

**EAST WINDSOR BOARD OF EDUCATION**  
**EAST WINDSOR, CONNECTICUT**  
**Meeting of Tuesday, November 21, 2023**  
**7:30 p.m. - Room A5, Broad Brook Elementary School**  
**14 Rye Street, Broad Brook, CT**

**AGENDA**

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**I. CALL THE MEETING TO ORDER**

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**II. PLEDGE OF ALLEGIANCE**

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**III. ATTENDANCE**

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**IV. ORGANIZATION OF THE BOARD - Election of Officers**

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**V. ADDED AGENDA ITEMS**

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**VI. COMMENDATIONS**

Crystal Apple Award Recipients - 1st Quarter

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**VII. MINUTES**

November 8, 2023 - Regular Meeting Minutes

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**VIII. PUBLIC PARTICIPATION**

- 1) Speakers should preface remarks by stating their name and address.
  - 2) Please limit your comments to three minutes.
  - 3) This section of the meeting shall last no longer than 20 minutes.
  - 4) Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)
  - 5) Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.
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**IX. STUDENT REPRESENTATIVE REPORT**

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**X. UPCOMING MEETINGS/EVENTS**

- 1) November 21, 2023 - Swearing In Ceremony at 6 p.m. at Town Hall
  - 2) November 21, 2023 - Curriculum Council at 6 p.m.
  - 3) November 21, 2023 - Outstanding Student at 7 p.m.
  - 4) November 21, 2023 - Board of Education Meeting at 7:30 p.m.
  - 5) November 29, 2023 - FOI Workshop at Park Hill at 5-7 p.m.
  - 6) November 29, 2023 - Board Policy Review at 5:30 p.m.
  - 7) December 6, 2023 - CABA New Board Member Conference - All day, Rocky Hill
  - 8) December 9, 2023 - Torchlight Parade & Carol Sing at 5:30 p.m.
  - 9) December 13, 2023 - Finance subcommittee meeting at 6 p.m.
  - 10) December 13, 2023 - Board of Education Meeting at 7:30 p.m.
  - 11) December 20, 2023 - Town Board of Finance Meeting at 7 p.m.
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**XI. FINANCIAL REPORT**

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**XII. NEW BUSINESS: DISCUSSION**

- 1) BOE Subcommittee Assignments
  - 2) Board Policy Review - First Reading Series 1000
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**XIII. NEW BUSINESS: VOTE**

Waive Policy 3323

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**XIV. LIAISON'S REPORT**

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**XV. PUBLIC PARTICIPATION**

- 1) Speakers should preface remarks by stating their name and address.
- 2) Please limit your comments to three minutes.
- 3) This section of the meeting shall last no longer than 20 minutes.
- 4) Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)

- 5) Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.
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**XVI. MISCELLANEOUS**

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**XVII. CORRESPONDENCE**

- 1) Lions Club Thank You Letters
  - 2) Successful Farm to School Initiative Letter
  - 3) Veterans Thank You Correspondence
  - 4) Enrollment Report
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**XVIII. ADJOURNMENT**

**EAST WINDSOR BOARD OF EDUCATION  
EAST WINDSOR, CONNECTICUT  
REGULAR MEETING MINUTES  
Wednesday, November 8, 2023  
7:30 p.m. - Room A5, Broad Brook Elementary School  
14 Rye Street, Broad Brook, CT**

**I. CALL THE MEETING TO ORDER**

Chair R. Reichle called the meeting to order at 7:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

Chair R. Reichle led the Board in the Pledge of Allegiance.

