

**GROTON PUBLIC SCHOOLS
GROTON, CONNECTICUT**

(*Attachments are available upon request from the Superintendent's Office.)

Regular Meeting

June 24, 2019

The regular meeting of the Groton Board of Education was held on June 24, 2019, in the CR 1 of the Town Hall Annex.

1. CALL TO ORDER

The meeting was called to order by Mrs. Kim Watson, Board Chairperson, at 6:08 p.m.

The first order of business was the Pledge of Allegiance to the flag by a Hiking Club Student.

PRESENT

Mrs. Kim Shepardson Watson
Dr. Andrea Ackerman
Mrs. Gretchen Newsome
Mrs. Jane Giulini
Mrs. Rita Volkmann
Mrs. Lee White

ABSENT

Mrs. Katrina Fitzgerald
Mrs. Rosemary Robertson
Mr. Jay Weitlauf

Dr. Michael Graner, Superintendent of Schools
Ms. Susan Austin, Assistant Superintendent of Schools
Mr. Samuel Kilpatrick, Director of Buildings and Grounds
Mr. Ken Knight, Business Manager
Miss Addie Clark, Student Representative

B. RECOGNITION AND PARTICIPATION AND DELEGATIONS

1. CB Hiking Club Update [ATTACHMENT #1]

Mr. Seth Danner, Principal of Charles Barnum School, introduced several students, Jacob Cieplik, Lexi Orkney, Jesse Gilbert, Alanna Rubin, and Khloe Brown, who gave a PowerPoint presentation of their Hiking trip to New Hampshire.

C. COMMENTS FROM CITIZENS

1. Beth Horler, GEA President, [ATTACHMENT #2] praised the Fitch High staff, the Maintenance Crew, and Mark Russell and his crew for the outstanding job they did in preparation for Graduation. Mrs. Horler also noted her support for the Transitional K.

MOTION: Newsome, White:

To suspend the rules to add a motion to the agenda under New Business regarding approval of the implementation of a one-year pilot of a Transitional K Program for the 2019-2020 school year.

PASSED - UNANIMOUSLY

II. RESPONSE TO COMMENTS FROM CITIZENS

NONE

III. STUDENT REPRESENTATIVE REPORT

The Student Representatives reported:

- Updates from Last Meeting:
 - The Class of 2019 graduated this past Friday, June 21, 2019. Congratulations to all the graduates of Fitch High School.
- Painted Parking Spaces:
 - The Class of 2020 is continuing the fundraiser in which seniors are able to paint their own parking spots.
 - Students wanting to participate will have to retrieve a Fitch High School parking permit from Mr. Diskin's Office and fill out the contract and design request before Wednesday, August 21, 2019 for the First Lottery Deadline.
 - The total amount to paint a parking spot is \$40.00.
 - The first painting day is Friday, August 23, 2019, from 1:00 p.m. to 5:00 p.m.
- Summer Reading:
 - All students enrolled in an English class at Fitch must complete their summer assignments before the start of school. Each grade and class level has a separate assignment. Students should have received their assignments in class, but the information can also be found on the Groton Public School website.
 - In addition to the summer reading assignment, some AP and IB courses might require a summer assignment.
- Freshman Orientation:
 - Freshman Orientation will be on Thursday, August 22, 2019 and Friday, August 23, 2019 from 8:00 a.m. to 11:00 a.m. Different clubs and sports will also be showing up to introduce the Freshmen to the activities at Fitch.

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

Dr. Graner had high praise for those who helped to make the 2019 Graduation a great success.

A. REPORTS AND INFORMATION FROM THE STAFF

1. Assistant Superintendent Report [ATTACHMENTS #3, 4, 5]

Ms. Austin noted:

- a. The Summer Curriculum Writing schedule;
- b. The Summer Learning Opportunities;
- c. The Summer Writing Academy;
- d. That the SBAC data is back.

2. Business Office Report [ATTACHMENTS #6, 7]

➤ **Object Code Summary**

Ken Knight gave an overview of the Object Code Summary dated June 19, 2019 showing an unexpended balance of \$14,143.

➤ **Health Insurance Report**

Ken Knight reviewed the Health Insurance Report for the month of April.

3. Director of Buildings and Grounds Report

➤ **Groton 2020:** Mr. Kilpatrick noted:

- That a lot of concrete is being poured and steel is being installed at the new Middle School site.
- He noted that he will be meeting with IT and the architects this week.
- He noted that the tank is being removed at WSM and the relocation of the sewer line at CMS is taking place.
- Water proofing of the beams at CK is taking place.
- HVAC coil replacement is occurring at CK.
- The tank replacement is occurring at FHS.
- He is going over the draft report of NEA issue.
- PV is to be turned over to the Town very soon.

IV. COMMITTEE REPORTS

1. Finance/Facilities Committee:

There was no report.

2. Policy Committee:

There was no report.

3. Curriculum Committee:

Dr. Ackerman noted the courses proposed by the high school. Dr. Ackerman thank Mrs. Amy McKenna for sitting with her to address the proposed Graphic Novel course. As a results she is in full support of the course. Dr. Ackerman also thanked Mr. Diskin for orienting her to the APEX program so that she could have a better understanding of it.

IV. COMMITTEE REPORTS - cont.

4. Negotiations Committee:
Mrs. Watson noted that the Negotiations Committee is in negotiations with the Paraprofessionals and will be going into negotiations with the Administrators in August.
5. LEARN:
Mrs. Volkmann noted that the LEARN Board of Directors met on June 13, 2019 and celebrated their accomplishments; was introduced to the new Director, Katie Ericson; the Ocean Avenue Learning Center has opened; and she has been elected as Secretary of the Executive Board.
6. Town & City Councils/RTM/Board Liaison Committee:
Mrs. Watson noted that the Town & City Councils/RTM/Board Liaison Committee met and noted that the July 3, 2019 meeting has been cancelled. She also noted that a new member has been appointed to the City Council.
7. GEA/AGSA/BOE Liaison Committee:
Mrs. Watson noted that GEA/AGSA/BOE Liaison Committee will meet again in October.
8. Groton Scholarship:
There was no report.
9. Trails Liaison:
There was no report.

V. ACTION ITEMS

A. CONSENT CALENDAR

1. RESOLUTION ACCEPTING BOARD MINUTES

RESOLVED, that the regular meeting minutes of May 28, 2019, is hereby accepted and approved.

RESOLUTION ACCEPTING GIFTS

- YourCause, LLC Trustee for Pfizer Annual Giving Campaign has made a donation on behalf of Michelle Ezell-Adkins in the amount of \$120.00.
- Mystic Woman's Club has made a donation of a Cecilio violin to the Claude Chester Music Department. Cecilio chromatic tuner/metronome, rosin, and bows are also included in the case.
- The Kate and Isaac Brody Foundation has donated \$100.00 to help Ms. Cecily Westervelt defray the cost of her Social Language Skill's class field trip to the Town House Dinner on June 3, 2019.

RESOLUTION ACCEPTING GIFTS – cont.

- The Kate and Isaac Brody Foundation has donated \$100.00 for the West Side STEM Magnet Middle School's 7th grade end-of-the-year class trip to Ocean Beach Park on June 14, 2019.
- Louise Hoffman has made a donation of art supplies to Cutler Middle School.
- Tanger Outlets has made a donation of \$489.72 to Claude Chester for their Math Grant.
- YourCause, LLC Trustee for Wells Fargo Community Support Campaign has made donation on behalf of Michelle Ezell-Adkins to Claude Chester School in the amount of \$120.00.
- YourCause, LLC Trustee for Wells Fargo Community Support Campaign has made a matching donation on behalf of Michelle Ezell-Adkins to Claude Chester School in the amount of \$120.00.
- The Orthodontic Associates of Southeastern CT has donated requested school supplies for Autism Awareness Month to the ABA Program at S. B. Butler Schools for students with Autism Spectrum Disorder.
- Mr. Tim Goff has donated a digital piano to Fitch High School.

MOTION: Volkmann, Ackerman:

To approve the Consent Calendar.

PASSED - UNANIMOUSLY

B. OLD BUSINESS

NONE

C. NEW BUSINESS

1. Discussion and possible action regarding the Community Eligibility Provision.

MOTION: Newsome, White: To approve participation in the Community Eligibility Provision Program at the three Title I schools (CC/CK/WSM).

PASSED - UNANIMOUSLY

2. Discussion and possible action regarding Food Service Program meal pricing.

MOTION: Giulini, White: To approve the proposed lunch meal price increase for FHS of \$1.75 for breakfast and \$3.00 for lunch.

PASSED – UNANIMOUSLY

C. NEW BUSINESS – cont.

3. Discussion and possible action regarding the closing of Mary Morrisson Elementary School effective July 1, 2021.

MOTION: White, Newsome: To approve the closing of Mary Morrisson Elementary School effective July 1, 2021.

PASSED - UNANIMOUSLY

4. Discussion and possible action regarding the Finance Committee recommendations regarding the Central Office staff, non-union hourly, and stipend position pay rates.

MOTION: Volkmann, Ackerman:

To approve the Finance Committee recommendations regarding the Central Office staff, non-union hourly, and stipend position pay rates excluding the Superintendent.

YES – White, Watson, Ackerman, Giulini, Newsome

ABSTINED – Volkmann

PASSED

5. Discussion and possible action regarding a first reading of policy P 6141 Curriculum Design/Development. (Attachment #8)

MOTION: Newsome, White: To approve as a first reading policy P 6141 Curriculum Design/-Development.

PASSED - UNANIMOUSLY

6. Discussion and possible action regarding a first reading of policy P 5141.3 Health Assessments and Immunizations and regulations R 5141.3 (Attachment #9)

MOTION: Giulini, White: To approve as a first reading policy P 5141.3 Health Assessments and Immunizations and regulations R 5141.3.

YES – White, Volkmann, Watson, Ackerman, Giulini

ABSTAINED – Newsome

PASSED

C. NEW BUSINESS

7. Discussion and possible action regarding a first reading of policy P 5112.2 Admission Requirements. (Attachment #10)

MOTION: White, Giulini: To approve as a first reading policy P 5112.2 Admission Requirements.

PASSED - UNANIMOUSLY

8. Discussion and possible action regarding a first reading of policy P 3542.43 Food Service Charging. (Attachment #11)

MOTION: Volkmann, White: To approve as a first reading policy P 3542.43 Food Service Charging.

PASSED - UNANIMOUSLY

9. Discussion and possible action regarding a first reading of policy P 6161 Equipment/-Books/Materials: Provision/Selection. (Attachment #12)

MOTION: Newsome, White: To approve as a first reading policy P 6161 Equipment/Books/Materials: Provision/Selection.

PASSED - UNANIMOUSLY

10. Discussion and possible action regarding the implementation of the Healthy Food Option.

MOTION: Giulini, White:

To certify that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019 through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

PASSED - UNANIMOUSLY

C. NEW BUSINESS

11. Discussion and possible action regarding food exemptions.

MOTION: White, Ackerman:

To allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store.

An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

PASSED - UNANIMOUSLY

12. Discussion and possible action regarding the exemption of beverages.

MOTION: Volkmann, Giulini:

To allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

PASSED - UNANIMOUSLY

13. Discussion and possible action regarding the implementation of a one-year pilot Transition K Program for the 2019-2020 school year. [ATTACHMENT #13]

MOTION: Giulini, Ackerman: To approve the implementation of a one-year pilot Transition K Program for the 2019-2020 school year.

PASSED - UNANIMOUSLY

C. NEW BUSINESS

14. Discussion and possible action regarding discussion of the Assistant Superintendent's contract. (It is anticipated that this discussion will be held in Executive Session.)

A. LETTERS, COMMUNICATIONS, AND COMMENTS

1. Mrs. Volkmann noted:
 - a. She attended the Military Breakfast held at the Coast Guard.
 - b. She attended the FHS Chorus Concert.
 - c. She attended the 2019 Graduation.
 - d. She noted the need for a Board conversation regarding the all night graduation party versus an after Prom party and to include groups of seniors and parents in the discussion.
2. Mrs. Newsome noted the outstanding 2019 Graduation.
3. Mrs. Giulini noted:
 - a. She attended the wonderful Art Gallery reception.
 - b. She attended the great IB Luncheon.
 - c. She attended the Curriculum Committee and Negotiations Committee meetings.
 - d. She attended the community and staff recognitions ceremony recently held.
4. Dr. Ackerman noted:
 - a. She attended the outstanding Art Gallery Reception.
 - b. She attended the IB Luncheon.
 - c. She attended the Military Breakfast held at the Coast Guard.
 - a. She attended the community and staff recognitions ceremony recently held.
 - b. She attended the Scholarship Night at the high school.
 - c. She attended the retirement ceremony for Dr. Howley at LEARN.
 - d. She gave a shout out to Brittany Toussaint.
 - e. She noted the recent death of a MLK Scholar, Shelby Olsen, killed in a car accident,
5. Mrs. Watson noted:
 - a. She noted that she has been appointed to be on the committee developing a process for turning over schools no longer needed to the Town. She stated that there will be a motion to turn over PV to the Town at the July Regular Meeting.
 - b. She attended the Adult Education Graduation.
6. Mrs. White noted the latest issue of Amphora magazine.

