such as calculators, cameras (photo and video) and recording devices may be appropriate in some classrooms as well.

Devices will be permitted for educational use only during the designated school day. (The designated school day is defined on the School Hours Schedule as the start of the school day and the end of the school day.) Personal use of these devices is permitted on school grounds prior to the designated beginning of the school day and after the designated end of the school day.

Use and storage of student owned electronic devices will vary by grade level.

Grades K-5

Electronic devices are permitted on school grounds but may not be used heard or displayed during the school day. Devices should be stored in school lockers during the day if lockers are available to students. If the school does not provide lockers, students must store devices in a backpack. The Torrington Public School system holds no liability for electronic devices that are lost, broken or stolen.

Grades 6-8

Electronic devices are permitted on school grounds but may not be used heard or displayed during designated school hours. Electronic devices are to be kept in lockers at all times during the school day. The Torrington Public School system holds no liability for electronic devices that are lost, broken or stolen.

Grades 9-12

Electronic Devices are permitted on school grounds. Personal use of electronic devices will be allowed outside of the designated school day (See school hours chart.) Educational use of electronic devices may be used in the classroom under the direction of a teacher and for educational purposes only. The Torrington Public School system holds no liability for electronic devices that are lost, broken or stolen.

Consequences for Violation

If the student violates this policy in accordance with their grade level, the consequences for misuse will be enforced as follows:

Grades K-8

1st Offense - Electronic device is confiscated by the administration. Parent or Guardian must collect the device from the school office.

2nd Offence - Electronic device is confiscated by the administration until a parent conference is held and the electronic device is returned to the parent. Student may receive a consequence per the school code of conduct.

3rd Offence - Electronic device is confiscated by the administration until a parent conference is held and the electronic device is returned to the parent. Student may receive a consequence per the school code of conduct. Student will not be allowed to bring an electronic device to school for a period of time designated by the administration.

Grades 9-12

1st Offense - Electronic device is confiscated by the administration. Device will be returned to the student at the end of the school day.

2nd Offense - Electronic device is confiscated by the administration. Parent or Guardian must collect the device from the school office.

3rd Offense - same as second offense.

Torrington Public Schools Lunch Chart

Cost of School Lunch in 12/13

High School	\$2.40
Middle School	\$2.30
Elementary School	\$2.20

Example for THS $2.40 \times 3.14\% = 0.075$ (7.5 cents)

Example for TMS $2.30 \times 3.14\% = 0.072$ (7.2 cents)

Example for Elementary $2.20 \times 3.14\% = 0.069$ (6.9 cents)

Recommendation: Increase school lunch price by 10 cents.

Proposed Cost of School Lunch in 13/14

High School	\$2.50
Middle School	\$2.40
Elementary School	\$2.30



1. What is the "Equity in School Lunch Pricing" Provision?

- Effective July 1, 2011, section 205 of the Healthy, Hunger-Free Kids Act of 2010 requires school food authorities (SFAs) participating in the National School Lunch Program to provide the same level of support for lunches served to students who are not eligible for free or reduced price lunches (i.e., paid lunches) as they are for lunches served to students eligible for free lunches. The Act directs SFAs to:
 1. Compare the average price charged for lunches served to students not eligible for free or reduced price lunches (i.e., students receiving "paid lunches") to the difference between the higher Federal reimbursement provided for free lunches and the lower Federal reimbursement provided for paid lunches.
 2. If the average paid lunch price is *less than* the difference, an SFA must either gradually adjust average prices or provide non-Federal funding to cover the difference.

2. Why is this provision important?

- Historically, there have been three main sources of funds provided to nonprofit school food service accounts: Federal reimbursements, paid meal revenues, and State and local funding. The Federal reimbursement for paid meals was designed to be minimal in relation to these other sources and has always been substantially less than the reimbursement for free and reduced price meals.
- Research indicates that average prices charged for paid lunches in some SFAs are less than the cost of producing those lunches.
- Pricing paid lunches below the cost of production effectively increases Federal subsidies for higher income children because Federal funds intended for free and reduced price lunches are being used to help fill in the gap between what a paid lunch costs and what the school receives for it. Children across all income levels are negatively affected by limiting the funds available to provide nutritious meals.
- This provision will help ensure that schools have funding available to support serving nutritious meals to all students.



3. Which SFAs will be affected by this provision?

- Not all SFAs will be required to adjust prices or find alternative sources of funding for paid lunches. Applying this provision using current Federal reimbursement rates, SFAs in the continental U.S. now charging, on average, \$2.46 or more for a paid lunch would not be required to adjust prices in school year 2011-12.
- An SFA in the continental U.S. currently charging, on average, less than \$2.46 for a paid lunch may be required to either gradually increase prices or provide additional non-Federal support for its lunches. To determine how much, these SFAs must calculate an adjusted average paid lunch price.
 - For school year 2011-2012, the adjusted average price is the average price charged in school year 2010-2011 increased by a factor equal to two percentage points above the inflation rate and may be rounded down to the nearest 5 cents. For school year 2011-2012, the inflation factor is 1.14 percent. Combined with the required annual 2 percentage point increase, the total adjustment required is 3.14 percent.
 - This year's relatively low food price inflation, combined with the ability to round down, means that for this coming school year, SFAs in the continental U.S. with lunch prices below \$2.46 in School Year 2010-11 would have to increase lunch prices by only five cents or not at all.
- In general, when the adjusted average price is more than the current price, an SFA would have to either increase its average paid lunch price to the adjusted average price or provide additional non-Federal support for its paid lunches. The law caps the required increase in the average paid lunch price at 10 cents in any year. Therefore, an SFA with a significant gap between its price and the required level will have several years to make adjustments to its prices and/or provide other funding to the SFA account in order to meet this requirement.



4. Will SFAs have control over establishing paid lunch prices?

- SFAs maintain significant local control in establishing the prices for paid lunches. SFAs may maintain low paid lunch prices if they ensure that sufficient funding from non-Federal sources is added to the school food service account to cover the required revenue. SFAs also may vary paid lunch prices by school (for example, charging lower prices in schools located in lower-income areas or charging different prices in elementary and secondary schools), as long as the average revenue requirement is met across the SFA.

5. Will families with incomes slightly above the threshold for free and reduced price meals be disproportionately impacted by this provision?

- This provision does not require that additional revenue be secured through paid lunch price increases. Revenue can be generated from any non-Federal source.
- By limiting the maximum required annual average price increase to 10 cents, the Act allows for a gradual increase in paid lunch prices, thereby minimizing the impact on families with incomes just above the level eligible for reduced price meals.
- SFAs can also choose to vary the price of paid lunches by school as long as the average paid lunch price across the district meets the requirement. Therefore, SFAs could choose to keep lunch prices lower in schools with higher concentrations of low-income students.
- USDA's analysis suggests that the effect on participation of a 5 or 10 cent increase in the price of a paid lunch is very small – less than a 5 percent difference even after many years of implementation. However, USDA will carefully monitor the implementation of this provision and any impact on participation.

Equity in School Lunch Pricing – Why do I have to raise the cost of my paid lunches?

Bob Deegan, CNP Chief, USDA FNS Northeast Region

Section 205 of the Healthy, Hunger Free Kids Act of 2010 states that:

Effective for the school year beginning July 1, 2011, schools are required to charge students for paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement; Schools that currently charge less are required to gradually increase their prices over time until they meet the requirement; Schools may choose to cover the difference in revenue with non-Federal funds instead of raising paid meal prices.

Other than this being a run-on sentence that would have my Mother, the English teacher, running for her red pen, what does it mean? And more importantly, why is Congress doing this to us and under what authority?

This all stems from a study done a couple of years ago that showed in many school districts, the federal reimbursements for free/reduced price lunches were offsetting the cost of paid lunches that were priced below the actual cost of producing the meal. Pricing paid lunches below the cost of production effectively increases Federal subsidies for higher income children because Federal funds intended for free/reduced price lunches are being used to help offset the difference between the cost of producing the meal and what the school receives for it. In other words, the federal government was indirectly subsidizing paid lunches. Congress, who funds all Child Nutrition Programs, cannot have our Federal tax dollars being used for a purpose they were never intended for and that's where Section 205 comes from.

Implementation guidance is still being developed for this Section and a nondiscretionary interim rule is scheduled to be issued by USDA Food and Nutrition Service in the spring 2011. The most important thing for School Food Authorities to know now is how to determine if paid lunch prices need to be raised. It's equally important to also know that the largest price increase required by this Section is 10¢ and that SFA's still have the authority to raise their prices more than 10¢, if needed.

The first step is determining your average cost for a paid lunch throughout the SFA. If your average cost is \$2.46 or higher, you do not need to raise your paid lunch price. \$2.46 is the difference between the Federal reimbursement for a free lunch (\$2.72) and a paid lunch (26¢). If your average cost is less than \$2.46, you need to calculate an adjusted average paid lunch price. This is done by taking your average cost and multiplying it by an annual inflation factor (1.14% for SY 2011-12) plus 2% for a total adjustment of 3.14%. The results may be rounded down to the nearest 5¢. Here are two examples:

Example 1: Average cost of paid lunch is \$1.50.

$\$1.50 \times 3.14\% (0.0314)$ equals 0.047 (4.7¢)

Result – may raise paid lunch price by 5¢ or may round down to 0 and keep the same price for SY 2011-12

Example 2: Average cost of paid lunch is \$2.00.

$\$2.00 \times 3.14\% (0.0314)$ equals 0.063 (6.3¢)

Result – must raise paid lunch price by at least 5¢ for SY 2011-12

Before you say anything, yes, we did notice the incongruity in these examples in that SFA's with paid lunches priced the lowest would not be required to raise their price, while SFA's closer to the \$2.46 point would have to raise them. Unfortunately, this is how the law was written and it's the process we must use.

There are still many good questions needing to be answered on this Section. Commonly heard ones include:

My SFA is already making a nice profit and I'm serving healthy, nutritious food so why would I want to penalize students by raising prices?

My SFA has many poor families whose income is just above the threshold for reduced price meals. This price increase would hurt these families.

Meals that are not priced in increments of 25¢ increase the likelihood of errors at the POS and also slow-down the line. Can I raise my price by 25¢ and then not have to raise it again for the next 2-3 years?

We have an answer to the second question and the other two should be answered in the interim rule due out this spring. For the second question, SFA's may price meals higher at those schools with lower free/reduced price percentages to allow the costs at the schools with the poorest families to stay the same as long as the average cost reflects the increase.

