

Board of Education
Darien, Connecticut

TUESDAY, APRIL 25, 2023

SPECIAL MEETING OF THE BOARD OF EDUCATION

**Darien Public Schools'
Administrative Offices
Meeting Room
7:00 p.m.**

AGENDA

1. Call to order
2. Discussions proposed for Executive Session: a) non-renewal of certified staff working under one-year contracts, long-term substitutes and permanent building substitutes; and b) the employment of public employees pursuant to Connecticut General Statute 1-200(6)(A)
3. Reconvene in public session.
4. Adjournment.

TUESDAY, APRIL 25, 2023

REGULAR MEETING OF THE BOARD OF EDUCATION

**PLACE:
Darien Public Schools'
Administrative Offices
Meeting Room
7:30 p.m.**

TENTATIVE AGENDA

- | | | |
|---------------------------------|------------------|-----------|
| 1. Call to Order..... | Mr. David Dineen | 7:30 p.m. |
| 2. Chairperson's Report..... | Mr. David Dineen | |
| 3. Public Comment*..... | Mr. David Dineen | |
| 4. Superintendent's Report..... | Dr. Alan Addley | |

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, APRIL 25, 2023**

- | | | |
|----|---|---|
| 5. | Student Representative Reports.. | Mr. John Raskopf
Ms. Swaha Chakraborty |
| 6. | Approval of Minutes..... | Board of Education |
| 7. | Board Committee Reports..... | Board of Education |
| 8. | Presentations/Discussions | |
| a. | Discussion and Possible Appoint-...
ment of Interview Committee for
Assistant Superintendent of
Curriculum and Instruction | Mr. David Dineen
Dr. Alan Addley |
| b. | Mental Health and Wellness Update... | Dr. Alycia Dadd |
| c. | Discussion and Possible Acceptance.
of Contemplated Gift from the
Darien High School Parents
Association | Mrs. Ellen Dunn |
| d. | Discussion of Draft Board of.....
Education Pre-Budget Topics and
Timeline | Mr. David Dineen
Dr. Alan Addley |
| e. | Discussion on March
2022-2023 Financial Report
and Possible Action on Proposed
Budget Transfer | Mr. Richard Rudl |
| f. | Discussion of FY25 Draft Budget.....
Calendar with New Process | Mr. David Dineen
Dr. Alan Addley |

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, APRIL 25, 2023**

8. Presentations/Discussions (cont.)

- g. First Reading and Discussion of Mr. David Brown
Proposed Revisions to Board of Ms. Marjorie Cion
Education Policies: 2700, Policy
Regarding Retention of Electronic
Records and Information; 3125,
Purchasing; 3150, School Activity
Funds; 4111, Non-Discrimination;
4118, Policy Regarding Prohibition
of Sex Discrimination and Sexual
Harassment in the Workplace
(Personnel); 4025, Reports of
Suspected Abuse or Neglect of
Children or Reports of Sexual
Assault of Students by School
Employees; 4050, Reports of
Suspected Abuse or Neglect of
Adults with an Intellectual Disability
or Autism Spectrum Disorder; 4075,
Alcohol, Tobacco and Drug-Free
Workplace; 4450, Policy Regarding
Employees and Section 504 of the
Rehabilitation Act of 1973 and Title II
of the Americans with Disabilities
Act of 1990 (NEW POLICY)

- h. Personnel Report..... Ms. Marjorie Cion

9. Action Item

- a. Action on Non-Renewal of..... Ms. Marjorie Cion
Certified Staff Working
under One-Year Contracts,
Long-Term Substitutes and
Permanent Building Substitutes

10. Public Comment*..... Mr. David Dineen

11. Adjournment..... Mr. David Dineen

AA:nv

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, APRIL 25, 2023**

*** * The Board of Education meeting will be available to the public in person and via Zoom. Wearing of masks is optional and seating is limited by room capacity. Doors open at 6:45 p.m. for the 7:00 p.m. meeting. The Board will move to adjourn into executive session and reconvene into public session at 7:30 p.m.**

Those members of the community wishing to participate in public comment should join the meeting via Zoom:

<https://darienps.zoom.us/j/97987917394>

Those members of the community wishing to view only, should do so through the Darien Youtube link:

<https://www.youtube.com/channel/UCUnnvYKBfFrTWQRuoB6OZA>

In order to reduce audio interference, members of the community are requested not to simultaneously view by Youtube while participating on Zoom

APPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, MARCH 15, 2023

PLACE:
DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
MEETING ROOM
VIA ZOOM
7:30 P.M.

Board Members Present:

	Best	Brown	Dineen	Lublin	Maroney	McCammon	Parent	Sini	Wurm
Present	x		x*	X		x	x	x	x
Absent		x			x				

*Departed at 8:17pm

Administration Present:

Dr. Addley, Dr. Tranberg, Mrs. Klein, Ms. Cion and Mr. Rudl

Audience: Meeting held in Board of Education office and via You Tube / Zoom

- | | |
|-----------------------------------|--|
| 1. Call to Order | Mr. David Dineen, Board Chair
At 7:45 p.m. (0:00) |
| 2. Chairperson's Report | Mr. David Dineen
At 7:45 p.m. (0:00) |
| 3. Public Comment | Mr. David Dineen
At 7:47 p.m. (0:02) |
| 4. Superintendent's Report | Dr. Alan Addley
At 7:48 p.m. (0:03) |
| 5. Student Representative Reports | Mr. John Raskopf
Ms. Swaha Chakraborty
At 7:53 p.m. (0:08) |
| 6. Approval of Minutes | Mr. David Dineen
At 7:54 p.m. (0:09) |

Motion to Approve the Minutes of the Special Meeting held on February 28, 2023 and the Regular Meeting held on February 28, 2023:

1st Ms. Best

2ND Mr. Sini

	Best	Brown	Dineen	Lublin	Maroney	McCammon	Parent	Sini	Wurm
Yes	X		X	X		X	X	X	X
No									
Abstain									

RESULT - MOTION PASSED (7-0-0)

7. Board Committee Reports

Mr. David Dineen
At 7:56 p.m. (0:11)

PRESENTATIONS AND DISCUSSIONS

8. Presentations/Discussions:

- a. Update on District Strategic Plan, Board Goals And Diversity, Equity and Inclusion
Dr. Alan Addley
Dr. Christopher Tranberg
At 7:58 p.m. (0:13)
- b. Presentation and Possible Approval of International Trips for 2024
Dr. Christopher Tranberg
Ms. Christina Mauricio
Mr. Francis Janosco
At 8:21 p.m. (0:36)

Motion to Approve the Proposed International Trips to Argentina (April 2024), France (April 2024), and STEM in England (Summer 2024):

1st Ms. Best

2ND Ms. Wurm

	Best	Brown	Dineen	Lublin	Maroney	McCammon	Parent	Sini	Wurm
Yes	x			x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (6-0-0)

Motion to Approve the Proposed International Trip “Literature in England” (April 2024):

1st Ms. Lublin

2ND Mr. Sini

	Best	Brown	Dineen	Lublin	Maroney	McCammon	Parent	Sini	Wurm
Yes	x			x		x	x	x	x
No									

Abstain									
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RESULT - MOTION PASSED (6-0-0)

- c. Annual Review and Possible Action on
Extending Term of Reciprocal Agreement for Use
Of Facilities with the Darien YMCA
- Mr. Richard Rudl
At 8:43 p.m. (0:58)

Motion to Extend the Reciprocal Agreement on Use of Facilities with the YMCA for the 2023-2024 School Year:

1st Mr. Sini

2ND Ms. Wurm

	Best	Brown	Dineen	Lublin	Maroney	McCammon	Parent	Sini	Wurm
Yes	x			x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (6-0-0)

- d. Discussion and Reflection on FY24 Board
of Education Budget Process
- Ms. Jill McCammon
At 8:44 p.m. (0:59)

- e. Personnel Report
- Ms. Marjorie Cion
At 9:00 p.m. (1:15)

9. Public Comment
- Ms. Jill McCammon
At 9:00 p.m. (1:15)

10. Adjournment
- Ms. Jill McCammon
At 9:01 p.m. (1:16)

Motion to Adjourn:

1st Ms. Wurm

2ND Ms. Best

	Best	Brown	Dineen	Lublin	Maroney	McCammon	Parent	Sini	Wurm
Yes	x			x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (6-0-0)

Meeting adjourned at 9:01 p.m. (1:16)

Respectfully Submitted,

Sara Parent
Secretary

Darien Public Schools
Assistant Superintendent for Curriculum and Instruction
Search Timeline

1. Job posted on March 30, 2023. Posting will close on April 24, 2023
2. Interview Committee appointed at April 25, 2023 Board meeting
3. Focus Groups Friday, April 28, 2023, facilitated by CABE (Patrice McCarthy)
 - a. BOE Representatives: Chair, Vice Chair, Secretary (9:15-10:00)
 - b. Cabinet & Director of Elementary Education (10:00 – 10:45)
 - c. Department Chairs (10:45 – 11:30)
 - d. Principals and DAA President (11:30 – 12:15)
 - e. Union Leadership: Barry Palmer Kate Curcio Jen Fischer (12:45-1:30)
 - f. PTO Representatives: 2 from each school and CDSP Chair (1:30 – 2:15)
 - g. Superintendent of Schools (2:15-3:00)
4. Review of applications received by Mrs. Cion, Dr. Addley, Duke Dineen, Jill McCammon and Sara Parent, April 19 – April 25, 2023
5. Discussion of applicants to be interviewed (Mrs. Cion, Dr. Addley, Duke Dineen, Jill McCammon, Sara Parent) on April 26, 2023 @ 6:30 pm
6. Initial Screening of Applicants on April 27 – April 28, 2023 by Marge Cion
7. Interview Committee Organizational Meeting and Focus Group Feedback, Monday, May 1, 2023 (Zoom @ 3:00 pm)
8. Interview Committee interviews applicants on Tuesday, May 2, 2023
 - a. Principal Representatives (DHS, MMS, Hindley)
 - b. Julie Droller, Director of Elementary Education
 - c. Barry Palmer, DEA President
 - d. Shirley Klein, Assistant Superintendent for SESS
 - e. BOE Representatives: Duke Dineen, Jill McCammon, Sara Parent
 - f. Marge Cion
 - g. Dr. Addley
9. Interview 2–3 finalists with performance tasks on May 8, 2023 (Cabinet, Duke Dineen, Jill McCammon, Sara Parent)
10. Final Interview by Board of Education at a special meeting during the week of May 15, 2023

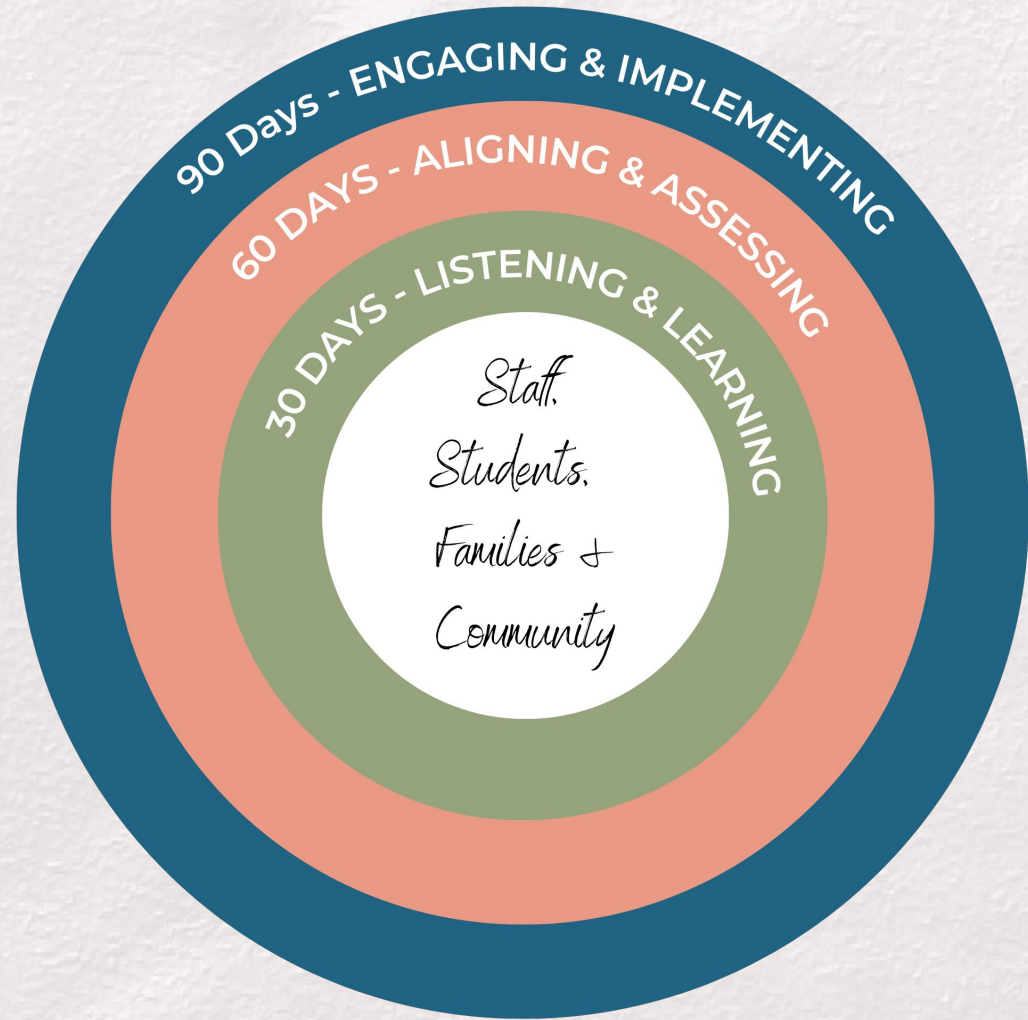


Mental Health Update

Darien Board of Education
April 25, 2023

Alycia Dadd, Ph.D
Director of Mental Health

Short and Long-term Goals



30 Days

STAFF

- Toured all schools
- Attended DHS Student Assistance Team Meeting
- Presented to High School staff:
 - Resilience through Connection and Skills (3/29)
 - Maintaining Motivation and Reducing Burnout (4/19)
- Supported DHS administration with planning and coordinating responses for periods of grief and loss
- Provided additional staffing in the Wellness Center at DHS
- Meeting held with Lacrosse coaches to identify potential needs related to grief and loss
- Participated in district-wide Academic and Instructional Leadership Team Meeting (AILT)

30 Days

STAFF

- Identified training needs for Administrators Retreat related to school-based mental health (6/19 and 6/20)
- Held district-wide Meet and Greet for all school psychologists and social workers to assess current climate and needs across PK-12 (4/21)
- Reviewed current programming including social-emotional learning, universal screening, professional development, and community partnerships with administrators
- Provided training to School Security Officers (SSOs) regarding social-emotional learning, bullying prevention, and childhood and adolescent mental health needs
- Coordinated Physical and Psychological Management Training (PMT)
- Identified Professional Development needs with Dr. Karolyn Dahlstrom, MMS Principal
- Assessed unique training and consultation needs for Fitch Academy

30 Days

STAFF

- School Security Officer (SSO) Trainings:

SSO Safe School Climate & Bullying Prevention Training

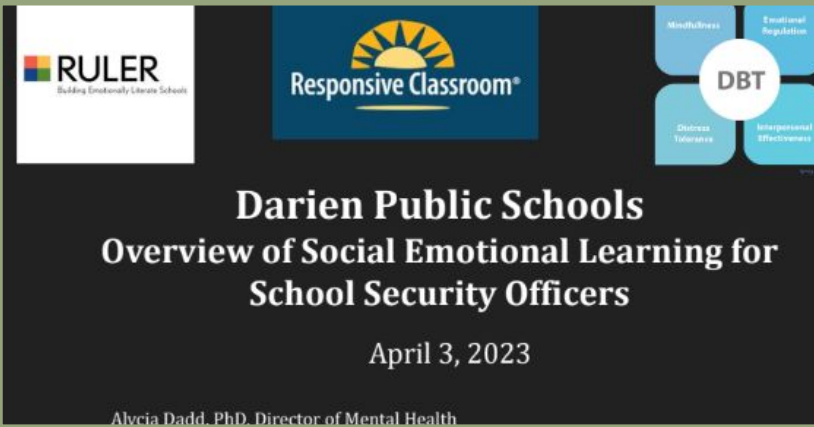
April 6, 2023

Alycia Dadd, Ph.D.,
Scott McCarthy, Ph.D.

Darien Public Schools
April 5, 2023

Emotional Disorders of Childhood and Adolescence

Shirley K. Klein, Assistant Superintendent of SESS
Alycia Dadd, PhD, Director of Mental Health
Scott McCarthy, PhD, Program Director of SESS



This slide features a dark background with several logos at the top: RULER (Building Emotionally Literate Schools), Responsive Classroom (with a sun icon), and a DBT (Dialectical Behavior Therapy) logo. The DBT logo is a circular diagram with four quadrants labeled 'Mindfulness', 'Emotional Regulation', 'Interpersonal Effectiveness', and 'Distress Tolerance'. The main title is 'Darien Public Schools Overview of Social Emotional Learning for School Security Officers' in white text. Below the title is the date 'April 3, 2023'. At the bottom, in smaller white text, is 'Alycia Dadd, PhD, Director of Mental Health'.

RULER
Building Emotionally Literate Schools

Responsive Classroom®

DBT

Darien Public Schools
Overview of Social Emotional Learning for
School Security Officers

April 3, 2023

Alycia Dadd, PhD, Director of Mental Health

30 Days

STUDENTS

- Engaged with students in the Wellness Center at DHS during the week of March 31
- Meeting held with BOE Student Representative from DHS to discuss school climate (4/19)
- Identified student groups/clubs to speak to further understand the student experience (4/19)
- Attended presentation of student art workshop by DHS alum using art healing (4/20)



FAMILIES

- Attended Parent Teacher Organization meetings for each elementary school
- Assisted in disseminating communication about speaking to young students about school violence



30 Days

COMMUNITY

- Consulted with Ali Ramsteck, Director, Darien Human Services and Cynthia Hall, Assistant Director to discuss continued partnership with DPS
- Meeting held with Thriving Youth Task Force Co-chairs to discuss the organization and grant funded supports (4/20)
- Teen Talk:
 - Meeting held with Denise Qualey, Managing Director of Teen Talk program, to discuss program implementation at DHS and possible implementation at MMS
 - Aggregated feedback from two neighboring districts regarding Teen Talk implementation
 - Discussed Teen Talk with DHS administrators and staff
- Collaborated with RESC Alliance to initiate Trauma-Informed Care Training Program for Schools



60 Days

STAFF

- Attend and/or present at faculty meetings in each building
- Create and distribute survey for staff regarding School Climate and Professional Development Learning needs
- Provide ongoing consultation to school mental health staff in response to individual requests and available office hours
- Schedule monthly district-wide Psychologist and Social Worker meetings
- Provide bi-weekly consultation for Fitch Academy regarding social, emotional, and behavioral needs
- Attend relevant student assistance meetings in each building
- Provide Professional Development presentations:
 - Nursing staff: Addressing and responding to mental health crises through a DBT lens
 - Middlesex Middle School: Self-care and Validation
- Meet with the District Social Emotional Learning Committee

60 Days

STUDENTS

- Connect with student group leaders to gain more insight into the DPS student experience
- Participate in the American Foundation for Suicide Prevention Campus Walk at DHS (4/30)
- Assess need and make recommendation regarding Teen Talk at MMS



FAMILIES

- Presentation to families with Julie Droller, Director of Elementary Education, regarding Social Emotional Learning and Student Wellness
- Outreach to families who have experienced loss
- Attend PTO meetings at all buildings



60 Days

COMMUNITY

- Participate in School Climate Specialist Training
- Attend UPLIFT: A Trauma-Informed Care Training program sponsored by RESC
- Network and consultation with neighboring district administrators regarding:
 - Universal Screening measures
 - Threat assessment programs
 - Multi-tiered Support Systems (MTSS) for emotional and behavioral health
- Attend Behavioral Health Resource Fair and disseminate any relevant information to District staff

90 Days

STAFF

- Meet with Responsive Classroom teams, RULER teams, and DBT teams to plan for next school year
- Identify staff for additional training in DBT and facilitate the training
- Develop and deliver workshops for the Administrators' retreat
 - “School Leadership within a DBT Framework”
- Review results of school climate and mental health professional development survey to plan for next school year

90 Days

STUDENTS

- Attend a variety of student events at each school to be determined in consultation with school administrators
- Observe implementation of Responsive Classroom, RULER and DBT in all schools
- Ongoing consultation with faculty, clinicians, and administrators regarding specific student needs

FAMILIES

- Work with school-based mental health staff and parent representatives to create a series of workshops/coffees to begin in the fall 2024
- Update the District's website for relevant mental health resources at each developmental level

90 Days

COMMUNITY

- Participate in community-school based events related to end of year activities
- Aggregate a list of external resources and referrals that reflect current availability and services
- Identify and coordinate outside presenters for ongoing psychologist and social worker meetings

Ongoing Goals and Outcomes



Professional Development:

Internal Trainings
External resources
Staff recruitment and retention

Student Well-being:
Create a comprehensive Multi-tiered System of Support for the Social, Emotional, and Behavioral health of all students



Family – School Partnerships:

Create a parent workshop series and develop relevant, easily accessible resources

School-Community Partnerships:

Continue and grow partnerships within the Darien Community
Increase county and State-wide collaborations





Discussion

DARIEN PUBLIC SCHOOLS

Contemplated Gift Form

Gift intended for:
(Check appropriate responses)

☐ Hindley
☐ Holmes
☐ Ox Ridge

☐ Royle

☐ Tokeneke

☐ Middlesex Middle School

☒ Darien High School

☐ District

Person(s) or Group Offering Gift(s)

DHS Parents Association

Contact person-This may be a
gift giver or a building administrator

Name Ellen Dunn

Address DHS

Tele. _____

Fax. _____

e-mail _____

Description of proposed gift(s), including the form in which it (they) will be given (e.g. money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation 3100-Public Gifts to the Schools" apply.

The Darien High School Parents Association would like to contribute \$5,000 for the purchase and installation of 4 bike racks to be located on the perimeter of the building allowing students to store their bikes safely.

Please answer the following questions.

Is the value of the gift(s) \$ 500.00 or more? ☒ Yes ☐ No

Note: If the proposed gift involves donated materials or services, please place an estimated dollar value on them.


If your answer to the previous question is Yes please check one of the following categories of value for the proposed gift(s):

<input type="checkbox"/> 500-1,000	<input checked="" type="checkbox"/> 5,000-10,000
<input type="checkbox"/> 1,000-2,000	<input type="checkbox"/> 10,000-15,000
<input type="checkbox"/> 2,000-3,000	<input type="checkbox"/> 15,000-20,000
<input type="checkbox"/> 3,000-4,000	<input type="checkbox"/> 20,000+
<input type="checkbox"/> 4,000-5,000	

Do not write below this line

Status: Date received by Superintendent 4/18/23

Notes on actions by Superintendent of Schools-

Reviewed with principal
a Dir of Facilities.


Actions, if any, by the Board of Education-

Final disposition of the gift offer-

Memorandum

DATE: April 21, 2023
TO: Board of Education
FROM: Dr. Alan Addley, Superintendent of Schools
Richard Rudl, Director of Finance and Operations
Subject: Draft of Board of Education Pre Budget Topics and Timeline

As discussed at the March 23, 2023 BOE Finance Committee there was a desire to re-evaluate the current budget process and include changes that could enhance the process for all stakeholders. This included:

- Revisiting tabled budget discussion items from the previous year
- Providing additional presentations/discussions with the BOE on various budget topics including but not limited to:
 - Participation Fees
 - Other Sources of Revenue (Naming Rights/Advertising)
 - Athletics
 - Genius Hour
 - Department Chairs
 - Clubs and Councils, Unified Sports
 - PowerSchool vs. Aspen
 - Elementary Assistant Principal Review
 - Mental Health (Teen Talk, Wellness Center)
 - Paraprofessional Formula
 - Technology integration into curriculum
 - Literacy Programs
- Multi Year Budget Projections
- Budget Questions/Meetings with Stakeholders
- Budget book publication and distribution
- Potential budgetary efficiencies

Tabled Items from FY24 Budget Discussion:

1. Participation Fees: As discussed at last year's BOE summer retreat, participation fees primarily for athletics and in some instances, clubs and councils have become a more common source of revenue for districts.

DARIEN PUBLIC SCHOOLS

The Administration would recommend additional discussion at the BOE summer retreat in 2023 with a BOE decision on the adoption of participation fee model by the end of September 2023. This discussion could be coupled with the discussion on athletics.

2. Naming Rights/Advertising: This has been a topic of conversation the last few BOE budgets. As a reminder the BOE only has care and custody of its buildings should it wish to explore naming rights this would have to be approved by the Board of Selectman. Advertising would require a BOE policy approving Advertising. Districts that do advertise such as Wilton have that revenue go directly to their booster clubs not the district.
3. Athletics: There have been several deep dive discussions regarding athletics. Discussions that have occurred in the past at the BOE level have included:
 - a. Cut/No Cut Philosophy
 - b. Voluntary Athletic Fees and Student Activities
 - c. Coaching Ratios
 - d. Transportation guidelines

Should there be a request for another discussion regarding athletics it would be beneficial to have that in relation to the participation fee discussion as that would include the voluntary fee structure. Additionally, we could provide additional color into the transportation guidelines, coaching ratios and the cut/no cut philosophy with a discussion on any potential modifications.

4. Genius Hour: As discussed this past year was the first year Genius Hour was in operation at MMS.
5. Department Chairs: Department Chair model has been in place since the FY18 Budget. This is a potential topic for a June Curriculum Committee meeting with a follow up at the Summer Retreat.
6. Literacy Program: The district currently utilizes Teacher's College. We would anticipate this being a topic of conversation in the spring.
7. Clubs and Councils, Unified Sports: This topic can be discussed during the summer retreat along with the participation fee discussion as some districts do have a participation fee for these clubs. Additionally discussions can be had about the level of interest, enrollment and how clubs develop throughout the district.
8. PowerSchool vs. Aspen: The Administration first brought the possibility of a new student information system this past budget season. We anticipate a fall presentation to the BOE from district staff on the possibility of moving from ASPEN to PowerSchool, the benefits and drawbacks of both systems, the cost of implementation, the length of implementation.

DARIEN PUBLIC SCHOOLS

9. Elementary Assistant Principal Review: This conversation will be scheduled for the spring for the FY26 budget.
10. Mental Health: A Mental Health update will include the following topics and a 30-60-90 day entry plan: Middlesex Teen Talk and the Wellness Center.
11. Paraprofessional Formula: This past budget came a discussion about instructional paraprofessionals at the elementary level and the formula that has been in place for a number of years in Darien. The Administration would provide information on how our formula compares to other districts and if there should be a revision to how instructional paraprofessionals are provided.
12. Technology Integration into Curriculum: Given the discussion regarding textbooks vs. digital resources we could discuss breaking out digital resources into its own account compared to textbooks to provide more transparency to stakeholders.

Suggested Timeline for Board of Education Pre Budget Discussion Topics:

The table below illustrates the Administrations recommendation for potential follow up discussions with the BOE regarding tabled budgetary items:

Topic	BOE Committee	Full Board
Department Chairs	Curriculum Committee	June 13 th BOE meeting/Summer Retreat
Participation Fees	Finance Committee	Summer Retreat/Sept 12 th BOE Meeting
Advertising/Naming Rights	Finance Committee	Summer Retreat/Sept 12 th BOE Meeting
Athletics	N/A	Summer Retreat
Genius Hour	Curriculum Committee	Summer Retreat/ September 26 th BOE Meeting
Paraprofessional Formula	Finance/Curriculum	September 12 th BOE Meeting
PowerSchool vs. Aspen	Curriculum Committee	October 10 th BOE Meeting
Mental Health Review	Curriculum Committee	October 24 th BOE Meeting
Auditorium Phase 2	Facilities Committee	October 24 th BOE Meeting
Potential New Budget Proposals	Finance Committee	Summer Retreat/November 14 th BOE Meeting
Clubs and Councils, Unified Sports	Finance Committee	November 14 th BOE Meeting
Literacy Program	Curriculum Committee	FY26
Elementary Assistant Principal Review	Curriculum Committee	FY26
Technology Integration into Curriculum	Curriculum Committee	FY26

DARIEN PUBLIC SCHOOLS

Multi Year look at Budgets:

The Administration would recommend getting feedback from the BOE on how they would prefer to receive a multi-year forecast. Previously we had done a high level presentation in November, which was tabled. Potential options could include:

- High level multi-year forecast in the budget book
- Line by line multi-year forecast in the budget book

Questions from Stakeholders:

Given the volume of questions received from all various stakeholders (BOE, BOF, RTM ED, RTM F&B,) rather than take questions during Super Saturday from boards other than the BOE we would establish an official date for questions to be submitted and invite the Chair of each board, or designee to a BOE meeting for an interactive dialogue on the budget with written responses to questions provided after the official submission date. Members of the various Boards would still be welcome to provide public comment on Super Saturday.

Then in March we would schedule a joint meeting of the BOE, RTM F&B and RTM Education to discuss the BOE approved budget similar to the review we have with the BOF in March.

Budget Book Distribution:

We will provide budget books based on the following distribution schedule:

Board of Education	December 21 st	Printed and Online
Cabinet	December 21 st	Printed and Online
Website	December 21 st	Online
RC Leads	December 21 st	Printed and Online
BOF	January 4th	Printed (opt-in)
BOS	January 4th	Printed (opt-in)
Town Clerk	January 4th	Printed (opt-in)
RTM F&B	January 4th	Printed (opt-in)
RTM Education	January 4th	Printed (opt-in)
BOE & Cabinet	February 27 th (BOE Approved Books)	Printed and Online

Potential Budgetary Efficiencies:

As discussed this past budget season the Administration has and continued to review opportunities for efficiencies within the budget. Over the last four years, efficiencies have included:

- Out of District Transportation

DARIEN PUBLIC SCHOOLS

- New Copier Lease/Copy Center
- Lunch Monitors
- Secretarial Support Changes
- Instructional Technology Restructuring
- BYOD at DHS
- Cafeteria Operations
- New salary schedules for maintenance and custodial services
- Teachers teaching 5 classes from 4

As we move into the next budget cycle, we will continue to review areas for potential efficiencies and improvements.

As discussed, we have enclosed a draft budget calendar as we look forward to FY25 budget and beyond for possible consideration and discussion.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

DRAFT BOARD OF EDUCATION PRE BUDGET
TOPICS AND TIMELINE

BOE Meeting March 28, 2023	<p>Tabled Items from FY24 Budget</p> <ul style="list-style-type: none">• Mental Health, Kids and Crisis and Wellness Center• Department Chairs• Athletics and Equity and Transparency (Potential 3rd Party Review)• Genius Hour• Clubs and Councils, Unified Sports• Participation Fees• Naming Rights, Advertising• Textbooks vs. Technology• Technology tie into curriculum• Elementary Assistant Principal Review• Phase 2 of Auditorium• Review of Literacy and Writing Curriculum
BOE Finance Committee: April 20, 2023	<p>Discussion of FY25 Draft Budget Calendar with New Process</p> <ul style="list-style-type: none">• Prioritizing the tabled Items for Future Presentations prior to Superintendent's Proposed Budget:<ul style="list-style-type: none">○ FY25:<ul style="list-style-type: none">▪ Mental Health, Kids and Crisis and Wellness Center▪ Department Chairs▪ Athletics and Equity and Transparency▪ Genius Hour▪ Clubs and Councils, Unified Sports

	<ul style="list-style-type: none"> ▪ Participation Fees ▪ Naming Rights, Advertising ▪ Phase 2 of Auditorium ○ FY26: <ul style="list-style-type: none"> ▪ Literacy Program ▪ Technology Integration into Curriculum ▪ Elementary Assistant Principal Review • Discussion of Multi Year Budget included in Budget Book • Discussion of future budget initiatives • Discussion of Q&A's from Community Stakeholders and Boards`
BOE Meeting April 25, 2023	Discussion of FY25 Draft Budget Calendar with New Process
BOE June 27, 2023	Draft Goals and Objectives
BOE Summer Retreat	<p>Discussion of Potential Budgetary items for FY25:</p> <ul style="list-style-type: none"> • Participation Fees, Clubs and Councils, Unified Sports • Athletics and Equity • Department Chair Model • Naming Rights, Advertising • Potential FY25 Administrative Budgetary Items for Discussion
September 12, 2023	<p>Follow up discussion and vote on Naming Rights, Advertising Revenue, Participation Fees</p> <p>Discussion and vote on Paraprofessional Formula</p>
September 26 2023	<p>Presentation on Genius Hour from the 2022-2023 School Year</p> <p>Discussion/Presentation on Department Chairs</p>

October 10 2023	Presentation on PowerSchool and Aspen
October 24, 2023	Presentation on Teen Talk and Wellness Center Presentation on Auditorium Phase 2 BOE Guidance to Superintendent about FY25 Budget
November 14, 2023	Discussion of Clubs and Councils, Unified Sports Discussion of Potential New Administrative Budgetary Proposals

Memorandum

DATE: April 17, 2023
TO: Dr. Alan Addley, Superintendent of Schools
FROM: Richard Rudl, Director of Finance & Operations
SUBJECT: Financial Report through March 2023

Enclosed please find the attached:

1. FY 23 Financial Report through March 2023
2. List of accounting adjustments and transfers for March 2023
3. March PowerPoint
4. Grant Financial Report through March
5. Food Service Financial Report through March

Highlights of the Financial Report for FY 23:

The financial report through March 2023 shows a positive balance of \$864,678. The change from February totals \$137,489. The changes include:

- \$1,070 for additional parking fees.
- \$(4,542) for a long-term substitute for a paraprofessional.
- \$285 for Gate receipts for basketball
- \$(1,080) for the BOE share of the donation of a English Horn.
- \$141,756 for Excess Cost as our reimbursement rate has been increased from 70% to 73.7% from the State of Connecticut.