VII. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items

As noted in the agenda.

July 1, 2019	Special Meeting	6:00 p.m., C.O., Rm. 11
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B. Suggested Agenda Items

NONE

VIII. EXECUTIVE SESSION

MOTION: Watson, Newsome:	To go into Executive Session at 8:08 p.m. for the purpose of discussing the Assistant Superintendent's contract and to invite Dr. Graner to attend. PASSED – UNANIMOUSLY
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The Assistant Superintendent's contract was discussed. No action was taken.

MOTION: Ackerman, Giulini:	To return to Open Session at 8:22 p.m. PASSED – UNANIMOUSLY
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MOTION: Newsome, Ackerman:	To provide the Assistant Superintendent with a \$4,000 TSA for the 2019-2020 school year in lieu of 6 vacation days. PASSED – UNANIMOUSLY
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MOTION: Ackerman, White:	To adjourn at 8:24 p.m. PASSED - UNANIMOUSLY
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Hiking Club 2018 - 2019

Dr. Charles Barnum Elementary School

First day of a great week

- 5 hour bus ride
- Left School at 5:00
- Hiking up 3.8 miles
- Carter Notch Hut
- Making the meals





New Hampshire Day #2

- ❖ Breakfast
- ❖ Hiking up Carter Dome (#9 on the 4,000 footer list)
- ❖ Animals (bird feeding)
- ❖ Monorail
- ❖ 5 - minute quiet time
- ❖ Rock Playground
- ❖ Supper & Charades







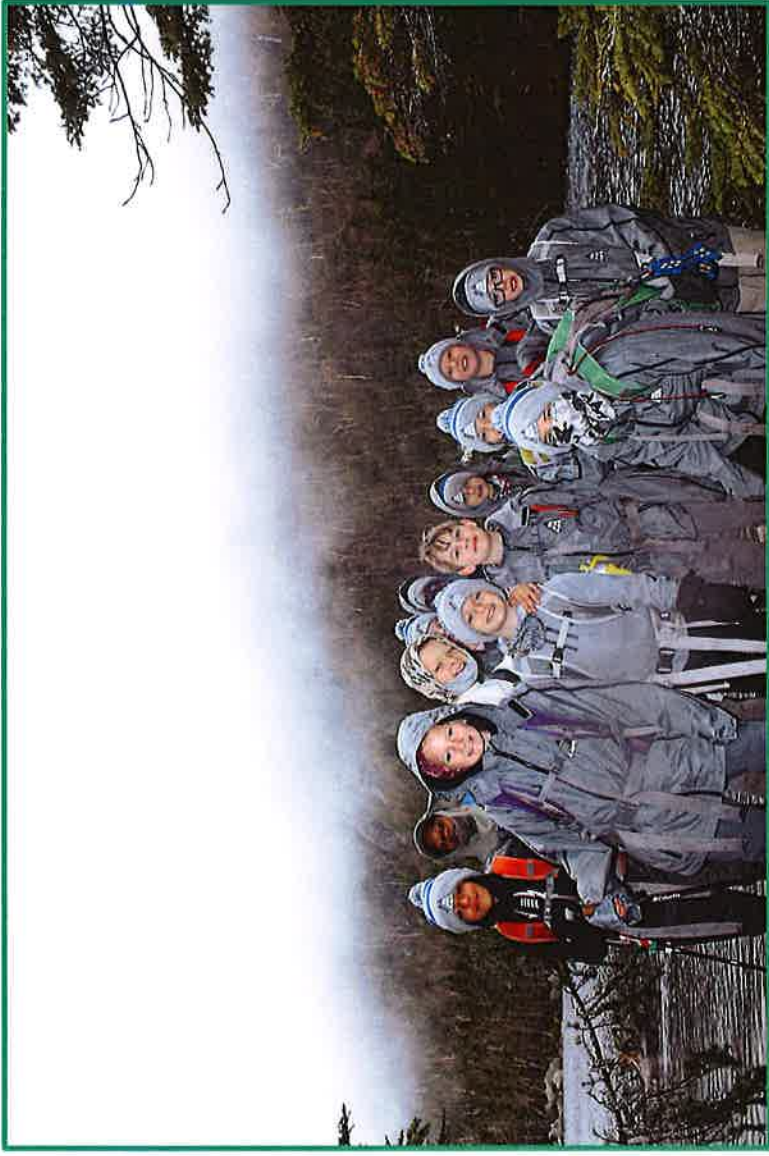


*Carter Dome
Summit - 4,832'*

Wildcat Mountain

- Rain
- Fog
- Wind
- Cold
- Snow
- 4,422'

Day three







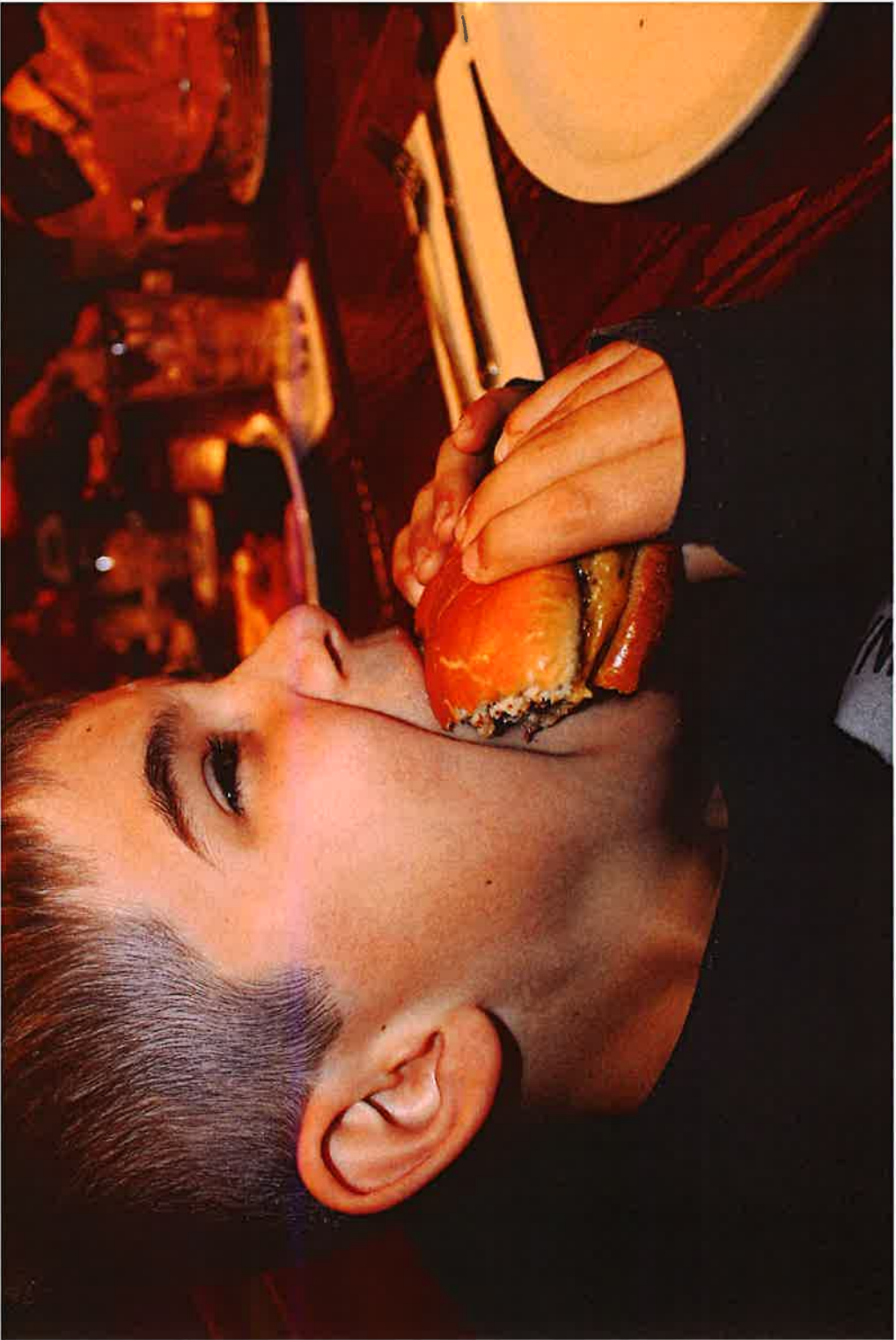
Hiking Club Activities & Trips

- Scatter ball
 - Gaga ball
 - Yuki ball
 - Ultimate
 - Football
 - Dodgeball
 - Blob tag
 - Read the book *Lost on a Mountain in Maine*
 - Castle Craig, Devil's Hopyard, Pachaug Forest, Pequot Trail, and others...
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Thank you for the support!



June 24, 2019

Beth Horler

GEA President

Remarks to BOE mtg.

Good Evening,

I wanted to give a public shout out to the Fitch High School graduation committee and especially the maintenance crew that made graduation happen outdoors last Friday.

As you recall, it started out as a wet and dreary day. The call to go ahead with the outdoor ceremony was made pretty late and then it rained again. Our maintenance guys did a fantastic job drying everything off.

Also - a huge shout out to Mark Russell and his crew for setting up in some not so tech friendly conditions and broadcasting the wonderful ceremony live.

We have ~~some~~ amazing graduates and it was truly an honor to shake every hand after they ~~the~~ walked across the stage.

Congratulations to the Fitch High School Class of 2019.

**GROTON PUBLIC SCHOOLS
GROTON, CT**

2019 SUMMER CURRICULUM WRITING

Curriculum	Dates	Location	Facilitator(s)
K-5 ELA	July 8, 11 & 12	Central Office, Room 11	Jamie Giordano & Kathie Miner
K-5 Math	July 8, 9 & 10	Central Office, Room 11	Steve Wheeler & Seth Danner
K-5 Science	July 15, 16 & 17	Catherine Kolnaski Magnet	Chris Dauphinais
K-5 Social Studies	July 17 & 18	Central Office, Room 11	Steve Armstrong
6-12 ELA; 9-12 HS drafting new courses	June 20, 21; July TBD	Fitch High School	Matt Brown & Amy McKenna
6-12 Math	June 20 & 21 (with follow up dates TBD)	Cutler Middle School FHS	Clare Wurm, Peter Bass Caitlyn Kennedy
6-12 Science	June 20 & 21	Central Office, Room 19	Tammy Mockus
6-12 Social Studies	June 20 & 21 (with follow up dates TBD)	Central Office, Room 11	Steve Armstrong
6-12 World Language	June 24, 25, 26, 27, & 28	Central Office, Room 19	Lisa Dragoli & Kate Serio Sarah Steverman, Greg Duncan

Groton Summer Learning Opportunities

Summer Reading

Community Partners

Mystic & Niantic Library

- Children's Summer Reading
- Teen's Summer Reading

Catherine Kolnaski Magnet Elementary School
Charles Gorman Elementary School
Claudia Chester Elementary School

Mary Morrissan Elementary School

Northeast Academy Magnet Elementary School

S. B. Butler Elementary School

Groton Public Library

- Summer Reading

Naivah Subisce New London Library

Middle School

High School

Carl C. Cutler Middle School
West Side Middle School

- Summer Reading
- Summer Reading Blog



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Groton Summer Learning Opportunities

DISTRICT NEWS

Summer Food Service Program

[Click here to view the Summer Food Service Program](#)
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GPS in the News: June 3, 2019

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GPS in the News: June 10, 2019

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Your Groton Schools

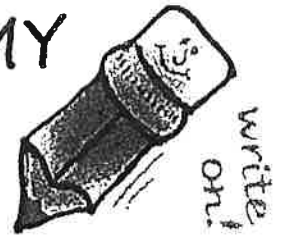
Ensure Effective

Provide Dynamic

Embrace
Excellent

SUMMER WRITING ACADEMY

2019



All Groton students currently in grades K – 5 are invited to participate in our Writing Academy for four days of exciting, highly motivating and enjoyable learning taught by certified Groton teachers. **The Academy will be held at Charles Barnum Elementary School.**

Monday, June 24 to Thursday, June 27

AM Session 9:00 am to 11:30 am PM Session 12:30 pm to 3:00 pm

The Department of Defense Education Activity funds a grant for Groton Public Schools to make this Academy possible. We are proud to offer this Writing Academy opportunity to our students.

REGISTRATION IS OPEN TO ALL STUDENTS CURRENTLY IN GRADES K-5 AND IS OFFERED ON A FIRST COME, FIRST SERVED BASIS.

If registered for Writing Academy, your child may choose to participate in the STEM Academy during the alternate session, also offered at Charles Barnum. For example: STEM in the AM session and Writing in the PM session OR Writing in the AM session and STEM in the PM session. For students registered for both sessions, lunch will be provided.

Bus transportation will be provided from your child's home school.

PLEASE FILL OUT THE ATTACHED ENROLLMENT FORM AND RETURN TO YOUR CHILD'S SCHOOL OFFICE BY WEDNESDAY, MAY 22.





