

Board of Education  
Darien, Connecticut

**TUESDAY, OCTOBER 27, 2020**

**SPECIAL MEETING OF THE BOARD OF EDUCATION**

**Darien Public Schools'  
Administrative Offices  
Meeting Room  
7:15 p.m.**

**AGENDA**

1. Call to order
2. Adjourn to Executive Session for the purpose of discussion regarding negotiations pursuant to Connecticut General Statute 1-200(6) (B)
3. Reconvene in public session.
4. Adjournment.

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, OCTOBER 27, 2020**

**PLACE:  
DARIEN PUBLIC SCHOOLS'  
ADMINISTRATIVE OFFICES  
MEETING ROOM  
7:30 P.M.**

**TENTATIVE AGENDA**

- |                                 |                    |           |
|---------------------------------|--------------------|-----------|
| 1. Call to Order.....           | Mrs. Tara Ochman   | 7:30 p.m. |
| 2. Chairperson's Report.....    | Mrs. Tara Ochman   |           |
| 3. Public Comment*.....         | Mrs. Tara Ochman   |           |
| 4. Superintendent's Report..... | Dr. Alan Addley    |           |
| 5. Approval of Minutes.....     | Board of Education |           |

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, OCTOBER 27, 2020**

6. Board Committee Reports..... Mrs. Tara Ochman

7. Presentations/Discussions

- a. Update on Re-Opening..... Dr. Alan Addley  
of School
- b. Presentation of Student..... Mrs. Ellen Dunn  
Distribution (Class Size) Ms. Shelley Somers  
Reports for the High School  
and Middlesex
- c. Discussion and Possible..... Mr. Christopher Tranberg  
Action on 2021-22  
Consolidated Federal Grants
- d. Discussion on September..... Mr. Richard Rudl  
2020-21 Financial Report  
and Possible Action on  
Proposed Budget Transfers
- e. Discussion and Possible..... Dr. Alan Addley  
Acceptance of Contemplated  
Gifts from Ox Ridge PTO and  
Corbin Cares
- f. Discussion and Possible..... Mr. Michael Burke  
Action on Board of Education Ms. Marjorie Cion  
Policies: Proposed Policy C-19  
Concerning Health and Safety  
Protocols Relating to the  
COVID-19 Pandemic; Proposed  
Policy 5300 C-19 relating to  
Student Use of the District's  
Computer Systems and  
Electronic Communications;  
Proposed Revisions to Policy  
5130 C-19 relating to Student  
Attendance, Truancy, and Chronic  
Absenteeism; and Proposed Revisions  
to: Policy 1250 C-19, School  
Volunteers, Student Interns and  
Other Non-Employees; Policy 1225,  
Visitors; Policy 1200, Use of School  
Facilities; Proposed Revised Policy  
5220, Student Discipline; and Proposed  
Action to Repeal Current Policy 5220,  
Student Discipline

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, OCTOBER 27, 2020**

- 8. Action Items
  - a. Personnel Items..... Ms. Marjorie Cion
    - i. Appointments
    - ii. Resignations/Retirements
- 9. Public Comment\*..... Mrs. Tara Ochman
- 10. Adjournment..... Mrs. Tara Ochman

AA:nv

**\* Due to the current COVID-19 regulations and restrictions pertaining to public indoor gatherings, the Board of Education meeting will be available to the public via Zoom.**

**Those members of the community wishing to view only, should do so through the Darien Youtube link: <https://www.youtube.com/channel/UCUnnvYKBfFrTWQRuoB6OZA>**

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

**<https://darienps.zoom.us/j/93664970989>**

**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**  
**Tuesday, September 22, 2020**

**PLACE:**  
**DARIEN PUBLIC SCHOOLS**  
**ADMINISTRATIVE OFFICES**  
**BOARD OF EDUCATION CONFERENCE ROOM**  
**7:30 P.M.**

**BOARD MEMBERS PRESENT:**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Present	X	X	X	X	X	X	X	X	X
Absent									

**ADMINISTRATION PRESENT:**

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

**AUDIENCE:** Meeting held in Board of Education Offices and via Zoom/YouTube

- |                         |  |
|-------------------------|--|
| 1. Call to Order        | Mrs. Tara B. Ochman, Chair,<br>at 7:31 p.m. (0:00) |
| 2. Chairperson's Report | Mrs. Ochman<br>at 7:32 p.m. (0:01)                 |
| 3. Public Comment       | Mrs. Ochman<br>at 7:35 p.m. (0:04)                 |

Public comments can be made live via Zoom during meetings

1. Catherine McGettigan at 20 Betmarlea Road, Norwalk
2. Mary Jo Miller at 52 Relihan Road
3. Lindsay Cruickshank at 70 Taylor Avenue, Norwalk
4. Jon Dunn at 175 Raymond Street
5. Tori-Ann Rongoe at 57 Camp Avenue
6. Jesse Cersosimo at 16 Overlook Avenue Beacon, NY
7. Elizabeth Drew at 14 Dubois Street
8. Katy Gale at Stamford CT
9. Alicia Mehlberg at 24 Christie Hill Road
10. Kathy Hardy at 139 Old Kings Highway North
11. Kelly Soisson at 7 Fawn Hill Road, Beacon Falls NY
12. Lisa May Peterson at Norwalk CT
13. Kevin Yardy at 1 Wilson Ridge Road
14. Lenny Blumenthal at 17 Fairview Road
15. Hillary Graham at Trumbull CT
16. Sarah Sproch at 22 McAllister Rd., Norwalk
17. Joslyn Delancey DEA President
18. E. Whitney Evans at 52 Dubois Street
19. Jessie Xu at 20 Fitch Avenue



20. Andrew Seman at 5 Old Parish Road
21. Eric Roemer at 49 Birch Road
22. Sarah True at 16 Locust Hill Road
23. Karin Cummins at 19 Point O'Woods South
24. Joshua Pike at 18 Park Lane
25. Katherine Grambling at 11 Blueberry Lane
26. Dawn McIntire at 25 Driftway Lane
27. Louise Waylett-Brown at 102 Colony Road
28. Carolina McGoey at 28 Kensett Lane
29. Rob Mountain at 15 Pasture Lane
30. Natalie Volz at Phillips Lane

4. Superintendent's Report

Dr. Alan Addley  
at 9:00 p.m. (1:29)

5. Approval of Minutes

Board of Education  
at 9:01 p.m. (1:30)

**MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF BOARD OF EDUCATION HELD ON SEPTEMBER 8, 2020:**

**1<sup>st</sup> MR. MARONEY**

**2<sup>ND</sup> MR. DINEEN**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)**

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF BOARD OF EDUCATION HELD ON SEPTEMBER 17, 2020:**

**1<sup>st</sup> MR. BURKE**

**2<sup>ND</sup> MR. DINEEN**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)**

6. Board Committee Reports

Mrs. Ochman  
at 9:03 p.m. (1:32)

**PRESENTATIONS AND DISCUSSION**

7. Presentations/Discussions:

**MOTION TO ADD DISCUSSION AND POSSIBLE ACTION ITEM 7 (F) ON FORMATION OF COMMUNICATIONS COMMITTEE:**

**1<sup>st</sup> MR. MARONEY**  
**2<sup>ND</sup> MS. McCAMMON**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X	X	X	X	X		X	X	
No						X			X
Abstain									

**RESULT - MOTION APPROVED (7-2-0)**

**MOTION TO ADD DISCUSSION AND POSSIBLE ACTION ITEM REGARDING THE FORMATION OF CURRICULUM/EDUCATION DELIVERY COMMITTEE:**

**1<sup>st</sup> MR. MARONEY**  
**2<sup>ND</sup> MR. BROWN**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X		X	X	X			X	
No		X				X	X		X
Abstain									

**RESULT - MOTION FAILS (5-4-0) REQUIRES A TWO THIRDS VOTE**

- |   |   |
|---|---|
| a. Report on School Psychologists' Roles and Responsibilities                                       | Mrs. Shirley Klein<br>at 9:07 p.m. (1:36) |
| b. Update of Strategic Planning Committee   | Dr. Addley<br>at 9:43 p.m. (2:11)         |
| c. Update on Reopening of School  | Dr. Addley<br>at 10:03 p.m. (2:32)        |
| d. Discussion on August 2020-2021 Financial Report and Possible Action on Proposed Budget Transfers | Mr. Richard Rudl<br>at 11:19 p.m. (3:48)  |

**MOTION TO APPROVE THE PROPOSED BUDGET TRANSFERS AS DETAILED IN THE MEMORANDUM DATED SEPTEMBER 16, 2020:**

**1<sup>st</sup> MR. BURKE**  
**2<sup>ND</sup> MS. STEIN**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)**

- |  |                                    |
|--|------------------------------------|
| e. Further Discussion and Possible Action on Board Master Agenda for August 2020-February 2021 | Dr. Addley<br>at 11:27 p.m. (3:56) |
|--|------------------------------------|

**MOTION TO APPROVE THE PROPOSED BOARD MASTER AGENDA FOR AUGUST 2020-FEBRUARY 2021:**

**1<sup>st</sup> MR. MARONEY**  
**2<sup>ND</sup> MR. DINEEN**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X	X	X	X	X	X	X	X	X
No									

Abstain									
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**RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)**

- f. Discussion and Possible Action on  
Formation of Communications Committee

Mr. Maroney  
at 11:28 p.m. (3:56)

**MOTION TO ESTABLISH A WORKING GROUP TO DISCUSS THE GOALS AND OBJECTIVES REGARDING POSSIBLE COMMUNICATIONS COMMITTEE TO CONSTRUCT A FORMAL PROPOSAL:**

**1<sup>st</sup> MR. BURKE**

**2<sup>ND</sup> MR. MARONEY**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)**

## 8. Action Items

- a. Per Public Request: discussion and possible action on requiring the school administration to return full in person 5 days/week as soon as possible, but not later than September 29, 2020 and to require the any change to that plan of education require approval to the Board of Education

Mrs. Ochman  
at 11:43 p.m. (4:12)

**MOTION TO REQUIRE THE SCHOOL** return full in person 5 days/week as soon as possible, but not later than September 29, 2020 and to require that any change to that plan of education require approval by the Board of Education:

**1<sup>st</sup> MS. OCHMAN**

**2<sup>ND</sup> MR. SINI**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X								
No		X	X	X	X	X	X	X	X
Abstain									

**RESULT - MOTION FAILS (1-8-0)**

**MOTION TO AMEND THE AGENDA TO ADD POSSIBLE ACTION ITEM ON SUPPORTING THE ADMINISTRATION'S DECISION TO RETURN TO FULL FIVE DAYS IN PERSON LEARNING ON SEPTEMBER 29, 2020:**

**1<sup>st</sup> MS. McCAMMON**

**2<sup>ND</sup> MR. MARONEY**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X			X	X			X	
No		X	X			X	X		X
Abstain									

**RESULT - MOTION FAILS (4-5-0)**

**MOTION TO ADD TO MS. McCAMMON MOTION THE PHRASE “ANY CHANGE MADE MUST BE IN CONSULTATION WITH THE BOARD OF EDUCATION”:**

**1<sup>st</sup> MR. BROWN**

**2<sup>ND</sup>**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes									
No									
Abstain									

**RESULT - MOTION FAILS (NO SECOND)**

**MOTION TO AMEND ITEM 8(A) TO BOARD OF EDUCATION FULLY ENDORSES THE DARIEN PUBLIC SCHOOLS ADMINISTRATION CURRENT PLAN TO RETURN TO IN PERSON LEARNING ON SEPTEMBER 29, 2020:**

**1<sup>st</sup> MR. SINI**

**2<sup>ND</sup> MR. MARONEY**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X			X	X			X	
No		X	X			X	X		X
Abstain									

**RESULT - MOTION FAILS (4-5-0)**

- b. Personnel Items
  - i. Appointments
  - ii. Resignations/Retirements

Ms. Marjorie Cion  
at 12:00 a.m. (4:29)

**MOTION TO APPROVE THE PERSONNEL ITEMS AS DETAILED IN THE PERSONNEL ACTION REPORT DATED AS OF SEPTEMBER 22, 2020:**

**1<sup>st</sup> MR. BURKE**

**2<sup>ND</sup> MR. MARONEY**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)**

**9. Public Comment**

Mrs. Ochman, Chair  
at 12:00 a.m. (4:29)

1. Dawn McIntire at 25 Driftway Lane
2. Louise Waylett-Brown at 102 Colony Road
3. Bruce Mitchell from New Canaan
4. Taylor Carter at 385 Middlesex Road
5. Laura Pesce-Gray at 131 Holmes Avenue
6. Caroline Hoette at Tokeneke School

10. Adjournment

Mrs. Ochman, Chair,  
at 12:13 a.m. (4:42)

**MOTION TO ADJOURN:**

**1<sup>st</sup> MR. MARONEY**

**2<sup>ND</sup> MR. DINEEN**

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY ( 9-0-0)**

Meeting adjourned at 12:13 a.m. (4:42)

Respectfully Submitted,

Debra Ritchie,  
Secretary



# Opening Doors for a New Year of Learning

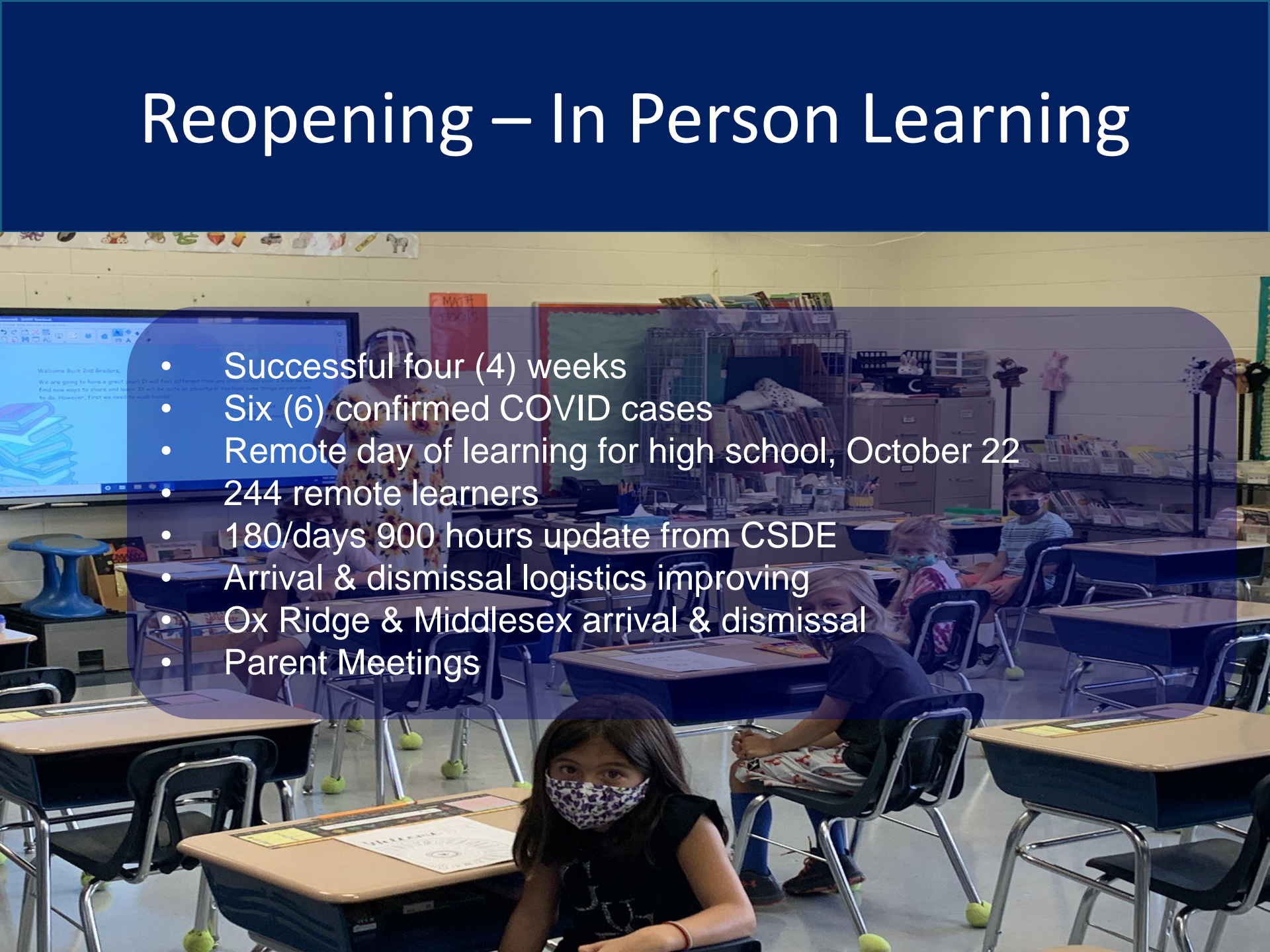
Darien's Reopening Plan  
Update, October 27, 2020



**Darien Board of Education**

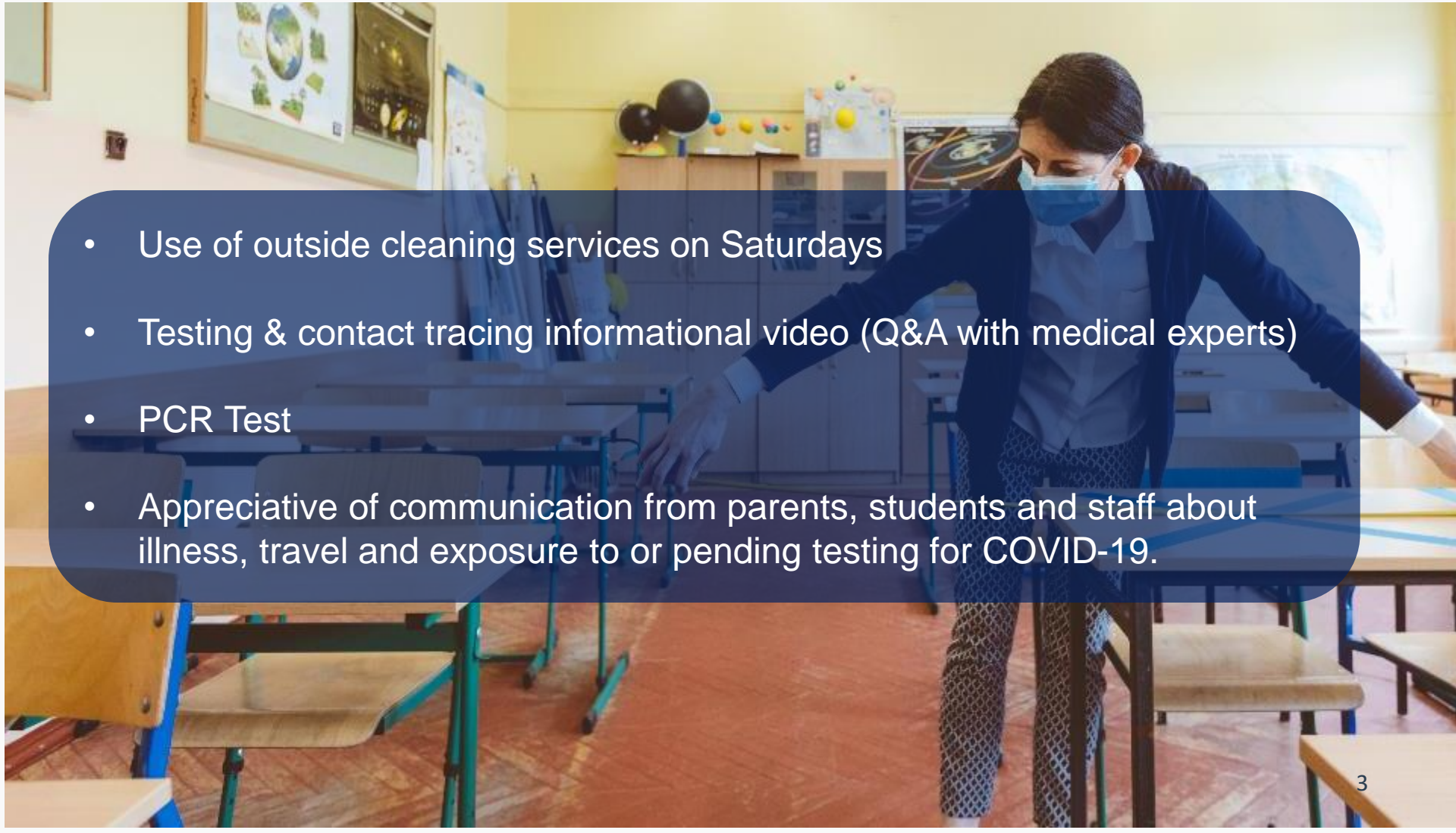


# Reopening – In Person Learning

- 
- A photograph of a classroom during a reopening. In the foreground, a young girl with dark hair and a patterned face mask sits at a desk, looking towards the camera. Behind her, several other students are seated at their desks, also wearing masks. In the background, a teacher wearing a face shield and a floral shirt stands near a large interactive screen. The screen displays a presentation slide with the text: "Welcome Back 2nd Graders. We are going to have a great year! It will have different times and places. We will have many adventures. Find new ways to share and learn. It will be quite an adventure! We have many things to do. However, first we need to wash hands." The classroom is filled with desks, chairs, and various educational materials on shelves and walls.
- Successful four (4) weeks
  - Six (6) confirmed COVID cases
  - Remote day of learning for high school, October 22
  - 244 remote learners
  - 180/days 900 hours update from CSDE
  - Arrival & dismissal logistics improving
  - Ox Ridge & Middlesex arrival & dismissal
  - Parent Meetings



# Health & Safety


- 
- Use of outside cleaning services on Saturdays
  - Testing & contact tracing informational video (Q&A with medical experts)
  - PCR Test
  - Appreciative of communication from parents, students and staff about illness, travel and exposure to or pending testing for COVID-19.



# Attendance

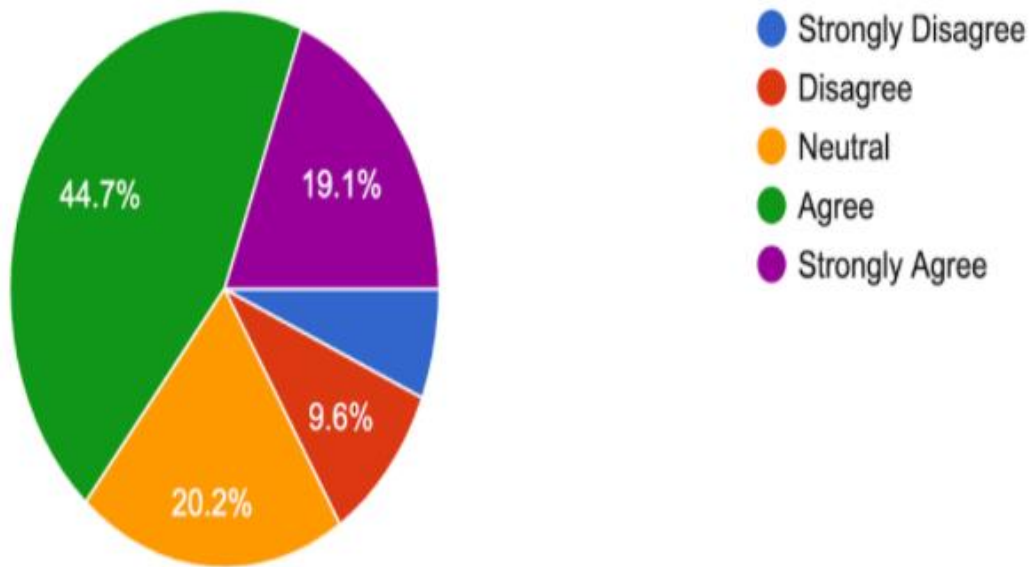
- Requests for moving from fully remote learning to in person instruction requires written notification to the school principal 72 hours prior to the change.
- Remote learning requires planning and preparation. Therefore, remote learning cannot be a daily choice and cannot be used to accommodate travel/vacation schedules.
- Students required to quarantine will become remote learners for the duration of their absence.
- Families who are keeping a child home for suspected illness without a District imposed quarantine should consult with their school nurse to determine the suspected length of absence and whether remote learning will be provided for the duration of that illness. Under these circumstances, if approved, remote learning will commence within 24-48 hours.

# Athletics & Extracurricular Activities

- 
- Winter season scheduled to start 11/21 and finish 2/21
  - CIAC meeting to discuss mitigating strategies
  - Special season created for football & any other fall/winter sport that does not complete 40% of its season (2/21-4/17)
  - Elementary & middle school clubs running virtually
  - DHS has approximately 55 virtual clubs and activities

# Full Remote Learners

My remote learner has the tools they need to be successful in a virtual learning environment.



## Successes

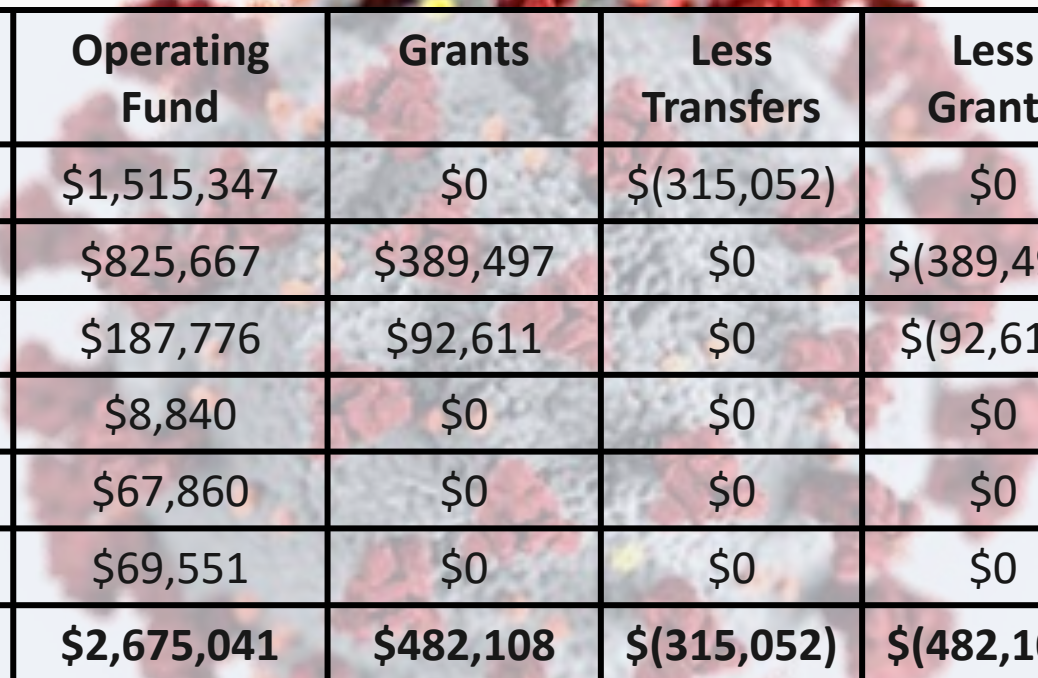
**Independence / Responsibility**  
**Technology**  
**More Live Learning Opportunities**

## Challenges

**Socialization**  
**Tech (Sound/Zoom/Mic)**  
**Collaboration**



# COVID-19 Related Expenditures



Category	Operating Fund	Grants	Less Transfers	Less Grants	Total
Staffing	\$1,515,347	\$0	\$(315,052)	\$0	\$1,200,295
Facilities	\$825,667	\$389,497	\$0	\$(389,497)	\$825,667
Technology	\$187,776	\$92,611	\$0	\$(92,611)	\$187,776
Transportation	\$8,840	\$0	\$0	\$0	\$8,840
Athletics	\$67,860	\$0	\$0	\$0	\$67,860
Materials	\$69,551	\$0	\$0	\$0	\$69,551
<b>Total</b>	<b>\$2,675,041</b>	<b>\$482,108</b>	<b>\$(315,052)</b>	<b>\$(482,108)</b>	<b>\$2,359,989</b>

# Reopening Schools Metrics

## Indicators for Learning Models Week Ending Oct 22

Leading Indicator		Secondary Indicators		
Risk Level	New COVID-19 Cases (7 days avg. per 100K pop)	Percent Test Positivity	New COVID-19 Hospital Admissions (7 days avg. per 100K pop)	Percent COVID-like illness hospital ED visits
<b>Low</b> (Favors more in- person learning)	<10 < 2.2 for Darien (=15 cases) Currently 4 cases	Trending down to flat No statistically significant changes		
<b>Moderate</b> (Favors hybrid learning)	10 – 25 2.2- 5.5 for Darien (=15 – 38 cases)	Trending flat to upward Any statistically significant changes		
<b>High</b> (Favors remote learning)	>25 > 5.5 for Darien (=38 cases)	Trending upward Consistent statistically significant changes upward		

# Reopening Schools Metrics

## Current Status of Indicators by County Week Ending Oct 6

	Leading Indicator	Secondary Indicators		
County	New COVID-19 Cases (7 days avg. per 100K pop)	Percent Test Positivity	New COVID-19 Hospital Admissions (7 days avg. per 100K pop)	Percent COVID-like illness hospital ED visits
Connecticut	9.9	2.0%	0.7	2.3%
Fairfield	9.0	2.4%	0.7	2.8%

# Questions & Comments



# **Student Distribution Report**

## **2020-2021**

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Darien High School and Middlesex Middle School



# Darien High School



# DHS Mean Class Size

## (Inclusive of Special Education and Academic Support)

	# Sections	# Enrolled	<10	10-14	15-19	20-24	>24	14-15F	15-16F	16-17F	17-18F	18-19F	19-20F	20-21F	F-F
English	82	1385	4	13	47	18	0	18	18	17	18	18	18	17	-1
Foreign Language	66	1198	2	4	31	29	0	18	17	17	17	18	18	18	0
Mathematics	78	1446	3	5	39	31	0	19	19	19	20	20	20	19	-1
Science	88	1416	0	22	61	5	0	19	18	19	20	20	21	16	-5
Social Studies	85	1440	4	11	56	14	0	19	19	19	19	19	19	17	-2
<b>Average</b>								<b>19</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>17</b>	<b>-2</b>
Art	27	483	0	2	13	12	0	17	17	17	17	17	16	18	2
Music	11	262	2	0	0	4	5	33	27	30	32	37	30	24	-6
Tech Ed/Video	12	187	1	2	7	2	0	15	16	15	15	15	14	16	2
Comp/Business	9	185	0	1	2	6	0	17	21	22	22	21	22	21	-1
Physical Education	58	1356	0	1	3	31	23	24	23	23	23	24	24	23	-1
Special Education**	63	420	53	9	1	0	0	6	5	6	6	6	7	7	0
Academic Support*	5	21	4	1	0	0	0	12	12	7	8	11	6	4	-2

# Teacher Average Class Load- DHS

## (Exclusive of Special Education and Academic Support)

			14-15F	15-16F	16-17F	17-18F	18-19F	19-20F	20-21F	F-F
English			89	88	86	88	90	89	84	-5
Foreign Language			90	86	85	88	91	88	91	3
Mathematics			94	94	93	99	98	98	93	-5
Science			75	74	76	81	81	82	80	-2
Social Studies			96	94	94	97	97	93	85	-8
<b>Average</b>			<b>88.9</b>	<b>87.2</b>	<b>86.8</b>	<b>90.6</b>	<b>91.3</b>	<b>90.0</b>	<b>86.5</b>	
Comp/Bus/Tech			79	89	92	93	93	87	89	2
Art/Music			100	103	104	102	105	98	98	0

# Distribution of Class Size- DHS

## (Exclusive of Special Education and Support)

	<u>14-15F</u>		<u>15-16F</u>		<u>16-17F</u>		<u>17-18F</u>		<u>18-19F</u>		<u>19-20F</u>		<u>20-21F</u>	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
< 16	118	24	98	20	115	23	103	22	95	20	100	21	114	22
16 - 20	174	36	205	42	160	32	145	30	150	31	170	35	291	56
> 20	197	40	185	38	220	44	232	48	237	49	215	44	111	22

## Number of Small Classes (under 10)\*

			<u>14-15F</u>	<u>15-16F</u>	<u>16-17F</u>	<u>17-18F</u>	<u>18-19F</u>	<u>19-20F</u>	<u>20-21F</u>
English			5	5	6	6	6	3	4
Foreign Language			2	2	4	5	3	1	2
Mathematics			1	3	7	4	4	3	3
Science			3	2	3	1	1	1	0
Social Studies			1	3	4	6	6	5	4
Art/Music			3	3	4	2	2	4	2
Bus/Com/Tech			1	0	2	2	0	1	1
	<b>Total</b>		<b>16</b>	<b>18</b>	<b>30</b>	<b>26</b>	<b>22</b>	<b>18</b>	<b>16</b>

# Number of Large Classes (25 or more)

	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		2020-21	
<u>By Size</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	
25 students	19	13	2	2	0	2	2	3	2	4	5	2	0	
26 students	2	3	0	0	1	2	1	0	0	0	0	0	0	
27 students	0	0	0	0	0	0	0	0	0	0	0	0	0	
28 students	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Totals</b>	<b>21</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>0</b>	
	2014-15		2015-16		2016-17		2017-18		2018-19	2019-20		2020-21		
<u>By Dept.</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	
English	6	5	0	0	0	0	0	1	0	0	0	0	0	
Foreign Lan	6	2	0	0	0	0	1	0	1	1	0	0	0	
Math	3	2	2	2	1	2	1	1	1	3	1	0	0	
Science	0	0	0	0	0	1	1	1	0	0	4	2	0	
Social Std	6	7	0	0	0	1	0	0	0	0	0	0	0	
<b>Totals</b>	<b>21</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>0</b>	

# Counselor Student Load

<u>DHS Analysis</u>	<b>2014-15</b>		<b>2015-16</b>		<b>2016-17</b>		<b>2017-18</b>		<b>2018-19</b>		<b>2019-20</b>		<b>2020-21</b>	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	
1	44	43	37	39	35	36	30	32	0	0	0	0	0	
2					184	196	178	175	178	179	177	176	170	
3	181	181	193	193	195	192	181	180	175	175	178	179	176	
4	193	195	200	197	193	186	180	176	179	180	176	174	176	
5	188	188	186	188	189	189	170	170	176	174	175	170	171	
6	192	194	193	193	187	186	174	173	178	176	176	176	173	
7					184	182	168	169	179	178	176	176	173	
8	187	187	182	181	185	185	170	170	178	177	175	175	169	
9							127	125	177	175	174	174	172	
Total	1371	1368	1362	1356	1354	1352	1378	1370	1420	1414	1407	1400	1380	
Average	188	189	191	188	189	188	172	171	178	177	176	175	173	

# Middlesex Middle School





# Average Class Size-MMS

	Sections	Enrolled	<10	10-14	15-19	20-24	>24	20-21 avg	19-20 avg	18-19-avg	17-18 avg
English	72	1490	0	5	15	51	1	20.7	22.6	21.9	21.8
World Language	57	1005	5	6	19	27	0	17.6	20.1	19.1	19.3
Mathematics	60	1121	1	10	21	27	1	18.7	20	19.4	19.5
Science	54	1138	0	4	8	42	0	21	22.5	21.8	21.9
Social Studies	54	1133	0	4	10	40	0	21	22.5	21.8	21.9
	<b>297</b>	<b>5887</b>	<b>6</b>	<b>29</b>	<b>73</b>	<b>187</b>	<b>2</b>	<b>19.8</b>	<b>21.5</b>	<b>20.8</b>	<b>20.9</b>
Art	59	1106	1	10	21	27	0	18.7	18.5	18.3	18.9
Music	60	1058	3	16	22	14	5	17.6	17.5	17.7	18.8
Computers	39	759	0	8	10	21	0	19.5	18.4	17.6	18.4
Healthy Living	39	763	0	8	10	21	0	19.6	18.4	17.6	18.5
Physical Education	53	1185	1	2	11	19	20	22.3	22.3	21.9	22.3
STEM	39	759	0	8	10	20	0	19.5	18.4	17.6	18.5
	<b>289</b>	<b>5630</b>	<b>5</b>	<b>52</b>	<b>84</b>	<b>122</b>	<b>25</b>	<b>19.5</b>	<b>18.9</b>	<b>18.5</b>	<b>19.2</b>
	<b>586</b>	<b>11517</b>	<b>11</b>	<b>81</b>	<b>157</b>	<b>309</b>	<b>27</b>	<b>19.7</b>	<b>20.2</b>	<b>19.6</b>	<b>20.1</b>

# Number of Large and Small Classes-MMS

	2020-21	2020-21	2019-20	2019-20	2018-19	2018-19	2017-18	2017-18
	<10	>24	<10	>24	<10	>24	<10	>24
English	0	1	0	3	0	0	0	1
World Language	5	0	0	0	0	0	0	0
Mathematics	1	1	0	0	2	1	0	1
Science	0	0	0	0	0	0	0	0
Social Studies	0	0	0	0	0	0	0	0
<b>Subtotals</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>
Art	1	0	1	0	1	3	0	1
Music	3	5	9	5	8	3	2	6
Computers	0	0	0	0	0	0	0	0
Healthy Living	0	0	0	0	0	0	0	0
Phys. Ed	1	20	3	18	1	11	1	14
STEM	0	0	0	0	0	0	0	0
<b>Subtotals</b>	<b>5</b>	<b>25</b>	<b>13</b>	<b>23</b>	<b>10</b>	<b>17</b>	<b>3</b>	<b>21</b>
<b>Total</b>	<b>11</b>	<b>27</b>	<b>13</b>	<b>26</b>	<b>12</b>	<b>18</b>	<b>3</b>	<b>23</b>

# Teacher Average Class Load-MMS

(exclusive of Special Education and Support)

	2020-21	2019-20	2018-19	2017-18	2016-17
English	93.2	96	89.7	90.6	87
World Language	83.6	83.8	85.2	79	74.2
Mathematics	86.2	81.5	76.4	80.3	75.5
Science	94.5	95.6	88.3	90.8	86.8
Social Studies	94.5	95.6	89.4	89	86.7
Average	90.4	90.5	86.1	82.1	86.9

## Counselor Student Load

Counselor	2020-21	2019-20	2018-19	2017-18	2016-17
1	191	192	220	222	175
2	168	203	219	217	181
3	199	195	242	243	275
4	190	199	210	226	259
5	195	196	209	214	243
6	200	171	n/a	n/a	n/a
<b>Average</b>	<b>190.5</b>	<b>192.7</b>	<b>220.0</b>	<b>224.4</b>	<b>226.6</b>
Total	1143	1157	1100	1122	1133

# Questions?



# Darien High School

Table #1 Class Size Guidelines

The following chart depicts the class size guidelines, established by the Board of Education in Policy 6510, that are used by the high school to make section enrollment decisions.