**III. ATTENDANCE**

In attendance: Chair R. Reichle, Vice Chair K. Carey-Trull, Secretary H. Spencer, F. Neill, C. Sevarino, L. Sinsigallo, D. Menard, N. Farmer, E. LeBorious, Dr. P. Tudryn

Also in attendance: D. Rouillard, J. Martin, A. Anderson, B. Kaminski, J. Kennedy, Student Representative- V. Hernandez

**IV. ADDED AGENDA ITEMS**

None

**V. MINUTES**

1. October 25, 2023 - Regular Meeting Minutes – On a motion by F. Neill, 2<sup>nd</sup> by C. Sevarino, to approve the Board minutes. PASSED with a vote of 8 yes, 1 abstain (D. Menard).

**VI. PUBLIC PARTICIPATION**

None

**VII. STUDENT REPRESENTATIVE REPORT**

V. Hernandez presented the news and events at all three schools.

**VIII. COMMUNICATIONS UPDATE: COMMUNITY SURVEY RESULTS**

J. Martin presented the results of the 2023 Community Survey highlighting that the community-at-large values educational rigor, quality facilities and campuses, investing in the arts, music, and extracurricular activities, and school-to-home communication. A gap analysis showed that investment in facilities improvements is the most pressing issue at this time, as is a desire to enhance music, performing arts, visual arts, and athletic opportunities for students. C. Sevarino mentioned the importance of a clear definition of bullying communicated between the district and community. N. Farmer requested a copy of the data broken down by each school. Discussion ensued relative to the various members of the community able to respond to the survey. J. Martin will bring a report of recommendations to the Board at a later date.

**IX. EAST WINDSOR HIGH SCHOOL REPORT**

A. Anderson and B. Kaminski presented the High School Report highlighting the ways the high school is working to meet the goals of the strategic plan set forth by the Board. A. Anderson and B. Kaminski shared that the high school is expanding post secondary opportunities and experiences for students by bringing in community and business leaders. The high school hosted a meet and greet style open house with community organizations. They are building community among students through advisory lessons. Improvements have been made to high school facilities such as the gym and auditorium. Students from the high school are connecting with students from Broad Brook Elementary and students from the East Windsor Middle School through various school programs and events.

N. Farmer inquired about the musical being put on by the high school. B. Kaminski was pleased to announce the musical will be Snoopy, with auditions taking place next week. A. Anderson announced that on National Signing Day East Windsor student Ryan Willey signed with Assumption College on a golf scholarship.

**X. NEW BUSINESS: VOTE**

1. 2024 Board of Education Meeting Schedule

On a motion by N. Farmer, 2nd by H. Spencer, the Board approved the 2024 BOE Meeting Schedule as presented. The vote PASSED unanimously.

2. Surplus Instructional Materials

On a motion by D. Menard, 2nd by L. Sinsigallo, the board approved the disposal of the materials as listed on the document. The vote PASSED unanimously. Dr. P. Tudryn advised this type of agenda item will be reassessed during the policy updates this year. N. Farmer inquired about what would be done with the materials. The materials will be discarded.

**XI. LIAISON'S REPORT**

F. Neill shared that the recently held wine tasting was well attended. The purse bingo event will be held this weekend in Enfield.

**XII. PUBLIC PARTICIPATION**

None

**XIII. MISCELLANEOUS**

Dr. P. Tudryn reminded everyone that the Outstanding Student Awards will be presented prior to the start of the November 21, 2023 Board meeting.

H. Spencer thanked those who ran in the recent election as well as L. Sinsigallo and R. Reichle for their participation and guidance. L. Sinsigallo thanked the Board members for the experience she had as a Board member. R. Reichle thanked the board, specifically L. Sinsigallo, congratulated the members who were reelected as well as the newly elected members, acknowledged her family for their support as well as the support of the Superintendent, Assistant Superintendent, the administration and the rest of the staff of East Windsor Public Schools.

**XIV. CORRESPONDENCE**

1. Thank you Letter - EWPD Chief Carl

2. Staff Commendation Letters

**XV. EXECUTIVE SESSION**

On a motion by L. Sinsigallo, 2nd by F. Neill, the Board entered into executive session for the purpose of discussing pending claims and litigation at 8:11 PM. R. Reichle left the meeting at 8:11 PM. The Board came out of executive session at 8:41 PM.