SUMMER **STEM** ACADEMY 2019

All Groton students currently in grades K – 5 are invited to participate in our Writing Academy for four days of exciting, highly motivating and enjoyable learning taught by certified Groton teachers. **The Academy will be held at Charles Barnum Elementary School.**

Monday, June 24 to Thursday, June 27

AM Session 9:00 am to 11:30 am **PM Session 12:30 pm to 3:00 pm**

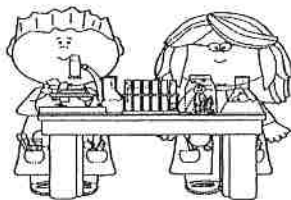
The Department of Defense Education Activity funds a grant for Groton Public Schools to make this Academy possible. We are proud to offer this Writing Academy opportunity to our students.

REGISTRATION IS OPEN TO ALL STUDENTS CURRENTLY IN GRADES K-5 AND IS OFFERED ON A FIRST COME, FIRST SERVED BASIS.

If registered for STEM Academy, your child may choose to participate in the Writing Academy during the alternate session, also offered at Charles Barnum. For example: STEM in the AM session and Writing in the PM session OR Writing in the AM session and STEM in the PM session. For students registered for both sessions, lunch will be provided.

Bus transportation will be provided from your child's home school and Branford Manor.

PLEASE FILL OUT THE ATTACHED ENROLLMENT FORM AND RETURN TO YOUR CHILD'S SCHOOL OFFICE BY WEDNESDAY, MAY 22.



Attachment #6

Groton Public Schools

Date prep:		FY19 Budget Summary Review							
6/19/19 2:33 PM									
Account	Object #s	FY19 Budget 2018-2019	Expenditures	Encumbered	FY19 Actual Total	Remaining Balance	%	FY19 Estimate 06/19/2019	Under/(Over)
Salaries									
1 Administrators	105-108	4,178,984	4,046,305	162,601	4,208,906	(29,922)	(0.7%)	4,224,981	(45,997)
2 Teachers	101-104, 109, 123-127	34,212,338	27,581,257	6,263,477	33,844,734	367,604	1.1%	33,891,916	320,422
3 Non-Cert Aides	110-111, 130-131, 136, 139	3,349,488	3,089,754	0	3,089,754	259,734	7.8%	3,284,803	64,685
4 Substitute - Cert & Non-Cert	120-121	944,000	842,705	0	842,705	101,295	10.7%	891,548	52,452
5 Clerical	112-114, 132-134, 144	1,818,156	1,740,497	66,341	1,806,838	11,318	0.6%	1,865,048	(46,892)
6 Custodial/Maintenance/Techs	117-118, 129, 137-138, 147-148	3,404,842	3,168,808	13,365	3,182,174	222,668	6.5%	3,416,489	(11,647)
7 Campus Security/Supervision	128	88,287	141,165	0	141,165	(52,878)	(59.9%)	147,507	(59,220)
8 Total Salaries	100	47,996,095	40,610,491	6,505,784	47,116,274	879,821	1.8%	47,722,293	273,802
Benefits									
9 Health Insurance	201-202	9,195,553	8,630,559	143	8,630,701	564,852	6.1%	9,278,963	(83,410)
10 Workers Comp & Town Pension	211, 213	969,595	969,529	0	969,529	66	0.0%	969,529	66
11 Social Security & Medicare	212, 214	1,380,226	1,295,368	0	1,295,368	84,858	6.1%	1,382,503	(2,277)
12 Other Benefits	222-227	233,678	170,823	2,000	172,823	60,855	26.0%	283,298	(49,620)
13 Total Benefits	200	11,779,052	11,066,279	2,143	11,068,422	710,630	6.0%	11,914,292	(135,240)
Purchased Services									
14 Instructional Services	321-324	138,991	128,173	13,845	142,018	(3,027)	(2.2%)	161,292	(22,302)
15 Professional Services	331	193,839	165,891	28,542	194,433	(594)	(0.3%)	265,799	(71,960)
16 Other Prof Services	332	584,400	374,895	135,620	510,515	73,885	12.6%	525,365	59,035
17 OT & PT Services	333	631,500	121,194	467,877	589,071	42,429	6.7%	589,071	42,429
18 Legal	334	85,000	59,457	6,500	65,957	19,043	22.4%	78,366	6,634
19 Athletic Officials & Other Athletic Serv	341-342	70,331	67,094	0	67,094	3,237	4.6%	67,094	3,237
20 Computer Network Services	343	105,447	84,580	5,135	89,716	15,731	14.9%	93,716	11,731
21 Total Purchased Services	300	1,809,508	1,001,285	657,519	1,658,804	150,704	8.3%	1,780,703	28,805
Property Services									
22 Water & Sewer	410-411	88,880	83,898	10,810	94,708	(5,828)	(6.6%)	94,708	(5,828)
23 Trash & Snow Removal	421-422	182,310	112,881	9,344	122,225	60,085	33.0%	122,225	60,085
24 Repair/Maintenance	430-435, 490-491, 499	473,914	429,322	45,703	475,025	(1,111)	(0.2%)	482,874	(8,960)
25 Rental	441	69,997	79,045	4,173	83,218	(13,221)	(18.9%)	83,218	(13,221)
26 Total Property Services	400	815,101	705,146	70,030	775,176	39,925	4.9%	783,025	32,076
Transportation, Insurance, Communications, Tuition									
27 Transportation: Schools	510-513	4,727,227	3,726,049	0	3,726,049	1,001,178	21.2%	4,681,934	45,293
28 Transportation: Student Activities	587-596	140,869	125,417	8,214	133,632	7,237	5.1%	134,520	6,350
29 Transportation: Staff	580-584	97,369	66,723	2,100	68,823	28,546	29.3%	95,085	2,284
30 Insurance	522, 525	284,052	282,757	0	282,757	1,295	0.5%	282,757	1,295
31 Communications	530-552	96,408	108,595	14,496	123,091	(26,683)	(27.7%)	123,091	(26,683)
32 Tuition: Special Education	561-563, 568	4,355,000	3,206,008	1,040,951	4,246,959	108,041	2.5%	4,246,959	108,041
33 Tuition: Other	564-567	1,480,575	1,228,101	0	1,228,101	252,474	17.1%	1,228,101	252,474
34 Total Trans, Ins, Comm, Tuition	500	11,181,500	8,743,650	1,065,761	9,809,411	1,372,089	12.3%	10,792,447	389,053
Supplies									
35 Instructional Supplies	601-609, 613-619, 622-623, 628	399,286	285,434	207,716	493,150	(93,864)	(23.5%)	509,973	(110,687)
36 Computer Supplies	610-612	403,827	520,966	11,419	532,385	(128,558)	(31.8%)	580,761	(176,934)
37 Electricity & Heating	631-633	1,241,140	1,253,513	89,875	1,343,387	(102,247)	(8.2%)	1,392,869	(151,729)
38 Transportation Supplies	634, 656	277,204	264,960	2,354	267,314	9,890	3.6%	316,525	(39,321)
39 Textbooks & Library Books	640-642, 645, 647	73,715	36,780	34,710	71,490	2,224	3.0%	71,490	2,224
40 Facility/Maintenance Supplies	650, 652-655, 657, 659	353,424	305,111	24,343	329,454	23,970	6.8%	406,285	(52,861)
41 Other Supplies (staff dev., etc.)	621, 624-627, 690	71,892	36,065	13,169	49,234	22,658	31.5%	53,951	17,941
42 Total Supplies	600	2,820,486	2,702,829	383,586	3,086,414	(265,928)	(9.4%)	3,331,853	(511,367)
Equipment									
43 Instructional Equipment	730, 735	19,835	11,085	26,170	37,255	(17,421)	(87.8%)	37,255	(17,421)
44 Non-Instructional Equip	731, 736	24,348	12,447	4,667	17,114	7,234	29.7%	52,007	(27,658)
45 Total Equipment	700	44,183	23,532	30,837	54,369	(10,186)	(23.1%)	89,262	(45,079)
46 Total Dues & Fees	800	39,996	57,904	0	57,904	(17,908)	(44.8%)	57,904	(17,908)
47 GRAND TOTAL		76,485,922	64,911,115	8,715,659	73,626,775	2,859,147	3.7%	76,471,779	14,143

Groton Public Schools

Date prep:		FY19 Budget Summary Review							
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Account	Object #s	FY19 Budget 2018-2019	Expenditures	Encumbered	FY19 Actual Total	Remaining Balance	%	FY19 Estimate 06/19/2019	Under/(Over)
Salaries									
Administrators									
48 Admin	105	997,382	948,853	40,348	989,201	8,181	0.8%	999,136	(1,754)
49 Principals	106	1,364,331	1,350,313	52,357	1,402,671	(38,340)	(2.8%)	1,408,811	(44,480)
50 Asst. Principals	107	1,696,331	1,630,851	65,244	1,696,094	237	0.0%	1,696,094	237
51 Dean	108	120,940	116,289	4,652	120,940	0	0.0%	120,940	-
52		4,178,984	4,046,305	162,601	4,208,906	(29,922)	(0.7%)	4,224,981	(45,997)
Teachers									
53 Classroom Teachers	101	24,240,539	19,482,944	4,582,450	24,065,393	175,146	0.7%	24,080,732	159,807
54 Sp Ed Certified	102	7,346,040	5,778,971	1,367,476	7,146,447	199,593	2.7%	7,147,168	198,872
55 Media Specialist	103	708,113	559,183	133,271	692,455	15,658	2.2%	692,455	15,658
56 Guidance	104	1,000,974	793,876	178,017	971,892	29,082	2.9%	978,609	22,365
57 Athletic Director	109	11,769	9,958	2,263	12,222	(453)	(3.8%)	12,222	(453)
58 Summer School	123	4,672	703	0	703	3,969	84.9%	703	3,969
59 Adult Ed	124	37,121	37,517	0	37,517	(396)	(1.1%)	38,441	(1,320)
60 Tutors	125	462,147	525,362	0	525,362	(63,215)	(13.7%)	546,451	(84,304)
61 Coach Stipends	126	328,971	316,630	0	316,630	12,341	3.8%	316,630	12,341
62 Other Student Activities	127	71,992	76,112	0	76,112	(4,120)	(5.7%)	78,506	(6,514)
63		34,212,338	27,581,257	6,263,477	33,844,734	367,604	1.1%	33,891,916	320,422
Non-Cert Aides									
64 Reg Ed Teacher Aides - Kindergarten	110 & 130	450,640	329,219	0	329,219	121,421	26.9%	343,398	107,242
65 Sp Ed Aides - Para I	111	870,759	960,540	0	960,540	(89,781)	(10.3%)	1,008,123	(137,364)
66 Sp Ed Aides - Para II	131	1,706,809	1,369,274	0	1,369,274	337,535	19.8%	1,483,962	222,847
67 School Bus Aides	136	321,280	425,521	0	425,521	(104,241)	(32.4%)	444,120	(122,840)
68 Other Aides	139	0	5,200	0	5,200	(5,200)		5,200	(5,200)
69		3,349,488	3,089,754	0	3,089,754	259,734	7.8%	3,284,803	64,685
Substitute									
70 Substitute Sp Ed Certified	121	80,000	87,079	0	87,079	(7,079)	(8.8%)	88,700	(8,700)
71 Substitute Reg Ed Certified	120	864,000	755,626	0	755,626	108,374	12.5%	802,848	61,152
72		944,000	842,705	0	842,705	101,295	10.7%	891,548	52,452
Clerical									
73 Clerical	112 113 114 132 133 134 143 144	1,818,156	1,740,497	66,341	1,806,838	11,318	0.6%	1,865,048	(46,892)
Custodial/Maintenance/Techs									
74 Custodial	117 & 137	1,856,393	1,712,144	3,027	1,715,171	141,222	7.6%	1,847,509	8,884
75 Maintenance	118 & 138	790,635	715,763	3,069	718,833	71,802	9.1%	774,538	16,097
76 Technicians	129 & 149	654,514	665,359	7,269	672,628	(18,114)	(2.8%)	714,846	(60,312)
77 Custodial Overtime	147	84,600	62,267	0	62,267	22,333	26.4%	65,884	18,716
78 Maintenance Overtime	148	18,700	13,275	0	13,275	5,425	29.0%	13,712	4,988
79		3,404,842	3,168,808	13,365	3,182,174	222,668	6.5%	3,416,489	(11,647)
Security									
80 Security/Supervision	128	88,287	141,165	0	141,165	(52,878)	(59.9%)	147,507	(59,220)
81 Total Salaries		47,996,095	40,610,491	6,505,784	47,116,274	879,821	1.8%	47,722,293	273,802
Benefits									
Health Insurance									
82 Group Ins. Prof	201	6,998,481	7,102,492	143	7,102,635	(104,154)	(1.5%)	7,092,941	(94,460)
83 Group Ins. Other	202	2,197,072	1,528,067	0	1,528,067	669,005	30.4%	2,186,022	11,050
84		9,195,553	8,630,559	143	8,630,701	564,852	6.1%	9,278,963	(83,410)
Workers Comp & Town Pension									
85 Worker's Compensation	211	619,995	619,929	0	619,929	66	0.0%	619,929	66
86 Town Pension	213	349,600	349,600	0	349,600	0	0.0%	349,600	-
87		969,595	969,529	0	969,529	66	0.0%	969,529	66
Social Security & Medicare									
88 Social Security	212	683,232	654,299	0	654,299	28,933	4.2%	690,094	(6,862)
89 Medicare	214	696,994	641,070	0	641,070	55,924	8.0%	692,408	4,586
90		1,380,226	1,295,368	0	1,295,368	84,858	6.1%	1,382,503	(2,277)
Other Employee Benefits									
91 Retirement Awards	222	76,678	39,846	0	39,846	36,832	48.0%	141,349	(64,671)
92 Unemployment	223	50,000	30,127	2,000	32,127	17,873	35.7%	34,449	15,551
93 Tuition Reimb Certified	224	106,000	99,350	0	99,350	6,651	6.3%	106,000	-
94 EAP	226	0	0	0	0	0		-	-
95 Mentor Stipend	227	1,000	1,500	0	1,500	(500)	(50.0%)	1,500	(500)
96		233,678	170,823	2,000	172,823	60,855	26.0%	283,298	(49,620)
97 Total Benefits		11,779,052	11,066,279	2,143	11,068,422	710,630	6.0%	11,914,292	(135,240)