## Series 6500: Instructional Arrangements Policy R - 6510

### Class Size Administrative Guidelines

<u>Grade Levels</u>	<u>K-1</u>	<u>2-3</u>	<u>4-5</u>	<u>6-12</u>
<u>Recommended Range</u>	18 19	19 20	20 21	Below 18 18
	21	22	23	22
	22	23	24	23-24
<u>Optimal Range</u>				

## DATA ANALYSIS

### Table #2

Mean Class Sizes

### Table #3

Teacher Average Class Load

### Table #4

Distribution of Class Sizes

### Table #5

Number of Small Classes (under 10)

### Table #6

Number of Large Classes (25 or more)

### Table #7

Guidance Counselor Student Load



**Table #2 -- Mean Class Sizes**

(Includes data for special education and academic support programs)																
	# Sections	# Enrolled	<10	10-14	15-19	20-24	>24	14-15F	15-16F	16-17F	17-18F	18-19F	19-20F	20-21F	F-F	
English	82	1385	4	13	47	18	0	18	18	18	17	18	18	17	-1	
Foreign Language	66	1198	2	4	31	29	0	18	17	17	17	18	18	18	0	
Mathematics	78	1446	3	5	39	31	0	19	19	19	20	20	20	19	-1	
Science	88	1416	0	22	61	5	0	19	18	19	20	20	21	16	-5	
Social Studies	85	1440	4	11	56	14	0	19	19	19	19	19	19	17	-2	
<b>Average</b>								<b>19</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>17</b>	<b>-2</b>	
Art	27	483	0	2	13	12	0	17	17	17	17	17	16	18	2	
Music	11	262	2	0	0	4	5	33	27	30	32	37	30	24	-6	
Tech Ed/Video	12	187	1	2	7	2	0	15	16	15	15	15	14	16	2	
Comp/Business	9	185	0	1	2	6	0	17	21	22	22	21	22	21	-1	
Physical Education	58	1356	0	1	3	31	23	24	23	23	23	24	24	23	-1	
Special Education**	63	420	53	9	1	0	0	6	5	6	6	6	7	7	0	
Academic Support*	5	21	4	1	0	0	0	12	12	12	7	11	6	4	-2	

\* Includes Reading/ESL

\*\*Includes special ed/adaptive / and IDEA

**Table #3 - Teacher Average Class Load**

(Does not include special education or academic support programs)																
	14-15F	15-16F	16-17F	17-18F	18-19F	19-20F	20-21F	F-F								
English	89	88	86	88	90	89	84	-5								
Foreign Language	90	86	85	88	91	88	91	3								
Mathematics	94	94	93	99	98	98	93	-5								
Science	75	74	76	81	81	82	80	-2								
Social Studies	96	94	94	97	97	93	85	-8								
<b>Average</b>	<b>88.9</b>	<b>87.2</b>	<b>86.8</b>	<b>90.6</b>	<b>91.3</b>	<b>90.0</b>	<b>86.5</b>									
Comp/Bus/Tech	79	89	92	93	93	87	89	2								
Art/Music	100	103	104	102	105	98	98	0								





**Table #6 - Number of Large Classes (25 or more)**

	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		2020-21
<b>By Size</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>
25 students	19	13	2	2	0	2	2	3	2	4	5	2	0
26 students	2	3	0	0	1	2	1	0	0	0	0	0	0
27 students	0	0	0	0	0	0	0	0	0	0	0	0	0
28 students	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>21</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>0</b>
	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		2020-21
<b>By Dept.</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>
English	6	5	0	0	0	0	0	1	0	0	0	0	0
Foreign Lan	6	2	0	0	0	0	1	0	1	1	0	0	0
Math	3	2	2	2	1	2	1	1	1	3	1	0	0
Science	0	0	0	0	0	1	1	1	0	0	4	2	0
Social Std	6	7	0	0	0	1	0	0	0	0	0	0	0
<b>Totals</b>	<b>21</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>0</b>

**Table #7 -- Guidance Counselor Student Load**

	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		2020-21
<b>DHS Analysis</b>	<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>	<b>Fall</b>
1	44	43	37	39	35	36	30	32	0	0	0	0	0
2					184	196	178	175	178	179	177	176	170
3	181	181	193	193	195	192	181	180	175	175	178	179	176
4	193	195	200	197	193	186	180	176	179	180	176	174	176
5	188	188	186	188	189	189	170	170	176	174	175	170	171
6	192	194	193	193	187	186	174	173	178	176	176	176	173
7					184	182	168	169	179	178	176	176	173
8	187	187	182	181	185	185	170	170	178	177	175	175	169
9							127	125	177	175	174	174	172
<b>Total</b>	<b>1371</b>	<b>1368</b>	<b>1362</b>	<b>1356</b>	<b>1354</b>	<b>1352</b>	<b>1378</b>	<b>1370</b>	<b>1420</b>	<b>1414</b>	<b>1407</b>	<b>1400</b>	<b>1380</b>
<b>Average</b>	<b>188</b>	<b>189</b>	<b>191</b>	<b>188</b>	<b>189</b>	<b>188</b>	<b>172</b>	<b>171</b>	<b>178</b>	<b>177</b>	<b>176</b>	<b>175</b>	<b>173</b>



## Memorandum

To: Board of Education  
Alan Addley, Ed.D., Superintendent of Schools  
From: Christopher Tranberg, Assistant Superintendent for Curriculum & Instruction  
RE: FY 21 Title Grants  
Date: October 22, 2020

Consolidated Federal Grants for Titles I, II, III, and IV have been electronically submitted to the Connecticut State Department of Education (CSDE) for fiscal year 2021. As of today, the state has approved funding for Titles I and II while the status remains pending for Titles III and IV.

The chart below reflects funding levels for the past three fiscal years.

	FY 21	FY 20	FY 19
<b>Title I</b>	137,051	162,368	191,831
<b>Title II</b>	56,428	66,726	78,234
<b>Title III</b>	8,395	6,230	3,126
<b>Title IV</b>	11,702	13,019	24,380

Title grant funding is determined by the Federal Government of the United States. School eligibility for targeted assistance is based on Darien's annual census poverty estimates. Additional fluctuations in funding may be the result of adjusted allocations made to the State of CT. The Darien Public Schools continues experiencing a reduction in funds for Titles I, II, and III.

FY 21 schools meeting the criteria for targeted assistance include Darien High School, Middlesex Middle School, Royle Elementary School, and Tokeneke Elementary School.

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Hindley, Holmes, and Ox Ridge are not eligible to receive funding in the 2020-2021 school year as they do not meet the annual census poverty estimates.

While we have some flexibility in appropriating funds, each grant comes with guidance and expectations for acceptable use. For example, the Title I Grant requires eligible districts to support targeted at-risk students with supplemental services, which includes English Learners.

**Title I** funds for FY 21 may support the following areas:

- ☐ The staffing of one support interventionist
- ☐ Allocations for students who are determined to be homeless
- ☐ Professional development for staff to support teaching and learning across various learning models (in person, hybrid, remote)
- ☐ Software to support formative and summative assessment across various learning models (in person, hybrid, remote)
- ☐ Resources to support remote learning

**Title II** funds support the professional development of teachers and administrators. The Darien Public Schools will utilize funds for:

- ☐ Professional development in collaboration with Columbia University Teachers College Reading and Writing Project
- ☐ Professional development to support social and emotional learning
- ☐ Professional development to support teaching and learning across various learning models (in person, hybrid, remote)

**Title III** funds support English Learners. Therefore, funds are used for EL resources and professional learning for staff.

**Title IV** funding focuses on health and wellness and technology. This year, the allocation has increased and will be written with the same focus-health and wellness, as we continue to write unit and lesson plans and support professional learning.

I am glad to discuss funding applications made to the Connecticut State Department of Education on behalf of the Darien Public Schools.

## Memorandum

**DATE:** October 19, 2020  
**TO:** Dr. Alan Addley, Superintendent of Schools  
**FROM:** Richard Rudl, Director of Finance & Operations  
**SUBJECT:** FY 21 Financial Report through September

Enclosed please find the attached:

1. FY 21 Financial Report through September 2020.
2. List of accounting adjustments for September 2020 within Broad Categories
3. List of Transfers for BOE consideration and approval.
4. PowerPoint
5. Reopening Expenditures
6. October NCEP
7. CSDE Change to NCEP calculation

### **Highlights of the Financial Report for FY 21:**

Fiscal Year 2021 currently projects a year-end deficit of \$2,120,187. This includes COVID-19 re-opening school expenditures projected at \$2,675,042. We have included a separate RC, RC28 to highlight COVID19 expenditures. These expenditures exclude any expenditures that were reimbursed by the State of Connecticut or are anticipated to be reimbursed by the State of Connecticut. We have included a breakdown of those expenditures separately as well.

<b>RC's</b>	<b>Forecast</b>
General Education RC's	\$426,393
Special Education RC's	\$128,462
Re-opening Expenditures	\$(2,675,042)
<b>Total</b>	<b>\$(2,120,187)</b>

The highlights of that surplus include:

RC5 (Hindley):

- 5<sup>th</sup> Grade is 1 section under budget based on enrollment. This is leaving salary savings of \$76,701. We are recommending a transfer to move these funds to RC28-COVID expenses to cover the cost of the Hindley 3<sup>rd</sup> grade section added due to social distancing constraints. (Non COVID Savings)

RC 7 (Holmes):

- Kindergarten is 1 section under budget based on enrollment. This is leaving salary savings of \$118,426. We are recommending a transfer to move these funds to RC28-COVID expenses to cover the cost of the Holmes 2<sup>nd</sup> grade section added due to social distancing constraints. (Non COVID Savings)

RC 10 (Tokeneke):

- Kindergarten is 1 section under budget based on enrollment. This is leaving salary savings of \$67,773. We are recommending a transfer to move these funds to RC28-COVID expenses to cover the cost of the Tokeneke 5<sup>th</sup> grade section added due to social distancing constraints. (Non COVID Savings)

RC11 (Athletics and PE):

- Salary savings of \$3,598 due to the vacancy in the Assistant Athletic Director position. This position is posted and recruitment is underway. (Non COVID Savings)
- Given we are not having building rentals through December 30, 2020 we are forecasting less custodial overtime for the YMCA. This is leaving a projected surplus of \$13,400. If building rentals continue to be closed in January this will increase. (COVID Savings)
- Currently the weight room is not being utilized due to social distancing constraints. This is leaving a favorable forecasted balance of \$6,275. (COVID Savings)
- Intramurals are currently not occurring; and as a result we are forecasting a partial year's savings of \$35,354. (COVID Savings)

RC12 (Maintenance):

- Use of Fields revenue has surpassed expectations as our fields were able to be rented during the summer due to the virtual DSS. This is resulting in the forecast-surpassing budget by \$33,316. (COVID Savings)
- Given our buildings are not being rented out until December 31<sup>st</sup> we are forecasting a deficit in building rental revenue of \$42,606. (COVID Lost Revenue)

RC 13 (Music):

- Transportation is forecasted to be under budget by \$6,000 as field trips are not currently underway. (COVID Savings)

RC 15 (Technology):

- Salary savings in the copy center of \$5,532 due to turnover. (Non COVID Savings)
- Repairs and Service contracts are currently forecasted at a deficit of \$10,030. The increase in number of devices has led to an increase in the number of Chromebook repairs needed. Additionally, as staff has been deployed to troubleshoot technology issues more repairs have had to be contracted out as opposed to be done by our technicians. We anticipate this being a transfer at a future meeting. (COVID and Non COVID)

RC 18 (Personnel):

- Staff turnover has exceeded budget and we currently have \$45,404 available in excess savings. We had 30 certified teachers leave the district resulting in staff turnover savings against a budget of 24 many of which were in the last few weeks prior to school opening. We have also received a few additional resignations, which are not included in this forecast, as the teachers will not leave the district for 30 days. (COVID and Non COVID)
- Contract support savings is \$36,490 as the secretaries' and nurses' contracts came in under budget. (Non COVID Savings)

RC 23 (Continuing Education/Summer School):

- DSS exceeded revenue estimates by \$20,417. (COVID Savings)

RC 24 (Special Education):

- Salary savings from a teaching position being covered by a long-term substitute. The long-term substitute is being charged to RC18 Long-Term substitutes. (Non COVID)
- Transportation/Driver position shows a positive forecast of \$2,400 based on salary savings for a replacement driver. (Non COVID)
- Tuition Public Schools is forecasted to be a positive \$150,107 due to student placement changes and return to district students. (Non COVID)
- The forecast for excess cost currently reflects the budgeted amount as it is too early to determine any fluctuations in excess cost as our first submission will be December 1<sup>st</sup>. The State has preliminarily indicated the possibility the reimbursement rate will be between 67% and 70%. We budgeted a reimbursement rate of 75%. This means if our expense estimates and 4.5 times threshold remain constant to budget we would lose \$247,598 at 67% or \$154,749 at 70%. Currently the CSDE has set our 4.5 multiple at \$96,497. This amount is lower than the budgeted threshold of \$102,137. This is a result of the CSDE changing the calculation for the Net Current Expenditure Per Pupil (NCEP) by excluding minor capital expenditures. Assuming the same budgeted claim but the lower NCEP and lower reimbursement of 67%, we would be short of the budget by \$67,487.

RC 25 (Fixed):

- Regular transportation is forecasted with a favorable balance of \$35,437, which is due to the school year being reduced from 180 days to 177 days per the Commissioner of Education. (COVID Savings)
- Sewer costs are forecasted to be under budget by \$13,440. Usage was significantly down due to the closure of schools. (COVID Savings)
- Property Insurance is forecasted with a positive balance of \$1,180. (Non COVID)
- Workers Compensation is forecasted with a positive balance of \$15,631. (Non COVID)
- Student Accident Insurance is forecasted with a positive balance of \$4,540. (Non COVID)

- Unemployment is currently forecasted at a deficit of \$60,000. Due to the cancellation of in person ESY and changes to State Unemployment, paraprofessionals who previously taught are eligible to collect unemployment. (COVID and Non Expense)

**RC 26 (Early Learning Program):**

- ELP Tuition is forecasted at a negative variance of \$89,797. We currently only have 35 ELP students paying tuition against a budget of 48. We had 1 student withdraw since last month increasing the negative variance. (Non COVID and COVID)

**RC 28 (COVID Re-opening Expenses):**

- Staffing Costs are currently forecasted at \$1,515,347, which include:
  - 7.0 FTE Elementary Teachers
  - Part Time Temporary Custodians
  - 4.0 FTE Campus Monitors
  - 2.0 FTE Technicians
  - 6.0 FTE Lunch Monitors
  - 0.2 FTE Nurse
  - Contracted LPN's
- Facilities cost are currently forecasted at \$834,508, which include contracted cleaning, plexiglas, touchless hand sanitizer, PPE's, custodial supplies, storage, and maintenance repairs.
- Technology costs are currently forecasted at \$187,776, which include increased internet speed, enhancements to the firewall, zoom and devices.
- Material costs are currently forecasted at \$69,551, which include materials for additional COVID related sections, art materials to prevent sharing of materials, and music materials for sanitary reasons.
- Athletics is currently forecasted at \$67,860, which is the cost to rent the YMCA swimming pool.

<b>RC</b>	<b>Fiscal Year Adjusted Budget</b>	<b>Fiscal Year 2021 Forecast</b>	<b>Forecasted Balance</b>
RC 1 Darien High School	\$13,407,242	\$13,407,242	\$0
RC 2 Fitch Academy	\$516,913	\$516,913	\$0
RC 3 Middlesex	\$10,449,477	\$10,449,477	\$0
RC 5 Hindley	\$3,700,111	\$3,623,408	\$76,702
RC 7 Holmes	\$3,555,419	\$3,436,990	\$118,429
RC 8 Ox Ridge	\$3,671,509	\$3,671,509	\$0
RC 9 Royle	\$3,264,048	\$3,263,943	\$105
RC 10 Tokeneke	\$3,412,699	\$3,344,926	\$67,773
RC 11 Athletics	\$1,856,387	\$1,797,759	\$58,628
RC 12 Maintenance	\$3,231,850	\$3,241,140	\$(9,290)
RC 13 Music	\$295,117	\$289,117	\$6,000
RC 14 Art	\$111,170	\$111,170	\$0
RC 15 Technology	\$2,685,497	\$2,689,995	\$(4,498)



RC 16 Administration	\$883,863	\$883,863	\$0
RC 17 Health	\$827,200	\$827,200	\$0
RC 18 Personnel	\$1,450,382	\$1,368,487	\$81,895
RC 19 Curriculum	\$2,268,248	\$2,268,248	\$0
RC 20 Finance	\$680,341	\$680,341	\$0
RC 21 Library/Media	\$179,957	\$179,957	\$0
RC 22 Technology Education	\$108,243	\$108,243	\$0
RC 23 Summer School	\$60,105	\$39,688	\$20,417
RC 24 Special Education	\$24,197,915	\$23,979,656	\$218,259
RC 25 Fixed Expenditures	\$20,432,218	\$20,421,989	\$10,229
RC 26 ELP	\$1,250,470	\$1,340,267	\$(89,797)
RC 28-COVID Reopening	\$0	\$2,675,042	\$(2,675,042)
<b>Total</b>	<b>\$102,496,378</b>	<b>\$104,616,565</b>	<b>\$(2,120,187)</b>

There are seven transfers for BOE consideration and approval:

Account	RC	To:	From:	Description
Classroom Teacher	28	\$66,169		3 <sup>rd</sup> Grade Hindley COVID Section
Classroom Teachers	5		\$66,169	3 <sup>rd</sup> Grade Hindley COVID Section

Account	RC	To:	From:	Description
Health Insurance	28	\$9,033		Insurance for 3 <sup>rd</sup> Grade Hindley COVID Section
Classroom Teachers	5		\$9,033	Insurance for 3 <sup>rd</sup> Grade Hindley COVID Section

Account	RC	To:	From:	Description
Classroom Teacher	28	\$113,025		2 <sup>nd</sup> Grade Holmes COVID Section
Classroom Teachers	7		\$113,025	2 <sup>nd</sup> Grade Holmes COVID Section

Account	RC	To:	From:	Description
Classroom Teacher	28	\$63,396		5 <sup>th</sup> Grade Tokeneke COVID Section
Classroom Teachers	10		\$63,396	5 <sup>th</sup> Grade Tokeneke COVID Section

Account	RC	To:	From:	Description
Health Insurance	28	\$9,033		Insurance for 5th Grade Tokeneke COVID Section
Classroom Teachers	5		\$9,033	Insurance for 5th Grade Tokeneke COVID Section

Account	RC	To:	From:	Description
Classroom Teachers	28	\$54,393		4 <sup>th</sup> Grade Royle COVID Section
Regular Transportation	25		\$35,437	Savings from school being 177 days rather than 180
Summer School Revenue	23		\$18,959	Additional DSS revenue

Account	RC	To:	From:	Description
Repairs and Maintenance	15	\$10,000		Chromebook Repairs that were outsourced
Turnover	18		\$10,000	Salary Savings

**Total: \$325,052**

**Darien Public Schools  
Forecast by Month  
FY 21**

	<b>Budget</b>	<b>August</b>	<b>September</b>
Salaries	\$ 66,862,133	\$ 67,408,543	\$ 67,750,457
Operating	\$ 17,879,364	\$ 18,315,426	\$ 18,941,585
Fixed	\$ 20,634,860	\$ 20,588,071	\$ 20,624,631
Equipment	\$ 482,464	\$ 627,340	\$ 637,340
Revenue	\$ (3,362,443)	\$ (3,343,628)	\$ (3,337,448)
<b>Total</b>	<b>\$ 102,496,378</b>	<b>\$ 103,595,752</b>	<b>\$ 104,616,565</b>
<b>Forecasted Balance</b>	<b>\$</b>	<b>\$ (1,099,374)</b>	<b>\$ (2,120,187)</b>
		<b>-1.07%</b>	<b>-2.07%</b>
<b>General Education RCS</b>	<b>\$</b>	<b>\$ 564,444</b>	<b>\$ 426,393</b>
<b>Special Education RCS</b>	<b>\$</b>	<b>\$ (56,850)</b>	<b>\$ 128,462</b>
<b>COVID Reopening</b>	<b>\$</b>	<b>\$ (1,606,968)</b>	<b>\$ (2,675,042)</b>

**Darien Public Schools  
Monthly Financial Report  
2020-21**

ACCT #	RC -1 DARIEN HIGH SCHOOL	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
1	11013 BURSAR/ADMINISTRATIVE ASSIST	108,370	111,252	110,384	110,269	6,483	116,752	29,853	84,916	1,983	116,752	1.50	-
2	21101 PRINCIPAL	199,028	203,306	208,085	213,287	-	213,287	57,423	155,864	(0)	213,287	1.00	(0)
3	21102 ASSISTANT PRINCIPAL	453,681	482,582	519,480	556,200	-	556,200	149,746	406,454	(0)	556,200	3.00	(0)
4	21203 DIRECTOR OF GUIDANCE	142,636	140,402	157,205	161,135	-	161,135	43,383	117,753	-	161,135	1.00	-
5	21220 CURRICULUM SUPERVISION	452,535	482,285	608,206	618,363	(1,037)	617,326	72,185	538,095	7,045	617,326	4.40	-
6	11012 ART TEACHERS	415,024	403,199	430,658	433,477	6,005	439,482	51,984	387,499	(0)	439,482	5.67	(0)
7	11014 BUSINESS TEACHERS	75,526	78,346	81,999	85,790	-	85,790	9,899	75,891	(0)	85,790	1.00	(0)
8	11016 COMPUTER TEACHERS	42,386	42,924	43,517	44,170	-	44,170	6,023	38,146	(0)	44,170	0.40	(0)
9	11018 ENGLISH TEACHERS	1,607,149	1,655,301	1,647,266	1,654,863	(105,226)	1,549,637	189,106	1,360,531	-	1,549,637	17.00	0
10	110124 FOR LANG. TEACHERS	1,155,671	1,084,511	1,175,783	1,216,343	(41,023)	1,175,320	139,055	1,036,263	1	1,175,320	13.00	-
11	110130 MATH TEACHERS	1,187,831	1,256,495	1,290,195	1,336,354	(240)	1,336,115	163,828	1,172,286	0	1,336,115	15.00	0
12	110132 MUSIC TEACHERS	227,764	236,655	245,807	259,219	-	259,219	29,910	229,309	0	259,218	2.50	0
13	110134 PHYSICAL ED. TEACHERS	564,869	584,906	606,061	623,833	746	624,579	74,383	550,196	-	624,579	6.00	-
14	110136 READING TEACHERS	116,719	115,088	116,676	118,426	-	118,426	13,665	104,762	(0)	118,426	1.00	(0)
15	110138 SCIENCE TEACHERS	1,663,869	1,599,946	1,656,605	1,733,014	(111,067)	1,621,947	202,746	1,419,201	0	1,621,947	18.20	0
16	110142 SOCIAL STUDIES TEACHERS	1,431,547	1,513,299	1,529,976	1,540,853	11,683	1,552,536	186,577	1,365,960	-	1,552,536	18.00	-
17	110144 TECH ED. TEACHERS	246,833	258,989	270,037	285,365	1,037	286,402	33,287	253,115	(0)	286,403	2.80	(0)
18	21306 TEACHERS OF THE GIFTED	28,411	21,843	14,141	15,859	(1,604)	14,255	1,645	12,610	-	14,255	0.20	0
19	21302 SUBSTITUTE TEACHERS	85,289	97,532	49,664	88,563	-	88,563	5,473	-	83,090	88,563	-	-
20	21317 STUDENT INTERNS	30,000	30,600	30,600	31,825	-	31,825	-	-	31,825	31,825	-	-
21	21401 LIBRARIANS	165,842	173,268	180,225	189,059	-	189,059	17,377	171,681	0	189,058	1.80	0
22	21402 GUIDANCE	597,325	625,464	656,389	665,517	14,391	679,908	86,646	586,696	6,566	679,908	8.00	-
23	21501 PRINCIPAL/DIRECTOR SECRETARY	215,492	219,873	194,815	176,091	1,150	177,241	34,038	143,200	3	177,241	3.00	-
24	21502 GUIDANCE SECRETARIES	117,254	119,596	122,287	122,288	2,455	124,743	26,669	98,073	0	124,742	2.00	0
25	21503 LIBRARY SECRETARY	-	-	-	-	-	-	-	-	-	-	-	-
26	21602 CAMPUS MONITOR	-	-	-	196,076	(1,031)	195,044	27,031	168,013	(0)	195,044	5.00	(0)
27	21603 TEACHER AIDES	329,868	343,109	355,291	116,724	642	117,365	16,557	100,809	-	117,365	3.00	0
28	21604 LIBRARY MEDIA ASSISTANTS	-	-	-	-	-	-	-	-	-	-	-	-
29	61001 CUSTODIANS	519,955	501,114	546,336	552,178	-	552,178	144,636	395,410	8,132	552,178	7.00	-
30	101003 CLUBS AND COUNCILS	197,533	226,343	250,605	232,719	-	232,719	1,493	23,609	207,617	232,719	-	-
31	TOTAL PERSONNEL	12,378,407	12,608,428	13,098,294	13,377,857	(216,636)	13,161,221	1,814,618	11,000,342	346,262	13,161,221	141.47	0

OPERATING	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
22002	TEXTBOOKS-REPLACEMENTS	32,007	21,277	22,076	22,250	22,250	17,309	1,956	2,985	22,250		-
22003	TEXTBOOKS-CONSUMABLES	4,106	8,653	2,492	4,100	4,100	3,485	-	615	4,100		-
23002	CLASSROOM REFERENCE	-	-	-	-	-	-	-	-	-		-
23003	PERIODICALS	1,422	1,049	246	685	685	444	-	241	685		-
23004	RESOURCE MATERIALS	2,095	1,897	423	2,800	2,800	-	-	2,800	2,800		-
23010	AUDIO VISUAL CONSUMABLES	3,352	3,250	2,474	3,250	3,250	3,067	85	97	3,250		-
24009	SCIENCE TEACHING SUPPLIES	29,616	32,219	33,184	36,250	36,250	5,626	925	29,699	36,250		-
24011	GENERAL TEACHING SUPPLIES	10,634	15,860	16,914	17,000	17,000	14,093	537	14,970	17,000		-
25001	MISC. OFFICE SUPPLIES	21,823	21,955	14,151	22,000	22,000	1,925	285	19,789	22,000		-
25002	PROFESSIONAL LIBRARY PURCHASE	-	294	350	350	350	140	-	210	350		-
25003	PROFESSIONAL DEVELOPMENT	6,700	6,700	3,467	8,331	8,331	249	-	8,082	8,331		-
25007	GRADUATION EXPENSES	23,603	22,661	17,694	26,500	26,500	775	21,041	4,684	26,500		-
25008	GUIDANCE MATERIALS	2,327	2,104	2,600	2,600	2,600	1,902	-	698	2,600		-
25013	TEMPORARY HOURLY SERVICES	19,846	26,625	36,031	27,720	27,720	2,668	-	25,053	27,720		-
25014	HANDBOOK PRINTING	6,805	8,938	7,331	12,000	12,000	1,525	-	10,475	12,000		-
25019	COMPUTER INSTRUCTION SUPPLIES	-	-	-	-	-	-	-	-	-		-
25026	DUES AND MEMBERSHIPS	12,989	14,049	14,568	15,785	15,785	9,746	-	6,039	15,785		-
25030	COMPUTER SOFTWARE & SUPPLIES	-	-	-	-	-	-	-	-	-		-
35000	POLICE AND FIRE SERVICES	49,568	29,366	15,921	25,880	21,462	-	-	21,462	21,462		-
72016	CLASSROOMS/CORRIDORS/AUDITRIU	8,440	8,500	4,542	8,500	8,500	1,968	-	6,532	8,500		-
72038	EDP EQUIPMENT REPAIRS	-	-	-	-	-	-	-	-	-		-
72041	MICROSCOPE REPAIRS	481	678	729	1,200	1,200	-	-	1,200	1,200		-
72044	REPAIRS AND SERVICE CONTRACT	2,250	2,250	554	2,250	2,250	-	-	2,250	2,250		-
83003	RENTAL/LEASE OF EQUIPMENT	-	-	-	-	-	-	-	-	-		-
102003	OTHER STUDENT ACTIVITIES	11,420	16,980	16,966	17,000	17,000	1,299	-	15,701	17,000		-
TOTAL OPERATING		249,484	251,307	217,712	256,451	(4,418)	53,621	24,830	173,581	252,033	-	-
EQUIPMENT		-	-	-	-	-	-	-	-	-	-	-
123001	NEW FURNITURE/EQUIP.	-	18,924	-	-	-	-	-	-	-	-	-
123020	NEW CLASSROOM FURNITURE	-	-	-	-	-	-	-	-	-	-	-
123014	NEW SCIENCE EQUIPMENT	-	-	-	4,988	4,988	-	-	4,988	4,988	-	-
123012	NEW MATHEMATICS EQUIPMENT	-	3,070	-	-	-	-	-	-	-	-	-
TOTAL EQUIPMENT		-	21,994	-	4,988	4,988	-	-	4,988	4,988	-	-
TOTAL DARIEN HIGH SCHOOL		12,627,891	12,881,729	13,316,006	13,639,296	(221,054)	1,868,239	11,025,172	524,831	13,418,242	141,47	Surplus/
REVENUE												0
102007	REV.- STUDENT PARKING FEES	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	-	(11,000)	(11,000)		-
NET DARIEN HIGH SCHOOL BUDGET		12,616,891	12,870,729	13,305,006	13,628,296	(221,054)	1,857,239	11,025,172	513,831	13,407,242	141,47	0

		ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.
75													
76	RC - 2 FITCH ACADEMY												
77													
78													
79	21301 ALTERNATIVE SCHOOL	240,668	360,675	382,833	385,720	25,030	410,750	52,030	358,719	0	410,750	4,60	0
80	21603 TEACHER AIDES	-	-	-	-	-	-	-	-	-	-	-	-
81	TOTAL PERSONNEL	240,668	360,675	382,833	385,720	25,030	410,750	52,030	358,719	0	410,750	4,60	0
82													
83	25007 INSTRUCTIONAL SUPPLIES	-	-	-	5,000	-	5,000	-	-	5,000	5,000	-	-
84	25019 COMPUTER INSTRUCTION SUPPLIES	-	-	436	-	-	-	-	-	-	-	-	-
85	25001 GENERAL TEACHING SUPPLIES	-	4,998	3,182	5,000	-	5,000	355	-	4,645	5,000	-	-
86	13015 LOCAL TRAVEL EXPENSE	-	20	20	500	-	500	-	-	500	500	-	-
87	102012 LEASES PROPERTY	24,000	80,392	84,867	95,663	-	95,663	31,888	63,775	-	95,663	-	(0)
88	TOTAL OPERATING	24,000	85,410	88,485	106,163	-	106,163	32,243	63,775	10,145	106,163	-	(0)
89													
90	TOTAL FITCH ACADEMY	264,668	446,085	471,318	491,883	25,030	516,913	84,273	422,495	10,145	516,913	4,60	0