**XVI. ADJOURNMENT**

On a motion by N. Farmer, 2nd by C. Sevarino, the Board adjourned the meeting at 8:42 PM. The vote PASSED unanimously.

Respectfully submitted,  
Jessica Kennedy  
Board Recording Secretary

## **Student Representative Report BOE Meeting 11.8.23**

### **Broad Brook School Report**

On Monday night BBS students and families participated in Family Mileage Club. We are now inside running and walking the hallways. Many students are earning their green lights on Reflex math. There are even 8 students who have reached the fluency level.

On Friday, BBS will celebrate Veteran's Day with our annual boot camp. In addition, members of the Veterans Commission will teach some students how to fold a flag. BBS will also have a white table at lunch and read a book about the meaning of Veterans Day.

### **Middle School Report**

EWMS will be writing letters to Veterans and learning about Veterans Day during Advisory. The letters will be delivered to Veterans for Veterans Day. EWMS has twenty-four students running in the East Windsor Veteran Day Road Race on Veterans Day. The EWMS Cross Country Team ran in the Wickham Park Invitational on November 4th. Honor roll and report cards will be posted on November 10th. The 7th grade will have their First Quarter Awards Ceremony on November 10th. EWMS Band attended the Battle of the Bands at UMASS last week.

EWMS Winter Sports will be starting right after the Thanksgiving Break.

Nov. 27th - 5th/6th Grade Boys Tryouts 3-4:30pm

Nov. 28th - 7th/8th Grade Boys Tryouts 3-4:30pm

Nov. 29th - 5th/6th Grade Girls Tryouts 3-4:30pm

Nov. 30th - 7th/8th Grade Girls Tryouts 3-4:30pm

### **High School Report**

The high school hosted its first 3Rs breakfast of the school year on Friday. Teachers were asked to nominate students who were Ready, Responsible and Respectful. Students were honored, with their families in attendance. Each student received a gift card donated by Dunkin Donuts, a high school pen, and a certificate. We will be doing these once a quarter to honor students who are doing the right thing!

As the fall sports season comes to an end, the high school is preparing for the winter season. The Athletic Department will be hosting a Winter Sports Parent Night for any student from either the middle or high school who is interested in playing a winter sport. The winter sports at the middle school are boys and girls basketball. At the high school during the winter we offer boys and girls basketball, indoor track. The meeting is scheduled for Wednesday, November 15th from 6-7pm in the high school cafeteria. For more information please contact Dean Edwards, Athletic Director.

The teams begin on the following dates:

Girls Basketball - November 27th

Boys Basketball - November 30th

Indoor Track - November 30th

This year's Spirit Week started a day early on Friday, October 20th. Spirit Days were Pink Out Day, Jersey Day, Barbie vs Oppenheimer, Bikers vs Surfers, BBQ Dads vs Soccer Moms and Class Colors. The pep rally was held on Friday, October 27th. It included performances by our band and chorus, the acknowledgment of our fall athletes and competitions between the classes. The door decorating competition was won by Ms. Borra's advisory class and the Senior Class won Spirit Week. Homecoming events included the Homecoming Dance, Homecoming Soccer Night Games under the Lights, including Senior Night and the Powder Puff Game. Special thank you to our Booster Club for their hard work.



## **Student Representative Report BOE Meeting 11.21.23**

### **Broad Brook School Report**

On Friday, BBS celebrated Veterans Day. Members of the EW Veterans Commission demonstrated how to fold a flag and led question and answer sessions with students. A parent brought a Humvee for students to see and touch. Students wrote letters to veterans and learned about the meaning of the white table. The annual BBS version of the Veteran's road race was conducted as well as a boot camp.

On Monday, 11/20, at a whole school assembly the students and staff learned about our instructional learning focus on improving communication. Students saw videos that students and staff created on using their words to solve problems. Biscuit, our mascot, also made an appearance.