Groton Public Schools

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Account	Object #s	FY19 Budget 2018-2019	Expenditures	Encumbered	FY19 Actual Total	Remaining Balance	%	FY19 Estimate 06/19/2019	Under/(Over)
Purchased Services									
Instructional Services									
98 Instructional Services	321 & 323	105,617	80,164	3,505	83,669	21,947	20.8%	97,842	7,775
99 Instruct Improvement Services	322 & 324	33,374	48,008	10,340	58,348	(24,974)	(74.8%)	63,450	(30,076)
100		138,991	128,173	13,845	142,018	(3,027)	(2.2%)	161,292	(22,302)
Professional Services									
101 Professional Services	331	193,839	165,891	28,542	194,433	(594)	(0.3%)	265,799	(71,960)
102 Other Professional Services	332	584,400	374,895	135,620	510,515	73,885	12.6%	525,365	59,035
103 OT & PT Services	333	631,500	121,194	467,877	589,071	42,429	6.7%	589,071	42,429
104 Legal Services	334	85,000	59,457	6,500	65,957	19,043	22.4%	78,366	6,634
105		1,494,739	721,438	638,539	1,359,977	134,763	9.0%	1,458,601	36,138
Athletic Officials & Other Athletic Services									
106 Athletic Officials	341	60,831	56,488	0	56,488	4,343	7.1%	56,488	4,343
107 Other Athletic Services	342	9,500	10,606	0	10,606	(1,106)	(11.6%)	10,606	(1,106)
108		70,331	67,094	0	67,094	3,237	4.6%	67,094	3,237
Computer Network Services									
109 Computer Network Services	343	105,447	84,580	5,135	89,716	15,731	14.9%	93,716	11,731
110 Total Purchased Services		1,809,508	1,001,285	657,519	1,658,804	150,704	8.3%	1,780,703	28,805
Property Services									
Water/Sewer									
111 Water	410	60,600	49,893	7,460	57,353	3,247	5.4%	57,353	3,247
112 Sewer	411	28,280	34,005	3,350	37,355	(9,075)	(32.1%)	37,355	(9,075)
113		88,880	83,898	10,810	94,708	(5,828)	(6.6%)	94,708	(5,828)
Trash & Snow Removal									
114 Trash Removal	421	90,900	77,021	9,344	86,365	4,535	5.0%	86,365	4,535
115 Snow Removal	422	91,410	35,860	0	35,860	55,550	60.8%	35,860	55,550
116		182,310	112,881	9,344	122,225	60,085	33.0%	122,225	60,085
Repair/Maintenance									
117 Equipment Repairs	430	145,824	121,093	635	121,728	24,096	16.5%	121,728	24,096
118 Grounds Repairs	431	76,300	190,729	2,625	193,354	(117,054)	(153.4%)	193,354	(117,054)
119 General Bldg Repairs	432	121,400	3,551	0	3,551	117,849	97.1%	11,400	110,000
120 Painting	433	5,300	0	0	0	5,300	100.0%	-	5,300
121 Heat & Plumbing	434	35,450	34,641	20,856	55,497	(20,047)	(56.5%)	55,497	(20,047)
122 Electrical	435	5,250	6,958	0	6,958	(1,708)	(32.5%)	6,958	(1,708)
123 Extermination Services	490	12,630	9,568	854	10,422	2,208	17.5%	10,422	2,208
124 Bldg Fire Protection	491	46,460	41,316	19,734	61,050	(14,590)	(31.4%)	61,050	(14,590)
125 Other Purch Services	499	25,300	21,465	1,000	22,465	2,835	11.2%	22,465	2,835
126		473,914	429,322	45,703	475,025	(1,111)	(0.2%)	482,874	(8,960)
Rental									
127 Rental	441	69,997	79,045	4,173	83,218	(13,221)	(18.9%)	83,218	(13,221)
128 Total Property Services		815,101	705,146	70,030	775,176	39,925	4.9%	783,025	32,076
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
129 Reg Ed Pupil Transportation	510 & 516	2,886,452	2,146,761	0	2,146,761	739,691	25.6%	2,771,202	115,250
130 Sp Ed - Trans - STA	511	962,151	852,669	0	852,669	109,482	11.4%	1,023,912	(61,761)
131 Sp Ed - Trans - Curtin	512	873,624	714,522	0	714,522	159,102	18.2%	873,624	-
132 Pupil Transp Reimbursement	513	5,000	12,096	0	12,096	(7,096)	(141.9%)	13,196	(8,196)
133		4,727,227	3,726,049	0	3,726,049	1,001,178	21.2%	4,681,934	45,293
Transportation: Other									
134 Transportation - Athletics	587	92,317	85,234	5,542	90,777	1,541	1.7%	90,777	1,541
135 Transportation - Field Trips	588	24,986	20,248	2,672	22,920	2,066	8.3%	23,808	1,178
136 Entry Fees - Athletics	591 & 592	14,401	9,215	0	9,215	5,186	36.0%	9,215	5,186
137 Admission Fees	595	9,165	10,720	0	10,720	(1,555)	(17.0%)	10,720	(1,555)
138 Misc Fees	590 & 596	0	0	0	0	0	-	-	-
139		140,869	125,417	8,214	133,632	7,237	5.1%	134,520	6,350
Transportation: Staff									
140 Travel - Education	580 & 581	11,050	8,824	0	8,824	2,226	20.1%	10,394	656
141 Travel - Admin	582 & 583	32,688	25,001	0	25,001	7,686	23.5%	28,248	4,440
142 Travel - Conferences	584	53,632	32,897	2,100	34,997	18,634	34.7%	56,443	(2,812)
143		97,369	66,723	2,100	68,823	28,546	29.3%	95,085	2,284
Liability & Accident Insurance									
144 Liability Insurance	522	266,600	267,347	0	267,347	(747)	(0.3%)	267,347	(747)
145 Accident Insurance	525	17,452	15,410	0	15,410	2,042	11.7%	15,410	2,042
146		284,052	282,757	0	282,757	1,295	0.5%	282,757	1,295

Groton Public Schools

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Account	Object #s	FY19 Budget 2018-2019	Expenditures	Encumbered	FY19 Actual Total	Remaining Balance	%	FY19 Estimate 06/19/2019	Under/(Over)
Communications									
147 Telephone, Telephone Repairs	530	50,804	68,087	5,992	74,079	(23,275)	(45.8%)	74,079	(23,275)
148 Postage	531	37,567	23,928	5,000	28,928	8,640	23.0%	28,928	8,640
149 Advertisement	540	5,000	7,877	0	7,877	(2,877)	(57.5%)	7,877	(2,877)
150 Minority Recruitment	541	0	0	0	0	0		-	-
151 Printing Admin	550	38	8,279	0	8,279	(8,241)	(21977%)	8,279	(8,241)
152 School Publications	551 & 552	3,000	425	3,504	3,929	(929)	(31.0%)	3,929	(929)
153		96,408	108,595	14,496	123,091	(26,683)	(27.7%)	123,091	(26,683)
Tuition: Special Education									
154 Sp.Ed Vocational	561	404,751	409,214	30,104	439,318	(34,567)	(8.5%)	439,318	(34,567)
155 Sp.Ed BoE Placements	562	2,102,065	1,483,457	756,377	2,239,835	(137,770)	(6.6%)	2,239,835	(137,770)
156 Sp.Ed State Placements	563	597,694	483,564	105,101	588,665	9,029	1.5%	588,665	9,029
157 Sp.Ed Magnet Choice	568	1,250,490	829,773	149,369	979,142	271,348	21.7%	979,142	271,348
158		4,355,000	3,206,008	1,040,951	4,246,959	108,041	2.5%	4,246,959	108,041
Tuition: Other									
159 Adult Ed	564	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
160 Magnet Tuition	566	1,100,000	932,402	0	932,402	167,598	15.2%	932,402	167,598
161 Vo Ag Reg Ed Tuition	567	170,575	88,699	0	88,699	81,876	48.0%	88,699	81,876
162		1,480,575	1,228,101	0	1,228,101	252,474	17.1%	1,228,101	252,474
163 Total Transportation, Insurance, Communication, Tuition		11,181,500	8,743,650	1,065,761	9,809,411	1,372,089	12.3%	10,792,447	389,053
Supplies									
Instructional Supplies									
164 General Classroom	601	48,723	34,953	143,936	178,889	(130,167)	(267.2%)	182,844	(134,121)
165 Science	602	33,343	16,334	4,876	21,210	12,133	36.4%	21,210	12,133
166 Arts & Crafts	603	17,813	17,207	2,036	19,244	(1,431)	(8.0%)	19,244	(1,431)
167 Phys. Ed	604	9,544	9,008	1,239	10,247	(703)	(7.4%)	10,247	(703)
168 Music	605	30,881	14,139	886	15,025	15,856	51.3%	15,025	15,856
169 Kindergarten	606	1,669	1,085	485	1,569	99	6.0%	1,569	99
170 Pupil Tests	607	59,916	54,542	6,656	61,198	(1,282)	(2.1%)	68,109	(8,193)
171 Tech. Ed	609	7,335	12,050	1,965	14,015	(6,680)	(91.1%)	14,015	(6,680)
172 Home Ec Supplies	613	12,750	12,714	231	12,945	(195)	(1.5%)	12,945	(195)
173 Sp.Ed Supplies	615	56,300	41,293	13,056	54,349	1,951	3.5%	55,132	1,168
174 Athletic Supplies	616	63,569	38,400	2,079	40,479	23,090	36.3%	40,479	23,090
175 Math Supplies	617	24,800	12,260	1,805	14,065	10,735	43.3%	14,445	10,355
176 Health Supplies	618	1,706	78	0	78	1,628	95.4%	78	1,628
177 Other Supplies	619	478	941	342	1,283	(805)	(168.6%)	1,283	(805)
178 Health Serv Pathogen	622	8,500	2,391	4,062	6,453	2,047	24.1%	6,453	2,047
179 School Library Supplies	623	3,566	4,600	760	5,361	(1,794)	(50.3%)	5,361	(1,794)
180 Food, Drink, Snacks	628	18,394	13,438	23,301	36,739	(18,345)	(99.7%)	41,533	(23,140)
181		399,286	285,434	207,716	493,150	(93,864)	(23.5%)	509,973	(110,687)
Computer Supplies									
182 Computer Supplies	610 & 611	81,669	82,563	7,133	89,696	(8,028)	(9.8%)	99,572	(17,904)
183 Software	612	322,158	438,403	4,286	442,689	(120,531)	(37.4%)	481,188	(159,031)
184		403,827	520,966	11,419	532,385	(128,558)	(31.8%)	580,761	(176,934)
Electricity & Heating									
185 Electricity	631	861,500	834,774	71,875	906,648	(45,148)	(5.2%)	906,648	(45,148)
186 Propane/Natural Gas	632	100,200	198,888	18,000	216,888	(116,688)	(116.5%)	239,789	(139,589)
187 Heating Oil	633	279,440	219,851	0	219,851	59,589	21.3%	246,431	33,009
188		1,241,140	1,253,513	89,875	1,343,387	(102,247)	(8.2%)	1,392,869	(151,729)
Transportation Supplies									
189 Diesel for School Buses	634	236,704	242,714	0	242,714	(6,010)	(2.5%)	283,726	(47,022)
190 Gas for Maintenance	656	40,500	22,246	2,354	24,600	15,900	39.3%	32,799	7,701
191		277,204	264,960	2,354	267,314	9,890	3.6%	316,525	(39,321)
Textbooks & Library Books									
192 Textbooks	640	49,443	22,640	29,831	52,470	(3,028)	(6.1%)	52,470	(3,028)
193 Workbooks	641	4,011	7,678	68	7,745	(3,735)	(93.1%)	7,745	(3,735)
194 Textbook Rebind	642	1,125	174	0	174	951	84.5%	174	951
195 Library Books	645	15,300	3,987	4,812	8,799	6,501	42.5%	8,799	6,501
196 Periodicals	647	3,836	2,301	0	2,301	1,535	40.0%	2,301	1,535
197		73,715	36,780	34,710	71,490	2,224	3.0%	71,490	2,224