RC's	March 2023
General Education RC's	\$161,470
Special Education RC's	\$703,208
COVID	\$0
Total	\$864,678

RC 1 (DHS):

- There is a positive balance of \$4,034 in parking fees as we have exceeded collections based on projections.

RC 3 (MMS):

- Student Interns currently shows a positive balance of \$32,000 as we were not able to secure interns this year. There is a possibility this will be needed for substitutes as the year progresses.
- Clubs and Councils shows a positive balance of \$8,947 as the Geography Bee is not running this year.

RC 5 (Hindley):

- Student Interns currently shows a positive balance of \$7,350.

RC 7 (Holmes):

- There is a positive balance of \$1,387 in principal/director secretary as there was a week gap between the previous employee leaving and the new employee starting.
- There is a positive balance of \$179 in Teacher Aides due to turnover in the position.

RC 8 (Ox Ridge):

- There is a positive balance of \$2,319 as the enrichment club is not running this year.

RC 10 (Tokeneke)

- Student Interns currently shows a positive balance of \$7,350.

RC 11 (Athletics & PE):

- There is a positive balance of \$6,740 in gate receipts as Turkey Bowl and Football season exceeded projections.

RC 12 (Maintenance):

- There is an anticipated deficit of \$(30,000) in building rentals due to decline in revenue for Darien Arts Center, Dance on the Down Low.

RC13 (Music):

- There is a negative balance of \$(1,080) in equipment as this represents the BOE portion of the English Horn that was accepted as a donation at the BOE meeting on March 28th.

RC 18 (Personnel):

- Turnover has currently met our forecast of \$(689,100). Additionally, turnover was only achieved through a combination of FTE reductions, Non Certified and Administrator Turnover. Administrator and Non Certified Turnover was \$154,586, FTE reductions were \$83,366 (Mandarin, MMS Math, DHS WL and DHS Social Studies). Teacher Turnover was \$451,349.

- There is a positive balance \$1,655 in dues and memberships as the Teacher in Residence program only has one individual instead of two.

RC20 (Finance):

- There is a positive balance of \$1,311 in auditing services as the annual audit came in under budget.

RC23 (DSS):

- The Adult Education Cooperative with Stamford had less students than anticipated and thus shows a positive balance of \$2,500.

RC 24 (Special Education):

- We have received \$1,816,185 in excess cost reimbursement to date. This represents $\frac{3}{4}$ of the December 1st filing of \$3,459,400. As of the March 1st filing we have submitted claims on two additional students, resulting in a total submission of \$3,820,959. The State has announced an increase for this year to the reimbursement rate from 70% to 73.71%. This results in a total reimbursement of \$2,816,522. The final reimbursement from the State is expected to be received in May.

RC 25 (Fixed):

- General liability is forecasted with a positive balance of \$301.
- Student Accident Insurance is forecasted with a positive balance of \$1,976 based on favorable renewals with Bollinger.
- Health Insurance is forecasted with a positive balance of \$108,353. This is due to three under-enrolled elementary sections, one less teacher in residence, the Director of Security waiving insurance, and an increase in insurance due to a job share for a MMS nurse, and insurance for the newly created Director of Mental Health.
- Included in the Health Insurance-Longevity account is an assumption that four secretaries will participate in the Early Retirement Incentive program.
- Medicaid reimbursement has exceeded budget by \$5,000 due to additional consents received.

RC 26 (ELP):

- ELP revenue is forecasted as a deficit of \$(31,328) as we have 46 paying students against a budget of 49. We tend to enroll students throughout the year so this deficit could change as the year progresses.

RC	Fiscal Year Adjusted Budget	Forecast	Balance
RC 1 Darien High School	\$14,126,948	\$14,122,914	\$4,034
RC 2 Fitch Academy	\$562,597	\$562,597	\$0
RC 3 Middlesex	\$10,780,548	\$10,738,879	\$41,669
RC 5 Hindley	\$3,835,376	\$3,828,027	\$7,350
RC 7 Holmes	\$3,559,267	\$3,557,702	\$1,565

RC 8 Ox Ridge	\$4,174,265	\$4,171,946	\$2,319
RC 9 Royle	\$3,294,779	\$3,294,779	\$0
RC 10 Tokeneke	\$3663,258	\$3,655,908	\$7,350
RC 11 Athletics	\$2,015,354	\$2,008,614	\$6,740
RC 12 Maintenance	\$3,385,348	\$3,414,924	\$(29,576)
RC 13 Music	\$310,134	\$311,214	\$(1,080)
RC 14 Art	\$161,255	\$161,255	\$0
RC 15 Technology	\$3,378,704	\$3,378,704	\$0
RC 16 Administration	\$849,371	\$849,371	\$0
RC 17 Health	\$1,189,523	\$1,189,523	\$0
RC 18 Personnel	\$1,613,566	\$1,611,911	\$1,655
RC 19 Curriculum	\$2,765,704	\$2,765,704	\$0
RC 20 Finance	\$733,770	\$732,459	\$1,311
RC 21 Library/Media	\$152,426	\$152,426	\$0
RC 22 Technology Education	\$63,304	\$63,304	\$0
RC 23 Summer School	\$(160,526)	\$(163,026)	\$2,500
RC 24 Special Education	\$24,919,981	\$24,185,444	\$734,536
RC 25 Fixed Expenditures	\$23,033,295	\$22,917,662	\$115,633
RC 26 ELP	\$1,350,618	\$1,381,946	\$(31,328)
RC 27 Safety & Security	\$848,152	\$848,152	\$0
RC 28-COVID Reopening	\$0	\$0	\$0
Total	\$110,607,016	\$109,742,338	\$864,678

There is one transfer for BOE consideration and approval:

*	Account	RC	To:	From:	Description
D	Equipment	13	\$1,080		BOE Share of English Horn Donation
S	Auditing Services	20		\$1,080	Savings from annual audit

Grant Financial Report:

IDEA (2 Year Grant): The IDEA is a grant statute that provides federal funding for the education of children with disabilities and requires, as a condition for the receipt of such funds, that states agree to provide a free appropriate public education. The total award for FY22 is \$912,490

- Currently, we are forecasting a balance of \$139,324. We typically carry-over a similar amount each year to avoid grant compression.

IDEA 611 ARP Grant (2 Year Grant): The award for this grant is \$218,033 and will be supporting a SLP, Psychologist, 1 special education paraprofessional and assistive technology.

Special Education Stipend (1 Year Grant): This is a new grant received to support ESY services for \$15,000.

TITLE 1 (2 Year Grant): Title 1 is to ensure a high-quality education for every child, by providing extra help to students who need it most.

- Title I allocation is \$170,462, which supports professional development and a literacy interventionist.

TITLE II (2 Year Grant): Title II funds can be used to provide supplemental activities that strengthen the quality and effectiveness of teachers, principals, and other school leaders.

- Title II allocation is \$67,738, which will support professional development.

TITLE III (2 Year Grant): Title III funding is designed to improve the education of English learners (ELs) by helping them learn English and meet challenging state academic content and student academic achievement standards.

- Title III allocation is \$6,663
- Carry-over funding is providing for ESL resources.

TITLE IV (2 Year Grant): Title IV is funding to increase access to comprehensive school psychological services, improve school safety and school climate, and strengthen parent and community engagement.

- Title IV allocation is \$12,670
- Carry-over funding is supporting curriculum development and materials.

TEAM MENTOR (1 Year Grant): The TEAM grant is a grant provided by the CSDE to promote excellence, equity and high achievement for Connecticut students by engaging teachers in professional practice through guided support.

ESSER II-SPECIAL EDUCATION RECOVERY: The district was awarded \$124,500 from the State of CT for Special Education services. This grant will support 2 paraprofessionals as well as consulting services and homebound tutoring.

CT SEDS IMPLEMENTATION STIPEND: The district was awarded \$20,000 to continue the implementation and training of CT SEDs.

ARP ESSER FUNDS: This grant was awarded by the Federal Government to help re-open schools and support learning loss. Darien's award was \$1,025,905:

- The grant this year is supporting ESY services, recovery services in the area of OT, PT and consulting services and professional development.
- There is an available balance of \$88,592. We anticipate using the balance of this grant for a Wellness Center Coordinator in FY24.

UNIFIED CHAMPION SCHOOL GRANT: This grant was awarded to Ox Ridge Elementary School in the amount of \$750 by the Special Olympics of Connecticut to support unified sports at the elementary level and there is an additional \$34 from last year's grant available.

DARIEN FOUNDATION GRANT: This grant was funded to support robotics district wide. This is the second and last year of the grant. This grant funds the stipends for staff to run the program, supplies for the program and competition fees. We anticipate spending \$130,246 this year.

Food Service Financial Report:

The Food Service Fund through February has a profit of \$138,459 with its fund balance of \$570,790. We are forecasting a FY23 surplus of \$225,838. As discussed at the March Finance Committee we anticipate using \$94,017 of our fund balance to purchase various kitchen equipment to upgrade our kitchens, which will bring the anticipated fund balance down to \$564,151.

Monthly Financial Report
Through March 2023
Darien Board of Education

Highlights

Financial Report through March 2023

RC's	FY23
General Education RC's	\$161,470
Special Education RC's	\$703,208
COVID	\$0
Total	\$864,678

Monthly Financial Report – March 2023

Salaries: The positive variance within salaries is largely attributed to the following

Salary Savings/Turnover: \$2,287

Student Interns: \$46,700

Clubs and Councils: \$11,266

Total Salary Forecast: \$60,253

Monthly Financial Report – March 2023

Operating: The positive variance within operating is largely attributed to the following

Dues and Memberships: \$1,655

Auditing Services: \$1,311

Adult Education Cooperative: \$2,500

Total Operating Forecast: \$5,465

Monthly Financial Report – March 2023

Fixed: The positive variance within fixed is largely attributed to the following

General Liability Insurance: \$301

Health Insurance: \$108,355

Student Accident Insurance: \$1,976

Total Fixed Forecast: \$110,632

Monthly Financial Report – March 2023

Equipment: The negative variance within fixed is largely attributed to the following

Music Equipment: \$(1,080)

Total Equipment Forecast: \$(1,080)

Monthly Financial Report – March 2023

Revenue: The positive variance within revenue is largely attributed to the following

ELP Tuition: \$(31,328)

Excess Cost: \$734,537

Building Rentals: \$(30,000)

Parking Fees: \$4,034

Gate Receipts: \$6,740

Medicaid: \$5,000

Total Revenue Forecast: \$689,407

Transfer for BOE Consideration and Approval

*	Account	RC	To:	From:	Description
D	Music Equipment	13	\$1,080		BOE Portion of English Horn Donation
S	Auditing Services	20		\$1,080	Savings from annual audit

March Accounting Adjustments/Reconciliations
Requires Superintendent Approval per policy 3050

<u>Broad Category</u>	<u>Description</u>	<u>RC</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TO</u>	<u>FROM</u>	<u>Description</u>
Supplies	Accessions	21	02120806	023001	\$ 371.21		Library Books
Supplies	Online Subscriptions	21	02120806	023005		\$ 130.41	Library Books
Supplies	Dues, Memberships	21	02120806	025026		\$ 195.00	Library Books
Supplies	Periodicals	21	02120806	023003		\$ 45.80	Library Books
Supplies	General Office Supplies	17	01720109	025001	\$ 600.00		Standing Desks
Supplies	Health Supplies	17	01720109	042001		\$ 600.00	Standing Desks
Supplies	Teaching Supplies	15	01522009	024011	\$ 3,260.00		Copy Paper
Supplies	Teaching Supplies	3	00320338	024011		\$ 2,000.00	Copy Paper
Supplies	Teaching Supplies	8	00820838	024011		\$ 624.00	Copy Paper
Supplies	Teaching Supplies	23	02322009	024011		\$ 136.00	Copy Paper
Supplies	Teaching Supplies	26	02622009	024011		\$ 500.00	Copy Paper
Supplies	General Office Supplies	1	00120108	025001	\$ 3,000.00		Copy Paper
Supplies	Resouce Materials	1	00120108	023004		\$ 1,000.00	Copy Paper
Supplies	Audio Visual	1	00120108	023010		\$ 1,000.00	Copy Paper
Supplies	Textbook Replacements	1	00120118	022002		\$ 1,000.00	Copy Paper
Supplies	Hardware	12	01223009	074013	\$ 4,000.00		Hardware
Supplies	Resource Materials	3	00320307	023004		\$ 1,500.00	Hardware
Supplies	EL Resources	19	01922009	023006		\$ 2,500.00	Hardware
Supplies	Accessions	21	02120506	023001	\$ 284.56		Books
Supplies	Periodicals	21	02120506	023003		\$ 184.15	Books
Supplies	Online Subscriptions	21	02120506	023005		\$ 100.41	Books
Supplies	Lumber	12	01223009	074012	\$ 2,500.00		Lumber
Supplies	Health Supplies	17	01720109	042001		\$ 2,500.00	Lumber
Supplies	Printing	13	01320109	025014	\$ 59.00		Electrify Your Strings Program
Supplies	Classroom Reference	13	01320109	023002		\$ 59.00	Electrify Your Strings Program
Supplies	Propane	25	02530806	063002	\$ 6,200.00		Propane Heat
Supplies	Water	25	02530108	064001		\$ 6,200.00	Propane Heat
Property Service	HVAC	12	01223009	72048	\$ 2,300.00		Chiller Parts HS
Property Service	Improvement of Buildings	12	01223009	122000		\$ 2,300.00	Chiller Parts HS
Property Service	Repairs and Service	12	01223009	072044	\$ 4,425.00		Compressor
Property Service	Repairs and Service	15	01522009	072044		\$ 2,175.00	Compressor
Property Service	Repairs and Service	1	00120108	072044		\$ 2,250.00	Compressor
Property Service	Classroom Corridors	12	01223009	072016	\$ 1,100.00		Portable repair
Property Service	Care of Trees	12	01223009	062004		\$ 1,100.00	Portable repair
Property Service	Repairs and Service	12	01223009	072044	\$ 1,845.00		Generator Repairs
Property Service	Snow Removal	12	01223009	062003		\$ 1,845.00	Generator Repairs
Property Service	Improvement of Buildings	12	01223009	122000	\$ 1,400.00		Roof Repairs
Property Service	HVAC	12	01223009	72048		\$ 1,400.00	Roof Repairs
Property Service	Care of Grounds	12	01223009	065003	\$ 9,600.00		Spring cleanup
Property Service	Snow Removal	12	01223009	062003		\$ 9,600.00	Spring cleanup
Other Purch Svs	Interscholastics Transportation	11	01122009	052008	\$ 42,881.00		Bus Shortage
Other Purch Svs	Regular Transportation	25	02532009	052001		\$ 32,881.00	Bus Shortage
Other Purch Svs	Professional Development	24	02422009	025003		\$ 10,000.00	Bus Shortage
Salaries	Clubs and Councils	1	00116008	101003	\$ 11,448.00		AV support
Salaries	Student Interns	5	00510506	021317		\$ 9,350.00	AV support
Salaries	Long-Term subs	18	01810809	021300	\$ 17,000.00		LTS
Salaries	Student Interns	9	00910906	021317		\$ 17,000.00	LTS
Salaries	Long-Term subs	18	01810809	021300	\$ 4,650.00		LTS
Salaries	Student Interns	8	00810806	021317		\$ 4,650.00	LTS
Salaries	Curriculum Supervision	3	00310307	021220		\$ 2,098.00	AV support
Salaries	Assistant Principal	10	01011006	021202	\$ 500.00		DLC
Salaries	Column Change	18	01812009	011028		\$ 500.00	DLC
Salaries	Substitutes	1	00110108	021302	\$ 10,000.00		Shift from Building Subs to Daily
Salaries	Building Substitutes	1	00110108	021318		\$ 10,000.00	Shift from Building Subs to Daily
Salaries	Principal/Director Secretary	1	00110155	021501	\$ 840.00		Extra Hours, Sub scheduling
Salaries	Bursar	1	00110108	011013		\$ 840.00	Extra Hours, Sub scheduling
Salaries	Classroom Teachers	3	00310338	021301	\$ 43,612.00		Replacement for Sub

Salaries	Long-Term subs	18	01810109	021300		\$ 43,612.00	Replacement for Sub
Salaries	Long-Term subs	18	01810109	021300	\$ 21,822.00		LTS
Salaries	Teacher Aides	5	00510506	021603		\$ 21,822.00	LTS
Salaries	Principal/Director Secretary	8	00810806	021501	\$ 3,664.00		ELP Support
Salaries	Bursar	1	00110108	011013		\$ 3,664.00	ELP Support

GRANT FINANCIAL REPORT - MARCH 31, 2023

ACCOUNT IDEA 611 and 619

ACCOUNT	IDEA 611 and 619	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021603	INSTRUCTIONAL PARA-619	\$ 20,946	\$ 21,152	\$ 21,402	\$ 22,715	\$ -	\$ 22,715	\$ 16,520	\$ 6,195	\$ (0)	\$ 22,715	0.57	\$ (0)
021603	INSTRUCTIONAL PARA	\$ 253,112	\$ 301,920	\$ 266,090	\$ 408,962	\$ -	\$ 408,962	\$ 257,430	\$ 94,289	\$ 57,243	\$ 351,719	9.50	\$ 57,243
021303	SPECIAL ED TEACHERS	\$ 219,745	\$ 160,386	\$ 181,427	\$ 188,357	\$ (74,566)	\$ 113,791	\$ 46,732	\$ 21,537	\$ 45,522	\$ 68,269	1.00	\$ 45,522
021307	SPEECH TEACHERS	\$ 223,914	\$ 210,623	\$ 223,083	\$ 213,681	\$ 74,566	\$ 288,247	\$ 164,997	\$ 86,691	\$ 36,559	\$ 251,688	2.50	\$ 36,559
021403	PSYCHOLOGIST	\$ 94,126	\$ 61,588	\$ 69,946	\$ 78,775	\$ -	\$ 78,775	\$ 48,477	\$ 30,298	\$ -	\$ 78,775	1.05	\$ -
041002	LICENSED PRACTICAL NURSES	\$ -	\$ -	\$ 8,724	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL PERSONNEL	\$ 811,843	\$ 755,668	\$ 770,671	\$ 912,490	\$ 0	\$ 912,490	\$ 534,156	\$ 239,011	\$ 139,324	\$ 773,166	14.62	\$ 139,324

ACCOUNT IDEA 611 Carryover

ACCOUNT	IDEA 611 Carryover	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021603	INSTRUCTIONAL PARA-619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
021603	INSTRUCTIONAL PARA	\$ 41,011	\$ 6,067	\$ 93,086	\$ 93,762	\$ (93,762)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
021303	SPECIAL ED TEACHERS	\$ 29,771	\$ 9,468	\$ 3,098	\$ 18,573	\$ 94,376	\$ 112,949	\$ 69,507	\$ 43,442	\$ 0.10	\$ 112,949	1.00	\$ -
021307	SPEECH TEACHERS	\$ 34,805	\$ -	\$ 8,199	\$ 614	\$ (614)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
021403	PSYCHOLOGIST	\$ 14,255	\$ 5,367	\$ 5,484	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL PERSONNEL	\$ 119,842	\$ 20,901	\$ 109,868	\$ 112,949	\$ -	\$ 112,949	\$ 69,507	\$ 43,442	\$ 0.10	\$ 112,949	1.00	\$ 0

ACCOUNT IDEA 611 ARP and 619 ARP Carryover

ACCOUNT	IDEA 611 ARP and 619 ARP Carryover	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021307	SPEECH TEACHERS-611	\$ -	\$ -	\$ -	\$ 98,069	\$ (24,294)	\$ 73,775	\$ 45,400	\$ 28,375	\$ -	\$ 73,775	1.00	\$ -
021403	PSYCHOLOGIST-611	\$ -	\$ -	\$ -	\$ 86,650	\$ (915)	\$ 85,735	\$ 48,788	\$ 36,948	\$ -	\$ 85,735	1.00	\$ -
021603	INSTRUCTIONAL PARA-611	\$ -	\$ -	\$ -	\$ -	\$ 21,303	\$ 21,303	\$ 15,439	\$ 5,864	\$ (0)	\$ 21,303	0.50	\$ (0)
021603	INSTRUCTIONAL PARA-619	\$ -	\$ -	\$ -	\$ -	\$ 18,902	\$ 18,902	\$ 13,699	\$ 5,203	\$ (0)	\$ 18,902	0.50	\$ (0)
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ 184,719	\$ 14,996	\$ 199,715	\$ 123,326	\$ 76,389	\$ (0)	\$ 199,715	3.00	\$ (0)

OPERATING

021305	CONTRACTED SPEECH-611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
021305	CONTRACTED SPEECH-619	\$ -	\$ -	\$ -	\$ 18,902	\$ (18,902)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 18,902	\$ (18,902)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

EQUIPMENT

073001	EQUIP&FURN-SPED-611	\$ -	\$ -	\$ -	\$ 14,412	\$ 3,906	\$ 18,318	\$ 17,533	\$ 785	\$ (0)	\$ 18,318	-	\$ -
	TOTAL EQUIPMENT	\$ -	\$ -	\$ -	\$ 14,412	\$ 3,906	\$ 18,318	\$ 17,533	\$ 785	\$ (0)	\$ 18,318	-	\$ -

TOTAL IDEA 611 ARP and 619ARP

\$ - \$ - \$ - \$ 218,033 \$ - \$ 218,033 \$ 140,858 \$ 77,175 \$ (0) \$ 218,033 3.00 \$ (0)

TOTAL IDEA

\$ 931,685 \$ 776,570 \$ 880,539 \$ 1,243,472 0 \$ 1,243,473 \$ 744,521 \$ 359,628 \$ 139,324 \$ 1,104,149 18.6 \$ 139,324

ACCOUNT	SPECIAL EDUCATION STIPEND	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021603	INSTRUCTIONAL PARAS	\$ -	\$ -	\$ -	\$ 4,000	\$ (4,000)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
021308	ESY				\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	5,000		\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ 9,000	\$ (4,000)	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000	-	\$ -
012001	CONSULTANT SERVICES	\$ -	\$ -	\$ -	\$ 1,000	\$ 4,000	\$ 5,000	\$ 5,000	\$ -	\$ -	5,000	-	\$ -
025011	PUPIL EVALUATIONS	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	5,000	-	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 6,000	\$ 4,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000	-	\$ -

TOTAL SPECIAL EDUCATION STIPEND \$ - \$ - \$ - \$ 15,000 \$ 15,000 \$ - \$ - \$ 15,000 \$ - \$ -

ACCOUNT	TITLE I	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021301	CLASSROOM TEACHERS	\$ 44,632	\$ 45,094	\$ 59,591	\$ 82,785	\$ -	\$ 82,785	\$ 50,945	\$ 31,840	\$ -	82,785	1.00	\$ -
021312	CURRICULUM WRITING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
	TOTAL PERSONNEL	\$ 44,632	\$ 45,094	\$ 59,591	\$ 82,785	\$ -	\$ 82,785	\$ 50,945	\$ 31,840	\$ -	\$ 82,785	1.00	\$ -

ACCOUNT	OPERATING	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
025003	PROFESSIONAL DEVELOPMENT	\$ 56,781	\$ 18,978	\$ 98,356	\$ 33,127	\$ -	\$ 33,127	\$ 33,127	\$ -	\$ -	33,127	-	\$ -
012001	CONSULTANT SERVICES	\$ -	\$ 24,474	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ 500	500	-	\$ -
023004	RESOURCE MATERIALS	\$ 3,236	\$ 785	\$ 3,006	\$ 54,050	\$ -	\$ 54,050	\$ 50,421	\$ 367	\$ 3,262	54,050	-	\$ -
	TOTAL OPERATING	\$ 60,017	\$ 44,237	\$ 101,363	\$ 87,677	\$ -	\$ 87,677	\$ 83,548	\$ 367	\$ 3,762	\$ 87,677	-	\$ -

ACCOUNT	FIXED	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
082003	BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
	TOTAL FIXED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -

TOTAL TITLE I \$ 104,649 \$ 89,331 \$ 160,953 \$ 170,462 \$ 170,462 \$ 32,208 \$ 3,762 \$ 170,462 1.00 \$ -

ACCOUNT	TITLE I Carryover	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021301	CLASSROOM TEACHERS	\$ 27,094	\$ 30,143	\$ 26,629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
021312	CURRICULUM WRITING	\$ -	\$ -	\$ 14,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
	TOTAL PERSONNEL	\$ 27,094	\$ 30,143	\$ 41,535	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
	OPERATING												
025003	PROFESSIONAL DEVELOPMENT	\$ 3,965	\$ 3,219	\$ 970	\$ 2,544	\$ (2,544)	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
012001	CONSULTANT SERVICES	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ -	500	-	\$ -
023004	RESOURCE MATERIALS	\$ 7,128	\$ 23,857	\$ 5,215	\$ 5,666	\$ 2,544	\$ 8,209	\$ 8,209	\$ -	\$ -	8,209	-	\$ -
	TOTAL OPERATING	\$ 11,093	\$ 27,576	\$ 6,186	\$ 8,709	\$ -	\$ 8,709	\$ 8,709	\$ -	\$ -	\$ 8,709	-	\$ -

ACCOUNT	FIXED	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
082003	BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
	TOTAL FIXED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -

TOTAL TITLE I Carryover \$ 38,187 \$ 57,719 \$ 47,720 \$ 8,709 \$ 8,709 \$ - \$ - \$ 8,709 - \$ -

TOTAL TITLE I \$ 142,836 \$ 147,050 \$ 208,673 \$ 179,171 \$ 179,171 \$ 32,208 \$ 3,762 \$ 179,171 1.00 \$ -

ACCOUNT	TITLE II	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
013035	SOFTWARE	\$ -	\$ -	\$ 12,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023004	RESOURCE MATERIALS	\$ -	\$ -	\$ 9,987	\$ 10,738	\$ -	\$ 10,738	\$ -	\$ -	\$ 10,738	\$ 10,738	\$ -	\$ -
025003	PROFESSIONAL DEVELOPMENT	\$ 66,726	\$ 21,540	\$ -	\$ 57,000	\$ -	\$ 57,000	\$ 3,081	\$ 43,720	\$ 10,199	\$ 57,000	\$ -	\$ -
	TOTAL OPERATING	\$ 66,726	\$ 21,540	\$ 22,337	\$ 67,738	\$ -	\$ 67,738	\$ 3,081	\$ 43,720	\$ 20,937	\$ 67,738	\$ -	\$ -

TOTAL TITLE II \$ 66,726 \$ 21,540 \$ 22,337 \$ 67,738 \$ 67,738 \$ 20,937 \$ 67,738 \$ - \$ -

ACCOUNT	TITLE II Carryover	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ -	\$ -	\$ -	\$ 15,000	\$ (15,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ 15,000	\$ (15,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
013035	SOFTWARE	\$ -	\$ -	\$ -	\$ 850	\$ 4,000	\$ 4,850	\$ 4,850	\$ -	\$ (0)	\$ 4,850	\$ -	\$ -
023004	RESOURCE MATERIALS	\$ -	\$ -	\$ -	\$ 13	\$ -	\$ 13	\$ 13	\$ -	\$ -	\$ 13	\$ -	\$ -
025003	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ 34,888	\$ 34,452	\$ 11,000	\$ 45,452	\$ 45,452	\$ -	\$ -	\$ 45,452	\$ -	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ 34,888	\$ 35,315	\$ 15,000	\$ 50,315	\$ 50,315	\$ -	\$ (0)	\$ 50,315	\$ -	\$ -

TOTAL TITLE II Carryover \$ - \$ - \$ 34,888 \$ 50,315 \$ 50,315 \$ - \$ (0) \$ 50,315 \$ - \$ -

TOTAL TITLE II \$ 66,726 \$ 21,540 \$ 57,225 \$ 118,053 \$ 118,053 \$ 20,937 \$ 118,053 \$ - \$ -

ACCOUNT	TITLE III	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
012001	CONSULTANT SERVICES	\$ -	\$ -	\$ 817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023006	ESL RESOURCES	\$ 1,612	\$ -	\$ 10	\$ 6,663	\$ -	\$ 6,663	\$ 6,663	\$ -	\$ -	\$ 6,663	\$ -	\$ -
	TOTAL OPERATING	\$ 1,612	\$ -	\$ 827	\$ 6,663	\$ -	\$ 6,663	\$ 6,663	\$ -	\$ -	\$ 6,663	\$ -	\$ -

TOTAL TITLE III Carryover \$ - \$ - \$ 817 \$ 6,663 \$ 6,663 \$ - \$ - \$ 6,663 \$ - \$ -

ACCOUNT	TITLE III Carryover	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
012001	CONSULTANT SERVICES	\$ -	\$ -	\$ 2,933	\$ 3,772	\$ (3,772)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023006	ESL RESOURCES	\$ -	\$ 3,988	\$ 4,774	\$ 2,529	\$ 3,772	\$ 6,302	\$ 6,302	\$ -	\$ -	\$ 6,302	\$ -	\$ -
	TOTAL OPERATING	\$ -	\$ 3,988	\$ 7,707	\$ 6,302	\$ -	\$ 6,302	\$ 6,302	\$ -	\$ -	\$ 6,302	\$ -	\$ -

TOTAL TITLE III \$ 1,612 \$ 3,988 \$ 8,534 \$ 12,965 \$ 12,965 \$ - \$ - \$ 12,965 \$ - \$ -

ACCOUNT	TITLE IV	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ 1,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ 1,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025005	CURRICULUM RESEARCH & DEV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023004	RESOURCE MATERIALS	\$ -	\$ -	\$ -	\$ 12,670	\$ -	\$ 12,670	\$ 8,357	\$ -	\$ 4,313	\$ 8,357	\$ -	\$ 4,313
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 12,670	\$ -	\$ 12,670	\$ 8,357	\$ -	\$ 4,313	\$ 8,357	\$ -	\$ 4,313

TOTAL TITLE IV Carryover \$ - \$ - \$ - \$ 12,670 \$ 12,670 \$ - \$ - \$ 12,670 \$ - \$ -

ACCOUNT	TITLE IV Carryover	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ -	\$ 8,065	\$ 6,500	\$ 4,140	\$ (4,140)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ -	\$ 8,065	\$ 6,500	\$ 4,140	\$ (4,140)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025005	CURRICULUM RESEARCH & DEV	\$ 11,206	\$ 3,259	\$ -	\$ 3,000	\$ (3,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023004	RESOURCE MATERIALS	\$ 11,206	\$ 3,259	\$ 5,202	\$ 2,860	\$ 7,140	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -
	TOTAL OPERATING	\$ 11,206	\$ 3,259	\$ 5,202	\$ 5,860	\$ 4,140	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -

TOTAL TITLE IV \$ 13,141 \$ 11,324 \$ 11,702 \$ 22,670 \$ 22,670 \$ 18,357 \$ 18,357 \$ - \$ -

ACCOUNT	TEAM MENTOR GRANT	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
101003	CLUBS AND COUNCILS	\$ -	\$ 6,883	\$ 7,064	\$ 5,793	\$ -	\$ 5,793	\$ -	\$ -	\$ 5,793	\$ 5,793	-	\$ -
	TOTAL PERSONNEL	\$ -	\$ 6,883	\$ 7,064	\$ 5,793	\$ -	\$ 5,793	\$ -	\$ -	\$ 5,793	\$ 5,793	-	\$ -

TOTAL TEAM MENTOR GRANT \$ - \$ 6,883 \$ 7,064 \$ 5,793 \$ - \$ 5,793 \$ 5,793 \$ - \$ - \$ - \$ - \$ - \$ -

ACCOUNT	CORONAVIRUS RELIEF FUND*	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
074030	RESERVE FOR EMERGENCY REPAIR	\$ -	\$ 347,497	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL OPERATING	\$ -	\$ 347,497	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

TOTAL CORONAVIRUS RELIEF \$ - \$ 347,497 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -

ACCOUNT	ESSER*	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
074030	RESERVE FOR EMERGENCY REPAIR	\$ -	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
025030	COMPUTER SOFTWARE & SUPPLIES	\$ -	\$ 27,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL OPERATING	\$ -	\$ 69,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
123021	NEW COMPUTER EQUIPMENT	\$ -	\$ 64,634	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL EQUIPMENT	\$ -	\$ 64,634	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

TOTAL ESSER \$ - \$ 134,611 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -

ACCOUNT	ESSER II*	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021301	CLASSROOM TEACHERS	\$ -	\$ 218,695	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
011044	TECHNICIAN	\$ -	\$ 45,402	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL PERSONNEL	\$ -	\$ 264,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
074030	RESERVE FOR EMERGENCY REPAIR	\$ -	\$ 80,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
025030	COMPUTER SOFTWARE & SUPPLIES	\$ -	\$ 25,754	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
042001	HEALTH SUPPLIES	\$ -	\$ 83,357	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL OPERATING	\$ -	\$ 189,876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
123021	NEW COMPUTER EQUIPMENT	\$ -	\$ 142,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL EQUIPMENT	\$ -	\$ 142,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

TOTAL ESSER II \$ - \$ 596,805 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -

ACCOUNT	ESSER II - SPEC EDUC REC-Carryover	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021303	SPECIAL CLASS TEACHERS	\$ -	\$ -	\$ -	\$ -	\$ 19,500	\$ 19,500	\$ 6,763	\$ 12,737	\$ -	\$ 19,500	-	\$ -
021603	INSTRUCTIONAL PARA	\$ -	\$ -	\$ -	\$ -	\$ 80,410	\$ 80,410	\$ 58,480	\$ 21,930	\$ -	\$ 80,410	2.00	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ 99,910	\$ 99,910	\$ 65,243	\$ 34,667	\$ -	\$ 99,910	2.00	\$ -
012001	CONSULTING SERVICES	\$ -	\$ -	\$ -	\$ 40,000	\$ (15,410)	\$ 24,590	\$ 11,832	\$ 10,350	\$ 2,408	\$ 24,590	-	\$ -
021304	HOMEBOUND TUTORIAL	\$ -	\$ -	\$ -	\$ 19,500	\$ (19,500)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
021305	CONTRACTED SPEECH	\$ -	\$ -	\$ -	\$ 65,000	\$ (65,000)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 124,500	\$ (99,910)	\$ 24,590	\$ 11,832	\$ 10,350	\$ 2,408	\$ 24,590	-	\$ -

TOTAL ESSER II - SPEC EDUC RECOVERY \$ - \$ 124,500 \$ - \$ 0 \$ 124,500 \$ 77,074 \$ 45,017 \$ 2,408 \$ 124,500 2.00 \$ -

ACCOUNT	ARP ESSER FUNDS CARRYOVER	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
011031	DIRECTOR NURSING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021301	CLASSROOM TEACHERS	\$ -	\$ -	\$ -	\$ 35,452	\$ (35,452)	\$ (0)	\$ (0)	\$ -	\$ (0)	\$ -	\$ -	\$ (0)
021303	SPECIAL CLASS TEACHERS	\$ -	\$ -	\$ -	\$ 5,977	\$ (5,977)	\$ (0)	\$ (0)	\$ -	\$ (0)	\$ -	\$ -	\$ (0)
021403	PSYCHOLOGISTS	\$ -	\$ -	\$ -	\$ 8,475	\$ (8,475)	\$ (0)	\$ (0)	\$ -	\$ 0	\$ -	\$ -	\$ (0)
021602	CAMPUS MONITORS	\$ -	\$ -	\$ -	\$ 416	\$ (416)	\$ (0)	\$ (0)	\$ -	\$ (0)	\$ -	\$ -	\$ (0)
025003	SUBSTITUTE NURSES	\$ -	\$ -	\$ -	\$ 32	\$ (32)	\$ 0	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ 0
021308	ESY	\$ -	\$ -	\$ -	\$ 50,720	\$ (50,720)	\$ 50,720	\$ 50,720	\$ -	\$ 65,000	\$ 50,720	\$ -	\$ -
021413	WELLNESS COORDINATOR	\$ -	\$ -	\$ -	\$ 65,000	\$ (65,000)	\$ 65,000	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ 50,351	\$ 65,368	\$ 115,719	\$ 50,720	\$ -	\$ 65,000	\$ 50,720	\$ -	\$ 65,000
021304	HOMEBOUND TUTORIAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021305	CONTRACTED SPEECH	\$ -	\$ -	\$ -	\$ 363	\$ (363)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021308	ESY	\$ -	\$ -	\$ -	\$ 50,720	\$ (50,720)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021309	OCCUPATIONAL THERAPY	\$ -	\$ -	\$ -	\$ 5,787	\$ (5,787)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021311	CONTRACTED PHYSICAL THERAPY	\$ -	\$ -	\$ -	\$ 2,207	\$ (2,207)	\$ 0	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ 0
012001	CONSULTING SERVICES	\$ -	\$ -	\$ -	\$ 29,750	\$ (29,750)	\$ 0	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ 0
025003	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 9,155	\$ (9,155)	\$ 9,155	\$ 9,155	\$ -	\$ -	\$ 9,155	\$ -	\$ -
074030	EMERGENCY REPAIRS	\$ -	\$ -	\$ -	\$ 5,545	\$ (5,545)	\$ (0)	\$ -	\$ -	\$ (0)	\$ -	\$ -	\$ -
083006	RENTAL OF TOOLS & EQUIPMENT	\$ -	\$ -	\$ -	\$ 5	\$ (5)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 103,532	\$ (94,376)	\$ 9,155	\$ 9,155	\$ -	\$ 0	\$ 9,155	\$ 0	\$ 0
073400	EQUIPMENT TECHNOLOGY	\$ -	\$ -	\$ -	\$ 4,280	\$ (4,280)	\$ 29,008	\$ 33,288	\$ -	\$ 23,592	\$ 9,696	\$ -	\$ 23,592
	TOTAL EQUIPMENT	\$ -	\$ -	\$ -	\$ 4,280	\$ (4,280)	\$ 29,008	\$ 33,288	\$ -	\$ 23,592	\$ 9,696	\$ -	\$ 23,592
	TOTAL ARP ESSER FUNDS	\$ -	\$ -	\$ -	\$ 158,162	\$ -	\$ 158,162	\$ 69,571	\$ -	\$ 88,592	\$ 69,571	\$ -	\$ 88,592

ACCOUNT	TECHNOLOGY EDUCATION GRANT	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
123021	NEW COMPUTER EQUIPMENT	\$ 8,211	\$ 14,266	\$ 7,020	\$ 62	\$ 9,999	\$ 10,061	\$ 9,999	\$ -	\$ 62	\$ 10,061	\$ -	\$ -
	TOTAL EQUIPMENT	\$ 8,211	\$ 14,266	\$ 7,020	\$ 62	\$ 9,999	\$ 10,061	\$ 9,999	\$ -	\$ 62	\$ 10,061	\$ -	\$ -

	TOTAL TECH EDUCATION GRANT	\$ 8,211	\$ 14,266	\$ 7,020	\$ 62	\$ 9,999	\$ 10,061	\$ 9,999	\$ -	\$ 62	\$ 10,061	\$ -	\$ -
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ACCOUNT	UNIFIED CHAMPION SCHOOL GRANT	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
024011	TEACHING SUPPLIES	\$ -	\$ -	\$ 966	\$ 34	\$ 750	\$ 784	\$ 369	\$ -	\$ 414	\$ 784	\$ -	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ 966	\$ 34	\$ 750	\$ 784	\$ 369	\$ -	\$ 414	\$ 784	\$ -	\$ -
	TOTAL UNIFIED CHAMPION	\$ -	\$ -	\$ 966	\$ 34	\$ 750	\$ 784	\$ 369	\$ -	\$ 414	\$ 784	\$ -	\$ -

ACCOUNT	DARIEN FOUNDATION GRANT	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
101003	CLUBS AND COUNCILS			\$ 35,426	\$	\$	\$	\$	\$	\$	\$	\$	\$
	TOTAL PERSONNEL	\$	\$	\$ 35,426	\$	\$	\$	\$	\$	\$	\$	\$	\$
025003	PROFESSIONAL DEVELOPMENT			\$ 6,200	\$	\$	\$	\$	\$	\$	\$	\$	\$
024011	GENERAL TEACHING SUPPLIES			\$ 40,904	\$	\$	\$	\$	\$	\$	\$	\$	\$
025026	DUES AND FEES			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
052004	FIELD TRIPS			\$ 122	\$	\$	\$	\$	\$	\$	\$	\$	\$
	TOTAL OPERATING	\$	\$	\$ 47,226	\$	\$	\$	\$	\$	\$	\$	\$	\$
123021	NEW COMPUTER EQUIPMENT	\$	\$	\$ 103	\$	\$	\$	\$	\$	\$	\$	\$	\$
	TOTAL EQUIPMENT	\$	\$	\$ 103	\$	\$	\$	\$	\$	\$	\$	\$	\$
	TOTAL DARIEN FOUNDATION GRANT	\$	\$	\$ 82,754	\$	\$	\$	\$	\$	\$	\$	\$	\$

ACCOUNT	DARIEN FDTN GRANT CARRYOVER	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
101003	CLUBS AND COUNCILS			\$	\$ 26,458	\$ 5,255	\$ 31,713	\$ 18,696	\$ 13,017	\$	\$ 31,713	\$	\$
	TOTAL PERSONNEL	\$	\$	\$	\$ 26,458	\$ 5,255	\$ 31,713	\$ 18,696	\$ 13,017	\$	\$ 31,713	\$	\$
025003	PROFESSIONAL DEVELOPMENT			\$	\$ 3,800	\$ 3,200	\$ 7,000	\$ 6,913	\$	\$ 87	\$ 7,000	\$	\$
024011	GENERAL TEACHING SUPPLIES			\$	\$ 35,212	\$ 20,000	\$ 55,212	\$ 54,774	\$ 438	\$	\$ 55,212	\$	\$
025026	DUES AND FEES			\$	\$ 38,000	\$ (26,322)	\$ 11,678	\$ 6,000	\$	\$ 5,678	\$ 11,678	\$	\$
052004	FIELD TRIPS			\$	\$ 1,878	\$	\$ 1,878	\$ 950	\$	\$ 928	\$ 1,878	\$	\$
	TOTAL OPERATING	\$	\$	\$	\$ 78,890	\$ (3,122)	\$ 75,768	\$ 68,637	\$ 438	\$ 6,693	\$ 75,768	\$	\$
123021	NEW COMPUTER EQUIPMENT	\$	\$	\$	\$ 24,897	\$ (2,133)	\$ 22,764	\$ 15,999	\$ 2,160	\$ 4,606	\$ 22,764	\$	\$
	TOTAL EQUIPMENT	\$	\$	\$	\$ 24,897	\$ (2,133)	\$ 22,764	\$ 15,999	\$ 2,160	\$ 4,606	\$ 22,764	\$	\$
	TOTAL DARIEN FOUNDATION GRANT	\$	\$	\$	\$ 130,246	\$	\$ 130,246	\$ 103,332	\$ 15,615	\$ 11,299	\$ 130,246	\$	\$

CATEGORY	ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
Personnel	\$ 1,005,346	\$ 1,130,852	\$ 1,447,501	\$ 1,423,685	\$ 162,390	\$ 1,586,075	\$ 917,592	\$ 438,367	\$ 230,117	\$ 1,381,752	\$ 21,621	\$ 204,324
Operating	\$ 150,655	\$ 707,950	\$ 452,609	\$ 562,792	\$ (192,420)	\$ 370,371	\$ 276,967	\$ 54,876	\$ 38,528	\$ 366,058	\$	\$ 4,313
Fixed	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Equipment	\$ 8,211	\$ 221,732	\$ 252,111	\$ 43,651	\$ 40,780	\$ 84,432	\$ 53,227	\$ 2,945	\$ 28,260	\$ 60,839	\$	\$ 23,592
Total Grant Expenses	\$ 1,164,211	\$ 2,060,534	\$ 2,152,220	\$ 2,030,128	\$ 10,750	\$ 2,040,878	\$ 1,247,786	\$ 496,188	\$ 296,905	\$ 1,808,649	\$ 21,621	\$ 232,229

*ESSER I, ESSER II, and CORONAVIRUS RELIEF FUNDS are reflected as reimbursements in the general operating budget.

Dartmouth Public Schools
Monthly Financial Report
2022-2023

ACCT #	RC - 1 DARTMOUTH HIGH SCHOOL	ACTUAL			ORIG	ADJ.	REV.	YTD	ENCUM.	AVAIL.	FORE-	CURR	YR. END
		2019 - 2020	2020-2021	2021-2022									
1	11013 BURSAR/ADMINISTRATIVE ASSIST	110,384	116,292	128,566	135,881	(472)	135,409	98,287	34,206	2,917	135,409	1.80	-
2	21101 PRINCIPAL	208,085	213,287	217,553	221,904	-	221,904	170,695	51,209	(0)	221,904	1.00	-
3	21102 ASSISTANT PRINCIPAL	519,480	556,200	567,324	578,670	-	578,670	445,131	133,539	(0)	578,670	3.00	-
4	21201 DIRECTOR OF GUIDANCE	157,205	161,135	164,358	167,645	-	167,645	128,958	38,687	0	167,645	1.00	-
5	21215 DEPARTMENT CHAIRS	552,984	566,788	578,108	589,655	-	589,655	376,132	213,524	(1)	589,655	4.00	-
6	21220 CURRICULUM SUPERVISION	35,022	42,273	36,596	41,506	(2,314)	39,192	25,307	13,885	1	39,192	0.20	-
7	11012 ART TEACHERS	430,658	439,482	396,645	416,067	-	416,067	269,952	146,115	(0)	416,067	5.67	-
8	11014 BUSINESS TEACHERS	81,999	85,790	113,221	118,278	-	118,278	75,532	42,746	0	118,278	1.40	-
9	11016 COMPUTER TEACHERS	43,517	44,170	57,613	59,561	-	59,561	43,317	16,244	(1)	59,561	0.80	-
10	11018 ENGLISH TEACHERS	1,647,266	1,549,637	1,538,254	1,620,366	(12,486)	1,607,880	1,041,459	566,420	1	1,607,880	13.80	-
11	11014 FOR LANG. TEACHERS	1,175,783	1,186,647	1,307,479	1,344,260	50,248	1,394,508	903,716	490,791	1	1,394,508	13.80	-
12	110130 MATH TEACHERS	1,290,195	1,283,721	1,379,449	1,435,392	21,343	1,456,735	963,559	493,176	0	1,456,735	16.60	-
13	110132 MUSIC TEACHERS	245,807	259,219	266,564	274,187	-	274,187	168,730	105,456	1	274,187	2.50	-
14	110134 PHYSICAL ED. TEACHERS	606,061	624,579	650,982	667,250	(19,284)	647,966	432,256	215,709	0	647,966	6.00	-
15	110136 READING TEACHERS	116,676	118,426	120,202	122,005	-	122,005	75,080	46,925	-	122,005	1.00	-
16	110138 SCIENCE TEACHERS	1,656,605	1,621,946	1,726,597	1,785,044	(33,435)	1,751,609	1,138,447	593,158	4	1,751,609	18.70	-
17	110142 SOCIAL STUDIES TEACHERS	1,529,976	1,552,536	1,639,440	1,698,270	(78,660)	1,619,610	1,023,559	596,051	0	1,619,610	17.60	-
18	110144 TECH ED. TEACHERS	270,037	286,403	306,262	313,822	2,680	316,502	207,799	108,703	0	316,502	2.80	-
19	21306 TEACHERS OF THE GIFTED	14,141	14,255	22,605	31,726	(8,144)	23,582	14,512	9,070	0	23,582	0.40	-
20	21302 SUBSTITUTE TEACHERS	40,164	75,875	102,594	53,550	57,450	111,000	82,685	-	28,315	111,000	-	-
21	21318 BUILDING SUBSTITUTES	9,500	37,125	28,937	35,000	(10,000)	25,000	15,188	-	9,813	25,000	-	-
22	21317 STUDENT INTERNS	30,600	22,950	9,050	32,000	(32,000)	-	-	-	-	-	-	-
23	21401 LIBRARIANS	180,225	152,240	215,124	220,859	14,139	234,998	144,312	90,686	-	234,998	2.00	-
24	21402 GUIDANCE	656,389	682,877	698,659	756,599	(16,861)	739,738	467,289	266,440	5,930	739,738	8.00	-
25	21501 PRINCIPAL/DIRECTOR SECRETARY	194,815	184,899	190,752	189,006	840	189,846	140,913	48,778	355	189,846	3.00	-
26	21502 GUIDANCE SECRETARIES	122,287	124,743	128,215	131,104	-	131,104	98,529	32,575	0	131,104	2.00	-
27	21603 TEACHER AIDES	119,134	119,134	80,850	82,671	-	82,671	60,124	22,546	1	82,671	2.00	-
28	61001 CUSTODIANS	546,336	548,907	530,229	549,992	15,237	565,229	423,512	133,701	8,016	565,229	7.00	-
29	101003 CLUBS AND COUNCILS	250,605	241,166	274,682	255,611	23,733	279,344	184,820	78,582	15,943	279,344	-	-
30	TOTAL PERSONNEL	13,098,094	13,112,087	13,679,817	13,927,681	(27,986)	13,899,696	9,239,798	4,588,603	71,294	13,899,696	139.07	-

31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1232	1233	1234	1235	1236	1237	123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	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE. CAST	CURR STF	YR. END EST.
RC - 2 FITCH ACADEMY												
21301 ALTERNATIVE SCHOOL	382,833	410,750	420,599	440,474	1,854	442,328	288,342	153,954	32	442,328	460	-
21603 TEACHER AIDES	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PERSONNEL	382,833	410,750	420,600	440,474	1,854	442,328	288,342	153,954	32	442,328	460	-
25007 INSTRUCTIONAL SUPPLIES	-	332	1,364	1,500	(500)	1,000	332	-	668	1,000	-	-
25019 COMPUTER INSTRUCTION SUPPLIES	436	-	-	-	-	-	-	-	-	-	-	-
25901 GENERAL TEACHING SUPPLIES	3,182	1,267	1,469	1,500	(500)	1,000	1,000	-	-	1,000	-	-
13015 LOCAL TRAVEL EXPENSE	-	-	-	250	(90)	160	-	-	160	-	-	-
102012 LEASES PROPERTY	84,867	95,663	99,398	110,627	7,482	118,109	96,054	22,055	-	118,109	-	-
TOTAL OPERATING	88,485	97,262	102,231	113,877	6,392	120,269	97,385	22,055	828	120,269	-	-
TOTAL FITCH ACADEMY	471,318	508,012	522,831	554,351	8,246	562,597	385,728	176,009	860	562,597	460	-

		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL.	FORE-	CURR	YR END
		2019 - 2020	2020-2021	2021-2022	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
81	RC-3 MIDDLESEX MIDDLE SCHOOL												
82	21101 PRINCIPAL	194,511	199,374	243,618	207,428	1,000	208,428	160,287	48,141	-	208,428	1.00	-
83	21102 ASSISTANT PRINCIPAL	309,867	333,817	338,985	345,765	(39,003)	306,762	229,834	76,206	722	306,040	2.00	722
84	21215 DEPARTMENT CHAIRS	138,246	141,697	144,527	147,415	-	147,415	94,033	53,381	1	147,415	1.00	-
85	21220 CURRICULUM SUPERVISION	67,780	61,006	62,547	103,701	(40,982)	62,719	43,900	18,818	1	62,719	1.00	-
86	31012 ART TEACHERS	164,032	160,891	164,670	202,977	(44,390)	158,587	107,348	51,239	0	158,587	3.00	-
87	31031 COMPUTER TEACHERS	166,136	170,418	175,036	179,826	-	179,826	123,305	56,521	(0)	179,826	2.00	-
88	31032 ENGLISH TEACHERS	1,411,475	1,422,640	1,463,982	1,521,529	(60,656)	1,460,873	921,282	539,591	0	1,460,873	16.00	-
89	31022 HEALTHY LIVING	63,081	119,431	128,211	127,407	-	127,407	86,063	41,344	1	127,407	2.00	-
90	31034 FOR LANG. TEACHERS	951,560	888,633	918,689	1,056,674	(32,392)	1,024,282	672,018	352,263	1	1,024,282	13.00	-
91	31033 MUSIC TEACHERS	596,338	513,098	559,686	587,893	(22,249)	565,644	361,739	203,904	0	565,644	6.00	-
92	31034 PHYSICAL EDUCATION TEACHERS	557,097	576,280	596,899	624,053	-	624,053	397,061	226,992	0	624,053	6.00	-
93	31032 SOCIAL STUDIES TEACHERS	1,128,663	1,070,116	1,143,748	1,241,345	(57,433)	1,183,872	730,796	452,879	197	1,183,872	12.00	-
94	31038 SCIENCE TEACHERS	1,073,667	1,077,755	1,080,630	1,156,508	(72,933)	1,083,575	678,962	404,612	0	1,083,575	12.00	-
95	31044 TECH ED. TEACHERS	216,114	219,356	222,646	225,986	-	225,986	151,711	74,275	0	225,986	2.00	-
96	21302 SUBSTITUTE TEACHERS	40,730	112,766	96,336	49,000	37,500	86,500	65,750	-	20,750	86,500	1.60	-
97	21306 TEACHERS OF THE GIFTED	108,057	94,103	96,848	99,699	85,007	184,706	134,261	50,445	(0)	184,706	1.60	-
98	21317 STUDENT INTERNS	30,600	15,000	1,400	32,000	-	32,000	-	3,825	32,000	-	-	32,000
99	21318 BUILDING SUBSTITUTES	207,490	213,605	105,863	116,441	-	116,441	71,656	44,785	-	116,441	1.00	-
100	21401 GUIDANCE	454,741	469,604	487,116	501,755	(49,870)	451,885	297,941	152,944	1,000	451,885	6.00	-
101	21501 PRINCIPAL/DIRECTOR SECRETARY	231,289	239,060	240,649	247,034	(596)	246,438	184,975	61,283	180	246,438	4.00	-
102	21502 GUIDANCE SECRETARIES	71,273	72,702	74,150	75,814	-	75,814	58,318	17,496	0	75,814	1.00	-
103	21603 TEACHER AIDES	39,016	-	39,488	41,510	(8)	41,502	30,183	11,319	0	41,502	1.00	-
104	21608 LUNCH MONITORS	-	-	-	-	-	-	-	-	-	-	-	-
105	61001 CUSTOMARIANS	522,490	536,024	544,291	539,141	21,887	561,028	418,579	129,490	12,959	561,028	7.00	-
106	61003 CLUBS AND COUNCILS	118,186	107,845	92,830	124,658	(6,987)	117,671	69,190	27,542	20,940	108,724	-	8,947
107	TOTAL PERSONNEL	10,286,234	10,235,573	10,492,714	11,004,098	(314,098)	10,690,000	7,035,808	3,561,978	92,263	10,648,331	1111.60	41,669

		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
		2019 - 2020	2020-2021	2021-2022	APPRO	ADL	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
113	OPERATING												
114													
115	22002 TEXTBOOKS-REPLACEMENTS	5,099		11,551	15,101	(650)	14,451	12,568	1,030	853	14,451		-
116	22003 TEXTBOOKS-CONSUMABLES	-	-	-	-	(1,550)	1,250	183	-	1,068	1,250		-
117	23002 CLASSROOM REFERENCE	1,273	747	1,300	2,800	-	3,105	2,366	-	739	3,105		-
118	23003 PERIODICALS	271	2,097	1,798	3,105	-	2,165	512	17	1,636	2,165		-
119	23004 RESOURCE MATERIALS	2,178	3,493	3,298	3,665	(1,500)	-	-	-	-	-		-
120	23010 MEDIA CONSUMABLES	1,563	1,325	1,700	1,700	(1,700)	-	-	-	-	-		-
121	24011 GENERAL TEACHING SUPPLIES	34,649	38,775	38,484	64,046	(9,525)	54,521	32,257	7,614	14,650	54,521		-
122	25001 MISC. OFFICE SUPPLIES	3,759	5,965	7,966	7,750	750	8,500	7,334	218	948	8,500		-
123	25003 PROFESSIONAL DEVELOPMENT	2,087	4,946	2,149	2,200	-	2,200	1,095	-	1,105	2,200		-
124	25008 GUIDANCE MATERIALS	286	422	514	600	-	600	600	-	-	600		-
125	25026 DUES AND MEMBERSHIPS	2,090	1,622	2,574	4,520	(1,264)	3,256	2,589	664	3	3,256		-
126	102003 OTHER STUDENT ACTIVITIES	-	-	-	-	-	500	-	-	500	-		-
127	102005 STUDENT ACTIVITY FUND	-	-	-	-	-	-	398	-	-	-		-
128	72004 REPAIRS AND SERVICE CONTRACT	-	-	-	-	-	-	-	-	-	-		-
129	TOTAL OPERATING	57,775	75,134	80,609	105,987	(15,439)	90,548	59,901	9,543	21,502	90,548		-
130	EQUIPMENT												
131	73001 REPLACEMENT FURN/EQUIPMENT	-	-	-	-	-	-	-	-	-	-		-
132													
133	TOTAL EQUIPMENT	-	-	-	-	-	-	-	-	-	-		-
134													
135	TOTAL MIDDLESEX MIDDLE SCHOOL	10,344,000	10,310,707	10,573,222	11,110,085	(329,537)	10,780,548	7,095,709	3,571,471	113,765	10,738,879	111,660	41,669
136													

RC - 5 HINDLEY ELEMENTARY SCHOOL													137
		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL.	FORE-	CURR	138
		2019 - 2020	2020-2021	2021-2022	APPRO	ADJ.	BUD.	EXP	REQUIS.	BUD.	CAST	STF	139
												EST.	140
137	21101	188,235	192,941	196,800	200,736	-	200,736	154,412	46,324	(0)	200,736	1.00	141
140	21102	135,831	139,227	284,024	289,704	-	289,704	178,279	111,425	0	289,704	2.00	142
141	21220	17,758	18,949	19,916	20,316	1,068	21,384	16,293	5,091	-	21,384	4.00	143
142	310597	248,378	317,935	339,269	346,005	(30,533)	346,005	224,448	121,557	(0)	346,005	4.00	144
143	310501	348,656	251,997	322,127	394,718	(72,807)	364,183	211,027	153,156	(0)	364,183	3.00	145
144	310502	308,098	425,409	323,624	405,214	8,124	332,407	217,201	115,206	0	332,407	4.00	146
145	310503	356,440	304,143	330,820	366,654	(45,845)	374,778	230,632	144,145	0	374,778	4.00	147
146	310504	316,211	275,985	195,540	296,661	-	252,816	164,082	88,724	0	252,816	3.00	148
147	310505	336,361	295,189	398,871	320,902	-	320,902	209,382	111,520	0	320,902	3.00	149
148	510534	68,720	72,085	75,613	79,316	(3,344)	79,316	48,810	30,506	(0)	79,316	1.00	150
149	510534	106,618	111,838	146,891	147,561	(3,000)	142,217	89,672	52,545	0	142,217	1.00	151
150	21302	10,319	3,970	550	3,000	-	3,000	1,200	-	1,800	3,000	0.40	152
151	21306	48,020	48,741	49,472	50,214	(5,017)	45,197	27,814	17,384	(0)	45,197	2.10	153
152	21313	181,944	186,815	172,830	178,245	(51,644)	178,245	119,803	58,442	-	178,245	2.10	154
153	21314	108,057	109,678	111,323	112,993	(9,350)	61,349	37,753	23,596	7,350	61,349	1.00	155
154	21317	30,600	16,000	32,000	32,000	8,750	22,650	15,300	-	6,463	30,000	1.00	156
155	21318	17,350	21,313	27,313	21,250	-	30,000	19,713	3,825	0	112,993	1.00	157
156	21401	108,057	109,678	64,847	70,027	-	70,027	69,534	43,459	0	70,027	1.00	158
157	21403	82,367	111,323	115,583	118,169	(25,603)	118,169	88,622	29,547	0	118,169	2.00	159
158	21501	111,091	113,322	115,583	163,253	-	137,650	104,096	33,554	0	137,650	4.00	160
159	21603	190,974	194,995	159,667	32,400	-	32,400	22,026	55,474	10,374	32,400	0.92	161
160	21608	-	-	31,110	233,152	(1,052)	239,857	181,149	3,233	-	239,857	3.00	162
161	61001	225,112	230,119	235,777	6,786	-	5,734	3,923	1,811	-	5,734	-	163
162	101003	6,600	2,200	2,218	4,004,269	(222,550)	3,781,719	2,482,576	1,269,923	29,221	3,774,370	43.32	164
163	TOTAL PERSONNEL	3,588,225	3,544,653	3,635,966									165
164	TOTAL OPERATING												166
165	22002	669	2,873	876	1,305	-	1,305	648	184	473	1,305	-	167
166	22003	26,537	24,149	23,654	27,498	1,000	28,498	26,781	1,707	10	28,498	-	168
167	23002	956	878	767	521	-	521	410	-	111	521	-	169
168	23003	-	201	-	260	(260)	-	-	-	-	-	-	170
169	23010	101	278	-	260	-	260	250	-	10	260	-	171
170	24011	16,952	18,797	17,580	18,483	(1,000)	17,483	17,389	33	62	17,483	-	172
171	25001	201	488	814	1,000	-	1,000	682	218	101	1,000	-	173
172	25002	-	232	52	500	-	500	337	-	163	500	-	174
173	25003	714	1,728	795	1,495	223	1,718	859	859	-	1,718	-	175
174	25026	99	-	-	400	(28)	372	79	-	293	372	-	176
175	102005	-	-	-	-	-	-	-	-	-	-	-	177
176	TOTAL OPERATING	46,925	53,335	44,854	51,722	(65)	51,657	47,434	3,000	1,222	51,657	-	178
177	TOTAL OPERATING												179
178	7301	-	-	2,000	2,000	-	2,000	934	645	421	2,000	-	180
179	EQUIPMENT & FURNITURE												181
180	7301	-	-	2,000	2,000	-	2,000	934	645	421	2,000	-	182
181	TOTAL HINDLEY ELEMENTARY SCH.	3,635,150	3,597,988	3,682,820	4,057,991	(222,615)	3,835,376	2,530,944	1,273,569	30,864	3,828,027	43.32	183
182													
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RC - 7 HOLMES ELEMENTARY SCHOOL		ACTUAL		ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL.	FORE-	CURR	YR. END
		2019 - 2020	2020-2021											
184	PRINCIPAL	188,235	192,941	196,800	200,736	-	-	200,736	154,412	46,324	(0)	200,736	1.00	(0)
185	ASSISTANT PRINCIPAL	135,831	139,227	284,024	289,704	-	-	289,704	178,279	111,425	0	289,704	2.00	-
186	CURRICULUM SUPERVISION	18,333	19,756	19,654	20,314	265	265	20,314	14,720	6,094	-	20,314	4.00	-
187	KINDERGARTEN TEACHERS	310,979	236,587	317,153	332,588	(18,606)	(18,606)	313,982	207,726	106,256	0	313,982	4.00	-
188	GRADE 1 TEACHERS	221,189	350,262	326,924	341,460	(86,878)	(86,878)	254,582	168,410	86,172	-	254,582	4.00	-
189	GRADE 2 TEACHERS	322,915	252,297	362,090	312,179	(24,123)	(24,123)	288,056	177,108	110,947	0	288,056	3.00	-
190	GRADE 3 TEACHERS	305,650	316,468	328,463	340,130	(11,892)	(11,892)	328,238	215,021	113,217	0	328,238	4.00	-
191	GRADE 4 TEACHERS	203,280	296,160	264,981	305,533	(55,461)	(55,461)	250,072	162,924	87,149	(0)	250,072	3.00	-
192	GRADE 5 TEACHERS	362,292	262,066	350,332	368,497	-	-	368,497	238,289	130,208	(0)	368,497	4.00	-
193	FOREIGN LANGUAGE TEACHER	62,096	65,035	68,112	71,335	(68,106)	(68,106)	3,029	3,028	-	1	3,029	1.00	-
194	SUBSTITUTE TEACHERS	98,725	79,161	82,821	86,650	-	-	86,650	53,323	33,327	0	86,650	1.00	-
195	BUILDING SUBSTITUTES	8,794	13,358	6,519	5,000	500	500	5,500	4,193	-	1,307	5,500	1.00	-
196	TEACHERS OF THE GIFTED	27,650	34,875	16,688	31,875	(17,975)	(17,975)	13,900	8,750	-	5,150	13,900	0.30	-
197	MUSIC TEACHERS	43,199	47,191	44,504	45,172	(14,485)	(14,485)	30,687	22,309	8,378	(0)	30,687	2.20	-
198	ART TEACHERS	90,806	97,669	102,451	107,304	(5,082)	(5,082)	102,222	62,045	40,176	1	102,222	1.20	-
199	STUDENT INTERNS	23,400	15,500	32,000	32,000	(1,200)	(1,200)	30,300	30,300	-	-	30,300	1.00	-
200	LIBRARIANS	54,004	56,925	44,683	63,861	-	-	63,861	39,299	24,562	0	63,861	1.00	-
201	PSYCHOLOGISTS	105,396	109,503	112,816	115,901	(25,389)	(25,389)	90,513	55,700	34,812	1	90,513	1.00	-
202	PRINCIPAL/DIRECTOR SECRETARY	112,395	114,642	116,936	119,555	-	-	119,555	89,012	29,157	1,387	118,169	2.00	1,387
203	TEACHER AIDES	192,057	195,570	159,758	184,456	(21,220)	(21,220)	163,236	118,587	44,470	179	163,057	4.00	179
204	LUNCH MONITORS	233,845	236,237	238,112	233,797	6,824	6,824	240,621	181,703	55,652	3,266	240,621	0.92	-
205	CLUBS AND COUNCILS	5,742	4,400	5,647	6,786	(1,946)	(1,946)	4,840	3,312	1,528	0	4,840	3.00	-
206	TOTAL PERSONNEL	3,367,774	3,380,663	3,544,261	3,876,520	(372,591)	(372,591)	3,503,929	2,361,154	1,121,817	20,958	3,502,364	42.62	1,565
207	OPERATING	2,149	250	276	1,353	-	-	1,353	80	-	1,273	1,353	-	-
208	TEXTBOOKS-REPLACEMENTS	27,027	29,739	27,627	28,410	-	-	28,410	26,410	108	1,892	28,410	-	-
209	TEXTBOOKS-CONSUMABLES	970	735	309	540	-	-	540	-	-	540	540	-	-
210	CLASSROOM REFERENCE	265	89	1,186	270	-	-	270	218	-	52	270	-	-
211	PERIODICALS	-	-	153	270	-	-	270	-	-	270	270	-	-
212	AUDIO VISUAL CONSUMABLES	22,025	17,047	17,047	19,165	-	-	19,165	10,730	1,442	6,993	19,165	-	-
213	GENERAL TEACHING SUPPLIES	957	996	918	1,000	-	-	1,000	361	370	269	1,000	-	-
214	MISC. OFFICE SUPPLIES	480	444	484	500	-	-	500	-	-	500	500	-	-
215	PROFESSIONAL LIBRARY PURCHASE	1,559	413	1,599	1,495	(65)	(65)	1,430	632	-	798	1,430	-	-
216	PROFESSIONAL DEVELOPMENT	120	-	89	400	-	-	400	89	-	311	400	-	-
217	DUES AND MEMBERSHIPS	-	-	-	-	-	-	-	-	-	-	-	-	-
218	STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	-	-	-	-	-	-
219	TOTAL OPERATING	60,315	54,576	50,457	53,403	(65)	(65)	53,338	38,520	1,920	12,898	53,338	-	-
220	EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	-
221	EQUIPMENT AND FURNITURE	1,966	-	1,810	2,000	-	-	2,000	1,186	810	4	2,000	-	-
222	TOTAL HOLMES SCHOOL	3,420,056	3,435,539	3,596,528	3,931,923	(372,656)	(372,656)	3,559,267	2,400,859	1,124,547	33,861	3,557,702	42.62	1,565