RC - 3	MIDDLESEX MIDDLE SCHOOL	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.						
94	21101 PRINCIPAL	186,045	190,231	194,511	199,374	-	199,374	53,678	145,696	-	0	199,374	1.00						
95	21102 ASSISTANT PRINCIPAL	292,017	317,942	309,867	323,817	-	323,817	87,182	236,636	-	-	323,817	2.00						
96	21220 CURRICULUM SUPERVISION	200,301	207,803	238,706	246,406	-	246,406	28,887	209,072	8,448	-	246,406	1.33						
97	97 310312 ART TEACHERS	175,101	173,982	164,032	175,101	-	172,250	20,685	151,565	-	-	172,250	3.00						
98	310316 COMPUTER TEACHERS	158,679	162,064	166,136	170,418	-	170,418	21,965	148,453	0	-	170,418	2.00						
99	310320 ENGLISH TEACHERS	1,503,899	1,401,887	1,411,475	1,422,104	536	1,422,640	166,789	1,255,851	-	-	1,422,640	16.00						
100	310322 HEALTHY LIVING	115,602	120,876	63,081	132,338	(12,907)	119,431	15,145	104,286	-	-	119,431	2.00						
101	310324 FOR LANG. TEACHERS	927,682	998,164	951,560	978,192	1,604	979,796	113,874	801,180	64,742	-	979,796	12.00						
102	310330 MATH TEACHERS	1,228,907	1,287,842	1,333,460	1,340,905	181	1,341,086	163,504	1,177,582	(0)	-	1,341,086	13.50						
103	310332 MUSIC TEACHERS	626,865	580,853	596,358	579,303	(56,714)	522,589	57,287	417,665	47,638	-	522,589	7.00						
104	310334 PHYSICAL EDUCATION TEACHERS	516,224	534,998	557,097	576,280	-	576,280	68,604	507,676	(0)	-	576,280	6.00						
105	310338 SCIENCE TEACHERS	1,024,880	1,086,453	1,073,667	1,077,755	-	1,077,755	129,885	947,870	(0)	-	1,077,755	12.00						
106	310342 SOCIAL STUDIES TEACHERS	1,059,569	1,073,228	1,128,663	1,144,339	(85,433)	1,058,906	122,181	936,725	-	-	1,058,906	12.00						
107	310344 TECH ED. TEACHERS	213,712	216,425	216,114	219,356	-	219,356	27,611	191,745	0	-	219,356	2.00						
108	21302 SUBSTITUTE TEACHERS	89,530	69,600	56,630	72,829	-	72,829	3,140	-	69,689	-	-	-						
109	21306 TEACHERS OF THE GIFTED	137,567	106,586	108,057	109,678	(15,575)	94,103	12,008	82,094	0	-	94,103	0.99						
110	21317 STUDENT INTERNS	30,600	30,300	30,600	31,825	-	31,825	15,000	-	16,825	-	31,825	-						
111	21401 LIBRARIANS	197,168	202,185	207,490	213,605	-	213,605	27,018	186,587	0	-	213,605	2.00						
112	21402 GUIDANCE	415,440	361,885	454,741	474,547	(4,000)	470,547	61,969	407,635	943	-	470,547	6.00						
113	21501 PRINCIPAL/DIRECTOR SECRETARY	220,144	230,161	231,289	231,290	7,607	238,896	52,803	186,093	-	-	238,896	4.00						
114	21502 GUIDANCE SECRETARIES	70,062	67,251	71,273	71,273	1,429	72,702	19,573	53,129	0	-	72,701	1.00						
115	21503 LIBRARY SECRETARY	-	-	-	-	-	-	-	-	-	-	-	-						
116	21602 CAMPUS MONITOR	-	-	-	36,527	-	36,527	4,981	31,546	(0)	-	36,527	1.00						
117	21603 TEACHER AIDES	85,435	83,770	75,543	39,016	-	39,016	5,320	33,695	(0)	-	39,016	1.00						
118	21604 LIBRARY MEDIA ASSISTANTS	-	-	-	-	-	-	-	-	-	-	-	-						
119	61001 CUSTODIANS	502,572	513,252	527,490	529,547	-	529,547	139,391	388,400	1,756	-	529,547	7.00						
120	101003 CLUBS AND COUNCILS	115,324	114,290	118,186	118,971	-	118,971	613	19,227	99,132	-	118,971	-						
121	TOTAL PERSONNEL		10,093,325	10,132,028	10,286,024	10,511,944	(163,271)	10,348,673	1,419,093	309,172	10,348,672	114.82	0						
122														8,620,408	1,419,093	309,172	10,348,672	114.82	0



		OPERATING	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADL	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	
123	124	22001	-	-	-	-	-	-	-	-	-	-	-	-	125
125	126	22002	3,503	2,949	5,009	13,551	-	13,551	9,522	-	4,029	13,551	-	-	126
127	128	22003	321	-	-	-	-	-	-	-	-	-	-	-	127
129	130	23002	-	508	1,273	5,200	-	5,200	-	299	4,902	5,200	-	-	128
131	132	23003	4,257	3,387	271	2,127	-	2,127	-	2,007	120	2,127	-	-	129
133	134	23004	2,340	3,472	2,178	3,502	-	3,502	-	3,092	410	3,502	-	-	130
135	136	23010	2,285	1,247	1,563	1,762	-	1,762	-	1,174	588	1,762	-	-	131
137	138	24008	1,303	1,572	-	-	-	-	-	-	-	-	-	-	132
139	140	24009	15,420	16,083	11,400	18,256	-	18,256	3,750	-	14,506	18,256	-	-	133
141	142	24011	41,742	35,575	23,249	33,840	-	33,840	13,702	6,760	13,378	33,840	-	-	134
143	144	25001	6,488	4,942	3,759	7,750	-	7,750	153	679	6,918	7,750	-	-	135
145	146	25003	4,214	6,222	2,087	3,870	-	3,870	-	-	3,870	3,870	-	-	136
147	148	25008	-	-	286	571	-	571	-	-	571	571	-	-	137
149	150	25019	-	-	-	-	-	-	-	-	-	-	-	-	138
151	152	25026	1,651	2,644	2,090	4,100	-	4,100	-	-	4,100	4,100	-	-	139
153	154	25030	-	-	-	-	-	-	-	-	-	-	-	-	140
155	156	35000	5,125	6,511	4,610	5,775	-	5,775	2,682	-	3,093	5,775	-	-	141
157	158	72035	-	-	-	-	-	-	-	-	-	-	-	-	142
159	160	72044	850	464	-	500	-	500	-	-	500	500	-	-	143
161	162	TOTAL OPERATING	89,497	85,575	57,775	100,804	-	100,804	29,808	14,012	56,984	100,804	-	-	144
163	164	EQUIPMENT													145
165	166	73001	-	4,275	-	-	-	-	-	-	-	-	-	-	146
167	168	123020	990	10,099	-	-	-	-	-	-	-	-	-	-	147
169	170	TOTAL EQUIPMENT	990	14,374	-	-	-	-	-	-	-	-	-	-	148
171	172	150	10,183,813	10,231,978	10,343,800	10,612,748	(163,271)	10,449,477	1,448,901	8,634,419	366,156	10,449,476	114.82	0	149
173	174	151													150
175	176	152													151
177	178	153													152

153	RC - 5	HINDLEY ELEMENTARY SCHOOL	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	153
154															154
155		21101 PRINCIPAL	180,042	180,404	188,235	192,941	-	192,941	51,946	140,995	(0)	192,941	1.00	(0)	155
156		21102 ASSISTANT PRINCIPAL	129,919	135,539	135,831	139,227	-	139,227	16,065	123,162	-	139,227	1.00	-	156
157		21220 CURRICULUM SUPERVISION	17,572	18,432	17,758	18,798	438	19,236	2,623	16,613	-	19,236	-	-	157
158		510597 KINDERGARTEN	243,274	339,035	248,378	343,835	(6,594)	337,241	40,864	296,376	1	337,241	4.00	-	158
159		510501 GRADE 1 TEACHERS	358,678	337,611	348,656	278,379	(26,382)	251,997	29,077	222,920	-	251,997	3.00	-	159
160		510502 GRADE 2 TEACHERS	351,685	364,273	308,098	384,795	40,614	425,409	51,387	374,022	0	425,409	4.00	-	160
161		510503 GRADE 3 TEACHERS	304,784	336,884	356,340	311,832	(7,689)	304,143	35,093	269,049	-	304,143	3.00	-	161
162		510504 GRADE 4 TEACHERS	284,329	303,301	316,211	331,075	(55,089)	275,986	33,293	242,692	1	275,986	4.00	-	162
163		510505 GRADE 5 TEACHERS	313,132	337,411	336,361	331,033	40,857	371,890	36,087	259,102	76,701	295,189	3.00	76,701	163
164		510524 FOREIGN LANGUAGE TEACHER	62,968	65,840	68,720	72,085	-	72,085	8,318	63,768	-	72,085	1.00	-	164
165		510534 PHYSICAL ED TEACHERS	91,787	102,149	106,618	102,120	9,718	111,838	12,904	98,934	(0)	111,838	1.50	(0)	165
166		21302 SUBSTITUTE TEACHERS	19,975	17,950	27,669	17,000	-	17,000	1,100	-	15,900	17,000	-	-	166
167		21306 TEACHERS OF THE GIFTED	40,331	47,367	48,020	49,355	(614)	48,741	5,624	43,117	0	48,741	0.44	0	167
168		21313 MUSIC TEACHERS	167,006	173,085	181,944	186,815	-	186,815	24,784	162,030	0	186,815	2.10	0	168
169		21314 ART TEACHERS	105,250	106,586	108,057	109,678	-	109,678	12,655	97,023	0	109,678	1.00	0	169
170		21317 STUDENT INTERNS	31,200	30,300	30,600	31,825	-	31,825	8,000	-	23,825	31,825	-	-	170
171		21401 LIBRARIANS	105,250	106,586	108,057	109,678	-	109,678	12,655	97,023	0	109,678	1.00	0	171
172		21403 PSYCHOLOGISTS	-	-	82,367	82,932	(18,085)	64,847	8,230	56,617	(0)	64,847	1.00	(0)	172
173		21501 PRINCIPAL/DIRECTOR SECRETARY	102,282	108,646	111,091	111,092	2,230	113,322	23,595	89,727	-	113,322	2.00	-	173
174		21602 CAMPUS MONITOR	-	-	-	36,527	-	36,527	4,981	31,546	(0)	36,527	1.00	(0)	174
175		21603 TEACHER AIDES	214,443	220,265	227,501	192,235	(1,260)	190,975	26,042	164,932	1	190,974	5.00	1	175
176		61001 CUSTODIANS	215,900	210,535	225,112	226,138	-	226,138	59,532	166,158	448	226,138	3.00	-	176
177		101003 CLUBS AND COUNCILS	5,885	4,314	6,600	6,600	-	6,600	-	-	6,600	6,600	-	-	177
178		TOTAL PERSONNEL	3,345,693	3,546,513	3,588,225	3,665,993	(21,856)	3,644,138	504,854	3,015,807	123,476	3,567,435	42.04	76,702	178
180		OPERATING													180
181		22002 TEXTBOOKS-REPLACEMENTS	3,387	1,495	669	2,995	(51)	2,944	-	-	2,944	2,944	-	-	181
182		22003 TEXTBOOKS-CONSUMABLES	28,183	27,596	26,537	24,185	-	24,185	11,648	11,930	608	24,185	-	-	182
183		23002 CLASSROOM REFERENCE	988	1,071	956	898	-	898	310	470	118	898	-	-	183
184		23003 PERIODICALS	67	295	-	299	-	299	-	-	299	299	-	-	184
185		23010 AUDIO VISUAL CONSUMABLES	308	216	101	299	-	299	-	-	299	299	-	-	185
186		24009 SCIENCE TEACHING SUPPLIES	4,579	5,564	2,632	2,995	51	3,046	1,492	1,441	112	3,046	-	-	186
187		24011 GENERAL TEACHING SUPPLIES	17,386	16,681	14,319	16,470	-	16,470	5,212	7,082	4,175	16,470	-	-	187
188		25001 MISC. OFFICE SUPPLIES	929	843	201	1,000	-	1,000	-	-	1,000	1,000	-	-	188
189		25002 PROFESSIONAL LIBRARY PURCHASE	274	494	-	500	-	500	55	-	445	500	-	-	189
190		25003 PROFESSIONAL DEVELOPMENT	1,188	1,064	714	1,430	-	1,430	-	-	1,430	1,430	-	-	190
191		25026 DUES AND MEMBERSHIPS	-	59	59	400	-	400	-	-	400	400	-	-	191
192		35000 POLICE AND FIRE SERVICES	1,444	2,552	737	1,930	572	2,502	2,501	-	1	2,502	-	-	192
193		72035 DUPLICATORS AND COPIERS	-	-	-	-	-	-	-	-	-	-	-	-	193
194		TOTAL OPERATING	58,733	57,929	46,925	53,401	572	53,973	21,218	20,924	11,831	53,973	-	-	194
195		EQUIPMENT													195
196		73020 REP. CLASSROOM FURNITURE	1,020	-	-	2,000	-	2,000	-	-	2,000	2,000	-	-	196
198															198
199															199
200		TOTAL HINDLEY ELEMENTARY SCH.	3,405,446	3,604,442	3,635,150	3,721,394	(21,284)	3,700,111	526,072	3,036,731	137,308	3,623,408	42.04	76,702	200

201	RC - 7	HOLMES ELEMENTARY SCHOOL	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	201
202															202
203	21101	PRINCIPAL	180,042	184,093	188,235	192,941	-	192,941	51,946	140,995	-	192,941	1.00	-	203
204	21102	ASSISTANT PRINCIPAL	129,919	132,842	135,831	139,227	-	139,227	16,065	123,162	0	139,227	1.00	0	204
205	21220	CURRICULUM SUPERVISION	15,891	15,876	18,333	18,798	958	19,756	2,694	17,062	-	19,756	-	-	205
206	210709	KINDERGARTEN TEACHERS	319,938	284,755	310,979	357,908	(2,895)	355,013	29,961	206,626	118,426	236,587	3.00	118,426	206
207	710701	GRADE 1 TEACHERS	227,064	257,202	221,189	300,900	49,362	350,262	40,415	309,847	-	350,262	4.00	-	207
208	710702	GRADE 2 TEACHERS	242,557	312,626	322,915	266,878	(14,581)	252,297	29,111	223,186	-	252,297	3.00	-	208
209	710703	GRADE 3 TEACHERS	298,839	240,180	305,650	316,468	-	316,468	40,161	276,307	0	316,468	4.00	0	209
210	710704	GRADE 4 TEACHERS	236,644	264,576	203,280	305,262	(8,502)	296,760	35,754	261,006	0	296,760	4.00	0	210
211	710705	GRADE 5 TEACHERS	315,710	329,938	362,292	282,093	(19,997)	262,096	32,194	229,903	-	262,096	3.00	-	211
212	710724	FOREIGN LANGUAGE TEACHER	55,379	59,587	62,096	65,035	-	65,035	7,504	57,531	(0)	65,035	1.00	(0)	212
213	710734	PHYSICAL ED. TEACHERS	94,189	92,280	98,725	96,138	(19,437)	76,701	8,850	67,851	-	76,701	1.00	0	213
214	21302	SUBSTITUTE TEACHERS	39,906	22,230	36,444	33,703	-	33,703	3,663	-	30,041	33,703	-	-	214
215	21306	TEACHERS OF THE GIFTED	31,774	42,611	43,199	44,775	(928)	43,847	7,007	36,840	-	43,847	0.44	-	215
216	21313	MUSIC TEACHERS	195,403	195,834	194,434	214,072	-	214,072	27,397	186,674	1	214,071	2.20	1	216
217	21314	ART TEACHERS	77,997	81,555	90,806	97,669	-	97,669	11,269	86,399	0	97,669	1.20	0	217
218	21317	STUDENT INTERNS	30,900	30,600	23,400	31,825	-	31,825	-	-	31,825	31,825	-	-	218
219	21401	LIBRARIANS	-	51,395	54,004	56,925	-	56,925	6,568	50,357	0	56,925	1.00	0	219
220	21403	PSYCHOLOGISTS	-	-	105,396	111,666	(2,162)	109,504	13,690	95,813	0	109,503	1.00	0	220
221	21501	PRINCIPAL/DIRECTOR SECRETARY	109,079	109,916	112,395	112,395	2,248	114,643	23,952	90,690	1	114,642	2.00	1	221
222	21602	CAMPUS MONITOR	-	-	-	36,527	-	36,527	4,981	31,546	(0)	36,527	1.00	(0)	222
223	21603	TEACHER AIDES	211,628	224,053	228,584	192,057	-	192,057	26,190	165,867	(0)	192,057	5.00	(0)	223
224	61001	CUSTODIANS	216,296	220,742	233,845	232,232	(117)	232,115	61,086	170,623	406	232,115	3.00	-	224
225	101003	CLUBS AND COUNCILS	3,393	6,390	5,742	6,600	-	6,600	-	-	6,600	6,600	-	-	225
226		TOTAL PERSONNEL	3,032,547	3,159,280	3,357,775	3,512,092	(16,051)	3,496,042	480,455	2,828,286	187,301	3,377,613	41.84	118,429	226
227															227
228		OPERATING													228
229	22002	TEXTBOOKS-REPLACEMENTS	4,504	3,711	2,149	2,974	(2,500)	474	-	-	474	474	-	-	229
230	22003	TEXTBOOKS-CONSUMABLES	25,405	27,930	27,027	24,125	2,500	26,625	18,476	6,625	1,524	26,625	-	-	230
231	23002	CLASSROOM REFERENCE	1,297	-	970	892	-	892	-	-	892	892	-	-	231
232	23003	PERIODICALS	3,220	2,387	265	297	-	297	-	-	297	297	-	-	232
233	23010	AUDIO VISUAL CONSUMABLES	-	-	-	297	-	297	-	-	297	297	-	-	233
234	24009	SCIENCE TEACHING SUPPLIES	1,569	3,949	1,874	2,974	-	2,974	1,054	129	1,790	2,974	-	-	234
235	24011	GENERAL TEACHING SUPPLIES	20,009	17,742	20,152	16,358	-	16,358	11,542	1,311	3,505	16,358	-	-	235
236	25001	MISC. OFFICE SUPPLIES	2,767	1,012	957	1,000	-	1,000	767	86	147	1,000	-	-	236
237	25002	PROFESSIONAL LIBRARY PURCHASE	293	391	480	500	-	500	-	-	500	500	-	-	237
238	25003	PROFESSIONAL DEVELOPMENT	1,620	1,362	1,559	1,430	-	1,430	-	-	1,430	1,430	-	-	238
239	25026	DUES AND MEMBERSHIPS	89	399	120	400	-	400	400	-	400	400	-	-	239
240	35000	POLICE AND FIRE SERVICES	8,047	9,727	4,763	6,130	-	6,130	4,387	-	1,743	6,130	-	-	240
241	72035	DUPPLICATORS AND COPIERS	-	-	-	-	-	-	-	-	-	-	-	-	241
242	72044	REPAIRS AND SERVICE CONTRACT	-	-	-	-	-	-	-	-	-	-	-	-	242
243		TOTAL OPERATING	68,820	68,610	60,315	57,377	-	57,377	36,227	8,151	12,999	57,377	-	-	243
244															244
245		EQUIPMENT													245
246	73020	REPLACEMENT CLASSROOM FURN.	1,001	1,000	1,966	2,000	-	2,000	-	-	2,000	2,000	-	-	246
247															247
248		TOTAL HOLMES SCHOOL	3,102,368	3,228,891	3,420,056	3,571,469	(16,051)	3,555,419	516,682	2,836,437	202,299	3,436,990	41.84	118,429	248

249	RC - 8	OX RIDGE ELEMENTARY SCHOOL	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STP	YR. END EST.	249
250															250
251	21101	PRINCIPAL	181,042	185,093	189,235	193,941	-	193,941	52,082	141,859	0	193,941	1.00	0	251
252	21102	ASSISTANT PRINCIPAL	129,919	132,842	135,831	139,227	-	139,227	16,065	123,162	0	139,227	1.00	0	252
253	21220	CURRICULUM SUPERVISION	17,822	17,922	18,018	18,798	-	1,738	2,800	17,736	-	20,536		-	253
254	810897	KINDERGARTEN TEACHERS	246,771	257,371	323,821	338,399	-	338,399	39,046	299,353	-	338,399	4.00	-	254
255	810801	GRADE 1 TEACHERS	344,140	281,336	392,500	414,582	-	414,582	50,137	364,445	0	414,582	4.00	0	255
256	810802	GRADE 2 TEACHERS	333,907	355,576	267,001	276,290	54,396	330,686	39,297	291,389	-	330,686	4.00	-	256
257	810803	GRADE 3 TEACHERS	231,524	336,456	324,632	367,321	(113,025)	254,296	29,342	224,954	-	254,296	3.00	-	257
258	810804	GRADE 4 TEACHERS	257,372	170,971	236,113	245,159	-	245,159	29,618	215,541	0	245,159	3.00	0	258
259	810805	GRADE 5 TEACHERS	359,483	371,963	255,369	264,625	-	264,625	33,714	230,911	(0)	264,625	3.00	(0)	259
260	810824	FOREIGN LANGUAGE TEACHER	62,537	72,680	75,662	79,161	-	79,161	9,134	70,027	0	79,161	1.00	0	260
261	810834	PHYSICAL EDUCATION TEACHERS	109,290	114,756	122,103	116,529	(14,578)	101,951	11,764	90,187	-	101,951	1.00	-	261
262	21302	SUBSTITUTE TEACHERS	19,400	22,400	23,800	20,000	-	20,000	2,861	-	17,139	20,000	-	-	262
263	21306	TEACHERS OF THE GIFTED	50,417	62,172	63,030	64,334	(359)	63,975	7,957	56,018	(0)	63,975	0.38	(0)	263
264	21313	MUSIC TEACHERS	225,961	220,191	226,603	234,144	1,601	235,745	28,485	207,260	1	235,744	2.40	1	264
265	21314	ART TEACHERS	96,613	100,839	108,057	109,678	-	109,678	14,956	94,722	0	109,678	1.00	0	265
266	21317	STUDENT INTERNS	31,200	31,200	30,600	31,825	-	31,825	15,000	-	16,825	31,825	-	-	266
267	21401	LIBRARIANS	95,766	107,311	108,792	110,424	-	110,424	12,741	97,683	(0)	110,424	1.00	(0)	267
268	21403	PSYCHOLOGISTS	-	-	68,439	71,604	-	71,604	9,028	62,575	0	71,604	1.00	0	268
269	21501	PRINCIPAL/DIRECTOR SECRETARY	107,966	110,131	112,609	112,610	2,264	114,873	24,012	90,861	-	114,873	2.00	0	269
270	21602	CAMPUS MONITOR	-	-	-	36,527	-	36,527	4,981	31,546	(0)	36,527	1.00	(0)	270
271	21603	TEACHER AIDES	214,506	206,482	209,897	173,584	32,917	206,501	21,195	149,913	35,392	206,501	5.50	-	271
272	61001	CLUSTDIANS	216,107	220,753	227,240	226,325	-	226,325	60,196	165,741	388	226,325	3.00	-	272
273	101003	CLUBS AND COUNCILS	6,079	6,078	6,253	7,628	-	7,628	-	-	7,628	7,628	-	-	273
274	TOTAL PERSONNEL		3,337,821	3,384,522	3,525,604	3,652,713	(35,046)	3,617,667	514,410	3,025,583	77,374	3,617,666	42.48	1	274
275															275
276	OPERATING														276
277	22002	TEXTBOOKS-REPLACEMENTS	2,179	1,261	210	2,873	-	2,873	317	-	2,556	2,873	-	-	277
278	22003	TEXTBOOKS-CONSUMABLES	25,301	24,599	23,201	23,445	-	23,445	22,786	480	179	23,445	-	-	278
279	23002	CLASSROOM REFERENCE	988	972	859	862	-	862	283	-	579	862	-	-	279
280	23003	PERIODICALS	329	227	267	287	-	287	-	-	287	287	-	-	280
281	23010	CONSUMABLES	241	278	240	287	-	287	-	-	287	287	-	-	281
282	24009	SCIENCE TEACHING SUPPLIES	2,035	5,131	3,351	2,873	-	2,873	1,396	955	522	2,873	-	-	282
283	24011	GENERAL TEACHING SUPPLIES	15,722	14,794	13,861	15,799	-	15,799	9,951	4,681	1,167	15,799	-	-	283
284	25001	MISC. OFFICE SUPPLIES	977	905	838	1,000	-	1,000	521	-	479	1,000	-	-	284
285	25002	PROFESSIONAL LIBRARY PURCHASE	435	499	367	500	-	500	228	-	272	500	-	-	285
286	25003	PROFESSIONAL DEVELOPMENT	1,459	1,308	876	1,365	-	1,365	-	-	1,365	1,365	-	-	286
287	25026	DUES AND MEMBERSHIPS	59	400	168	400	-	400	-	-	400	400	-	-	287
288	35000	POLICE AND FIRE SERVICES	1,346	713	842	1,330	821	2,151	2,151	-	-	2,151	-	-	288
289	72035	DUPLICATORS AND COPIERS	-	-	-	-	-	-	-	-	-	-	-	-	289
290	72044	REPAIRS AND SERVICE CONTRACT	-	-	-	-	-	-	-	-	-	-	-	-	290
291	TOTAL OPERATING		51,072	51,087	45,081	51,021	821	51,842	37,633	6,115	8,094	51,842	-	-	291
292															292
293	EQUIPMENT														293
294	73001	REPL. CLASSROOM FURNITURE	-	-	-	-	-	-	-	-	-	-	-	-	294
295	73020	REPL. CLASSROOM FURNITURE	889	898	1,983	2,000	-	2,000	-	-	2,000	2,000	-	-	295
296															296
297	TOTAL OX RIDGE SCHOOL		3,389,782	3,436,506	3,572,668	3,705,734	(34,225)	3,671,509	552,043	3,031,998	87,468	3,671,508	42.48	1	297

298	RC - 9 ROYLE ELEMENTARY SCHOOL	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	298
299														299
300	21101 PRINCIPAL	180,042	184,093	198,171	193,941	-	193,941	52,082	141,859	0	193,941	1.00	0	300
301	21102 ASSISTANT PRINCIPAL	129,919	132,842	135,831	139,227	-	139,227	16,065	123,162	0	139,227	1.00	0	301
302	21220 CURRICULUM SUPERVISION	17,322	17,412	17,498	18,798	(342)	18,456	2,517	15,939	-	18,456	1.00	-	302
303	910997 KINDERGARTEN TEACHERS	170,553	221,581	231,697	246,117	8,689	254,806	29,401	225,405	-	254,806	3.00	-	303
304	910991 GRADE 1 TEACHERS	298,654	305,737	312,727	321,307	-	321,307	37,074	284,233	0	321,307	3.00	0	304
305	910992 GRADE 2 TEACHERS	299,203	217,489	218,539	225,496	(46,282)	179,214	23,397	155,817	0	179,214	3.00	0	305
306	910993 GRADE 3 TEACHERS	191,283	275,146	241,089	252,343	-	252,343	19,741	232,602	0	252,343	3.00	0	306
307	910994 GRADE 4 TEACHERS	226,692	219,398	280,683	236,587	-	236,587	29,599	206,987	0	236,587	3.00	0	307
308	910995 GRADE 5 TEACHERS	274,453	282,568	251,538	323,947	37,593	361,540	43,774	317,766	-	361,540	4.00	0	308
309	910924 FOREIGN LANGUAGE TEACHER	53,906	56,642	59,516	63,227	-	63,227	8,622	54,605	0	63,227	1.00	0	309
310	910934 PHYSICAL ED. TEACHERS	84,917	89,813	93,518	92,825	5,040	97,865	11,292	86,573	0	97,865	1.10	0	310
311	21302 SUBSTITUTE TEACHERS	15,333	18,785	14,200	17,738	-	17,738	125	-	17,613	17,738	-	-	311
312	21306 TEACHERS OF THE GIFTED	53,471	71,907	72,899	74,161	(169)	73,993	12,145	61,848	-	73,993	0.79	-	312
313	21313 MUSIC TEACHERS	179,020	183,950	189,463	195,675	1,601	197,276	24,482	172,794	(0)	197,276	2.20	(0)	313
314	21314 ART TEACHERS	108,462	87,871	62,194	62,822	-	62,822	7,249	55,574	(0)	62,822	0.80	(0)	314
315	21317 STUDENT INTERNS	30,300	31,200	31,200	31,825	-	31,825	8,000	-	-	31,825	-	-	315
316	21401 LIBRARIANS	69,690	72,680	75,662	79,161	-	79,161	9,134	70,027	0	79,161	1.00	0	316
317	21403 PSYCHOLOGISTS	-	-	73,504	76,572	-	76,572	8,835	67,737	(0)	76,572	1.00	(0)	317
318	21501 PRINCIPAL/DIRECTOR SECRETARY	118,348	131,455	134,414	134,414	2,688	137,102	36,912	100,188	2	137,102	2.00	-	318
319	21602 CAMPUS MONITOR	-	-	-	36,527	-	36,527	4,981	31,546	(0)	36,527	1.00	(0)	319
320	21603 TEACHER AIDES	196,448	185,245	190,269	153,035	(237)	152,816	19,558	133,154	104	152,712	4.00	104	320
321	61001 CUSTODIANS	200,959	205,443	226,209	225,597	(115)	225,482	53,732	169,039	2,711	225,482	3.00	-	321
322	101003 CLUBS AND COUNCILS	3,930	4,314	4,400	4,400	-	4,400	-	-	-	4,400	-	-	322
323	TOTAL PERSONNEL	2,902,904	2,995,571	3,115,221	3,205,759	8,467	3,214,226	458,716	2,706,554	48,655	3,214,121	38.89	105	323
324														324
325	OPERATING													325
326	22002 TEXTBOOKS-REPLACEMENTS	3,553	1,312	297	2,520	-	2,520	2,342	-	178	2,520	-	-	326
327	22003 TEXTBOOKS-CONSUMABLES	22,639	22,073	20,521	20,170	-	20,170	17,365	2,342	464	20,170	-	-	327
328	23002 CLASSROOM REFERENCE	-	99	512	756	-	756	-	-	756	756	-	-	328
329	23010 AUDIO VISUAL CONSUMABLES	-	-	-	252	-	252	-	-	252	252	-	-	329
330	23003 PERIODICALS	879	55	55	252	-	252	-	-	252	252	-	-	330
331	24009 SCIENCE TEACHING SUPPLIES	3,885	3,367	445	2,520	-	2,520	1,882	233	405	2,520	-	-	331
332	24011 GENERAL TEACHING SUPPLIES	13,812	13,566	12,444	13,862	-	13,862	8,323	2,734	2,805	13,862	-	-	332
333	25001 MISC. OFFICE SUPPLIES	689	919	743	1,000	-	1,000	288	-	712	1,000	-	-	333
334	25002 PROFESSIONAL LIBRARY PURCHASE	-	-	-	500	-	500	-	-	500	500	-	-	334
335	25003 PROFESSIONAL DEVELOPMENT	1,379	328	25	1,235	-	1,235	-	-	1,235	1,235	-	-	335
336	25026 DUES AND MEMBERSHIPS	-	-	-	400	-	400	-	-	400	400	-	-	336
337	35000 POLICE AND FIRE SERVICES	991	572	698	1,330	3,025	4,355	3,732	-	623	4,355	-	-	337
338	72035 DUPLICATORS AND COPIERS	-	-	-	-	-	-	-	-	-	-	-	-	338
339	TOTAL OPERATING	47,826	42,292	35,738	44,797	3,025	47,822	33,932	5,308	8,582	47,822	-	-	339
340														340
341	EQUIPMENT													341
342	73020 REPL. CLASSROOM FURNITURE	946	3,339	2,309	2,000	-	2,000	-	-	2,000	2,000	-	-	342
343														343
344	TOTAL ROYLE SCHOOL	2,951,676	3,041,202	3,153,268	3,252,556	11,492	3,264,048	492,648	2,712,162	59,238	3,263,943	38.89	105	344

345	RC - 10	TOKENEKE ELEMENTARY SCHOOL	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STP	YR. END EST.	346
346															
347	21101	PRINCIPAL	180,042	184,093	188,235	192,941	-	192,941	51,946	140,995	(0)	192,941	1.00	(0)	347
348	21102	ASSISTANT PRINCIPAL	129,919	132,842	135,831	139,227	-	139,227	16,065	123,162	0	139,227	1.00	0	348
349	21220	CURRICULUM SUPERVISION	17,572	18,432	17,758	18,798	958	19,756	2,292	17,464	-	19,756		-	349
350	1011097	KINDERGARTEN TEACHERS	282,382	295,443	203,407	281,355	-	281,355	24,644	188,938	67,773	213,582	3.00	67,773	350
351	1011001	GRADE 1 TEACHERS	288,890	290,063	250,356	330,918	(41,821)	289,097	33,357	255,740	-	289,097	4.00	-	351
352	1011002	GRADE 2 TEACHERS	310,293	313,911	279,195	285,525	-	285,525	32,945	252,580	0	285,525	3.00	0	352
353	1011003	GRADE 3 TEACHERS	298,232	310,608	327,579	268,993	67,773	336,766	38,838	297,908	0	336,766	4.00	0	353
354	1011004	GRADE 4 TEACHERS	374,662	384,648	402,308	410,997	(98,791)	312,206	27,955	284,251	-	312,206	4.00	(0)	354
355	1011005	GRADE 5 TEACHERS	289,856	288,793	332,303	356,430	(63,396)	293,034	35,864	257,171	0	293,034	3.00	(0)	355
356	1011024	FOREIGN LANGUAGE TEACHER	64,595	69,815	72,680	76,040	-	76,040	8,774	67,266	(0)	76,040	1.00	(0)	356
357	1011034	PHYSICAL ED. TEACHERS	76,470	85,259	98,462	93,565	9,718	103,283	11,917	91,366	0	103,283	1.40	0	357
358	21302	SUBSTITUTE TEACHERS	24,315	27,100	22,900	27,388	-	27,388	625	-	26,763	27,388	-	-	358
359	21306	TEACHERS OF THE GIFTED	20,175	23,694	24,021	24,129	252	24,381	2,813	21,568	(0)	24,381	0.22	(0)	359
360	21313	MUSIC TEACHERS	156,973	162,786	169,787	175,127	800	175,928	22,798	153,130	0	175,928	2.00	0	360
361	21314	ART TEACHERS	46,467	79,873	60,438	63,396	-	63,396	7,315	56,081	(0)	63,396	1.00	(0)	361
362	21317	STUDENT INTERNS	30,600	30,000	31,200	31,825	-	31,825	8,000	-	23,825	31,825	-	-	362
363	21401	LIBRARIANS	108,462	109,839	111,355	113,025	-	113,025	15,413	97,613	-	113,025	1.00	-	363
364	21403	PSYCHOLOGISTS	-	-	28,528	29,709	(9,257)	20,452	2,789	17,663	1	20,452	0.35	-	364
365	21501	PRINCIPAL/DIRECTOR SECRETARY	109,524	111,849	114,549	114,390	2,134	116,524	24,208	92,315	1	116,524	2.00	-	365
366	21602	CAMPUS MONITOR	-	-	-	36,527	-	36,527	4,981	31,546	(0)	36,527	1.00	-	366
367	21603	TEACHER AIDES	195,960	222,638	223,368	189,868	-	189,868	25,891	163,977	0	189,868	5.00	-	367
368	61001	CUSTODIANS	196,576	217,729	224,604	223,517	1,550	225,067	59,290	165,593	184	225,067	3.00	-	368
369	101003	CLUBS AND COUNCILS	2,600	4,273	5,895	6,050	-	6,050	-	-	6,050	6,050	-	-	369
370		TOTAL PERSONNEL	3,204,562	3,363,687	3,324,759	3,489,740	(130,079)	3,359,661	458,739	2,776,325	124,597	3,291,888	40.97	67,773	370
371															371
372		OPERATING													372
373	22002	TEXTBOOKS-REPLACEMENTS	2,806	2,164	126	2,893	-	2,893	-	-	2,893	2,893	-	-	373
374	22003	TEXTBOOKS-CONSUMABLES	22,530	24,816	17,847	23,235	-	23,235	7,354	15,510	371	23,235	-	-	374
375	23002	CLASSROOM REFERENCE	906	889	106	868	-	868	-	-	868	868	-	-	375
376	23003	PERIODICALS	207	-	-	289	-	289	-	-	289	289	-	-	376
377	23010	AUDIO VISUAL CONSUMABLES	-	365	-	289	-	289	-	-	289	289	-	-	377
378	24009	SCIENCE TEACHING SUPPLIES	5,720	4,749	400	2,893	-	2,893	685	815	1,393	2,893	-	-	378
379	24011	GENERAL TEACHING SUPPLIES	14,624	15,826	13,206	15,911	-	15,911	5,583	3,388	6,940	15,911	-	-	379
380	25001	MISC. OFFICE SUPPLIES	1,035	1,035	763	1,000	-	1,000	533	-	467	1,000	-	-	380
381	25002	PROFESSIONAL LIBRARY PURCHASE	182	-	-	500	-	500	-	-	500	500	-	-	381
382	25003	PROFESSIONAL DEVELOPMENT	522	338	283	1,430	-	1,430	-	-	1,430	1,430	-	-	382
383	25026	DUES AND MEMBERSHIPS	-	-	90	400	-	400	-	-	400	400	-	-	383
384	35000	POLICE AND FIRE SERVICES	1,451	423	842	1,330	-	1,330	1,276	-	54	1,330	-	-	384
385	72035	DUPLICATORS AND COPIERS	-	-	-	-	-	-	-	-	-	-	-	-	385
386	72044	REPAIRS AND SERVICE CONTRACT	-	-	-	-	-	-	-	-	-	-	-	-	386
387		TOTAL OPERATING	49,982	50,605	33,662	51,038	-	51,038	15,431	19,713	15,894	51,038	-	-	387
388															388
389	73020	NEW CLASSROOM FURNITURE	666	929	1,959	2,000	-	2,000	-	-	2,000	2,000	-	-	389
390	123020	NEW CLASSROOM FURNITURE	-	-	-	-	-	-	-	-	-	-	-	-	390
391			666	929	1,959	2,000	-	2,000	-	-	2,000	2,000	-	-	391
392		TOTAL TOKENEKE SCHOOL	3,255,211	3,415,221	3,360,380	3,542,778	(130,079)	3,412,699	474,170	2,796,038	142,491	3,344,926	40.97	67,773	392
393															393