### **Middle School Report**

On Friday, November 10th, EWMS celebrated Veterans Day. All grade levels participated. Students read stories about Veterans and went on virtual field trips to the United States Veterans and War Memorials. In Advisory, students wrote thank you notes which were delivered to local veterans. EWMS is working with Project Hometown Support and will be collecting cookies for troops starting this week until December 1st. 7th grade held their Quarter 1 Awards Ceremony last week. The award ceremony was well attended by students and their families.

### **High School Report**

On Friday, November 10th, faculty, students, and staff at EWHS welcomed and honored our community's veterans. This tribute included a breakfast prepared by students, a meet and greet in advisory classrooms, and a school wide assembly to pay gratitude to the veterans for their service and sacrifice to our nation. In addition to a short lesson on the history of Veterans Day, this student-led tribute included a poetry recitation, performances by the EWHS band and chorus, remarks from local veterans, and a video appearance from EWHS alumni who are veterans or are currently serving in the armed forces. At the conclusion of the program, students presented challenge coins to the veterans who attended.

In other news:

Class of 2024 raised \$225 with a staff vs student Volleyball Tournament  
Report Cards went out & many students received Honors/High Honors  
Band & Chorus participated in the NCCC 2 day festival in Ellington last week  
Auditions for the Spring Performance of Snoopy have begun  
Additionally, we have some athletic congratulations:

- Congrats to junior goalie Sammie Ruggiero on being named to the 2023 NCCC girls soccer all conference team
- Congrats to senior swimmer Brianna Corsetti for making States this season
- Congrats to senior Ryan Willey who signed with Assumption University for Golf



TO: East Windsor Board of Ed

FROM: Ryan Galloway, Director of School Finance and Business

RE: Board of Ed Financial Update

DATE: 11.16.2023

Dear Members of the Board of Ed,

Please find the financial packet attached to this email for our discussion on 11.22.2023

**Financial Reports:** Included in your packet for tonight's meeting are comprehensive financial updates encompassing the General Fund, Grants, Food Service, and Family Resource Center (FRC). We are committed to providing timely and thorough financial updates for all relevant funds moving forward.