RC - 8 OX RIDGE ELEMENTARY SCHOOL														230
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RC - 10	TOKENEKE ELEMENTARY SCHOOL	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.
322	21101 PRINCIPAL	188,235	192,941	196,800	200,736	-	200,736	154,412	46,324	(0)	200,736	1.00	(0)
323	21102 ASSISTANT PRINCIPAL	135,831	139,227	284,024	289,704	(21,227)	268,477	164,954	103,522	1	268,477	2.00	-
324	21220 CURRICULUM SUPERVISION	17,758	19,055	19,916	20,316	801	21,117	14,782	6,335	-	21,117	4.00	-
325	1011097 KINDERGARTEN TEACHERS	203,407	213,582	224,837	313,158	9,978	323,136	208,116	115,020	0	323,136	4.00	-
326	1011001 GRADE 1 TEACHERS	250,356	289,097	209,485	219,209	103,017	322,226	198,294	123,932	(0)	322,226	4.00	-
327	1011002 GRADE 2 TEACHERS	279,195	285,525	390,943	338,979	(2)	338,977	208,600	130,376	1	338,977	3.00	-
328	1011003 GRADE 3 TEACHERS	322,579	336,766	182,996	235,286	(2,076)	253,210	155,107	98,103	0	253,210	4.00	-
329	1011004 GRADE 4 TEACHERS	402,508	292,482	323,303	275,823	(54,029)	221,784	144,629	77,155	0	221,784	3.00	-
330	1011005 GRADE 5 TEACHERS	332,303	293,034	378,721	389,702	-	389,702	229,816	149,885	0	389,702	4.00	-
331	1011024 FOREIGN LANGUAGE TEACHER	72,680	76,040	79,557	83,235	38,770	122,005	75,080	46,925	-	122,005	1.00	-
332	1011034 PHYSICAL ED. TEACHERS	98,462	103,283	88,517	113,575	-	113,575	69,892	43,683	(0)	113,575	1.40	-
333	21302 SUBSTITUTE TEACHERS	4,400	18,052	5,025	3,000	-	3,000	1,494	17,384	1,506	3,000	0.40	-
334	21306 TEACHERS OF THE GIFTED	24,021	24,382	24,747	25,118	20,079	45,197	27,814	47,768	(0)	45,197	2.00	-
335	21313 MUSIC TEACHERS	169,787	174,721	132,918	137,344	-	137,344	89,577	37,719	(1)	137,344	1.00	-
336	21314 ART TEACHERS	60,438	63,396	93,493	98,069	-	98,069	60,350	3,719	0	98,069	1.00	-
337	21317 STUDENT INTERNS	31,200	31,300	32,000	32,000	(9,050)	22,950	22,950	-	-	15,600	7.350	-
338	21318 BUILDING SUBSTITUTES	18,500	22,064	23,938	21,250	6,250	27,500	23,313	-	4,188	27,500	1.00	-
339	21401 LIBRARIANS	111,355	113,025	114,720	116,441	-	116,441	84,684	31,757	0	116,441	1.00	-
340	21403 PSYCHOLOGISTS	28,528	20,452	24,680	24,415	1,406	25,821	15,890	9,931	(0)	25,821	0.35	-
341	21501 PRINCIPAL/DIRECTOR SECRETARY	114,549	116,321	118,281	121,678	190	121,868	91,232	30,445	190	121,868	2.00	-
342	21603 TEACHER AIDES	186,841	192,236	159,440	163,081	-	163,081	118,604	44,476	1	163,081	4.00	-
343	21608 LUNCH MONITORS	-	-	31,830	32,400	-	32,400	23,535	-	8,865	32,400	0.92	-
344	61001 CUSTODIANS	224,604	229,467	234,727	233,194	6,295	239,489	180,249	55,388	3,852	239,489	3.00	-
345	101003 CLUBS AND COUNCILS	5,895	6,289	5,106	6,786	(1,745)	5,041	3,449	1,592	1	5,041	42.07	-
346	TOTAL PERSONNEL	3,324,759	3,289,994	3,275,597	3,514,499	98,647	3,613,146	2,376,822	1,217,721	18,603	3,605,796	42.07	7,350
347	OPERATING												
348	22002 TEXTBOOKS/REPLACEMENTS	126	2,858	2,772	1,218	-	1,218	1,039	115	65	1,218	-	-
349	22003 TEXTBOOKS/CONSUMABLES	17,847	23,037	22,069	25,384	-	25,384	22,860	1,242	1,182	25,384	-	-
350	23002 CLASSROOM REFERENCE	106	681	833	486	65	551	549	-	2	551	-	-
351	23003 PERIODICALS	-	-	275	243	-	243	239	-	4	243	-	-
352	23010 AUDIO VISUAL CONSUMABLES	-	172	-	243	-	243	60	-	183	243	-	-
353	24001 GENERAL TEACHING SUPPLIES	13,606	18,720	15,549	17,248	(65)	17,183	15,077	786	2	17,183	-	-
354	25001 MISC. OFFICE SUPPLIES	763	984	1,000	1,000	-	1,000	998	-	2	1,000	-	-
355	25002 PROFESSIONAL LIBRARY PURCHASE	-	-	465	500	-	500	483	-	17	500	-	-
356	25003 PROFESSIONAL DEVELOPMENT	283	120	928	1,365	65	1,430	298	-	1,133	1,430	-	-
357	25026 DUES AND MEMBERSHIPS	90	-	-	400	-	400	239	-	161	400	-	-
358	102003 STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	-	-	-	-	-
359	TOTAL OPERATING	33,662	48,468	45,273	48,087	65	48,152	41,841	2,243	4,068	48,152	-	-
360	EQUIPMENT & FURNITURE	1,939	-	-	2,000	(40)	1,960	1,960	-	-	1,960	-	-
361	TOTAL TOKENEKE SCHOOL	3,360,380	3,338,462	3,321,270	3,564,586	98,672	3,663,258	2,420,623	1,219,964	22,671	3,685,908	42.07	7,350

RC - 11 PHYSICAL EDUCATION		ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FOR- CAST	CURR STP	YR. END EST.
368	369	21201	DIRECTOR	180,006	184,506	188,196	191,960	147,662	44,298	(0)	191,960	1.00	(0)
370	371	11022	ASSISTANT DIRECTOR	46,330	44,970	48,697	50,001	36,364	13,636	1	50,001	1.00	-
371	372	21501	PRINCIPAL/DIRECTOR SECRETARY	72,819	74,268	75,755	77,458	59,583	17,875	(0)	77,458	1.00	(0)
372	373	41006	ATHLETIC TRAINING SERVICES	112,022	107,334	101,163	160,500	106,101	54,317	82	160,500	2.00	-
373	374	61004	FACILITIES-CUSTODIAL	29,146	-	-	-	8,744	-	(8,744)	-	-	-
374	375	101001	WEIGHT ROOM DARIEN HS	4,930	-	8,700	10,783	6,340	-	4,443	10,783	-	-
375	376	101002	INTERSCHOOLASTICS DARIEN HS	566,794	593,309	625,839	638,940	437,547	186,897	14,456	638,940	-	-
376	377	101005	SPORTS PROGRAMS-MIDDLESEX	27,208	19,124	37,818	42,050	24,432	-	17,618	42,050	-	-
377	378	101008	INTRAMURALS-ELEMENTARY	-	-	1,379	2,800	933	-	1,867	2,800	-	-
378	379	101009	INTRAMURALS-DARIEN HS	-	-	-	-	-	-	-	-	-	-
379	380	101012	UNIFIED SPORTS	7,650	8,337	10,647	26,067	15,213	2,471	8,383	26,067	-	-
380	381	TOTAL PERSONNEL		1,046,944	1,031,848	1,098,195	1,159,180	842,919	319,494	38,145	1,200,559	5.00	(0)
381	382	OPERATING											
383	384	12001	CONSULTANT SERVICES	984	880	1,260	1,027	1,027	-	(0)	1,027	-	-
384	385	22001	TEXTBOOKS-NEW	-	-	-	-	-	-	-	-	-	-
385	386	23004	RESOURCE MATERIALS	-	-	-	-	-	-	-	-	-	-
386	387	23010	CONSUMABLES	1,597	1,500	1,500	1,500	1,500	-	-	1,500	-	-
387	388	24011	GENERAL TEACHING SUPPLIES	12,398	13,982	13,472	13,903	13,411	-	492	13,903	-	-
388	389	24006	ATHLETIC TRAINING SUPPLIES	10,376	6,141	5,897	6,000	4,268	1,722	10	6,000	-	-
389	390	25002	PROFESSIONAL LIBRARY PURCHASE	500	435	462	500	500	-	-	500	-	-
390	391	25003	PROFESSIONAL DEVELOPMENT	2,046	490	2,884	2,000	2,000	-	-	2,000	-	-
391	392	25025	DUES AND MEMBERSHIPS	3,070	2,939	2,939	3,000	2,566	-	434	3,000	-	-
392	393	32008	INTERSCHOOLASTIC TRANS. DHS	180,844	144,084	318,047	293,554	260,066	75,095	273	335,435	-	-
393	394	72004	REPAIRS AND SERVICE	4,400	3,584	436	5,000	5,000	-	-	5,000	-	-
394	395	102001	INTRAMURALS-MIDDLESEX	305,500	236,780	298,981	304,977	343,965	217,424	48,561	343,965	-	-
395	396	102002	INTERSCHOOLASTICS-DARIEN HS	2,338	2,129	1,857	2,500	1,472	-	1,028	2,500	-	-
396	397	102004	STUDENT ACTIVITY FUND	112,519	116,785	184,939	171,665	153,052	2,917	15,696	171,665	-	-
397	398	121000	IMPROVEMENT OF SITES	1,962	1,925	2,990	3,000	-	-	-	-	-	-
398	399	TOTAL OPERATING		638,534	531,297	855,663	807,599	663,784	159,216	66,495	889,495	-	-
400	401	EQUIPMENT											
401	402	73001	EQUIPMENT AND FURNITURE	4,995	4,953	3,340	6,000	3,770	-	2,230	6,000	-	-
402	403	TOTAL EQUIPMENT		4,995	4,953	3,340	6,000	3,770	-	2,230	6,000	-	-
403	404	TOTAL PHYSICAL EDUCATION		1,690,473	1,568,698	1,957,198	1,972,779	1,510,473	478,711	106,870	2,096,054	5.00	(0)
404	405	REVENUE											
405	406	102006	REV. - SUMMER SCHOOL FIELD USE	(35,000)	-	(35,000)	(35,000)	(35,000)	-	(35,000)	(35,000)	-	-
406	407	102013	GATE RECEIPTS	-	-	-	(45,700)	(52,440)	-	(52,440)	(52,440)	-	-
407	408	NET COST PHYSICAL EDUCATION		1,655,473	1,568,698	1,922,198	1,892,079	1,423,033	478,711	19,430	2,008,614	5.00	6,740
408	409	Surplus/											
409	410	(Shortfall)											
410	411												
411	412												
412	413												
413	414												

415	RC - 12	MAINTENANCE	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	415
416															416
417	11031	FACILITIES DIRECTOR	135,321	159,204	162,329	163,382	(13,382)	150,000	115,385	34,615	0	150,000	1.00	0	417
418	11022	ASSISTANT FACILITIES DIRECTOR	114,821	99,089	120,000	120,000	(16,743)	103,257	76,154	27,103	0	103,257	1.00	0	418
419	11032	SECRETARY	35,636	39,007	41,500	41,500	1,453	42,953	33,040	9,912	(0)	42,953	0.50	(0)	419
420	61003	CUSTODIAL	79,477	64,385	73,197	73,874	1,840	75,714	57,644	17,405	665	75,714	1.00	-	420
421	61005	CUSTODIAL OT SCH EMERGENCY	94,170	123,375	106,485	90,286	11,100	101,386	53,542	-	47,844	101,386	-	-	421
422	71001	GROUNDSCAPEERS	393,623	389,074	394,863	405,475	(17,640)	387,835	294,679	91,908	1,248	387,835	5.00	-	422
423	71002	GROUNDSCAPE OVERTIME	9,174	8,094	13,013	12,000	-	12,000	1,851	-	10,149	12,000	-	-	423
424	71003	MAINTENANCE OVERTIME	675,148	667,210	690,980	694,991	(27,246)	667,745	504,566	159,960	3,220	667,745	7.00	-	424
425	71004	MAINTENANCE OVERTIME	20,487	19,489	14,672	27,500	(3,500)	24,000	4,378	-	19,622	24,000	-	-	425
426	71005	SPRINGSUMMER HELP PART-TIME	98,032	47,696	177,145	115,495	-	115,495	83,886	-	31,609	115,495	-	-	426
427		TOTAL PERSONNEL	1,675,910	1,616,621	1,798,184	1,744,703	(64,319)	1,680,384	1,225,125	340,903	114,356	1,680,384	15.50	0	427
428															428
429		OPERATING													429
430	12001	CONSULTANT SERVICES	38,061	16,989	15,468	25,000	(51)	24,949	21,297	3,651	0	24,949	-	-	430
431	13015	LOCAL TRAVEL	-	-	-	6,410	90	6,500	5,000	1,500	-	6,500	-	-	431
432	13017	PROF. MEETINGS & TRAINING	1,334	-	-	-	-	-	-	-	-	-	-	-	432
433	62001	REFUSE COLLECTION	70,822	78,563	77,758	85,190	(4,920)	80,270	60,188	20,023	59	80,270	-	-	433
434	62003	SNOW REMOVAL	15,448	37,380	27,901	59,000	(34,000)	5,000	4,996	-	4	5,000	-	-	434
435	62004	CARE OF TREES	26,061	22,334	14,358	26,000	(2,100)	23,900	13,665	5,835	4,400	23,900	-	-	435
436	65001	CUSTODIAL SUPPLIES	161,051	160,635	192,982	170,000	13,060	183,060	158,334	23,818	908	183,060	-	-	436
437	65002	OPERATION OF VEHICLES	35,405	47,329	85,335	46,000	2,250	48,250	33,229	15,021	-	48,250	-	-	437
438	65003	CARE OF GROUNDS	278,775	246,330	333,661	218,560	41,600	260,160	149,305	81,297	29,058	260,160	-	-	438
439	65005	UNIFORMS	18,447	28,012	26,559	26,860	7,340	34,200	26,045	8,141	13	34,200	-	-	439

440	RC-12	MAINTENANCE	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL.	FOR-	CURR	YR END
441			2019 - 2020	2020-2021	2021-2022	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
442	72001	CONTRACTED JANITORIAL SERVICE	208,593	238,979	286,145	295,940	(2,500)	293,440	199,165	94,275	-	293,440	-	-
443	72012	ELECTRICAL	-	-	-	-	-	-	-	-	-	-	-	-
444	72013	INTERCOMMS AND CLOCKS	-	440	2,123	4,000	(4,000)	-	-	-	-	-	-	-
445	72044	PLUMBING	35,654	46,501	22,484	42,000	8,000	50,000	44,997	4,645	357	50,000	-	-
446	72016	CLASSROOMS/CORRIDORS/AUD	87,942	76,341	112,704	115,000	(2,389)	112,620	90,109	22,510	2	112,620	-	-
447	72022	FIRE ALARMS/EXTINGUISHERS	50,901	35,893	103,207	65,000	9,865	74,865	59,749	15,112	4	74,865	-	-
448	72023	NON MECHANICAL INSPECTIONS	33,716	36,602	62,112	55,000	(5,500)	59,500	56,724	2,760	16	59,500	-	-
449	72044	REPAIRS AND SERVICE	42,245	58,635	96,939	51,500	34,709	86,209	66,417	11,592	8,200	86,209	-	-
450	72048	HVAC /AIR CONDITIONER REPAIRS	128,881	198,878	145,040	148,000	23,165	171,165	119,437	49,642	2,086	171,165	-	-
451	74011	GLASS	11,427	10,351	6,252	10,500	(2,500)	8,000	7,876	124	-	8,000	-	-
452	74012	LUMBER	33,726	40,077	35,855	35,000	2,500	37,500	34,344	3,156	(0)	37,500	-	-
453	74013	HARDWARE	18,679	33,891	56,396	18,500	26,000	44,500	40,533	3,967	-	44,500	-	-
454	74014	PAINT	8,633	7,220	12,417	12,000	(2,075)	9,925	9,549	376	200	9,925	-	-
455	74015	OTHER BUILDING MATERIALS	2,172	6,331	3,105	5,000	(2,500)	2,500	1,430	790	280	2,500	-	-
456	74016	ELECTRICAL MATERIALS	58,747	41,376	96,798	74,000	(5,500)	68,500	44,536	23,963	1	68,500	-	-
457	74030	RESERVE FOR EMERGENCY REPAIR	105,871	80,354	92,177	45,000	76,000	121,000	90,928	30,000	72	121,000	-	-
458	83006	RENTAL OF TOOLS & EQUIPMENT	1,996	1,068	11,162	5,000	3,655	8,655	6,097	2,558	-	8,655	-	-
459	121000	IMPROVEMENT OF SITES	38,727	72,035	27,260	40,000	4,555	44,555	32,655	11,900	-	44,555	-	-
460	122000	IMPROVEMENT OF BUILDINGS	54,497	52,573	39,713	55,000	(1,570)	53,430	53,426	-	4	53,430	-	-
461		TOTAL OPERATING	1,653,395	1,787,945	2,092,333	1,749,460	163,193	1,912,653	1,430,032	436,957	45,665	1,912,653	-	-
462		EQUIPMENT												
463	73010	MAINTENANCE EQUIPMENT	16,976	-	19,222	14,300	15,965	30,265	22,696	7,295	274	30,265	-	-
464	73001	EQUIPMENT AND FURNITURE	37,820	25,179	41,666	45,000	1,096	46,096	31,030	15,059	7	46,096	-	-
465		TOTAL EQUIPMENT	54,796	25,179	60,888	59,300	17,061	76,361	53,726	22,354	281	76,361	-	-
466		TOTAL MAINTENANCE	3,384,101	3,429,745	3,951,405	3,553,463	115,935	3,669,398	2,708,883	800,214	160,302	3,669,398	15,50	0
467														
468														
469														
470														
471		REVENUE												
472	102008	REVENUE - BUILDING RENTAL	(54,013)	(21,963)	(53,908)	(91,425)	-	(91,425)	(51,011)	892	(61,425)	(61,425)	(30,000)	-
473	102009	REVENUE - USE OF FIELDS	(71,109)	(208,920)	(171,696)	(192,625)	-	(192,625)	(193,049)	-	(193,049)	(193,049)	424	-
474		TOTAL REVENUE	(125,122)	(230,883)	(225,605)	(284,050)	-	(284,050)	(244,060)	892	(234,474)	(234,474)	(29,576)	-
475														
476		NET MAINTENANCE BUDGET	3,258,979	3,198,862	3,725,800	3,269,413	115,935	3,385,348	2,464,824	801,106	(94,172)	3,414,924	15,50	(29,576)
477														
478														

		ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
479	RC - 13 MUSIC												
480													
481	21201 DIRECTOR	126,004	153,760	156,530	159,967	-	159,967	98,441	61,526	(0)	159,967	1.00	(0)
482	21501 PRINCIPAL/DIRECTOR SECRETARY	26,434	-	-	-	(2,607)	54,669	37,405	17,263	-	54,669	-	-
483	101003 CLUBS AND COUNCILS	38,888	48,803	58,062	57,276	-	-	-	-	1	-	-	-
484	TOTAL PERSONNEL	191,326	202,563	214,592	217,243	(2,607)	214,636	135,847	78,789	0	214,636	1.00	(0)
485													
486	OPERATING												
487	13015 LOCAL TRAVEL	233	277	845	1,000	-	1,000	567	-	433	1,000	-	-
488	13035 SOFTWARE	8,435	10,895	11,738	9,750	-	9,750	9,321	-	429	9,750	-	-
489	22003 TEXTBOOKS-CONSUMABLES	1,016	1,079	622	480	-	480	437	-	43	480	-	-
490	23002 CLASSROOM REFERENCE	15,373	18,915	12,316	13,140	(59)	13,081	7,932	659	4,490	13,081	-	-
491	23004 RESOURCE MATERIALS	5,471	3,173	3,408	3,957	-	3,957	3,947	-	10	3,957	-	-
492	23010 AUDIO VISUAL CONSUMABLES	-	-	125	-	-	-	-	-	-	-	-	-
493	24011 GENERAL TEACHING SUPPLIES	2,172	3,901	6,706	8,127	-	8,127	5,657	-	2,470	8,127	-	-
494	25001 MISC. OFFICE SUPPLIES	458	1,001	747	200	-	200	166	-	34	200	-	-
495	25003 PROFESSIONAL DEVELOPMENT	894	1,318	1,305	2,000	-	2,000	961	485	554	2,000	-	-
496	25013 TEAP HOURLY (ACCOMPANIST)	650	1,700	1,300	2,250	-	2,250	500	-	1,750	2,250	-	-
497	25014 PRINTING	1,073	-	2,018	1,125	59	1,184	-	1,184	-	1,184	-	-
498	25020 PIANO MOVING	300	-	700	400	-	400	465	-	400	400	-	-
499	25026 DUES AND MEMBERSHIPS	847	765	890	894	-	894	-	-	429	894	-	-
500	65005 UNIFORMS	-	-	-	-	-	-	-	-	-	-	-	-
501	52012 MUSIC TRANSPORTATION	7,369	-	9,375	12,000	-	12,000	4,347	928	6,725	12,000	-	-
502	72044 REPAIRS AND SERVICE CONTRACT	3,460	3,563	2,843	3,900	-	3,900	1,605	535	1,760	3,900	-	-
503	72045 TUNING OF PIANOS	3,708	2,261	3,139	5,200	-	5,200	3,520	-	1,680	5,200	-	-
504	83004 LEASE PURCHASE MUSIC EQ	9,436	9,436	9,436	9,436	-	9,436	9,436	-	0	9,436	-	0
505	TOTAL OPERATING	60,914	58,284	67,719	73,859	-	73,859	48,860	3,791	21,207	73,859	-	0
506													
507	EQUIPMENT												
508	73001 EQUIPMENT AND FURNITURE	9,940	8,699	8,268	11,659	-	9,980	15,207	850	5,582	22,719	-	(1,080)
509	123011 NEW MUSIC EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-
510	TOTAL EQUIPMENT	9,940	8,699	8,268	11,659	-	9,980	15,207	850	5,582	22,719	-	(1,080)
511													
512	TOTAL MUSIC	262,180	269,546	290,879	302,761	7,373	310,134	199,914	83,430	26,790	311,214	1.00	(1,080)
513													

514	RC-14	ART	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.
515	21314	ELEMENTARY ART-SYSTEMWIDE	32,880	35,456	36,828	-	38,287	38,287	24,155	14,088	44	38,287	0.33	-
516	TOTAL PERSONNEL		-	-	-	-	38,287	38,287	24,155	14,088	44	38,287	0.33	-
517														
518														
519		OPERATING												
520	1303	SOFTWARE	2,102	1,944	6,356	7,578	-	7,578	7,510	-	68	7,578	-	-
521	2302	CLASSROOM REFERENCE	3,529	5,314	5,588	5,600	-	5,600	3,013	2,269	319	5,600	-	-
522	2303	PERIODICALS	50	190	205	-	-	-	-	-	-	-	-	-
523	2401	GENERAL TEACHING SUPPLIES	83,535	91,300	90,655	94,400	-	94,400	84,725	6,346	3,329	94,400	-	-
524	2503	PROFESSIONAL DEVELOPMENT	685	699	100	800	-	800	100	-	700	800	-	-
525	72044	REPAIRS AND SERVICE CONTRACT	1,350	1,789	836	3,000	-	3,000	960	-	2,040	3,000	-	-
526	TOTAL OPERATING		91,251	101,236	103,740	111,378	-	111,378	96,308	8,615	6,455	111,378	-	-
527														
528		EQUIPMENT												
529	73001	EQUIPMENT & FURNITURE	6,059	3,866	3,519	4,100	7,490	11,590	11,045	-	545	11,590	-	-
530	TOTAL EQUIPMENT		6,059	3,866	3,519	4,100	7,490	11,590	11,045	-	545	11,590	-	-
531														
532	TOTAL ART		97,310	105,102	107,259	115,478	45,777	161,255	131,508	22,703	7,044	161,255	0.33	-
533														

RC - 15	COMPUTER TECHNOLOGY	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TFRS ADL	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR END EST.
534	11031 DIRECTOR OF TECHNOLOGY	167,004	171,597	176,316	176,316	4,849	181,165	139,358	41,807	0	181,165	1,000	0
535	11044 TECHNOLOGY SUPPORT	666,923	686,656	782,711	859,414	665	860,079	661,015	199,063	0	860,079	10,000	0
536	21201 DIRECTOR OF INST. TECH	180,006	184,506	188,196	191,960	-	191,960	147,662	44,298	(0)	191,960	1,000	(0)
537	21501 PRINCIPAL/DIRECTOR SECRETARY	23,520	-	-	-	-	-	-	-	-	-	-	-
538	21603 TEACHER AIDE / COPY CENTER	82,544	73,997	41,912	46,120	(1,023)	45,097	30,854	10,965	3,278	45,097	1,000	-
539	TOTAL OPERATING	1,119,996	1,116,755	1,189,135	1,273,810	4,491	1,278,301	978,888	296,134	3,278	1,278,300	13,000	1

540	OPERATING												
541	12001 CONSULTANT SERVICES	189,189	92,006	95,496	100,000	-	100,000	93,382	1,137	5,482	100,000	-	-
542	13015 LOCAL TRAVEL	2,284	3,184	3,299	3,500	-	3,500	1,781	-	1,719	3,500	-	-
543	13035 SOFTWARE MAINTENANCE	786,280	786,205	919,013	933,716	-	933,716	929,548	8,370	15,798	933,716	-	-
544	24011 GENERAL TEACHING SUPPLIES	34,990	29,490	32,327	25,986	17,540	43,136	40,148	2,987	1	43,136	-	-
545	25013 TEMPORARY HOURLY SERVICES	15,115	15,350	13,333	15,000	-	15,000	8,808	-	6,193	15,000	-	-
546	25019 COMPUTER SOFTWARE & SUPPLIES	55,292	77,455	42,439	42,000	3,000	45,000	41,811	3,189	0	45,000	-	-
547	25029 STAFF DEVELOPMENT PROGRAM	16,109	18,868	17,764	20,000	(2,000)	18,000	20,244	9,106	7,143	18,000	-	-
548	64005 CELL PHONE	30,227	32,214	29,155	32,000	(2,650)	29,350	42,018	23,114	93	65,226	-	-
549	72035 WIDE AREA NETWORK	36,319	50,264	66,704	66,826	(1,600)	65,226	190,211	62,553	-	252,744	-	-
550	72044 REPAIRS AND SERVICE CONTRACT	105,121	145,596	75,187	85,000	(11,675)	73,325	47,267	15,017	11,041	73,325	-	-
551	TOTAL OPERATING	1,562,242	1,497,299	1,546,920	1,596,382	2,615	1,598,997	1,435,682	125,846	47,469	1,598,997	-	-

552	EQUIPMENT												
553	73400 NEW COMPUTER EQUIPMENT	762,246	375,019	858,048	697,595	33,364	730,959	727,284	-	3,675	730,959	-	-

554	SUBTOTAL COMPUTER TECHNOLO	3,444,484	2,989,073	3,594,103	3,567,787	40,470	3,608,257	3,131,854	421,980	54,423	3,608,256	1	1
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555	REVENUE												
556	102010 REV. FROM TOWN-FOR IT SERVICE	(212,644)	(216,929)	(223,409)	(229,553)	-	(229,553)	(229,553)	-	(229,553)	(229,553)	-	-

557	TOTAL COMPUTER TECHNOLOGY	3,231,841	2,772,144	3,370,695	3,338,234	40,470	3,378,704	2,902,301	421,980	(175,130)	3,378,703	1	1
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568	RC-16	ADMINISTRATION	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	568
569	11011	SUPERINTENDENT	315,049	307,125	317,350	317,350	9,071	326,421	250,054	76,366	-	326,421	1.00	-	569
570	11032	EXECUTIVE ASSISTANT	96,491	98,662	100,635	100,635	2,013	102,648	78,960	23,688	-	102,648	1.00	-	570
571	21501	PRINCIPAL/DIRECTOR SECRETARY	43,844	44,725	45,618	46,639	-	46,639	35,877	10,763	(1)	46,640	0.60	(1)	571
572		TOTAL PERSONNEL	455,384	450,512	463,603	464,624	11,084	475,708	364,891	110,817	(1)	475,708	2.60	(1)	572
573		OPERATING													573
574	12001	CONSULTANT SERVICES	178,248	27,676	47,179	18,500	2,781	21,281	12,712	8,500	69	21,281		-	574
575	12004	LEGAL SERVICES	175,465	160,668	170,075	200,000	-	200,000	145,628	54,373	-	200,000		-	575
576	13003	OTHER BOARD EXPENSES	31,229	32,249	43,025	27,500	1,700	29,200	23,667	2,448	3,086	29,200		-	576
577	13011	MAILING EXPENSES	27,397	27,951	29,086	30,001	(4,580)	25,421	20,827	4,243	350	25,421		-	577
578	13017	PROFESSIONAL MEETINGS	2,595	502	2,970	3,000	(901)	2,099	2,093	-	6	2,099		-	578
579	13025	ADA/504 SUPPORT	4,031	-	-	-	-	-	-	-	0	30,000		-	579
580	25001	GENERAL OFFICE SUPPLIES	28,192	28,126	35,246	30,000	-	30,000	24,124	5,876	-	-		-	580
581	25002	PROF. LIBRARY PURCHASE	-	-	-	-	-	-	-	-	-	-		-	581
582	25003	PROFESSIONAL DEVELOPMENT	3,914	1,306	-	3,000	-	3,000	3,000	-	-	3,000		-	582
583	25014	PRINTING	10,757	15,912	15,029	15,285	341	15,626	14,166	1,460	-	15,626		-	583
584	25026	DUES AND MEMBERSHIPS	27,688	44,679	46,719	46,719	318	47,037	47,037	-	-	47,037		-	584
585		TOTAL OPERATING	489,505	359,068	389,330	374,005	(341)	373,664	293,253	76,899	3,511	373,664		-	585
586	73001	EQUIPMENT	-	-	-	-	-	-	-	-	-	-		-	586
587		TOTAL ADMINISTRATION	944,899	789,580	852,933	838,629	10,743	849,371	658,144	187,716	3,511	849,372	2.60	(1)	587
588															588
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593	RC - 17	HEALTH	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
594			2019 - 2020	2020-2021	2021-2022	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
595	11031	DIRECTOR - NURSES	103,296	106,395	110,640	110,640	(17,208)	93,432	70,023	23,407	0	93,432	1.00	0
596	41002	NURSES	626,948	639,260	656,576	971,466	4,230	975,716	711,170	264,543	3	975,716	13.00	-
597	41004	SUBSTITUTE NURSES	32,546	21,219	59,160	60,000	7,500	67,500	54,306	-	13,194	67,500	-	-
598	21501	PRINCIPAL/DIRECTOR SECRETARY	26,384	-	-	-	-	-	-	-	-	-	-	-
599		TOTAL HEALTH	789,174	766,874	826,376	1,142,106	(5,458)	1,136,648	835,500	287,950	13,198	1,136,647	14.00	0
600		OPERATING												
601	23003	PERIODICALS	187	97	493	500	(500)	-	-	-	-	-	-	-
602	25001	GENERAL OFFICE SUPPLIES	1,741	1,249	963	1,500	600	2,100	1,258	700	142	2,100	-	-
603	25002	PROF. LIBRARY PURCHASE	565	-	168	500	(500)	-	-	-	-	-	-	-
604	25003	PROFESSIONAL DEVELOPMENT	3,257	3,858	645	4,000	1,000	5,000	4,538	300	162	5,000	-	-
605	42001	HEALTH SUPPLIES	35,911	37,714	32,287	34,500	(1,800)	32,700	18,394	4,220	10,087	32,700	-	-
606	13015	LOCAL TRAVEL	-	-	-	500	-	500	-	-	500	500	-	-
607	42003	SCHOOL PHYSICIANS SERVICES	10,000	10,000	10,000	10,000	-	10,000	10,000	-	-	10,000	-	-
608	72031	AUDIONETER REPAIRS	-	-	-	-	-	-	-	-	-	-	-	-
609	72044	REPAIRS AND SERVICE CONTRACT	1,486	942	420	1,600	975	2,575	2,489	-	86	2,575	-	-
610		TOTAL OPERATING	53,147	53,061	44,976	53,100	(225)	52,875	36,678	5,220	10,977	52,875	-	-
611		EQUIPMENT												
612	73007	REPLACEMENT HEALTH EQ.	-	-	-	-	-	-	-	-	-	-	-	-
613	123007	NEW HEALTH EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-
614		TOTAL EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-
615		TOTAL HEALTH	842,321	820,734	871,352	1,195,206	(5,683)	1,189,523	872,178	293,170	24,175	1,189,522	14.00	0
616														
617														
618														
619														