EXECUTIVE SESSION

ACTION ITEMS



Monthly Budget Performance Report

Through 05/31/1
Prior Fiscal Year Activity Exclude
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rcd	Prior Year Y
Fund 5100 - General Fund BOE	EXPENSE									
CERTIFIED SALARIES										
5111.01	Administrators	2,413,580.00	(270,892.00)	2,142,688.00	258,468.27	.00	2,006,575.28	136,112.72	94	1,819,022.
5111.02	Cert Salary Adjustments	.00	.00	.00	.00	.00	.00	.00	+++	
5111.03	Credit Recovery Coordinator	.00	40,000.00	40,000.00	1,795.50	.00	13,855.50	26,144.50	35	
5111.04	Site Instructor	.00	.00	.00	.00	.00	.00	.00	+++	
5111.10	Instructional Supervisors	.00	.00	.00	.00	.00	.00	.00	+++	
5111.15	Teachers	22,161,412.00	127,835.00	22,289,247.00	2,696,300.38	.00	20,471,203.67	1,818,043.33	92	20,207,184.
5111.16	Teacher-Degree Level Ctg	.00	.00	.00	.00	.00	.00	.00	+++	
5111.17	TE-SummerPay Differential	.00	.00	.00	.00	.00	.00	.00	+++	
5111.20	Capstone Coord.	.00	.00	.00	.00	.00	.00	.00	+++	
5111.31	Social Worker	461,653.00	51,057.00	512,710.00	65,523.78	.00	396,715.82	115,994.18	77	399,788.
5111.35	Nurse - Certified	.00	.00	.00	.00	.00	.00	.00	+++	
5111.40	Media Specialist	336,222.00	.00	336,222.00	37,321.65	.00	298,017.66	38,204.34	89	303,309.
5111.46	Psychologist	278,066.00	.00	278,066.00	33,218.19	.00	236,455.80	41,610.20	85	142,203.
5111.47	Behaviorist	.00	.00	.00	.00	.00	.00	.00	+++	
5111.50	Stipends	152,330.00	30,000.00	182,330.00	28,510.80	.00	94,581.00	87,749.00	52	37,532.
5111.51	Stipends-Middle Sch	49,751.00	.00	49,751.00	543.72	.00	25,729.56	24,021.44	52	27,931.
5111.52	Stipends- High School	181,284.00	.00	181,284.00	24,515.50	.00	141,799.50	39,484.50	78	138,292.
5111.53	SRO - Expulsion Hearings	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	
5111.60	Speech Pathologist	483,371.00	.00	483,371.00	73,001.67	.00	380,469.52	102,901.48	79	427,357.
5111.65	Guidance Counselor	515,380.00	.00	515,380.00	74,109.81	.00	583,004.85	(67,624.85)	113	565,408.
5111.66	RTI Intervention	.00	.00	.00	.00	.00	.00	.00	+++	
5111.70	Computer Specialist	.00	.00	.00	.00	.00	.00	.00	+++	
5111.75	Teacher Consultants	.00	.00	.00	.00	.00	.00	.00	+++	
CERTIFIED SALARIES Totals		\$27,043,049.00	(\$22,000.00)	\$27,021,049.00	\$3,293,309.27	\$0.00	\$24,648,408.16	\$2,372,640.84	91%	\$24,068,031.
NON-CERTIFIED SALARIES										
5112.01	Paraprofessionals	2,181,884.00	.00	2,181,884.00	346,211.42	.00	2,238,528.71	(56,644.71)	103	1,869,875.
5112.03	COTA	138,822.00	.00	138,822.00	5,880.00	.00	38,203.20	100,618.80	28	37,372.
5112.10	Technician	219,169.00	.00	219,169.00	25,280.00	.00	238,613.20	(19,444.20)	109	213,434.
5112.20	OLL Program Manager	.00	.00	.00	.00	.00	.00	.00	+++	
5112.25	Occupational Therapy	263,132.00	.00	263,132.00	33,534.36	.00	247,455.21	15,676.79	94	190,418.
5112.26	Physical Therapy	.00	.00	.00	.00	.00	.00	.00	+++	
5112.27	Behavioral Therapy	.00	.00	.00	.00	.00	.00	.00	+++	
5112.30	Clerical	1,434,333.00	.00	1,434,333.00	141,121.32	.00	1,333,235.71	101,097.29	93	1,140.
5112.31	Non Bargaining Salaries	.00	.00	.00	.00	.00	.00	.00	+++	
5112.35	Non League Officials	10,000.00	.00	10,000.00	695.00	.00	6,724.00	3,276.00	67	7,940.
5112.36	Misc Game Personnel	.00	.00	.00	.00	.00	.00	.00	+++	
5112.70	Nurses	442,544.00	.00	442,544.00	59,225.73	.00	458,254.00	(15,710.00)	104	401,681.
5112.75	Nurse Assistant	41,715.00	.00	41,715.00	.00	.00	.00	41,715.00	0	

4



Monthly Budget Performance Report

Through 05/31/13
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/	Prior Year YTD
Fund 5100 - General Fund BOE										
EXPENSE										
NON-CERTIFIED SALARIES										
5112.80	Custodians	1,619,796.00	.00	1,619,796.00	149,668.00	.00	1,419,381.89	200,414.11	88	1,426,882.57
5112.90	Longevity	183,750.00	.00	183,750.00	1,136.25	.00	159,029.25	24,720.75	87	154,575.25
5112.91	NonCert Salary Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	.00
5112.98	Early Childhood Coordinator	.00	52,000.00	52,000.00	6,300.00	.00	32,130.00	19,870.00	62	.00
NON-CERTIFIED SALARIES Totals		\$6,535,145.00	\$52,000.00	\$6,587,145.00	\$769,052.08	\$0.00	\$6,171,555.17	\$415,589.83	94%	\$5,581,796.75
SUBSTITUTE SALARIES										
5120	Substitute Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
5120.02	Substitutes-Clerical	15,000.00	.00	15,000.00	319.50	.00	2,832.75	12,167.25	19	3,784.37
5120.03	Substitutes-Nurse	20,000.00	.00	20,000.00	3,496.34	.00	15,303.89	4,696.11	77	19,626.60
5122	Substitutes-ParaProf	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
5123	Substitutes-Teachers	120,700.00	.00	120,700.00	60,148.39	.00	256,380.16	(135,680.16)	212	147,684.47
SUBSTITUTE SALARIES Totals		\$185,700.00	\$0.00	\$185,700.00	\$63,964.23	\$0.00	\$274,516.80	(\$88,816.80)	148%	\$177,095.44
TUTORS										
5121	Tutors	262,304.00	(232,304.00)	30,000.00	7,747.00	.00	43,785.06	(13,785.06)	146	178,151.05
5121.01	O.L.	20,000.00	.00	20,000.00	6,552.00	.00	31,215.75	(11,215.75)	156	.00
5121.02	ISS	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
5121.03	Expulsion/ Homebound	.00	55,000.00	55,000.00	.00	.00	2,223.38	52,776.62	4	.00
5121.05	TMS Tutor Center	.00	.00	.00	.00	.00	.00	.00	+++	.00
5121.12	Tutors Regular Ed	.00	95,000.00	95,000.00	11,693.75	.00	69,084.00	25,916.00	73	.00
5121.15	SPED Tutors	.00	50,000.00	50,000.00	11,207.75	.00	63,681.06	(13,681.06)	127	.00
5121.26	ELL Tutors	.00	35,000.00	35,000.00	25,854.00	.00	30,376.00	4,624.00	87	.00
5121.87	Summer School Tutors	.00	2,304.00	2,304.00	.00	.00	.00	2,304.00	0	.00
TUTORS Totals		\$302,304.00	\$5,000.00	\$307,304.00	\$63,054.50	\$0.00	\$240,365.25	\$66,938.75	78%	\$178,151.05
OVERTIME WAGES										
5130.01	OT Wages-Para	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	14,469.00
5130.30	OT Wages-Clerical	12,000.00	.00	12,000.00	1,530.51	.00	18,818.59	(6,818.59)	157	12,404.29
5130.31	OT Wages-NWS	.00	.00	.00	.00	.00	.00	.00	+++	17,698.55
5130.80	OT Wages-Custodian	105,450.00	.00	105,450.00	6,791.74	.00	82,895.54	22,554.46	79	85,027.85
5130.81	OT Wages-Rental (Cust)	4,100.00	.00	4,100.00	.00	.00	.00	4,100.00	0	1,346.84
5130.82	OT Wage Labor Board Cust	.00	.00	.00	.00	.00	.00	.00	+++	.00
OVERTIME WAGES Totals		\$146,550.00	\$0.00	\$146,550.00	\$8,322.25	\$0.00	\$101,714.13	\$44,835.87	65%	\$130,946.53
EMPLOYEE BENEFITS										
5210	Health & Life Insurance	11,650,638.00	.00	11,650,638.00	459.04	.00	11,657,412.58	(6,774.58)	100	11,469,941.26
5211	Life/LTD Insurance	100,000.00	.00	100,000.00	6,773.51	.00	73,710.33	26,289.67	74	81,693.32
5220	Social Security/Medicare	1,003,480.00	.00	1,003,480.00	107,293.87	.00	866,191.90	137,288.10	86	810,325.83
5230	Early Retirement	671,588.00	.00	671,588.00	.00	.00	589,811.96	81,776.04	88	670,277.44
5231	Retirement Contributions	462,639.00	.00	462,639.00	24,345.67	.00	249,016.53	213,622.47	54	226,930.93
5250	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00



Monthly Budget Performance Report

Through 05/31/13

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 BOE										
EXPENSE										
EMPLOYEE BENEFITS										
5260	Unemployment Compensation	175,214.00	.00	175,214.00	8,750.00	690.00	77,489.19	97,034.81	45	66,734.00
5270	Workers Compensation	432,655.00	.00	432,655.00	91,636.20	.00	352,908.68	79,746.32	82	388,298.93
5280	Retiree Insurance	215,600.00	.00	215,600.00	34,747.44	.00	199,431.09	16,168.91	93	177,943.20
5290	Severance	228,343.00	.00	228,343.00	.00	.00	16,342.95	212,000.05	7	16,075.95
5295	Clothing Allowance	11,625.00	.00	11,625.00	.00	.00	11,250.00	375.00	97	11,250.00
	EMPLOYEE BENEFITS Totals	\$14,951,782.00	\$0.00	\$14,951,782.00	\$273,955.73	\$690.00	\$14,093,565.21	\$857,526.79	94%	\$13,919,470.86
PROFESSIONAL EDUCATION SERVICES										
5320	Prof Educ Services	169,081.00	(35,000.00)	134,081.00	1,685.50	.00	205,417.70	(71,336.70)	153	175,835.35
	PROFESSIONAL EDUCATION SERVICES Totals	\$169,081.00	(\$35,000.00)	\$134,081.00	\$1,685.50	\$0.00	\$205,417.70	(\$71,336.70)	153%	\$175,835.35
PROFESSIONAL DEVELOPMENT										
5330	Professional Development	49,450.00	.00	49,450.00	1,775.00	6,630.00	27,986.32	14,833.68	70	18,019.82
	PROFESSIONAL DEVELOPMENT Totals	\$49,450.00	\$0.00	\$49,450.00	\$1,775.00	\$6,630.00	\$27,986.32	\$14,833.68	70%	\$18,019.82
OTHER PROFESSIONAL SERVICES										
5340	Other Professional Svcs	334,487.00	.00	334,487.00	31,514.77	13,853.66	225,568.37	95,064.97	72	187,727.91
5340.01	Legal/Consulting Fees	120,000.00	.00	120,000.00	6,545.18	.00	88,332.73	31,667.27	74	112,744.59
5340.02	Hospitalized-Tutor Svcs	10,500.00	.00	10,500.00	675.00	.00	1,275.00	9,225.00	12	8,253.00
5340.03	Transition Incentives	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340.04	Misc Professional Svcs	5,000.00	.00	5,000.00	298.86	.00	10,392.20	(5,392.20)	208	5,097.78
5340.05	Translation Services	.00	.00	.00	.00	.00	378.70	(378.70)	+++	5,780.01
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	.00	.00	.00	.00	.00	.00	.00	+++	.00
5341	Substitute Svcs-T/E	460,000.00	.00	460,000.00	27,103.89	116,456.59	343,543.41	.00	100	369,711.02
5342	Substitute Svcs-Para	90,000.00	.00	90,000.00	12,106.38	.00	132,531.43	(42,531.43)	147	113,114.55
	OTHER PROFESSIONAL SERVICES Totals	\$1,019,987.00	\$0.00	\$1,019,987.00	\$78,244.10	\$130,310.25	\$802,021.84	\$87,654.91	91%	\$802,428.86
TECHNICAL SERVICES										
5350	Technical Services	4,525.00	.00	4,525.00	127,708.16	9,790.00	172,708.16	(177,973.16)	4033	2,515.48
	TECHNICAL SERVICES Totals	\$4,525.00	\$0.00	\$4,525.00	\$127,708.16	\$9,790.00	\$172,708.16	(\$177,973.16)	4033%	\$2,515.48
OTHER TECHNICAL SERVICES										
5352	Off-Tech Svcs-League Off	28,000.00	.00	28,000.00	4,439.39	.00	35,383.17	(7,383.17)	126	28,262.71
	OTHER TECHNICAL SERVICES Totals	\$28,000.00	\$0.00	\$28,000.00	\$4,439.39	\$0.00	\$35,383.17	(\$7,383.17)	126%	\$28,262.71
UTILITY SERVICES										
5411	Utility-Water	51,250.00	.00	51,250.00	726.53	.00	39,396.66	11,853.34	77	41,983.23
5411.01	Sewer	27,850.00	.00	27,850.00	.00	.00	22,004.10	5,845.90	79	27,549.64
	UTILITY SERVICES Totals	\$79,100.00	\$0.00	\$79,100.00	\$726.53	\$0.00	\$61,400.76	\$17,699.24	78%	\$69,532.87
DISPOSAL SERVICES										
5420	Disposal Services	90,900.00	.00	90,900.00	.00	19,836.59	68,163.41	2,900.00	97	68,161.85
	DISPOSAL SERVICES Totals	\$90,900.00	\$0.00	\$90,900.00	\$0.00	\$19,836.59	\$68,163.41	\$2,900.00	97%	\$68,161.85