Groton Public Schools

Date prep:		FY19 Budget Summary Review							
6/19/19 2:33 PM									
Account	Object #s	FY19 Budget 2018-2019	Expenditures	Encumbered	FY19 Actual Total	Remaining Balance	%	FY19 Estimate 06/19/2019	Under/(Over)
Facility/Maintenance Supplies									
198 Equipment Repair	650	26,560	22,963	161	23,124	3,436	12.9%	23,124	3,436
199 Grounds Supplies	651	20,200	19,001	253	19,254	946	4.7%	19,254	946
200 General Bldg Repair	652	70,296	42,687	777	43,465	26,831	38.2%	75,296	(5,000)
201 Painting	653	6,464	440	0	440	6,024	93.2%	440	6,024
202 Heat & Plumbing	654	24,240	52,504	1,674	54,178	(29,938)	(123.5%)	54,178	(29,938)
203 Electrical	655	64,640	29,955	1,882	31,837	32,803	50.7%	31,837	32,803
204 Safety Supplies	657 & 659	10,104	6,782	0	6,782	3,322	32.9%	6,782	3,322
205 Custodial Supplies	658	130,920	130,778	19,596	150,374	(19,454)	(14.9%)	195,374	(64,454)
206		353,424	305,111	24,343	329,454	23,970	6.8%	406,285	(52,861)
Other Supplies									
207 Sup Serv Guid Imp Ins	621	21,500	12,309	2,096	14,406	7,094	33.0%	17,965	3,535
208 Audio Visual	624 & 625	7,375	1,669	511	2,180	5,195	70.4%	2,180	5,195
209 General Admin Supplies	626	16,310	7,335	2,844	10,179	6,131	37.6%	10,179	6,131
210 School Admin Supplies	627	12,455	8,306	5,970	14,276	(1,821)	(14.6%)	14,276	(1,821)
211 Professional Materials	690	14,252	6,446	1,747	8,193	6,059	42.5%	9,351	4,901
212		71,892	36,065	13,169	49,234	22,658	31.5%	53,951	17,941
213 Total Supplies		2,820,486	2,702,829	383,586	3,086,414	(265,928)	(9.4%)	3,331,853	(511,367)
Equipment									
Instructional Equipment									
214 Replace Instr Equip	730	13,750	2,745	5,330	8,076	5,674	41.3%	8,076	5,674
215 Add Instr Equipment	735	6,085	8,340	20,840	29,179	(23,095)	(379.6%)	29,179	(23,095)
216		19,835	11,085	26,170	37,255	(17,421)	(87.8%)	37,255	(17,421)
Non-Instructional Equipment									
217 Replace Non-Instr Equipment	731	24,098	11,555	4,667	16,222	7,876	32.7%	41,115	(17,016)
218 Add Non-Instr Equipment	736	250	892	0	892	(642)	(256.8%)	10,892	(10,642)
219		24,348	12,447	4,667	17,114	7,234	29.7%	52,007	(27,658)
220 Total Equipment		44,183	23,532	30,837	54,369	(10,186)	(23.1%)	89,262	(45,079)
Dues - Fees									
Dues/Fees									
221 Dues BoE	810	0	0	0	0	0	-	-	-
222 General Admin Dues	811	16,100	20,768	0	20,768	(4,668)	(29.0%)	20,768	(4,668)
223 School Admin Dues	812	21,296	33,745	0	33,745	(12,449)	(58.5%)	33,745	(12,449)
224 Other Dues	819	2,600	3,391	0	3,391	(791)	(30.4%)	3,391	(791)
225 Total Dues/Fees		39,996	57,904	0	57,904	(17,908)	(44.8%)	57,904	(17,908)
226 Grand Total		76,485,922	64,911,115	8,715,659	73,626,775	2,859,147	3.7%	76,471,779	14,143

Groton Public Schools

FY19 Budget Review

Summary at Program Level III

Function No. Description		FY19 Budget	Expended	Encumbered	FY19 Total	Remaining		06/19/2019 FY19 Estimated	Increase
		2018-2019	2018-2019	2018-2019	2018-2019	Balance		%	2018-2019
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	12,739,680	11,005,683	2,016,104	13,021,786	(282,106)	(2.2%)	12,986,231	(246,550)
1102	FUNCTION-1102 ART	620,846	530,525	99,668	630,193	(9,347)	(1.5%)	649,898	(29,053)
1104	FUNCTION-1104 LANGUAGE ARTS	2,674,275	2,086,599	413,667	2,500,266	174,010	6.5%	2,570,663	103,613
1105	FUNCTION-1105 WORLD LANGUAGES	1,085,669	1,018,294	181,391	1,199,685	(114,016)	(10.5%)	1,184,777	(99,108)
1106	FUNCTION-1106 CONSUMER SCIENCE	162,436	110,854	19,599	130,453	31,983	19.7%	161,701	735
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	592,576	532,374	88,953	621,327	(28,751)	(4.9%)	626,542	(33,966)
1108	FUNCTION-1108 MATHEMATICS	2,438,214	1,855,912	354,650	2,210,561	227,653	9.3%	2,206,738	231,477
1109	FUNCTION-1109 MUSIC	737,518	574,337	103,900	678,237	59,281	8.0%	684,336	53,182
1110	FUNCTION-1110 PHYSICAL EDUCATION	780,099	851,239	153,642	1,004,881	(224,782)	(28.8%)	1,026,806	(246,707)
1111	FUNCTION-1111 SCIENCE	2,705,550	1,972,437	347,758	2,320,195	385,355	14.2%	2,411,434	294,116
1112	FUNCTION-1112 SOCIAL STUDIES	2,116,237	1,636,857	323,202	1,960,059	156,178	7.4%	2,081,486	34,751
1114	FUNCTION-1114 HEALTH EDUCATION	483,503	237,416	51,835	289,251	194,251	40.2%	280,984	202,519
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	15,678	9,259	24,938	5,062	16.9%	24,938	5,062
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPER	375	0	0	0	375	100.0%	-	375
1117	FUNCTION-1117 INTERN, BACCALAUREATE	524,546	433,643	81,028	514,670	9,876	1.9%	535,512	(10,966)
1119	FUNCTION-1119 UNCLASSIFIED	816,424	1,523,163	65,543	1,588,706	(772,282)	(94.6%)	878,131	(61,707)
1121	FUNCTION-1121 BUSINESS EDUCATION	305,559	251,643	42,531	294,174	11,385	3.7%	302,263	3,296
1124	FUNCTION-1124 HEALTH OCCUPATIONS	116,675	95,946	17,238	113,183	3,492	3.0%	116,072	602
1260	FUNCTION-1260 ENRICHMENT	39,046	22,322	1,515	23,837	15,209	39.0%	23,837	15,209
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,523,927	2,210,453	429,723	2,640,176	(116,249)	(4.6%)	2,785,163	(261,236)
1412	FUNCTION-1412 SUMMER SCH HIGH SC CREDI	5,091	703	0	703	4,388	86.2%	703	4,388
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERV	1,142,615	955,478	141,102	1,096,580	46,034	4.0%	1,173,999	(31,385)
Total Regular Instruction		32,640,860	27,921,555	4,942,306	32,863,861	(223,001)	(0.7%)	32,712,213	(71,353)
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	987,057	999,572	144,649	1,144,221	(157,164)	(15.9%)	1,044,107	(57,050)
1210	FUNCTION-1210 SPED Summer School	20,551	20,551	0	20,551	0	0.0%	20,551	-
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTIO	796,675	714,310	31,340	745,649	51,026	6.4%	876,657	(79,982)
1230	FUNCTION-1230 SPECIAL EDUCATION	8,346,058	6,942,615	790,879	7,733,494	612,564	7.3%	8,324,619	21,439
1250	FUNCTION-1250 BLIND	114,050	85,780	17,415	103,196	10,854	9.5%	114,960	(910)
1280	FUNCTION-1280 HEARING IMPAIRED	141,472	94,405	18,746	113,150	28,322	20.0%	109,818	31,654
Total Special Instruction		10,405,863	8,857,232	1,003,029	9,860,262	545,601	5.2%	10,490,712	(84,849)
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	77,161	60,700	910	61,610	15,551	20.2%	72,174	4,987
1320	FUNCTION-1320 ADULT EDUCATION	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
Total Continuing Education		287,161	267,700	910	268,610	18,551	6.5%	279,174	7,987
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	748,412	712,036	14,951	726,987	21,425	2.9%	729,381	19,031
TOTAL INSTRUCTION		44,082,296	37,758,523	5,961,198	43,719,720	362,576	0.8%	44,211,481	(129,185)
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CC	849,892	762,282	21,182	783,464	66,428	7.8%	852,601	(2,709)
2110	FUNCTION-2110 SOCIAL WORK SERVICES	440,594	292,217	49,321	341,538	99,056	22.5%	411,522	29,072
2120	FUNCTION-2120 GUIDANCE SERVICES	1,561,491	1,281,139	178,653	1,459,792	101,699	6.5%	1,529,319	32,172
2130	FUNCTION-2130 HEALTH SERVICES	1,178,808	468,430	607,426	1,075,856	102,952	8.7%	1,076,452	102,356
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,326,320	987,812	189,263	1,177,075	149,245	11.3%	1,240,613	85,707
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,183,914	892,339	177,127	1,069,466	114,448	9.7%	1,121,841	62,073
Total Support Services - Pupils		6,541,019	4,684,219	1,222,972	5,907,191	633,828	9.7%	6,232,348	308,671
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	90,799	78,591	2,135	80,726	10,073	11.1%	94,286	(3,487)
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	352,030	300,376	12,182	312,558	39,472	11.2%	334,645	17,385
Total Support Services - Staff		442,829	378,967	14,317	393,284	49,545	11.2%	428,931	13,898
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERV	4,700	2,500	0	2,500	2,200	46.8%	4,525	175
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SE	1,571,988	1,364,380	69,808	1,434,188	137,800	8.8%	1,581,995	(10,007)
2313	FUNCTION-2313 BUSINESS OFFICE	835,143	824,279	54,104	878,383	(43,241)	(5.2%)	881,720	(46,578)
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,011,259	3,994,502	114,581	4,109,083	(97,824)	(2.4%)	4,156,501	(145,242)
Total General Support Services		6,423,089	6,185,662	238,493	6,424,154	(1,065)	(0.0%)	6,624,741	(201,652)
Operational Services									
2510	FUNCTION-2510 OPERATION AND MAINTENAN	6,847,906	6,140,261	226,197	6,366,457	481,448	7.0%	7,000,326	(152,421)
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,463,820	4,568,884	4,514	4,573,398	890,422	16.3%	5,484,750	(20,930)
2540	FUNCTION-2540 COMPUTER SUPPORT SERVIC	1,455,639	1,374,576	36,989	1,411,565	44,074	3.0%	1,543,198	(87,559)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	8,500	2,129	133	2,262	6,238	73.4%	2,262	6,238
Total Operational Services		13,775,865	12,085,849	267,833	12,353,682	1,422,182	10.3%	14,030,537	(254,672)
TOTAL SUPPORT SERVICES		27,182,802	23,334,697	1,743,615	25,078,312	2,104,490	7.7%	27,316,557	(133,755)
3710	FUNCTION 3710-NONPUBLIC SCHOOL	0	0	0	0	0	0.0%	115,000	(115,000)
4100	TUITION PAYMENTS	5,220,824	3,817,895	1,010,847	4,828,742	392,082	7.5%	4,828,742	392,082
GRAND TOTAL		76,485,922	64,911,115	8,715,659	73,626,775	2,859,147	3.7%	76,471,779	14,143
									0.02%