		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
		2019 - 2020	2020-2021	2021-2022	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
620	RC 18 PERSONNEL												
621	BUS/AR/ADMINISTRATIVE ASSIST	-	-	-	-	-	-	-	-	-	-	-	-
622	11013 DIRECTOR OF HUMAN RESOURCES	199,647	205,137	212,830	212,830	7,449	220,279	169,445	50,834	(0)	220,279	1.00	(0)
623	11015 HR COORDINATOR	95,338	97,483	99,920	99,920	2,998	102,918	79,168	23,750	0	102,918	1.00	0
624	11022 BENEFITS COORDINATOR	36,236	38,069	39,021	39,021	976	39,997	30,767	9,230	(0)	39,997	0.50	(0)
625	11024 TURNOVER-REGULAR	-	-	-	(689,100)	689,100	-	-	-	-	-	-	-
626	11027 CONTRACT SUPPORT	-	-	-	223,329	(223,329)	-	-	-	-	-	-	-
627	11028 CERT STAFF COLUMN CHANGE	-	-	-	102,123	(101,658)	465	-	-	465	465	-	-
628	101050 TEAM MENTOR STIPENDS	14,975	18,389	22,420	20,001	-	20,001	3,291	1,410	15,300	20,001	-	-
629	21300 LONG TERM SUBSTITUTES	478,385	938,898	999,283	475,000	520,621	995,621	712,578	97,940	185,103	995,621	-	-
630	21301 TEACHER IN RESIDENCE	-	-	94,650	100,410	(46,126)	54,284	36,908	17,376	0	54,284	2.00	-
631	21302 SUBSTITUTES-PROFESSIONAL DEV	15,501	13,086	22,523	25,000	-	25,000	11,656	-	13,344	25,000	-	-
632	21501 PRINCIPAL/DIRECTOR SECRETARY	24,233	49,100	49,681	50,795	-	50,795	39,073	11,722	(0)	50,795	0.67	-
633	31000 BUDGET CONTROL	-	-	-	145,614	(145,614)	-	-	-	-	-	-	-
634	TOTAL PERSONNEL	864,336	1,360,362	1,540,327	804,943	704,417	1,509,360	1,082,886	212,262	214,211	1,509,360	5.17	(0)
635													
636	OPERATING												
637	DUES AND MEMBERSHIPS	250	225	10,225	22,200	(14,744)	7,456	4,225	-	3,231	5,601	-	1,655
638	13014 RECRUITMENT	1,650	18,948	19,974	20,000	-	20,000	17,123	2,149	728	20,000	-	-
639	13015 LOCAL TRAVEL	947	-	70	250	-	250	-	-	250	250	-	-
640	23028 TUITION REIMBURSEMENT	27,000	36,940	46,989	50,000	-	50,000	20,670	15,390	14,040	50,000	-	-
641	23029 STAFF DEVELOPMENT PROGRAM	43,331	35,109	37,935	26,500	-	26,500	17,433	4,567	4,500	26,500	-	-
642	TOTAL OPERATING	73,178	91,222	115,112	118,950	(14,744)	104,206	59,451	22,006	22,749	102,251	-	1,655
643													
644	TOTAL PERSONNEL	937,514	1,451,584	1,655,439	923,893	689,673	1,613,566	1,142,336	234,269	236,960	1,611,911	5.17	1,655
645													
646													
647													

RC - 19	CURRICULUM	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.
648	21202	ASSISTANT SUPERINTENDENT	214,797	214,797	223,136	8,800	231,652	178,152	53,500	0	231,652	1.00	0
649	21201	DIRECTOR OF ELEMENTARY ED	-	-	196,800	-	200,736	154,412	46,324	(0)	200,736	1.00	(0)
650	21201	DIRECTOR OF MENTAL HEALTH	-	-	-	34,780	54,780	6,199	48,581	0	54,780	1.00	0
651	1912006	CURRICULUM COORDINATOR	-	-	83,825	7,212	94,507	58,449	36,458	-	94,507	1.00	-
652	21220	CURRICULUM & SUPERVISION	4,572	4,572	4,609	-	4,701	3,291	1,410	-	4,701	-	-
653	1912038	PROGRAM COORDINATORS	297,774	201,671	-	-	-	-	-	-	-	-	-
654	1912009	INSTRUCTION SUPP SPECIALISTS	1,194,638	1,236,464	1,230,794	(19,577)	1,335,339	875,436	459,901	1	1,335,338	13.50	1
655	21312	CURRICULUM DEVELOPMENT	114,157	131,007	99,178	-	121,080	45,821	-	75,259	121,080	-	-
656	21405	ESL INSTRUCTION	4,572	4,572	4,609	-	4,701	3,291	1,410	-	4,701	-	-
657	11032	EXECUTIVE ASSISTANT	72,415	75,375	78,359	2,899	80,458	62,460	17,998	(0)	80,458	1.00	(0)
658	TOTAL PERSONNEL	1,902,926	1,868,458	1,921,309	2,074,240	54,114	2,128,354	1,387,512	665,582	75,259	2,128,553	18.50	1
659	661	OPERATING											
660	12001	CONSULTANT SERVICES	47,650	44,935	55,000	-	93,000	75,360	6,210	11,430	93,000	-	-
661	25026	DUES AND MEMBERSHIPS	2,535	3,971	6,540	-	7,484	4,986	-	2,498	7,484	-	-
662	13015	LOCAL TRAVEL	133	292	1,974	-	4,000	40	103	3,857	4,000	-	-
663	22001	TEXTBOOKS NEW	292,912	53,352	96,870	133,492	265,422	114,489	9,684	141,249	265,422	-	-
664	21004	RESOURCE MATERIALS	7,697	21,929	11,163	-	23,458	17,500	888	5,070	23,458	-	-
665	23006	ESL RESOURCES	13,151	6,613	7,286	(2,500)	9,700	4,350	136	5,214	9,700	-	-
666	24012	STANDARDIZED TESTING	28,905	29,432	30,750	-	74,442	61,274	13,092	12,167	74,442	-	-
667	25003	PROFESSIONAL DEVELOPMENT	91,876	113,814	103,125	-	126,925	112,057	1,000	1,776	126,925	-	-
668	52004	FIELD TRIPS	5,403	-	9,146	-	7,500	4,408	405	2,687	7,500	-	-
669	25005	CURRICULUM RESEARCH & DEV	22,677	28,206	25,408	-	25,420	18,107	1,125	6,188	25,420	-	-
670	TOTAL OPERATING	512,938	302,565	347,061	506,359	130,992	637,351	412,573	32,642	192,136	637,351	-	-
671	673	TOTAL CURRICULUM	2,415,864	2,171,023	2,268,370	2,580,598	185,106	2,765,704	1,890,085	698,224	267,395	2,765,703	18.50
672	674												1
673	675												
674	676												

RC - 20	FINANCE	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFNS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STE	YR. END EST.
677	DIRECTOR OF FINANCE	174,057	209,070	216,910	216,910	7,592	224,502	172,694	51,808	0	224,502	1.00	-
679	PAYROLL / BENEFITS COORDINATOR	36,256	38,069	39,021	39,021	976	39,997	30,667	9,230	(1)	39,997	0.50	-
680	ASSISTANT DIRECTOR FINANCE	115,574	182,149	232,783	237,283	8,147	245,430	188,792	56,637	1	245,430	2.00	-
681	ACCOUNTANT	78,413	80,177	-	-	-	-	-	-	-	-	-	-
682	ACCOUNTS PAYABLE	73,336	71,882	74,150	75,814	-	75,814	58,318	17,496	0	75,814	1.00	-
683	TRANSPORTATION COORDINATOR	73,179	74,826	76,884	76,884	3,116	80,000	60,278	19,423	(0)	80,000	1.00	-
684	EXECUTIVE ASSISTANT	35,636	39,007	41,500	41,500	1,453	42,953	33,040	9,912	(0)	42,953	0.50	-
685	TOTAL PERSONNEL	586,451	695,180	681,248	687,412	21,283	708,695	544,189	164,506	0	708,695	6.00	-
686	OPERATING												
687	AUDITING SERVICES	22,045	21,252	21,736	23,600	-	23,600	22,289	-	1,311	22,289		1,311
688	LOCAL TRAVEL	-	-	-	250	-	250	-	-	250	-		-
689	SCHOOL DISTRICT MEMBERSHIPS	1,079	975	1,150	1,150	75	1,225	1,225	-	-	1,225		-
690	PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-	-	-	-	-		-
691	TEMPORARY HOURLY SERVICES	14,572	-	-	-	-	-	-	-	-	-		-
692	TOTAL OPERATING	37,696	22,227	22,886	25,000	75	25,075	23,514	-	1,561	23,764		1,311
693	NET FINANCE BUDGET	624,147	717,407	704,134	712,412	21,358	733,770	567,703	164,506	1,561	732,459	6.00	1,311

698	RC - 21	LIBRARY	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.	698
699	21220	CURRICULUM SUPERVISION	2,613	2,613	-	-	-	-	-	-	-	-	-	-	699
700		TOTAL PERSONNEL	2,613	2,613	-	-	-	-	-	-	-	-	-	-	700
701															701
702															702
703		OPERATING													703
704	23001	ACCESSIONS	93,193	86,927	63,620	77,971	(4,965)	73,006	45,223	14,576	13,207	73,006		-	704
705	23003	PERIODICALS	7,697	8,345	8,051	8,065	750	8,815	7,808	-	1,008	8,815		-	705
706	23004	RESOURCE MATERIALS	9,580	17,540	11,603	14,310	(136)	14,174	11,746	776	1,652	14,174		-	706
707	23005	ONLINE SUBSCRIPTIONS	34,979	36,537	37,315	36,802	2,353	39,155	38,467	-	688	39,155		-	707
708	23007	OTHER LIBRARY EXPENSES	6,474	9,179	7,131	7,532	2,472	10,004	8,686	-	1,318	10,004		-	708
709	23002	PROF. LIBRARY PURCHASE	889	1,038	339	1,591	(510)	1,081	638	-	443	1,081		-	709
710	25026	DOES AND MEMBERSHIPS	2,576	2,728	2,596	3,779	35	3,814	2,477	-	1,337	3,814		-	710
711	13035	SOFTWARE	239	710	945	2,376	-	2,376	1,800	-	576	2,376		-	711
712	72044	REPAIRS AND SERVICE CONTRACT	1,189	-	-	-	-	-	-	-	-	-		-	712
713	83003	RENTAL/LEASE OF EQUIPMENT	-	-	-	-	-	-	-	1	(1)	1		-	713
714		TOTAL OPERATING	156,815	163,004	132,000	152,426	(0)	152,426	116,845	15,553	20,228	152,427		(1)	714
715															715
716		EQUIPMENT													716
717	73001	EQUIPMENT & FURNITURE	410	1,002	2,217	-	-	-	-	-	-	-		-	717
718		TOTAL EQUIPMENT	410	1,002	2,217	-	-	-	-	-	-	-		-	718
719															719
720		TOTAL LIBRARY	159,838	166,619	134,216	152,426	(0)	152,426	116,845	15,553	20,228	152,427		(1)	720
721															721

		722	RC - 12	TECHNOLOGY EDUCATION	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL.	FORE-	CURR	YR. END	
		723			2019 - 2020	2020-2021	2021-2022	APPRO	ADJ.	BUD.	EXP.	REQUES.	BUD.	CAST	STF	EST.	
724	23002			CLASSROOM REFERENCE	-	-	300	400	-	400	-	-	400	400		-	725
725	23003			PERIODICALS	120	120	65	690	-	690	658	-	32	690		-	726
726	24011			GENERAL TEACHING SUPPLIES	30,682	97,247	48,665	43,275	-	43,275	37,589	1,268	4,419	43,275		-	727
727	25001			MISC. OFFICE SUPPLIES	-	776	839	830	-	830	826	-	4	830		-	728
728	25003			PROFESSIONAL DEVELOPMENT	1,190	785	2,645	3,500	-	3,500	2,265	848	387	3,500		-	729
729	72044			REPAIRS AND SERVICE	1,822	2,850	2,255	3,200	-	3,200	2,658	-	542	3,200		-	730
730				TOTAL OPERATING	33,814	101,777	54,768	51,895	-	51,895	43,995	2,116	5,784	51,895		-	731
731																	732
732				EQUIPMENT													733
733	73400			EQUIPMENT-TECHNOLOGY	8,688	4,533	3,871	5,431	3,883	9,314	8,953	-	361	9,314		-	734
734	123008			EQUIPMENT-NEW TECHNOLOGY	-	-	-	-	2,095	2,095	-	2,095	-	2,095		-	735
735				TOTAL EQUIPMENT	8,688	4,533	3,871	5,431	5,978	11,409	8,953	2,095	361	11,409		-	736
736																	737
737				TOTAL TECH. EDUCATION	42,502	106,310	58,639	57,326	5,978	63,304	52,948	4,211	6,145	63,304		-	738
738																	

739	RC-23 CONTINUING EDUC/SUMMER SCHOOL	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL.	FORE-	CURR	YR. END
740		2019-2020	2020-2021	2021-2022	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
741	21201 DIRECTOR	24,646	26,882	25,501	27,969	1,375	29,344	25,441	3,902	1	29,344		-
742	21501 PRINCIPAL/DIRECTOR SECRETARY	29,229	29,817	30,412	31,093	-	31,093	23,918	7,175	0	31,093	0.40	0
743	PERSONNEL	53,876	56,699	55,913	59,062	1,375	60,437	49,359	11,077	1	60,437	0.40	0
744	OPERATING												
745	12001 CONSULTANT SERVICES	431,834	84,614	423,365	450,000	14,923	464,923	464,923	-	0	464,923		-
746	13011 MAILING EXPENSES	400	400	400	500	-	500	400	-	100	500		-
747	23001 GENERAL OFFICE SUPPLIES	4,120		420	3,485	(3,285)	200	200	-	-	200		-
748	24011 GENERAL TEACHING SUPPLIES	10,122	1,821	14,394	22,605	(7,161)	15,444	15,443	-	1	15,444		-
749	24010 ADULT ED. CONTRACTED SERVICES	7,000	9,926	9,961	12,500	-	12,500	10,000	-	2,500	10,000		2,500
750	25014 PRINTING	1,198	3,979	1,534	3,500	(2,000)	1,500	1,482	-	18	1,500		-
751	TOTAL OPERATING	454,675	100,740	453,074	492,590	2,477	495,067	492,448	-	2,619	492,567		2,500
752													
753	TOTAL CONT. ED/SUM. SCHOOL	508,550	157,439	507,986	551,652	3,852	555,504	541,807	11,077	2,620	553,004	0.40	2,500
754													
755													
756													
757	REVENUE	2019-2020	2020-2021	2021-2022	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast			Surplus/
758	31005 REVENUE - SUMMER SCHOOL	(197,435)	(121,335)	(659,979)	(685,000)	(31,030)	(716,030)	(716,030)	-	(716,030)	(716,030)		(0)
759	TOTAL REVENUE	(197,435)	(121,335)	(659,979)	(685,000)	(31,030)	(716,030)	(716,030)	-	(716,030)	(716,030)		(0)
760	NET EXPENSE SUM&CONT. ED	311,116	36,104	(151,993)	(133,348)	(27,178)	(160,526)	(174,223)	11,077	(713,409)	(163,026)		2,500
761													

		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
		2019 - 2020	2020-2021	2021-2022	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
762	RC - 24 SPECIAL EDUCATION												
763	ASSISTANT SUPERINTENDENT SESS	214,797	220,704	228,429	228,429	7,995	236,424	181,865	54,559	0	236,424	1,00	0
764	PROGRAM DIR. OF SESS K-12	328,215	341,860	348,678	355,632	-	355,632	273,521	82,111	(0)	355,632	2,00	-
765	DEPARTMENT CHAIRS	228,953	282,994	288,654	294,428	(22,082)	272,346	167,598	104,748	0	272,346	2,00	-
766		-	-	-	-	-	-	-	-	-	-	-	-
767	CURRICULUM SUPERVISION	-	-	-	-	-	-	80,381	-	55,619	136,000	-	-
768	SUBSTITUTE TEACHERS	82,898	104,057	156,930	165,000	(29,000)	136,000	-	-	-	-	-	-
770	21302	4,867,229	4,850,632	4,908,890	5,262,512	(40,080)	5,222,432	3,347,702	1,874,726	4	5,222,432	60,00	-
771	21303	181,190	227,457	262,290	219,500	43,500	263,000	228,214	-	34,786	263,000	-	-
772	21304	1,702,788	1,649,311	1,755,037	1,859,861	(53,572)	1,806,289	1,189,645	615,935	709	1,806,289	17,50	-
773	21307	837,531	922,451	1,029,646	1,099,135	(10,000)	1,089,135	753,024	-	336,111	1,089,135	-	-
774	21308	909,970	943,652	994,547	1,041,260	(213,893)	827,368	526,323	300,947	98	827,368	11,60	-
775	21403	228,031	231,451	180,467	185,037	-	185,037	113,869	71,168	(0)	185,037	2,00	-
776	21404	453,088	514,859	-	-	-	-	-	-	-	-	-	-
777	21407	21,395	22,860	-	-	-	-	-	-	-	-	-	-
778	21408	138,648	162,001	165,462	165,462	3,310	168,772	113,302	55,471	(0)	168,772	2,00	-
779	21409	116,537	119,159	121,542	121,542	2,431	123,973	76,291	47,682	0	123,973	1,00	-
780	21501	392,836	358,280	361,464	369,557	-	369,557	281,997	87,559	1	369,557	5,33	-
781	21603	2,912,501	3,029,893	3,214,760	3,353,934	94,791	3,448,725	2,457,201	968,897	22,627	3,448,725	83,50	-
782	21605	77,600	76,611	108,474	174,267	19,239	193,506	150,709	39,375	3,422	193,506	4,00	-
783	41002	249,653	268,421	289,879	-	-	-	-	1	(1)	-	-	-
784	41003	-	-	-	45,201	904	46,105	33,531	12,574	0	46,105	1,00	-
785	41004	30,984	15,677	29,273	-	-	-	-	1	(1)	-	-	-
786													
787	TOTAL PERSONNEL	14,004,842	14,342,431	15,154,582	14,940,757	(196,457)	14,744,301	9,975,171	4,315,754	453,375	14,744,301	192,93	(1)

		ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUIS.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.
788	OPERATING												
790	12001 CONSULTANT SERVICES	1,205,547	1,348,791	1,322,125	1,457,909	12,500	1,470,409	909,023	494,796	66,589	1,470,409		-
791	21305 CONTRACTED SPEECH	659,359	840,306	991,316	900,000	-	900,000	557,955	316,219	25,826	900,000		-
792	21309 CONTRACT OCCUPATIONAL THERAPY	772,093	804,770	835,721	851,176	20,000	871,176	600,307	266,132	1,717	871,176		-
793	21311 CONTRACTED PHYSICAL THERAPY	255,375	307,202	344,460	350,000	(20,000)	330,000	217,194	100,644	12,163	330,000		-
794	12004 LEGAL SERVICES	207,065	172,919	210,643	250,000	25,000	275,000	195,785	79,216		275,000		-
795	22001 TEXTBOOKS-NEW	5,494	3,156	2,407	5,500	(1,500)	4,000	1,700	4	2,297	4,000		-
796	22003 TEXTBOOKS-CONSUMABLES	4,199	3,775	2,415	5,120	(1,120)	4,000	1,323		2,677	4,000		-
797	24011 GENERAL TEACHING SUPPLIES	50,926	55,422	58,003	52,000	2,620	54,620	34,205	5,825	14,590	54,620		-
798	24013 SPECIAL EDUCATION TESTING	53,128	52,747	53,231	53,350	-	53,350	31,427	7,611	14,312	53,350		-
799	25003 PROFESSIONAL DEVELOPMENT	120,081	148,200	117,603	150,000	(40,500)	109,500	82,114	18,025	9,361	109,500		-
800	13015 LOCAL TRAVEL EXPENSE	2,218	78	396	1,500	-	1,500	465	26,398	1,035	1,500		-
801	25011 PUPIL EVALUATION	216,051	177,496	158,917	225,000	(25,000)	200,000	150,132	-	23,470	200,000		-
802	25026 DUES AND MEMBERSHIPS	800	960	670	1,000	-	1,000	775	12,245	225	1,000		-
803	13035 SOFTWARE	39,111	30,971	39,485	40,000	-	40,000	25,383	9,041	2,372	40,000		-
804	52002 IN-DISTRICT SPECIAL ED TRANS	775,621	698,935	930,397	873,000	138,165	1,011,165	552,395	449,728	9,041	1,011,165		-
805	52003 O-O-D SPECIAL ED TRANSPORTATION	482,518	265,097	366,764	541,596	(125,365)	416,231	257,807	153,249	5,176	416,231		-
806	72044 REPAIRS AND SERVICE CONTRACT	-	-	-	-	-	-	-	-	-	-		-
807	141001 TUITION-PUBLIC SCHOOLS	262,219	133,696	201,855	292,782	-	292,782	140,332	25,218	127,232	292,782		-
808	143001 TUITION-NON PUBLIC SCHOOLS	6,686,475	6,547,084	6,502,307	6,192,932	-	6,192,932	3,275,571	1,569,338	1,348,023	6,192,932		-
809	TOTAL OPERATING	11,798,282	11,591,601	12,138,713	12,242,865	(15,200)	12,227,665	7,033,892	3,527,669	1,666,105	12,227,665		-
810	EQUIPMENT												
811	73400 EQUIPMENT-TECHNOLOGY	20,537	29,535	35,138	30,000	-	30,000	18,638	-	11,362	30,000		-
812	TOTAL EQUIPMENT	20,537	29,535	35,138	30,000	-	30,000	18,638	-	11,362	30,000		-
813	GRAND TOTAL SPECIAL EDUCATION	25,823,660	25,863,567	27,328,433	27,213,622	(211,657)	27,001,966	17,027,700	7,843,423	2,130,842	27,001,966	192,93	(1)
814	REVENUE												
815	143002 EXCESS COST REIMBURSEMENT	(2,566,258)	(2,695,922)	(2,790,743)	(2,081,983)	-	(2,081,983)	(1,816,185)	-	(2,816,522)	(2,816,522)		734,537
816	820 REVENUE	(2,566,258)	(2,695,922)	(2,790,743)	(2,081,983)	-	(2,081,983)	(1,816,185)	-	(2,816,522)	(2,816,522)		734,537
817	821 NET SPECIAL EDUCATION EXPENSE	23,257,402	23,267,645	24,537,688	25,131,637	(211,657)	24,919,981	15,211,515	7,843,423	(685,680)	24,185,444		734,536
818	822												

823	RC - 25	FIXED COSTS	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	823
824															824
825	52001	REGULAR PUPIL TRANSPORTATION	2,232,400	2,064,426	2,350,444	2,554,742	(96,681)	2,458,061	1,698,024	758,848	1,189	2,458,061		.	825
826		TOTAL TRANSPORTATION	2,232,400	2,064,426	2,350,444	2,554,742	(96,681)	2,458,061	1,698,024	758,848	1,189	2,458,061		.	826
827															827
828															828

HEATING FUEL											
63001	HEAT - RC25	17,607	16,184	19,597	19,500	2,665	22,165	8,262	13,903	-	22,165
63002	PROPANE	-	7,603	-	-	-	-	-	-	-	-
2330108	HEAT-DHS	111,422	116,084	140,857	143,190	38,305	181,495	126,092	55,403	-	181,495
2330307	HEAT-MIDDLESEX	55,994	79,152	89,095	100,107	5,821	105,928	72,832	33,107	-	105,928
2330506	HEAT-HINDLEY	29,097	33,315	39,942	37,500	11,212	48,712	34,685	14,027	-	48,712
2330706	HEAT-HOTNES	46,797	26,978	31,435	35,325	3,700	39,025	25,540	13,485	-	39,025
2330806	HEAT-OX RIDGE	55,984	50,304	42,617	12,334	75,346	87,700	49,098	38,602	-	87,700
2330906	HEAT-ROYLE	36,310	43,315	35,123	47,886	(871)	47,015	32,112	14,903	-	47,015
2331006	HEAT-TOKENBEE	38,856	39,849	27,514	37,720	7,840	45,560	39,835	5,725	-	45,560
TOTAL HEATING FUEL		393,095	412,785	426,201	433,582	144,018	577,600	386,446	189,154	-	577,600

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		ACTUAL 2019 - 2020	ACTUAL 2020 - 2021	ACTUAL 2021 - 2022	ORIG APPRO	TRFNS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
860	64003	TELEPHONE - RC25	69,395	59,814	59,190	63,200	3,735	66,935	50,057	16,877	1	66,934	1
861	64003	TELEPHONE - DHS	-	-	-	-	-	-	-	-	-	-	-
862	64003	TELEPHONE - MIDDLESEX	-	-	-	-	-	-	-	-	-	-	-
863	64003	TELEPHONE - HINDLEY	-	-	-	-	-	-	-	-	-	-	-
864	64003	TELEPHONE - HOLMES	-	-	-	-	-	-	-	-	-	-	-
865	64003	TELEPHONE - OX RIDGE	-	-	-	-	-	-	-	-	-	-	-
866	64003	TELEPHONE - ROYLE	-	-	-	-	-	-	-	-	-	-	-
867	64003	TELEPHONE - TOKENEKE	-	-	-	-	-	-	-	-	-	-	-
868	64003	TOTAL TELEPHONE	69,395	59,814	59,190	63,200	3,735	66,935	50,057	16,877	1	66,934	1
869	64004	SEWER SERVICE - RC25	46,799	39,864	46,137	49,245	3,215	52,460	52,460	-	-	52,460	-
870	64004	SEWER SERVICE - DHS	-	-	-	-	-	-	-	-	-	-	-
871	64004	SEWER SERVICE - MIDDLESEX	-	-	-	-	-	-	-	-	-	-	-
872	64004	SEWER SERVICE - HINDLEY	-	-	-	-	-	-	-	-	-	-	-
873	64004	SEWER SERVICE - HOLMES	-	-	-	-	-	-	-	-	-	-	-
874	64004	SEWER SERVICE - OX RIDGE	-	-	-	-	-	-	-	-	-	-	-
875	64004	SEWER SERVICE - ROYLE	-	-	-	-	-	-	-	-	-	-	-
876	64004	SEWER SERVICE - TOKENEKE	-	-	-	-	-	-	-	-	-	-	-
877	64004	TOTAL SEWER SERVICE	46,799	39,864	46,137	49,245	3,215	52,460	52,460	-	-	52,460	-
878													
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Darrien Public Schools
Budget Projection for 2022-23

Category	2019 - 2020	2020-2021	2021-2022	Orig. Bud	Adjut.	Rev. Bud.	Exp	Encumber	Avail. Bud	Exp. Forecast	CURR STF	Surplus/ (Shortfall)
Personnel	64,829,458	67,289,036	68,638,115	71,252,670	(412,858)	70,839,812	47,638,393	21,863,187	1,338,231	70,779,559	785,67	60,253
Operating	18,210,746	18,379,921	19,059,088	19,237,445	365,062	19,602,507	12,820,472	4,533,736	2,248,697	19,597,042	-	5,465
Fired	19,399,665	20,490,866	21,536,838	23,220,308	5,201	23,225,509	18,622,707	3,464,410	1,138,392	23,114,876	-	110,633
Equipment	877,119	473,093	986,276	829,883	73,625	903,510	852,292	26,754	24,463	904,590	-	(1,080)
GRAND TOTAL EXPENSES	103,316,988	106,632,917	110,420,318	114,540,308	31,030	114,571,338	79,933,865	29,888,088	4,749,783	114,396,066	785,67	175,272

Category	2019 - 2020	2020-2021	2021-2022	Orig. Bud	Adjut.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast	Rev. Surplus/ (Shortfall)
RC-1 Student Parking Fees	(11,000)	(11,000)	(11,000)	(25,740)	-	(35,000)	(29,774)	(35,000)	(29,774)	4,034
RC-11 Summer School Field Use	(35,000)	-	(35,000)	(35,000)	-	(35,000)	(35,000)	(35,000)	(35,000)	-
RC-11 Gate Receipts	-	(21,963)	(53,908)	(45,700)	-	(45,700)	(52,440)	(61,425)	(61,425)	6,740
RC-12 Building Rental	(711,109)	(208,920)	(171,696)	(192,625)	-	(192,625)	(193,049)	(193,049)	(193,049)	424
RC-12 Use of Fields	(212,644)	(216,929)	(223,408)	(229,553)	-	(229,553)	(229,553)	(229,553)	(229,553)	-
RC-13 Revenue for IT Services	(197,435)	(121,335)	(659,979)	(685,000)	(31,030)	(716,030)	(716,030)	(716,030)	(716,030)	(0)
RC-23 Summer School	(2,566,258)	(2,695,922)	(2,790,745)	(2,081,985)	-	(192,214)	(1,816,185)	(2,816,522)	(2,816,522)	724,537
RC-24 Excess Cost Grant	(344,809)	(207,338)	(244,903)	(192,214)	-	(354,050)	(322,784)	(322,722)	(322,722)	5,000
RC-25 OPEB/Medicare Reimbursement	(275,921)	(235,631)	(299,918)	(303,292)	-	(354,050)	(322,784)	(322,722)	(322,722)	(31,328)
RC-26 Early Learning Program	(3,768,189)	(3,719,038)	(4,490,557)	(3,033,292)	(31,030)	(3,564,322)	(3,460,327)	(4,653,729)	(4,653,729)	689,407
GRAND TOTAL REVENUE										