Monthly Budget Performance Report

Through 05/31/13

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 BOE										
EXPENSE										
REPAIRS & MAINTENANCE SERVICES										
5430	Repair Equipment	115,901.00	.00	115,901.00	11,876.64	17,871.21	89,440.28	8,589.51	93	51,229.46
5430.03	General Maint	485,000.00	.00	485,000.00	31,537.89	41,177.13	462,406.20	(18,583.33)	104	467,070.77
5443	Service Agreement	.00	.00	.00	.00	.00	2,586.87	(2,586.87)	+++	208,839.68
REPAIRS & MAINTENANCE SERVICES Totals		\$600,901.00	\$0.00	\$600,901.00	\$43,414.53	\$59,048.34	\$554,433.35	(\$12,580.69)	102%	\$727,139.91
RENTALS										
5440.01	Lease, Maint Vehicle	.00	.00	.00	.00	.00	.00	.00	+++	.00
5440.02	Copier Services	170,087.00	.00	170,087.00	1,610.23	541.14	170,401.01	(855.15)	101	167,341.89
5440.03	Other Rental Services	9,600.00	.00	9,600.00	75.00	(454.60)	4,053.88	5,994.72	38	4,352.90
5440.04	Lease-Servers	.00	.00	.00	.00	.00	.00	.00	+++	.00
5440.05	Athletic Rental	43,359.00	.00	43,359.00	.00	.00	43,358.86	.14	100	40,988.36
RENTALS Totals		\$223,046.00	\$0.00	\$223,046.00	\$1,685.23	\$86.54	\$217,819.75	\$5,139.71	98%	\$212,683.15
STUDENT TRANSPORTATION										
5510	Student Transport-	4,196,463.00	.00	4,196,463.00	135,442.99	5,132.00	3,274,720.40	916,610.60	78	3,453,888.03
5510.01	Transport-Summer School	67,622.00	.00	67,622.00	.00	.00	85,954.00	(18,332.00)	127	130,808.63
STUDENT TRANSPORTATION Totals		\$4,264,085.00	\$0.00	\$4,264,085.00	\$135,442.99	\$5,132.00	\$3,360,674.40	\$898,278.60	79%	\$3,584,636.66
INSURANCE										
5520	Liability Insurance	179,823.00	.00	179,823.00	.00	.00	161,152.30	18,670.70	90	162,746.50
5520.02	Athletic Insurance	6,000.00	.00	6,000.00	.00	.00	6,206.00	(206.00)	103	5,660.00
INSURANCE Totals		\$185,823.00	\$0.00	\$185,823.00	\$0.00	\$0.00	\$167,358.30	\$18,464.70	90%	\$168,406.50
COMMUNICATIONS										
5530	Communications	140,800.00	.00	140,800.00	5,005.05	1,326.33	92,790.35	46,683.32	67	65,079.00
5530.03	Internet/Franchise Relay	.00	.00	.00	.00	.00	.00	.00	+++	.00
5530.04	Postage	61,471.00	.00	61,471.00	42.24	.00	26,541.31	34,929.69	43	44,591.85
5530.05	Licensing & Warranty Contract	264,981.00	.00	264,981.00	18,595.48	8,001.79	238,859.81	18,119.40	93	.00
COMMUNICATIONS Totals		\$467,252.00	\$0.00	\$467,252.00	\$23,642.77	\$9,328.12	\$358,191.47	\$99,732.41	79%	\$109,670.85
ADVERTISING										
5540	Advertising-Recruitment	10,000.00	.00	10,000.00	.00	.00	5,221.69	4,778.31	52	7,916.23
ADVERTISING Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$5,221.69	\$4,778.31	52%	\$7,916.23
PRINTING										
5550	Printing & Binding	15,125.00	.00	15,125.00	1,606.77	725.66	11,381.68	3,017.66	80	11,125.77
PRINTING Totals		\$15,125.00	\$0.00	\$15,125.00	\$1,606.77	\$725.66	\$11,381.68	\$3,017.66	80%	\$11,125.77
TUITION										
5560	Tuition-Public	575,000.00	.00	575,000.00	43,956.00	39,145.87	539,703.09	(3,848.96)	101	495,953.98
5560.01	OOD Summer School	.00	.00	.00	.00	.00	.00	.00	+++	223,111.11
5561	SPED Tuition-Public	8,000.00	.00	8,000.00	.00	18,105.00	54,375.00	(16,480.00)	129	41,835.21
5561.01	SPED Tuition-Public DCF	280,000.00	(130,000.00)	150,000.00	5,661.12	18,128.95	69,738.74	62,132.31	59	95,087.13
5561.02	SPED Tuition-Exploration	95,000.00	.00	95,000.00	22,270.76	25,269.77	74,415.75	(4,685.52)	105	100,473.95
5563	Tuition-Private	4,524,400.00	130,000.00	4,654,400.00	457,159.00	835,016.69	3,945,008.70	(125,625.39)	103	3,885,458.85

Monthly Budget Performance Report

Through 05/31/13
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/ Recd	Prior Year YTD
Fund 5100 - General Fund BOE	EXPENSE									
TUITION										
5563.01	Tuition-Detention Center	25,000.00	.00	25,000.00	3,626.00	.00	11,794.70	13,205.30	47	36,584.00
5563.02	Tuition-May Inst	265,000.00	.00	265,000.00	7,708.20	.00	265,000.00	.00	100	247,856.21
5563.03	OOD Pre K	.00	.00	.00	.00	.00	.00	.00	+++	.00
5564	Regular Ed	90,300.00	(48,000.00)	42,300.00	.00	.00	.00	42,300.00	0	.00
TUITION Totals		\$5,862,700.00	\$0.00	\$5,862,700.00	\$540,381.08	\$935,666.28	\$4,960,035.98	(\$33,002.26)	101%	\$5,126,360.44
TRAVEL										
5580	Travel	21,800.00	.00	21,800.00	2,494.59	.00	12,674.11	9,125.89	58	25,537.17
TRAVEL Totals		\$21,800.00	\$0.00	\$21,800.00	\$2,494.59	\$0.00	\$12,674.11	\$9,125.89	58%	\$25,537.17
GENERAL SUPPLIES										
5610.01	Instructional Supplies	275,259.00	821.00	276,080.00	5,182.24	41,520.13	234,540.28	19.59	100	279,152.42
5610.02	Audio/Miscual Supl-	7,224.00	.00	7,224.00	.00	426.94	6,403.37	393.69	95	2,977.63
5610.04	Cleaning Supplies	171,300.00	.00	171,300.00	8,964.33	3,763.49	167,493.53	42.98	100	128,251.94
5610.05	Non Instructional Supply	166,452.00	(398.00)	166,054.00	11,966.81	28,745.45	115,859.35	21,449.20	87	123,504.08
5610.13	Prof Dev Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
5610.15	Instructional Sup Sumsch	.00	.00	.00	.00	.00	.00	.00	+++	.00
GENERAL SUPPLIES Totals		\$620,235.00	\$423.00	\$620,658.00	\$26,113.38	\$74,456.01	\$524,296.53	\$21,905.46	96%	\$533,886.07
ENERGY										
5620.01	Heating	.00	.00	.00	.00	.00	.00	.00	+++	.00
5620.02	Bus Fuel	398,464.00	.00	398,464.00	.00	.00	365,308.23	33,155.77	92	340,865.54
5621	Natural Gas	468,000.00	78,000.00	546,000.00	18,074.34	.00	318,210.78	227,789.22	58	360,353.43
5622	Electricity	1,063,800.00	.00	1,063,800.00	62,839.96	.00	712,842.90	350,957.10	67	742,912.76
5623	Bottled Gas	3,000.00	.00	3,000.00	.00	.00	525.53	2,474.47	18	481.05
5624	Oil	377,497.00	(78,000.00)	299,497.00	.00	.00	221,474.60	78,022.40	74	124,395.53
ENERGY Totals		\$2,310,761.00	\$0.00	\$2,310,761.00	\$80,914.30	\$0.00	\$1,618,362.04	\$692,398.96	70%	\$1,569,008.31
BOOKS AND PERIODICALS										
5640.1	Textbooks	65,430.00	177.00	65,607.00	2,587.01	43,647.17	57,554.60	(35,594.77)	154	48,347.20
5640.2	Library Books	67,442.00	(71.00)	67,371.00	4,182.63	4,990.77	63,457.19	(1,076.96)	102	62,010.52
5640.3	Subscriptions	22,503.00	(106.00)	22,397.00	(24.60)	460.79	19,174.25	2,761.96	88	19,751.87
5640.4	Prof Publications	1,960.00	.00	1,960.00	.00	.00	1,196.05	763.95	61	2,812.23
BOOKS AND PERIODICALS Totals		\$157,335.00	\$0.00	\$157,335.00	\$6,745.04	\$49,098.73	\$141,382.09	(\$33,145.82)	121%	\$133,921.82
TECHNOLOGY SUPPLIES										
5650	Instructional Tech Supply	10,000.00	.00	10,000.00	723.37	81.91	10,264.88	(346.79)	103	21,368.79
5650.01	Non Instr Tech Supply	.00	.00	.00	.00	.00	.00	.00	+++	.00
TECHNOLOGY SUPPLIES Totals		\$10,000.00	\$0.00	\$10,000.00	\$723.37	\$81.91	\$10,264.88	(\$346.79)	103%	\$21,368.79
PROPERTY/EQUIPMENT										
5740	Equipment,Misc	.00	.00	.00	.00	.00	.00	.00	+++	2,995.05
5743	Non Instructional Equip	34,026.00	.00	34,026.00	453.46	98,051.22	30,285.55	(94,310.77)	377	31,893.19
5746	Instructional Equipment	391,696.00	(423.00)	391,273.00	418.22	64,491.49	283,351.34	43,430.17	89	41,649.87