Sincerely,

Ryan Galloway  
Director of School Finance and Business

# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23



FOR 2024 04

	ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>1010 General Fund School</b>							
<b>1010 SALARIES PAID TO TEACHERS</b>							
10010100 51010	2,550,480.75	0.00	2,550,480.75	519,727.54	1,991,850.53	38,902.68	98.5%
10010101 51010	293,402.00	0.00	293,402.00	90,277.52	203,124.42	0.06	100.0%
10020100 51010	2,654,201.00	0.00	2,654,201.00	576,454.41	2,061,722.93	16,023.66	99.4%
10020101 51010	300,139.00	0.00	300,139.00	92,350.48	207,788.58	-0.06	100.0%
10030100 51010	2,414,327.00	0.00	2,414,327.00	532,795.28	1,950,671.14	-69,139.42	102.9%
10030101 51010	319,096.00	0.00	319,096.00	98,183.36	220,912.56	0.08	100.0%
10040000 51010	128,866.00	0.00	128,866.00	17,381.12	0.00	111,484.88	13.5%
10040100 51010	167,432.00	0.00	167,432.00	52,132.88	115,914.42	-615.30	100.4%
10040201 51010	809,417.00	0.00	809,417.00	200,699.70	715,216.91	-106,499.61	113.2%
10040202 51010	411,444.00	0.00	411,444.00	93,077.42	315,196.15	3,170.43	99.2%
10040203 51010	665,169.00	0.00	665,169.00	140,220.23	525,156.69	-207.92	100.0%
10040204 51010	54,917.93	0.00	54,917.93	16,693.52	37,560.42	663.99	98.8%
10040205 51010	46,575.00	0.00	46,575.00	8,406.80	37,830.60	337.60	99.3%
10040207 51010	117,526.00	0.00	117,526.00	26,710.45	90,815.53	0.02	100.0%
10040208 51010	89,919.00	0.00	89,919.00	15,490.48	0.00	74,428.52	17.2%
10040209 51010	37,884.00	0.00	37,884.00	6,170.31	0.00	31,713.69	16.3%
10040210 51010	99,679.92	0.00	99,679.92	19,545.45	66,454.53	13,679.94	86.3%
10040211 51010	38,732.81	0.00	38,732.81	8,696.60	29,568.44	467.77	98.8%
10040212 51010	44,198.00	0.00	44,198.00	10,148.03	0.00	34,049.97	23.0%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10040213 51010	SPEECH LANG PATHOLOGIST	323,157.00	39,860.00	252,573.89	30,723.11	90.5%
	0.00					
10040214 51010	PSYCHOLOGIST	314,985.00	69,273.20	233,983.41	11,728.39	96.3%
10040215 51010	SOCIAL WORKER	395,613.00	66,635.80	241,316.98	87,660.22	77.8%
10040216 51010	BCBA	104,995.00	24,541.75	81,132.50	-679.25	100.6%
10040221 51010	BEHAVIOR SUPPORT SPECIALIST	46,575.00	3,088.18	0.00	0.00	100.0%
	-43,486.82	3,088.18				
10110100 51010	SUPERINTENDENT SALARY	186,000.00	55,027.99	135,858.42	-886.41	100.5%
	4,000.00	190,000.00				
10110101 51010	ASST SUPERINTENDENT SALARY	176,567.04	54,328.32	122,238.72	0.00	100.0%
	0.00	176,567.04				
10110102 51010	LONG TERM SUBSTITUTES	180,132.00	0.00	0.00	180,132.00	.0%
	0.00	180,132.00				
TOTAL SALARIES PAID TO TEACHERS						
	12,971,430.45	-39,486.82	12,931,943.63	2,837,916.82	9,636,887.77	96.5%
<b>51020 INSTRUCTIONAL AID/ASST SAL</b>						
10010105 51020	BBES PARAEUCATOR SALARIES	121,747.00	22,449.79	0.00	99,297.21	18.4%
10010108 51020	BBES TUTORS	111,949.20	8,698.63	0.00	103,250.57	7.8%
10020105 51020	EMWS TEACHER ASSISTANT	52,689.72	9,579.96	43,109.82	-0.06	100.0%
	0.00	52,689.72				
10030107 51020	EMWS PARAPROFESSIONAL SALARIES	31,614.00	6,107.25	0.00	25,506.75	19.3%
	0.00	31,614.00				
10040208 51020	BBES SPECIAL ED PARAS	616,538.65	125,221.76	0.00	607,065.89	17.1%
	115,749.00	732,287.65				
10040209 51020	EMWS SPECIAL ED PARAS	589,482.46	95,490.33	0.00	493,992.13	16.2%
	0.00	589,482.46				
10040210 51020	EMWS SPECIAL ED PARAS	369,981.29	80,494.52	0.00	362,263.77	18.2%
	72,777.00	442,758.29				
10040219 51020	BBES SPECIAL ED TUTOR	115,749.02	0.00	0.00	0.00	.0%
	-115,749.02	0.00				
10040221 51020	EMWS SPECIAL ED TUTOR	72,777.47	0.00	0.00	0.00	.0%
	-72,777.47	0.00				
TOTAL INSTRUCTIONAL AID/ASST SAL						
	2,082,528.81	-0.49	2,082,528.32	348,042.24	1,691,376.26	18.8%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024-04