NET BUDGET (Appropriation)	99,548,799	102,913,879	105,929,760	110,607,016	-	110,607,016	76,473,538	29,889,548	96,054	109,742,338	785,67	864,678
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RC-#	RESPONSIBILITY CENTER SUMMAR	RC NAME	ACTUAL 2019 - 2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIG APPRO	TRFMS ADL	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FOR- CAST	CURR STF	YR. END EST.
1035	RC-1	DHS	13,315,806	13,306,543	13,929,556	14,189,969	(37,281)	14,152,688	9,418,061	4,622,376	112,251	14,152,688	-	-
1037	RC-2	FITCH ACADEMY	471,318	508,012	522,831	554,351	8,246	562,597	385,728	176,009	860	562,597	-	41,669
1038	RC-3	MMS	10,344,000	10,573,222	10,573,222	11,110,085	(329,537)	10,780,548	7,095,709	3,571,471	113,765	10,780,548	7,350	10,398
1039	RC-5	Hindley	3,651,150	3,597,988	3,682,820	4,057,991	(222,615)	3,835,376	2,530,944	1,273,569	30,864	3,832,027	1,565	7,350
1040	RC-7	Holmes	3,420,056	3,435,539	3,596,528	3,931,923	(372,656)	3,569,267	2,400,859	1,124,547	33,861	3,569,267	1,565	7,350
1041	RC-8	Ox Ridge	3,572,668	3,572,668	3,926,774	4,283,423	(109,158)	4,174,265	2,773,599	1,372,766	27,899	4,171,946	2,319	2,319
1042	RC-9	Royce	3,153,268	3,351,567	3,340,122	3,561,209	(266,430)	3,294,779	2,200,830	1,078,283	21,665	3,294,779	-	-
1043	RC-10	Tokenale	3,360,380	3,338,462	3,321,270	3,564,586	98,672	3,663,258	2,420,623	1,219,964	22,671	3,655,908	7,350	7,350
1044	RC-11	Abn Health & P E	1,690,473	1,568,098	1,957,198	1,972,779	123,275	2,096,054	1,510,473	478,711	106,870	2,096,054	-	-
1045	RC-12	Maintenance	3,384,101	3,429,745	3,951,405	3,553,463	115,935	3,660,398	2,708,883	800,214	160,302	3,660,398	0	0
1046	RC-13	Music	262,180	269,546	290,879	302,761	7,373	310,134	199,914	83,430	26,790	311,214	(1,080)	(1,080)
1047	RC-14	Art	97,310	105,102	107,259	115,478	45,777	161,255	131,508	421,980	54,423	161,255	-	-
1048	RC-15	Tech Plan	3,444,484	2,989,073	3,594,103	3,567,787	40,470	3,608,257	3,131,854	189,371	3,511	3,608,256	(1)	(1)
1049	RC-16	Admin	944,889	789,580	852,933	838,629	10,743	849,371	658,144	187,716	24,175	849,372	-	-
1050	RC-17	Health	842,321	820,734	871,352	1,195,206	(5,683)	1,189,523	872,178	293,170	24,175	1,189,522	-	-
1051	RC-18	Personnel	937,514	1,451,584	1,655,439	923,893	689,673	1,613,566	1,142,336	234,269	226,960	1,611,911	1,655	1,655
1052	RC-19	Cumculum	2,415,864	2,268,370	2,580,598	2,580,598	185,106	2,765,704	1,800,085	609,224	267,395	2,765,703	-	-
1053	RC-20	Finance	624,147	717,407	704,134	712,412	21,358	733,770	567,703	164,506	1,561	732,459	1,311	1,311
1054	RC-21	Library/Media	159,838	166,619	134,216	152,426	(0)	152,426	116,845	15,353	20,228	152,427	(1)	(1)
1055	RC-22	Tech Ed	42,502	106,310	58,639	57,326	5,978	63,304	52,948	4,211	6,145	63,304	-	-
1056	RC-23	Cont Ed	508,550	157,439	507,986	551,652	3,852	555,504	541,807	11,077	2,620	553,004	2,500	2,500
1057	RC-24	SPED	27,328,433	25,963,567	27,328,433	27,213,622	(211,657)	27,001,966	17,027,700	7,843,423	2,130,842	27,001,966	110,633	110,633
1058	RC-25	Fixed Expenses	19,399,665	20,490,866	21,536,838	23,220,308	5,201	23,220,309	18,622,707	3,464,410	1,138,392	23,114,876	-	-
1059	RC-26	Early Learning Program	1,466,843	1,534,530	1,651,454	1,718,341	(13,673)	1,704,668	1,166,750	530,321	7,597	1,704,668	0	0
1060	RC-27	Safety & Security	-	-	-	610,092	238,060	848,152	455,674	201,385	191,093	848,152	-	-
1062	RC-28	COVID EXPENSES	-	2,497,025	56,556	-	-	-	-	-	-	-	-	-
1063	TOTAL ACTUAL		103,316,988	106,632,917	110,420,318	114,540,308	31,036	114,571,338	79,933,865	29,888,088	4,749,783	114,596,066	175,272	175,272
1064	PERSONNEL SUMMARY		103,316,988	106,632,917	110,420,318	114,540,308	31,036	114,571,338	79,933,865	29,888,088	4,749,783	114,596,066	175,272	175,272
1065	RC		2019 - 2020	2020-2021	2021-2022	APPRO	TRFMS ADL	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FOR- CAST	CURR STF	YR. END EST.
1066	RC-1	Darren High School	13,098,094	13,112,087	13,679,817	13,927,681	(27,986)	13,899,696	9,239,798	4,388,603	71,294	13,899,696	139,07	139,07
1067	RC-2	Fitch Academy	382,833	410,750	420,600	440,474	1,854	442,528	288,342	153,954	32	442,528	4,60	41,669
1068	RC-3	Middlesex Middle School	10,286,224	10,235,573	10,492,714	11,004,098	(314,098)	10,690,000	7,035,808	3,561,928	92,263	10,646,311	111,60	41,669
1069	RC-5	Hindley School	3,588,225	3,544,653	3,635,966	4,004,269	(222,550)	3,781,719	2,482,576	1,269,923	29,221	3,774,370	43,32	7,350
1070	RC-7	Holmes School	3,357,774	3,380,663	3,544,261	3,876,520	(372,591)	3,503,929	2,361,154	1,121,817	20,958	3,502,364	42,62	7,350
1071	RC-8	Ox Ridge School	3,535,604	3,600,220	3,871,249	4,224,911	(108,385)	4,116,526	2,721,924	1,371,822	22,779	4,114,207	45,62	2,319
1072	RC-9	Royce School	3,115,222	3,203,209	3,300,578	3,517,056	(266,339)	3,250,717	2,160,222	1,071,200	19,295	3,250,717	36,32	7,350
1073	RC-10	Tokenale School	3,324,759	3,289,994	3,275,997	3,514,499	98,647	3,613,146	2,376,822	1,217,721	18,603	3,605,796	42,07	7,350
1074	RC-11	Physical Education	1,046,944	1,031,848	1,098,195	1,159,180	41,379	1,200,559	842,919	319,494	38,145	1,200,559	5,00	7,350
1075	RC-12	Maintenance	1,675,910	1,616,621	1,798,184	1,744,703	(64,319)	1,680,384	1,225,125	340,903	114,356	1,680,384	15,50	0
1076	RC-13	Music	191,326	202,563	214,892	217,243	(2,607)	214,636	135,847	78,789	0	214,636	1,00	(0)
1077	RC-14	Art	-	-	-	-	-	-	-	-	-	-	-	-
1078	RC-15	Technology	1,119,996	1,116,755	1,189,135	1,273,810	4,491	1,278,301	978,888	296,134	3,278	1,278,300	13,00	(1)
1079	RC-16	Administration	455,384	450,512	463,603	464,624	11,084	475,708	364,891	110,817	(1)	475,708	2,60	(1)
1080	RC-17	Health	789,174	766,874	826,376	1,142,106	(5,458)	1,136,648	835,500	287,950	13,198	1,136,647	14,00	(1)
1081	RC-18	Personnel	864,336	1,360,562	1,540,327	804,943	54,417	1,509,360	1,082,886	212,652	214,211	1,509,360	5,17	(0)
1082	RC-19	Cumculum	1,902,926	1,868,458	1,921,309	2,074,240	54,114	2,128,354	1,387,512	665,382	75,259	2,128,353	18,50	1
1083	RC-20	Finance	586,451	695,180	681,248	687,412	21,283	708,695	544,189	164,506	0	708,695	6,00	-
1084	RC-21	Library/Media	2,613	2,613	-	-	-	-	-	-	-	-	-	-
1085	RC-22	Continuing Education	53,876	56,699	55,913	59,062	1,375	60,437	49,359	11,077	1	60,437	0,40	0
1086	RC-23	Special Education	14,004,842	14,342,431	15,154,582	14,940,757	(196,457)	14,744,301	9,975,171	4,313,524	453,375	14,744,301	192,93	(1)
1087	RC-24	Early Learning Program	1,456,944	1,517,941	1,631,791	1,695,341	(13,185)	1,682,156	1,153,721	523,321	5,114	1,682,156	27,00	(1)
1088	RC-27	Safety & Security	-	-	-	479,742	204,185	683,927	371,584	165,540	146,803	683,927	19,00	-
1089	RC-28	COVID EXPENSES	-	1,483,032	41,379	-	-	-	-	-	-	-	-	-
1090	TOTAL PERSONNEL		64,339,458	67,289,036	68,438,115	71,252,670	(412,853)	70,839,812	47,638,993	21,863,187	1,338,231	70,779,559	785,67	60,253

OPERATING SUMMARY														
RC NAME		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
		2019 - 2020	2020-2021	2021-2022		APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
1091														
1092														
1093	RC-1	217,712	189,483	246,692	257,487		(9,250)	248,237	173,508	33,773	40,957	246,237		
1094	RC-2	88,485	97,262	102,231	103,877		6,392	120,269	97,385	22,055	828	120,269		
1095	RC-3	57,275	75,134	80,509	115,987		(15,439)	90,548	59,901	9,543	21,502	90,548		
1096	RC-5	46,925	53,335	44,854	51,722		(65)	51,657	47,434	1,222	1,527	51,657		
1097	RC-7	60,315	54,876	50,457	53,403		(65)	53,338	38,520	1,920	12,898	53,338		
1098	RC-8	54,802	53,850	55,512	56,512		(624)	55,888	49,825	944	5,119	55,888		
1099	RC-9	35,238	46,716	37,606	42,153		(65)	42,088	38,634	1,085	2,369	42,088		
1100	RC-10	48,468	45,223	45,223	48,087		65	48,152	41,841	2,243	4,068	48,152		
1101	RC-11	638,534	531,297	835,663	807,599		81,896	889,495	663,784	159,216	66,495	889,495		
1102	RC-12	1,653,595	2,092,333	2,092,333	1,749,460		163,193	1,912,653	1,430,032	436,957	45,665	1,912,653		
1103	RC-13	60,914	58,284	67,719	73,859		-	111,378	96,308	3,791	6,455	111,378		
1104	RC-14	103,236	103,740	111,378	111,378		-	1,598,997	1,425,682	125,846	47,469	1,598,997		
1105	RC-15	1,562,542	1,497,299	1,546,920	1,596,382		2,615	373,664	293,253	76,899	3,511	10,977		
1106	RC-16	489,505	339,068	389,330	374,005		(341)	52,875	36,678	5,200	52,875	36,678		
1107	RC-17	53,147	53,861	44,977	53,100		(225)	59,451	59,451	22,066	22,749	102,511		
1108	RC-18	91,222	115,112	115,112	118,950		(14,744)	104,206	412,573	32,642	192,136	637,351		
1109	RC-19	512,938	302,565	347,061	506,359		130,992	637,351	23,514	3,642	1,561	637,351		
1110	RC-20	22,227	22,866	22,866	25,000		75	152,426	116,845	15,553	20,228	152,427		
1111	RC-21	156,815	165,004	132,000	132,000		(0)	51,895	492,074	31,895	2,116	492,074		
1112	RC-22	33,814	100,740	452,074	492,590		2,477	495,067	7,033,892	3,527,669	1,666,105	12,227,665		
1113	RC-23	454,675	11,591,601	12,138,713	12,242,865		(15,200)	21,500	12,018	7,000	2,482	21,500		
1114	RC-24	11,798,282	16,480	19,146	22,000		(500)	115,375	66,995	34,991	13,889	115,375		
1115	RC-26	8,665	-	-	88,000		27,375	115,375	-	-	-	-		
1116	RC-27	-	-	-	-		-	-	-	-	-	-		
1117	RC-28	-	1,001,238	15,177	19,059,088		358,562	19,553,657	12,802,976	4,532,783	2,218,966	19,548,192		
1118	TOTAL OPERATING	18,210,746	18,379,921	19,059,088	19,195,095		-	19,553,657	12,802,976	4,532,783	2,218,966	19,548,192		5,465
EQUIPMENT SUMMARY														
RC NAME		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	
		2019 - 2020	2020-2021	2021-2022	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	
1119														
1120														
1121														
1122	RC-1	-	4,973	3,048	4,800	(45)	4,755	4,755	-	-	-	4,755		
1123	RC-3	-	-	2,000	2,000	-	2,000	934	645	421	2,000	-		
1124	RC-5	-	-	2,000	2,000	-	2,000	1,186	810	0	2,000	-		
1125	RC-7	1,966	727	1,675	2,000	(149)	1,831	1,974	-	1	1,974	-		
1126	RC-8	1,983	1,642	1,938	2,000	(26)	1,960	1,960	-	-	1,960	-		
1127	RC-9	1,959	4,993	3,340	6,000	(40)	6,000	3,770	-	2,230	6,000	-		
1128	RC-10	1,959	4,993	3,340	6,000	(40)	6,000	3,770	-	2,230	6,000	-		
1129	RC-11	4,993	25,179	60,888	99,300	17,061	76,361	53,126	22,554	281	76,361	-		
1130	RC-12	54,796	60,888	60,888	99,300	17,061	76,361	53,126	22,554	281	76,361	-		
1131	RC-13	9,940	8,268	8,699	9,980	9,980	11,045	11,045	850	545	11,590	-		
1132	RC-14	6,059	3,866	3,519	4,100	7,490	11,590	11,590	-	-	3,675	730,959		
1133	RC-15	762,246	375,019	838,048	697,595	33,364	730,959	727,284	-	-	-	-		
1134	RC-16	-	-	-	-	-	-	-	-	-	-	-		
1135	RC-17	-	-	-	-	-	-	-	-	-	-	-		
1136	RC-19	-	-	-	-	-	-	-	-	-	-	-		
1137	RC-20	-	-	-	-	-	-	-	-	-	-	-		
1138	RC-21	4,10	1,002	2,212	-	-	-	-	-	-	-	-		
1139	RC-22	8,888	4,533	3,871	5,431	5,978	11,409	8,953	2,095	361	11,409	-		
1140	RC-23	-	-	-	-	-	-	-	-	-	-	-		
1141	RC-24	20,537	29,533	35,138	30,000	-	30,000	18,638	-	-	11,362	30,000		
1142	RC-26	1,231	209	516	1,000	12	1,012	1,011	-	-	1	1,012		
1143	RC-27	-	-	-	-	-	-	-	-	-	-	-		
1144	RC-28	-	12,756	-	-	-	-	-	-	-	-	-		
1145														
1146														
1147	TOTAL EQUIPMENT	877,119	473,093	986,276	829,885	73,625	903,510	852,292	26,754	24,463	904,590	-	(1,080)	
1148														
1149	RC-25 FIXED EXPENSES	19,399,665	20,490,866	21,536,838	23,220,308	5,201	23,225,509	18,632,707	3,464,410	1,138,992	23,114,876	-	110,633	
1150	Budget Total	103,316,938	110,420,318	114,571,338	114,540,308	31,030	114,571,338	79,933,065	29,888,088	4,749,783	114,296,066	-	175,272	
1151	Total Revenue	(3,768,189)	(3,719,038)	(4,490,557)	(3,933,292)	(3,030)	(3,964,322)	(3,460,327)	1,460	(4,653,729)	(4,653,729)	-	659,407	
1152	Net Budget	99,548,799	100,571,879	105,979,760	110,607,016	0	110,607,016	76,473,538	29,889,548	96,054	109,742,338	-	864,678	

Food Service Financial Statement

	FY20	FY21	FY22	FY23 YTD	FY23 Forecast
Revenue:					
Student Sales	\$ 1,473,979	\$ 660,451	\$ 2,295,250	\$ 1,943,164	\$ 2,591,364
Pavillion	\$ -	\$ -	\$ 20,412	\$ 14,494	\$ 14,494
Adult Sales	\$ 41,490	\$ 53,888	\$ 85,744	\$ 17,772	\$ 17,772
Interest	\$ 1,759	\$ 330	\$ 856	\$ 818	\$ 1,118
Total Revenue	\$ 1,517,228	\$ 714,669	\$ 2,402,262	\$ 1,976,248	\$ 2,624,748
Expenses:					
District Staff	\$ 767,879	\$ 548	\$ 441,346	\$ 209,524	\$ 275,252
District Retirement	\$ 30,436	\$ -	\$ 56,617	\$ 33,547	\$ 33,547
Food Expense	\$ 779,067	\$ -	\$ -	\$ -	\$ -
Equipment Repairs	\$ 41,961	\$ -	\$ 23,258	\$ 69,378	\$ 80,136
Utilities	\$ -	\$ -	\$ 14,008	\$ 5,064	\$ 8,007
Supplies	\$ 1,657	\$ -	\$ 5,749	\$ 4,995	\$ 4,995
Professional Development	\$ 5,248	\$ -	\$ -	\$ -	\$ -
Management Expense	\$ -	\$ 686,200	\$ 1,641,497	\$ 1,513,642	\$ 1,994,585
Uniforms/Travel	\$ 5,902	\$ 3,163	\$ 2,277	\$ 1,638	\$ 2,388
Bank Fees	\$ 25	\$ 35	\$ -	\$ -	\$ -
Total	\$ 1,632,175	\$ 689,945	\$ 2,184,752	\$ 1,837,788	\$ 2,398,910
P&L	\$ (114,947)	\$ 24,724	\$ 217,510	\$ 138,459	\$ 225,838
Starting Fund Balance	\$ 305,043	\$ 190,096	\$ 214,820	\$ 432,330	\$ 432,330
Anticipated Draw Down	\$ -	\$ -	\$ -	\$ -	\$ (94,017)
Ending Fund Balance	\$ 190,096	\$ 214,820	\$ 432,330	\$ 570,790	\$ 564,151

2022-23 Revenues
For Selected State Grants
District: 35-Darien

Kevin Chambers (860) 713-6455

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Education Cost Sharing (ECS) Grant:

1. 2022-23 ECS Entitlement	472,340
2. 2022-23 Alliance Portion	0
3. 2022-23 Two Percent Compensatory Education Portion	0
4. 2022-23 Net Local ECS Entitlement (Item 1 - Item 2 - Item 3)	472,340
5. 2021-22 ECS Prior Year Adjustment	-15
6. 2021-22 Excess Costs Grant Prior Year Adjustment	296,889
7. 2022-23 ECS Revenue (Item 4 + Item 5 + Item 6)	769,214

Excess Costs Grant *

Grant Type I	2,816,522
Grant Type II	0
Grant Type 3A	0
Grant Type IV	0
Grant Type 3B	0

Adult Education Grant:

1. 2022-23 Adult Education Entitlement	39
2. 2021-22 Adult Education Prior Year Adjustment	1
3. 2022-23 Adult Education Revenue (Sum of Items 1 thru 2)	40

Health Services Grant:

1. 2022-23 Health Services Entitlement	0
2. 2021-22 Health Services Prior Year Adjustment	0
3. 2022-23 Health Services Revenue (Sum of Items 1 thru 2)	0

	Uncapped Entitlement	Capped Entitlement	Entitlement Impact	Percent Impact
Adult Education	39	39	0	0.00
Health Services	0	0	0	0.00
Grant Type I	3,820,959	2,816,522	-1,004,437	-26.29
Grant Type II	0	0	0	0.00
Grant Type 3A	0	0	0	0.00
Grant Type IV	0	0	0	0.00
Grant Type 3B	0	0	0	0.00

To return to the screen options for individual grants or the effect of the caps, click this box ☐.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

2024-2025
Draft Budget Calendar

BOE Nov 14, 2023	Approval of Calendar
BOE Nov 28, 2023	Draft Capital Budget
BOE Dec 9, 2023 (Saturday)	Tour of the Schools
Dec 21, 2023 (Thursday)	BOE Receives Superintendent Proposed Budget Books (Printed) Cabinet Receives Superintendent Proposed Budget Books (Printed) RC Heads Receive Superintendent Proposed Budget Books (Printed) Superintendent's Proposed Budget Published on Website
January 4, 2024 (Thursday)	BOF, RTM F&B, RTM ED, BOS, Town Clerk, CDSP (4), SEPAC (2) Receive Superintendent's Proposed Budget Books (Committee's Opt-In by 12/9)
January 4, 2024 (Thursday)	Presentation of Superintendent's Proposed Budget for 2024-2025 Including Major Budget Proposals
January 6, 2024 (Saturday)	Regular Board of Education Meeting: 1). Personnel, Operating and Equipment Proposed Budgets of: RC 01 Darien High School RC 02 Fitch Academy RC 11 Physical Education/Athletics RC 03 Middlesex Middle School RCs 05, 07, 08, 09 and 10 - Elementary Schools RC 12/25 Facilities/Fixed Expenses/ Capital Plan

	RC 13 Music RC 14 Art RC 21 Library/Media RC 17 Health RC 22 Technology Education RC 15 Technology RC 24 Special Education RC 26 Early Learning Program RC 19 Curriculum/ RC 23 Summer School RC 20 Finance RC 16 Administration RC 18 Personnel/Human Resources RC 27 Security RC 28 COVID
January 9, 2024	Regular Board of Education Meeting: Follow Up Discussion on Saturday Budget Meeting
January 12, 2024 (Friday)	Official Submission of Budget Questions/Comments/Feedback from BOF, RTM F&B and RTM ED to BOE Chairperson
January 13, 2004	Snow Day for Saturday Budget Meeting
January 18, 2024 (Special Meeting-Thursday)	Special Board of Education Meeting including Chair or Designee from BOF, RTM F&B and RTM ED
January 23, 2024	Regular Board of Education Meeting Discussion on Questions/Comments/Feedback from Boards BOE Request for Budget Modifications, if any (Add/Cut)
January 30, 2024 (Special Meeting)	Special Board of Education Meeting

	BOE Public Hearing on Superintendent's Budget Recommendation Further discussion of Budget Modifications, if any
February 6, 2024 (Special Meeting)	Special Board of Education Meeting Follow Up discussion on Budget Modifications, if any (Add/Cut)
February 13, 2024	Regular Board of Education Meeting Approval of BOE Budget
February 27, 2024	Publication of Budget in Newspapers
February 27, 2024	BOE Budget on Website BOE Approved (Printed) Budget Books only for BOE and Cabinet
February 27, 2024	Regular Board of Education Meeting
March 5, 2024	Legal Date: Board of Finance meeting at which the 2024-2025 BOE Budget is submitted
March 12, 2024	Legal Date: Board of Finance Public Hearing
March 13, 2024 (Wednesday)	Regular Board of Education Meeting
March 19, 2024 (Special Meeting) If Needed	Special Board of Education Meeting Joint BOE, RTM F&B and RTM Ed Meeting to discuss the BOE Approved Budget
March 26, 2024	Regular Board of Education Meeting
March 27, 2024	Board of Finance- Board of Finance Review and Discussion of BOE Budget
April 4, 2024	Board of Finance-Final Vote on Budget and set the Mill Rate

April 23, 2024	Regular Board of Education Meeting
May 13, 2024	Legal Date: RTM Approval of Budget 2024-2025 Town of Darien Budget

DRAFT

Memorandum

To: Board of Education

From: Policy Committee

Date: April 21, 2023

Re: Policy 2700 Revise
Policy 3125 Repeal and Replace
Policy 3150 Revise
Policy 4111 Repeal and Replace
Policy 4118 Repeal and Replace
Policy 4025 Repeal and Replace
Policy 4050 Revise
Policy 4075 Repeal and Replace
Policy 4450 New

1. Policy 2700, Policy Regarding Retention of Electronic Records and Information:

Revisions to this Policy clarify that it applies to not only employees of the District, but also school officials and any other person who is granted access to the District's computer systems or networks. The additional changes are stylistic.

2. Policy 3125, Purchasing: Repeal this Policy and replace it with Shipman and Goodwin's model policy. Revisions to this Policy relate to the procurement of property and services under a Federal award and to track the statutory language concerning consultation with a municipality's legislative body. Appendix A has been added and specifically addresses the requirements of 2 C.F.R. §§ 200.317-300.327.

3. Policy 3150, School Activity Funds: Revisions to this Policy are technical in nature.

4. Policy 4111, Non-Discrimination: Repeal this Policy and replace it with Shipman and Goodwin's model policy. The current Policy is not aligned with current law and uses terms such as "Affirmative Action" that have specific legal meanings in ways that do not align with the intended meaning of the Policy. Changes to this Policy track the changes already made to Policy 1300, Non-Discrimination (Community).

5. Policy 4118, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel): Repeal this policy and replace it with Shipman and Goodwin's model policy. The revisions to this Policy reflect changes to the law and reflect the changes that have already been made to Policy 5275 relating to students. The significant changes to this

Policy are contained in the regulations and relate to definitions and timelines. Forms for complaints and the documentation of allegations are also included.

6. Policy 4025, Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees: Repeal this Policy and replace it with Shipman and Goodwin's model policy. Revisions to this Policy add licensed behavior therapists to the list of mandatory reporters. Public Act 18-67 provides for the electronic filing of reports to the Department of Children and Families and this Policy now reflects that change. We have also revised this Policy in light of section 5 of Public Act No. 22-87, which makes changes to the distribution requirements for the board of education's written policy for the mandatory reporting by school employees of suspected child abuse or neglect. Additional revisions reflect the new requirements that, beginning July 1, 2023, school employees must complete training provided by the Department of Children and Families and that boards of education must electronically distribute information on DCF's sexual abuse and assault awareness prevention program. Stylistic changes have also been made.

7. Policy 4050, Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder: Revisions to this Policy are stylistic in nature. The legal references have also been updated.

8. Policy 4075, Alcohol, Tobacco and Drug-Free Workplace: Repeal this Policy and replace it with Shipman and Goodwin's model policy. Revisions to this Policy prohibit employee use of palliative marijuana on school property, or employees' being under the influence of same, consistent with Conn. Gen. Stat. Section 21a-408a through 408q. The policy was also revised to include the definition of a "vapor product," consistent with Public Act 15-206, "An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products." The Policy now also prohibits smoking on property owned, leased, contracted for, or utilized by the Board.

9. Policy 4450, Policy Regarding Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities act of 1990 (New): The Policy reflects the language of federal law and sets forth complaint procedures as required by state and federal laws.

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 2000
Administration

Policy 2700

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**POLICY REGARDING RETENTION OF
ELECTRONIC RECORDS AND INFORMATION**

I. POLICY

The Darien Board of Education (the "Board") complies with all state and federal laws and regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees, school officials, employees, and individuals granted access to the computer systems and/or networks of the Darien Public Schools (the "District") and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District's computer systems are referred to as the "Users".

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board ~~of Education~~ provides computers, a computer network(s), including Internet access and an e-mail system, as well as any electronic devices that access the network(s) such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to personal laptops, Smartphones, network access devices, Kindles, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the ~~district~~ District.

Electronic messages sent by ~~school officials and employees~~ Users as part of their work and/or by using the ~~district's~~ District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure. ~~Employees~~ Users must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual ~~employees~~ Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system ~~user~~ User.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, ~~employees~~-Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by ~~employees~~Users.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. ~~Employees~~ Users should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, ~~employees~~-Users should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
Conn. Gen. Stat. § 7-109
Conn. Gen. Stat. § 11-8 et seq.
General Letters 96-2 and 2009-2 of the Public Records Administrator
Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)
Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator, available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

ADOPTED: April 27, 2021
REVISED:

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 2000
Administration

Policy 2700

**ADMINISTRATIVE REGULATIONS REGARDING THE
RETENTION OF ELECTRONIC RECORDS AND INFORMATION**

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2700 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. DEFINITIONS

- A. E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public Records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.
- D. Digital Imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document

scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.

- E. Transitory Correspondence consists of communication that does not relate to an ~~employee's individual's~~ job responsibilities or has a short term administrative value.
- F. Routine Correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

III. E-MAIL CLASSIFICATION

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

~~Employees-Users~~ shall use the following steps in determining whether to maintain e-mail messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.
3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indexes, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

Permanent	If records are to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.
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Less than Permanent These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form "Records Disposition Authorization" and attaching any supporting documentation, or by following the District's process for documenting document destruction.

V. RETENTION OF ELECTRONIC RECORDS

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District ~~employees~~ Users will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified ~~employees~~ Users to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal References:

June Special Session, Public Act No. 21-2, Sec. 147

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

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ADOPTED: April 27, 2021

REVISED:

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 3000: BUSINESS
POLICY 3125

PURCHASING

I. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process \$10,000 or More

Purchases of goods or general services, expected to involve an expenditure of \$10,000 or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of \$10,000 or more, may be awarded by the Superintendent or his/her designee.

General Services include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible.

The Superintendent of Schools or his/her designee shall develop the proposed bid specifications and other bid documents.

C. Cooperative Purchases

Contracts have been established by competitive bid through the State of Connecticut and cooperative purchasing groups for municipalities and other public entities. In these contracts, goods or general services are awarded to specific vendors who successfully meet all bid requirements. The Superintendent or his/her designee is authorized to make the determination that the Board may participate in one of these contracts if it is in the best interest

of the Board. If the Superintendent or his/her designee makes such determination, such participation is exempted from the competitive bidding process described in this Section I.

D. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once by open newspaper publication and on the Darien Public Schools website. At least five (5) calendar days must intervene between the date of the last newspaper publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

E. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids greater than \$10,000 shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. The Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

F. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the "Board of Education" as the payee.

G. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders

possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder").

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the Town of Darien, the award will be made to the local bidder.

H. Rejection of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures. The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

I. Advisement of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected

II. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, expected to involve an expenditure of at least \$5,000 but less than \$10,000. Purchases of goods or services which involve an expenditure of less than \$4,999 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section IV.)

B. Process for Obtaining Quotations

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements.

III. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section IV.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Purchases of Special or Professional Services that are expected to be less than \$10,000 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$10,000 to \$24,999)

Purchases of Special or Professional Services for at least \$10,000 but less than \$24,999 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process (\$25,000 or more)

Request for Proposals for Purchases of Special or Professional Services for \$25,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever possible.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper at least five (5) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is

deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

IV. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a

Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

V. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this manual.

APPROVED BY THE BOARD OF EDUCATION: December 9, 1980

REVISED BY THE BOARD OF EDUCATION: May 12, 2015

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 3000
Business

Policy 3125

PURCHASING

I. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Definition

For the purposes of this policy:

1. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.
2. “General services” include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).
3. “Property” means real property or personal property.

B. Consultation with Municipality Regarding Contracts for Goods or Services, Including Insurance and Payroll Software

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Darien Board of Education (the “Board”) shall consult with the legislative body of the municipality, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

Further, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll

processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and workers' compensation insurance.

II. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process, \$10,000 or More

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$10,000 or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of \$10,000 or more may be awarded by the Superintendent or his/her designee.

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible.

The Superintendent of Schools or his/her designee shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper in the local municipality and on the Board's website. At least five (5) calendar days must intervene between the date of the last newspaper or website publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. For contracts of at least [\$7,500 or amount set by the Board of Education], but less than [\$20,000 or amount set by the Board of Education], the Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. For contracts of [\$20,000 or amount set by the Board of Education] or more, the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the "Town of Darien" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"), and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the Town of Darien, the award will be made to the local bidder.

G. Rejection Of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures.

The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

III. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$5,000 but less than \$10,000. Purchases of goods or services which involve an expenditure of less than \$5,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

B. Process For Obtaining Quotations

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

IV. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section V.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Purchases of Special or Professional Services that are expected to be at less than \$10,000 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$10,000 to \$24,999)

Purchases of Special or Professional Services for at least \$10,000 but less than \$24,999 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process (\$25,000 or more)

Request for Proposals for Purchases of Special or Professional Services for \$25,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever possible. The award of any such contracts shall be approved by the Superintendent.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper and on the Board's website at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper and website notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the

Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

V. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.

- (8) Cooperative agreement with the local municipality.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

VI. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, as described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, as amended from time to time, to the extent it is required to do so. See Appendix A.

VII. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

Legal References:

State Law:

- | | |
|---------------------------|--|
| Conn. Gen. Stat. §10-241c | Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance. |
| Conn. Gen. Stat. §10-241d | Local board of education consultation with municipality re goods and services. Cooperative arrangements. |
| Conn. Gen. Stat. §10-241e | Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program. |

Federal Law:

- 2 C.F.R. § 200.317 through 2 C.F.R. 200.327.
- 2 C.F.R. § 200.81 (definition of property).

ADOPTED: December 9, 1980
REVISED May 12, 2015

3/15/2021

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DARIEN PUBLIC SCHOOLS
Darien, CT

APPENDIX A

Procurement Standards for the Acquisition of Property or Services
Under a Federal Award
2 C.F.R. §§ 200.317-300.327

This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the “Board”), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.

2 C.F.R. §	FULL TEXT OF C.F.R. SECTION	BRIEF SUMMARY
200.317	Procurements by States	
	When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.	A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.
200.318	General Procurement Standards	

200.318(a)	The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.	The Board must have and use documented procurement procedures consistent with State, local, and Federal requirements for procurements made under a Federal award.
200.318(b)	Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	The Board must maintain oversight of its contractors.
200.318(c)(1)	The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.	The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. <i>See</i> Code of Conduct Governing Procurements Under a Federal Award.
200.318(c)(2)	If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity	The Board's conflict of interest policy must cover relationships with

	must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.	certain parent, affiliate, or subsidiary organizations, if any.
200.318(d)	The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.	The Board must avoid acquisition of unnecessary or duplicative items.
200.318(e)	To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.	The Board is encouraged to use intergovernmental agreements or inter-entity agreements.
200.318(f)	The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.	The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.
200.318(g)	The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.	The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.
200.318(h)	The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as	The Board must award contracts to responsible contractors, after considering contractor integrity, compliance with public policy, past

	contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.	performance, and financial and technical resources.
200.318(i)	The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	The Board must maintain procurement records.
200.318(j)(1)	The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.	The Board may only use time-and-materials type contracts in limited circumstances.
200.318(j)(2)	Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.	The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.
200.318(k)	The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.	The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.

200.319	Competition	
200.319(a)	All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.	The Board must conduct procurement transactions in a manner providing full and open competition.
200.319(b)	In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.	Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board must avoid practices that are restrictive of competition.
200.319(c)	The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.	The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.

200.319(d)	The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.	The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.
200.319(e)	The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.	The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.
200.319(f)	Noncompetitive procurements can only be awarded in accordance with § 200.320(c).	Noncompetitive procurements must be awarded in accordance with § 200.320(c).
200.320	Methods of Procurement to be Followed	
200.320	The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used	The Board must have and use documented procurement procedures

	for the acquisition of property or services required under a Federal award or sub-award.	for procurements made under a Federal award or sub-award.
200.320(a)	Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:	For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).
200.320(a)(1)	<p>(1) Micro-purchases—</p> <p>(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.</p> <p>(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.</p> <p>(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</p>	Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents its files accordingly.

	<p>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</p> <p>(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;</p> <p>(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,</p> <p>(C) For public institutions, a higher threshold consistent with State law.</p> <p>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</p>	
200.320(a)(2)	<p>(2) Small purchases—</p> <p>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</p> <p>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR.</p>	For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from an adequate number of qualified sources.

	When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.	
200.320(b)	Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:	For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.
200.320(b)(1)	(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the	In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.

	<p>bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</p>	
200.320(b)(2)	<p>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.</p>	<p>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.</p>

200.320(c)	<p>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:</p> <p>(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);</p> <p>(2) The item is available only from a single source;</p> <p>(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;</p> <p>(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or</p> <p>(5) After solicitation of a number of sources, competition is determined inadequate.</p>	The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.
200.321	Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms	
200.321(a)	The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.	The Board must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
200.321(b)	<p>Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery</p>	Affirmative steps include, among other things, placing qualified small and minority businesses and women's business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing

	schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.
200.322	Domestic Preferences for Procurements	
200.322(a)	As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.	The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.
200.322(b)	For purposes of this section: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	
200.323	Procurement of Recovered Materials	
200.323	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation	The Board must follow standards in procuring certain items over \$10,000 to ensure, among other things, the

	and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and recourse recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.	highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
200.324	Contract Cost and Price	
200.324(a)	The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.	The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.
200.324(b)	The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.	The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.
200.324(c)	Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may	Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.

	reference its own cost principles that comply with the Federal cost principles.	
200.324(d)	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
200.325	Federal Awarding Agency or Pass-Through Entity Review	
200.325(a)	The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.	The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.
200.325(b)	The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to	Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or passthrough entity in a number of circumstances.

	other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.	
200.325(c)	The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.	The Board is exempt from pre-procurement review if the Federal awarding agency or passthrough entity determines that its procurement systems comply with the standards of this part.
200.326	Bonding Requirements	
200.326	For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:	For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or passthrough entity may accept the Board's bonding requirements if it determines that its interest is adequately protected.