394	RC - 11	PHYSICAL EDUCATION	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STP	YR. END EST.	394
395															395
396	21201	DIRECTOR	172,171	221,045	180,006	184,506	-	184,506	49,675	134,831	0	184,506	1.00	0	396
397	21204	ASSISTANT DIRECTOR	-	-	-	46,350	1,275	47,625	4,330	43,295	0	44,027	1.00	3,598	397
398	21501	PRINCIPAL/DIRECTOR SECRETARY	69,624	71,086	72,819	72,819	1,449	74,268	19,996	54,271	0	74,268	1.00	0	398
399	21220	CURRICULUM SUPERVISION	-	-	-	-	-	-	-	-	-	-	-	-	399
400	41006	ATHLETIC TRAINING SERVICES	103,551	114,087	112,022	108,122	2,362	110,484	14,636	92,698	3,150	110,484	2.00	-	400
401	61004	FACILITIES-CUSTODIAL	31,247	32,400	29,146	33,500	-	33,500	-	-	33,500	20,100	-	13,400	401
402	101001	WEIGHT ROOM/DARIEN HS	7,652	8,066	4,950	12,550	-	12,550	-	-	12,550	6,275	-	6,275	402
403	101002	INTERSCHOLASTICS DARIEN HS	585,240	580,435	574,444	606,464	-	606,464	59,156	147,889	-	606,464	-	-	403
404	101005	SPORTS PROGRAMS-MIDDLESEX	42,631	42,843	27,208	42,050	-	42,050	-	-	42,050	21,025	-	21,025	404
405	101008	INTRAMURALS-ELEMENTARY	1,551	2,255	-	10,329	-	10,329	-	-	10,329	-	-	10,329	405
406	101009	INTRAMURALS-DARIEN HS	1,000	-	-	4,000	-	4,000	-	-	4,000	-	-	4,000	406
407		TOTAL PERSONNEL	1,014,667	1,072,217	1,046,944	1,120,690	5,086	1,125,776	147,793	472,984	504,999	1,067,148	5.00	58,628	407
408															408
409		OPERATING													409
410	12001	CONSULTANT SERVICES	1,600	1,383	984	1,000	-	1,000	200	-	800	1,000	-	-	410
411	22001	TEXTBOOKS-NEW	1,000	1,021	-	-	-	-	-	-	-	-	-	-	411
412	23004	RESOURCE MATERIALS	1,645	1,468	-	-	-	-	-	-	-	-	-	-	412
413	23010	CONSUMABLES	1,610	1,614	1,597	1,500	-	1,500	1,500	-	-	1,500	-	-	413
414	24004	PHYS ED TEACHING SUPPLIES	13,051	12,441	12,398	14,081	-	14,081	-	-	14,081	14,081	-	-	414
415	24006	ATHLETIC TRAINING SUPPLIES	6,157	5,999	10,376	6,000	-	6,000	1,670	-	4,330	6,000	-	-	415
416	25002	PROFESSIONAL LIBRARY PURCHASE	500	428	500	500	-	500	435	-	65	500	-	-	416
417	25003	PROFESSIONAL DEVELOPMENT	2,205	4,105	2,046	2,000	-	2,000	295	25	1,680	2,000	-	-	417
418	25026	DUES AND MEMBERSHIPS	3,205	3,131	3,070	3,000	-	3,000	840	-	2,160	3,000	-	-	418
419	52008	INTERSCHOLASTIC TRANS. DHS	314,395	256,959	180,844	291,384	-	291,384	-	-	291,384	291,384	-	-	419
420	72047	PHYS EDUCATION REPAIRS/SAFETY	5,000	4,621	4,400	5,000	-	5,000	1,883	-	3,117	5,000	-	-	420
421	102001	INTERSCHOLASTICS/DARIEN HS	249,321	247,983	305,500	237,340	-	237,340	30,136	30,418	176,786	237,340	-	-	421
422	102002	INTRAMURALS-MIDDLESEX	2,470	-	2,338	2,500	-	2,500	-	-	2,500	2,500	-	-	422
423	102004	INTERSCHOLASTIC-OFFICIALS	182,531	158,388	112,519	158,306	-	158,306	1,480	-	156,826	158,306	-	-	423
424	102005	STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	7,188	(7,188)	-	-	-	424
425	121000	IMPROVEMENT OF SITES	2,065	924	1,962	2,000	-	2,000	49	91	1,860	2,000	-	-	425
426		TOTAL OPERATING	786,756	700,466	638,534	724,611	-	724,611	37,648	38,562	648,401	724,611	-	-	426
427															427
428		EQUIPMENT													428
429	73013	REPL. PHYS ED EQUIPMENT	5,005	793	4,486	5,000	-	5,000	-	-	5,000	5,000	-	-	429
430	123013	NEW PHYSICAL ED EQUIPMENT	1,163	849	509	1,000	-	1,000	-	-	1,000	1,000	-	-	430
431		TOTAL EQUIPMENT	6,168	1,642	4,995	6,000	-	6,000	-	-	6,000	6,000	-	-	431
432															432
433		TOTAL PHYSICAL EDUCATION	1,807,591	1,774,324	1,690,473	1,851,301	5,086	1,856,387	185,441	511,546	1,159,400	1,797,759	5.00	58,628	433
434															434
435															435
436															436
437		REVENUE												Surplus/	437
438	102006	REV. - SUMMER SCHOOL FIELD USE	(35,000)	(35,000)	(35,000)	-	-	-	-	-	-	-	-	(Shortfall)	438
439															439
440		NET COST PHYSICAL EDUCATION	1,772,591	1,739,324	1,655,473	1,851,301	5,086	1,856,387	185,441	511,546	1,159,400	1,797,759	5.00	58,628	440



441	RC - 12	MAINTENANCE	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	442
443	11031	FACILITIES MANAGER	148,198	151,533	155,321	155,321	3,883	159,204	42,863	116,341	0	159,204	1.00	0	443
444	11032	SECRETARY	57,665	69,707	71,273	35,636	714	36,351	9,786	26,564	0	36,351	0.50	0	444
445	61003	CUSTODIAL SUPERVISOR	90,030	91,903	79,477	83,183	(16,318)	66,865	11,101	52,729	3,035	66,865	1.00	-	445
446	61005	CUSTODIAL O/T SCH. EMERGENCY	107,423	88,229	94,170	52,000	21,935	73,935	34,342	-	39,593	73,935	-	-	446
447	71001	GROUNDKEEPERS	375,981	383,160	393,623	398,986	-	398,986	93,969	294,417	10,000	398,986	5.00	-	447
448	71002	GROUNDS OVERTIME	7,820	5,840	9,174	12,000	-	12,000	4,108	-	7,892	12,000	-	-	448
449	71003	MAINTENANCE	753,648	769,993	789,969	797,643	(4,351)	793,292	193,051	589,041	11,201	793,292	8.00	-	449
450	71004	MAINTENANCE OVERTIME	34,666	27,072	20,487	27,500	-	27,500	6,171	-	21,329	27,500	-	-	450
451	71005	SPRING/SUMMER HELP PART-TIME	98,381	100,650	98,052	99,880	-	99,880	37,518	-	62,362	99,880	-	-	451
452	TOTAL PERSONNEL		1,673,810	1,688,088	1,711,546	1,662,149	5,863	1,668,013	432,909	1,079,092	156,012	1,668,013	15.50	0	452
453	OPERATING														453
454	12001	CONSULTANT SERVICES	11,411	28,855	38,061	16,000	-	16,000	15,435	-	565	16,000	-	-	454
455	13017	PROF. MEETINGS & TRAINING	6,581	6,852	1,334	7,910	-	7,910	-	-	7,910	7,910	-	-	455
456	62001	REFUSE COLLECTION	89,598	104,493	70,822	80,758	-	80,758	26,279	51,479	3,000	80,758	-	-	456
457	62003	SNOW REMOVAL	59,554	55,330	15,448	59,000	-	59,000	-	-	59,000	59,000	-	-	457
458	62004	CARE OF TREES	21,675	23,600	26,061	26,000	-	26,000	-	12,100	13,900	26,000	-	-	458
459	65001	CUSTODIAL SUPPLIES	205,933	162,849	161,051	160,000	-	160,000	30,084	44,416	85,500	160,000	-	-	459
460	65002	OPERATION OF VEHICLES	58,734	44,022	35,405	60,000	(20,000)	40,000	3,771	14,929	21,300	40,000	-	-	460
461	65003	CARE OF GROUNDS	250,010	230,136	278,775	210,000	-	210,000	82,691	28,446	98,864	210,000	-	-	461
462	65005	UNIFORMS	22,520	28,229	18,447	26,860	-	26,860	862	-	25,998	26,860	-	-	462
463															463

464	RC - 12	MAINTENANCE	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
465														
466	72001	CONTRACTED JANITORIAL SERVICE	268,976	260,288	208,593	290,000	(10,000)	280,000	21,807	248,772	9,421	280,000		-
467	72012	ELECTRICAL	-	96,414	-	-	-	-	-	-	-	-		-
468	72013	INTERCOMMS AND CLOCKS	12,840	8,574	-	8,000	-	8,000	-	-	8,000	8,000		-
469	72014	PLUMBING	25,687	22,665	35,654	36,000	-	36,000	5,333	1,817	28,850	36,000		-
470	72015	ROOFS	-	-	-	-	-	-	-	-	-	-		-
471	72016	CLASSROOMS/CORRIDORS/AUD.	99,502	100,401	87,942	104,000	-	104,000	15,318	28,422	60,260	104,000		-
472	72017	HEATING SUPPLIES	-	-	-	-	-	-	-	-	-	-		-
473	72019	MISCELLANEOUS REPAIRS	56,305	52,094	42,245	59,970	(4,970)	55,000	15,110	9,653	30,237	55,000		-
474	72021	SECURITY	481,328	154,302	85,584	95,000	-	95,000	22,469	13,436	59,095	95,000		-
475	72022	FIRE ALARMS/EXTING/SPRINKLER	59,933	65,126	50,901	58,000	-	58,000	7,563	20,549	29,888	58,000		-
476	72023	NON MECHANICAL INSPECTIONS	32,733	51,467	33,716	65,000	-	65,000	-	-	65,000	65,000		-
477	72048	HVAC /AIR CONDITIONER REPAIRS	109,673	124,579	128,881	114,000	23,109	137,109	54,073	79,887	3,149	137,109		-
478	74011	GLASS	9,775	7,015	11,427	10,500	-	10,500	3,870	4,130	2,500	10,500		-
479	74012	LUMBER	25,154	32,076	33,726	27,000	-	27,000	10,920	1,377	14,703	27,000		-
480	74013	HARDWARE	13,105	19,092	18,679	16,500	-	16,500	1,658	8,076	6,767	16,500		-
481	74014	PAINT	8,707	6,572	8,633	14,000	-	14,000	1,073	-	12,927	14,000		-
482	74015	OTHER BUILDING MATERIALS	1,140	3,455	2,172	6,000	-	6,000	-	-	6,000	6,000		-
483	74016	ELECTRICAL MATERIALS	79,409	66,142	58,747	70,000	-	70,000	13,587	26,563	29,850	70,000		-
484	74030	RESERVE FOR EMERGENCY REPAIR	32,225	70,582	105,871	40,000	-	40,000	-	7,978	32,022	40,000		-
485	83006	RENTAL OF TOOLS & EQUIPMENT	7,641	6,455	1,996	7,000	-	7,000	267	1,383	5,350	7,000		-
486	111001	SUPPLIES/FEES COMM. ACTIVITIES	-	-	-	-	-	-	-	-	-	-		-
487	121000	IMPROVEMENT OF SITES	43,926	106,542	38,727	40,000	-	40,000	-	-	40,000	40,000		-
488	122000	IMPROVEMENT OF BUILDINGS	95,575	150,478	54,497	55,000	-	55,000	2,730	-	52,270	55,000		-
489		<b>TOTAL OPERATING</b>	<b>2,189,650</b>	<b>2,088,684</b>	<b>1,653,395</b>	<b>1,762,498</b>	<b>(11,861)</b>	<b>1,750,637</b>	<b>334,900</b>	<b>603,412</b>	<b>812,325</b>	<b>1,750,637</b>	<b>-</b>	<b>-</b>
490														
491		<b>EQUIPMENT</b>												
492	73001	REPLACEMENT OFFICE FURNITURE	-	-	3,852	-	-	-	-	-	-	-		-
493	73010	REPLACEMENT MAINTENANCE EQ.	22,067	44,528	16,976	-	-	-	-	-	-	-		-
494	73020	REPL. CLASSROOM FURNITURE	135,407	75,231	33,968	45,000	-	45,000	-	2,700	42,300	45,000		-
495	123010	NEW EQUIPMENT	-	44,829	-	-	-	-	-	-	-	-		-
496	123001	NEW OFFICE FURNITURE	-	-	-	-	-	-	-	-	-	-		-
497		<b>TOTAL EQUIPMENT</b>	<b>157,474</b>	<b>164,589</b>	<b>54,796</b>	<b>45,000</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>2,700</b>	<b>42,300</b>	<b>45,000</b>	<b>-</b>	<b>-</b>
498														
499		<b>TOTAL MAINTENANCE</b>	<b>4,020,934</b>	<b>3,941,360</b>	<b>3,419,737</b>	<b>3,469,647</b>	<b>(5,998)</b>	<b>3,463,650</b>	<b>767,809</b>	<b>1,685,204</b>	<b>1,010,637</b>	<b>3,463,650</b>	<b>15,50</b>	<b>0</b>
500														
501														
502		<b>REVENUE</b>												
503	102008	REVENUE - BUILDING RENTAL	(95,423)	(89,267)	(54,013)	(91,800)	-	(91,800)	(22,031)	-	(22,031)	(49,194)		(42,606)
504	102009	REVENUE - USE OF FIELDS	(144,154)	(143,197)	(71,109)	(140,000)	-	(140,000)	(149,359)	3,704	(149,359)	(173,316)		33,316
505		<b>TOTAL REVENUE</b>	<b>(239,578)</b>	<b>(232,464)</b>	<b>(125,122)</b>	<b>(231,800)</b>	<b>-</b>	<b>(231,800)</b>	<b>(171,390)</b>	<b>3,704</b>	<b>(171,390)</b>	<b>(222,510)</b>	<b>-</b>	<b>(9,290)</b>
506														
507		<b>NET MAINTENANCE BUDGET</b>	<b>3,781,357</b>	<b>3,708,897</b>	<b>3,294,615</b>	<b>3,237,847</b>	<b>(5,998)</b>	<b>3,231,850</b>	<b>596,419</b>	<b>1,688,908</b>	<b>839,247</b>	<b>3,241,140</b>	<b>15,50</b>	<b>(9,290)</b>
508														
509														

RC - 13 MUSIC	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STP	YR. END EST.
DIRECTOR	120,520	123,232	126,004	153,760	-	153,760	17,742	136,018	0	153,760	1.00	0
ELEMENTARY MUSIC-SYSTEMWIDE	-	-	-	-	-	-	-	-	-	-	-	-
PRINCIPAL/DIRECTOR SECRETARY	25,142	24,897	26,434	-	-	-	-	-	-	-	-	-
CLUBS AND COUNCILS	36,677	45,084	38,888	56,218	-	56,218	2,569	48,802	4,848	56,218	-	-
TOTAL PERSONNEL	182,339	193,213	191,326	209,978	-	209,978	20,310	184,820	4,848	209,978	1.00	0
OPERATING												
SCHOOL DISTRICT MEMBERSHIPS	515	615	635	655	-	655	565	-	90	655	-	-
TEXTBOOKS-NEW	-	-	-	-	-	-	-	-	-	-	-	-
TEXTBOOKS-CONSUMABLES	967	1,041	1,016	1,079	-	1,079	-	587	492	1,079	-	-
CLASSROOM REFERENCE	17,004	17,887	15,373	18,930	-	18,930	11,098	4,173	3,659	18,930	-	-
RESOURCE MATERIALS	4,138	5,048	5,471	3,215	-	3,215	435	-	2,780	3,215	-	-
CONSUMABLES	-	-	-	-	-	-	-	-	-	-	-	-
MUSIC TEACHING SUPPLIES	1,880	1,980	2,172	3,830	-	3,830	163	803	2,864	3,830	-	-
MISC. OFFICE SUPPLIES	1,144	1,126	458	1,000	-	1,000	-	-	1,000	1,000	-	-
PROFESSIONAL DEVELOPMENT	1,519	1,477	894	1,500	-	1,500	-	-	1,500	1,500	-	-
LOCAL TRAVEL EXPENSE	498	1,000	253	1,500	-	1,500	-	-	1,500	1,500	-	-
TEMP HOURLY (ACCOMPANIST)	1,175	1,200	650	1,300	-	1,300	1,300	-	1,300	1,300	-	-
CATALOG/HANDBOOK PRINTING	-	-	1,073	1,125	-	1,125	-	-	1,125	1,125	-	-
PIANO MOVING	285	344	300	400	-	400	400	-	400	400	-	-
DUES AND MEMBERSHIPS	140	75	212	209	-	209	-	-	209	209	-	-
COMPUTER SOFTWARE & SUPPLIES	8,711	10,037	8,435	10,895	-	10,895	9,811	140	944	10,895	-	-
MUSIC TRANSPORTATION	12,390	4,034	7,369	12,000	-	12,000	-	-	12,000	6,000	-	6,000
DUPPLICATORS AND COPIERS	-	-	-	-	-	-	-	-	-	-	-	-
REPAIRS AND SERVICE CONTRACT	4,220	3,571	3,460	3,777	-	3,777	790	-	2,987	3,777	-	-
TUNING OF PIANOS	5,200	4,374	3,708	5,200	-	5,200	400	4,800	-	5,200	-	-
LEASE PURCHASE MUSIC EQ.	8,035	8,035	9,436	9,500	-	9,500	9,436	-	64	9,500	-	-
TOTAL OPERATING	67,821	61,844	60,914	76,115	-	76,115	32,697	10,503	32,915	70,115	-	6,000
EQUIPMENT												
REPLACEMENT MUSIC EQUIPMENT	5,631	6,137	3,575	3,144	-	3,144	-	-	3,144	3,144	-	-
NEW OFFICE FURNITURE/EQ.	-	-	-	-	-	-	-	-	-	-	-	-
NEW MUSIC EQUIPMENT	5,918	7,900	6,365	5,880	-	5,880	-	4,775	1,105	5,880	-	-
TOTAL EQUIPMENT	11,549	14,038	9,940	9,024	-	9,024	-	4,775	4,249	9,024	-	-
TOTAL MUSIC	261,709	269,094	262,180	295,117	-	295,117	53,008	200,098	42,011	289,117	1.00	6,000

RC - 14	ART	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
549	21314	-	-	-	-	-	-	-	-	-	-	-	-
550	ELEMENTARY ART-SYSTEMWIDE	-	-	-	-	-	-	-	-	-	-	-	-
551	TOTAL PERSONNEL	-	-	-	-	-	-	-	-	-	-	-	-
552													
553													
554	OPERATING												
555	22002	5,584	5,293	3,529	5,600	-	5,600	1,204	125	4,271	5,600	-	-
556	23003	376	268	50	270	-	270	-	-	270	270	-	-
557	24001	90,840	90,266	83,535	94,400	-	94,400	13,621	26,006	54,772	94,400	-	-
558	25003	-	1,735	685	1,000	-	1,000	-	-	1,000	1,000	-	-
559	25007	-	-	-	-	-	-	-	-	-	-	-	-
560	25018	-	-	-	-	-	-	-	-	-	-	-	-
561	25030	1,980	1,776	2,102	2,000	-	2,000	-	-	2,000	2,000	-	-
562	72035	-	-	-	-	-	-	-	-	-	-	-	-
563	72044	3,310	3,768	1,350	3,850	-	3,850	-	-	3,850	3,850	-	-
564	TOTAL OPERATING	102,889	103,105	91,251	107,120	-	107,120	14,825	26,132	66,163	107,120	-	-
565													
566	EQUIPMENT												
567	73002	6,852	306	3,808	4,050	-	4,050	-	-	4,050	4,050	-	-
568	123002	3,080	5,816	2,250	-	-	-	-	-	-	-	-	-
569	TOTAL EQUIPMENT	9,932	6,122	6,059	4,050	-	4,050	-	-	4,050	4,050	-	-
570													
571	TOTAL ART	112,822	109,228	97,309	111,170	-	111,170	14,825	26,132	70,213	111,170	-	-
572													

573	RC - 15	COMPUTER TECHNOLOGY	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	573
574															574
575	11044	TECHNOLOGY SUPPORT	773,612	812,919	833,927	833,927	22,581	856,508	230,598	625,909	1	856,508	9.00	-	575
576	21201	DIRECTOR OF INST. TECH	172,171	66,168	180,006	184,506	-	184,506	49,675	134,831	0	184,506	1.00	0	576
577	21501	PRINCIPAL/DIRECTOR SECRETARY	22,554	23,003	23,520	-	-	-	-	-	-	-	-	-	577
578	21603	TEACHER AIDE /COPY CENTER	72,391	86,106	82,544	81,484	-	81,484	8,940	65,213	7,332	75,952	2.00	5,532	578
579		TOTAL OPERATING	1,040,728	988,196	1,119,996	1,099,917	22,581	1,122,498	289,213	825,953	7,333	1,116,966	12.00	5,532	579
580															580
581		OPERATING													581
582	12001	CONSULTANT SERVICES	152,735	141,897	189,189	100,000	-	100,000	43,216	17,523	39,262	100,000		-	582
583	13015	LOCAL TRAVEL	2,511	2,546	2,284	3,500	-	3,500	-	-	3,500	3,500		-	583
584	13035	SOFTWARE MAINTENANCE	661,694	723,014	786,280	781,740	250	781,990	582,555	59,081	140,354	781,990		-	584
585	24011	GENERAL TEACHING SUPPLIES	38,263	43,392	34,990	28,929	-	28,929	2,655	20,169	6,105	28,929		-	585
586	25013	TEMPORARY HOURLY SERVICES	9,884	14,119	15,115	15,000	-	15,000	2,670	-	12,330	15,000		-	586
587	25019	COMPUTER SOFTWARE & SUPPLIES	83,841	38,399	55,292	42,000	-	42,000	26,694	8,161	7,145	42,000		-	587
588	25029	STAFF DEVELOPMENT PROGRAM	19,621	15,918	16,109	23,000	-	23,000	126	-	22,874	23,000		-	588
589	64005	CELL PHONE	14,109	28,980	30,227	28,000	-	28,000	7,277	20,723	-	28,000		-	589
590	64006	WIDE AREA NETWORK	130,827	49,351	36,319	48,000	-	48,000	17,700	14,400	15,900	48,000		-	590
591	72035	RENTAL/DUPICATORS AND COPIER	287,769	270,816	291,318	271,248	6,891	278,139	69,535	208,604	(0)	278,139		-	591
592	72044	REPAIRS AND SERVICE CONTRACT	70,953	64,029	105,121	60,000	4,970	64,970	47,908	9,588	7,474	75,000		(10,030)	592
593		TOTAL OPERATING	1,472,206	1,392,462	1,562,242	1,401,417	12,111	1,413,528	800,335	358,248	254,944	1,423,558	-	(10,030)	593
594															594
595		EQUIPMENT													595
596	123021	NEW COMPUTER EQUIPMENT	755,318	731,494	762,246	366,400	-	366,400	95,204	239,107	32,089	366,400		-	596
597															597
598		SUBTOTAL COMPUTER TECHNOLOGY	3,568,252	3,112,152	3,444,484	2,867,734	34,692	2,902,426	1,184,752	1,423,307	294,366	2,906,924	12.00	(4,498)	598
599															599
600		REVENUE													600
601	102010	REV. FROM TOWN-FOR IT SERVIC	(201,323)	(203,071)	(212,644)	(216,929)	-	(216,929)	-	-	(216,929)	(216,929)		-	601
602															602
603		TOTAL COMPUTER TECHNOLOGY	3,066,929	2,909,081	3,231,841	2,650,805	34,692	2,685,497	1,184,752	1,423,307	77,438	2,689,995	12.00	(4,498)	603
604															604
605															605

606	RC - 16	ADMINISTRATION	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	607
607															608
608		11011 SUPERINTENDENT	278,000	135,045	315,049	300,000	7,125	307,125	81,863	225,262	-	307,125	1.00	-	609
609		11013 BURSAR/ADMINISTRATIVE ASSIST.	92,518	94,368	96,491	96,491	2,171	98,662	26,563	72,099	0	98,662	1.00	0	610
610		21501 PRINCIPAL/DIRECTOR SECRETARY	41,894	43,979	43,844	43,844	881	44,725	12,041	32,684	0	44,725	0.60	0	611
611		11016 PUBLIC INFORMATION	-	-	-	-	-	-	-	-	-	-	-	-	612
612		TOTAL PERSONNEL	412,412	273,393	455,384	440,335	10,177	450,512	120,467	330,045	0	450,512	2.60	0	613
613															614
614		OPERATING													615
615		12001 CONSULTANT SERVICES	32,154	24,759	178,248	18,500	-	18,500	1,921	10,000	6,579	18,500	-	-	616
616		12004 LEGAL SERVICES	285,860	248,477	175,465	257,000	-	257,000	28,708	221,292	7,000	257,000	-	-	617
617		13001 BOARD OF EDUCATION DUES	-	-	-	-	-	-	-	-	-	-	-	-	618
618		13003 OTHER BOARD EXPENSES	24,951	23,464	31,229	25,000	-	25,000	4,864	-	20,136	25,000	-	-	619
619		13011 MAILING EXPENSES	29,864	29,189	27,387	30,001	-	30,001	11,008	16,157	2,836	30,001	-	-	620
620		13012 OFFICE SUPPLIES	27,011	26,952	28,192	30,000	-	30,000	3,737	13,434	12,829	30,000	-	-	621
621		13013 DUES AND MEMBERSHIPS	15,999	11,199	9,016	21,850	-	21,850	12,288	-	9,563	21,850	-	-	622
622		13016 SCHOOL DISTRICT MEMBERSHIPS	25,289	30,557	18,672	23,000	-	23,000	16,045	-	6,955	23,000	-	-	623
623		13017 PROFESSIONAL MEETINGS	3,290	2,259	2,595	3,000	-	3,000	-	-	3,000	3,000	-	-	624
624		13020 PUBLIC INFORMATION	-	-	-	-	-	-	-	-	-	-	-	-	625
625		13025 ADA/504 SUPPORT	-	-	-	2,000	-	2,000	-	-	2,000	2,000	-	-	626
626		13040 PRINTING/PUBLICATION SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	627
627		25002 PROF. LIBRARY PURCHASE	43	-	-	-	-	-	-	-	-	-	-	-	628
628		25003 PROFESSIONAL DEVELOPMENT	3,054	3,000	3,914	3,000	-	3,000	786	-	2,214	3,000	-	-	629
629		25014 CATALOG/HANDBOOK PRINTING	16,937	21,700	10,757	20,000	-	20,000	342	2,608	17,050	20,000	-	-	630
630		83003 RENTAL/LEASE OF EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	631
631		TOTAL OPERATING	464,451	421,557	489,505	433,351	-	433,351	79,697	263,492	90,162	433,351	-	-	632
632															633
633		EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	634
634															635
635		TOTAL ADMINISTRATION	876,863	694,950	944,889	873,686	10,177	883,863	200,164	593,537	90,162	883,863	2.60	0	636
636															637

638	RC - 17	HEALTH	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	638
639															639
640	41001	DIRECTOR - NURSES	97,138	101,023	103,296	103,296	3,099	106,395	28,645	77,750	0	106,395	1,00	0	640
641	41002	NURSES	592,105	611,224	626,948	626,205	-	626,205	85,392	540,813	0	626,205	9,00	0	641
642	41004	SUBSTITUTE NURSES	27,371	70,423	32,546	45,000	-	45,000	3,799	-	41,201	45,000	-	-	642
643	41005	SECRETARY	25,142	24,897	26,384	-	-	-	-	-	-	-	-	-	643
644		TOTAL HEALTH	741,756	807,567	789,174	774,501	3,099	777,600	117,835	618,563	41,202	777,600	10,00	0	644
645															645
646		OPERATING													646
647	23003	PERIODICALS	427	452	187	500	-	500	97	-	403	500	-	-	647
648	25001	MISC. OFFICE SUPPLIES	1,513	1,458	1,741	1,500	-	1,500	-	-	1,500	1,500	-	-	648
649	25002	PROF. LIBRARY PURCHASE	610	-	565	500	-	500	-	-	500	500	-	-	649
650	25003	PROFESSIONAL DEVELOPMENT	3,968	1,419	3,257	4,000	-	4,000	-	-	4,000	4,000	-	-	650
651	42001	HEALTH SUPPLIES	31,199	30,954	35,911	31,000	-	31,000	16,055	6,707	8,238	31,000	-	-	651
652	42002	HEALTH LOCAL TRAVEL	338	320	-	500	-	500	-	-	500	500	-	-	652
653	42003	SCHOOL PHYSICIANS SERVICES	10,000	10,431	10,000	10,000	-	10,000	-	-	10,000	10,000	-	-	653
654	72031	AUDIOMETER REPAIRS	625	490	480	600	-	600	-	560	40	600	-	-	654
655	72044	REPAIRS AND SERVICE CONTRACT	2,086	1,636	1,006	1,000	-	1,000	-	-	1,000	1,000	-	-	655
656		TOTAL OPERATING	50,766	47,160	53,147	49,600	-	49,600	16,152	7,267	26,181	49,600	-	-	656
657															657
658		EQUIPMENT													658
659	73007	REPLACEMENT HEALTH EQ.	-	-	-	-	-	-	-	-	-	-	-	-	659
660	123007	NEW HEALTH EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	660
661		TOTAL EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	661
662															662
663		TOTAL HEALTH	792,521	854,727	842,321	824,101	3,099	827,200	133,987	625,831	67,382	827,200	10,00	0	663
664															664



RC 18	PERSONNEL	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	
665														665
666														666
667	11013 BURSAR/ADMINISTRATIVE ASSIST	303,993	310,183	319,218	143,091	3,103	146,194	39,359	106,834	1	146,193	1.77	1	667
668	11015 DIRECTOR OF HUMAN RESOURCES	-	-	-	199,647	5,490	203,137	55,229	149,908	(0)	205,137	1.00	(0)	668
669	11020 BENEFITS COORDINATOR	34,678	35,459	36,256	36,257	1,813	38,070	10,249	27,820	0	38,069	0.50	0	669
670	11024 TURNOVER-REGULAR	-	-	-	(550,083)	595,487	45,404	-	-	45,404	-	-	45,404	670
671	11027 CONTRACT SUPPORT	-	-	-	343,234	(128,771)	214,463	-	-	214,463	177,973	-	36,490	671
672	11028 CERT. STAFF COLUMN CHANGE	-	-	-	76,527	(48,112)	28,415	-	-	28,415	28,415	-	-	672
673	21202 ASSISTANT SUPERINTENDENT	-	-	-	-	-	-	-	-	-	-	-	-	673
674	21300 LONG TERM SUBSTITUTES	419,702	739,867	478,385	475,000	150,000	625,000	83,514	266,082	275,404	625,000	-	-	674
675	21302 SUBSTITUTES-PROFESSIONAL DEV.	54,772	45,205	30,476	50,000	-	50,000	3,050	-	46,950	50,000	-	-	675
676	21316 SABBATICALS	-	-	-	-	-	-	-	-	-	-	-	-	676
677	31000 BUDGET CONTROL	-	-	-	137,559	(137,559)	-	-	-	-	-	-	-	677
678	TOTAL PERSONNEL	813,145	1,130,714	864,336	911,231	441,451	1,352,682	191,402	550,644	610,636	1,270,787	3.27	81,895	678
679														679
680	OPERATING													680
681	13013 DUES AND MEMBERSHIPS	6,850	250	250	700	-	700	-	-	700	700	-	-	681
682	13014 RECRUITMENT	19,154	17,406	1,650	20,000	-	20,000	7,584	-	12,416	20,000	-	-	682
683	13015 LOCAL TRAVEL	139	340	947	500	-	500	-	-	500	500	-	-	683
684	25028 TUITION REIMBURSEMENT	-	-	-	50,000	-	50,000	2,545	5,345	42,110	50,000	-	-	684
685	25029 STAFF DEVELOPMENT PROGRAM	101,276	78,785	74,903	26,500	-	26,500	854	3,949	21,697	26,500	-	-	685
686	TOTAL OPERATING	127,419	96,780	77,750	97,700	-	97,700	10,984	9,294	77,423	97,700	-	-	686
687														687
688	TOTAL PERSONNEL	940,564	1,227,494	942,086	1,008,931	441,451	1,450,382	202,386	559,937	688,059	1,368,487	3.27	81,895	688
689														689
690														690