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>51030 SALARIES PAID TO SUBSTITUTES</b>						
10010104	51030	BBES SUBSTITUTES				
		32,375.00	0.00	0.00	19,675.00	39.2%
10020109	51030	EWMS SUBSTITUTES				
		99,309.20	0.00	0.00	87,059.20	12.3%
10030102	51030	EWHS SUBSTITUTES				
		32,375.00	0.00	0.00	27,475.00	15.1%
TOTAL SALARIES PAID TO SUBSTITUTES		164,059.20	29,850.00	0.00	134,209.20	18.2%
<b>51100 SALARIES OF REGULAR EMPLOYEES</b>						
10010102	51100	BBES SECRETARY SALARIES				
		63,375.00	0.00	0.00	45,629.48	28.0%
10010103	51100	BBES PT SECRETARIES SALARIES				
		48,825.00	0.00	0.00	37,618.51	23.0%
10010106	51100	BBES BEHAVIOR SUPPT SPECIALIST				
		43,562.50	0.00	13,936.83	20,739.47	52.4%
10020102	51100	EWMS SECRETARY SALARIES				
		63,375.00	0.00	0.00	44,738.61	29.4%
10020103	51100	EWMS PT SECRETARIES SALARIES				
		45,281.25	0.00	0.00	40,139.76	11.4%
10030102	51100	EWHS SECRETARY SALARIES				
		63,375.00	0.00	0.00	45,071.60	28.9%
10030103	51100	EWHS PT SECRETARIES SALARIES				
		48,321.00	0.00	0.00	39,155.23	19.0%
10030108	51100	EWHS GUIDANCE SECRETARY				
		58,987.50	0.00	0.00	41,916.99	28.9%
10040000	51100	ADMIN ASSISTANT SALARIES				
		61,850.57	0.00	0.00	41,159.92	33.5%
10040221	51100	PARA SALARIES				
		0.00	0.00	0.00	0.00	.0%
10060000	51100	DIRECTOR OF FACILITIES				
		95,000.00	0.00	65,443.86	469.98	99.5%
10060140	51100	EWHS CUSTODIAL SALARIES				
		197,081.61	0.00	0.00	151,471.43	23.1%
10060141	51100	EWMS CUSTODIAL SALARIES				
		153,964.54	50,907.08	0.00	103,057.46	33.1%



# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024\_04

ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10060142	51100	BBE CUSTODIAL SALARIES				
		239,634.60	70,399.91	0.00	169,234.69	29.4%
10060143	51100	CUSTODIAL SUMMER SALARIES				
		25,000.00	19,467.47	0.00	5,532.53	77.9%
10070154	51100	DATA/WEB/COMMUNICATIONS				
		105,343.32	51,337.49	45,000.00	9,005.83	91.5%
10080000	51100	CIA ADMIN ASSISTANT SALARY				
		56,937.42	17,054.94	0.00	39,882.48	30.0%
10110125	51100	HR STAFF				
		93,405.38	27,817.04	66,065.47	-477.13	100.5%
10110126	51100	BUSINESS STAFF SALARIES				
		238,125.00	117,089.78	121,384.62	-349.40	100.1%
10110127	51100	ATHLETIC TRAINER				
		30,924.00	1,520.00	0.00	29,404.00	4.9%
10110128	51100	ADMIN NON CERTIFIED STAFF				
		83,440.31	28,299.78	0.00	55,140.53	33.9%
10110129	51100	SAFETY & SECURITY OFFICER				
		47,000.00	8,509.08	38,290.86	200.06	99.6%
10110130	51100	VAN DRIVERS				
		54,982.51	17,031.02	0.00	37,951.49	31.0%
10130165	51100	DIRECTOR OF NURSING				
		89,500.00	27,776.32	62,496.72	-773.04	100.9%
10130166	51100	EMHS NURSES				
		59,740.00	10,861.80	48,878.10	0.10	100.0%
10130167	51100	EMMS NURSES				
		60,088.95	13,898.25	51,270.58	-5,079.88	108.5%
10130168	51100	BBE NURSES				
		98,519.50	20,265.23	47,192.76	31,061.51	68.5%
10130169	51100	SUB NURSES				
		22,000.00	4,640.37	0.00	17,359.63	21.1%
TOTAL SALARIES OF REGULAR EMPLOYEES		2,247,639.96	688,418.32	559,959.80	999,261.84	55.5%
51300 SALARIES FOR OVERTIME						
10060000	51300	CUSTODIAL OVERTIME				
		15,000.00	456.55	0.00	14,543.45	3.0%
TOTAL SALARIES FOR OVERTIME		15,000.00	456.55	0.00	14,543.45	3.0%
51500 ADDL COMP/BONUS/INCENTIVES						
10110100	51500	PARAPROFESSIONAL PMT STIPENDS				



# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024-04

ORIGINAL APPROP	TRANS/ADJISMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20,100.00	0.00	20,100.00	577.05	0.00	19,522.95	2.9%
10110101 51500	VACATION/SEPARATION PAY	20,100.00	577.05	0.00	19,522.95	2.9%
25,000.00	-4,000.00	21,000.00	9,997.29	0.00	11,002.71	47.6%
10110199 51500	ADVISOR/AFTER SCHOOL STIPEND	21,000.00	9,997.29	0.00	11,002.71	47.6%
80,615.00	0.00	80,615.00	442.80	0.00	80,172.20	.5%
10110221 51500	BBE PLC STIPENDS	80,615.00	442.80	0.00	80,172.20	.5%
35,615.16	0.00	35,615.16	9,663.20	0.00	25,951.96	27.1%
10110222 51500	EWMS PLC STIPENDS	35,615.16	9,663.20	0.00	25,951.96	27.1%
35,615.16	0.00	35,615.16	10,717.65	0.00	24,897.51	30.1%
10110223 51500	EWHS PLC STIPEND	35,615.16	10,717.65	0.00	24,897.51	30.1%
35,615.16	0.00	35,615.16	7,542.05	0.00	28,073.11	21.2%
10110290 51500	COMP TIME PAYOUT	35,615.16	7,542.05	0.00	28,073.11	21.2%
1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%
10110318 51500	NURSE CONTRACT REIMBURSEMENTS	1,000.00	0.00	0.00	1,000.00	.0%
0.00	0.00	0.00	1,365.00	0.00	-1,365.00	100.0%
10110318 51500	NURSE CONTRACT REIMBURSEMENTS	0.00	1,365.00	0.00	-1,365.00	100.0%
TOTAL ADDL COMP BONUS/INCENTIVES	-4,000.00	229,560.48	40,305.04	0.00	189,255.44	17.6%
233,560.48	-4,000.00	229,560.48	40,305.04	0.00	189,255.44	17.6%
<b>51900 OTHER SALARIES</b>						
34,000.00	0.00	34,000.00	8,431.77	20,363.68	5,204.55	84.7%
10010107 51900	BBES TEACHER RESIDENCY PROGRAM	34,000.00	8,431.77	20,363.68	5,204.55	84.7%
14,859.00	0.00	14,859.00	0.00	0.00	14,859.00	.0%
10020106 51900	EWMS COACHES	14,859.00	0.00	0.00	14,859.00	.0%
30,429.83	0.00	30,429.83	5,171.02	0.00	25,258.81	17.0%
10030000 51900	EWHS ISS	30,429.83	5,171.02	0.00	25,258.81	17.0%
0.00	0.00	0.00	2,910.53	0.00	-2,910.53	100.0%
10030100 51900	EWHS GUIDANCE	0.00	2,910.53	0.00	-2,910.53	100.0%
83,063.98	-16,513.12	66,550.86	1,073.29	0.00	65,477.57	1.6%
10030107 51900	EWHS COACHES	66,550.86	1,073.29	0.00	65,477.57	1.6%
0.00	59,999.94	59,999.94	9,230.76	50,769.18	0.00	100.0%
10030328 51900	DIST SUB/ATHLETIC DIRECTOR	59,999.94	9,230.76	50,769.18	0.00	100.0%
130,000.00	0.00	130,000.00	125,630.55	0.00	4,369.45	96.6%
10040000 51900	SPECIAL ED SUMMER SCHOOL	130,000.00	125,630.55	0.00	4,369.45	96.6%
20,000.00	0.00	20,000.00	3,843.00	0.00	16,157.00	19.2%