200.326(a)	A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.	The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.
200.326(b)	A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.	The Board must require a performance bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.
200.326(c)	A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.	The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.
200.327	Contract Provisions	
200.327	The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.	The Board must include the Federal contract provisions in its contracts.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 3000: BUSINESS
POLICY 3150

SCHOOL ACTIVITY FUNDS

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; and/or 3) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amounts received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any school activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference:

Conn. Gen. Stat. §10-237

APPROVED BY THE BOARD OF EDUCATION: November 22, 1977
REVISED BY THE BOARD OF EDUCATION: April 21, 2015

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 4000 (Currently Section G)
Personnel**

Policy 4111

Equal Opportunity/Non-Discrimination (Personnel)

EQUAL OPPORTUNITY FOR EMPLOYMENT/AFFIRMATIVE ACTION AND NON-DISCRIMINATION (PERSONNEL)

The Board of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Board does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

The Board will comply with not making employment decisions, including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, genetic information, pregnancy, or except in the case of a bona fide occupational qualification.

It has always been the policy and will continue to be the strong commitment of the Darien Public Schools and all contractors and subcontractors who do business with the Darien Public Schools to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit.

The Darien Public Schools will continue to take affirmative action to ensure that no persons are discriminated against with regard to protected characteristics as established by state and federal law. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. The Darien Public Schools will continue to make good faith efforts to comply with all federal and state laws and policies which speak to Equal Employment Opportunity and Affirmative Action.

This policy statement is based on both the spirit and the letter of state and federal anti-discrimination laws, regulations and executive orders. Accordingly, care is taken to ensure that

no person shall be excluded from participation in, be denied the benefits of, or otherwise be unlawfully discriminated against. Further, the Darien Public Schools will not knowingly use the services of, patronize or otherwise deal with any business, contractor, subcontractor or agency that engages in acts of unlawful discrimination.

This Affirmative Action Policy Statement reaffirms the school district's commitment to the principles of Equal Employment Opportunity and Affirmative Action.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Inquiries regarding Darien Public Schools' nondiscrimination policies should be directed to:

Office of the Superintendent of Schools
Darien Public Schools
35 Leroy Avenue
Darien, CT 06820

Christopher M. Manfredonia
cmanfredonia@darienps.org
203-655-3981 (x-2263)

Ellen Ryan
eryan@darienps.org
203-655-3981 (x-2304)

Darien High School
80 High School Lane
Darien, CT 06820

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*
Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110 233, 42
USC 2000ff; 34 CFR 1635
Connecticut General Statutes § 10-153. Discrimination on basis of
marital status
Connecticut Fair Employment Practices Act, Connecticut General
Statutes § 46a-60
Connecticut General Statutes § 46a-81a Discrimination on basis of
sexual orientation: Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.
Public Act 11-55, An Act Concerning Discrimination.

Approved by the Board of Education on October 8, 1991

REVISED: August 27, 2013

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 4000 (Currently Section G)
Personnel**

Policy 4111

Equal Opportunity/Non-Discrimination (Personnel)

ADMINISTRATIVE REGULATIONS

DISCRIMINATION COMPLAINTS (PERSONNEL)

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression. In order to facilitate the timely resolution of such complaints any student who feels that he/she has been discriminated against on the basis of these protected characteristics should file a written complaint with:

Office of the Superintendent of Schools
Darien Public Schools
35 Leroy Avenue
Darien, CT 06820

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified.

Specifically, upon receipt of a written complaint of discrimination, the Superintendent and/or his or her designee should:

1. offer to meet with the complainant to discuss the nature of his/her complaint;
2. provide the complainant with a copy of the Board's anti-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct the investigation in a confidential manner, to the extent practicable, adhering to

the requirements of state and federal law;

5. communicate the findings and/or results of any investigation to the complainant; and
6. take appropriate corrective and disciplinary action, as deemed appropriate by the Superintendent and/or his or her designee.

If the complaint involves an allegation of discrimination based on disability or sex, the complainant should be referred to the Board's policies and procedures related to Section 504 of the Rehabilitation Act (for claims of discrimination and/or harassment based on disability) and Sex Discrimination/Sexual Harassment (for claims of discrimination and/or harassment based on sex).

For allegations pertaining to race, color or national origin discrimination, at any stage in this complaint procedure, the complainant has the right to file formal complaints regarding such matters with:

Office of Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921
Tel. (617) 289-0111
OCR.boston@ed.gov

If a complaint is filed with the Office of Civil Rights, it must be filed in writing no later than one hundred eighty (180) days after the occurrence of the alleged discrimination.

DARIEN PUBLIC SCHOOLS

Darien, Connecticut

COMPLAINT FORM REGARDING DISCRIMINATION

Name of Complainant_____Date of Complaint_____

Date of the alleged discrimination/harassment_____

Name or names of the discriminator(s) or harasser(s)_____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment_____

Detailed statement of the circumstances constituting the alleged discrimination or
harassment _____

(Signature of Complainant) (Date)

Name of Administrator investigating complaint and the findings_____

(Signature of Administrator) (Date)

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 4000
Personnel

Policy 4111

NON-DISCRIMINATION

The Darien Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

For the purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. “Genetic information” may also include an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, “veteran” means any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. “Qualifying condition” means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (C) a

determination that sexual orientation, gender identity, or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

For the purposes of this policy, “gender identity or expression” means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, “race” is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any employee wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board’s complaint procedures and complaint form, which are included in the Board’s Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations accompany Board Policy #4111 and are available online at www.darienps.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled under other appropriate policies (e.g., Policy #4118, Sex Discrimination/Harassment in the Workplace; Policy #4450 Section 504/ADA).

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination or harassment with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building

475 Government Center
Boston, MA 02203
(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Anyone who has questions or concerns about this policy, and/or who may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment, may contact:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator:

Shirley Klein
Assistat Superintendent for Special Education ad Student Services
35 Leroy Avenue
Darien, CT 06820
203-656-7474
shklein@darienps.org

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008,
Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n, “Gender Identity or Expression”
defined
Connecticut General Statutes § 10-153, Discrimination on the basis of sex,
gender or expression or marital status prohibited
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-81a, Sexual orientation discrimination:
Definitions
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Public Act No. 21-79, “An Act Redefining ‘Veteran’ and Establishing a
Qualifying Review Board”

ADOPTED: October 8, 1991

REVISED: August 27, 2013

DARIEN PUBLIC SCHOOLS

Darien, CT

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (PERSONNEL)

It is the policy of the Darien Board of Education (the “Board”) that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g., Policy #4118, Sex Discrimination/Harassment in the Workplace (Personnel) and Policy #4450, Section 504/ADA (Personnel)).

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this policy and implementing administrative regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression he/she should make a written complaint to the Superintendent or designee.

If the complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will take appropriate steps, such as retaining an independent investigator, to cause the matter to be investigated in a manner consistent with the Board's non-discrimination policy and regulation. If either the Superintendent or any other party to the complaint is not satisfied with the findings and conclusions of the investigation, within (30) calendar days of receiving the findings, such party may present the complaint and written outcome to the Board Chair, who will take appropriate steps, such as retaining an independent investigator different from the investigator who investigated the complaint, to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation.

The individual and any respondent (if applicable) will be provided a copy of the Board's policy and regulation and made aware of the individual's rights under this policy and regulation. In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on gender/sex, gender identity, sexual orientation, disability, or pregnancy, the Superintendent or designee shall follow the procedures identified in the appropriate Board policies (e.g., Policy #4118, Sex Discrimination/Harassment in the Workplace (Personnel) or Policy #4450, Section 504/ADA (Personnel)).

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator (“respondent”), and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board’s non-discrimination policy and accompanying regulations;
3. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal

confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
8. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
9. If either party to the complaint is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square

Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination or harassment with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Anyone who has questions or concerns about these regulations, and/or who may wish to request or discuss accommodations based on religion, may contact:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator:

Shirley Klein
Assistant Superintendent for Special Education and Student Services
35 Leroy Avenue
Darien, CT 06820
203-656-7474
shklein@darienps.org

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, CT

DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy _____

DARIEN PUBLIC SCHOOLS

Darien, Connecticut

POLICY

Series 4000
Personnel

Policy 4118

POLICY REGARDING PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE (PERSONNEL)

It is the policy of the Darien Board of Education (the “Board”) for the Darien Public Schools that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex that has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”) not to discriminate in such a manner. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of all parties. Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this Policy shall be subject to other sanctions, which may include exclusion from Board property and/or activities. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

For conduct to violate this Policy, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX (the “Administrative Regulations”).

Sex discrimination occurs when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual’s sex. Sex discrimination also occurs when a person, because of the

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person's sex, is denied participation in, or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (*i.e., quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. Violations of this Policy by employees will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Darien Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations). Such training will include information on the definition of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

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The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

The Board's Title IX Coordinator is Marjorie Cion, Director of Human Resources. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Marjorie Cion
Director of Human Resources
Darien Public Schools
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-514-3400).

Legal References:

Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).

Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

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Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Conn. Gen. Stat. § 46a-54 - Commission powers Connecticut

General Statutes § 46a-60 - Discriminatory employment practices prohibited.

Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination:
Employment

Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex,
gender identity or expression or marital status prohibited

Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

ADOPTED: June 14, 2005

REVISED: August 27, 2013

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DARIEN PUBLIC SCHOOLS
Darien, Connecticut

POLICY

Series 4000
Personnel

Policy 4118

**POLICY REGARDING PROHIBITION OF SEX DISCRIMINATION AND
SEXUAL HARASSMENT IN THE WORKPLACE (PERSONNEL)**

Appendix A

Sexual Assault: An offense classified as forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Rape—(Except Statutory Rape) The carnal knowledge of a person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sodomy—Oral or anal sexual intercourse with another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Fondling—The touching of the private body parts of another person for the purpose of sexual gratification-without the Consent of the victim, including instances where the victim is incapable of giving Consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of Consent.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Consent means affirmative consent, which is an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

For the purposes of an investigation conducted pursuant to these Administrative Regulations, the following principles shall be applied in determining whether Consent for sexual activity was given and/or sustained:

- A. Consent is the standard used in determining whether Consent to engage in sexual activity was given by all persons who engaged in the sexual activity.
- B. Consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.
- C. It is the responsibility of each person to ensure that he or she has the Consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative Consent is sustained throughout the sexual activity.
- D. It shall not be a valid excuse to an alleged lack of Consent that the respondent to the alleged violation believed that the complainant Consented to the sexual activity:

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- (i) because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant affirmatively Consented, or
 - (ii) if the respondent knew or should have known that the complainant was unable to Consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to Consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.
- E. The existence of a past or current dating or sexual relationship between the complainant and the respondent, in and of itself, shall not be determinative of a finding of affirmative Consent.

ADOPTED: June 14, 2005
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REVISED: February 2, 2021

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POLICY REGARDING PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE (PERSONNEL)

It is the policy of the Darien Board of Education (the “Board”) for the Darien Public Schools (the “District”) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex.

The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”), Title VII of the Civil Rights Act of 1964 (“Title VII”), and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of all parties. Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this Policy shall be subject to other sanctions, which may include exclusion from Board property and/or activities. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

For conduct to violate Title IX, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of Title VII, Connecticut law, and/or another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX, Title VII, and Connecticut law (the “Administrative Regulations”).

Sex discrimination occurs when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual’s sex. Sex discrimination also occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

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Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (*i.e., quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Title VII and Connecticut law means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner.

Violations of this Policy by employees will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

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The Darien Public Schools administration (the “Administration”) shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations), which training shall include, but need not be limited to, the definition of sex discrimination and sexual harassment, the scope of the Board’s education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board’s website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, Title VII, and Connecticut law, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board’s website to promote an environment free of sex discrimination and sexual harassment.

The Board’s Title IX Coordinator is Marjorie Cion, Director of Human Resources. Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact.

**35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org**

Any Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Board employees may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

Legal References:

Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).

Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

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Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Conn. Gen. Stat. § 46a-54 - Commission powers Connecticut

Conn. Gen. Stat. § 46a-60 - Discriminatory employment practices prohibited.

Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination:
Employment

Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender identity or expression or marital status prohibited

Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

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DARIEN PUBLIC SCHOOLS

Darien, CT

Series 4000
Personnel

Policy 4118

ADMINISTRATIVE REGULATIONS REGARDING THE PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT (PERSONNEL)

It is the policy of the Darien Board of Education (the “Board”) for the Darien Public Schools (the “District”) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, District employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students, District employees, and third parties. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee’s sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee’s sex that has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee’s work performance, or adversely affecting the employee’s employment opportunities is prohibited.

Any employee or student who engages in conduct prohibited by the Board’s Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) shall be subject to disciplinary action. Any third party who engages in conduct prohibited by the Board’s Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) shall be subject to remedial measures, which may include exclusion from school property.

Sex discrimination occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct (i.e., *quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education programs or activities; or
- (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). These definitions can be found in Appendix A of these Administrative Regulations.

Sexual harassment under Title VII and Connecticut law means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Although not an exhaustive list, the following are other examples of conduct prohibited by the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel):

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
5. Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel).

NOTICE OF THE TITLE IX COORDINATOR

The District's Title IX Coordinator is Marjorie Cion, director of Human Resources. Any individual may make a report of sex discrimination and/or sexual harassment to any District employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

35 Leroy Avenue
Darien, CT 06820

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203-656-7406

mcion@darienps.org

Any District employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. The Title IX Coordinator manages the District's compliance with Title IX, Title VII and Connecticut law with respect to sexual harassment and/or sex discrimination and is an available resource to anyone seeking information or wishing to file a formal complaint of same. When a student, District employee, or other participant in the District's programs and activities feels that such person has been subjected to discrimination on the basis of sex in any District program or activity, including without limitation being subjected to sexual harassment, such person may contact the Title IX Coordinator or utilize the Title IX, Title VII and Connecticut law grievance systems set forth herein to bring concerns forward for the purpose of obtaining a prompt and equitable resolution.

EXPLANATION OF COMPLAINT PROCESS AND PROCEDURE

The federal regulations implementing Title IX require the adoption and publication of two separate grievance systems: a grievance process for complaints of sex discrimination involving allegations of sexual harassment and grievance procedures for complaints of sex discrimination that are not sexual harassment. Accordingly, the Administration will process any complaints of sex discrimination involving allegations of sexual harassment, as defined above, pursuant to the **grievance process** set forth in Section I of these regulations. The Administration will process any complaints of sex discrimination that are not sexual harassment pursuant to the **grievance procedures** set forth in Section II of these regulations.

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of these Administrative Regulations, including the conduct of any investigation, hearing, or judicial proceeding arising from these Administrative Regulations.

The obligation to comply with Title IX is not obviated or alleviated by the FERPA.

SECTION I. GRIEVANCE PROCESS FOR COMPLAINTS OF SEXUAL HARASSMENT UNDER TITLE IX

A. Definitions

- **Bias** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decision-maker(s) demonstrate actual bias, rather than the appearance of bias. Actual bias includes, but is not limited to, demonstrated personal animus against the respondent or the complainant and/or prejudgment of the facts at issue in the investigation.

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- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- A **conflict of interest** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decision-maker(s) have personal, financial and/or familial interests that affected the outcome of the investigation.
- **Consent** means an active, clear and voluntary agreement by a person to engage in sexual activity with another person (also referred to hereafter as “affirmative consent”).

For the purposes of an investigation conducted pursuant to these Administrative Regulations, the following principles shall be applied in determining whether consent for sexual activity was given and/or sustained:

- A. Affirmative consent is the standard used in determining whether consent to engage in sexual activity was given by all persons who engaged in the sexual activity.
 - B. Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.
 - C. It is the responsibility of each person engaging in sexual activity to ensure that the person has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity.
 - D. It shall not be a valid excuse to an alleged lack of affirmative consent that the respondent to the alleged violation believed that the complainant consented to the sexual activity:
 - (i) because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant affirmatively consented, or
 - (ii) if the respondent knew or should have known that the complainant was unable to consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.
 - E. The existence of a past or current dating or sexual relationship between the complainant and the respondent, in and of itself, shall not be determinative of a finding of consent.
- For purposes of investigations and complaints of sexual harassment, **education program or activity** includes locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

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- **Employee** means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or (B) any other individual who, in the performance of the individual's 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 Board.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined under Title IX) against a respondent and requesting that the Administration investigate the allegation of sexual harassment. A "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
- **Respondent** means an individual who has been alleged to be the perpetrator of conduct that could constitute sexual harassment.
- **School days** means the days that school is in session as designated on the calendar posted on the Board's website. In its discretion, and when equitably applied and with proper notice to the parties, the District may consider business days during the summer recess as "school days" if such designation facilitates the prompt resolution of the grievance process.
- **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, increased security and monitoring, and other similar measures.

B. Reporting Sexual Harassment

1. It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. If the District receives notice of sexual harassment or alleged sexual harassment against a person in the District's education program or activity, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, whether or not the complainant files a formal complaint, and will consider the complainant's wishes

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with respect to such measures. If the complainant has yet to file a formal complaint, the Title IX Coordinator will explain to the complainant the process for doing so.

2. The District will treat complainants and respondents equitably. A respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility will be made at the conclusion of the grievance process if a formal complaint is filed. Nothing in these Administrative Regulations shall preclude the District from placing an employee respondent on administrative leave during the pendency of the grievance process. Further, nothing in these Administrative Regulations shall limit or preclude the District from removing a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. If a respondent is removed on an emergency basis, the District shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

C. Formal Complaint and Grievance Process

1. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education programs or activity. A formal complaint may be signed by the Title IX Coordinator. If the formal complaint being filed is against the Title IX Coordinator, the formal complaint should be filed with the Superintendent. If the formal complaint being filed is against the Superintendent, the formal complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.
2. The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. If possible, formal complaints should be filed within ten (10) school days of the alleged occurrence in order to facilitate the prompt and equitable resolution of such claims. The District will attempt to complete the formal grievance process within ninety (90) school days of receiving a formal complaint. This timeframe may be temporarily delayed or extended in accordance with Subsection G of this Section.
3. Upon receipt of a formal complaint, if the Title IX Coordinator has not already discussed the availability of supportive measures with the complainant, the Title IX Coordinator will promptly contact the complainant to discuss the availability of such measures and consider the complainant's wishes with respect to them. The Title IX Coordinator or designee may also contact the respondent, separately from the complainant, to discuss the availability of supportive measures for the respondent. The District will maintain as confidential any supportive measures provided to the

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complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide such supportive measures.

4. Within ten (10) school days of receiving a formal complaint, the District will provide the known parties with written notice of the allegations potentially constituting sexual harassment under Title IX and a copy of this grievance process. The written notice must also include the following:
 - i. The identities of the parties involved in the incident, if known;
 - ii. The conduct allegedly constituting sexual harassment as defined above;
 - iii. The date and the location of the alleged incident, if known;
 - iv. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
 - v. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
 - vi. A statement of any provision in the District's policies that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the written notice, the District must provide notice of the additional allegations to the parties whose identities are known.

5. The parties may have an advisor of their choice accompany them during any grievance proceeding at which the party's attendance is required. The District may, in its discretion, establish certain restrictions regarding the extent to which an advisor may participate in the proceedings. If any such restrictions are established, they will be applied equally to all parties.
6. The Title IX Coordinator will, as applicable, promptly commence an investigation of the formal complaint, designate a school administrator to promptly investigate the formal complaint, or dismiss the formal complaint in accordance with Subsection F of this Section. The standard of evidence to be used to determine responsibility is the preponderance of the evidence standard (i.e., more likely than not). The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties.
7. The parties will be given an equal opportunity to discuss the allegations under investigation with the investigator(s) and are permitted to gather and present relevant evidence. This opportunity includes presenting witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The District will provide to a party whose participation is invited or expected (including a

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witness) written notice of the date, time, location, participants, and purpose of all hearings (if applicable), investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

8. Both parties will be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigative report, the District will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) school days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report, as described in Paragraph 9 of this Subsection.
9. The investigator(s) will create an investigative report that fairly summarizes relevant evidence. The investigator(s) will send the investigative report, in an electronic format or hard copy, to each party and to each party's advisor for their review and written response at least ten (10) school days prior to ***[Insert "a hearing or" if a District chooses to conduct live hearings]*** the time a determination regarding responsibility is made.
10. The Superintendent will appoint a decision-maker(s), who shall be a District employee or third-party contractor and who shall be someone other than the Title IX Coordinator or investigator(s). If the formal complaint filed is against the Superintendent, the Board Chair shall appoint the decision-maker, who shall be someone other than the Title IX Coordinator or investigator(s). The investigator(s) and the decision-maker(s) shall not discuss the investigation's facts and/or determination while the formal complaint is pending. The decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decisions to exclude a question as not relevant.
11. The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker must apply the preponderance of the evidence standard. The written determination will include: (1) identification of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods

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used to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the District's code of conduct to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District will impose on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and (6) the District's procedures and permissible bases for the complainant and respondent to appeal. If the respondent is found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel), the written determination shall indicate whether the respondent engaged in sexual harassment as defined by the Board's Policy and these Administrative Regulations. The written determination will be provided to both parties simultaneously.

12. Student respondents found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) may be subject to discipline up to and including expulsion. Employee respondents found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) may be subject to discipline up to and including termination of employment. Other respondents may be subject to exclusion from the District's programs, activities and/or property. In appropriate circumstances, the District may make a criminal referral. Remedies will be designed to restore or preserve equal access to the District's education programs or activities.
13. After receiving notification of the decision-maker(s)' decision, or after receiving notification that the District dismissed a formal complaint or any allegation therein, both complainant and respondent may avail themselves of the appeal process set forth in Section E of this Section.

D. Informal Resolution

At any time prior to reaching a determination regarding responsibility, but only after the filing of a formal complaint, the District may suggest to the parties the possibility of facilitating an informal resolution process, such as mediation, to resolve the formal complaint without the need for a full investigation and adjudication. If it is determined that an informal resolution may be appropriate, the Title IX Coordinator or designee will consult with the parties.

Prior to facilitating an informal resolution to a formal complaint, the Title IX Coordinator or designee will provide the parties with written notice disclosing the sexual harassment allegations, the requirements of an informal resolution process, and any consequences from participating in the informal resolution process. Upon receipt of this document, complainants and respondents have five (5) school days to determine whether they consent to participation in the informal resolution. The District must obtain voluntary, written consent to the informal resolution process from both parties.

Prior to agreeing to any resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. If a

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satisfactory resolution is reached through this informal process, the matter will be considered resolved. If these efforts are unsuccessful, the formal grievance process will continue.

Nothing in this section precludes an employee from filing a complaint of retaliation for matters related to an informal resolution, nor does it preclude either party from filing complaints based on conduct that is alleged to occur following the District's facilitation of the informal resolution.

An informal resolution is not permitted to resolve allegations that an employee sexually harassed a student.

E. Appeal Process

After receiving notification of the decision-maker(s)' decision, or after receiving notification that the District dismissed a formal complaint or any allegation therein, both complainant and respondent have five (5) school days to submit a formal letter of appeal to the Title IX Coordinator specifying the grounds upon which the appeal is based. Upon receipt of an appeal, the Superintendent shall appoint a decision-maker(s) for the appeal, who shall be someone other than the Title IX Coordinator, investigator(s) or initial decision-maker(s).

Appeals will be appropriate only in the following circumstances:

- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- procedural irregularity that affected the outcome of the matter;
- the Title IX Coordinator, investigator(s), and/or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. A conflict of interest or bias does not exist solely because the Title IX Coordinator, investigators(s), and/or decision-maker(s) previously worked with or disciplined the complainant or respondent.

The District will provide the other party with written notice of such appeal. The appealing party will then have ten (10) school days to submit to the decision-maker(s) for the appeal a written statement in support of, or challenging, the outcome of the grievance process. The decision-maker(s) for the appeal will provide the appealing party's written statement to the other party. The other party will then have ten (10) school days to submit to the decision-maker for the appeal a written statement in support of, or challenging, the outcome of the grievance process. The decision-maker(s) for the appeal, in their discretion, will determine any additional necessary and appropriate procedures for the appeal.

After considering the parties' written statements, the decision-maker(s) for the appeal will provide a written decision. The decision-maker(s) for the appeal will attempt to issue the written decision within thirty (30) school days of receipt of all written statements from the parties. If it is found that one of the bases for appeal exists, the decision-maker(s) for the appeal will issue an appropriate remedy.

Supportive measures for either or both parties may be continued throughout the appeal process.

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F. Dismissal of a Formal Complaint

The Title IX Coordinator shall dismiss any formal complaint that, under Title IX, 1) would not constitute sexual harassment as defined under Title IX even if proved, 2) did not occur in the District's education program or activity, or 3) did not occur against a person in the United States. Such dismissal does not preclude action under another Board policy.

The District may dismiss a formal complaint or any allegations therein, if at any time during the investigation or hearing: 1) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; 2) the respondent is no longer enrolled or employed in the District; or 3) specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the District will promptly and simultaneously send written notice of the dismissal and reason(s) therefor to each party. Either party can appeal from the District's dismissal of a formal complaint or any allegations therein using the appeals procedure.

In the event a formal complaint is dismissed prior to the issuance of a decision under Title IX, the Title IX Coordinator shall determine if the allegations of sexual harassment shall proceed through the grievance procedures identified in Section II of these Administrative Regulations for claims of sex discrimination for consideration as to whether the allegations constitute sexual harassment under Title VII or Connecticut law.

A dismissal pursuant to this section does not preclude action by the District under the Student Discipline policy, Code of Conduct for students/or and employees, or any other applicable rule, policy, and/or collective bargaining agreement.

G. Miscellaneous

1. Any timeframe set forth in these Administrative Regulations may be temporarily delayed or extended for good cause. Good cause may include, but is not limited to, considerations such as the absence or illness of a party, a party's advisor, or a witness; concurrent law enforcement activity; concurrent activity by the Department of Children and Families; or the need for language assistance or accommodation of disabilities. If any timeframe is altered on a showing of good cause, written notice will be provided to each party with the reasons for the action.
2. If a sexual harassment complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding nondiscrimination.

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3. If the sexual harassment complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
4. Retaliation against any individual who complains pursuant to the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) and these Administrative Regulations is strictly prohibited. Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination described herein.
5. The District will maintain for a period of seven (7) years records of:
 - i. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the Board's education program or activity;
 - ii. Any appeal and the result therefrom;
 - iii. Any informal resolution and the result therefrom; and
 - iv. All material used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The Board will make these training materials publicly available on its website.

If the District has actual knowledge of sexual harassment in an education program or activity of the Board, and for any report or formal complaint of sexual harassment, the District will create and maintain for a period of seven (7) years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The District will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Board's education program or activity. If the District does not provide a complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

SECTION II. GRIEVANCE PROCEDURES FOR CLAIMS OF SEX DISCRIMINATION (OTHER THAN SEXUAL HARASSMENT UNDER TITLE IX)

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A. Definitions

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sex discrimination.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination.

B. Reporting Sex Discrimination Other than Sexual Harassment under Title IX

It is the express policy of the Board to encourage victims of sex discrimination to report such claims. Any person may report sex discrimination (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. If the District receives notice of sex discrimination or alleged sex discrimination against a person in the District's education program or activity, the Title IX Coordinator or designee will promptly notify the complainant of the grievance process. The District will treat complainants and respondents equitably during the grievance process. Sexual harassment is a form of sex discrimination, and any incident of sexual harassment under Title IX, as defined above, shall be handled pursuant to Section I of these Administrative Regulations. Any allegations of sexual harassment under Title VII or Connecticut law, as defined above, shall be handled pursuant to this Section II of these Administrative Regulations.

C. Grievance Procedures

1. As soon as an employee feels that the employee has been subjected to sex discrimination other than sexual harassment as defined under Title IX (including, without limitation, sexual harassment under Title VII or Connecticut law), the employee should make a written complaint to the Title IX Coordinator or to the building principal, or designee. The employee will be provided a copy of the Board's Policy and Administrative Regulations and made aware of the employee's rights under this Policy and Administrative Regulations. Preferably, complaints should be filed within ten (10) school days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. The complaint should state the:
 - i. Name of the complainant;
 - ii. Date of the complaint;
 - iii. Date(s) of the alleged discrimination;
 - iv. Name(s) of the discriminator(s);
 - v. Location where such discrimination occurred;
 - vi. Names of any witness(es) to the discrimination;
 - vii. Detailed statement of the circumstances constituting the alleged discrimination; and

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- viii. Remedy requested.
3. Any employee who makes an oral complaint of sex discrimination to any of the above-mentioned personnel will be provided a copy of these Administrative Regulations and will be requested to make a written complaint pursuant to the above procedure.
 4. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or designee. In addition, a copy of any complaint filed under this Policy shall be forwarded to the Title IX Coordinator. If the complaint being filed is against the Title IX Coordinator, the complaint should be filed with the Superintendent. If the complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.
 5. The Title IX Coordinator or designee shall investigate all complaints of sex discrimination against an employee, regardless of whether the conduct occurred on or off-school grounds. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information, and other extenuating circumstances. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
 6. Any employee who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the employee requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the employee insists that this information not be shared with the alleged discriminator(s), the employee will be informed that the District's ability to investigate and/or take corrective action may be limited.
 7. Upon receipt of a sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:
 - i. offer to meet with the complainant and respondent (if applicable) separately within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent (if applicable) believe have relevant information, and obtain any relevant documents the complainant and respondent may have;
 - ii. provide the complainant and respondent (if applicable) with a copy of the Board's sex discrimination policy and accompanying regulations;
 - iii. consider whether any interim measures may be appropriate to protect the complainant or respondent (if applicable), pending the outcome of the investigation;

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- iv. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
 - v. consider whether alleged sex discrimination has created a hostile work environment, including consideration of the effects of off-campus conduct on the school;
 - vi. communicate the outcome of the investigation in writing to the complainant, to the respondent, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within ninety (90) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and respondent (if applicable) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination, adhering to the requirements of state and federal law; and
 - vii. when sex discrimination has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the discrimination, as deemed appropriate by the Superintendent or designee, and take steps to remedy the effects of the sex discrimination.
8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent will receive notice and interim measures may be implemented as necessary.
9. If the complainant or respondent (if applicable) is dissatisfied with the findings of the investigation, the complainant or respondent may file a written appeal within five (5) school days to the Title IX Coordinator, or, if the Title IX Coordinator conducted the investigation, to the Superintendent of Schools. The Title IX Coordinator or Superintendent shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant and respondent (if applicable), in writing, within fifteen (15) school days following the receipt of the written request for review.

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D. Miscellaneous

1. If a sex discrimination complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding nondiscrimination.
2. If the sex discrimination complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. Retaliation against any individual who complains pursuant to the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) and these Administrative Regulations is strictly prohibited. Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation as a result of filing a complaint. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination described herein.

Section III. Further Reporting

At any time, a complainant alleging sex discrimination or sexual harassment may also file a complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

Copies of these Administrative Regulations will be distributed to all employees.

1/17/2022

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Appendix A

Sexual Assault: An offense classified as forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Fondling—The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

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Series 4000
Personnel

Policy 4118

**COMPLAINT FORM REGARDING SEXUAL HARASSMENT UNDER TITLE IX
(PERSONNEL)**

This complaint form should be used for complaints of sexual harassment as defined on page 1 of the Board's Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel)

Name of the complainant _____

Date of the complaint _____

Date of the alleged sexual harassment _____

Name or names of the sexual harasser(s) _____

Location where such sexual harassment occurred _____

Name(s) of any witness(es) to the sexual harassment _____

Detailed statement of the circumstances constituting the alleged sexual harassment

Remedy requested _____

Signature of Complainant or Title IX Coordinator: _____

11/23/2020

DARIEN PUBLICC SCHOOLS
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Series 4000
Personnel

Policy 4118

COMPLAINT FORM REGARDING SEX DISCRIMINATION (OTHER THAN SEXUAL HARASSMENT UNDER TITLE IX) (PERSONNEL)

This complaint form should be used for complaints of sex discrimination as defined on page 1 of the Board's Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel)

Name of the complainant _____

Date of the complaint _____

Date of the alleged sex discrimination _____

Name or names of the sex discriminator(s) _____

Location where such sex discrimination occurred _____

Name(s) of any witness(es) to the sex discrimination _____

Detailed statement of the circumstances constituting the alleged sex discrimination

Remedy requested _____

Signature: _____

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NOTICE OF SEXUAL HARASSMENT ALLEGATIONS UNDER TITLE IX

In accordance with the Board's Policy and Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel), a formal complaint of sexual harassment has been filed with the Title IX Coordinator.

Identities of the parties involved, if known:

(Complainant(s))
(Respondent(s))

The conduct allegedly constituting sexual harassment: _____

The date and the location of the alleged incident, if known: _____

The Title IX Coordinator or designee will contact the parties regarding the next step in the grievance process. Questions can be directed to the Title IX Coordinator: Marjorie Cion, Director of Human Resources, 35 Leroy Avenue, Darien, CT 06820, 203-656-7406, mcion@darienps.org.

The respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility is made at the conclusion of the grievance process.

All parties involved may have an advisor of their choice who may be, but it not required to be, an attorney. This advisor may inspect and review evidence as permitted by the Board's Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel).

Any employee who knowingly makes false statements or knowingly submits false information during this grievance process is subject to discipline, up to and including termination. Additionally, it is a violation of the Board's Student Discipline Policy to lie to school officials or otherwise engage in dishonest behavior, which includes knowingly making false statements or knowingly submitting false information during the grievance process. Any student who knowingly makes false statements or knowingly submits false information during this grievance process will be subject to sanctions pursuant to the Board's Student Discipline Policy.

A copy of the Board's Policy and Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) is included with this notice.