691	RC - 19	CURRICULUM	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	691
692		ASSISTANT SUPERINTENDENT	202,966	207,333	214,797	214,797	-	214,797	57,830	156,967	0	214,797	1.00	0	692
693		DIRECTOR OF INSTRUCTIONAL TEC	-	-	-	-	-	-	-	-	-	-	-	-	693
694		CURRICULUM & SUPERVISION	-	-	-	-	-	-	-	-	-	-	-	-	694
695		ELEM. READING SPECIALIST	-	-	-	-	-	-	-	-	-	-	-	-	695
696		TECHNOLOGY SPECIALIST	-	-	-	-	-	-	-	-	-	-	-	-	696
697		PROGRAM COORDINATORS	264,074	285,353	297,774	299,068	-	299,068	34,508	264,560	0	299,068	2.00	0	697
698		MATH COORDINATOR	-	-	-	-	-	-	-	-	-	-	-	-	698
699		LANG. ARTS SPECIALIST	-	-	-	-	-	-	-	-	-	-	-	-	699
700		INSTRUCTION SUPP. SPECIALISTS	1,149,668	1,217,293	1,194,638	1,241,750	-	1,241,750	151,072	1,090,677	1	1,241,750	13.50	-	700
701		CURRICULUM DEVELOPMENT	76,594	119,745	114,157	121,080	-	121,080	61,201	-	59,879	121,080	-	-	701
702		ESL INSTRUCTION	7,238	4,482	4,572	4,572	-	4,572	623	3,949	-	4,572	-	-	702
703		PRINCIPAL/DIRECTOR SECRETARY	70,385	71,792	72,415	73,407	(1,832)	71,575	19,270	52,305	0	71,575	1.00	0	703
704		TOTAL PERSONNEL	1,770,926	1,906,198	1,898,354	1,954,674	(1,832)	1,952,842	324,504	1,568,458	59,880	1,952,842	17.50	0	704
705															705
706															706
707		OPERATING													707
708		CONSULTANT SERVICES	37,679	30,000	47,650	45,000	-	45,000	-	-	45,000	45,000	-	-	708
709		DUES AND MEMBERSHIPS	1,626	1,640	2,535	4,127	-	4,127	439	624	3,064	4,127	-	-	709
710		LOCAL TRAVEL	2,057	5,868	133	7,500	-	7,500	-	-	7,500	7,500	-	-	710
711		TEXTBOOKS-NEW	280,081	244,252	292,912	53,532	-	53,532	20,466	32,570	496	53,532	-	-	711
712		RESOURCE MATERIALS	4,346	7,054	7,697	8,000	8,750	16,750	6,106	10,618	26	16,750	-	-	712
713		ESL RESOURCES	-	-	13,151	24,000	(9,000)	15,000	560	75	14,365	15,000	-	-	713
714		STANDARDIZED TESTING	32,086	24,301	28,905	29,477	-	29,477	8,091	2,250	19,136	29,477	-	-	714
715		PROF. LIBRARY PURCHASE	-	-	-	-	-	-	-	-	-	-	-	-	715
716		PROFESSIONAL DEVELOPMENT	123,899	119,166	91,876	113,850	-	113,850	32,813	15,810	65,228	113,850	-	-	716
717		FIELD TRIPS	8,973	5,509	5,403	3,750	-	3,750	-	-	3,750	3,750	-	-	717
718		CURRICULUM RESEARCH & DEV.	156,649	25,952	22,677	26,420	-	26,420	3,855	22,565	-	26,420	-	-	718
719		TOTAL OPERATING	647,396	463,741	512,938	315,656	(250)	315,406	72,330	84,511	158,565	315,406	-	-	719
720															720
721		TOTAL CURRICULUM	2,418,322	2,369,939	2,411,292	2,270,330	(2,082)	2,268,248	396,834	1,652,968	218,446	2,268,248	17.50	0	721
722															722

[illegible]

760	RC - 21	LIBRARY	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
761														
762	21220	CURRICULUM SUPERVISION	2,512	-	2,613	2,665	(52)	2,613	356	2,257	-	2,613	-	-
763	21503	LIBRARY SECRETARY	-	-	-	-	-	-	-	-	-	-	-	-
764		TOTAL PERSONNEL	2,512	-	2,613	2,665	(52)	2,613	356	2,257	-	2,613	-	-
765														
766		OPERATING												
767	22001	ACCESSIONS	93,990	97,576	93,193	93,800	-	93,800	7,847	13,662	72,291	93,800	-	-
768	23003	PERIODICALS	7,452	7,590	7,697	8,619	-	8,619	5,555	459	2,606	8,619	-	-
769	23004	RESOURCE MATERIALS	20,763	19,490	9,580	17,750	-	17,750	2,228	2,077	13,445	17,750	-	-
770	23005	ONLINE SUBSCRIPTIONS	32,340	34,629	34,979	39,640	-	39,640	35,294	50	4,296	39,640	-	-
771	23007	OTHER LIBRARY EXPENSES	6,755	7,755	6,474	8,390	-	8,390	100	1,147	7,143	8,390	-	-
772	25002	PROF. LIBRARY PURCHASE	1,356	1,155	889	1,920	-	1,920	-	-	1,920	1,920	-	-
773	25026	DUES AND MEMBERSHIPS	2,267	2,594	2,576	3,575	-	3,575	462	210	2,903	3,575	-	-
774	25030	COMPUTER SOFTWARE & SUPPLIES	1,289	4,554	239	1,400	-	1,400	-	-	1,400	1,400	-	-
775	72042	EQUIPMENT REPAIR	-	-	-	-	-	-	-	-	-	-	-	-
776	72044	REPAIRS AND SERVICE CONTRACT	1,029	1,080	1,189	1,250	-	1,250	-	-	1,250	1,250	-	-
777	83003	RENTAL/LEASE OF EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-
778		TOTAL OPERATING	167,242	176,423	156,815	176,344	-	176,344	51,486	17,604	107,254	176,344	-	-
779														
780		EQUIPMENT												
781	73009	REPLACEMENT LIBRARY EQ.	3,513	6,193	410	1,000	-	1,000	-	-	1,000	1,000	-	-
782		TOTAL EQUIPMENT	3,513	6,193	410	1,000	-	1,000	-	-	1,000	1,000	-	-
783														
784		TOTAL LIBRARY	173,267	182,616	159,838	180,009	(52)	179,957	51,842	19,861	108,254	179,957	-	-
785														

786	RC - 22	TECHNOLOGY EDUCATION	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL. BUD.	FORE- CAST	CURR STF	YR. END EST.	786
787															787
788		22001 TEXTBOOKS-NEW	-	-	-	-	-	-	-	-	-	-	-	-	788
789		23002 CLASSROOM REFERENCE	447	89	-	400	-	400	-	-	400	400	-	-	789
790		23003 PERIODICALS	-	12	120	150	-	150	-	-	150	150	-	-	790
791		24002 TECH ED TEACHING SUPPLIES	39,699	33,333	30,682	97,391	-	97,391	8,995	4,263	84,134	97,391	-	-	791
792		25001 MISC. OFFICE SUPPLIES	266	706	-	850	-	850	-	-	850	850	-	-	792
793		25003 PROFESSIONAL DEVELOPMENT	140	1,200	1,190	1,600	-	1,600	-	-	1,600	1,600	-	-	793
794		25019 COMPUTER INSTRUCTION SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	794
795		25030 COMPUTER SOFTWARE & SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	795
796		72033 TECH ED EQUIPMENT REPAIRS	-	582	1,822	2,850	-	2,850	-	-	2,850	2,850	-	-	796
797		TOTAL OPERATING	40,552	35,922	33,813	103,241	-	103,241	8,995	4,263	89,984	103,241	-	-	797
798															798
799		EQUIPMENT													799
800		73008 REPL. TECH ED EQUIPMENT	-	1,877	8,688	3,224	-	3,224	-	-	3,224	3,224	-	-	800
801		123008 NEW TECHNOLOGY EQUIPMENT	7,247	2,559	-	1,778	-	1,778	-	-	1,778	1,778	-	-	801
802		TOTAL EQUIPMENT	7,247	4,436	8,688	5,002	-	5,002	-	-	5,002	5,002	-	-	802
803															803
804		TOTAL TECH. EDUCATION	47,799	40,358	42,501	108,243	-	108,243	8,995	4,263	94,985	108,243	-	-	804
805															805

806	RC - 23	CONTINUING EDUC/SUMMER SCHOL	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	806
807															807
808		DIRECTOR	21,483	26,738	24,646	21,432	3,568	25,000	14,382	-	10,618	25,000		-	808
809		PRINCIPAL/DIRECTOR SECRETARY	27,929	28,801	29,229	29,229	587	29,817	8,027	21,790	0	29,817	0.40	0	809
810		PERSONNEL	49,412	55,539	53,876	50,661	4,155	54,817	22,410	21,790	10,618	54,817	0.40	0	810
811															811
812		OPERATING													812
813		12001 CONSULTANT SERVICES	415,092	381,499	431,834	29,600	53,675	83,275	81,339	-	1,936	83,275		-	813
814		12002 CONTINUING ED CONSULTING	-	-	-	-	-	-	-	-	-	-		-	814
815		13011 MAILING EXPENSES	355	250	400	500	-	500	-	-	500	500		-	815
816		13012 OFFICE SUPPLIES	4,516	2,556	4,120	-	-	-	-	-	-	-		-	816
817		24003 SUMMER SCHOOL TEACHING SUPP.	73,843	36,953	10,122	2,300	-	2,300	296	162	1,841	2,300		-	817
818		24010 ADULT ED. CONTRACTED SERVICES	12,000	18,700	7,000	14,500	-	14,500	-	-	14,500	14,500		-	818
819		25014 CATALOG/HANDBOOK PRINTING	1,453	5,701	1,198	5,000	-	5,000	150	700	4,150	5,000		-	819
820		TOTAL OPERATING	507,259	445,659	454,675	51,900	53,675	105,575	81,786	862	22,927	105,575	-	-	820
821															821
822		TOTAL CONT. ED/SUM. SCHOOL	556,671	501,198	508,550	102,561	57,830	160,392	104,195	22,652	33,544	160,392	0.40	0	822
823															823
824															824
825		REVENUE	2017 - 2018	2018 - 2019	2019 - 2020	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast	Rev. Forecast	Surplus/ (Shortfall)		825
826		REVENUE - CONTINUING EDUC/ATC	-	-	-	-	-	-	-	-	-	-		-	826
827		REVENUE - SUMMER SCHOOL	(596,321)	(621,433)	(197,435)	(46,612)	(53,675)	(100,287)	(120,704)	(120,704)	(120,704)	(120,704)		20,417	827
828		TOTAL REVENUE	(596,321)	(621,433)	(197,435)	(46,612)	(53,675)	(100,287)	(120,704)	-	(120,704)	(120,704)	-	20,417	828
829															829
830		NET EXPENSE SUM&CONT. ED	(39,649)	(120,235)	311,116	55,949	4,155	60,105	(16,509)	22,652	(87,160)	39,688	0.40	20,417	830

RC - 24	SPECIAL EDUCATION	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
831	11013 ASSISTANT PRINCIPAL	-	-	-	-	-	-	-	-	-	-	-	831
832	21102 PROGRAM DIR. EARLY CHILDHOOD	-	-	-	-	-	-	-	-	-	-	-	832
833	21201 DIRECTOR	-	-	-	-	-	-	-	-	-	-	-	833
834	21202 ASSISTANT SUPERINTENDENT SESS	-	-	-	-	-	-	-	-	-	-	-	834
835	21211 PROGRAM DIR. OF SESS K-12	-	-	-	-	-	-	-	-	-	-	-	835
836	21220 CURRICULUM SUPERVISION	202,966	207,533	214,797	214,797	5,907	220,704	59,420	161,284	0	220,704	1.00	0
837	21302 SUBSTITUTE TEACHERS	319,072	326,228	328,215	341,860	-	341,860	91,906	249,954	0	341,860	2.00	0
838	21303 SPECIAL CLASS TEACHERS	241,290	192,142	212,557	226,395	-	226,395	26,123	200,273	0	226,395	1.60	0
839	21304 HOMEBOUND/TUTORIAL	105,332	164,872	82,898	165,000	-	165,000	2,225	-	162,775	165,000	-	-
840	21306 TEACHERS OF THE GIFTED	5,330,334	5,158,898	4,948,436	5,053,124	(47,638)	5,005,486	596,801	4,342,934	65,751	4,939,735	58.40	65,751
841	21307 SPEECH THERAPISTS	264,300	240,916	181,190	218,000	-	218,000	12,759	-	205,241	218,000	-	-
842	21308 SUMMER SCHOOL & PPTs	1,571,386	1,536,771	1,702,788	1,752,175	8,035	1,760,210	198,130	1,467,547	94,532	1,760,210	17.50	-
843	21403 PSYCHOLOGISTS	870,128	866,160	837,531	887,812	10,000	897,812	764,407	-	133,405	897,812	-	-
844	21404 SOCIAL CASE WORKER	1,014,025	958,412	909,970	1,016,870	(74,645)	942,225	113,658	828,567	(0)	942,225	11.60	(0)
845	21407 SCHOOL-BASED SESS FACILITATOR	250,976	253,698	228,031	231,451	-	231,451	26,706	204,745	(0)	231,451	2.00	(0)
846	21408 SESS ADDITIONAL DAYS	424,945	473,260	453,088	483,986	30,973	514,959	63,949	451,010	-	514,959	5.00	(0)
847	21409 BEHAVIORAL ANALYST	-	-	-	20,017	2,844	22,860	3,117	19,743	-	22,860	-	-
848	21410 PHYSICAL THERAPIST	-	-	138,678	158,648	3,570	162,218	20,419	141,799	0	162,218	2.00	0
849	21501 PRINCIPAL/DIRECTOR SECRETARY	-	-	103,090	116,537	2,622	119,159	13,749	105,410	(0)	119,159	1.00	(0)
850	21603 TEACHER AIDES	402,476	411,527	392,836	349,224	13,359	362,583	95,944	265,898	741	362,583	5.33	-
851	21605 TRANSPORTATION DRIVER	2,744,999	2,712,531	2,912,501	3,001,564	127,040	3,128,604	394,127	2,552,525	181,952	3,128,604	84.50	-
852	41002 NURSES	86,941	87,839	77,600	78,461	-	78,461	11,533	60,022	6,906	76,061	2.00	2,400
853	41004 SUBSTITUTE NURSES	313,265	270,753	249,653	263,279	-	263,279	35,902	227,378	0	263,279	3.80	0
854		-	-	-	15,000	-	15,000	642	-	14,358	15,000	-	-
855		-	-	-	-	-	-	-	-	-	-	-	-
856		-	-	-	-	-	-	-	-	-	-	-	-
857	TOTAL PERSONNEL	14,142,435	13,861,540	14,004,842	14,594,199	82,066	14,676,265	2,531,517	11,279,087	865,661	14,608,113	197.73	68,152

OPERATING	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
12001 CONSULTANT SERVICES	1,275,095	1,378,446	1,205,547	1,330,446	-	1,330,446	131,558	393,271	805,617	1,330,446	-	-
21305 CONTRACTED SPEECH	664,106	786,386	659,359	634,064	-	634,064	84,190	298,268	251,606	634,064	-	-
861 21309 CONT. OCCUPATIONAL THERAPY	813,773	803,411	772,093	752,011	-	752,011	78,266	662,229	11,515	752,011	-	-
862 21311 CONTRACTED PHYSICAL THERAPY	230,649	265,125	255,375	262,125	-	262,125	40,227	221,249	649	262,125	-	-
863 12004 LEGAL SERVICES	289,431	299,040	207,065	290,000	-	290,000	17,480	267,520	5,000	290,000	-	-
864 22001 TEXTBOOKS-NEW	70,161	23,971	5,494	5,500	-	5,500	-	1,094	4,406	5,500	-	-
865 22003 TEXTBOOKS-CONSUMABLES	5,130	6,016	4,199	5,120	-	5,120	-	-	5,120	5,120	-	-
866 23003 PERIODICALS	126	-	-	-	-	-	-	-	-	-	-	-
867 24011 GENERAL TEACHING SUPPLIES	75,645	67,441	50,926	52,000	-	52,000	2,458	4,522	45,021	52,000	-	-
868 24013 SPECIAL EDUCATION TESTING	43,842	62,756	53,128	53,350	-	53,350	423	-	52,927	53,350	-	-
869 25003 PROFESSIONAL DEVELOPMENT	154,767	144,357	120,081	150,000	-	150,000	4,130	900	144,970	150,000	-	-
870 25004 LOCAL TRAVEL EXPENSE	1,523	2,058	2,218	2,000	-	2,000	-	-	2,000	2,000	-	-
871 25011 PUPIL EVALUATION	330,245	325,986	216,051	310,000	-	310,000	4,000	3,750	302,250	310,000	-	-
872 25013 TEMPORARY HOURLY SERVICES	-	-	-	-	-	-	-	-	-	-	-	-
873 25026 DUES AND MEMBERSHIPS	860	1,460	800	1,000	-	1,000	960	-	40	1,000	-	-
874 25030 COMPUTER SOFTWARE & SUPPLIES	62,516	39,258	39,111	27,500	-	27,500	2,615	135	24,750	27,500	-	-
875 52002 IN-DISTRICT SPECIAL ED TRANS	683,096	868,881	775,621	729,455	-	729,455	-	-	729,455	729,455	-	-
876 52003 O-O-D SPECIAL ED TRANSPORTATION	459,047	466,889	482,518	470,000	-	470,000	-	8,000	462,000	470,000	-	-
877 72044 REPAIRS AND SERVICE CONTRACT	-	-	-	-	-	-	-	-	-	-	-	-
878 141001 TUITION-PUBLIC SCHOOLS	19,841	135,765	262,219	235,000	-	235,000	14,924	-	220,076	84,893	-	150,107
879 143001 TUITION-NON PUBLIC SCHOOLS	6,649,461	7,073,659	6,686,475	6,503,314	-	6,503,314	707,198	3,054,936	2,741,180	6,503,314	-	-
880 TOTAL OPERATING	11,829,313	12,750,906	11,798,282	11,812,885	-	11,812,885	1,088,430	4,915,874	5,808,581	11,662,778	-	150,107
EQUIPMENT												
881 73020 REPL. CLASSROOM FURNITURE	-	-	-	-	-	-	-	-	-	-	-	-
882 123001 NEW OFFICE FURNITURE/EQUIP	-	-	-	-	-	-	-	-	-	-	-	-
883 123019 NEW ASSISTIVE TECHNOLOGY EQ.	39,934	30,318	20,537	30,000	-	30,000	2,683	1,154	26,162	30,000	-	-
884 123020 NEW CLASSROOM FURNITURE	-	-	-	-	-	-	-	-	-	-	-	-
885 TOTAL EQUIPMENT	39,934	30,318	20,537	30,000	-	30,000	2,683	1,154	26,162	30,000	-	-
886 GRAND TOTAL SPECIAL EDUCATIO	26,011,682	26,642,764	25,823,660	26,437,084	82,066	26,519,150	3,622,630	16,196,115	6,700,404	26,300,891	197.73	218,259
887 REVENUE												
888 143003 EARLY LEARNING PROGRAM TUITION	-	-	-	-	-	-	-	-	-	-	-	-
889 143002 EXCESS COST REIMBURSEMENT	(3,412,941)	(3,427,518)	(2,566,258)	(2,321,235)	-	(2,321,235)	-	-	-	(2,321,235)	-	-
890 REVENUE	(3,412,941)	(3,427,518)	(2,566,258)	(2,321,235)	-	(2,321,235)	-	-	-	(2,321,235)	-	-
891 NET SPECIAL EDUCATION EXPENSE	22,598,741	23,215,246	23,257,402	24,115,849	82,066	24,197,915	3,622,630	16,196,115	6,700,404	23,979,656	197.73	218,259



899	RC - 25	FIXED COSTS	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	899
900															900
901	52001	REGULAR PUPIL TRANSPORTATION	1,830,185	2,067,272	2,232,400	2,342,829	-	2,342,829	5,977	2,287,425	49,427	2,307,392	-	35,437	901
902															902
903		TOTAL TRANSPORTATION	1,830,185	2,067,272	2,232,400	2,342,829	-	2,342,829	5,977	2,287,425	49,427	2,307,392	-	35,437	903
904															904
905		HEATING FUEL													905
906	63001	FUEL OIL - RC25	32,498	19,053	17,607	368,300	-	368,300	594	9,406	358,300	368,300	-	-	906
907	63001	FUEL OIL - DHS	147,118	214,350	111,422	-	-	-	9,459	95,541	(105,000)	-	-	-	907
908	63001	FUEL OIL - MIDDLESEX	88,893	108,362	56,994	-	-	-	5,555	64,445	(70,000)	-	-	-	908
909	63002	FUEL OIL - MIDDLESEX	-	-	-	-	-	-	-	-	-	-	-	-	909
910	63001	FUEL NATURAL GAS - HINDLEY	16,193	31,358	29,097	-	-	-	2,646	27,354	(30,000)	-	-	-	910
911	63001	FUEL OIL - HOLMES	26,071	29,563	46,797	-	-	-	-	20,700	(20,700)	-	-	-	911
912	63001	FUEL OIL - OX RIDGE	41,902	56,445	55,984	-	-	-	175	32,225	(32,400)	-	-	-	912
913	63001	FUEL OIL - ROYLE	30,794	31,987	36,330	-	-	-	238	24,962	(25,200)	-	-	-	913
914	63001	FUEL OIL - TOKENEKE	28,974	39,871	38,856	-	-	-	-	36,000	(36,000)	-	-	-	914
915		TOTAL HEATING FUEL	412,443	530,989	393,085	368,300	-	368,300	18,667	310,633	39,000	368,300	-	-	915
916															916
917		UTILITIES													917
918	64001	WATER - RC25	2,515	17,023	13,401	87,200	-	87,200	550	8,800	77,850	87,200	-	-	918
919	64001	WATER - DHS	22,382	25,488	30,119	-	-	-	6,916	18,084	(25,000)	-	-	-	919
920	64001	WATER - MIDDLESEX	15,876	15,677	19,057	-	-	-	3,572	12,528	(16,100)	-	-	-	920
921	64001	WATER - HINDLEY	4,772	5,854	4,984	-	-	-	1,000	4,500	(5,500)	-	-	-	921
922	64001	WATER - HOLMES	7,866	8,134	9,490	-	-	-	1,733	6,267	(8,000)	-	-	-	922
923	64001	WATER - OX RIDGE	3,900	5,076	5,146	-	-	-	734	5,016	(5,750)	-	-	-	923
924	64001	WATER - ROYLE	6,117	6,942	7,220	-	-	-	1,422	5,578	(7,000)	-	-	-	924
925	64001	WATER - TOKENEKE	9,671	9,404	11,874	-	-	-	3,156	7,345	(10,500)	-	-	-	925
926		TOTAL WATER	73,098	93,598	101,289	87,200	-	87,200	19,081	68,119	-	87,200	-	-	926
927	64002	ELECTRICITY - RC25	124,014	90,689	39,308	1,180,065	-	1,180,065	7,868	25,132	1,147,065	1,180,065	-	-	927
928	64002	ELECTRICITY - GEN. & SOLAR DHS	461,523	499,364	491,931	-	-	-	77,421	355,579	(433,000)	-	-	-	928
929	64002	ELECTRICITY - MIDDLESEX	186,970	216,859	164,750	-	-	-	31,600	168,400	(200,000)	-	-	-	929
930	64002	ELECTRICITY - HINDLEY	66,117	59,325	48,811	-	-	-	7,841	44,159	(52,000)	-	-	-	930
931	64002	ELECTRICITY - HOLMES	37,655	52,923	47,106	-	-	-	8,001	41,999	(50,000)	-	-	-	931
932	64002	ELECTRICITY - GEN. & SOLAR OX RID	72,501	80,988	110,699	-	-	-	14,104	92,896	(107,000)	-	-	-	932
933	64002	ELECTRICITY - ROYLE	44,868	43,166	41,027	-	-	-	4,762	40,238	(45,000)	-	-	-	933
934	64002	ELECTRICITY - TOKENEKE	115,128	133,261	150,185	-	-	-	29,982	106,518	(136,500)	-	-	-	934
935		TOTAL ELECTRICITY	1,108,776	1,176,575	1,093,818	1,180,065	-	1,180,065	181,580	874,920	123,565	1,180,065	-	-	935

							TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
							ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
936														936
937														937
938	64003	TELEPHONE - RC25	40,568	64,510	69,395	67,200	-	67,200	9,631	54,969	2,600	67,200		-
939	64003	TELEPHONE - DHS	-	-	-	-	-	-	-	-	-	-	-	939
940	64003	TELEPHONE - MIDDLESEX	-	-	-	-	-	-	-	-	-	-	-	940
941	64003	TELEPHONE - HINDLEY	-	-	-	-	-	-	-	-	-	-	-	941
942	64003	TELEPHONE - HOLMES	-	-	-	-	-	-	-	-	-	-	-	942
943	64003	TELEPHONE - OX RIDGE	-	-	-	-	-	-	-	-	-	-	-	943
944	64003	TELEPHONE - ROYLE	-	-	-	-	-	-	-	-	-	-	-	944
945	64003	TELEPHONE - TOKENEKE	-	-	-	-	-	-	-	-	-	-	-	945
946	64003	TOTAL TELEPHONE	40,568	64,510	69,395	67,200	-	67,200	9,631	54,969	2,600	67,200	-	-
947	64004	SEWER SERVICE - RC25	43,085	36,253	46,799	52,000	-	52,000	-	38,560	13,440	38,560		13,440
948	64004	SEWER SERVICE - DHS	-	-	-	-	-	-	-	-	-	-	-	948
949	64004	SEWER SERVICE - MIDDLESEX	-	-	-	-	-	-	-	-	-	-	-	949
950	64004	SEWER SERVICE - HINDLEY	-	-	-	-	-	-	-	-	-	-	-	950
951	64004	SEWER SERVICE - HOLMES	-	-	-	-	-	-	-	-	-	-	-	951
952	64004	SEWER SERVICE - OX RIDGE	-	-	-	-	-	-	-	-	-	-	-	952
953	64004	SEWER SERVICE - ROYLE	-	-	-	-	-	-	-	-	-	-	-	953
954	64004	SEWER SERVICE - TOKENEKE	-	-	-	-	-	-	-	-	-	-	-	954
955	64004	TOTAL SEWER SERVICE	43,085	36,253	46,799	52,000	-	52,000	-	38,560	13,440	38,560	-	-
956														956
957		TOTAL UTILITIES	1,265,527	1,370,936	1,311,301	1,386,465	-	1,386,465	210,291	1,036,569	139,605	1,373,025	-	13,440
958														958
959		INSURANCE												959
960	82001	PROPERTY INSURANCE	185,349	194,654	182,870	188,000	-	188,000	46,705	-	141,295	186,820		1,180
961	82002	WORKERS COMPENSATION	327,119	317,182	301,733	311,760	-	311,760	148,063	148,065	15,631	296,129		15,631
962	82003	HEALTH INSURANCE	10,612,261	10,940,600	11,385,127	12,267,598	(15,186)	12,252,412	2,033,854	258,774	9,959,784	12,252,412		-
963	82004	GENERAL LIABILITY INSURANCE	19,204	15,750	14,600	14,811	460	15,271	15,271	-	-	15,271		-
964	82006	STUDENT/ATHLETIC INSURANCE	101,000	129,960	123,834	110,259	(460)	109,799	105,259	-	4,540	105,259		4,540
965	82007	UNEMPLOYMENT COMPENSATION	67,362	40,522	74,004	60,000	-	60,000	835	52,505	6,660	120,000		(60,000)
966		TOTAL INSURANCE	11,312,295	11,638,668	12,082,166	12,952,428	(15,186)	12,937,242	2,349,987	459,344	10,127,910	12,975,891	-	(38,649)
967														967
968		RETIREMENT												968
969	84001	RETIREMENT	747,421	1,033,478	1,010,789	1,360,892	15,186	1,376,078	1,376,078	-	-	1,376,078		-
970	84002	FICA/MEDICARE	1,808,916	1,838,074	1,947,793	1,955,512	-	1,955,512	375,782	-	1,579,730	1,955,512		-
971	84004	OTHER POST EMPLOYMENT BENEFIT	434,160	389,291	422,131	268,434	-	268,434	268,434	-	-	268,434		-
972		TOTAL RETIREMENT	2,990,497	3,260,843	3,380,713	3,584,838	15,186	3,600,024	2,020,294	-	1,579,730	3,600,024	-	-
973														973
974		TOTAL FIXED COSTS	17,810,946	18,888,707	19,399,665	20,634,860	-	20,634,860	4,605,217	4,093,971	11,935,672	20,624,631	-	10,229
975														975
976		REVENUE												976
977	84005	REVENUE - OPER DISTRIBUTION	(319,300)	(328,205)	(337,671)	(197,642)	-	(197,642)	-	-	(197,642)	(197,642)	Surplus/	(Shortfall)
978	84006	MEDICAID REIMBURSEMENT	-	(6,295)	(7,138)	(5,000)	-	(5,000)	(1,529)	-	(5,000)	(5,000)		-
979														979
980		NET FIXED COSTS	17,491,646	18,554,207	19,054,856	20,432,218	-	20,432,218	4,603,688	4,093,971	11,733,030	20,421,989	-	10,229

981	982	RC - 26	EARLY LEARNING PROGRAM	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
983	984	21102	ASSISTANT PRINCIPAL	150,363	153,746	157,205	161,135	-	161,135	43,383	117,753	-	161,135	1.00	-
985	985	21302	SUBSTITUTE TEACHERS	9,150	12,350	7,800	10,000	-	10,000	63	-	9,938	10,000	-	-
986	986	21303	SPECIAL CLASS TEACHERS	647,314	692,359	750,740	785,380	(16,520)	768,860	91,144	677,716	0	768,860	8.80	0
987	987	21603	TEACHER AIDES	570,545	625,513	541,199	649,904	(30,204)	619,700	71,852	481,076	66,772	619,700	17.00	-
988	988		TOTAL PERSONNEL	1,377,372	1,483,969	1,456,944	1,606,419	(46,724)	1,559,695	206,441	1,276,544	76,709	1,559,695	26.80	0
989	989	22003	TEXTBOOKS-CONSUMABLES	5,700	811	3,108	5,500	-	5,500	-	-	5,500	5,500	-	-
990	990	24011	GENERAL TEACHING SUPPLIES	6,572	5,466	2,096	6,000	-	6,000	2,133	2,354	1,513	6,000	-	-
991	991	24013	SPECIAL EDUCATION TESTING	459	484	-	500	-	500	-	-	500	500	-	-
992	992	25003	PROFESSIONAL DEVELOPMENT	8,288	11,463	3,464	10,000	-	10,000	-	-	10,000	10,000	-	-
993	993	25026	DUES AND MEMBERSHIPS	200	-	-	-	-	-	-	-	-	-	-	-
994	994		TOTAL OPERATING	21,218	18,225	8,668	22,000	-	22,000	2,133	2,354	17,513	22,000	-	-
995	995														
996	996	123020	NEW CLASSROOM FURNITURE	1,239	-	1,231	-	-	-	-	-	-	-	-	-
997	997	73020	NEW CLASSROOM FURNITURE	952	792	-	1,000	-	1,000	-	-	1,000	1,000	-	-
998	998		TOTAL EQUIPMENT	2,191	792	1,231	1,000	-	1,000	-	-	1,000	1,000	-	-
999	999														
1000	1000		TOTAL EARLY LEARNING PROGR/	1,400,782	1,502,985	1,466,843	1,629,419	(46,724)	1,582,695	208,574	1,278,898	95,223	1,582,695	26.80	0
1001	1001														
1002	1002														
1003	1003	143003	ELP TUITION	(306,594)	(336,621)	(275,921)	(332,225)	-	(332,225)	-	-	-	(242,428)	-	(89,797)
1004	1004		TOTAL ELP TUITION	(306,594)	(336,621)	(275,921)	(332,225)	-	(332,225)	-	-	-	(242,428)	-	(89,797)
1005	1005														
1006	1006														
1007	1007		TOTAL EARLY LEARNING PROGR/	1,094,188	1,166,365	1,190,921	1,297,194	(46,724)	1,250,470	208,574	1,278,898	95,223	1,340,267	26.80	(89,797)
1008	1008														
1009	1009														

RC - 28	COVID EXPENSES	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
2810503	CLASSROOM TEACHER	-	-	-	-	-	-	7,635	58,534	(66,169)	66,169	1.00	(66,169)
2810702	CLASSROOM TEACHER	-	-	-	-	-	-	13,041	99,984	(113,025)	113,025	1.00	(113,025)
2810704	CLASSROOM TEACHER	-	-	-	-	-	-	9,830	62,255	(72,085)	72,085	1.00	(72,085)
2810803	CLASSROOM TEACHER	-	-	-	-	-	-	6,498	49,815	(56,313)	56,313	1.00	(56,313)
2810901	CLASSROOM TEACHER	-	-	-	-	-	-	10,419	79,878	(90,297)	90,297	1.00	(90,297)
2810904	CLASSROOM TEACHER	-	-	-	-	-	-	6,276	48,120	(54,396)	54,396	1.00	(54,396)
2811005	CLASSROOM TEACHER	-	-	-	-	-	-	7,315	56,081	(63,396)	63,396	1.00	(63,396)
21602	CAMPUS MONITORS	-	-	-	-	-	-	-	-	-	130,192	4.00	(130,192)
21603	TEACHER AIDES	-	-	-	-	-	-	-	-	-	187,200	6.00	(187,200)
11044	TECHNOLOGY SUPPORT	-	-	-	-	-	-	-	-	-	141,920	2.00	(141,920)
41002	NURSES	-	-	-	-	-	-	1,905	12,067	(13,973)	13,973	0.20	(13,973)
41003	LPNS	-	-	-	-	-	-	4,991	233,009	(238,000)	238,000	-	(238,000)
61001	CUSTODIANS	-	-	-	-	-	-	9,855	-	(9,855)	138,577	-	(138,577)
	TOTAL PERSONNEL	-	-	-	-	-	-	77,765	699,743	(777,509)	1,365,543	19.20	(1,365,543)
21312	CURRICULUM DEVELOPMENT	-	-	-	-	-	-	20,421	-	(20,421)	20,421	-	(20,421)
23004	RESOURCE MATERIALS	-	-	-	-	-	-	39,337	29,710	(69,047)	69,551	-	(69,551)
25030	COMPUTER SOFTWARE & SUPPLIES	-	-	-	-	-	-	766	-	(766)	32,900	1.00	(32,900)
35000	POLICE AND FIRE SERVICES	-	-	-	-	-	-	-	-	-	16,251	-	(16,251)
102001	INTERSCHOLASTICS/DARIEN HS	-	-	-	-	-	-	-	-	-	67,860	-	(67,860)
42001	HEALTH SUPPLIES	-	-	-	-	-	-	39,211	6,346	(45,557)	19,764	-	(19,764)
52001	REGULAR PUPIL TRANSPORTATION	-	-	-	-	-	-	-	-	-	-	-	-
65001	CUSTODIAL SUPPLIES	-	-	-	-	-	-	73,679	55,757	(129,436)	96,437	-	(96,437)
72001	CONTRACTED JANITORIAL SERVICE	-	-	-	-	-	-	-	-	-	366,750	-	(366,750)
74030	EMERGENCY REPAIRS	-	-	-	-	-	-	310,596	195,687	(506,283)	335,306	-	(335,306)
82003	HEALTH INSURANCE	-	-	-	-	-	-	-	-	-	129,383	-	(129,383)
	TOTAL OPERATING	-	-	-	-	-	-	484,009	287,500	(771,509)	1,154,623	-	(1,154,623)
123021	NEW COMPUTER EQUIPMENT	-	-	-	-	-	-	23,078	130,148	(153,226)	154,876	-	(154,876)
	TOTAL EQUIPMENT	-	-	-	-	-	-	23,078	130,148	(153,226)	154,876	-	(154,876)
	TOTAL COVID REOPENING	-	-	-	-	-	-	584,853	1,117,391	(1,702,244)	2,675,042	19.20	(2,675,042)