Monthly Budget Performance Report

Through 05/31/13
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 BOE										
EXPENSE										
PROPERTY/EQUIPMENT Totals		\$425,722.00	(\$423.00)	\$425,299.00	\$871.68	\$162,542.71	\$313,636.89	(\$50,860.60)	112%	\$76,538.1
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		.00	.00	.00	85,176.00	478.00	85,176.00	(85,654.00)	+++	196,661.3
TECHNOLOGY SOFTWARE Totals		\$0.00	\$0.00	\$0.00	\$85,176.00	\$478.00	\$85,176.00	(\$85,654.00)	+++	\$196,661.3
TECHNOLOGY SOFTWARE		.00	.00	.00	3,383.36	2,227.60	40,529.82	9,689.58	82	60,105.8
TECHNOLOGY SOFTWARE Totals		52,447.00	.00	52,447.00	3,383.36	2,227.60	40,529.82	9,689.58	82	60,105.8
DUES AND FEES		2,000.00	.00	2,000.00	550.00	.00	550.00	1,450.00	28	.00
DUES AND FEES Totals		\$54,447.00	\$0.00	\$54,447.00	\$3,933.36	\$2,227.60	\$41,079.82	\$11,139.58	80%	\$60,105.8
MISCELLANEOUS EXPENDITURES		1,125.00	.00	1,125.00	.00	.00	245.20	879.80	22	.00
MISCELLANEOUS EXPENDITURES Totals		\$1,125.00	\$0.00	\$1,125.00	\$0.00	\$0.00	\$245.20	\$879.80	22%	\$0.00
EXPENSE TOTALS		\$65,835,930.00	\$0.00	\$65,835,930.00	\$5,639,381.83	\$1,466,128.74	\$59,285,440.26	\$5,084,361.00	92%	\$57,778,276.33
Fund 5100 - General Fund BOE Totals		\$65,835,930.00	\$0.00	\$65,835,930.00	\$5,639,381.83	\$1,466,128.74	\$59,285,440.26	\$5,084,361.00		\$57,778,276.33
EXPENSE										
OTHER TECHNICAL SERVICES		246,380.00	.00	246,380.00	.00	31,297.01	161,953.28	53,129.71	78	204,105.40
OTHER TECHNICAL SERVICES Totals		\$246,380.00	\$0.00	\$246,380.00	\$0.00	\$31,297.01	\$161,953.28	\$53,129.71	78%	\$204,105.40
REPAIRS & MAINTENANCE SERVICES		.00	.00	.00	.00	.00	.00	.00	+++	.00
REPAIRS & MAINTENANCE SERVICES Totals		.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital-FA		.00	.00	.00	.00	.00	3,500.00	(3,500.00)	+++	.00
Capital-FB		.00	.00	.00	26.97	70,628.00	4,906.97	(75,534.97)	+++	10,084.00
Capital-VW		.00	.00	.00	4,800.00	.00	23,350.00	(23,350.00)	+++	.00
Capital-THS		.00	.00	.00	.00	6,250.00	(4,336.50)	(1,913.50)	+++	28,034.77
Capital-TMS		82,000.00	.00	82,000.00	9,554.00	.00	(50,216.29)	132,216.29	-61	31,660.86
Capital-SE		.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital-SW		280,000.00	.00	280,000.00	110.76	202,850.00	16,285.76	60,864.24	78	26,474.25
Capital-TF		.00	.00	.00	.00	.00	.00	.00	+++	.00
REPAIRS & MAINTENANCE SERVICES Totals		\$362,000.00	\$0.00	\$362,000.00	\$14,491.73	\$279,728.00	(\$6,510.06)	\$88,782.06	75%	\$96,253.83
EXPENSE TOTALS		\$608,380.00	\$0.00	\$608,380.00	\$14,491.73	\$311,025.01	\$155,443.22	\$141,911.77	77%	\$300,359,231.77
Fund 5101 - Capital Totals		\$608,380.00	\$0.00	\$608,380.00	\$14,491.73	\$311,025.01	\$155,443.22	\$141,911.77		\$300,359,231.77
Grand Totals		\$66,444,310.00	\$0.00	\$66,444,310.00	\$5,653,873.56	\$1,777,153.75	\$59,440,883.48	\$5,226,272.77		\$58,078,633.58

Enrollment Report
May 2013 Student / Teacher ADA *
By Building Expressed As Numbers & Percent

East		Female	Male	Totals	ADA %
	K	33	33	66	96%
	1	28	31	59	95%
	2	29	27	56	96%
	3	42	36	78	95%
	4	27	29	56	97%
	5	27	27	54	93%
Totals		186	183	369	95%

Teacher ADA %	Total ISS / OSS (n)
88%	-

Forbes		Female	Male	Totals	ADA %
	K	39	39	78	93%
	1	33	30	63	95%
	2	29	40	69	94%
	3	29	33	62	96%
	4	21	31	52	96%
	5	32	44	76	95%
Totals		183	217	400	95%

Teacher ADA %	Total ISS / OSS (n)
92%	-

Southwest		Female	Male	Totals	ADA %
	K	28	39	67	95%
	1	28	33	61	95%
	2	18	30	48	94%
	3	30	32	62	96%
	4	18	26	44	93%
	5	18	29	47	94%
Totals		140	189	329	95%

Teacher ADA %	Total ISS / OSS (n)
89%	-

Torrington		Female			Male			Totals			ADA %	
Totals	K	50			45			95			95%	
	1	49			56			105			96%	
	2	59			70			129			95%	
	3	52			40			92			96%	
	4	53			45			98			95%	
	5	40			50			90			96%	
Totals		303			306			609			96%	

Teacher ADA %	Total ISS / OSS (n)
90%	1

* ADA = Average Daily Attendance

Enrollment Report
May 2013 Student / Teacher ADA *
By Building Expressed As Numbers & Percent

Vogel Wetmore		Female	Male	Totals	ADA %
	K	44	37	81	93%
	1	39	40	79	95%
	2	30	40	70	96%
	3	41	41	82	96%
	4	33	43	76	95%
	5	37	35	72	96%
Totals		224	236	460	95%

Teacher ADA %	Total ISS / OSS (n)
80%	-

Middle School		Female	Male	Totals	ADA %
Totals	6	168	180	348	94%
	7	178	191	369	94%
	8	173	178	351	93%
		519	549	1,068	94%

Teacher ADA %	Total ISS / OSS (n)
92%	67

High School		Female	Male	Totals	ADA %
	9	136	180	316	89%
	10	123	139	262	92%
	11	123	136	259	89%
	12	128	127	255	86%
Totals		510	582	1,092	89%

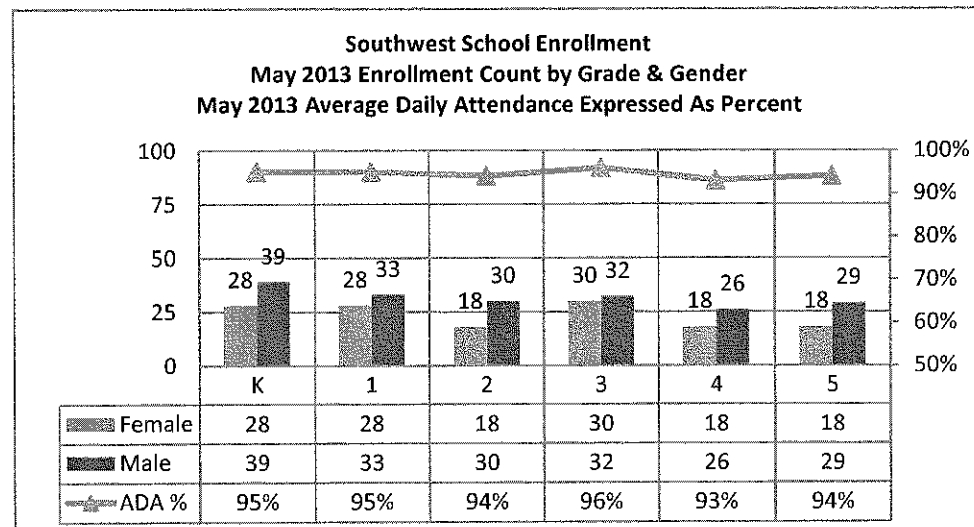
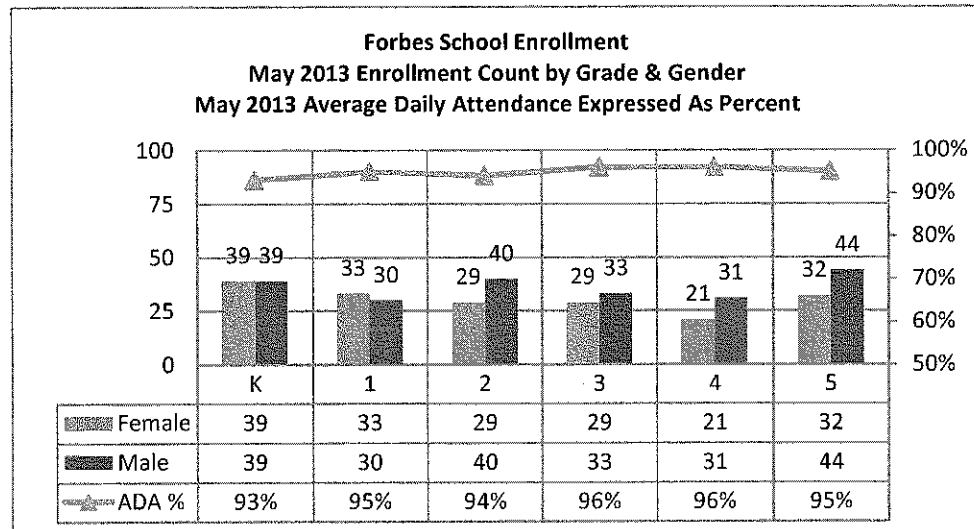
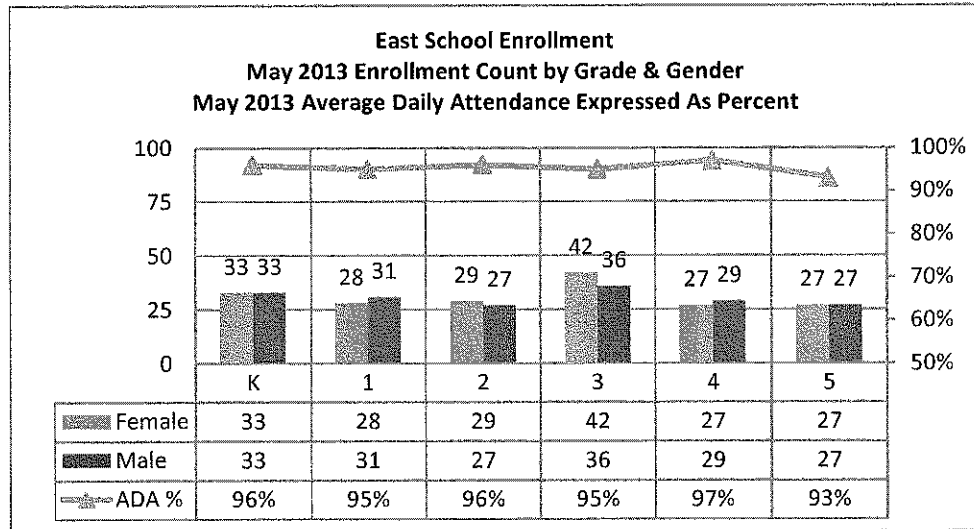
Teacher ADA %	Total ISS / OSS (n)
91%	66