11/23/2020

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NOTICE OF INFORMAL RESOLUTION PROCESS FOR SEXUAL HARASSMENT
COMPLAINTS UNDER TITLE IX

In accordance with the Board's Policy and Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel), a formal complaint of sexual harassment has been filed with the Title IX Coordinator. The Board has an informal resolution process to promptly and equitably resolve such complaints using mediation *[alternatively, could be restorative justice]*. This informal resolution process will only be utilized if both the Complainant and Respondent agree to do so.

The conduct allegedly constituting sexual harassment: _____

If both parties agree to the informal resolution process, it shall preclude the parties from resuming a formal complaint arising out of the same allegations. However, either party may withdraw from the informal resolution process at any time before agreeing to a resolution and resume the grievance process for formal complaints of sexual harassment.

If both parties agree to a resolution, that resolution is binding upon both parties and cannot be changed or appealed.

The District will maintain for a period of seven (7) years records of the informal resolution process and results therefrom.

I voluntarily consent to the informal resolution process:

Complainant

Date

Respondent
11/23/2020

Date

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SERIES 4000: PERSONNEL
POLICY 4025

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe that a child has been abused or neglected, or placed in imminent risk of serious harm, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, or imminent risk of serious harm, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

“Abused” means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries that are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

“Neglected” means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

“School employee” means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (B) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Darien Public Schools, pursuant to a contract with the Board.

“Statutory mandated reporter” means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. The term "statutory mandated reporter" includes all school employees, as defined above, and any person who holds or is issued a coaching permit by the State Board of education, is a coach of intramural or interscholastic athletics and is eighteen years of age or older.

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3. What Must Be Reported

A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that a child under the age of eighteen:

- a) has been abused or neglected;
- b) has had nonaccidental physical injury, or injury that is at variance with the history given for such injury, inflicted upon him/her; or
- c) is placed at imminent risk of serious harm.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of children and Families has established a 24 hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.
- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or the Superintendent's designee. If the Building Principal is the alleged perpetrator of the abuse/neglect then the employee shall notify the Superintendent or the Superintendent's designee directly.
- (3) In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight hours after making an oral report the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.

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- (5) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse or neglect by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families or his/her designee shall submit a copy of the written report to the Commissioner of Education or his/her designee.

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
 - (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child and his/her parents or other person responsible for his/her care;
- b) the age of the child;

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- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

7. Investigation of the Report

- a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse and neglect if/when such reports involve an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families ("DCF"). In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing the DCF is the lead agency for the investigation of child abuse and neglect reports, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of children and Families or the appropriate local law enforcement agency that the district's investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.

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- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
 - d) Any person reporting child abuse or neglect, or having any information relevant to alleged abuse or neglect, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
 - e) When the school district is conducting an investigation involving suspected abuse or neglect by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse or neglect to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Darien Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provisions of such services and direct the individual to refrain from any contact with students enrolled in the Darien Public Schools, pending the outcome of the investigation.
8. Evidence of Abuse or Neglect by a School Employee
- a) If upon completion of the investigation by the Commissioner of Children and Families ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that a child has been abused or neglected by a school employee, as defined above, and has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
 - b) Within seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative of the reasons for and conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate permit or authorization, if any.

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- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. Section 10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee.
9. Evidence of Abuse or Neglect by an Independent Contractor of the Board of Education
- If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected by any individual who provides services to or on behalf of students enrolled in the Darien Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Darien Public Schools.
10. Delegation of Authority by Superintendent
- The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.
11. Disciplinary Action for Failure to Follow Policy
- Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

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12. Non-discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or testifying in any proceeding involving child abuse or neglect.

13. Distribution of Policy

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below.

14. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.
- b) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.

15. Records

- a) The Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee, as defined above, employed by the Board, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation

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of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 53a-65

Public Act 14-186 “An Act Concerning The Department Of Children And Families And The Protection Of Children”

APPROVED BY THE BOARD OF EDUCATION: May 22, 1990

REVISED BY THE BOARD OF EDUCATION: March 25, 1997, September 14, 2002, June 9, 2009, and January 27, 2015

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 4000
Personnel

Policy 4025

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Darien Board of Education ("Board") to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon the child other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to the child's well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social

worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of that person's duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Darien Public Schools ("District"), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutorily mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutorily mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon the child;
 - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in the first degree;
 - ii) aggravated sexual assault in the first degree;

- iii) sexual assault in the second degree;
- iv) sexual assault in the third degree;
- v) sexual assault in the third degree with a firearm; or
- vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutorily Mandated Reporters

The following procedures apply only to statutorily mandated reporters, as defined above.

- a) When an employee of the Board of Education who is a statutorily mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee.
 - (a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families ("DCF") or the local law enforcement agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.
 - (b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four

(24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or Building Principal's designee, and/or the Superintendent or Superintendent's designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or Superintendent's designee directly.
- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or Superintendent's designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.
- (5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or Building Principal's designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or Commissioner of DCF's designee) shall submit a copy of the written or electronic report to the Commissioner of Education (or Commissioner of Education's designee).

5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as defined above.

- a) When an employee who is not a statutorily mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or Superintendent's designee, to be followed by an immediate written report to the Superintendent or Superintendent's designee.
 - (2) If the Superintendent or Superintendent's designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee, the Superintendent shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of DCF.

6. Contents of Reports

Any report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child* and the child's parents or other person responsible for the child's care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;

- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or the child's siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The Superintendent or Superintendent's designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District's investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.

- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
 - d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
 - e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.
8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee
- a) If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that the Commissioner has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF Child Abuse and Neglect Registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
 - b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the

reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - e) Regardless of the outcome of any investigation by the Commissioner of DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
 - f) The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.
9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board, the

Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 2, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy, Guidelines and Posting of Careline Information

This policy shall annually be distributed electronically to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. Guidelines regarding identifying and reporting child sexual abuse developed by the Governor's task force on justice for abused children shall annually be distributed electronically to all school employees, Board members, and the parents or guardians of students enrolled in the schools under the jurisdiction of the Board. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.
- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.
- d) Beginning July 1, 2023, all school employees, as defined above, shall complete the (1) training regarding the prevention and identification of, and response to, child sexual abuse and assault; (2) bystander training program; and (3) appropriate interaction with children training program. Each employee must repeat these trainings at least once every three years. Such trainings shall be identified or developed by DCF.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such

records shall include any reports made to DCF. The State Department of Education shall have access to such records upon request.

- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of the sexual assault and abuse prevention and awareness program identified or developed by DCF. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with the school employee's obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Beginning July 1, 2023, and annually thereafter, information regarding the sexual abuse and assault awareness and prevention program identified or developed by DCF shall be distributed electronically to all school employees, Board members, and the parents or guardians of enrolled students.

Legal References:

Connecticut General Statutes:

Section 10-151	Employment of teachers. Definitions. Tenure. Notice and hearing on failure to renew or termination of contract. Appeal.
Section 10-221s	Posting of Careline telephone number in schools. Investigations of child abuse and neglect. Disciplinary action.
Section 17a-101 <u>et seq.</u>	Protection of children from abuse. Mandated reporters. Educational and training programs. Model mandated reporting policy.
Section 17a-101q	Statewide Sexual Abuse and Assault Awareness and Prevention Program.
Section 17a-103	Reports by others. False reports. Notifications to law enforcement agency.
Section 46b-120	Definitions.
Section 53a-65	Definitions.

Public Act No. 22-87, “An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children.”

ADOPTED: May 22, 1990

REVISED: March 25, 1997, September 14, 2002, June 9, 2009 and January 27, 2015

9/12/22

Appendix A

RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATORY REPORTING LAWS AND THIS POLICY

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

Intimate Parts (Conn. Gen. Stat. § 53a-65)

"Intimate parts" means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

Sexual Intercourse (Conn. Gen. Stat. § 53a-65)

"Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

Sexual Contact (Conn. Gen. Stat. § 53a-65)

"Sexual contact" means any contact with the intimate parts of a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70)

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other

persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person

by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) subjects another person to sexual contact and such other person is mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (3) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)

A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) physically helpless, or (D) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (E) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false

representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

APPENDIX B

Operational Definitions of Child Abuse and Neglect

The purpose of this policy is to provide consistency for staff in defining and identifying operational definitions, evidence of abuse and/or neglect and examples of adverse impact indicators.

The following operational definitions are working definitions and examples of child abuse and neglect as used by the Connecticut DCF.

For the purposes of these operational definitions,

- A person responsible for a child's health, welfare or care means:
 - the child's parent, guardian, or foster parent; an employee of a public or private residential home, agency or institution or other person legally responsible under State law for the child's welfare in a residential setting; or any staff person providing out-of-home care, including center-based child day care, family day care, or group day care.
- A person given access to a child is a person who is permitted to have personal interaction with a child by the person responsible for the child's health, welfare or care or by a person entrusted with the care of a child.
- A person entrusted with the care of a child is a person who is given access to a child by a person responsible for the health, welfare or care of a child for the purpose of providing education, child care, counseling, spiritual guidance, coaching, training, instruction, tutoring or mentoring.
- **Note:** Only a "child" as defined in the policy above may be classified as a victim of child abuse and/or neglect; only a "person responsible," "person given access," or "person entrusted" as defined above may be classified as a perpetrator of child abuse and/or neglect.
 - While only a child under eighteen may be a victim of child abuse or neglect, a report under mandatory reporting laws and this policy is required if an employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, as set forth in this policy, and the perpetrator is a school employee.

Physical Abuse

A child may be found to have been physically abused who:

has been inflicted with physical injury or injuries other than by accidental means,

is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment, and/or

has injuries at variance with the history given of them.

Evidence of physical abuse includes, but is not limited to the following:

excessive physical punishment;

bruises, scratches, lacerations;

burns, and/or scalds;

reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.;

injuries to bone, muscle, cartilage, ligaments:
fractures, dislocations, sprains, strains, displacements, hematomas, etc.;

head injuries;

internal injuries;

death;

misuse of medical treatments or therapies;

malnutrition related to acts of commission or omission by an established caregiver resulting in a child's malnourished state that can be supported by professional medical opinion;

deprivation of necessities acts of commission or omission by an established caregiver resulting in physical harm to child; and/or

cruel punishment.

Sexual Abuse/Exploitation Sexual Abuse/Exploitation

Sexual Abuse/Exploitation is any incident involving a child's non-accidental exposure to sexual behavior.

Evidence of sexual abuse includes, but is not limited to the following:

rape;

penetration: digital, penile, or foreign objects;

oral / genital contact;

indecent exposure for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

incest;

fondling, including kissing, for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

sexual exploitation, including possession, manufacture, or distribution of child pornography, online enticement of a child for sexual acts, child prostitution, child-sex tourism, unsolicited obscene material sent to a child, or misleading domain name likely to attract a child to an inappropriate website;

coercing or forcing a child to participate in, or be negligently exposed to, pornography and/or sexual behavior;

disease or condition that arises from sexual transmission; and/or

other verbal, written or physical behavior not overtly sexual but likely designed to “groom” a child for future sexual abuse.

Legal References: Federal Law 18 U.S.C. 2251 Sexual Exploitation of Children.

Emotional Maltreatment-Abuse

Emotional Maltreatment-Abuse is an:

act(s), statement(s), or threat(s), which

has had, or is likely to have an adverse impact on the child; and/or

interferes with a child’s positive emotional development.

Evidence of emotional maltreatment-abuse includes, but is not limited to, the following:

rejecting;

degrading;

isolating and/or victimizing a child by means of cruel, unusual, or excessive methods of discipline; and/or

exposing the child to brutal or intimidating acts or statements.

Indicators of Adverse Impact of emotional maltreatment-abuse may include, but are not limited to, the following:

depression;

withdrawal;

low self-esteem;

anxiety;

fear;

aggression/ passivity;

emotional instability;

sleep disturbances;

somatic complaints with no medical basis;

inappropriate behavior for age or development;

suicidal ideations or attempts;

extreme dependence;

academic regression; and/or
trust issues.

Physical Neglect

A child may be found neglected who:

has been abandoned;

is being denied proper care and attention physically, educationally, emotionally, or morally;

is being permitted to live under conditions, circumstances or associations injurious

to the child's well-being; and/or

has been abused.

Evidence of physical neglect includes, but is not limited to:

inadequate food;

malnutrition;

inadequate clothing;

inadequate housing or shelter;

erratic, deviant, or impaired behavior by the person responsible for the child's health, welfare or care; by a person given access to the child; or by a person entrusted with the child's care which adversely impacts the child;

permitting the child to live under conditions, circumstances or associations injurious to the child's well-being including, but not limited to, the following:

substance abuse by caregiver, which adversely impacts the child physically;

substance abuse by the mother of a newborn child and the newborn has a positive urine or meconium toxicology for drugs;

psychiatric problem of the caregiver which adversely impacts the child physically;

exposure to family violence which adversely impacts the child physically;
exposure to violent events, situations, or persons that would be reasonably judged to compromise a child's physical safety;

non-accidental, negligent exposure to drug trafficking and/or individuals engaged in the active abuse of illegal substances;

voluntarily and knowingly entrusting the care of a child to individuals who may be disqualified to provide safe care, *e.g.*, persons who are subject to active protective or restraining orders; persons with past history of violent/drug/sex crimes; persons appearing on the Central Registry;

non-accidental or negligent exposure to pornography or sexual acts;

inability to consistently provide the minimum of child-caring tasks;

inability to provide or maintain a safe living environment;

action/inaction resulting in death;

abandonment;

action/inaction resulting in the child's failure to thrive;

transience;

inadequate supervision:

creating or allowing a circumstance in which a child is alone for an excessive period of time given the child's age and cognitive abilities;

holding the child responsible for the care of siblings or others beyond the child's ability; and/or

failure to provide reasonable and proper supervision of a child given the child's age and cognitive abilities.

Note:

- Inadequate food, clothing, or shelter or transience finding must be related to caregiver acts of omission or commission and not simply a function of poverty alone.
- Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level.
- Adverse impact may not be required if the action/inaction is a single incident that demonstrates a serious disregard for the child's welfare.

Medical Neglect

Medical Neglect is the unreasonable delay, refusal or failure on the part of the person responsible for the child's health, welfare or care or the person entrusted with the child's care to seek, obtain, and/or maintain those services for necessary medical, dental or mental health care when such person knows, or should reasonably be expected to know, that such actions may have an adverse impact on the child.

Evidence of medical neglect includes, but is not limited to:

frequently missed appointments, therapies or other necessary medical and/or mental health treatments;

withholding or failing to obtain or maintain medically necessary treatment from a child with life-threatening, acute or chronic medical or mental health conditions; and/or

withholding medically indicated treatment from disabled infants with life-threatening conditions.

Note: Failure to provide the child with immunizations or routine well-child care in and of itself does not constitute medical neglect.

Educational Neglect

Except as noted below, **Educational Neglect** occurs when a school-aged child has excessive absences from school through the intent or neglect of the parent or caregiver.

Definition of School-Aged Child: Except as noted below, a school-aged child is a child five years of age and older and under 18 years of age who is not a high school graduate.

Note: Excessive absenteeism and school avoidance may be presenting symptoms of a failure to meet the physical, emotional or medical needs of a child. Careline staff shall consider these potential additional allegations at the time of referral.

Criteria:

- **For children school-aged to age 12, excessive absenteeism** may be indicative of the parent's or caregiver's failure to meet the educational needs of a student.
- **For children older than age 12, excessive absenteeism**, coupled with a failure by the parent or caregiver to engage in efforts to improve the child's attendance, may be indicative of educational neglect.
 - For children older than age 12, excessive absenteeism through the child's own intent, despite the parent's or caregiver's efforts, is not educational neglect. Rather, this is truancy, which is handled through the school district.

Child's Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the child shall be considered by the social worker:

- Age;
- Health;
- Level of functioning;
- Academic standing; and
- Dependency on parent or caregiver

Parent or Caregiver's Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the parent or caregiver shall be considered by the social worker:

- Rationale provided for the absences;
- Efforts to communicate and engage with the educational provider; and
- Failure to enroll a school-aged child in appropriate educational programming (including homeschooling)

Exceptions (in accordance with Conn. Gen. Stat. § 10-184):

1. A parent or person having control of a child may exercise the option of not sending the child to school at age five (5) or age six (6) years by personally appearing at the school district office and signing an option form. In these cases, educational neglect occurs if the parent or person having control of the child has registered the child at age five (5) or age (6) years and then does not allow the child to attend school or receive home instruction.
2. A parent or person having control of a child seventeen (17) years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form.

Note: Failure to sign a registration option form for such child is not in and of itself educational neglect.

Emotional Neglect

Emotional Neglect is the denial of proper care and attention, or failure to respond, to a child's affective needs by the person responsible for the child's health, welfare or care; by the person given access to the child; or by the person entrusted with the child's care which has an adverse impact on the child or seriously interferes with a child's positive emotional development.

Note: Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level. Adverse impact is not required if the action/inaction is a single incident which demonstrates a serious disregard for the child's welfare.

Note: The adverse impact may result from a single event and/or from a consistent pattern of behavior and may be currently observed or predicted as supported by evidence-based practice.

Evidence of emotional neglect includes, but is not limited to, the following:

inappropriate expectations of the child given the child's developmental level;

failure to provide the child with appropriate support, attention and affection;

permitting the child to live under conditions, circumstances or associations;

injurious to the child's well-being including, but not limited to, the following:

substance abuse by caregiver, which adversely impacts the child emotionally;

psychiatric problem of the caregiver, which adversely impacts the child emotionally; and/or

exposure to family violence which adversely impacts the child emotionally.

Indicators may include, but are not limited to, the following:

depression;
withdrawal;
low self-esteem;
anxiety;
fear;
aggression/ passivity;
emotional instability;
sleep disturbances;
somatic complaints with no medical basis;
inappropriate behavior for age or development;
suicidal ideations or attempts;
extreme dependence;
academic regression; and/or
trust issues.

Moral Neglect

Moral Neglect: Exposing, allowing, or encouraging the child to engage in illegal or reprehensible activities by the person responsible for the child's health, welfare or care or person given access or person entrusted with the child's care.

Evidence of Moral Neglect includes but is not limited to:

stealing;
using drugs and/or alcohol; and/or

involving a child in the commission of a crime, directly or by caregiver indifference.

DRAFT

Appendix C

INDICATORS OF CHILD ABUSE AND NEGLECT

Indicators of Physical Abuse

HISTORICAL

Delay in seeking appropriate care after injury

No witnesses

Inconsistent or changing descriptions of accident by child and/or parent

Child's developmental level inconsistent with history

History of prior "accidents"

Absence of parental concern

Child is handicapped (physically, mentally, developmentally) or otherwise perceived as "different" by parent

Unexplained school absenteeism

History of precipitating crisis

PHYSICAL

Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso

Clusters of skin lesions; regular patterns consistent with an implement

Shape of lesions inconsistent with accidental bruise

Bruises/welts in various stages of healing

Burn pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges

Fractures/dislocations inconsistent with history

Laceration of mouth, lips, gums or eyes

Bald patches on scalp

Abdominal swelling or vomiting

Adult-size human bite mark(s)

Fading cutaneous lesions noted after weekends or absences

Rope marks

BEHAVIORAL

Wary of physical contact with adults

Affection inappropriate for age

Extremes in behavior, aggressiveness/withdrawal

Expresses fear of parents

Reports injury by parent

Reluctance to go home

Feels responsible (punishment "deserved")

Poor self-esteem

Clothing covers arms and legs even in hot weather

Indicators of Sexual Abuse

HISTORICAL

Vague somatic complaint

Excessive school absences

Inadequate supervision at home

History of urinary tract infection or vaginitis

Complaint of pain; genital, anal or lower back/abdominal

Complaint of genital itching

Any disclosure of sexual activity, even if contradictory

PHYSICAL

Discomfort in walking, sitting

Evidence of trauma or lesions in and around mouth

Vaginal discharge/vaginitis

Vaginal or rectal bleeding

Bruises, swelling or lacerations around genitalia, inner thighs

Dysuria

Vulvitis

Any other signs or symptoms of sexually transmitted disease

Pregnancy

BEHAVIORAL

Low self-esteem

Change in eating pattern

Unusual new fears

Regressive behaviors

Personality changes (hostile/aggressive or extreme compliance)

Depression

Decline in school achievement

Social withdrawal or poor peer relationships

Indicates sophisticated or unusual sexual knowledge for age

Seductive behavior, promiscuity or prostitution

Substance abuse

Suicide ideation or attempt

Runaway

Indicators of Emotional Abuse

HISTORICAL

Parent ignores/isolates/belittles/rejects/scapegoats child

Parent's expectations inappropriate to child's development

Prior episode(s) of physical abuse

Parent perceives child as "different"

PHYSICAL

(Frequently none)

Failure to thrive

Speech disorder

Lag in physical development

Signs/symptoms of physical abuse

BEHAVIORAL

Poor self-esteem

Regressive behavior (sucking, rocking, enuresis)

Sleep disorders

Adult behaviors (parenting sibling)

Antisocial behavior

Emotional or cognitive developmental delay

Extremes in behavior - overly aggressive/compliant

Depression

Suicide ideation/attempt

Indicators of Physical Neglect

HISTORICAL

High rate of school absenteeism

Frequent visits to school nurse with nonspecific complaints

Inadequate supervision, especially for long periods and for dangerous activities

Child frequently unattended; locked out of house

Parental inattention to recommended medical care

No food intake for 24 hours

Home substandard (no windows, doors, heat), dirty, infested, obvious hazards

Family member addicted to drugs/alcohol

PHYSICAL

Hunger, dehydration

Poor personal hygiene, unkempt, dirty

Dental cavities/poor oral hygiene

Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day

Constant fatigue or listlessness

Unattended physical or health care needs

Infestations

Multiple skin lesions/sores from infection

BEHAVIORAL

Comes to school early, leaves late

Frequent sleeping in class

Begging for/stealing food

Adult behavior/maturity (parenting siblings)

Delinquent behaviors

Drug/alcohol use/abuse

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

**SERIES: PERSONNEL
POLICY 4050**

**REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH AN
INTELLECTUAL DISABILITY OR AUTISM SPECTRUM DISORDER**

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel report any suspected abuse or neglect of persons between eighteen (18) and sixty (60) years of age who: 1) have an intellectual disability or 2) receive funding or services from the Department of Social Services' ("DSS") Division of Autism Spectrum Disorder Services. In furtherance of this statute and its purpose, it is the policy of the Darien Board of Education (the "Board") to require ALL EMPLOYEES of the Board ~~of Education~~ to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that a person with an intellectual disability or an individual receiving funding or services from DSS' Division of Autism Spectrum Disorder Services between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected abuse and/or neglect of adults with intellectual disabilities, but also to ALL EMPLOYEES of the Board ~~of Education~~.

2. Definitions

For the purposes of this policy:

"Abuse" means the willful infliction of physical pain or injury or the willful deprivation by a caretaker of services which are necessary to the person's health or safety.

"Neglect" means a situation where a person with an intellectual disability either is living alone and is not able to provide for himself or herself the services which are necessary to maintain his or her physical and mental health, or is not receiving such necessary services from the caretaker.

~~"Statutory~~Stautorily Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of adults with intellectual disabilities. In the public school context, the term "~~statutory~~stautorily mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, licensed behavior analysts, registered or licensed practical nurses, psychologists, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational

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therapists, dental hygienists, speech pathologists, and licensed professional counselors.

3. Reporting Procedures for [Statutory](#) Mandated Reporters

If a [statutory](#) mandated reporter has reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the mandated reporter shall, as soon as practicable, but not later than forty-eight (48) hours after having reasonable cause to suspect abuse or neglect, make an oral report to:

Abuse Investigation Division
Department of Developmental Services ("DDS")
460 Capitol Avenue
Hartford, Connecticut 06106
Telephone: 1-844-878-8923

An unsuccessful attempt to make an initial report to DDS on the weekend, holiday, or after business hours shall not be construed as a violation of this policy or applicable law if the mandatory reporter makes reasonable attempts to make such report as soon as practicable after the initial attempt. For purposes of this policy, "reasonable attempts" means documented efforts to contact DDS by phone, electronic mail or in person.

The [statutory](#) mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the Abuse Investigation Division of DDS not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-[Statutory](#) Mandated Reporters

The following procedures apply only to employees who are not [statutory](#) mandated reporters, as set forth above.

- a) If an employee who is not a [statutory](#) mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.

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- (1) The employee shall as soon as practicable, but not later than forty-eight (48) hours after having reasonable cause to suspect abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
 - (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years has been abused or neglected, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for [statutorily mandated reporters](#), set forth above.
- b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with intellectual disabilities, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, directly to the Abuse Investigation Division of DDS.

5. Contents of Report

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The name and address of the allegedly abused or neglected person;
- b) a statement from the reporter indicating a belief that the person is intellectually disabled or receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
- c) Information concerning the nature and extent of the abuse or neglect; and,
- d) Any additional information that the reporter believes would be helpful in investigating the report or in protecting the person with an intellectual disability or who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services.

6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any

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such investigation with the investigation conducted by the Abuse Investigation Division of DDS.

The Superintendent's investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation.

If the investigation by the Superintendent and/or the Abuse Investigation Division of DDS produces evidence that a person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

8. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

9. Non-discrimination Policy

The Board of Education shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

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Legal References:

Connecticut General Statutes:

Section 46a-11a

Section 46a-11b et seq.

~~Public Act 18-96, "An Act Concerning Reports of Abuse or Neglect of
Persons with Intellectual Disability or Autism Spectrum Disorder"~~

APPROVED BY THE BOARD OF EDUCATION: March 11, 2015

REVISED: June 12, 2018

REVISED:

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 4000: PERSONNEL
POLICY 4075

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

PURPOSE

The purpose of this policy is to establish a workplace which is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs or alcohol on school property shall notify the Superintendent or his/her designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business, to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction, within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes), and the use of tobacco products on school property or at any school-sponsored activity. For purposes of this policy, the term “electronic nicotine delivery system” shall mean an electronic device that may be used to simulate smoking in

the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

“School property” means any land and all temporary and permanent structures comprising the district’s elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

“School-sponsored activity” means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

An employee who feels he or she has developed an addiction to, dependence upon or other problem with alcohol or drugs, is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

Public Act 14-76, “An Act Concerning The Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention”

United States Code:

Safe and Drug-Free Schools and Community Act, 41 U.S.C. Section 7101 et seq.

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

APPROVED BY THE BOARD OF EDUCATION: March 11, 2015, (Effective July 1, 2015)

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 4000
Personnel

Policy 4075

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

PURPOSE

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Darien Board of Education (the “Board”) also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, a controlled substance, or alcohol, and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs, a controlled substance, or alcohol on school property shall notify the Superintendent or the Superintendent’s designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, and the use of tobacco products in any area of a school building, on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity.

While Connecticut law allows for the legal use of marijuana under certain circumstances, because marijuana use is still prohibited under federal law, the use of marijuana at work, or outside of work if it impairs an employee's ability to perform their job, constitutes a violation of this policy.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

"Any area" means the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

"Cannabis" means marijuana, as defined in Conn. Gen. Stat. § 21a-240.

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 ([21 U.S.C. 812](#)), including marijuana.

"Electronic cannabis delivery system" means an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.

"Electronic nicotine delivery system" means an electronic device used in the delivery of nicotine to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid or synthetic nicotine.

"School property" means any land and all temporary and permanent structures comprising the district's school and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

"School-sponsored activity" means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property.

"Smoke" or "smoking" means the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

"Vapor product" means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

Employees who feel they have developed an addiction to, dependence upon, or other problem with alcohol or drugs are encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program that requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

June Special Session, Public Act No. 21-1

United States Code:

Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95, § 4001

Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

ADOPTED: March 11, 2015

REVISED: _____

10/11/21

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 4000
Personnel

Policy 4450

POLICY REGARDING EMPLOYEES AND SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Darien Board of Education (the “Board”) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the Board prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system.

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the district by utilizing the grievance/complaint procedures outlined in the Board’s Administrative Regulations Regarding Employees and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act, and/or may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square

Boston, MA 02109- 3921
(617) 289-0111

Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 (TELEPHONE NUMBER 800-669-4000).

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER 800-477-5737).

Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns about this policy, should contact Shirley Klein, the Section 504/ADA Coordinator for the Darien Public Schools, at phone number 23-656-7474 or email at shklein@darienps.org.

Legal References:

29 U.S.C. §§ 705, 794
34 C.F.R. Part 104
42 U.S.C. § 12101 et seq.
28 C.F.R. Part 35

ADOPTED: _____

**ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEES
AND SECTION 504 OF THE REHABILITATION ACT OF 1973
AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

Darien Board of Education Section 504/ADA Grievance/Complaint
Procedures Regarding Discrimination Against Employees

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

I. Definitions

Major life activities: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

Mitigating measures: include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

Physical or mental impairment: (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; (b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability; or (c) an impairment that is episodic or in remission if it would substantially limit a major life activity when active. Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability

- A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability (including differential treatment, harassment and retaliation) may submit a written complaint to the district's designated Section 504/ADA Coordinator (see contact information below) within thirty (30) school days of the alleged occurrence.
- B. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If a complaint is filed relating to alleged discrimination occurring more than thirty (30) school days after the alleged occurrence, the ability of the _____ Public Schools (the "District") to investigate the allegations may be limited by the passage of time. Therefore, complaints received after thirty (30) school days of the alleged occurrence shall be investigated to the extent possible, given the passage of time and the impact on available information, witnesses and memory. If a complaint is made verbally, the individual taking the complaint will reduce the complaint to writing. Individuals wishing to make a complaint about discrimination against students on the basis of disability should be referred to the district's Section 504/ADA policies and regulations regarding students.
- C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any retaliation that occurs as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual's participation or cooperating in the investigation of a complaint. The district will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.
- D. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures. If the Superintendent is the subject of the complaint, the District shall designate an appropriate party to conduct the investigation in accordance with these procedures.
- E. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.
- F. The complaint should contain the following information:
1. The name of the complainant;
 2. The date of the complaint;
 3. The date(s) of the alleged discrimination;
 4. The names of any witnesses or individuals relevant to the complaint;
 5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
 6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

G. Upon receipt of the complaint, the individual investigating the complaint shall:

1. Provide a copy of the written complaint to the Superintendent of Schools;
2. Meet separately with the complainant and the respondent within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent believe have relevant information, and obtain any relevant documents the complainant may have;
3. Provide the complainant and respondent with a copy of the applicable Board Section 504/ADA Policy and these administrative regulations;
4. Consider whether and which interim measures might be appropriate for an alleged victim and the respondent pending the outcome of the District's investigation;
5. Conduct an investigation of the factual basis of the complaint that is adequate, reliable, and impartial, including conducting interviews with individuals with information and review of documents relevant to the complaint;
6. Maintain confidentiality to the extent practicable throughout the investigative process in accordance with state and federal law;
7. Communicate the outcome of the investigation in writing to the complainant, and to the respondent (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator or Superintendent. The written notice shall include a finding as to whether the complaint was substantiated and if so, shall identify how the District will remedy any identified violations of Section 504/ADA. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and the respondent shall be notified of any such extension;
8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint, and no later than fifteen (15) school days after the start of the following school year. The complainant and the respondent will receive notice if the investigation has been impeded by the summer recess, and interim measures may be implemented as necessary (see sub-paragraph 4);
9. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that measures to remedy the effects of the discrimination and prevent its recurrence are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination;

10. In the event the investigator concludes that there is no violation of Section 504/ADA, the district may attempt to resolve the complainant's ongoing concerns, if possible.
- H. If the complainant or respondent is not satisfied with the findings and conclusions of the investigation, the appealing party may request review and reconsideration of the conclusion of the complaint within thirty (30) days of receipt of the written outcome. In requesting review, the appealing party must submit the complaint, the written outcome of the complaint, and explain why he/she believes the factual information relied upon by the investigator was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, *and* how this information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the review.

Upon review of a written request from the appealing party, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and other relevant witnesses, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the appealing party and other party of his/her decision within ten (10) school days following the receipt of the written request for review. When a written request for review is received during summer recess, the Superintendent conduct the review as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the review, and no later than ten (10) school days after the start of the following school year. The Superintendent's decision shall be final.

III. The Section 504/ADA Coordinator for this district is:

Shirley Klein
Assistant Superintendent for Special education and Student Services
35 Leroy Avenue
Darien, CT 06820
203-656-7474
shklein@darienps.org

IV. Complaints to Federal or State Agencies

At any time, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111); <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 (TELEPHONE NUMBER 800-669-4000), or the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER 800-477-5737).

DRAFT

**SECTION 504/ADA DISCRIMINATION
GRIEVANCE/COMPLAINT FORM FOR NON-STUDENT**

(This form is intended to be used if an individual has grievance/complaint under Section 504/ADA alleging discrimination on the basis of a disability).

1. Name of Complainant: _____ Date: _____

2. Contact Information for Complainant:

(Address)

(Home Tel. #)

(Cell # or Work #)

3. Name of Covered Individual: _____

4. Address of Covered Individual (if different from above):

5. Relationship to School (e.g., position, visitor, parent) (if applicable):

6. Please describe the nature of your complaint:

7. Proposed resolution or corrective action you wish to see taken with regard to the stated issues:

9/8/16

PERSONNEL REPORT

April 25, 2023

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Caitlin Bergeron	Appointment	L Maurer/DHS/English Teacher	8/24/2023	6/30/2027	Teacher	English 7 - 12 MA + 15 Step 12
Resignations and Retirements							
2	Kathleen Brunswick	Resignation	Tokeneke/ Assistant Principal		6/30/2023		
3	Lynn Holcomb	Resignation	Royle/Assistant Principal		6/30/2023		
4	Christopher Skaggs	Retirement	DHS/Art Teacher		6/30/2023		
5	Sarah Burzin	Resignation	DHS/School Counselor		6/30/2023		