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RC-1	RC-2	RC-3	RC-4	RC-5	RC-6	RC-7	RC-8	RC-9	RC-10	RC-11	RC-12	RC-13	RC-14	RC-15	RC-16	RC-17	RC-18	RC-19	RC-20	RC-21	RC-22	RC-23	RC-24	RC-25	RC-26	RC-27	RC-28	TOTAL ACTUAL	PERSONNEL SUMMARY	RC-1	RC-2	RC-3	RC-4	RC-5	RC-6	RC-7	RC-8	RC-9	RC-10	RC-11	RC-12	RC-13	RC-14	RC-15	RC-16	RC-17	RC-18	RC-19	RC-20	RC-21	RC-22	RC-23	RC-24	RC-25	RC-26	RC-27	RC-28	TOTAL PERSONNEL									
RESPONSIBILITY CENTER SUMMARY	RC NAME	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE-CAST	CURR STF	YR. END EST.	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
DHS	FITCH ACADEMY	12,627,891	12,881,729	13,316,006	13,339,296	(221,054)	13,418,242	1,868,239	11,025,172	524,831	13,418,242	141,47	0	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
FITCH ACADEMY	FITCH ACADEMY	12,627,891	12,881,729	13,316,006	13,339,296	(221,054)	13,418,242	1,868,239	11,025,172	524,831	13,418,242	141,47	0	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
MMS	MMS	264,668	446,085	471,318	491,883	25,030	516,913	84,273	422,955	10,145	516,913	4,60	0	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
Hindley	Hindley	10,183,813	10,231,978	10,343,800	10,612,748	(163,271)	10,449,476	1,448,901	8,634,419	366,156	10,449,476	114,82	0	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
Holmes	Holmes	3,405,446	3,604,442	3,635,150	3,721,394	(21,284)	3,700,111	526,072	3,036,731	137,308	3,623,408	42,04	76,702	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					
Holmes	Holmes	3,102,368	3,228,891	3,420,056	3,571,469	(16,051)	3,555,419	516,682	2,836,437	202,299	3,436,990	41,84	118,429	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						
Ox Ridge	Ox Ridge	3,389,782	3,536,506	3,572,668	3,705,734	(34,225)	3,671,509	532,043	3,031,998	87,468	3,671,508	42,48	118,429	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							
Royle	Royle	2,951,676	3,041,202	3,153,268	3,232,536	11,492	3,264,048	492,638	2,712,162	59,238	3,264,048	38,89	105	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								
Tokeneke	Tokeneke	3,255,211	3,415,221	3,600,380	3,542,778	(130,079)	3,412,699	474,170	2,796,038	142,491	3,412,699	40,97	67,773	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									
Adh. Health & P.E.	Adh. Health & P.E.	1,807,591	1,774,324	1,690,473	1,851,301	5,086	1,856,387	185,441	511,546	1,159,400	1,797,759	5,00	58,628	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										
Maintenance	Maintenance	4,020,934	3,941,360	3,419,737	3,469,647	(5,998)	3,463,650	767,809	1,685,204	1,010,637	3,463,650	15,50	0	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											
Musie	Musie	261,709	269,094	262,180	295,117	-	295,117	33,008	200,998	42,011	289,117	1,00	6,000	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												
Art	Art	112,822	109,228	97,309	111,170	-	111,170	14,825	26,132	70,213	111,170	-	-	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													
Tech Plan	Tech Plan	3,268,252	3,112,152	3,444,484	2,867,734	34,692	2,902,426	1,84,752	1,423,307	294,366	2,902,426	12,00	(4,498)	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														
Admin	Admin	876,863	694,950	944,889	873,686	10,177	883,863	200,164	593,537	90,162	883,863	2,60	0	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															
Health	Health	792,521	854,727	842,231	824,101	3,099	827,200	133,987	625,831	67,382	827,200	10,00	0	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																
Personnel	Personnel	940,564	1,227,494	942,086	1,008,931	441,451	1,450,382	202,386	559,937	688,059	1,450,382	3,27	81,895	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																	
Curriculum	Curriculum	2,418,322	2,369,959	2,411,292	2,270,330	(2,082)	2,268,248	396,834	1,652,968	218,446	2,268,248	17,50	0	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																		
Fixed Expenses	Fixed Expenses	17,810,946	18,888,707	19,399,665	20,634,860	82,066	26,519,150	3,022,630	16,196,115	6,700,404	26,300,891	197,73	218,259	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131																															

OPERATING SUMMARY												
RC NAME	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQS.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
RC-1	249,484	251,307	217,712	256,451	(4,418)	252,033	53,621	24,830	173,381	252,033	-	-
RC-2	83,410	88,485	88,485	106,163	-	106,163	32,243	63,775	10,145	106,163	-	-
RC-3	89,497	85,575	57,775	100,804	-	100,804	29,808	14,012	56,984	100,804	-	(0)
RC-5	58,733	57,929	46,925	53,401	572	53,973	29,808	14,012	56,984	100,804	-	-
RC-7	68,820	68,610	60,315	57,377	-	57,377	36,227	8,151	12,999	57,377	-	-
RC-8	51,072	51,087	45,081	51,021	821	51,842	36,227	6,115	8,099	57,377	-	-
RC-9	47,826	42,292	35,738	44,797	3,025	47,822	33,932	5,308	8,382	47,822	-	-
RC-10	49,982	50,605	33,662	51,038	-	51,038	15,431	19,713	15,894	51,038	-	-
RC-11	786,756	700,466	638,534	724,611	-	724,611	37,648	38,562	64,840	724,611	-	-
RC-12	2,189,650	2,088,684	1,653,395	1,762,498	(11,861)	1,750,637	334,900	603,412	812,325	1,750,637	-	-
RC-13	67,821	61,844	60,914	76,115	-	76,115	32,697	10,503	32,915	70,115	-	6,000
RC-14	102,889	103,105	91,251	107,120	-	107,120	14,825	26,132	66,163	107,120	-	-
RC-15	1,392,462	1,392,462	1,562,242	1,401,417	12,111	1,413,528	800,335	358,248	254,944	1,423,558	-	(10,030)
RC-16	464,451	421,557	489,505	433,351	-	433,351	79,697	263,492	90,162	433,351	-	-
RC-17	50,766	47,160	53,147	49,600	-	49,600	16,152	7,267	26,181	49,600	-	-
RC-18	127,419	96,780	77,750	97,700	-	97,700	10,984	9,294	77,423	97,700	-	-
RC-19	647,396	463,741	512,938	315,656	(250)	315,406	72,330	84,511	158,565	315,406	-	-
RC-20	33,465	37,140	37,696	23,875	-	23,875	900	-	22,975	23,875	-	-
RC-21	167,242	176,423	156,815	176,344	-	176,344	51,486	17,604	107,254	176,344	-	-
RC-22	40,552	33,922	33,813	103,241	-	103,241	8,995	4,263	89,984	103,241	-	-
RC-23	507,259	445,659	454,675	51,900	53,675	105,575	81,786	862	22,927	105,575	-	-
RC-24	11,829,313	12,750,906	11,798,282	11,812,885	-	11,812,885	1,088,430	4,915,874	5,808,381	11,662,778	-	150,107
RC-26	21,218	18,225	8,668	22,000	-	22,000	2,133	2,354	17,513	22,000	-	-
RC-28	-	-	-	-	-	-	484,009	287,500	(771,509)	1,154,623	-	(1,154,623)
TOTAL OPERATING	19,147,818	19,532,888	18,215,318	17,879,364	53,675	17,933,039	3,377,419	6,792,705	7,762,915	18,941,585	-	(1,008,546)
EQUIPMENT SUMMARY												
RC NAME	ACTUAL 2017 - 2018	ACTUAL 2018 - 2019	ACTUAL 2019 - 2020	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQS.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
RC-1	-	21,994	-	4,988	-	4,988	-	-	4,988	4,988	-	-
RC-3	990	14,374	-	-	-	-	-	-	-	-	-	-
RC-5	1,020	-	-	2,000	-	2,000	-	-	2,000	2,000	-	-
RC-7	1,001	1,000	1,966	2,000	-	2,000	-	-	2,000	2,000	-	-
RC-8	889	898	1,983	2,000	-	2,000	-	-	2,000	2,000	-	-
RC-9	946	3,339	2,309	2,000	-	2,000	-	-	2,000	2,000	-	-
RC-10	666	929	1,959	2,000	-	2,000	-	-	2,000	2,000	-	-
RC-11	6,168	1,642	4,995	6,000	-	6,000	-	-	6,000	6,000	-	-
RC-12	157,474	164,589	54,796	45,000	-	45,000	-	2,700	42,300	45,000	-	-
RC-13	11,549	14,038	9,940	9,024	-	9,024	-	4,775	4,249	9,024	-	-
RC-14	9,932	6,122	6,059	4,050	-	4,050	-	-	4,050	4,050	-	-
RC-15	755,318	731,494	762,246	366,400	-	366,400	95,204	239,107	32,089	366,400	-	-
RC-16	-	-	-	-	-	-	-	-	-	-	-	-
RC-17	-	-	-	-	-	-	-	-	-	-	-	-
RC-19	-	-	-	-	-	-	-	-	-	-	-	-
RC-20	-	-	-	-	-	-	-	-	-	-	-	-
RC-21	3,513	6,193	410	1,000	-	1,000	-	-	1,000	1,000	-	-
RC-22	7,247	4,436	8,688	5,002	-	5,002	-	-	5,002	5,002	-	-
RC-23	-	-	-	-	-	-	-	-	-	-	-	-
RC-24	39,934	30,318	20,537	30,000	-	30,000	2,683	1,154	26,162	30,000	-	-
RC-26	2,191	792	1,231	1,000	-	1,000	-	-	1,000	1,000	-	-
RC-28	-	-	-	-	-	-	23,078	130,148	(153,226)	154,876	-	(154,876)
TOTAL EQUIPMENT	998,839	1,002,157	877,118	482,464	-	482,464	120,966	377,884	(16,387)	637,340	-	(154,876)
RC-25 FIXED EXPENSES	-	18,888,707	19,399,665	20,634,860	-	-	4,605,217	4,093,971	11,935,672	20,634,861	-	10,229
Budget Total	100,267,602	102,987,496	103,316,986	105,858,821	53,675	105,912,496	18,455,417	64,960,229	22,496,750	107,954,013	-	(2,041,517)
Total Revenue	(5,122,050)	(5,201,607)	(3,766,189)	(3,362,443)	(53,675)	(3,416,118)	(304,623)	3,704	(722,664)	(3,337,448)	-	(736,700)
Net Budget	95,145,546	97,785,890	99,548,798	102,496,378	0	102,496,378	18,150,894	64,963,933	21,774,086	104,616,565	-	(2,120,187)

Darien Public Schools  
FY 21  
October 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>
Purchased Services	Police and Fire	5	00520506	035000	\$ 572.00		Additional Police for re-opening of schools
Purchased Services	Police and Fire	8	00820806	035000	\$ 821.00		Additional Police for re-opening of schools
Purchased Services	Police and Fire	9	00920906	035000	\$ 3,025.00		Additional Police for re-opening of schools
Purchased Services	Police and Fire	1	00120108	035000		\$ 4,418.00	Additional Police for re-opening of schools
Salaries	Campus Monitors	1	00110108	021602	\$ 6,779.00		Adjustment to account for turnover
Salaries	Foreign Language Teachers	1	00110124	021301		\$ 2,486.00	Adjustment to account for turnover
Salaries	Math Teachers	1	00110130	021301		\$ 241.00	Adjustment to account for turnover
Salaries	Bursar/Admin	1	00110108	021501		\$ 3,300.00	Adjustment to account for turnover
Salaries	Principal/Director Secretary	1	00110108	011013		\$ 752.00	Adjustment to account for turnover
Salaries	Tech Ed Teachers	1	00110144	021301	\$ 1,037.00		Tech Ed Supervisor Staff Change
Salaries	Curriculum Supervision	1	00110108	021220		\$ 1,037.00	Tech Ed Supervisor Staff Change
Salaries	Classroom Teachers	1	00110138	021301	\$ 2,642.40		DLC
Salaries	Certified Staff Change	18	01812009	011028		\$ 2,642.40	DLC
Salaries	Principal/Director Secretary	3	00310307	021501	\$ 1,483.21		Additional hours
Salaries	Teacher Aide	8	00810806	021603		\$ 1,483.21	Additional hours
Salaries	Teacher Aide	10	00910906	021603	\$ 310.00		Additional hours
Salaries	Teacher Aide	8	00810806	021603		\$ 310.00	Additional hours
Salaries	Custodian	10	01011006	061001	\$ 415.00		Shift of staff member
Salaries	Custodian	9	00910906	061001		\$ 115.00	Shift of staff member
Salaries	Custodian	12	01212009	061003		\$ 300.00	Shift of staff member
Salaries	Principal/Director Secretary	24	02412009	021501	\$ 1,800.00		Additional Hours Secretary Help
Salaries	Teacher Aide	24	02410906	021603		\$ 1,800.00	Additional Hours Secretary Help
Salaries	Turnover	18	01812009	011024	\$ 3,418.00		Turnover
Salaries	Classroom Teachers	1	00110130	021301		\$ 776.00	Turnover
Salaries	Classroom Teachers	1	00110138	021301		\$ 2,642.00	Turnover
Salaries	Turnover	18	01812009	011024	\$ 30,204.00		Turnover
Salaries	Teacher Aide	26	02612009	021603		\$ 30,204.00	Turnover
Property Services	HVAC	12	01223009	072048	\$ 13,109.00		Ox Ridge Boiler Repair
Property Services	Operation of Vehicles	12	01223009	065002		\$ 13,109.00	Ox Ridge Boiler Repair
Property Services	HVAC	12	01223009	072048	\$ 12,000.00		HVAC Filters
Property Services	Contracted Services	12	01223009	072001		\$ 12,000.00	HVAC Filters
Property Services	Repairs and Service	15	01522009	072044	\$ 4,970.00		Chromebook repairs
Property Services	Miscellaneous Repairs	12	01223009	072019		\$ 4,970.00	Chromebook repairs



Darien Public Schools  
FY 21  
October Budget Transfers  
Requires BOE 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>
COVID	Classroom Teachers	28	02810503	021301	\$ 66,169.00		To cover added 3rd Grade COVID Section at Hindley
Salaries	Classroom Teachers	5	00510505	021301		\$ 66,169.00	To cover added 3rd Grade COVID Section at Hindley
COVID	Health Insurance	28	02832009	082003	\$ 9,033.40		To cover insurance benefits for 3rd Grade COVID Section at Hindley
Salaries	Classroom Teachers	5	00510505	021301		\$ 9,033.40	To cover insurance benefits for 3rd Grade COVID Section at Hindley
COVID	Classroom Teachers	28	02810702	021301	\$ 113,025.00		To cover added 2nd Grade COVID Section at Holmes
Salaries	Classroom Teachers	7	7107797	021301		\$ 113,025.00	To cover added 2nd Grade COVID Section at Holmes
COVID	Classroom Teachers	28	02811005	021301	\$ 63,396.00		To cover added 5th Grade COVID Section at Tokeneke
Salaries	Classroom Teachers	10	01011097	021301		\$ 63,396.00	To cover added 5th Grade COVID Section at Tokeneke
COVID	Health Insurance	28	02832009	082003	\$ 9,033.40		To cover insurance benefits for 5th Grade COVID Section at Tokeneke
Salaries	Classroom Teachers	5	00510505	021301		\$ 9,033.40	To cover insurance benefits for 5th Grade COVID Section at Tokeneke
COVID	Classroom Teachers	28	02810904	021301	\$ 54,396.00		To cover added 4th grade COVID section at Royle
Other Purchased Svs	Regular Transportation	25	02532009	052001		\$ 35,437.00	Savings from School year shortened from 180 to 177 days
Revenue	DSS Revenue	23	02322009	31005		\$ 18,959.00	Additional DSS revenue generated
Property Services	Repairs and Maintenac	15	01522009	072004	\$ 10,000.00		Outsourced Chromebook Repairs
Salaries	Turnover	18	01812009	011024		\$ 10,000.00	Outsourced Chromebook Repairs

# Monthly Financial Report Through September 2020 Darien Board of Education



# Highlights of Monthly Financial Report Through September 2020

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The financial report currently shows a year-end deficit of **\$(2,120,187) or 2.07%.**

RC's	Forecast
General Education RC's	\$426,393
Special Education RC's	\$128,462
Re-opening expenditures	\$(2,675,042)
<b>Total</b>	<b>\$(2,120,187)</b>



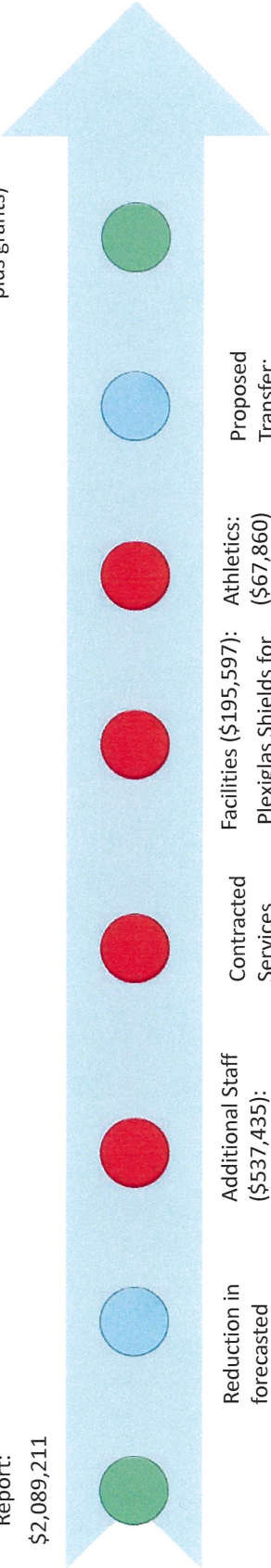
# COVID 19 Re-opening Expenses

Category	Operating Fund	Grants	Total Spending	Less Grants	Less Proposed Transfers	Total
Staffing	\$1,515,347	\$12,497	\$1,527,844	\$(12,497)	\$(315,052)	\$1,200,295
Facilities	\$834,508	\$368,160	\$1,202,668	\$(368,160)	\$0	\$834,508
Technology	\$187,776	\$92,611	\$280,387	\$(92,611)	\$0	\$187,776
Athletics	\$67,860	\$0	\$67,860	\$0	\$0	\$67,860
Transportation	\$0	\$8,840	\$8,840	\$(8,840)	\$0	\$0
Materials	\$69,551	\$0	\$69,551	\$0	\$0	\$69,551
<b>Total</b>	<b>\$2,675,041</b>	<b>\$482,108</b>	<b>\$3,157,149</b>	<b>\$(482,108)</b>	<b>\$(315,052)</b>	<b>\$2,359,989</b>

# Change in Re-opening Expenses

September  
Forecast of  
Reopening  
Expenditures  
\$2,842,098  
(operating  
plus grants)

August  
Financial  
Report:  
\$2,089,211



Reduction in forecasted benefits, curriculum development and materials: \$99,703	Additional Staff (\$537,435): 4.0 FTE Campus Monitors 6.0 FTE Lunch Monitors 2.0 FTE Technicians	Contracted Services (\$366,750): Cleaning	Facilities (\$195,597): Plexiglas Shields for Lunch Exhaust Fan Repairs Storage PPE's Police	Athletics: (\$67,860) YMCA rental for swimming	Proposed Transfer: \$315,052
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# Monthly Financial Report – September 2020

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

K-5 Enrollment Sections: \$262,900
Rental Custodial Overtime: \$13,400
Weight Room: \$6,275
Intramurals: \$35,354
Salary Savings/Turnover: \$122,800
Contract Support: \$36,490
Re-opening Costs: \$(1,365,543)
Total Salary Forecast: \$(888,324)

# Monthly Financial Report – September 2020

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

Repairs and Service: \$(10,030)

Music Transportation: \$6,000

Non Public Tuition: \$150,107

Re-opening Expenses: \$(1,154,623)

Total Operating Forecast: \$(1,008,546)



# Monthly Financial Report – September 2020

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

Regular Transportation: \$35,438
Property Insurance: \$1,180
Workers Compensation: \$15,631
Student Accident Insurance: \$4,540
Unemployment Insurance: \$(60,000)
Utilities: \$13,440
Total Fixed Forecast: \$10,229



# Monthly Financial Report – September 2020

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

Re-opening Expenses: \$(154,876)

Total Equipment Forecast: \$(154,876)

# Monthly Financial Report – September 2020

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

Building Rentals: \$(42,606)
Field Rentals: \$33,316
Summer School: \$20,417
ELP Tuition: \$(89,797)
Total Revenue Forecast: \$(78,670)



# Transfers for BOE Consideration and Approval

Account	Broad Category	To	From	Reason
Classroom Teachers	COVID	\$66,169		To cover added 3 <sup>rd</sup> Grade COVID section at Hindley. Savings from reduced section at Hindley 5 <sup>th</sup> grade due to enrollment.
Classroom Teachers	Salaries		\$66,169	To cover added 3 <sup>rd</sup> Grade COVID section at Hindley. Savings from reduced section at Hindley 5 <sup>th</sup> grade due to enrollment.
Health Insurance	COVID	\$9,033		To cover added 3 <sup>rd</sup> Grade COVID section at Hindley Health Insurance. Savings from reduced section at Hindley 5 <sup>th</sup> grade due to enrollment.
Classroom Teachers	Salaries		\$9,033	To cover added 3 <sup>rd</sup> Grade COVID section at Hindley Health Insurance. Savings from reduced section at Hindley 5 <sup>th</sup> grade due to enrollment.
Classroom Teachers	COVID	\$113,025		To cover added 2 <sup>nd</sup> Grade COVID section at Holmes. Savings from reduced section at Holmes Kindergarten due to enrollment.
Classroom Teachers	Salaries		\$113,025	To cover added 2 <sup>nd</sup> Grade COVID section at Holmes. Savings from reduced section at Holmes Kindergarten due to enrollment.
Classroom Teachers	COVID	\$63,396		To cover added 5 <sup>th</sup> Grade COVID section at Tokeneke. Savings from reduced section at Tokeneke Kindergarten due to enrollment.
Classroom Teachers	Salaries		\$63,396	To cover added 5 <sup>th</sup> Grade COVID section at Tokeneke. Savings from reduced section at Tokeneke Kindergarten due to enrollment.



# Transfers for BOE Consideration and Approval

Account	Broad Category	To	From	Reason
Health Insurance	COVID	\$9,033		To cover added 5 <sup>th</sup> Grade COVID section at Tokeneke Health Insurance. Savings from reduced section at Tokeneke Kindergarten due to enrollment.
Classroom Teachers	Salaries		\$9,033	To cover added 5 <sup>th</sup> Grade COVID section at Tokeneke Health Insurance. Savings from reduced section at Tokeneke Kindergarten due to enrollment.
Classroom Teachers	COVID			
Regular Transportation	Other Purchased Svs	\$54,396	\$35,437	To cover added 4 <sup>th</sup> Grade COVID section at Royle Savings from School Year shortened from 180 days to 177 days
Summer School Revenue	Revenue		\$18,959	Additional DSS revenue generated above budget
Repairs and Service	Property Services	\$10,000		Repairs to chromebooks
Turnover	Salaries		\$10,000	Salary Savings

October 2, 2020

Connecticut State Department of Education  
Bureau of Fiscal Services

2019-2020 Net Current Expenditures (NCE) per Pupil (NCEP)  
and 2020-2021 Special Education Excess Cost Grant  
Basic Contributions for the February Payment

District Code	District Name	(1) NCE 2019-2020	(2) Average Daily Membership (ADM) 2019-2020	(3) NCEP 2019-2020 (Col 1 / Col 2)	(4) State Agency Placement Basic Contribution (Col 3, Rounded)	(5) Local Initiated Placement Basic Contribution (Col 3 x 4.5, Rounded)
001	ANDOVER	8,872,689	421.05	21,072.77	21,073	94,827
002	ANSONIA	38,387,152	2,442.85	15,714.08	15,714	70,713
003	ASHFORD	11,246,710	544.82	20,642.98	20,643	92,893
004	AVON	56,015,972	3,184.37	17,590.91	17,591	79,159
005	BARKHAMSTED	9,682,729	489.58	19,777.62	19,778	88,999
007	BERLIN	50,182,944	2,784.11	18,024.77	18,025	81,111
008	BETHANY	14,378,694	760.90	18,896.96	18,897	85,036
009	BETHEL	49,312,842	3,102.29	15,895.63	15,896	71,530
011	BLOOMFIELD	51,711,272	2,335.70	22,139.52	22,140	99,628
012	BOLTON	13,732,414	714.56	19,218.00	19,218	86,481
013	BOZRAH	5,731,737	266.63	21,496.97	21,497	96,736
014	BRANFORD	56,855,191	2,829.03	20,097.06	20,097	90,437
015	BRIDGEPORT	304,779,849	19,882.37	15,329.15	15,329	68,981
017	BRISTOL	130,334,012	8,165.83	15,960.90	15,961	71,824
018	BROOKFIELD	43,610,585	2,652.13	16,443.61	16,444	73,996
019	BROOKLYN	19,038,946	1,242.47	15,323.47	15,323	68,956
021	CANAAN	3,552,823	108.40	32,775.12	32,775	147,488
022	CANTERBURY	11,568,449	648.02	17,851.99	17,852	80,334
023	CANTON	27,058,187	1,547.63	17,483.63	17,484	78,676
024	CHAPLIN	5,980,252	237.07	25,225.68	25,226	113,516
025	CHESHIRE	70,902,995	4,152.42	17,075.10	17,075	76,838
026	CHESTER	9,135,533	405.43	22,532.95	22,533	101,398
027	CLINTON	32,045,294	1,660.78	19,295.33	19,295	86,829
028	COLCHESTER	41,084,416	2,373.49	17,309.71	17,310	77,894
029	COLEBROOK	3,757,296	169.68	22,143.42	22,143	99,645
030	COLUMBIA	11,732,510	620.05	18,921.88	18,922	85,148
031	CORNWALL	4,843,500	110.40	43,872.28	43,872	197,425
032	COVENTRY	27,765,537	1,673.21	16,594.17	16,594	74,674
033	CROMWELL	31,723,457	2,030.27	15,625.24	15,625	70,314
034	DANBURY	149,909,020	11,729.03	12,781.02	12,781	57,515
035	DARIEN	101,410,626	4,729.12	21,443.87	21,444	96,497
036	DEEP RIVER	11,673,684	560.55	20,825.41	20,825	93,714
037	DERBY	24,757,625	1,418.07	17,458.68	17,459	78,564
039	EASTFORD	4,032,323	186.00	21,679.16	21,679	97,556
040	EAST GRANBY	16,859,034	855.28	19,711.71	19,712	88,703
041	EAST HADDAM	20,818,125	1,025.18	20,306.80	20,307	91,381
042	EAST HAMPTON	31,283,986	1,884.58	16,599.98	16,600	74,700
043	EAST HARTFORD	112,429,790	8,116.49	13,852.02	13,852	62,334
044	EAST HAVEN	52,191,396	3,247.80	16,069.77	16,070	72,314
045	EAST LYME	46,178,220	2,562.08	18,023.72	18,024	81,107
046	EASTON	25,401,507	1,274.17	19,935.73	19,936	89,711
047	EAST WINDSOR	24,582,852	1,129.03	21,773.43	21,773	97,980
048	ELLINGTON	39,242,753	2,686.10	14,609.57	14,610	65,743
049	ENFIELD	82,998,951	5,338.06	15,548.52	15,549	69,968
050	ESSEX	14,322,877	659.97	21,702.32	21,702	97,660
051	FAIRFIELD	185,275,094	9,669.85	19,160.08	19,160	86,220
052	FARMINGTON	71,338,686	4,097.18	17,411.66	17,412	78,352
053	FRANKLIN	4,020,636	220.36	18,245.76	18,246	82,106
054	GLASTONBURY	105,910,761	5,940.12	17,829.73	17,830	80,234
056	GRANBY	30,001,910	1,757.74	17,068.46	17,068	76,808
057	GREENWICH	204,739,464	8,817.44	23,219.83	23,220	104,489
058	GRISWOLD	25,643,132	1,633.99	15,693.57	15,694	70,621

October 2, 2020

Connecticut State Department of Education  
Bureau of Fiscal Services

2019-2020 Net Current Expenditures (NCE) per Pupil (NCEP)  
and 2020-2021 Special Education Excess Cost Grant  
Basic Contributions for the February Payment

District Code	District Name	(1) NCE 2019-2020	(2) Average Daily Membership (ADM) 2019-2020	(3) NCEP 2019-2020 (Col 1 / Col 2)	(4) State Agency Placement Basic Contribution (Col 3, Rounded)	(5) Local Initiated Placement Basic Contribution (Col 3 x 4.5, Rounded)
059	GROTON	77,145,364	4,681.00	16,480.53	16,481	74,162
060	GUILFORD	60,901,342	3,284.00	18,544.87	18,545	83,452
062	HAMDEN	127,139,758	6,362.32	19,983.24	19,983	89,925
063	HAMPTON	3,586,526	134.07	26,751.14	26,751	120,380
064	HARTFORD	402,430,532	19,788.81	20,336.27	20,336	91,513
065	HARTLAND	5,251,159	233.07	22,530.39	22,530	101,387
067	HEBRON	24,248,268	1,330.44	18,225.75	18,226	82,016
068	KENT	6,939,100	241.56	28,726.20	28,726	129,268
069	KILLINGLY	40,318,263	2,211.37	18,232.26	18,232	82,045
071	LEBANON	19,117,134	952.01	20,080.81	20,081	90,364
072	LEDYARD	36,461,130	2,375.22	15,350.63	15,351	69,078
073	LISBON	9,510,927	569.81	16,691.40	16,691	75,111
074	LITCHFIELD	18,621,446	883.11	21,086.21	21,086	94,888
076	MADISON	55,533,552	2,625.47	21,151.85	21,152	95,183
077	MANCHESTER	127,648,689	7,583.23	16,833.02	16,833	75,749
078	MANSFIELD	34,757,873	1,679.67	20,693.27	20,693	93,120
079	MARLBOROUGH	16,709,683	972.71	17,178.48	17,178	77,303
080	MERIDEN	123,015,501	8,950.79	13,743.54	13,744	61,846
083	MIDDLETOWN	91,589,594	4,823.67	18,987.53	18,988	85,444
084	MILFORD	118,380,921	5,595.32	21,157.13	21,157	95,207
085	MONROE	56,719,277	3,167.37	17,907.37	17,907	80,583
086	MONTVILLE	37,988,783	2,248.54	16,894.87	16,895	76,027
088	NAUGATUCK	70,420,321	4,617.78	15,249.82	15,250	68,624
089	NEW BRITAIN	158,028,728	11,391.81	13,872.14	13,872	62,425
090	NEW CANAAN	89,211,486	4,222.67	21,126.80	21,127	95,071
091	NEW FAIRFIELD	40,031,260	2,116.00	18,918.36	18,918	85,133
092	NEW HARTFORD	18,015,276	935.00	19,267.67	19,268	86,705
093	NEW HAVEN	335,758,684	18,506.96	18,142.29	18,142	81,640
094	NEWINGTON	76,243,886	4,136.09	18,433.81	18,434	82,952
095	NEW LONDON	61,244,513	3,511.61	17,440.58	17,441	78,483
096	NEW MILFORD	60,108,018	3,888.67	15,457.22	15,457	69,557
097	NEWTOWN	78,211,463	4,163.13	18,786.70	18,787	84,540
098	NORFOLK	4,026,525	155.02	25,974.23	25,974	116,884
099	NORTH BRANFORD	31,902,106	1,749.57	18,234.26	18,234	82,054
100	NORTH CANAAN	8,457,438	347.63	24,328.85	24,329	109,480
101	NORTH HAVEN	55,568,604	3,210.60	17,307.86	17,308	77,885
102	NORTH STONINGTON	13,048,329	761.46	17,135.93	17,136	77,112
103	NORWALK	222,682,717	12,102.70	18,399.42	18,399	82,797
104	NORWICH	94,872,468	5,265.48	18,017.82	18,018	81,080
106	OLD SAYBROOK	24,685,387	1,170.93	21,081.86	21,082	94,868
107	ORANGE	41,940,457	2,329.44	18,004.52	18,005	81,020
108	OXFORD	32,465,650	1,784.31	18,195.07	18,195	81,878
109	PLAINFIELD	33,134,578	2,150.40	15,408.56	15,409	69,339
110	PLAINVILLE	40,164,645	2,304.65	17,427.65	17,428	78,424
111	PLYMOUTH	24,537,271	1,495.60	16,406.31	16,406	73,828
112	POMFRET	10,111,134	571.65	17,687.63	17,688	79,594
113	PORTLAND	22,447,244	1,329.91	16,878.77	16,879	75,954
114	PRESTON	11,336,581	633.67	17,890.35	17,890	80,507
116	PUTNAM	20,118,042	1,124.41	17,892.09	17,892	80,514
117	REDDING	31,324,883	1,287.21	24,335.49	24,335	109,510
118	RIDGEFIELD	96,038,576	4,685.64	20,496.36	20,496	92,234
119	ROCKY HILL	45,731,056	2,815.63	16,241.86	16,242	73,088

October 2, 2020

Connecticut State Department of Education  
Bureau of Fiscal Services

2019-2020 Net Current Expenditures (NCE) per Pupil (NCEP)  
and 2020-2021 Special Education Excess Cost Grant  
Basic Contributions for the February Payment

District Code	District Name	(1)  NCE 2019-2020	(2)  Average Daily Membership (ADM) 2019-2020	(3)  NCEP 2019-2020 (Col 1 / Col 2)	(4)  State Agency Placement Basic Contribution (Col 3, Rounded)	(5)  Local Initiated Placement Basic Contribution (Col 3 x 4.5, Rounded)
121	SALEM	10,346,343	631.52	16,383.24	16,383	73,725
122	SALISBURY	8,980,445	336.27	26,706.05	26,706	120,177
123	SCOTLAND	4,425,775	184.01	24,051.82	24,052	108,233
124	SEYMOUR	34,926,951	2,252.94	15,502.83	15,503	69,763
125	SHARON	6,202,801	153.62	40,377.56	40,378	181,699
126	SHELTON	73,137,004	4,839.54	15,112.39	15,112	68,006
127	SHERMAN	8,728,451	391.73	22,281.80	22,282	100,268
128	SIMSBURY	74,110,051	4,105.94	18,049.47	18,049	81,223
129	SOMERS	24,054,965	1,342.46	17,918.57	17,919	80,634
131	SOUTHINGTON	97,607,002	6,277.62	15,548.41	15,548	69,968
132	SOUTH WINDSOR	76,117,172	4,638.90	16,408.45	16,408	73,838
133	SPRAGUE	6,403,572	382.01	16,762.84	16,763	75,433
134	STAFFORD	27,724,976	1,484.86	18,671.78	18,672	84,023
135	STAMFORD	304,510,805	16,114.14	18,897.12	18,897	85,037
136	STERLING	7,937,984	504.21	15,743.41	15,743	70,845
137	STONINGTON	39,342,058	2,057.95	19,117.11	19,117	86,027
138	STRATFORD	119,944,071	7,103.22	16,885.87	16,886	75,986
139	SUFFIELD	35,842,107	2,034.02	17,621.31	17,621	79,296
140	THOMASTON	16,025,840	967.43	16,565.37	16,565	74,544
141	THOMPSON	19,624,786	1,004.00	19,546.60	19,547	87,960
142	TOLLAND	39,751,860	2,403.50	16,539.16	16,539	74,426
143	TORRINGTON	75,898,310	4,232.44	17,932.52	17,933	80,696
144	TRUMBULL	112,977,339	6,615.36	17,078.03	17,078	76,851
145	UNION	1,970,930	82.21	23,974.33	23,974	107,884
146	VERNON	58,017,252	3,370.23	17,214.63	17,215	77,466
147	VOLUNTOWN	6,694,629	324.85	20,608.37	20,608	92,738
148	WALLINGFORD	106,000,056	5,644.11	18,780.65	18,781	84,513
151	WATERBURY	282,765,759	18,163.79	15,567.55	15,568	70,054
152	WATERFORD	49,962,587	2,655.59	18,814.12	18,814	84,664
153	WATERTOWN	46,500,792	2,756.24	16,871.10	16,871	75,920
154	WESTBROOK	17,796,499	678.15	26,242.72	26,243	118,092
155	WEST HARTFORD	171,599,108	9,640.51	17,799.80	17,800	80,099
156	WEST HAVEN	102,051,769	6,852.76	14,892.07	14,892	67,014
157	WESTON	52,617,530	2,258.58	23,296.73	23,297	104,835
158	WESTPORT	117,771,332	5,266.19	22,363.67	22,364	100,637
159	WETHERSFIELD	63,932,038	3,805.44	16,800.17	16,800	75,601
160	WILLINGTON	12,147,557	616.64	19,699.59	19,700	88,648
161	WILTON	83,227,433	3,826.45	21,750.56	21,751	97,878
162	WINCHESTER	22,999,899	1,104.66	20,820.79	20,821	93,694
163	WINDHAM	60,483,330	3,299.23	18,332.56	18,333	82,497
164	WINDSOR	69,894,318	3,917.95	17,839.51	17,840	80,278
165	WINDSOR LOCKS	33,036,287	1,626.17	20,315.40	20,315	91,419
166	WOLCOTT	35,271,818	2,348.32	15,020.02	15,020	67,590
167	WOODBIDGE	27,954,638	1,548.82	18,048.99	18,049	81,220
169	WOODSTOCK	19,430,724	1,287.57	15,091.00	15,091	67,910
201	DISTRICT NO. 1	10,605,312	356.00	29,790.20	29,790	134,056
204	DISTRICT NO. 4	18,198,262	874.91	20,800.15	20,800	93,601
205	DISTRICT NO. 5	41,171,790	2,199.50	18,718.70	18,719	84,234
206	DISTRICT NO. 6	16,288,128	714.11	22,808.99	22,809	102,640
207	DISTRICT NO. 7	19,011,530	930.00	20,442.51	20,443	91,991
208	DISTRICT NO. 8	26,431,242	1,490.00	17,739.09	17,739	79,826
209	DISTRICT NO. 9	19,801,166	888.50	22,286.06	22,286	100,287

October 2, 2020

Connecticut State Department of Education  
Bureau of Fiscal Services

2019-2020 Net Current Expenditures (NCE) per Pupil (NCEP)  
and 2020-2021 Special Education Excess Cost Grant  
Basic Contributions for the February Payment

District Code	District Name	(1)  NCE 2019-2020	(2)  Average Daily Membership (ADM) 2019-2020	(3)  NCEP 2019-2020 (Col 1 / Col 2)	(4)  State Agency Placement Basic Contribution (Col 3, Rounded)	(5)  Local Initiated Placement Basic Contribution (Col 3 x 4.5, Rounded)
210	DISTRICT NO. 10	36,589,125	2,314.68	15,807.42	15,807	71,133
211	DISTRICT NO. 11	5,901,342	246.14	23,975.55	23,976	107,890
212	DISTRICT NO. 12	18,050,956	562.17	32,109.43	32,109	144,492
213	DISTRICT NO. 13	33,591,780	1,526.06	22,012.10	22,012	99,054
214	DISTRICT NO. 14	31,239,535	1,370.24	22,798.59	22,799	102,594
215	DISTRICT NO. 15	70,298,312	3,705.06	18,973.60	18,974	85,381
216	DISTRICT NO. 16	35,299,796	2,115.26	16,688.16	16,688	75,097
217	DISTRICT NO. 17	38,393,678	1,976.95	19,420.66	19,421	87,393
218	DISTRICT NO. 18	29,051,040	1,289.18	22,534.51	22,535	101,405
219	DISTRICT NO. 19	18,127,094	878.00	20,645.89	20,646	92,907
		9,010,725,628	507,121.83	3,210,286.39	3,210,293	14,446,284



## **Policy Concerning Definition of Capital Expenditures for Land and Buildings**

### **Policy No. 2020-1**

#### **Background:**

Section 10-261(a)(3) of the Connecticut General Statutes defines Net Current Expenditures (NCE), which are used in determination of the Per Pupil Cost used in the calculation of Special Education Excess Cost grants per Section 10-76g. The definition of NCE specifically excludes “capital expenditures for land, buildings, equipment otherwise supported by a state grant pursuant to chapter 173 and debt service”. Through regulation and policy, the State Department of Education (CSDE) narrowed the definition to include minor capital improvements. Specifically, Regulation 10-261(c) provided a definition of capital expenditures, which included remodeling of buildings and extensions of service systems. CSDE Policy No. 85-2 further defined these terms to exclude the more minor types of capital expenditures such as those involving less than 20 percent of the building area or replacing roofs. Regulation 10-261(c) was repealed in 1997; CSDE continues to adhere to the definitions provided in the regulation and policy.