Districtwide	Female	Male	Totals	ADA %
TPS Grand Total	2,065	2,262	4,327	94%

Teacher ADA %	Total ISS / OSS (n)
89%	134

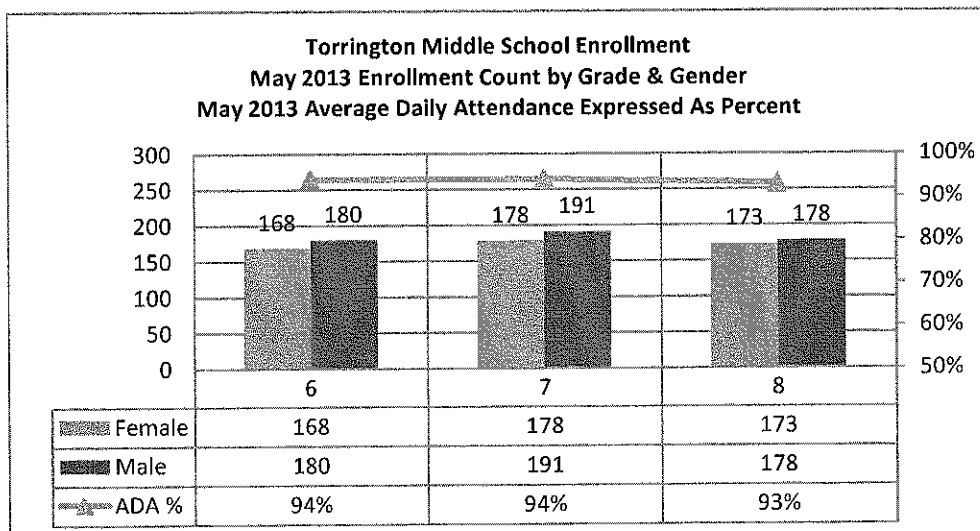
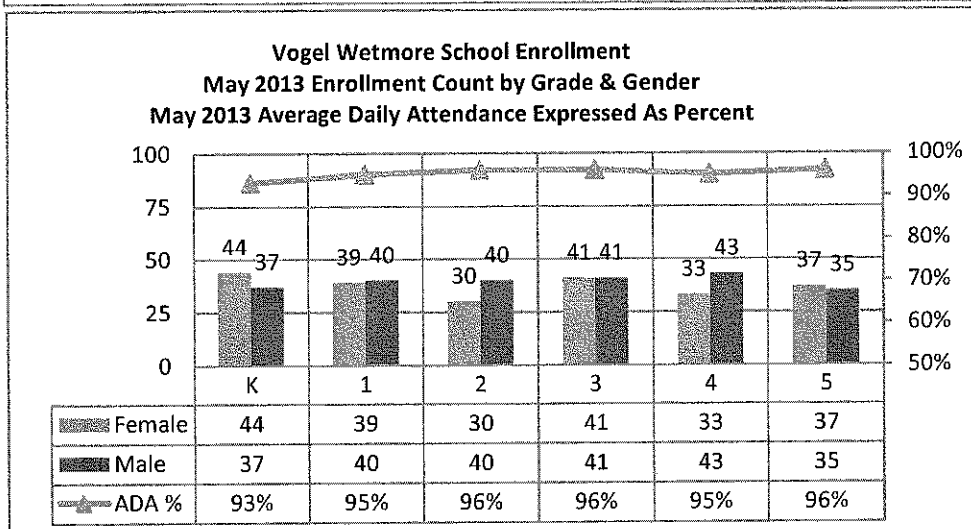
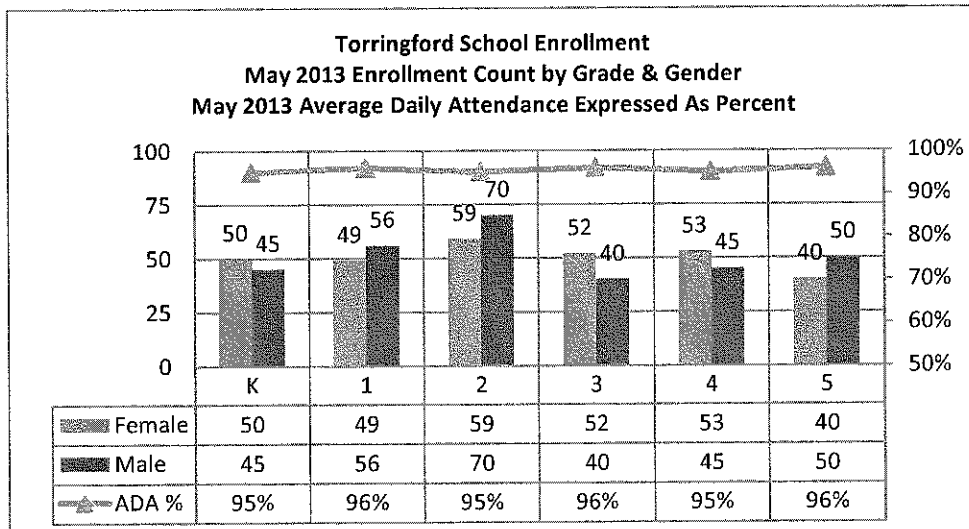
* ADA = Average Daily Attendance

Enrollment Report
May 2013 Student / Teacher ADA *
By Building Expressed As Numbers & Percent



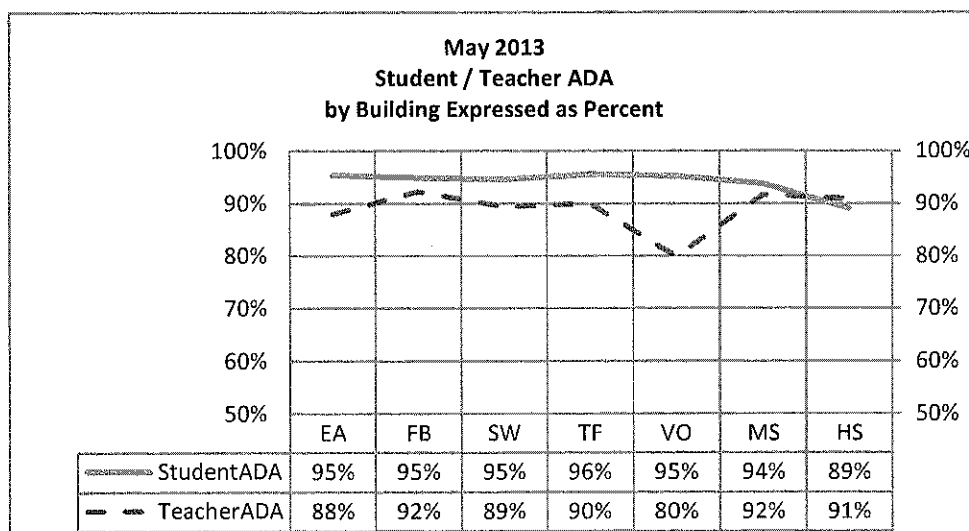
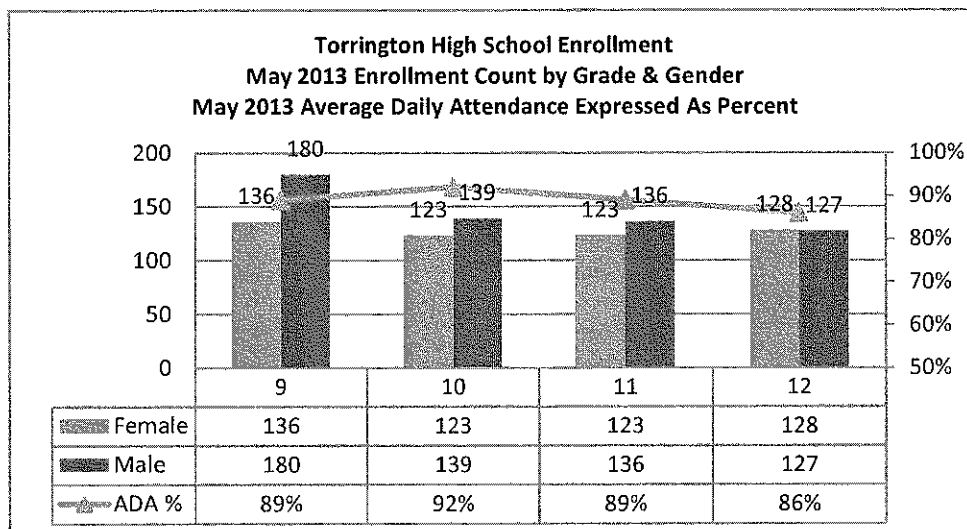
* ADA = Average Daily Attendance

Enrollment Report
May 2013 Student / Teacher ADA *
By Building Expressed As Numbers & Percent



* ADA = Average Daily Attendance

Enrollment Report
May 2013 Student / Teacher ADA *
By Building Expressed As Numbers & Percent



* ADA = Average Daily Attendance



Torrington Board of Education

CHERYL F. KLOCZKO
SUPERINTENDENT

KENNETH TRAUB
BOARD CHAIR

Proposed Meeting Schedule 2013-2014

July 2013

Wednesday, July 10, 2013 (at Migeon Ave)

6:00 p.m. – Budget Committee

Following – Personnel Committee

Tuesday, July 16, 2013 (at Migeon Ave)

BOE Retreat will be held in Lieu of Reg. BOE Meeting

Wednesday, July 24, 2013 (at Migeon Ave)

6:00 p.m. – Policy Committee

Following – School Improvement Committee

August 2013

Wednesday, August 7, 2013 (at Migeon Ave)

6:00 p.m. – Budget Committee

Following – Personnel Committee

Wednesday, August 14, 2013 (at Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, August 21, 2013 (at Migeon Ave)

7:00 p.m. – Regular Board of Education Meeting

September 2013

Wednesday, September 4, 2013 (at Migeon Ave)

6:00 p.m. – Budget Committee

Following – Personnel Committee

Wednesday, September 11, 2013 (Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, September 18, 2013 (at THS)

7:00 p.m. – Regular Board of Education Meeting

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org ~ t. 860-489-2327 ~ f. 860-489-0726

The Torrington Board of Education does not discriminate in any of its programs, activities, or employment practices on the basis of race, color.