Cost vs Budget Dashboard - data through April 2019

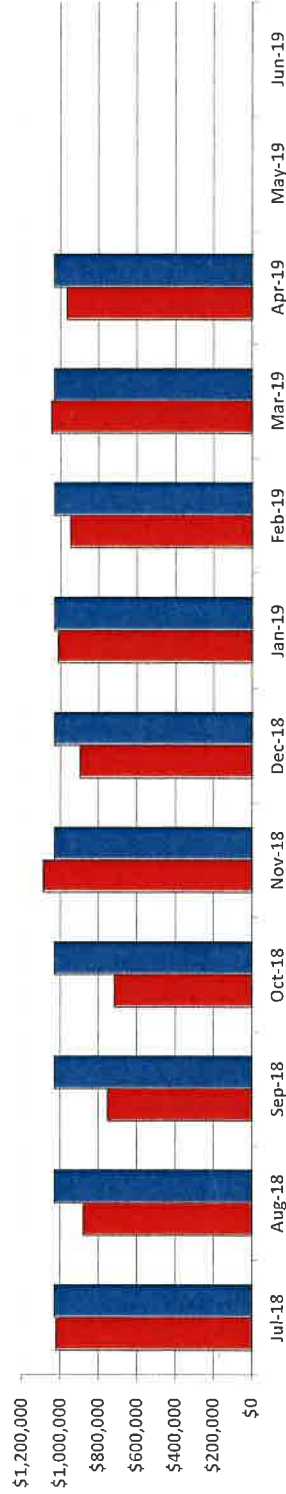
BOE Groups Active & Retired

Self Insured - All Coverages
All Enrollees

Date	Lives	Net Medical Paid			Dental Paid		Total Net Paid		Total Fixed Costs		Total Cost		BOE Monthly Budget*		Variance - Total Cost vs BOE Budget		Actual/Estimated BOE Budget
		Claims	Rx Paid Claims	Claims	Claims	Claims	Claims	Claims	Claims	Claims	Claims	Claims	Claims	Claims	Claims	Claims	
Jul-18	734	\$729,980	\$138,554	\$42,359	\$910,892	\$108,271	\$1,019,163	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$11,620)		98.9%
Aug-18	730	\$573,951	\$148,212	\$49,678	\$771,851	\$107,681	\$879,532	\$1,030,783	\$879,532	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$151,251)		85.3%
Sep-18	731	\$476,773	\$138,817	\$29,068	\$644,657	\$107,828	\$752,486	\$1,030,783	\$752,486	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$278,298)		73.0%
Oct-18	728	\$391,525	\$188,079	\$30,326	\$609,930	\$107,386	\$717,316	\$1,030,783	\$717,316	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$313,467)		69.6%
Nov-18	718	\$753,536	\$200,120	\$28,945	\$982,602	\$105,911	\$1,088,513	\$1,030,783	\$1,088,513	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$57,729		105.6%
Dec-18	715	\$541,587	\$219,010	\$28,619	\$789,216	\$105,468	\$894,684	\$1,030,783	\$894,684	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$136,099)		86.8%
Jan-19	649	\$702,752	\$178,919	\$32,431	\$914,102	\$95,733	\$1,009,835	\$1,030,783	\$1,009,835	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$20,949)		98.0%
Feb-19	648	\$584,900	\$234,311	\$31,467	\$850,678	\$95,585	\$946,263	\$1,030,783	\$946,263	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$84,520)		91.8%
Mar-19	641	\$639,997	\$269,736	\$41,650	\$951,384	\$94,553	\$1,045,936	\$1,030,783	\$1,045,936	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$15,153		101.5%
Apr-19	642	\$639,860	\$196,093	\$31,552	\$867,505	\$94,700	\$962,205	\$1,030,783	\$962,205	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	\$1,030,783	(\$68,578)		93.3%
May-19					\$0	\$0	\$0		\$0		\$0				\$0		
Jun-19					\$0	\$0	\$0		\$0		\$0				\$0		
YTD	6936	\$6,034,871	\$1,911,850	\$346,096	\$8,292,817	\$1,023,116	\$9,315,934	\$10,307,833	\$9,315,934	\$10,307,833	\$10,307,833	\$10,307,833	\$10,307,833	\$10,307,833	(\$991,900)		90.4%

Budget vs. Actual Cost

Actual vs Budget



BOE monthly budget based on amount provided by Laurie LePine at Graton on 5/4/18.

Instruction

Curriculum Design/Development

The curriculum is the cornerstone of the Groton Public Schools instructional program and reflects philosophical beliefs about what children need to know and what they should be able to do. It is designed to ensure that students will succeed in the work place, be prepared for advance education, and become lifelong learners. Curricula shall include all instructional activities of the Groton Public schools; and shall provide for the continuous growth and development of each student throughout his/her school experience. The curriculum reflects the philosophy and goals of the Groton Board of Education, i.e., ~~all students can learn;~~ all students can learn at higher levels than commonly recognized or expected; high but reasonable standards must be established for all students in all courses; learning is lifelong; a strong curriculum and adequate support resources are necessary conditions for academic success; and that a curriculum must prepare students for life in a ~~technologically-rich~~ global society.

As outlined in the Groton Public Schools Curriculum Handbook, new courses and major course revisions which propose a major change in the objectives for a course or program or in instructional materials shall be:

1. Presented to the Superintendent or Assistant Superintendent for approval
2. Presented to the Board of Education Curriculum Subcommittee for review and recommendations
3. Presented to the Committee of the Whole (COW) for approval of drafting curriculum
4. Curriculum is written
5. Board of Education Curriculum Subcommittee will review.
6. Curriculum is then presented to the Board of Education for final approval

The Board of Education has responsibility and authority for the District's curriculum, subject to any limits specified by the State.

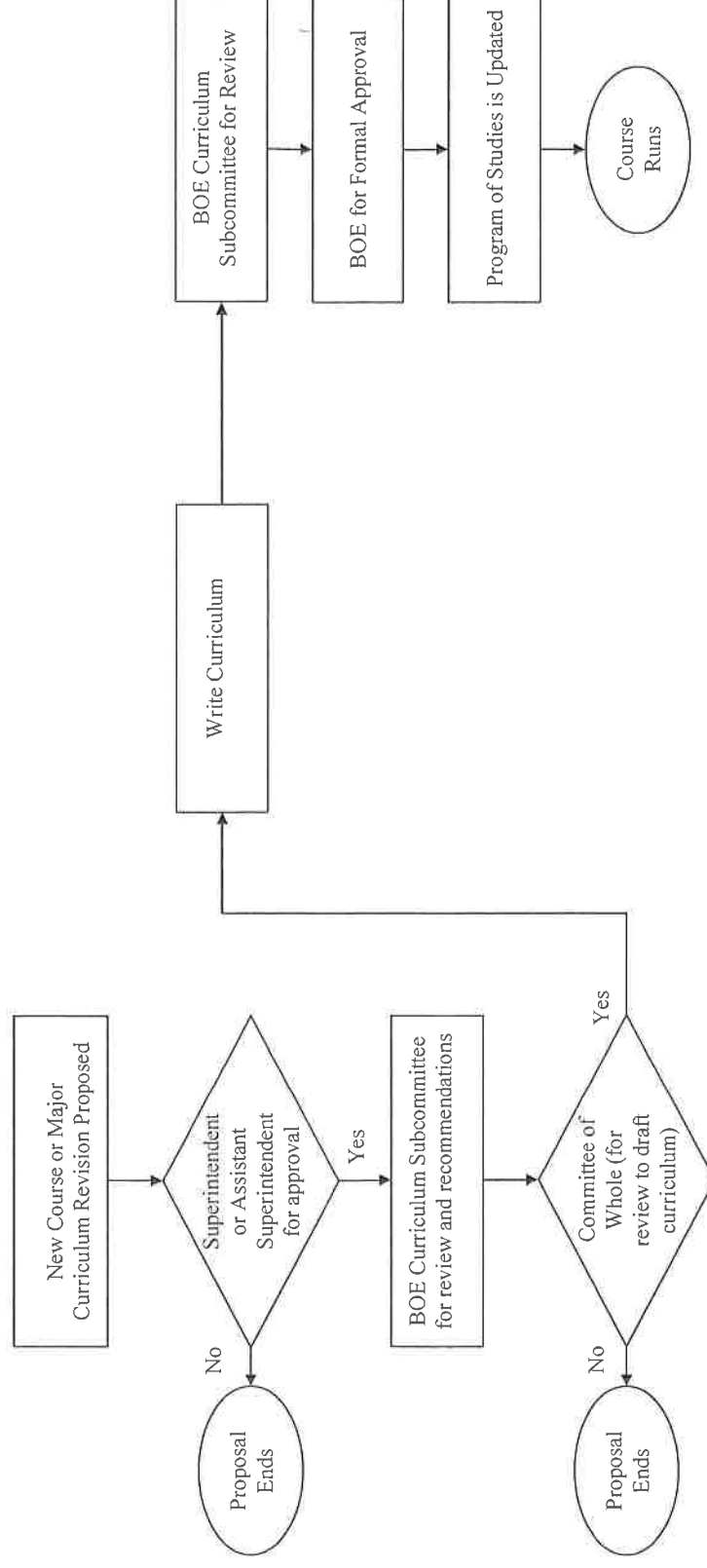
~~In order to ensure coordination with the Board's ultimate approval authority over curriculum, the Superintendent will present the plan for curriculum development/revision to the Board of Education's Curriculum Subcommittee for approval. If a pilot period is necessary, the superintendent will present the written curriculum and pilot plan to the Curriculum Subcommittee for approval. After completion of the district's Curriculum Development Process, (including any pilot period) the suggested revised and/or new curricula or materials shall be presented for review to the Board of Education's Committee of the Whole (C.O.W.) Curriculum Subcommittee. Once the curricula or instructional materials have been endorsed by the C.O.W. Board of Education's Curriculum Subcommittee, they will be submitted to the Board of Education for formal approval prior to implementation.~~

Legal Reference:	Connecticut General Statutes
	10-15 Towns to maintain schools
	10-15c Discrimination in public school prohibited
	10-16b Prescribed courses of student
	10-18 Courses in United States history, government and duties and responsibilities of citizenship
	10-18a Contents of textbooks and other general instructional materials
	10-19 Effect of alcohol, nicotine, or tobacco and drugs to be taught
	10-221a High School graduation requirements

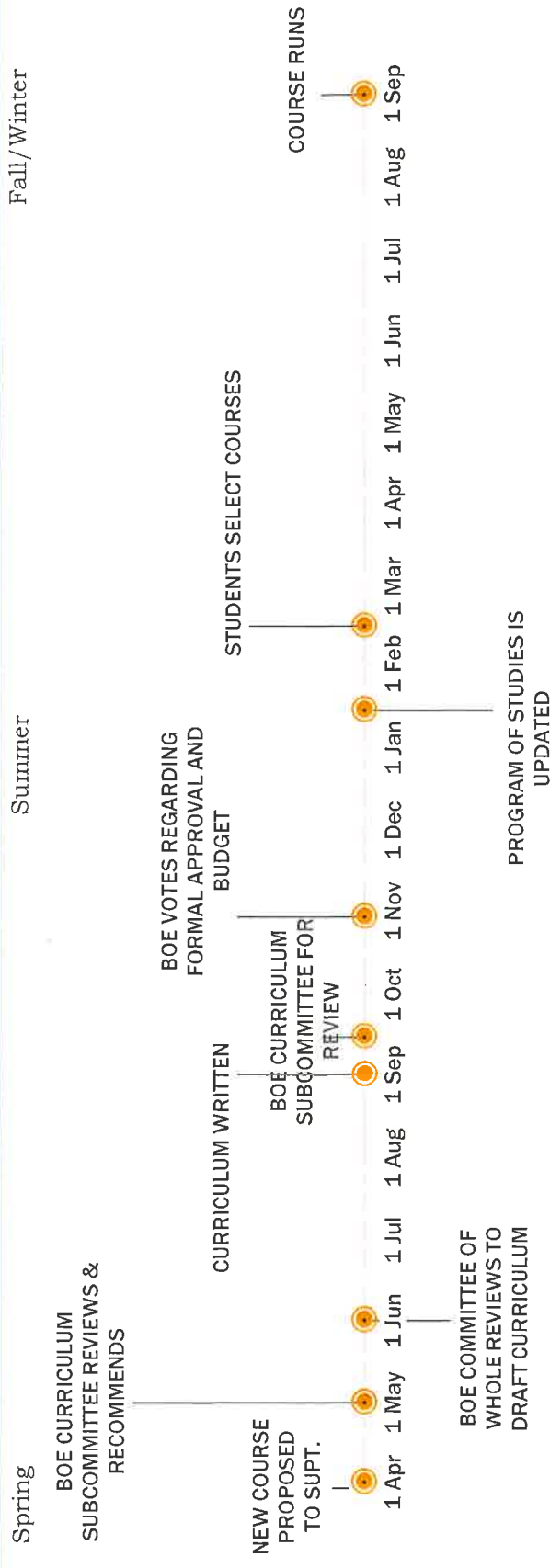
Policy Adopted: December 8, 2003
 Revised: April 26, 2010
 Revised:

GROTON PUBLIC SCHOOLS
 Groton, Connecticut

How New Courses/New Curriculum or Major Revisions are Approved



New Course Proposal Timeline



DETAILS

DATE	MILESTONE
4/1/2019	New Course Proposed to Supt.
5/1/2019	BOE Curriculum Subcommittee Reviews & Recommends
6/1/2019	BOE Committee Of Whole Reviews to Draft Curriculum
9/1/2019	Curriculum Written
9/15/2019	BOE Curriculum Subcommittee for Review
10/30/2019	BOE Votes Regarding Formal Approval and Budget
1/15/2020	Program of Studies is Updated
2/15/2020	Students Select Courses
9/1/2020	Course Runs

Students

Health Assessments and Immunizations

The Board recognizes the importance of periodic health assessments, including oral assessments, according to state health regulations.

The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments, including oral health assessments. It is the policy of the Board of Education to insure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.

To determine health status of students and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments when they start school.

There is no grace period to provide health and immunization, however per the Interstate Commission on Educational Opportunity for Military Children and the McKinney-Vento Homeless Assistance Act for homeless students, there will be a 30 school day grace period for those students, from the first day the student attends school, to provide proof of the required health assessments and immunizations.

The Superintendent shall designate the school nurse to receive reports of health assessments and immunizations from health care providers.

Parents wishing their children exempted or excused from health assessments, on religious grounds, must request such exemption to the Superintendent of Schools, or their designee in writing. This request must be signed by the parent/guardian.