To accommodate the requirements of Policy 85-2, CSDE requires districts to report “major” and “minor” school construction expenditures separately in the Education Financial System (EFS); major costs are excluded, minor costs included, in the calculation of NCE. Federal accounting guidelines do not make a distinction between major and minor construction; CSDE combines these for federal reporting.

#### **Issue:**

Due to the definitions currently being used, significant one-time expenditures for roof replacements or many smaller remodeling projects are included in the annual per-pupil costs used to determine the basic contribution amounts that districts must expend for each special education student before the state begins to reimburse for the student’s special education costs. Additionally, these “minor” school construction expenditures are currently included in per-pupil expenditures calculated for public reporting.

The common definition of “capital expenditures for land, buildings, equipment otherwise supported by a state grant pursuant to chapter 173” would include the types of “minor” expenditures that are currently excluded; projects such as roof replacements would normally be classified as capital expenditures. Inclusion of these “minor” capital expenditures in NCE can cause wide variances in per pupil expenditures from year to year and from one school or district to another.

#### **Recommended Policy:**

Rescind CSDE Policy 85-2. Eliminate the distinction between major and minor school construction for expenditure reporting.

#### **Rationale:**

The recommended policy will exclude all capital expenditures for land and buildings from NCE, improving consistency and comparability of data from year to year and from one school or district to another. This will help to reduce one-year swings in NCE which in turn will make special education excess cost grants more predictable for districts.

## Memorandum

**DATE:** October 19, 2020  
**TO:** Board of Education  
**FROM:** Dr. Alan Addley, Superintendent of Schools  
Richard Rudl, Director of Finance & Operations  
**SUBJECT:** FY 21 Re-opening Expenditures

Provided is an update on the re-opening expenditures for Fiscal Year 2021. We have received a proposal from Lionheart Cleaning to perform contracted custodial work on Saturdays starting October 17<sup>th</sup> through the end of the school year. The total cost is \$251,250.

Also included in this document is proposed transfers that will go to the Board of Education's Finance Subcommittee totaling \$315,052. If approved it would cover the cost of four of the seven elementary teachers added to adhere to social distancing. The transfers come from savings from under-enrolled sections at the elementary schools as well as savings from transportation due to the school year being shortened from 180 days to 177 days.

Included in the forecast are 19.2 FTE's (7.0 FTE Elementary Teachers, 4.0 FTE Campus Monitors, 2.0 FTE Technicians, 6.0 FTE Lunch Monitors, 0.2 FTE Nurse). For positions that are unfilled, we are assuming a benefits package of Employee plus one and will update the forecast based on employee elections as well as actual start date.

The district has been approved for two grants, the ESSER grant for \$134,611 and \$347,497 for the Coronavirus Relief Fund. The State Department of Education announced the ability to re-allocate costs among categories for the Coronavirus Relief Grant as these funds must be expended by December 30<sup>th</sup>. We will submit for re-allocation to move some items to the Plexiglas line item but this will not change the overall awarded dollar amount.

Currently total spending is forecasted at \$3,157,149 with grant reimbursements of \$482,108 bringing the total down to \$2,675,041. We are recommending for BOE approval transfers totaling \$315,052, which would bring the total amount to \$2,359,989.

We will continue throughout the year to bring recommended transfers to the BOE for consideration as potential sources of budgetary relief materialize. Areas that will anticipate creating savings that could be moved to offset some of these costs include:

- \$35,354 for intramurals, which are currently not being held due to COVID-19 restrictions. This is an estimate that intramurals will be on hold until December 31<sup>st</sup>.
- \$13,400 for custodial related to not hosting YMCA basketball through December 31<sup>st</sup>.
- \$6,275 for the weight room supervision being on hold.
- \$6,000 for Music Transportation for half the year.
- \$25,000 furniture

It is possible other areas will materialize that are not listed above as the year progresses and we will continue to bring those items to BOE Finance Committee for discussion.

<b>Category</b>	<b>Operating Fund</b>	<b>Grants</b>	<b>Total Spending</b>	<b>Less Grants</b>	<b>Less Proposed Operating Transfers</b>	<b>Total</b>
Staffing	\$1,515,347	\$12,497	\$1,527,844	\$(12,497)	\$(315,052)	\$1,200,295
Facilities	\$834,508	\$368,160	\$1,202,668	\$(368,160)	\$0	\$834,508
Technology	\$187,776	\$92,611	\$280,387	\$(92,611)	\$0	\$187,776
Athletics	\$67,860	\$0	\$67,860	\$0	\$0	\$67,860
Transportation	\$0	\$8,840	\$8,840	\$(8,840)	\$0	\$0
Materials	\$69,551	\$0	\$69,551	\$0	\$0	\$69,551
<b>Total</b>	<b>\$2,675,041</b>	<b>\$482,108</b>	<b>\$3,157,149</b>	<b>\$(482,108)</b>	<b>\$(315,052)</b>	<b>\$2,359,989</b>

**Darien Public Schools**  
**Anticipated Re-Opening Cost Estimates**  
**RC28**

Category	Description	Projection	Coronavirus Relief Funds	ESSER Grant	Total Spending	Less Proposed Transfers	Less Coronavirus Relief Funds + ESSER Grant	Net Projection After Transfers
Staffing	3rd Grade Teacher at Hindley	\$ 66,169	\$ -	\$ -	\$ 66,169	\$ (66,169)	\$ -	\$ -
Staffing	2nd Grade Teacher at Holmes	\$ 113,025	\$ -	\$ -	\$ 113,025	\$ (113,025)	\$ -	\$ -
Staffing	4th Grade Teacher at Holmes	\$ 72,085	\$ -	\$ -	\$ 72,085	\$ -	\$ -	\$ 72,085
Staffing	1st Grade Teacher at Royle	\$ 90,297	\$ -	\$ -	\$ 90,297	\$ -	\$ -	\$ 90,297
Staffing	4th Grade Teacher at Royle	\$ 54,396	\$ -	\$ -	\$ 54,396	\$ (54,396)	\$ -	\$ -
Staffing	5th Grade Teacher at Tokeneke	\$ 63,396	\$ -	\$ -	\$ 63,396	\$ (63,396)	\$ -	\$ -
Staffing	3rd Grade at Ox Ridge	\$ 56,313	\$ -	\$ -	\$ 56,313	\$ -	\$ -	\$ 56,313
Staffing	7 Part Time Custodians	\$ 138,577	\$ 12,497	\$ -	\$ 151,074	\$ -	\$ (12,497)	\$ 138,577
Staffing	4 LPN's (Contracted Service)	\$ 238,000	\$ -	\$ -	\$ 238,000	\$ -	\$ -	\$ 238,000
Staffing*	Campus Monitors (4.0 FTE)	\$ 130,192	\$ -	\$ -	\$ 130,192	\$ -	\$ -	\$ 130,192
Staffing*	Technology Technicians (2.0 FTE)	\$ 141,920	\$ -	\$ -	\$ 141,920	\$ -	\$ -	\$ 141,920
	Lunch monitors part time (2 Per Elementary school, 3 MS)							
Staffing*	Lunch Monitors 6.0 FTE)	\$ 187,200	\$ -	\$ -	\$ 187,200	\$ -	\$ -	\$ 187,200
Staffing	0.2 FTE Nurse	\$ 13,973	\$ -	\$ -	\$ 13,973	\$ -	\$ -	\$ 13,973
Staffing**	Health Insurance for additional staff	\$ 129,383	\$ -	\$ -	\$ 129,383	\$ (18,066)	\$ -	\$ 111,317
Staffing	Staff Development	\$ 20,421	\$ -	\$ -	\$ 20,421	\$ -	\$ -	\$ 20,421
Staffing	Nursing coverage for COVID phone line	TBD	\$ -	\$ -	TBD	\$ -	\$ -	TBD
Staffing	Substitute Coverage due LOA due to COVID	TBD	\$ -	\$ -	TBD	\$ -	\$ -	TBD
<b>Subtotal</b>		<b>\$ 1,515,347</b>	<b>\$ 12,497</b>	<b>\$ -</b>	<b>\$ 1,527,844</b>	<b>\$ (315,052)</b>	<b>\$ (12,497)</b>	<b>\$ 1,200,295</b>
Facilities**	Plexiglas Partitions	\$ 66,114	\$ 241,091	\$ -	\$ 307,205	\$ -	\$ (241,091)	\$ 66,114
Facilities	Lunch tables	\$ 6,439	\$ -	\$ -	\$ 6,439	\$ -	\$ -	\$ 6,439
Facilities*	Contracting Cleaning Service	\$ 115,500	\$ -	\$ -	\$ 115,500	\$ -	\$ -	\$ 115,500
Facilities	Weekend Contracted Cleaning Service	\$ 251,250	\$ -	\$ -	\$ 251,250	\$ -	\$ -	\$ 251,250
Facilities	Handwashing Stations	\$ 143,699	\$ -	\$ -	\$ 143,699	\$ -	\$ -	\$ 143,699
Facilities	Touchless Hand sanitizer Stations	\$ -	\$ -	\$ 42,000	\$ 42,000	\$ -	\$ (42,000)	\$ -
Facilities**	PPE's	\$ 19,764	\$ 61,506	\$ -	\$ 81,270	\$ -	\$ (61,506)	\$ 19,764
Facilities	Bike Racks	\$ 2,625	\$ -	\$ -	\$ 2,625	\$ -	\$ -	\$ 2,625
Facilities	Custodial Supplies (Wipes, Mops, Sprays)	\$ 96,437	\$ 23,563	\$ -	\$ 120,000	\$ -	\$ (23,563)	\$ 96,437
Facilities	HVAC Independent Evaluation & Repairs	\$ 11,200	\$ -	\$ -	\$ 11,200	\$ -	\$ -	\$ 11,200
Facilities	Police for Ox Ridge, Holmes and MMS	\$ 16,251	\$ -	\$ -	\$ 16,251	\$ -	\$ -	\$ 16,251
Facilities**	Storage Boxes	\$ 32,163	\$ -	\$ -	\$ 32,163	\$ -	\$ -	\$ 32,163
Facilities	Tents	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500
Facilities*	Exhaust Fans-Survey and Repairs	\$ 32,263	\$ -	\$ -	\$ 32,263	\$ -	\$ -	\$ 32,263
Facilities	MS Exhaust Fans-Survey and Repairs	\$ 14,895	\$ -	\$ -	\$ 14,895	\$ -	\$ -	\$ 14,895
Facilities	Elementary Library Air Conditioning units and electric upgrade	\$ 22,407	\$ -	\$ -	\$ 22,407	\$ -	\$ -	\$ 22,407
Facilities	Custodial Overtime for cleaning	TBD	\$ -	\$ -	TBD	\$ -	\$ -	TBD
Facilities	Increased Electricity due to HVAC purge	TBD	\$ -	\$ -	TBD	\$ -	\$ -	TBD
<b>Subtotal</b>		<b>\$ 834,508</b>	<b>\$ 326,160</b>	<b>\$ 42,000</b>	<b>\$ 1,202,668</b>	<b>\$ -</b>	<b>\$ (368,160)</b>	<b>\$ 834,508</b>
Technology	Increased Internet Speed from 2gb to 3gb	\$ 13,200	\$ -	\$ -	\$ 13,200	\$ -	\$ -	\$ 13,200
Technology	Enhancement to Firewall	\$ 45,600	\$ -	\$ -	\$ 45,600	\$ -	\$ -	\$ 45,600
Technology	Charging Stations for elementary devices	\$ -	\$ -	\$ 18,999	\$ 18,999	\$ -	\$ (18,999)	\$ -
Technology	Document Camera's	\$ -	\$ -	\$ 45,635	\$ 45,635	\$ -	\$ (45,635)	\$ -
Technology	Cables for Document Cameras	\$ 5,435	\$ -	\$ -	\$ 5,435	\$ -	\$ -	\$ 5,435
Technology	K-2 Chromebook Covers	\$ 26,917	\$ -	\$ -	\$ 26,917	\$ -	\$ -	\$ 26,917
Technology	View Sonics to turn conference rooms to classrooms	\$ 39,475	\$ -	\$ -	\$ 39,475	\$ -	\$ -	\$ 39,475
Technology	Zoom Renewal	\$ 22,000	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ 22,000
Technology	Zoom Participant Upgrade	\$ 900	\$ -	\$ -	\$ 900	\$ -	\$ -	\$ 900
Technology	Additional Zoom Licenses	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Technology	ScreenCastify	\$ -	\$ -	\$ 8,750	\$ 8,750	\$ -	\$ (8,750)	\$ -
Technology	Book Creator	\$ -	\$ -	\$ 13,500	\$ 13,500	\$ -	\$ (13,500)	\$ -
Technology	SeeSaw	\$ -	\$ -	\$ 5,727	\$ 5,727	\$ -	\$ (5,727)	\$ -
Technology	Additional Devices and Equipment	\$ 24,250	\$ -	\$ -	\$ 24,250	\$ -	\$ -	\$ 24,250
<b>Subtotal</b>		<b>\$ 187,776</b>	<b>\$ -</b>	<b>\$ 92,611</b>	<b>\$ 280,387</b>	<b>\$ -</b>	<b>\$ (92,611)</b>	<b>\$ 187,776</b>



Darien Public Schools  
Anticipated Re-Opening Cost Estimates  
RC28

Category	Description	Projection	Coronavirus Relief Funds	ESSER Grant	Total Spending	Less Proposed Transfers	Less Coronavirus Relief Funds + ESSER Grant	Net Projection After Transfers
Materials	Art Materials	\$ 7,926	\$ -		\$ 7,926	\$ -	\$ -	\$ 7,926
Materials	Re-opening State Plan	\$ 978			\$ 978	\$ -	\$ -	\$ 978
Materials	ELP Materials	\$ 1,990			\$ 1,990	\$ -	\$ -	\$ 1,990
Materials	Literacy Materials	\$ 32,530	\$ -		\$ 32,530	\$ -	\$ -	\$ 32,530
Materials	Music Supplies	\$ 6,295	\$ -		\$ 6,295	\$ -	\$ -	\$ 6,295
Materials	Math Materials	\$ 19,832	\$ -		\$ 19,832	\$ -	\$ -	\$ 19,832
<b>Subtotal</b>		<b>\$ 69,551</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,551</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,551</b>
Athletics	YMCA	\$ 67,860	\$ -	\$ -	\$ 67,860	\$ -	\$ -	\$ 67,860
<b>Subtotal</b>		<b>\$ 67,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,860</b>
Transportation	Bus Sanitation	\$ -	\$ 8,840		\$ 8,840	\$ -	\$ (8,840)	\$ -
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 8,840</b>	<b>\$ -</b>	<b>\$ 8,840</b>	<b>\$ -</b>	<b>\$ (8,840)</b>	<b>\$ -</b>
<b>Total Projected Expenditures</b>		<b>\$ 2,675,041</b>	<b>\$ 347,497</b>	<b>\$ 134,611</b>	<b>\$ 3,157,149</b>	<b>\$ (315,052)</b>	<b>\$ (482,108)</b>	<b>\$ 2,359,989</b>

\*New Item from Previous Report

\*\*Partial new request

## 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)

Ox Ridge PTO

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

Name Dr. Luke Forshaw

Address 395 Mansfield Avenue  
Darien, CT 06820

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 Regulations 3100-Public Gifts to the Schools" apply.

Three picnic tables (two 6 ft. picnic tables and one 8 ft. picnic table) to support outdoor lunch for the children and the staff during the pandemic.

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

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**Please answer the following questions.**

Is the value of the gift(s) \$ 500.00 or more?      x   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):

\_\_\_\_\_500-1,000

\_\_\_\_\_5,000-10,000

    x     1,000-2,000

\_\_\_\_\_10,000-15,000

\_\_\_\_\_2,000-3,000

\_\_\_\_\_15,000-20,000

\_\_\_\_\_3,000-4,000

\_\_\_\_\_20,000+

\_\_\_\_\_4,000-5,000

Do not write below this line

Status: Date received by Superintendent\_\_\_\_\_

Notes on actions by Superintendent of Schools-

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

# 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)

Corbin Cares

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

Name David Genoves

Address 1019 Boston Post Road  
Darien, CT 06820

Tele. 203-656-0800

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 Regulations 3100-Public Gifts to the Schools" apply.

Monthly staff luncheons

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**Please answer the following questions.**

Is the value of the gift(s) \$ 500.00 or more?      X   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):

<u>      </u> 500-1,000	<u>      </u> 5,000-10,000
<u>      </u> 1,000-2,000	<u>      </u> 10,000-15,000
<u>      </u> 2,000-3,000	<u>      </u> 15,000-20,000
<u>      </u> 3,000-4,000	<u>      </u> 20,000+
<u>      </u> 4,000-5,000	TBD

Do not write below this line

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Status: Date received by Superintendent       October 20, 2020      

Notes on actions by Superintendent of Schools-

Reviewed food contract

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

# Memorandum

To: Board of Education

From: Michael Burke  
Marge Cion

Date: October 27, 2020

Re: New Policy C-19-02, Temporary Revisions to Policies 5300-C19, 5130-C19, 1250-C19, 1225-C19, and 1200-C19 and Repeal and Replace Policy 5220

At this meeting, we are asking the Board to consider one new policy, to recommend revisions to five policies and to repeal and replace the policy relating to student discipline.

We are asking the Board to recommend the adoption of Policy C-19-02, "Policy Concerning Health and Safety Protocols Relating to the COVID-19 Pandemic," which authorizes the district administration to develop health and safety protocols related to the COVID-19 pandemic while school is in session.

Policy 5300-C19 relates to Students' Use of the District's Computer Systems. While some of the revisions suggested by Shipman and Goodwin are technical in nature, the policy now makes clear that the Board's policy on acceptable use of our computers applies whether the Students are physically present in school or whether they are engaged in remote learning.

The changes to Policy 5130-C19, Student Attendance, Truancy and Chronic Absenteeism, codifies the right of the District to require that student absences be documented with a doctor's note with specific enough detail to allow the district to monitor the spread of COVID-19. The State issued additional guidance on attendance after Shipman released this model policy. Since it appears that the guidance on attendance will be evolving, the last paragraph of the regulations provides that the District will comply with any future guidance on attendance issued by the State Department of Education.

Policy 1250-C19, "School Volunteers, Interns and Other Non-Employees" codifies that all volunteers must comply with the Board's health and safety protocols during the COVID-19 pandemic. It also gives the Board the authority to limit or restrict the number of volunteers in any building. Proposed revisions to Policy 1225, "Visitors," make the same protocols and limitations applicable to visitors to the District.

Proposed revisions to Policy 1200, "Use of School Facilities," has been updated, in general, to reflect current practice. Additional revisions to the Policy reflect the Superintendent's ability to limit or restrict the use of school facilities during the pandemic.

Finally, we are asking the Board to recommend the repeal of old Board Policy 5220, "Student Discipline" and to adopt a new Policy 5220, which includes several revisions to reflect changes in the law as well as temporary COVID-related revisions that make it clear that the definitions of "school" and "classroom" include both physical educational environments and virtual education environments whether synchronous or asynchronous, which occur on platforms that allow students to engage in remote learning. The revisions also provide that students may be disciplined for acting in a manner that creates a health or safety hazard, including violating the District's health and safety protocols.

Policy 5220 has also been revised to reflect the following changes in the law. These changes are necessary to reflect current legal requirements.

- Lawful use and possession of marijuana (i.e. medical marijuana): while this is not permissible on school grounds, policy language was added to clarify the issue;
- Prohibition of discrimination against individuals based on gender identity or expression;
- Prohibition on the use on school property of e-cigarettes and vapor products;
- Revised definition of bullying and addition of a definition of and intervention/preventions strategies for teen dating violence;
- Limitation on the suspension and expulsion of students in preK through second grade;
- Revised expulsion procedures;
- Revised alternative educational opportunity obligations;
- Provision of alternative education to students ages 16-18;
- New procedures relative to the expulsion of students committed to a juvenile detention facility;
- Requirement to include SASID numbers on student discipline records; and
- Revisions to Section 504 as it applies to the use and/or possession of controlled substances.

We will be bringing a revision to Policy 5125 "Section 504 of the Rehabilitation Act of 1973" to the Policy Committee in November.

# **DARIEN BOARD OF EDUCATION**

**Darien, CT**

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**Series C-19**

**COVID-19 Policies and Regulations**

## **POLICY CONCERNING HEALTH AND SAFETY PROTOCOLS RELATED TO THE COVID-19 PANDEMIC (NEW)**

The Darien Board of Education (the “Board”) recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during the COVID-19 pandemic. The Board thus directs the administration of the Darien Public Schools (the “Administration”) to develop health and safety protocols consistent with applicable laws, rules, regulations and requirements, and to consider current guidance in the development of such protocols.

Compliance with such health and safety protocols shall be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action for students and staff, and exclusion from school property or the school-sponsored activity for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The Administration shall provide appropriate notice of such health and safety protocols. Notice may be provided by way of electronic mail, regular mail, website posting, student handbooks, employee handbooks, and/or any other appropriate methods.

### **Legal References:**

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,  
Connecticut State Department of Education (June 29, 2020)

ADOPTED:\_\_\_\_\_

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**SERIES 5000: STUDENTS**  
**POLICY 5300 C19**

**STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS  
AND ELECTRONIC COMMUNICATIONS**

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education ~~provides~~ has installed computers, and a computer network, including Internet access and an e-mail system on Board premises and may provide, as well as other electronic devices that can access the network 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, laptops, Kindles, radios, I-Pads or other tablet computers). The Board's computers, computer network, electronic devices, Internet access and email are, referred to collectively as "the computer systems", and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education- related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education- related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain ~~obscene~~ material that is obscene or obscene as to minors or contains, contain child pornography, ~~or are harmful to minors~~ and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

**Legal References:**

Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h)

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii).

ADOPTED BY THE BOARD OF EDUCATION: June 9, 2009

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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REVISED BY THE BOARD OF EDUCATION: February 24, 2015, (Effective July 1, 2015)

**SERIES 5000: STUDENTS**  
**POLICY R-5300 C19**

**STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS  
AND ELECTRONIC COMMUNICATIONS**  
**(Administrative Regulations)**

**Introduction**

The Darien Board of Education provides its students and staff access to a multitude of technology resources for educational purposes. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. These Administrative Regulations are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools to support 21<sup>st</sup> century learning in our schools.

The Board and the Administration value freedom of expression and an open exchange of ideas and information. The Board provides students with access to a wide range of information and electronic services, including the use of computers, computer networks (i.e. the Internet), access to a public wifi network, and electronic communication (i.e. electronic mail, telephone). These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer systems is a privilege, and not a right*. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

**Access to District Computer Systems When Students are Physically Present on School Property**

**When students are physically present on school property, the Board is** ~~We are~~ **pleased to offer students access to the district's computers and computer networks, including access to electronic mail (e-mail) and the Internet, as well as electronic devices, (all of which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, websites, and bulletin boards while exchanging information** with others. Such access is provided solely for education-related purposes. Use of

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the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

**Access to the District's Computer Systems When Students are Engaged in Remote Learning**

During the COVID-19 pandemic, the Board and the Administration recognize that technology is integral to the delivery of instruction if the district implements any form of digital or remote learning. The district may therefore provide students with remote access to some or all of the district's computer systems so that students may access the district's virtual learning environment. Such access, if granted, is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who comply with district policies and procedures concerning computer system use, and demonstrate the ability to use the computer systems in a considerate and responsible manner.

These computer systems are expensive to purchase, install and maintain. As the property of the district, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

**Definitions**

Obscene – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sexsexual act and c) taken as a whole, does not have it lacks serious literary, artistic, educational, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

Obscene as to minors - means any material or performance if it depicts a prohibited sexual act and, taken as a whole, it is harmful to minors.

For purposes of this section, "harmful to minors" means that quality of any description or representation, in whatever form, of a prohibited sexual act, when a) it predominantly appeals to the prurient, shameful or morbid interest of minors, b) it is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors, and c) taken as a whole, it lacks serious literary, artistic, educational, political or scientific value for minors.

For the purposes of this section, "prohibited sexual act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

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Child pornography –means any visual depiction, including any photograph, film, video, picture, ~~cartoon~~, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where -

- (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (b) such visual depiction is ~~is, or appears to be, of a minor engaging in sexually explicit conduct; a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct;~~ or
- (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

“Darien Electronic environment” is defined as all materials used within the Darien network including such items as computers, computer hardware, software, and the campus-wide computer network, communication devices and lines, the School District voice-mail system, fax machines, etc.

“Darien Network” is defined as any electronic device or service managed by the Darien Public School District.

“Devices” refer to district owned/leased electronic equipment, including computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cellphones or ECDs (electronic communication devices), digital cameras and any other electronic equipment provided to students for educational purposes.

“Educational use” is defined as a use that supports communication, research, and learning within the school environment.

~~“Harmful to minors” – any picture, image, graphic image file, or other visual depiction that:~~

- ~~— (a) — taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;~~
- ~~— (b) — depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and~~
- ~~— (c) — taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.~~



## DARIEN PUBLIC SCHOOLS

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“Information technology” is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

~~Obscene means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sex act and c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.~~

“Technology devices, digital resources, and network infrastructure” is defined as the Darien Public Schools network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

#### **Purpose**

The District acknowledges that there is a delicate balance between freedom of expression and respect for the rights of fellow members of the school community. The District provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

These Administrative Regulations require all users to maintain reasonable standards of personal respect and courtesy. Students are provided with broad access to the Darien electronic environment. Despite the unique attributes of the electronic environment, all federal and state laws, and Board of Education policies and regulations -- including the terms of all handbooks and catalogues provided to students -- apply in full force to use of the electronic environment. These policies and regulations include, but are not limited to, all Board of Education harassment and discrimination policies, the Board of Education Bullying Policy and Safe School Climate Plan, and the Board of Education Student Discipline Policy. Further, applicable laws include, but are not limited to, the Family Educational Rights and Privacy Act (FERPA); and the Children’s Online Privacy Protection Act (COPPA).

The purpose of these Administrative Regulations is to address those aspects of the electronic environment that are specific to computer use, electronic communication, and computer networks. These Administrative Regulations apply equally to users who access the system. The purpose of these regulations is to assure that the electronic resources are used in a manner that:

1. is consistent with their educational purposes,
2. will assure the safety and privacy of students and staff,
3. will protect users from exposure to inappropriate and offensive material, and
4. will assure that the privilege of electronic resource access is not abused.

#### **User Access**

Access to information technology through the Darien electronic environment is a privilege, not a right. Eligible Students, as explained below, and parents shall be required to read the

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Board's Student Use of the District's Computer Systems and Internet Safety Policy, as well as these associated Administrative Regulations, and submit online their acceptance of the User Agreement annually.

**Eligibility to use Computer Facilities**

Students will be granted general computer access in grades K-5 with the use of a classroom account. Individual User Accounts will be issued to all students grades 6 through 12. All accounts are issued upon acceptance of the user agreement contract (see appendix A). All student accounts are valid for the duration of the student's academic tenure.

**Privacy**

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials or when using the District network. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as may be required by law. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes.* The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing.

**Unacceptable Use**

Students are responsible for their use of the Darien electronic environment, including computer hardware, accounts and user-ids. Users must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of accounts by unauthorized persons or use of accounts in an unauthorized manner. The primary purpose of the Darien electronic environment is to provide authorized users with resources that facilitate the student's learning and academic growth. The following uses of the Darien electronic environment are expressly prohibited:

1. Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs.
2. Transmitting any material that includes confidential student information in violation of the Board of Education's Confidentiality and Access to Student Records Policy.
3. Improper Access: Gaining, or attempting to gain, improper access to the Darien electronic environment, or the files or accounts of another user, including but not limited to improperly modifying or deleting the files/data of another user.

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4. Destructive Behavior: Any action that might be harmful to or interfere with the Darien electronic environment, the network, or the data stored on or transported by them or other devices connected to them.
5. Offensive Behaviors/Harassment: Sending any form of slanderous, harassing, threatening, or intimidating message, including messages with obscene language, at any time, to any person (such communications may also be a crime);.
6. Theft of devices, computer systems, or computer networks.
7. Accessing dangerous information that, if acted upon, could cause damage or danger to others.
8. Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
9. Accessing or attempting to access any material that is obscene, obscene as to minors or contains child pornography, ~~or is harmful to minors~~, as defined above;
10. Gaining or attempting to gain unauthorized access to computer and/or telecommunications networks and resources.
11. Cyberbullying, posting of private or personal information about another person without their consent, or spamming of the school email system.
12. Accessing or attempting to access social networking sites (e.g. Facebook, Twitter, MySpace, etc.) without a legitimate educational purpose.
13. Violating any federal or state law, or Darien Board of Education policy or regulation.
14. Violating copyright laws.

**Termination of Access and Accounts**

All Darien accounts will expire and access will end with the termination of a user's relationship with the School District.

**Network**

The District network includes wired and wireless computers, servers housed on site and in the cloud, and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network. All use of the network must support student instruction, research and professional learning consistent with the mission of the District. The District provides access to its computer networks and the Internet for educational purposes only.

**Use of Personal Electronic Devices**

Connection of any personal electronic device to any network on school grounds is subject to all regulations and guidelines in this document. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with these Administrative Regulations. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

*Each user is responsible for his/her personal device and should use it responsibly and appropriately. Darien Public Schools takes no responsibility for stolen, lost, or damaged*

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*devices, including lost or corrupted data on those devices.* It is the responsibility of each individual to secure their device when not in use.

Please refer to the Darien Board of Education's Use of Private Technology Devices by Students Policy.

**Internet Safety and Content Filtering**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography and other objectionable material, which includes pornography, obscene material, and other material that may be harmful to minors, in accordance with the Children's Internet Protection Act (CIPA). The District may also block or filter other content lacking educational value or benefit or that poses a threat to the network, and will take measures to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students. Students shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities. In addition to the District's use of filtering software, every user must take responsibility for his or her use of the network and Internet and avoid these sites. The Administration will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Students should report accidental or inappropriate computer or Internet access to a teacher or administrator for blocking. Students are also strongly urged to immediately report *any* harassing, threatening, intimidating or other improper message received through the Darien electronic environment. Internet usage is logged and monitored for use consistent with Board policy.

**Enforcement and Discipline**

The use of Darien's electronic environment is a privilege. Any student who violates the Board's Student Use of the District's Computer Systems and Internet Safety Policy, or these associated Administrative Regulations, may have his or her access privileges terminated. Additionally, such misconduct may subject the violator to disciplinary action under the Board's Student Discipline Policy, and may be subject to criminal prosecution. Any use of the Darien electronic environment that violates applicable copyright laws is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law.

**Acknowledgment**

By use of the Darien electronic environment, students and parents acknowledge that there is no guarantee that the Darien electronic environment is virus-free, or that all hardware and/or software used to access the electronic environment will be compatible with the Darien electronic environment. Students and parents acknowledge that the District is not responsible for any damages a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions of any kind. Students and parents further acknowledge that use and/or access to Darien's electronic environment does not entitle the user to seek indirect, consequential, special, punitive, peremptory, or like damages from the District in connection with such use and access.

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**Revisions**

These Administrative Regulations are subject to change. Any changes will be communicated to users via Aspen's Information Portal. All users are responsible for keeping abreast of any updates to these Administrative Regulations.