October 2013

Wednesday, October 9, 2013 (at Migeon Ave)

6:00 p.m. – Budget Committee

Following – Personnel Committee

Wednesday, October 16,, 2013 (at Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, October 23, 2013 (at THS)

7:00 p.m. – Regular Board of Education Meeting

November 2013

Wednesday, November 6, 2013 (at Migeon Ave)

6:00 p.m. – Budget Committee

Following – Personnel Committee

Wednesday, November 13, 2013 (at Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, November 20, 2013 (at THS)

7:00 p.m. – Regular Board of Education Meeting

December 2013

Wednesday, December 4, 2013 (at Migeon Ave)

6:00 p.m. – Budget Committee

7:00 p.m. – Personnel Committee

Wednesday, December 11, 2013 (at Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, December 18, 2013(at THS)

7:00 p.m. – Regular Board of Education Meeting

January 2014

Wednesday, January 8, 2014 (at Migeon Ave)

6:00 p.m. – Budget Committee

Following – Personnel Committee

Wednesday, January 15, 2014 (at Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, January 22, 2014 (at THS)

7:00 p.m. – Regular Board of Education Meeting

February 2014

Wednesday, February 5, 2014(at Migeon Ave)

6:00 p.m. – Budget Committee

Following – Personnel Committee

Wednesday, February 12, 2014 (at Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, February 19, 2014 (at THS)

7:00 p.m. – Regular Board of Education Meeting

March 2014

6:00 p.m. – Public Budget Hearing-Elementary-TBD

6:00 p.m. – Public Budget Hearing-Secondary-TBD

Wednesday, March 5, 2014 (at Migeon Ave)

6:00 – Budget Committee

Following – Personnel Committee

Monday, March 12, 2014 (at Migeon)

6:00 pm - Policy Committee

Following – School Improvement Committee

Wednesday, March 19, 2014 (at THS)

7:00 p.m. – Regular Board of Education Meeting

April 2014

Wednesday, April 2, 2014 (at Migeon Ave)

6:00 p.m. – Budget Committee

Following – Personnel Committee

Wednesday, April 9, 2014 (at Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, April 23, 2014 (at THS School)

7:00 p.m. – Regular Board of Education Meeting

May 2014

Wednesday, May 7, 2014 (at Migeon Ave)

6:00 p.m. – Budget Committee

Following-Personnel Committee

Wednesday, May 14, 2014 (at Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, May 21, 2014 (at THS)

7:00 p.m. – Regular Board of Education Meeting

June 2014

Wednesday, June 4, 2014 (at Migeon Ave)

6:00 p.m. – Budget Committee

Following - Personnel Committee

Wednesday, June 11, 2014 (at Migeon Ave)

6:00 – Policy Committee

Following – School Improvement Committee

Wednesday, June 18, 2014 (at THS)

7:00 p.m. – Regular Board of Education Meeting

**TORRINGTON BOARD OF EDUCATION
REGULAR MEETING**

May 15, 2013

**Torrington High School Media Center
Major Besse Drive**

CALL TO ORDER: The meeting was called to order at 7:03pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mrs. Cappabianca (arrived late), Mr. Cavagnero, Mrs. Hoehne, Mr. Kissko, Mr. Merola, Mr. Nargi, Mr. Rovero, Mr. Thibault, Mr. Traub, Mrs. Batchelder, Mrs. Domanico, Mr. Joslyn, Mrs. Kloczko

Absent: Mr. Brady, Mayor Bingham, Austin Kelson, Kevin Finn, Rachael Kelly

SCHOOL/COMMUNITY SESSION

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

There were no speakers.

APPROVAL OF AGENDA

Mr. Thibault made a motion to approve the agenda. Mr. Rovero seconded the motion. The vote was unanimous.

INFORMATION SHARING AND DISCUSSION ITEMS

A. Student Representatives – School News

There were no student speakers.

B. Superintendent Report

1. Secretary of State 5th Grade Inventions Competition

Mrs. Kloczko presented the Board with the winning student.

2. National Youth Service Day Recognition

Mrs. Kloczko presented the Board with the participants.

C. 2013-2014 Budget

Mr. Traub spoke about the budget and the meeting with the Board of Finance.

Mr. Thibault made a motion to approve the administration concession of their bonus for not reaching their smart goals. Mrs. Hoehne seconded the motion. The motion was withdrawn.

Mr. Nargi had questions about the percent of reduction and the effect of that one percent (1%).

A Board member asked who the concession affected.

Mrs. Cappabianca suggested moving responsibilities of certain positions around to save costs.

Mr. Cavagnero asked about the key responsibilities of the position held by Mr. Joslyn. He suggested filling the position with a lawyer who knows education to save legal costs.

Mr. Nargi agreed with Mr. Cavagnero's suggestion. He asked to see the costs associated with this suggestion.

Mrs. Kloczko reminded the Board that the Administration also needs legal representation separate from the Board for Expulsion Hearings and other legal matters.

Mr. Rovero asked if Mr. Joslyn had suggestions for the Board. He also spoke about the custodial positions and reconfiguration.

Mr. Joslyn said there is a balance of education and law for his position.

Mr. Kissko stated that the cuts have a punitive appearance compared with the bonus the administration is giving up. He said he does not like to take cuts from personnel. Mr. Kissko discussed reconfiguration and positions.

Mr. Merola asked about a Latin class. A discussion of cutting or keeping the Latin program took place.

Mrs. Hoehne said she agreed with Mrs. Cappabianca about moving responsibilities around.

The proposed cuts to employment positions were discussed.

Line items and costs were discussed.

Mr. Merola spoke about discussing classes “in which their time has come.”

Mrs. Cappabianca discussed the sports program at the Middle School.

Cutting or reducing line items and letting the Administration allocate the money was discussed.

Mr. Kissko added the new hire to the list of cuts.

Mr. Traub read down the list of proposed cuts and each Board member stated if they would like to keep or cut that item.

D. Policy 6095 – Graduation Requirements

Mr. Joslyn presented a first read to the Board.

E. Policy 2025 – On Line Learning

Mr. Joslyn presented a first read to the Board.

F. Policy 6192 – Suspension and Expulsion, 2nd read

Mr. Joslyn presented the second read of Policy 6192 to the Board.

Mr. Cavagnero said he would like this Policy to pass and eventually would like the Board to approve a Policy that would dissuade bullying in the schools.

Mrs. Cappabianca made a motion to amend the Agenda by adding item 5. I – Approval of TPSAA Concession. Mrs. Hoehne seconded the motion. The vote was unanimous.

ACTION ITEMS

A. Financial Statement

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

B. Approval of Revised 2013-2014 Budget

Mr. Thibault made a motion to approve the Revised 2013-2014 Budget. Mrs. Hoehne seconded the motion. The vote passed with two (2) opposed, Mr. Kissko and Mr. Merola.

Mr. Cavagnero expressed his disappointment in the language of reconfiguring the TAG Program.

Mr. Nargi asked about the insurance reduction.

Mr. Merola stated that he would have liked to have the discussion of programs whose time has come and the unlikeliness of the Administration finding the funds for some of the programs the Board has reconfigured.

Mr. Rovero stated he believes it is a horrible idea to reconfigure the TAG program.

C. Contract Approval – Capitol Project Southwest School

Mr. Rovero made a motion for the Approval of the Capitol Project at Southwest School Contract. Mrs. Hoehne seconded the motion. The vote was unanimous.

D. Approval of Policy 6192 – Suspension and Expulsion

Mrs. Hoehne made a motion to Approve Policy 6192 minus the forms. Mr. Merola seconded the motion. The vote was unanimous.

E. Approval of Application for \$50,000 Grant – Adult Ed Program Improvement Project

Mrs. Hoehne made a motion to approve the Application for \$50,000 Grant for Adult Ed Program Improvement Project. Mr. Rovero seconded the motion. The vote was unanimous.

Mr. Nargi asked how much the entire program costs.

F. Approval of Distinguished Alumni Award Recipients

Mr. Cavagnero made a motion to approve the Distinguished Award Recipients. Mr. Thibault seconded the motion. The vote was unanimous.

Mr. Cavagnero stated that the School Improvement Committee agreed to only give out this award when it was justified. He spoke about the recipients.

G. Consent Agenda

Mr. Rovero made a motion to approve the Consent Agenda. Mrs. Hoehne seconded the motion. The vote was unanimous.

1. Approval of April 24, 2013 Board of Education Meeting Minutes
2. Approval of May 2, 2013 Special Board of Education Expulsion Meeting Minutes

3. Approval of May 2, 2013 Special Board of Education Expulsion Meeting Minutes
4. Approval of May 2, 2013 Special Board of Education Expulsion Meeting Minutes
5. Approval of May 8, 2013 Special Board of Education Meeting Minutes
6. Approval of Sub Committee Minutes
 - a. School Improvement Committee – No Report
 - b. Policy Committee – April 3, 2013
 - c. Budget Committee – April 10, 2013
 - d. Personnel Committee – April 10, 2013
7. Appointments and Resignations
8. Notices for Homeschooling
 - a. M.C., Grade 9, Eff. 2012-2013

H. Field Trips – 2013-2014

Mr. Rovero made a motion to approve the Field Trips for 2013-2014. Mr. Nargi seconded the motion. Mr. Rovero amended his motion to approve all field trips except those with missing information, specifically four (4). The motion was withdrawn.

Mrs. Cappabianca made a motion to approve the West Point field trip. Mr. Cavagnero seconded the motion. The vote passed with one (1) opposed, Mr. Merola.

Mrs. Cappabianca made a motion to approve the 2013-2014 field trips with the exception of the Opryland Music Festival. Mr. Thibault seconded the motion. The vote passed with one (1) opposed, Mr. Merola.

Mr. Rovero stated his concerns regarding subs.

Mr. Cavagnero stated that the Board has already spent time discussing the way field trips are approved so they would not have to have long discussions on individual trips at the meetings.

The West Point trip and the Music Festival Opryland trip were discussed.

Mr. Cavagnero stated that he would only support this based on the belief that next year the field trip forms will be filled out completely.

Mr. Nargi asked who the field trip forms are submitted to. He also asked for the discussion of field trips in the June meeting.

I. Approval of TPSAA Concession Proposal

Mr. Merola made a motion to approve the TPSAA Concession proposal. Mrs. Cappabianca seconded the motion. The vote was unanimous.

COMMENTS FOR THE GOOD OF THE ORDER

Mr. Cavagnero asked when the Board would see the recommendations from the Athletic Director.

Mr. Nargi spoke about the Budget process and how he felt the Board was not gaining enough information to evaluate anything.

Mrs. Cappabianca stated that she believed the number of kids recognized for their Community Service was much larger than what was presented to the Board. She also said she would support a Policy change regarding Field Trips.

Mr. Rovero suggested any Board members who have questions regarding the Budget should email the Budget Committee members so they can get the information. He also said he would like to see a reconfiguration of the TAG program ahead of time.

Mr. Kissko said the changing demographics of Torrington are positive. He also reminded the Board of the NHS induction ceremony at the High School.

Mr. Thibault made a motion to extend the meeting past 10:00pm. Mr. Cavagnero seconded the motion. The vote passed with three (3) opposed, Mr. Nargi, Mr. Kissko, Mr. Merola.

Mr. Traub informed the Board of the Pacific Life Projects being recognized at the State Capitol building and the TEA retirement dinner.

COMMITTEE REPORTS

- A. Personnel Committee – Mr. Thibault reported.
- B. Policy Committee – Mrs. Hoehne reported.
- C. Grievance Committee – Mrs. Cappabianca reported.

- D. School Improvement Committee – No report.
- E. Budget Committee – Mr. Rovero reported.
- F. Education Connection – Mr. Kissko reported.
- G. THS Oversight Panel – Mr. Kissko reported.
- H. Wellness Project – Mr. Merola reported.
- I. Juvenile Court Update – No Report.

ITEMS FOR UPCOMMING AGENDA

- A. Financial Statement
- B. Committee Reports
- C. School Projects for Referendum
- D. Forbes School Solar Project
- E. Next year BOE Calendar
- F. Reconfigure of TAG program
- G. Policy 6095 and Policy 2025 2nd read and approval
- H. Education Connection Graduation
- I. Lunch Prices
- J. Non-Certified Contracts
- K. Athletic Handbook
- L. Retirees Bio-Mr. Bill Joslyn

FUTURE MEETINGS

- A. Policy Committee Meeting – June 5, 2013
- B. School Improvement Committee Meeting – June 5, 2013
- C. Budget Committee Meeting – June 12, 2013

D. Personnel Committee Meeting – June 12, 2013

E. Regular BOE Meeting – June 19, 2013

ADJOURNMENT

Mrs. Hoehne made a motion to adjourn at 10:05pm. Mr. Thibault seconded the motion.
The vote was unanimous.