Parents/guardians wanting their children excused from immunizations on religious grounds (prior to kindergarten entry and grade 7 entry) must request such exemption in writing to the Superintendent of Schools if such immunization is contrary to the religious beliefs of the child or of the parent/guardian of the child. The request must be officially acknowledged by a notary public or a judge, a clerk or deputy clerk of a court having a seal, a town clerk, a justice of the peace, a Connecticut-licensed attorney or a school nurse.

According to State statutes (Connecticut General Statutes Sections 19a-7f and 10-204a), no child may be admitted to a licensed child care program or school without proof of immunization or a statement of exemption. Parents/guardians claiming a medical exemption on the bases that a given immunization is medically contraindicated should complete the Connecticut Department of Public Health Medical Exemption Certificate Statement and attach a letter signed by a physician licensed to practice medicine stating that in the physician's opinion, such immunization is medically contraindicated and return it to the school. The letter must include the child's name, birth date, the vaccine(s) for which exemption is being file and the condition that contraindicates vaccination, as well as the physician's signature and contact information.

It is the responsibility of the Principal to insure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain in good order the immunization and health assessment records of each student enrolled.

Students born in high risk countries and entering school in Connecticut for the first time, should receive either TST (tuberculin skin test) or IGRA (interferon-gamma release assay). Any individual found to be positive shall have an

appropriate medical management plan developed that includes a chest radiograph.

Students not already known to have a positive test for tuberculosis should be tested if they meet any of the risk factors for TB infection, as described in the administrative regulations accompanying this policy.

No record of any student's medical assessment may be open to the public.

As required, the District will report, beginning in October 2017, on a triennial basis, to the Department of Public Health and to the local Health Director the asthma data, pertaining to the total number of students per school and for the district, obtained through the required asthma assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in either grade six or seven, and in grade ten or eleven. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals. The District, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

As required, the District will annually report to the Department of Public Health information required on the School Immunization Entry Survey.

The Superintendent of Schools shall give written notice to the parent/guardian of each student who is found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease and a recommendation that the student be examined by an appropriately licensed optometrist or ophthalmologist.

Note: PA 18-168 requires boards of education to request that students have an oral health assessment prior to public school enrollment, in grade 6 or 7, and in grade 9 or 10. The legislation establishes related requirements on providers authorized to perform the assessments, parental consent assessment forms, and records access. The specifics are detailed in the administrative regulation pertaining to this policy.

~~To determine health status of students, facilitate the removal of handicaps to learning, and find out whether some special adaptation of the school program may be necessary, the Board of Education may request that students have health assessments.~~

~~The Board of Education adheres to those state laws that pertain to school immunizations and health assessments. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206.~~

~~Parents wishing their children exempted or excused from health assessments may request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent or guardian. No record of any student medical assessment may be open to the public.~~

~~Parents or guardians wishing their children exempted or excused from the required immunization schedule required by Conn. General Statute §§ 10-204a and 19a-7f are required to present the **Religious Exemption Certification Statement** indicating that such immunizations would be contrary to the religious beliefs of such child or the parents or guardians of such child, which statement shall be acknowledged, in accordance with the provisions of sections 1-32, 1-34 and 1-35, by (A) a judge of a court of record or a family support magistrate, (B) a clerk or deputy clerk of a court having a seal, (C) a town clerk, (D) a notary public, a justice of the peace, (F) an attorney admitted to the bar of this state, or (G) notwithstanding any provision of chapter 6, a school nurse. Students who are already enrolled in school and who have religious exemptions already on file and are not entering seventh grade will not be affected by this policy.~~

Legal Reference: Connecticut General Statutes

10- 204a Required immunizations (as amended by P.A. 15-174 and P.A. 15-242)
10-204c Immunity from liability
10-205 Appointment of school medical adviser
10- 206 Health assessments (as amended by PA 17-146 and PA 18-168)
10-207 Duties of medical advisors
10-206a Free health assessments(
10-208 Exemption from examination or treatment
10-208a Physical activity of student restricted; board to honor notice
10-209 Records not to be public. Provision of reports to school.
10-212 School nurses
10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results. (as amended by PA 17-173)
Department of Public Health, Public Health Code, 10-204a-2a, 10-204a-3a, 10-204a-4
Section 4 of PA 14-231
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.
P.L. 93-568; codified as 20 U.S.C. 1232g
42 U.S.C. 1320d-1320d-8 P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)
PA 17-146 "An Act Concerning the Department of Public Health's Various Revisions to the Public Health Statutes," Section 5, effective 10/1/17
PA 18-168 An Act Concerning the Department of Public Health's Recommendations Regarding Various Revisions to the Public Health Statutes, Sections 7-9, 539 & 540

Policy Adopted: July, 1979
Revised: May 9, 1994
November 23, 2015

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Students

Health Assessments and Immunizations

In accordance with Connecticut General Statutes 10-206, as amended, 10-204a, and 10-214, the following health assessment procedures are established for students in the district:

- 1) Proof of immunization shall be required prior to school entry. There is no grace period to provide health and immunization, however per the Interstate Commission on Educational Opportunity for Military Children and the McKinney-Vento Homeless Assistance Act for homeless students, there will be a 30 school day grace period for those students, from the first day the student attends school, to provide proof of the required health assessments and immunizations. A "school-aged child" also includes any student enrolled in an adult education program that leads to a high school diploma. This immunization verification is mandatory for all new school enterers and must include complete documentation of those immunizations requiring a full series. A required immunization record can be obtained from CT Department of Public Health.
- 2) Immunization requirements are satisfied if a student:
 - a) presents verification of the above mentioned required immunizations;
 - b) presents a certificate from a physician, physician assistant, advanced practice registered nurse or a local health agency stating that initial immunizations have been administered to the child and additional immunizations are in process;
 - c) presents a certificate from a physician stating that in the opinion of the physician immunization is medically contraindicated in accordance with the current recommendation of the National Centers for Disease Control and Prevention Advisor Committee on Immunization Practices because of the physical condition of the child;
 - d) presents a written statement officially acknowledged by a notary public or a judge, family support magistrate, clerk/deputy clerk or a court having a seal, a town clerk, a justice of the peace, a Connecticut-licensed attorney or a school nurse or from the parents or guardian of the child that such immunization would be contrary to religious beliefs of the child or his/her parents/guardians;
 - e) he/she has had a natural infection confirmed in writing by a physician, physician assistant, advanced practice registered nurse or laboratory.

Health assessment and health screening requirements are waived if the parent/legal guardian of the student or the student (if he or she is an emancipated minor or is eighteen years of age or older) notifies the school personnel in writing that the parent, guardian or student objects on religious grounds. (CGS 10-204a)

Students failing to meet the above requirements shall not be allowed to attend school.

- 3) A physical examination including blood pressure, height, weight, hematocrit or hemoglobin, and a chronic disease assessment which shall include, but not be limited to, asthma and which must include public health related screening questions for parents to answer and other screening questions for providers and screenings for hearing, vision, speech, and gross dental shall be required for all new school enterers, and students in grade 6 and grade 9 or 10. This health assessment must be completed prior to school entry for new school enterers. For Military or homeless students there is a 30 school day grace period. This assessment must be conducted within the school year for students in grade 6 or grade 9 or 10. Parents of students in grade 6 or grade 9 or 10 shall be notified, in writing, of the requirement of a health assessment and shall be offered an opportunity to be present at the time of assessment.

The assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia and test for lead levels in the blood when the Board of Education, after consultation with the school medical advisor and the local health department, determine such tests are necessary.

A test for tuberculosis, as indicated above, is not mandatory, but should be performed if any of the following risk factors prevail:

1. birth in a high risk country of the world (to include all countries in Africa, Asia, the former Soviet Union, Eastern Europe, Central and South America, Dominican Republic and Haiti, see list of countries in Appendix B) and do not have a record of a TST (tuberculin skin test) or IGRA (interferon-gamma release assay) performed in the United States.
2. travel to a high risk country staying at least one week with substantial contact with the indigenous population since the previously required examination;
3. extensive contact with persons who have recently come to the United States from high risk countries since the previously required examination;
4. contact with persons suspected to have tuberculosis; or
5. lives with anyone who has been in a homeless shelter, jail or prison, uses illegal drugs or has HIV infection.

The results of the risk assessment and testing, when done, should be recorded on the State of Connecticut Health Assessment Record (HAR-3) or directly in the student's Cumulative Health Record (CHR-1).

Health assessments completed within one calendar year of new school entry or grade 6 or grade 9 or 10 will be accepted by the school system. Failure of students to satisfy the above mentioned health assessment timeliness and/or requirements shall result in exclusion from school.

The District shall annually report on a triennial basis beginning October 1, 2017 to the Department of Public Health and to the local Health Director the asthma data pertaining to the total number of students per school and in the district obtained through school assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in either grade 6 or 7, and in either grade 9 or 10. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form at the aforementioned intervals.

- 4) Parents or guardians of students being excluded from school due to failure to meet health assessment requirements shall be given a thirty calendar day notice in writing, prior to any effective date of school exclusion. Failure to complete required health assessment components within this thirty day grace period shall result in school exclusion. This exclusion shall be verified, in writing, by the Superintendent of Schools or his/her designee. Parents of excluded students may request administrative hearing of a health assessment related exclusion within five days of final exclusion notice. An administrative hearing shall be conducted and a decision rendered within fifteen calendar days after receipt of request. A subcommittee of the Board of Education shall conduct an administrative hearing and will consider written and/or oral testimony offered by parents and/or school officials.

- 5) Health screenings shall be required for all students according to the following schedule:

Vision Screening

Grades K, 1, 3, 4, 5

Audiometric Screening

Grades K, 1, 3, 4, 5

Postural Screening

Grades 5 and 7 for female students

Grades 8 or 9 for male students

The school system shall provide these screening to students at no cost to parents. Parents shall be provided an annual written notification of screenings to be conducted. Parents wishing to have these screenings to be conducted by their private physician shall be required to report screening results to the school nurse. The district shall provide a brief statement to parents/guardians of students not receiving the required vision, hearing or postural screening explaining why the student did not receive such screening(s).

- 6) Parents of students failing to meet standards of screening or deemed in need of further testing shall be notified by the Superintendent of Schools. A written notice shall be given to the parent/guardian of each student who is found to have any defect or disease and a recommendation for the student to be examined by a licensed optometrist or licensed ophthalmologist. A written statement shall also be provided to the parent/guardian of any student who did not receive the vision screening with a brief statement explaining the reason.

Students eligible for free health assessments shall have them provided by the health services staff. Parents of these students choosing to have a health assessment conducted by medical personnel outside of the school system shall do so at no cost to the school system.

- 7) Health records shall be maintained in accordance with Policy #5125.
- 8) All candidates for all athletic teams shall be examined annually by their own physician or the School Based Health Center.

No candidate will be permitted to engage in either a practice or a contest unless this requirement has been met, and he or she has been declared medically fit for athletics.

An athlete need not be re-examined upon entering another sport unless the coach requests it.

If a student is injured, either in practice, a contest, or from an incident outside of school activities at requires him or her to forego either a practice session or contest, that student will not be permitted to return to athletic activity until the student's medical provider pronounces him/her medically fit for athletics.

Oral Health Assessments

Parents are encouraged to have oral health assessments for their child(ren) prior to public school enrollment, in grade 6 or 7, and in grade 9 or 10. Such assessment may be conducted by a dentist, dental hygienist, physician, physician assistant (PA), or an advanced practice registered nurse (APRN), if he or she is trained in conducting such assessments as part of a DPH-approved training program. When conducted by a dentist the oral assessment must include a dental examination. If another such provider conducts the assessment, it must include a visual screening and risk assessment.

Parent/guardian consent is required prior to the oral health assessment. The assessment is to be made in the presence of the parent/guardian or another school employee. The parent/guardian must receive prior written notice and have a reasonable opportunity to opt his/her child out of the assessment, be present at the assessment, or provide for the assessment himself or herself.

A child's public school enrollment continued attendance shall not be denied for his/her failure to receive the oral health assessment.

The District may host a free oral health assessment event at which a qualified provider performs such oral health assessments. Parents/guardians will be given prior notice of such a free screening event providing the parents/guardians the opportunity to opt their children out of the assessment event. If the parent/guardian does not do so, the child must receive an assessment free of charge. The child is prohibited by the legislation from receiving any dental treatment as part of the assessment event without the parent's/guardian's informed consent.

The results of an oral health assessment shall be recorded on forms supplied by the State Board of Education. The provider performing the assessment must completely fill out and sign the form. Recommendations by the provider

shall be in writing. For any child who receives an oral health assessment, the results must be included in the child's cumulative health record.

Appropriate school health personnel shall review the assessment results. If it is determined that a child needs further testing or treatment, the Superintendent or their designee shall give written notice to the child's parent/guardian and make reasonable efforts to ensure that further testing or treatment is provided. Such efforts include determining whether the parent/guardian obtained the necessary testing or treatment for the child and, if not, advising the parent or guardian on how to do so. The results of the further testing or treatment must be recorded on the assessment forms and reviewed by school health personnel.

As with other school health assessments no records of oral health assessments may be open to public inspection; and each provider who conducts an assessment for a child seeking to enroll in a public school must provide the assessment results to the school district's designated representative and a representative of the child.