Appendix A: Student Electronic Environment User Agreement

REVIEWED BY BOARD OF EDUCATION: February 24, 2015, (Effective July 1, 2015)

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**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**Series 5000: STUDENTS**  
**Policy 5130 C-19**

**STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM**

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

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

**Legal References:**

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

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

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

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

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

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

Darien board of Education Policy 6940: Home Instruction

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

ADOPTED BY THE BOARD OF EDUCATION: March 28, 2017

REVISED: June 12, 2018

**ADMINISTRATIVE REGULATIONS REGARDING  
ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM**

**I. Attendance and Truancy**

A. Definitions for Section I

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



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regulation, considered excused only for the following reasons:

- i. student illness (verified by an appropriately licensed medical professional);
  - ii. religious holidays;
  - iii. mandated court appearances (documentation required);
  - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
  - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
  - vi. lack of transportation that is normally provided by a district other than the one the student attends.
- c. A student, age five (5) to eighteen (18), whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.
- 5. "In Attendance" - Any day during which a student is present at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.
  - 6. "Student" - a student enrolled in the Darien Public Schools.
  - 7. "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any

one month or **ten (10)** unexcused absences from school in any school year.

8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

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

B. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence. (For example, if a student is absent for eight (8) consecutive days of school due to illness, only one signed doctor's note will be required to document those eight days. However, the student would be charged with eight days of absences.)
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. For any absence due to student illness, the signed note must include the specific symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19.
3. For the student's tenth (10<sup>th</sup>) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
  - a. student illness:
    - i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date and including the specific symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19; or

- ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation and including the specific symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19.
  - b. religious holidays: none.
  - c. mandated court appearances:
    - i. a police summons;
    - ii. a subpoena;
    - iii. a notice to appear;
    - iv. a signed note from a court official; or
    - v. any other official, written documentation of the legal requirement to appear in court.
  - d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
  - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
  - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
4. Text messages shall not serve to satisfy the requirement of written documentation.
5. The Darien Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.

6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. Extraordinary Educational Opportunities

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

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

D. Truancy Exceptions:

- 1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.

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

E. Readmission to School Following Voluntary Withdrawal

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

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

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

instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

G. Procedures for students in grades K-8\*

1. Notification

- a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Darien Public Schools.
- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal [or his/her designee] shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. **[Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.]** Mailed notice of the student's absence shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall



have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

*[\*Note: State law mandates notification and monitoring only with regard to students in grades K-8. Boards of Education are free, however, to extend the application of monitoring and intervention procedures to students at all grade levels.]*

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

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection H.1.a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen (15) calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b-149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team [**or other appropriate school based team**] to

consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team (“PPT”) meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.

- e. If a family with service needs petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.
  - i. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team **[or other appropriate school based team]**. Upon completion of the evaluation of a regular education student, the Child Study Team **[or other appropriate school based team]** shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.
  - ii. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student’s need for special education services and the need, if any, to write and/or revise the student’s individualized education program (“IEP”).

## I. Attendance Records

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

## II. **Chronic Absenteeism**

### A. Definitions for Section II

- 1. “Chronically absent child” - a child who is enrolled in a school under the jurisdiction of the Darien Board of Education and whose

total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;

2. “Absence” - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations, or (b) an in-school suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;
3. “District chronic absenteeism rate” - the total number of chronically absent children under the jurisdiction of the Darien Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and
4. “School chronic absenteeism rate” - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Darien Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

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

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

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

C. Composition and Role of Attendance Review Teams

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

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Darien Board of Education and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

**III. Reports to the State Regarding Truancy Data**

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

IV. Evolving State Department of Education Guidance

The Board will comply with any and all guidance issued by the State Department of Education regarding attendance requirements, including during periods of blended learning, and regarding attendance requirements of students who choose not to participate.

Legal References:

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

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

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

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

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

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

Darien board of Education Policy 6940: Home Instruction

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

APPROVED BY THE BOARD OF EDUCATION: March 28, 2017

REVISED: June 12, 2018

REVISED:

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**SERIES 1000: COMMUNITY/BOARD OPERATION**  
**POLICY 1250 C-19**

**SCHOOL VOLUNTEERS, STUDENT INTERNS AND OTHER NON-EMPLOYEES**

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of the Darien Public Schools staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Darien Public Schools.

No employee of the Darien Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

All volunteers must comply with all school health and safety protocols in place at the time, including any health screening protocols. Due to the COVID-19 pandemic, the Board may limit or restrict volunteers based on the guidance of federal, state, and local health authorities.

Persons interested in volunteering their services should contact the school principal.

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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Legal References:

Connecticut General Statutes § 10-4g  
Connecticut General Statutes § 10-220  
Connecticut General Statutes § 10-235  
Connecticut General Statutes § 54-250 et seq.

“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,”  
Connecticut State Department of Education (June 29, 2020), available at  
<https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

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REVISED:



**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**SERIES 1000: COMMUNITY/BOARD OPERATION**  
**POLICY R-1250**

**SCHOOL VOLUNTEERS, INTERNS AND OTHER NON-EMPLOYEES**  
**(Administrative Regulations)**

**Screening Procedure**

The following procedure has been established for screening volunteers, interns and other non-employees (“volunteers”) within the Darien Public Schools. For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a Darien Public Schools employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study. As with other volunteers, all student interns must be approved in advance by the building administrator or his/her designee and must be under the direction of a Board employee.

This procedure identifies those situations in which an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry within 10 days of application and/or request to volunteer within the Darien Public Schools. All results must be received by the Human Resources Office before the volunteer may commence his or her services. No person who is a required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Darien Public Schools.

**Screening Procedure Definitions**

The District has identified two classifications of volunteers: Group I and Group II.

**Group I**

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a Darien Public Schools employee. Background checks will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

- a. assisting in a classroom, cafeteria, or library when a staff member is present; or
- b. accompanying a class on a field trip during the school day with a staff member; or
- c. helping in the school office during regular school hours; or
- d. assisting in the cafeteria or library during regular school hours; or
- e. assisting during extracurricular events, i.e., dances, fairs, open house, sporting events, etc.

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**Group II**

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a Darien Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as those listed below:

- a. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or
- b. chaperoning an overnight field trip; or
- c. working in direct contact with students without the direct presence of a Darien Public Schools employee;
- d. working as a student intern; or
- e. coaching.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his or her designee will notify the volunteer of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. No person who is a required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may be approved to volunteer within the Darien Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the Darien Public Schools. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

**Prior Approval Required**

All school volunteers (including student interns or other non-employee working in the schools) must be approved in advance by the building principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration. Due to the COVID-19 pandemic, the school district may limit or restrict volunteers based on the guidance of the federal, state, and local health authorities.

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**Sign-in Procedure**

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (i.e. destination; provide proof of identification etc.) as may be required by the log. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit. . All volunteers must comply with all school health and safety protocols in place at the time, including any health screening protocols.

**Legal Reference:**

Connecticut General Statutes § 10-4g  
Connecticut General Statutes § 10-220  
Connecticut General Statutes § 10-235  
Connecticut General Statutes § 54-250 et seq.

“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,”  
Connecticut State Department of Education (June 29, 2020), available at  
<https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

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**DARIEN PUBLIC SCHOOLS**  
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**SERIES 1000: COMMUNITY/BOARD RELATION**  
**POLICY 1225 C19**

**VISITORS**

The Board of Education encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including any health screening protocols. Due to the COVID-19 pandemic, the Board may limit or restrict visitors based on the guidance of federal, state, and local health authorities.

Legal References:

"Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together,"  
Connecticut State Department of Education (June 29, 2020), available at  
<https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

APPROVED BY THE BOARD OF EDUCATION: February 25, 2003

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**SERIES 1000: COMMUNITY/BOARD RELATION**  
**POLICY R-1225**

**VISITORS**  
**(Administrative Regulations)**

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for his/her proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When determining whether to approve a request to visit and/or observe student programs, the building Principal or responsible administrator shall consider the following factors:
  - a. the frequency of visits;
  - b. the duration of the visit;
  - c. the number of visitors involved;
  - d. the effect of the visit on a particular class or activity;
  - e. the age of the students;
  - f. the nature of the class or program;
  - g. the potential for disclosure of confidential personally identifiable student information;
  - h. whether the visitor/observer has a legitimate educational interest in visiting the school;
  - i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information; and

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- j. any safety risk to students and school staff.
- 5. The building Principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria.
- 6. If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy.
- 7. Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.
- 8. The district has an obligation to maintain the confidentiality of personally identifiable student information. All visitors and observers must restrict their visits and observations to the purpose identified in the request to visit or observe and are strictly prohibited from observing or collecting information on other students within the school. If the visitor/observer views, accesses or otherwise obtains personally identifiable student information concerning another student, the visitor/observer must notify the building Principal or responsible administrator as soon as possible.
- 9. All visitors and observers permitted inside school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including any health screening protocols.
- 8.10. A refusal to comply with any of the Board's policy provisions and/or regulation concerning visitors shall constitute grounds for denial of the visitor's privileges, as determined appropriate by the building Principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee.

Legal References:

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“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,”  
Connecticut State Department of Education (June 29, 2020), available at  
<https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

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**SERIES 1000: COMMUNITY/BOARD OPERATION**  
**POLICY 1200-C19**

**USE OF SCHOOL FACILITIES**

**A. Application Procedures**

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses and rentals during school hours will not be allowed without written permission from the Superintendent or his/her designee. -

Due to the COVID-19 pandemic, the Superintendent may limit or restrict the use of school facilities by community and other groups based on the guidance of federal, state, and local health authorities and consistent with applicable law.

Applications for the use of facilities related to school-based athletics shall be submitted, in accordance with the Administrative Regulations, to the Director of Athletics at Darien High School, 80 High School Lane, Darien CT 06820. All other applications for the use of facilities should be submitted, in accordance with the Administrative Regulations, to the Director of Facilities, Board of Education Offices, 35 Leroy Avenue, Darien, CT 06820.

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building



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principal or responsible administrator, and shall not be used without the express written permission of the administrator.

~~Copies of all applications shall be maintained in the Athletics Office or Facilities Office.~~ Approval of school facilities usage may be revoked at any time by the Superintendent of his/her designee.

**B. Eligible Organizations and Priority of Use**

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School sponsored curricular programs and activities
2. School-sponsored extracurricular programs and activities
3. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees, and similar organizations)
4. Town department or agency activities
5. Darien YMCA programs and activities, as per contractual arrangement with the Board of Education
6. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #3 above
7. Activities of for-profit organizations operating within the Town
8. Out-of-Town organizations (first priority to non-profit institutions)

**NOTE: To be considered a Local Non-Profit or Local Youth Sports group, the following criteria apply:**

- *The group must have 501-C-3 certification*
- *The group must be based in Darien*
- *66% or more of the participants must be Darien residents*
- *Roster must be submitted to the Facilities Department*

**C. Restrictions on Use of School Facilities**

The following restrictions shall apply to the use of school facilities:

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1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, e-cigarettes, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, e-cigarette products or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

**D. Fees and Other Costs**

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The fee schedule, including associated costs, is reviewed annually and shall be available in the office of the Director of Finance-Facilities and on the district's website.

"Associated costs" shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**E. Responsibility for Damage to Property or Loss of Property**

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

**F. Health and Safety Protocols**

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

**Legal References:**

Connecticut General Statutes §10-239	Use of School Facilities for Other Purposes
Connecticut General Statutes 10-215f	Certification that food meets nutrition standards
Connecticut General Statutes §10-221q	Sale of beverages
Connecticut General Statutes Title 9	Elections
20 U.S.C. § 7905	Equal Access to Public School for the Boy Scouts of America
26 U.S.C § 101 et seq.	Patriotic and National Organizations

“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,” Connecticut State Department of Education (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

APPROVED BY THE BOARD OF EDUCATION ON: September 19, 1999

REVISED BY THE BOARD OF EDUCATION ON: February 24, 2015, (Effective July 1, 2015)

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

**SERIES 1000: COMMUNITY/BOARD OPERATION**  
**POLICY R-1200**

**USE OF SCHOOL FACILITIES**  
**(Administrative Regulations)**

**Application for Building Use**

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone :** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Activity to be  
conducted and  
location:**

**Note:** Activities that are not considered "school-sponsored" shall be charged based on the attached fee schedule.

**Date(s) Requested:** \_\_\_\_\_ **Time: From** \_\_\_\_\_ **To** \_\_\_\_\_

The authorized agent for the organization above, and whose signature appears below, agrees that his/her organization will abide by the rules and regulations pertaining to the use of school facilities as prescribed by the Board of Education. The organization further agrees that any damage whatsoever to the building or any part thereof shall be repaired at the expense of the organization using the facilities.

**Signatures:**

\_\_\_\_\_  
**Person Responsible for the Organization**

\_\_\_\_\_  
**Board of Education**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**Use of School Facilities**

The priority list for allocating use of school facilities shall be as follows:

1. School sponsored curricular programs and activities
2. School sponsored extracurricular programs and activities
3. Activities of school related organizations (e.g. PTO, Booster Clubs, After Graduation Committees, and similar organizations)
4. Town department or agency activities
5. Darien YMCA programs and activities, as per contractual arrangement with the Board of Education
6. Activities of non profit organizations operating within the Town, other than School related organizations covered by category #3 above
7. Activities of for profit organizations operating within the Town
8. Out of Town organizations.

**Facilities Available** (please select facility desired)

**School/Location:** \_\_\_\_\_

- ☐ 1. Gymnasium
- ☐ 2. Auditorium
- ☐ 3. Kitchen / Cafeteria
- ☐ 4. Classrooms
- ☐ 5. School Grounds
- ☐ 6. Other — Discuss with the administrator/supervisor responsible for facilities use

**Services and/or  
Equipment  
Needed:**

February 2015

Attachment: 2014-15 Facilities Usage Fee Schedule (Memorandum from Michael Feeney, Director of Finance and Operations, September 10, 2014). Includes Certificate of Liability Insurance Form.

**DARIEN PUBLIC SCHOOLS**  
Darien, Connecticut

**SERIES 1000: COMMUNITY/BOARD OPERATION  
POLICY R-1200**

**FACILITY USE APPLICATION**  
**Darien Public Schools**

**School Requested:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_

**Nonprofit or For Profit (Please circle one)**

**Name of the Event:** \_\_\_\_\_

**Area Within School** \_\_\_\_\_

**Or**

**Field (s) Requested** \_\_\_\_\_

**Date of Use** \_\_\_\_\_ **Hours of Use** \_\_\_\_\_

**Date of Use** \_\_\_\_\_ **Hours of Use** \_\_\_\_\_

**Date of Use** \_\_\_\_\_ **Hours of Use** \_\_\_\_\_

**Approx. # Users** \_\_\_\_\_

**Individual in Charge**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone (h)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Police required**    **Yes**    **No**    **Fire watch required**    **Yes**    **No**

**Sound/Lighting Manager required**    **Yes**    **No**

**FOR DARIEN BOARD OF EDUCATION USE ONLY:**

**Approved by:** \_\_\_\_\_

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

<b>School Principal</b>	<b>Facilities Dept.</b>
<b><u>Comments/Special Instructions:</u></b>	
<b>INSURANCE REC'D</b>	<b>POLICE ORDERED</b>
<b>CHARGE</b>	

**GUIDELINES for School Events & Rentals – Please read**

- MAJOR school functions take priority (i.e., fairs, concerts, etc.) All outside requests for DHS, are not available until **90 days** prior to the event.
- Notify the school principal of the proposed activity and obtain verbal approval.
- Call the Facilities Department (656-7417) at least 72 hours in advance to tentatively schedule activity.
- Complete application and submit to Facilities Department after obtaining Principal's signature.
- Custodial services may be required for all weekday elementary school functions after 4:30 p.m. and for all weekday secondary school functions after 6:00 p.m. as well as all school functions on weekends and holidays. Police and fire services may be required and will be scheduled by the Facilities Department. **CANCELLATION OF POLICE DUE TO ACTIVITY CANCELLATION IS THE RESPONSIBILITY OF THE EVENT CHAIRPERSON. EIGHT (8) HOUR PRIOR NOTICE MUST BE GIVEN. OTHERWISE POLICE WILL CHARGE SCHEDULED FEE.**
- For student activities where an admission fee is charged, there will be no fee for the use of the facility; but there will be a fee charged for each custodian as well as the actual cost of fire and police required.
- Notification of cancellation of the activity must be received by the Facilities Department 24 hours in advance of the scheduled event.
- Faculty and students must provide work crews to set up, take down, clean up and return all borrowed items such as chairs and tables to their original locations at the end of every scheduled event.
- Any damage to school property as a result of this event must be reported to the Director of Facilities and through the building principal as soon as possible.

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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- **OUTSIDE RENTALS-** *Please submit this form to Sheila Flinn to [sflinn@darienps.org](mailto:sflinn@darienps.org). Once your event has been approved by the Administrators, you will receive a Contract and Cost Estimate. You will be required to submit a Certificate of Liability Insurance and deposit.*

**PLEASE NOTE: ANY TABLES/CHAIRS NEEDED IN ADDITION TO WHAT IS AVAILABLE FOR USE ON SCHOOL PREMISES NEED TO BE RENTED AND IS THE RESPONSIBILITY OF THE EVENT COORDINATORS**

DRAFT



**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**USE OF SCHOOL FACILITIES**  
**(Administrative Regulations)**

**INDEMNIFICATION AND RELEASE**

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned, does hereby indemnify and hold harmless the Board of Education and the Town of Darien, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board of Education or the Town of Darien, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board of Education policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

February 2015

REVISED:

**Darien Public Schools  
Darien, Connecticut**

**POLICY**

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**Series 5200  
Rights and Responsibilities**

**Policy 5220**

**STUDENT DISCIPLINE**

**I. Definitions**

- A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A deadly weapon is a weapon from which a shot may be discharged, which weapon is designed for violence and is capable of inflicting death or serious bodily harm and may include pellet guns and/or air soft pistols.
- C. **Electronic Defense Weapon** means a weapon that by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action

of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device that is neither designed nor redesigned for use as a weapon.

- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school

year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
- P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

## II. Scope of the Student Discipline Policy

### A. *Conduct on School Grounds or at a School-Sponsored Activity:*

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

### B. *Conduct off School Grounds:*

- 1. Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct that may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute

blackmail, a threat, or intimidation, regardless of whether intended as a joke).

11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, including but not limited to smoke bombs and stink bombs, or other explosive materials, or ignition of any material causing a fire.
15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind that are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting,

ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
27. Possession and/or unauthorized use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.

29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
33. Cyberbullying, defined as use of computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to commit acts of bullying.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means, or recording by electronic means acts of violence for purposes of later publication to persons other than school officials.
36. Engaging in a plan to stage sexual activity for the purposes recording it by electronic means or recording by electronic means sexual acts for purposes of later publication.
37. Any action prohibited by any Federal or State law.
38. Any other violation of school rules or regulations or a series of violations that make the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### IV. Discretionary and Mandatory Expulsions



- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
1. was in **possession on school grounds** or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
  2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
  3. was engaged **on or off school grounds in offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms “**dangerous instrument,**” “**deadly weapon,**” “**electronic defense weapon,**” “**firearm,**” and “**martial arts weapon,**” are defined above in Section I.

- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

- D. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) full calendar year for: the conduct described in Section IV(B)(1), (2) and (3) of this policy. For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
  - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
  - 2. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
  - 3. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
  - 4. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last

address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.

5. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
6. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.
7. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
8. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
9. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(8), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.
10. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.

11. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
  12. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

#### VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- D. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

#### VIII. Procedures Governing Expulsion Hearing

- A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the applicable provisions of the Uniform Administrative

Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Hearing Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.

- e. The student may cross-examine witnesses called by the Administration.
- f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information about free or reduced-rate legal services and how to access such services.

D. Hearing Procedures:

- 1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
- 2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
- 3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
- 4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.

5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (8), (9), (10), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present

during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.

13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
14. The Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian of any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

E. Presence on School Grounds and Participation in School-sponsored Activities During Expulsion:

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

F. Stipulated Agreements:

In lieu of the procedures used in this section, the Administration and the parents (or legal guardians) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to



the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Alternative Educational Programs for Expelled Students

A. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational program.

B. *Students sixteen (16) to eighteen (18) years of age:*

The Board of Education shall provide an alternative education to a sixteen-(16) to-eighteen (18) year-old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

C. *Students eighteen (18) years of age or older:*

The Board of Education is not required to offer an alternative educational program to expelled students eighteen (18) years of age or older.

D. *Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):*

Notwithstanding Sections IX.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

X. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If the student has not previously been suspended or expelled, and the administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from

school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.
2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension that constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.

5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. *Transfer of IDEA students for Certain Offenses:*

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The following definitions shall be used for this subsection XII.C.:

1. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
2. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
3. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

4. **Serious bodily injury** means a bodily injury that involves:  
(A) a substantial risk of death; (B) extreme physical pain;  
(C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

XIV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XV. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVI. Compliance with Reporting Requirements

1. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
2. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
3. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

Legal References:

Connecticut General Statutes:

§§ 4-176e through 4-180a and § 4-181a      Uniform Administrative  
Procedures Act.

§§ 10-233a through 10-233e      Suspension and expulsion of students.

§ 10-233f      In-school suspension of students.

§29-38      Weapons in vehicles

§53a-3      Definitions

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).

Public Act 07-3      An Act Implementing the Provisions of the  
Budget Concerning Education

Public Act 07-122      An Act Concerning Suspensions and  
Expulsions by Local and Regional Boards of  
Education

Public Act No. 08-160      An Act Concerning School Learning  
Environment

Federal law:

Honig v. Doe, 484 U.S. 305 (1988)

Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., as  
amended by the Individuals with Disabilities Education Improvement Act  
of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).  
18 U.S.C. § 921 (definition of “firearm”)  
18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)  
18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)  
21 U.S.C. § 812(c) (identifying “controlled substances” and “illegal  
drugs”)  
Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762  
(codified at 20 U.S.C. § 7151)

ADOPTED: June 9, 2009

REVISED:



# DARIEN PUBLIC SCHOOLS

## Darien, CT

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Students - Series 5000 - **C-19**  
Policy 5220

### STUDENT DISCIPLINE

#### I. Definitions

- A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.
- C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such

pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.

- G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

- M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.
- P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- Q. For purposes of this policy, references to “school” and “classroom” shall include physical educational environments, as well as virtual educational environments, whether synchronous or asynchronous, which occur on Internet-based platforms that allow students to engage in remote learning.

## II. Scope of the Student Discipline Policy

- A. ***Conduct on School Grounds or at a School-Sponsored Activity:***
1. Suspension. Students may be **suspended** for conduct on school grounds or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.**
  2. Expulsion. Students may be **expelled** for conduct on school grounds or at any school-sponsored activity that either **(1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.**

B. *Conduct off School Grounds:*

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**

C. *Seriously Disruptive of the Educational Process:*

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school;** (2) **whether other students from the school were involved or whether there was any gang involvement;** (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon,** as defined in Section Conn. Gen. Stat. § 29-38, and **whether any injuries occurred;** and (4) **whether the conduct involved the use of alcohol.** The Administration and/or the Board of Education may also consider (5) **whether the off-campus conduct involved the illegal use of drugs.**

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.

6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or

aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances 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. For the purposes of Paragraph 15, the term “vapor product” shall mean 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 and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

31. Hazing.
32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
- a. causes physical or emotional harm to such student or damage to such student's property;
  - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - c. creates a hostile environment at school for such student;
  - d. infringes on the rights of such student at school; or
  - e. substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. **Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, *including but not limited to violating school or district health and safety protocols developed in connection with the COVID-19 pandemic, such as, but not limited to, physical distancing and mask-wearing requirements.***



35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. Using computer systems, including email, *distance learning platforms*, 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 this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### IV. Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where he/she has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the Administration has reason to believe:
  1. was in **possession on school grounds** or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or

2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon**, a **dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
3. was engaged **on or off school grounds in offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms “**dangerous instrument**,” “**deadly weapon**,” “**electronic defense weapon**,” “**firearm**,” and “**martial arts weapon**,” are defined above in Section I.

- C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no **student enrolled in such a preschool program** shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the Administration has reason to believe that that a student enrolled in such preschool program was in **possession of a firearm** as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. The term “**firearm**” is defined above in Section I.
- D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.
- E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV.B(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV.C. For any mandatory expulsion

offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
  - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
  - 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
    - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-

school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or

- b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.
3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.
8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.

9. The school Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
  10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration.
  11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
  12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
  13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

## VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

## VIII. Procedures Governing Expulsion Hearing

### A. ***Emergency Exception:***

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

### B. ***Hearing Panel:***

- 1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.

2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. ***Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):***

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. ***The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.***
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the Administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Administration.
  - f. The student may be represented by an attorney or other advocate of his/her choice at his/her expense or at the expense of his/her parent(s) or guardian(s).
  - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s)

requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.

- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and about free or reduced-rate legal services and how to access such services.
- j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

**D. *Hearing Procedures:***

- 1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
- 2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
- 3. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
- 4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
- 5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.



6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
7. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
8. The student shall not be compelled to testify at the hearing.
9. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.

14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
18. The hearing may be conducted virtually, via video conference, at the direction of the Board, in the event school buildings are closed to students or individuals are provided limited access to school buildings as a result of the COVID-19 pandemic. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

E. ***Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion:***

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

F. ***Stipulated Agreements:***

In lieu of the procedures used in this Section, the Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. **Alternative Educational Opportunities for Expelled Students**

A. ***Students under sixteen (16) years of age:***

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

**B. *Students sixteen (16) to eighteen (18) years of age:***

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.
2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent, time.
3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

**C. *Students eighteen (18) years of age or older:***

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

**D. Content of Alternative Educational Opportunity**

1. For the purposes of Section IX, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.
2. The Superintendent, or his/her designee, shall develop administrative regulations concerning alternative educational opportunities, which administrative regulations shall be in compliance with the standards adopted by the State Board of

Education. Such administrative regulations shall include, but not limited to, provisions to address student placement in alternative education; individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

E. ***Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”):***

Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.

F. ***Students for whom an alternative educational opportunity is not required:***

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required by law or as described in this policy. In such cases, the Board, or if delegated by the Board, the Administration, shall determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

X. **Notice of Student Expulsion on Cumulative Record**

Notice of expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student’s period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student’s period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student’s cumulative record prior to graduation if such student has demonstrated to the Board that the student’s conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board

may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. ***Student moving into the school district:***

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. ***Student moving out of the school district:***

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”)

A. ***Suspension of IDEA students:***

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an “IDEA student”) who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. ***Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:***

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).
2. The school district shall immediately convene the student’s planning and placement team (“PPT”), but in no case later than ten

(10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.

3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

**C. *Removal of Special Education Students for Certain Offenses:***

1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
  - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
  - b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
  - c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.



2. The following definitions shall be used for this subsection XII.C.:
  - a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
  - b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
  - c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
  - d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

- A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:
  1. The parents of the student must be notified of the decision to recommend the student for expulsion.
  2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.
  4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or other residential placement.
- B. If a student who committed an expellable offense seeks to return to a school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Documentation and Reporting Requirements

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation to the local police.

Legal References:

Connecticut General Statutes:

Public Act 19-91, "An Act Concerning Various Revisions and Additions to the Education Statutes."

Public Act 19-13, "An Act Prohibiting the Sale of Cigarettes, Tobacco Products, Electronic Nicotine Delivery Systems and Vapor Products to Persons Under Age Twenty-One."

§ 10-16 Length of school year

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act

§ 10-222d Safe school climate plans. Definitions. Safe school climate assessments

§§ 10-233a through 10-233f Suspension and expulsion of students.

- § 10-233l Expulsion and suspension of children in preschool programs
- § 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
- § 21a-240 Definitions
- § 19a-342a Use of electronic nicotine delivery system or vapor product prohibited
- §§ 21a-408a through 408p Palliative Use of Marijuana
- § 29-38 Weapons in vehicles
- § 53a-3 Definitions
- § 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to minors
- § 53-206 Carrying of dangerous weapons prohibited.

*Packer v. Board of Educ. of the Town of Thomaston*, 246 Conn. 89 (1998).  
*State v. Hardy*, 896 A.2d 755, 278 Conn. 113 (2006).  
*State v. Guzman*, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018.

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.  
 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).  
 18 U.S.C. § 921 (definition of “firearm”)  
 18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)  
 18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)  
 21 U.S.C. § 812(c) (identifying “controlled substances”)  
 34 C.F.R. § 300.530 (defining “illegal drugs”)  
 Gun-Free Schools Act, 20 U.S.C. § 7961  
*Honig v. Doe*, 484 U.S. 305 (1988)

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

12/23/2019

***Temporary revisions 7/5/2020***

**DARIEN PUBLIC SCHOOLS**  
**Darien, CT**

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**Series 5000**  
**Students**

**ADMINISTRATIVE REGULATIONS REGARDING ALTERNATIVE EDUCATIONAL  
OPPORTUNITIES FOR EXPELLED STUDENTS**

**I. Applicability of these Administrative Regulations**

These administrative regulations shall apply in cases when, pursuant to state law, a student in the Darien Public Schools (the “District”) is entitled to an alternative educational opportunity during a period of expulsion.

**II. Responsible Personnel**

The building principal of the school from which the student has been expelled, or his/her designee(s), shall maintain responsibility for compliance with these administrative regulations relative to the individual student who is being provided with the alternative educational opportunity.

**III. Student Placement Procedures**

**A. After a student has been expelled, and unless extraordinary circumstances exist, the building principal, or his/her designee(s), will take the following steps:**

1. Meet with the expelled student’s parent(s)/guardian(s) prior to the student’s placement in an alternative educational setting to provide information concerning the potentially appropriate alternative educational opportunities for the student and to inform the parent(s)/guardian(s) and student of the right to apply for early readmission to school in accordance with Conn. Gen. Stat. Section 10-233d(j).
2. Consult with relevant school personnel from the school from which the student was expelled, who are knowledgeable about the student, to obtain information regarding the student’s academic, social, and behavioral history that will help inform the decision concerning an appropriate alternative educational opportunity. Such information may be gathered by written reports.
3. After placement options have been shared with the parent(s)/guardian(s), convene a placement meeting at which all alternative educational opportunities are explored and a placement decision is made.

**B. The educational programming and placement for expelled students who are eligible to receive special education and related services under the Individuals with Disabilities Education Act (“IDEA”) shall be determined by the student’s Planning and Placement Team (“PPT”). In such case, Subsection A above shall not apply.**

**IV. Individualized Learning Plan**

A. Development of the Individualized Learning Plan

After the student has been accepted into an alternative educational placement, the principal, or his/her designee, will develop an Individualized Learning Plan (“ILP”) that will govern the programming for the student for the period of expulsion. To develop the ILP, the principal, or his/her designee, will collaborate with school personnel from the school from which the student was expelled, the student and the parent/guardian, and will review all relevant student records.

B. Contents of the Individualized Learning Plan

1. The ILP will reference student records with information relevant to the provision of an alternative educational opportunity. These records may include:
  - a. Student success plan (for students who have a student success plan as mandated by state law, the student success plan may inform the ILP but does not replace the ILP);
  - b. Individualized education program (“IEP”);
  - c. Section 504 Plan;
  - d. Individualized health care plan or emergency care plan; and/or
  - e. Other relevant academic and behavioral data.
2. The ILP will address the following:
  - a. The student’s academic and behavioral needs and appropriate academic and behavioral goals and interventions, including the student’s core classes at the time of expulsion and the student’s current placement or progress in the curriculum for those classes so that the student has an opportunity to continue to progress in the Board’s academic program and earn graduation credits, if applicable;
  - b. Benchmarks to measure progress towards the goals and ultimately, progress towards graduation;
  - c. Provision for the timing and method for reviewing the student’s progress in the alternative educational opportunity and for communicating that progress to the parent/guardian or student. For most students, monitoring and reviewing the student’s progress will include monitoring the student’s attendance, work completion and progress toward meeting the relevant academic standards for particular coursework, and thus progressing toward graduation, if applicable. The student’s progress and grades will be communicated to the parents/guardians or student with the same frequency as similar progress for students in the regular school environment is reported and communicated to parents/guardians or students. The student’s progress and grades will also be reported to the school from which the student was expelled;

- d. Provision for the timely transfer of the student's records both from the student's school to the alternative educational opportunity provider, and also from the alternative educational opportunity provider to the student's school; and
- e. The possibility of early readmission to the school from which the student was expelled and the early readmission criteria, if any, established by the Board of Education or Superintendent, as applicable.

V. Review of Student's Placement in Alternative Educational Opportunity and Individualized Learning Plan

- A. A review of the appropriateness of the placement must occur at least once per marking period.
- B. The placement review must include:
  - 1. Review of the ILP to (1) assess progress and make adjustments as necessary and (2) determine its alignment with the goals of the student's IEP, where applicable; and
  - 2. Consideration of opportunities for early readmission as set forth in the ILP, as established by the Board of Education or Superintendent, as applicable.

VI. Transition Plan for Readmission

- A. Before a student is readmitted to the school from which the student was expelled, relevant staff should provide an opportunity to meet with the parents/guardians and student to discuss the student's readmission. As part of the readmission process and the student's ILP, the principal, or his/her designee, should consider:
  - 1. Efforts to readmit the student at a semester starting point (at the high school level);
  - 2. A plan to transfer the student's credits and records back to the school from which the student was expelled:
    - a. The District will award an expelled high school student appropriate high school credit for work satisfactorily completed during the period the student participates in the alternative educational opportunity and will transfer relevant records back to the school from which the student was expelled;
    - b. The District will provide an expelled student transferring to a new school district a progress summary of all work completed during the course of the student's expulsion, and will indicate the course credit earned by the student for that work.
  - 3. The student's need for academic and other supports upon returning to his/her school; and
  - 4. Efforts to connect the returning student with opportunities to participate in extracurricular activities.
- B. In the event the principal, or his/her designee, determines that a student's alternative educational opportunity is no longer beneficial to the student, but it remains inappropriate to return the

student to the school from which the student was expelled, a plan for a different alternative educational opportunity may be developed in accordance with the procedures outlines in these Administrative Regulations.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233d

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled* (January 3, 2018).

ADOPTED: \_\_\_\_\_



# PERSONNEL ACTION REPORT

October 13, 2020

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Christopher Naumann	Appointment	New Position/Campus Monitor/DHS	11/2/2020	6/30/2021	NA	NA
2	Karen Romay	Appointment	New Position/Campus Monitor/DHS	11/2/2020	6/30/2021	NA	NA
3	Curtis Field	Appointment	K MacDonald/DHS/Assistant Athletic Director	10/19/2020	6/30/2021	NA	NA
4	Bobby Elbaqi	Appointment	P Taylor/Royle/Campus Monitor	10/22/2020	6/30/2021	NA	NA
5	Dounia Choukr	Appointment	New Position/Hindley/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
6	Brandon Patino	Appointment	New Position/Hindley/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
7	Mehline Bohrer	Appointment	New Position/Holmes/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
8	Naomi Santiago	Appointment	New Position/Holmes/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
9	Lori Hoge	Appointment	New Position/Ox Ridge/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
10	Joseph McIntosh	Appointment	New Position/Ox Ridge/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
11	Jacob Fredo	Appointment	New Position/Royle/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
12	Matthew Sealy	Appointment	New Position/Royle/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
13	Annette Radogna	Appointment	New Position/Tokeneke/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
14	Ashley Pascarelli	Appointment	New Position/Tokeneke/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
15	Shelia Finnegan	Appointment	New Position/MMS/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
16	Naoual Halim	Appointment	New Position/MMS/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
17	Yousra Hamzaoui	Appointment	New Position/MMS/Lunch Monitor	10/14/2020	6/30/2021	NA	NA
Resignations and Retirements (Informational Only)							
18	Brittani Nuccio	Resignation	MMS/Special Education Teacher	11/11/2020	10/23/2020		