BOARD OF EDUCATION SPECIAL MEETING
June 12, 2013
Torrington Board of Education
355 Migeon Avenue

CALL TO ORDER: The meeting was called to order at 7:00 PM.

ROLL CALL:

Present: Mr. Brady, Mrs. Cappabianca, Mrs. Hoehne, Mr. Kissko, Mr. Merola,
Mr. Thibault, Mr. Traub, Mr. Bascetta, Mrs. Batchelder, Mrs. Kloczko, Joe
Alicata

Absent: Mayor Bingham, Mr. Cavagnero, Mr. Nargi, Mr. Rovero, Mrs. Domanico, Mr.
Joslyn

Mr. Bascetta and Mr. Alicata distributed information regarding the Forbes School Roof Project Bid Results.

Mr. Bascetta and Mr. Alicata gave a brief explanation of the Forbes School Roofing Project. A recommendation that the BOE accept Silktown Roofing Contract and to proceed forward, with the understanding that the State of Connecticut Department of Construction Services still needs to authorize the grant commitment.

Mr. Thibault made a motion to accept the recommendation and Mrs. Hoehne 2nd the motion.
All in Favor

A brief explanation was given by Mr. Alicata regarding the Forbes School Solar Energy Project. A motion was made to accept the Educational Specifications for the Forbes School Solar Energy Project, 2nd by Mr. Thibault.
All in Favor

Motion made by Mrs. Hoehne to Adjourn at 7:30 pm, 2nd by Mr. Brady.
All in Favor



Torrington Board of Education

SUSAN C. DOMANICO
ASSISTANT
SUPERINTENDENT

CHERYL F. KLOCZKO
SUPERINTENDENT

School Improvement Committee Meeting May 1, 2013

Present: Mr. Cavagnero, Mr. Nargi, Mr. Thibault

Also Present: Mr. Kissko, Mrs. Domanico, Mrs. Kloczko, Mr. Marchand (THS CTE coordinating teacher), Ms. Creedon, Rep-Am

Mr. Cavagnero called the meeting to order at 7:40 p.m.

1. **Approval of Minutes**—Minutes from February 6, 2013 School Improvement Committee were reviewed. Motion to approve made by Mr. Nargi, and seconded by Mr. Cavagnero
Approved 2-0-1 (Mr. Thibault abs.)
2. **Review of Courses at THS**—Course Review chart was shared with full BOE at the April 24 meeting.
3. **Potential Career Pathways**—Mr. Cavagnero continued discussion started at BOF meeting on April 30th concerning the need for THS to offer attractive programming in a competitive educational market so that it doesn't lose students to other districts. The district typically loses about 100 students from enrollment in Grade 9 since parents select other high school options for a variety of reasons. Mr. Cavagnero advocated for efforts to revise the comprehensive high school model. He expressed concern with amount of resources that have to go to mandates. Mr. Nargi also expressed concerns about resources dedicated to drop-out prevention since this is a small portion of students. He encouraged the administration to petition the state to reconsider the statutes which require students to be maintained in schools until age 17. Ms Creedon mentioned that the traditional program serves many students well, but the school needs to support other options including an alternative program. Mr. Cavagnero suggested that the administration consider developing the specifications for a STEM pathway that would offer an alternative program and potentially attract students from other districts. Mr. Marchand mentioned several of the ongoing discussions and potential partnerships with businesses and community organizations interested in workforce development. Mr. Cavagnero indicated that he would like to hear more at a subsequent meeting. Mr. Thibault described a model similar to OWTS. Mr. Nargi asked about incorporating an online component. Mrs. Domanico stressed the importance of a clear vision and mission prior to any changes to maximize chances for success. Marketing and communication will be essential.

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org ~ t. 860-489-2327 ext. 333 ~ f. 860-489-2556

4. **Student Success Plans**—Mrs. Domanico highlighted the SSP presentation that was previously shared with the SIC. She indicated that the SSP is a potentially powerful tool for planning career pathways starting in middle school. Mr. Kissko asked to be sure that the presentation was available on the website.
5. **Distinguished Alumni Award**—Mrs. Domanico shared that five individuals were nominated for the award. She then reviewed the biographical information submitted. The SIC debated if they would advance one or two nominees to the full BOE. Motion by Mr. Thibault, second by Mr. Cavagnero to advance two nominees to full BOE for approval.
Approved 3-0
6. **Good of the order**—Mr. Nargi asked administration to try to resolve problems with poor quality broadcast of BOE meetings. He also is seeking ways to influence legislation that he feels is not in the best interest of schools.
7. **Topics for future meetings**—possible presentations by business organizations on workforce development, template or process for changing the comprehensive school model and establishing career pathways, information on the current capacity and utilization of online learning equipment and licenses.
8. **Motion to adjourn**-- Motion to adjourn made by Mr. Thibault and seconded by Mr. Nargi.

All in Favor

Meeting adjourned at 9:50 p.m.



SUSAN C. DOMANICO
ASSISTANT
SUPERINTENDENT

CHERYL F. KLOCZKO
SUPERINTENDENT

Torrington Board of Education

**Policy Committee Meeting
May 1, 2013
355 Migeon Avenue
6:00 PM**

Present: Mrs. Hoehne, Mr. Merola, Mr. Kissko
Mr. Thibault, Mrs. Kloczko, Mr. Joslyn, Mrs. Domanico, Mr. Cavagnero and Mr. Nargi joined the meeting in progress.

- 1. Mrs. Hoehne called the meeting to order at 6:05PM.**
- 2. Roll Call was taken.**
- 3. Approval of Minutes** – Minutes from the April 3, 2013, meeting were reviewed. **A motion was made by Mr. Merola and seconded by Mr. Kissko to approve the minutes from the April 3, 2013, meeting. Motion carried. All in favor.**
- 4. Discussion and Update – Policy Wellness** – The committee reviewed the draft Wellness Policy and discussed language edits. Questions and clarifications were discussed. The committee charged administration with producing a redline edit of the suggested language revisions. These revisions will be reviewed at the June meeting.
- 5. Discussion on Online Policy 2025 and Graduation Policy 6095** – Mr. Joslyn provided an edited version of Policy 6095 which included language suggested at the April committee meeting. **A motion was made by Mr. Merola and seconded by Mr. Kissko to move the drafts of Policy 2025 and Policy 6095 to the full board for a first read. Motion carried. All in favor.**
- 6. Discussion on Policy 6010, Bullying and Hate Crimes** – The committee reviewed the draft policy recommended by Shipman and Goodwin as a first read. The committee also reviewed the Safe School Climate Plan. The June agenda will include further discussion on this policy.
- 7. Good of the order:** Mr. Joslyn shared a draft of a policy reflecting disciplinary standards for extracurricular activities. The committee will take this up at a future meeting. The committee asked that this draft policy be shared electronically with all Board Members.
- 8. Topics for Future Meetings:** Bullying and Hate Crime Policies, Wellness Policy, Cell Phone/Electronics Policy. Fundraising Activities, Standards of Behavior for Extracurricular Activities.
- 9. Motion to adjourn by Mr. Kissko seconded by Mr. Merola – all in favor**

Meeting Adjourned at 7:35PM.

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org ~ t. 860-489-2327 ext. 333 ~ f. 860-489-2556



3

Torrington Board of Education

DANIELLE BATCHELDER
DIRECTOR OF BUSINESS SERVICES

CHERYL F. KLOCZKO
SUPERINTENDENT

Budget Committee Minutes May 8, 2013

Committee members present were: Budget Committee Chair, Christopher Rovero; Ellen Hoehne (alternate for Fiona Cappabianca), and Karl Brady. Also present were Ken Traub, BOE Chair (arrived at 6:30pm), Daniel Thibault BOE member; Cheryl Kloczko, Superintendent; Danielle Batchelder, Director of Business Services and David Bascetta, Director of Facilities.

Absent: Budget Committee Member Fiona Cappabianca

1. Call to order at 6:09 pm
2. Roll Call
3. Review Minutes of April 10, 2013 meeting:
 - i. The motion was made by Mrs. Hoehne and seconded by Mr. Brady to approve the minutes from April 10, 2013. Motion carried 3-0.
4. April 30, 2013 Financials:
 - i. Mrs. Batchelder stated that everything was going well and that there is nothing new to report.
 - ii. Motion was made to approve the April 30, 2013 financial report and bring before the full BOE. Motion was made by Mrs. Hoehne and seconded by Mr. Brady. Motion carried 3-0.
5. School Lunch Balance:
 - i. Mrs. Batchelder stated that the school lunch balance has not gotten better since last time this was discussed. Mrs. Batchelder passed out the balances as of 5/8/13. The total balances of unpaid lunches were \$6,026.51. Mrs. Batchelder asked if the board would be willing to change the procedure for 6-12 students and go back to how the board used to handle it. The district would set a balance maximum. When a student reached that maximum, an "emergency lunch" would be given to the student instead.
 - ii. Mrs. Batchelder stated the steps the district is taking to rectify the issue:
 - a) Managers run negative balances every Friday. Managers send IOU letters home.

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org - T. 860-489-2327

- b) If the manager does not get a response or the account isn't paid, the manager will contact the school social worker/guidance counselor. Sometimes, they know the situation at home and can help.
- c) If a manager doesn't feel comfortable contacting the social worker, then the manager can contact Ed Connection and Ed Connection will contact the school social worker.
- d) Last resort, the principal will get involved and contact the parents.
- iii. The committee discussed having the student ring their card at the start of the lunch line instead of at the end so if a student did not have enough money in the account, the staff would know then and give an emergency lunch instead of waiting until the end of the line.
- iv. Mrs. Batchelder is going to check on the feasibility of this and report back next month.

6. Insurance Expense: Informational

7. Items for the Good of the Order:

8. Adjournment

Motion to adjourn was made by Mr. Brady and seconded by Mrs. Hoehne. Motion carried 3-0.
Meeting was adjourned at 6:49 p.m.

Submitted by Danielle Batchelder



Torrington Board of Education

SUSAN DOMANICO
ASSISTANT SUPERINTENDENT

CHERYL F. KLOCZKO
SUPERINTENDENT

TORRINGTON BOARD OF EDUCATION

Personnel Committee Meeting

355 Migeon Avenue

May 8, 2013

Following Budget and Special BOE Meeting

Present: Mr. Thibault, Mr. Kissko, Mr. Brady

Also Present: Mrs. Hoehne, Mr. Traub, Mr. Merola, Mr. Bascetta, Mrs. Batchelder, Mr. Joslyn, Mrs. Kloczko, Mr. Kugler, Mr. Cashman

Mr. Thibault called the meeting of the Personnel Committee to order at 7:06 PM. Roll Call was conducted.

1. Motion to accept minutes, from the April 10, 2013 meeting, made by Mr. Kissko and seconded by Mr. Thibault. **Motion Carried – 2-0-1** (Mr. Brady Abstained)
2. April attendance report – Mr. Joslyn shared the April staff attendance report.
3. Discussion – Reorganization of Maintenance and Custodial Positions. – The committee reviewed a draft plan of a concept which would create a team of district-wide maintenance staff while preserving a building-based staff in the schools. The committee asked questions of Mr. Bascetta and received input from Mr. Kugler and Mr. Cashman from the Local 1579 Custodians' Union. The committee identified some of the challenges such as emergency coverage, contract negotiations and equipment. The committee discussed the need to review how we provide services in the district and exploring ways to be more efficient with delivery of services. The discussion was tabled until the June meeting. The administration was asked to continue to work through the concept and provide additional information and ideas at the June meeting.
4. Comments for the good of the order. No comments.
5. **Motion to adjourn Mr. Kissko and seconded by Mr. Brady. All in favor.**
6. **Adjourn 8:51 PM**

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org ~ t. 860-489-2327, ext. 323 ~ f. 860-489-0726

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.