Legal Reference: Connecticut General Statutes

10-204a Required immunizations (as amended by P.A. 15-174 and P.A. 15-242)

10-204c Immunity from liability

10-205 Appointment of school medical adviser

10-206 Health assessments (as amended by June Special Session PA 01-4, PA 01-9, PA 05-272, PA 07-58 and PA 18-168)

10-206a Free health assessments

10-207 Duties of medical advisers

10-208 Exemption from examination or treatment

10-208a Physical activity of student restricted; board to honor notice

10-209 Records not to be public. Provision of reports to school.

10-212 School nurses

10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results, as amended by P.A. 17-173.

PA 18-168 An Act Concerning the Department of Public Health's Recommendations Regarding Various Revisions to the Public Health Statutes, Sections 7-9, 539 & 540

Regulation approved:

Students**Admission Requirements for Resident Students**

Each child entering Groton Public Schools for the first time must present **legal evidence of age** ~~a birth certificate or other legal evidence of birth data~~, as well as proof of a recent health assessment and required immunizations, except for those students classified as homeless in accordance with federal law. If the parents or guardians of any children are unable to pay for required immunizations or health assessments, the Board shall provide the required immunizations and/or health assessments without charge.

Documents accepted for proof of child's age
Hospital, Physician or Religious Certificate showing date of birth
Adoption Record
Birth Certificate
Previously verified school records

The Department of Children and Families and the Judicial Department shall provide to the Superintendent any educational records within their custody of a child seeking to enter or return to the District from a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement, prior to the child's entry or return. However, receipt of the educational records shall not delay a child from enrolling in school. The Superintendent shall provide such information to the Principal at the school the child will be attending. The Principal shall disclose such information to staff members as is appropriate.

Residency Requirements

Groton Public Schools provides educational services to students who are residents of Groton and to those out-of-town students for whom the District has entered into an agreement with either their parent(s)/guardian(s) or their home Board of Education. Students who are not residents of Groton, except as mentioned above, may not attend Groton Public Schools. The Board may take legal action to recoup the cost of educating students found to have been illegally attending schools in the District. A student's parent(s)/guardian(s) is/are required to notify the Principal when they are no longer residents of Groton. In exceptional situations, the Superintendent may allow the student to complete the school year.

The student's parent(s) or legal guardian(s) must present proof of residency upon initial registration in Groton Public Schools and whenever requested by the Principal.

Proof of Residency

Proof of residency can be verified by submitting either (a) one document from column A **OR** (b) two documents from column B. Only those items listed below will be accepted as proof of residency. Each document submitted must specify the physical address of where the student lives; post office box addresses are not acceptable.

Students**Admission Requirements for Resident Students - continued**

Documents for Proof of Residency	
Column A	Column B
<ul style="list-style-type: none"> • Rental or lease agreement • Purchase or escrow agreement • Letter of Intent for residency 	<p>Dated within past 30 days</p> <ul style="list-style-type: none"> • Utility bill (gas, electric, telephone, cable TV, etc.) • Letter from an approved government agency (assisted housing, food stamps, unemployment payment, etc.) • Payroll stub • Bank or credit card statement • Valid Connecticut driver's license • Current vehicle registration or insurance • Medical billing or insurance information <p>Dated within the past year</p> <ul style="list-style-type: none"> • Property tax bill

If the student's family is living with another family in Groton, then: (1) they must provide a notarized statement from the person they are living with stating that they and their children live there, the address, and for what period of time; (2) documents showing that the person they are living with resides within District and school boundaries (as specified above); and one of the documents from column B, above, showing that they live at the location. If the living situation is temporary, then once they have moved into their own residence, they will need to bring in proof of residency for their new address.

Placement

Children who apply for initial admission to the District's schools by transfer from nonpublic schools or from schools outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Students

Admission Requirements – continued

Legal Reference: Connecticut General Statutes:
10-15c. Discrimination in public schools prohibited. School attendance by five-year-olds.

10-76a. Definitions.

10-76d. Duties and powers of boards of education to provide special education programs and services. Determination of eligibility for Medicaid. State agency placements, apportionment of costs. Relationship of insurance to special education costs.

10-186. Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. (As amended by Public Act 11-115 – An Act Concerning Juvenile Re-Entry and Education)

10-204a. Required immunizations.

10-226. Health assessments.

10-206a. Free health assessments.

10-220. Duties of boards of education.

10-233a. Definitions.

Policy Adopted: June 23, 2014
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Business and Non-Instructional Operations

Food Service - Charging Policy

The goal of the food service program is essential in providing students with nutritious and healthy foods, through the District's food services program. The school nutrition program is an essential part of the education system. By providing good-tasting, nutritious meals in pleasant surroundings, we are helping to teach students the value of good nutrition.

The school nutrition program is an extension of the school's educational programs, and it is the District's vision to have a partnership among students, staff, school family and the community in offering access to and providing nutritious meals which are attractively presented at an affordable price.

The Board of Education has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced-price meals to eligible elementary and secondary students enrolled in the District's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced-price meals is completed and approved. All applications for free and reduced-price meals, and any related information, will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

Funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff, or visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

Charging is not encouraged by the District, but on those occasions that a student does not have money, they will be offered an alternate meal. ~~Examples of alternate meals include, but are not limited to, the following:~~

~~A peanut butter and jelly sandwich and milk (lunch) or;
A sunbutter and jelly sandwich and milk (lunch) or;
A cheese sandwich and milk (lunch);
Cereal and milk (breakfast);~~

~~The cost of providing this alternate meal cannot be incurred by the school food service account, and the charge for this alternate meal will be \$.75 for breakfast and \$1.75 for lunch. The alternate meal is not part of the National School Lunch Program and is considered a chargeable a la carte item.~~

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Manager/Director and/or the applicable school principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Food Service - Charging Policy – cont.

Definitions

~~"Alternate Meals" are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day's advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.~~

"Delinquent Debt" constitutes unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" are when unpaid meal charges are not collected and are considered an **operating** loss. Such debt ~~must be considered an operating loss which~~ cannot be absorbed by the nonprofit school food service account which must be restored using nonfederal funds.

Elementary Students

The District uses Meal Pay Plus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as make deposits, to their child's school meal account. Any student whose account has insufficient funds, (i.e., is at the charging limit), and does not bring a meal from home may charge any combination of meals up to a negative balance of \$10.00. When the charge limit is reached, ~~an alternate~~ meal will be provided ~~consisting of one or more of the alternate meal examples mentioned above until the charges are paid in full~~. Negative balance status can be avoided by making a payment in the form of cash, check, or credit card to the Meal Pay Plus website. When a charge has occurred, a written notification shall be sent home to parents. All credited meals must be repaid. In situations in which a student is consistently without meal money, the principal or his/her designee should encourage the parent/guardian to apply for free or reduced-price meals.

Secondary Students

The District uses Meal Pay Plus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$10.00. No snacks or a la carte items may be charged. When the charge limit is reached, ~~an alternate~~ meal will be provided ~~consisting of one or more choices listed above until the charges are paid in full~~. Negative balance status can be avoided by making a payment in the form of cash, check, or credit card to the Meal Pay Plus website. When a charge has occurred, a written notification shall be sent home to parents. All credited meals must be repaid. In situations in which a student is consistently without meal money, the principal or his/her designee should encourage the parent/guardian to apply for free or reduced price meals.

Food Service - Charging Policy – cont.

Districtwide

1. Parents are responsible for providing meals or meal money for their student. Repayment is expected without delay. Snack and a la carte purchases are cash only. At any time of the year, parents are encouraged to complete or update a free or reduced meals application.
2. Although not required by law, because of the District's participation in the school Child Nutrition Programs, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the superintendent to develop rules which address:
 - a. What can be charged;
 - b. The limit on the number of charges per student;
 - c. The system used for identifying and recording charged meals;
 - d. The system used for collection of repayments; and
 - e. Ongoing communication of the policy to parents/guardians and students.

Delinquent Debt and Bad Debt

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, of the current school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be considered an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, on the District's website, and on the website of each school at the beginning of each school year.

This policy shall be provided to all school staff and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

Food Service - Charging Policy – cont.

Legal Reference:

Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"

SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"

SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A "

SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

POLICY

P 6161

Instruction**Equipment/Books/Materials: Provision/Selection**

The Board of Education shall provide educational materials and equipment that support and enrich the curriculum.

The review and selection of **print or digital** basic textbooks, ~~textbooks (the book(s) or set(s) of instructional materials~~ that serve as the foundation for the majority of the course content, ~~shall be considered the basic textbook—hereinafter referred to simply as "textbooks")~~ will be continuously reviewed to keep current with the expansion of knowledge and rapid changes in the world and to present balanced views on international, national, and local issues and problems of the past, present, and future. Other instructional materials, such as supplemental texts, on-line resources, and reference books shall not be considered to be textbooks.

The administration will develop and maintain a procedure for selecting materials which meet the aforementioned criteria. Such procedure shall include the opportunity for professional staff to analyze, evaluate, and recommend primary learning materials for adoption.

All new textbooks used as the primary sources of information for courses will be **reviewed** ~~voted~~ by the ~~Curriculum & Instruction Council~~ **Curriculum subcommittee of the Board of Education** and be presented to the Board of Education for approval. Adoption of new textbooks shall require a two-thirds vote of all the members of the Board.

Textbooks should:

1. Provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic, and ethical values.
2. Provide materials that will enable students to develop abilities in critical reading and thinking.
3. Provide materials that will develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
4. Provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, or physical disabilities.
5. Provide sufficient flexibility for meeting the special needs of individual students and groups of students.

Any text deemed to be controversial by the Superintendent of Schools shall be subject to review automatically by the Board of Education.

A textbook may be retired as part of the curriculum review/revision process described in the Groton Curriculum Handbook. If grade level/content area teachers are interested in retiring a textbook series, they will complete the "Request for Textbook Retirement" form and submit it to the building principal, who will advise the Assistant Superintendent of the textbook retirement request.

Equipment, Books, and Materials: Provision/Selection – cont.

Legal Reference

Connecticut General Statutes

10-18a Contents of textbooks and other general instructional materials.

10-221 Boards of Education to prescribe rules.

10-222a Boards to have use of funds derived from repayment for school materials.

10-228 Free textbooks, supplies, materials and equipment.

10-229 Change of textbooks.

**Groton Public Schools
Groton, CT
New Textbook ~~Request~~/Review Form**

Grade level: Course Title	Copyright date/Edition:
Content Area:	Name of reviewer:
Book Title:	Date of Review:
Publisher: Author/Publisher	Author: Grade Level(s):

Rate the textbook by using the following scale of 1 to 5:
(1 being the lowest score and 5 being the highest)

Score	Description
	Is the text aligned with the Common Core State Standards, Connecticut State Standards and National curriculum standards?
	Does the text support the content and objectives of the curriculum?
	Does the text reinforce critical thinking, problem solving and higher order thinking skills?
	Is the style of writing interesting, clear, and appropriate for the students at this grade level?
	Are photographs, graphs, drawings, tables, diagrams, and charts used effectively to support students' interpretation of and access to the content?
	Is the text balanced in gender representation?
	Does the text provide a fair and balanced representation of diverse cultures in valued roles and positive situations?
	Does the text provide a sufficient quantity and quality of assessments?
	Does the text support writing within the content area?
	Does the text provide authentic problems, issues or scenarios within and across the content areas for students to evaluate?
	Is there technology to support the text?
	Does the teacher's manual include specific teaching strategies and supplemental lessons to assist the teacher meet the needs of all students?

**Groton Public Schools
Groton, CT
New Textbook Review Form**

Does the text have an online version? ____ Yes ____ No

What is the Lexile level of the text? _____

What are the outstanding features of the text?

What are the shortcomings of the text?

Should the textbook be adopted? ____ Yes ____ No

Additional comments:

Signature of reviewer: _____

Date: _____

Request for Textbook Retirement Form

Name of Teacher(s): _____ Textbook title: _____

School: _____ Edition and copyright date: _____

Course/Grade Level: _____ ISBN: _____

Current inventory: _____

Is this textbook used across the district at the same grade level/course?

Rationale for discontinuing the use of the textbook:

Proposal for replacement textbook/resources:

Building Principal Signature: _____

Assistant Superintendent Signature: _____

Request Approved by Curriculum Department? Yes No

Business Office recommended disposal method: _____

Please return this form to the Teaching & Learning Office. Upon receipt of the form the Office of Teaching & Learning will arrange for the request to be added to the Curriculum & Instruction Council agenda to consider the appropriate course of action.

Transition K Next Steps, upon approval of BOE

- Create communication Plan to inform parents of eligible students.
- Review data of students from Spring K screening who are potentially eligible for Transition K; Bring prospective students in this summer for an additional Brigance Assessment.
- Based on enrollment data, determine where the program will be housed and who will teach it? (from amongst the kindergarten teachers interested)
- Save several slots for K August Screening for summer enrolled students.

Transition K & Pre K Budget Summary

• If additional teacher needed benefits	\$52,000 + \$18,000
• Classroom paraprofessional	\$17,000
• Technology	\$3350
• Classroom furnishings (recycle most)	\$4000
• Classroom books and supplies(recycle)	\$3000
• Field trip	\$500
• Transportation (dependent on location)	
• Total approximate cost	\$27,850 - \$97,850