SUSAN DOMANICO
ASSISTANT SUPERINTENDENT

Torrington Board of Education

CHERYL F. KLOZCKO
SUPERINTENDENT

GRIEVANCE COMMITTEE MEETING

Minutes

May 20, 2013

6:00 PM

355 Migeon Avenue

Present: Mrs. Cappabianca, Mrs. Hoehne, Mr. Merola, Mr. Rovero,
Also Present: Mrs. Batchelder, Mr. Joslyn, Mrs. Kloczko

1. The meeting was called to order by Mrs. Cappabianca at 6:05 PM.
2. Mr. Lockhart explained the Union's position on holding the grievance as a public meeting. He explained that he agreed that documents associated with the grievances were public documents. He agreed that presentation of the facts should be open to the public. He stated that the union's position was that the deliberations between the parties are considered negotiations and are to be conducted in private. He requested that the committee go into executive session at that point in the process. He stated that this was the position of the union for all four grievances scheduled to be heard. He stated that the union would file a Freedom of Information complaint if the Board denied his request. After some discussion, the committee's consensus was to hold the hearing in open session.
3. The Board heard a grievance brought by the Local 1579 AFSCME, Secretarial Department, concerning Article IV Section 4.3.1 of the Agreement between Local 1579 of Connecticut Council #4 AFSCME. Mr. Lockhart presented the union's position that the Administrative Assistant to the Director of Special Education is performing work outside of the job classification. Mrs. Magistrali, who is employed in the position, outlined those duties that were felt to be specifically related to the job description of a data Secretary. The committee asked several questions for clarification. Management presented its position that Mrs. Magistrali has done the same work for several years. Management stated that no secretary in a higher classification has ever done this work. Management's position, as stated by Mr. Joslyn, was that that Article IV does not apply as Mrs. Magistrali was not assigned work in a higher classification but doing the work she has done for several years.
4. Motion was made at 7:03 PM by Mr. Merola and seconded by Mrs. Cappabianca to go into executive session for the purpose of deliberations. **Motion carried – all in favor.**
5. Board returned to public session at 8:20 PM.

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org ~ t. 860-489-2327, ext. 323 ~ f. 860-489-0726

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.

6. A motion was made by Mr. Rovero and seconded by Mrs. Hoehne to deny the grievance at level three. Mr. Merola and Mrs. Cappabianca voted in favor, Mrs. Hoehne and Mr. Rovero voted not in favor. The board discussed the bylaws with respect to the chair of the committee voting. The bylaws were reviewed to see if there was guidance on this issue. It was concluded that the chairperson was not excluded from voting by the policy. **The committee denied the grievance at level 3 based on no consensus from committee members.**
7. The Board heard three grievances brought by the Local 1579 AFSCME, Paraprofessionals Department, concerning Pay Differential for paraprofessionals, the assigning of overtime and safety at THS. It was agreed that the three grievances would be presented and the committee would deliberate on all three and give their decision.

The first grievance presented by Mr. Lockhart focused on the Agreement with the Paraprofessional Union and the Torrington Board of Education regarding a 10 % pay differential for Paraprofessionals assigned to certain programs within the schools. The union's position was that Paraprofessionals that receive differential pay should be the only Paraprofessionals assigned to those students who are in these programs and if other Paraprofessionals are working with these students, they should receive the differential. Management's position stated by Mr. Joslyn was that the pay differential is designated for "Paraprofessionals currently assigned to the programs". It was stated that the administration could not apply the 10% to other Paraprofessionals not assigned to the program. It was stated by Mr. Joslyn that the Board did not intend for the "Differential Paraprofessionals" to be the only Paraprofessionals allowed to work with students in these programs.

The second grievance presented by Mr. Lockhart had to do with the alleged violation of Article XXII, Misc. Section 22.8 Duty Assignments. Mr. Lockhart stated the Union's position that certain paraprofessionals were excluded from an assignment of overtime when a student needed a monitor on the ride home from school. While it was acknowledged as an oversight, the discussion moved to whether "differential Paraprofessionals" should be assigned such work when it involved students in these specific programs. Mr. Joslyn presented the management's position that some Paraprofessionals were not asked if they were interested in covering this assignment but that this was an oversight that will be corrected. Mr. Joslyn shared that, while management understood the logic of asking "differential paraprofessionals" to cover assignments involving students in the programs included in the agreement, it has not been the practice.

The third grievance presented by Mr. Lockhart concerned Article IX, Section 9.1 of the Paraprofessionals Agreement with the Board. Mr. Lockhart stated that there were safety concerns voiced by Paraprofessionals at Torrington High School, specifically in the cafeteria first thing each morning. A lack of walkie talkies and working phones created a safety hazard when a problem arose. It was stated by the Paraprofessionals that the walkie talkies and the phones were addressed in April, however there was a concern that it had taken too long. Mrs. Mackstutis, a paraprofessional at the high school stated her concern that an administrator was not required to be present. She also stated the need for security, administrators and paraprofessionals to move about the cafeteria in an effort to be visible and to diffuse problems as they arise.

8. A motion was made by Mr. Rovero and seconded by Mr. Merola to go into executive session at 9:15 PM for the purpose of deliberations. **Motion carried. All in favor.**
9. The committee returned to open session at 9:56 PM

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org ~ t. 860-489-2327, ext. 323 ~ f. 860-489-0726

10. A motion was made by Mr. Rovero and seconded by Mr. Merola to uphold the grievance regarding Duty Assignments. **Motion carried. All in favor.**
11. A motion was made by Mr. Rovero and Seconded by Mr. Merola to amend the request by Paraprofessionals to state that at least one administrator will be present in the cafeteria each morning, and to uphold the grievance as amended. **Motion carried. All in favor.**
12. The board agreed to keep the grievance regarding assigning "differential paraprofessionals" to students in programs open. It was made clear that it was the position of the committee that, to the fullest extent possible, "differential paraprofessionals" should be assigned to students in the stated programs. The grievance committee will reconvene in October 2013 to review information on this issue. The union agreed and stated that it would bring its concerns forward to administration, when these students were not assigned to "differential paraprofessionals."
13. Motion made by Mr. Rovero and seconded by Mr. Merola to adjourn at 10:25 PM. **Motion carried. All in Favor.**

Hearing Adjourned at 10:25 PM.

Torrington Board of Education Consent Agenda Detail, Meeting of June 19, 2013

Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
Gottlieb, Steven	Administrator	MS	Principal	Resign	6/30/2013
Schieb, Michael	Coach, Assistant	HS	Track	Appoint	Spring 2013
Crowley, Gerald	IC-Computer Tech	DW	Dir. of Information Technology	Layoff	6/30/2013
Sheikh, Jared	L/T Substitute	HS	Science	Appoint	5/13/2013
Doyle, Christel	Lead Teacher	HS	Special Ed Summer School	Appoint	7/1/2013
Westphal, Susan	Lead Teacher	TF	Special Ed Summer School	Appoint	7/1/2013
Volles, Bianca	Speech & Language Pathol.	TF/HS	Special Ed Summer School	Appoint	7/1/2013
Owens, Aljean	Teacher	DP(fc)	Speech & Language Pathologist (0.45 FTE)	Resign	6/30/2013
Beckett, Jason	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
Calabrese, Angela	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
DuCotey-French, Erin	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
Ewart, Susan	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
Giramonti, Alison	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
Hart, Diane	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
Hurley, Pamela	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Kennison, Corby	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
LaMere, Rene	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Ledversis, Robin	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
McGillicuddy, Margaret	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
Mosca, Gretchen	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Ortiz, Roberto	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
Palladino, Pauline	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Placentino, Rachael	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
Polluto, Dawn	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Seabourne, Bridget	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Smedick, Eileen	Teacher	DW	Summer Curriculum Work-Science K-12	Appoint	Summer 2013
Strawson, Patricia	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Svetz-Juliano, Mary	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Trocchi, Loretta	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Turina, Jo Ann	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Wollschlager, Kathleen	Teacher	DW	Summer Curriculum Work-Math K-12	Appoint	Summer 2013
Conway, Christa	Teacher	DW(tf/sw)	Music (0.4 FTE)	Resign	6/30/2013
Baranaowitz, Jill	Teacher	HS	Special Ed Summer School	Appoint	7/1/2013
Del Bene, Christine	Teacher	HS	Summer Curriculum Work-9th Gr. Core Subj.	Appoint	Summer 2013
Del Bene, Christine	Teacher	HS	Summer Curriculum Work-9th Gr. Protocols	Appoint	Summer 2013
Dove, Diane	Teacher	HS	Summer Curriculum Work-9th Gr. Core Subj.	Appoint	Summer 2013
Harrison, Bruce	Teacher	HS	Summer Curriculum Work-9th Gr. Core Subj.	Appoint	Summer 2013
Harrison, Bruce	Teacher	HS	Summer Curriculum Work-9th Gr. Protocols	Appoint	Summer 2013
McGillicuddy, Margaret	Teacher	HS	Summer Curriculum Work-9th Gr. Protocols	Appoint	Summer 2013
Morin, Lynn	Teacher	HS	Music	Resign	6/30/2013
Moulton, Mark	Teacher	HS	Special Ed Summer School	Appoint	7/1/2013
Odlum, Jessica	Teacher	HS	Summer Curriculum Work-9th Gr. Protocols	Appoint	Summer 2013
Strawson, Patricia	Teacher	HS	Summer Curriculum Work-9th Gr. Core Subj.	Appoint	Summer 2013
Strawson, Patricia	Teacher	HS	Summer Curriculum Work-9th Gr. Protocols	Appoint	Summer 2013
Tedesco, Jill	Teacher	HS	Special Ed Summer School	Appoint	7/1/2013
Yeomans, Erin	Teacher	HS	Summer Curriculum Work-9th Gr. Core Subj.	Appoint	Summer 2013
Yeomans, Erin	Teacher	HS	Summer Curriculum Work-9th Gr. Protocols	Appoint	Summer 2013
Bocola, Jessica	Teacher	MS	Music	Resign	6/21/2013
Ferris, Leonard	Teacher	MS	Technology Ed (0.48 FTE)	Layoff	6/30/2013
Bell, Matthew	Teacher	SW	Music	Resign	6/30/2013
Allen, Patricia	Teacher	TF	Special Ed Summer School	Appoint	7/1/2013
Carr, Addolorata	Teacher	TF	Special Ed Summer School	Appoint	7/1/2013
DeWitt, Sharon	Teacher	TF	Special Ed Summer School	Appoint	7/1/2013
Jasmin, Corrine	Teacher	TF	Special Ed Summer School	Appoint	7/1/2013
Lopez, Jennifer	Teacher	TF	Special Ed Summer School	Appoint	7/1/2013
Pelkey, Kathleen	Teacher	TF	Special Ed Summer School	Appoint	7/1/2013
Surveski, Elaine	Teacher	TF	Special Ed Summer School	Appoint	7/1/2013
Youman-Kari, Ellen	Teacher	TF	Special Ed Summer School	Appoint	7/1/2013
Ruggiero, Doreen	Teacher	VO	Psychologist	Resign	6/30/2013

Locations:

COMMENTS FOR THE GOOD OF THE ORDER

COMMITTEE REPORTS

ITEMS FOR UPCOMING AGENDA

FUTURE MEETINGS

ADJOURNMENT