10040215 51900	TRANSITION WORK EXPERIENCE	20,000.00	3,843.00	0.00	16,157.00	19.2%
TOTAL OTHER SALARIES	43,486.82	355,839.63	156,290.92	71,132.86	128,415.85	63.9%
312,352.81	43,486.82	355,839.63	156,290.92	71,132.86	128,415.85	63.9%
<b>52100 GROUP INSURANCE</b>						
2,371,834.00	0.00	2,371,834.00	1,394,003.29	0.00	977,830.71	58.8%
10110100 52100	MEDICAL INSURANCE	2,371,834.00	1,394,003.29	0.00	977,830.71	58.8%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 04	ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10110101	52100	CRIME INSURANCE	0.00	970.00	0.00	0.00	100.0%
10110102	52100	STUDENT ATHLETIC INSURANCE	3,800.00	3,788.00	0.00	12.00	99.7%
10110189	52100	LIFE INSURANCE	26,464.00	5,966.76	20,497.24	0.00	100.0%
10120311	52100	AUTO/LIABILITY	123,731.00	61,310.51	61,284.87	1,135.62	99.1%
TOTAL GROUP INSURANCE			0.00	1,466,038.56	81,782.11	978,978.33	61.3%
2,526,799.00			2,526,799.00				
<b>52200 EMPLOYER SHARE SOCIAL SECURITY</b>							
10110100	52200	SOCIAL SECURITY/MEDICARE	630,000.00	170,684.66	0.00	459,315.34	27.1%
TOTAL EMPLOYER SHARE SOCIAL SECURITY			0.00	170,684.66	0.00	459,315.34	27.1%
<b>52300 RETIREMENT CONTRIBUTIONS</b>							
10110100	52300	PENSION CONTRIBUTION	581,683.30	671,226.00	0.00	-89,542.70	115.4%
TOTAL RETIREMENT CONTRIBUTIONS			0.00	671,226.00	0.00	-89,542.70	115.4%
<b>52600 UNEMPLOYMENT COMPENSATION</b>							
10110100	52600	UNEMPLOYMENT COMPENSATION	41,600.00	9,561.00	0.00	32,039.00	23.0%
TOTAL UNEMPLOYMENT COMPENSATION			0.00	9,561.00	0.00	32,039.00	23.0%
<b>52700 WORKERS COMPENSATION</b>							
10110100	52700	WORKERS COMPENSATION	125,277.00	62,627.40	62,627.40	22.20	100.0%





# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024\_04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL Workers' Compensation	0.00	125,277.00	62,627.40	62,627.40	22.20	100.0%
<b>53010 PURCHASED PROF SERVICES</b>						
10040000 53010	CONTRACTED SERVICES	43,500.00	13,247.85	24,688.00	5,564.15	87.2%
10040201 53010	HOME/HOSPITAL TUTOR SERVICES	10,000.00	0.00	0.00	10,000.00	.0%
10040202 53010	DIAGNOSTIC SERVICES	20,000.00	0.00	0.00	20,000.00	.0%
10110100 53010	CONFERENCES	1,000.00	0.00	0.00	1,000.00	.0%
10110109 53010	KELLY SUBSTITUTES	150,000.00	19,113.56	130,726.01	160.43	99.9%
10110132 53010	SERVICE CONTRACTS	86,957.72	41,959.90	17,096.00	27,901.82	67.9%
10110133 53010	FINANCE AUDIT CONTRACTS	79,606.00	50,612.64	0.00	28,993.36	63.6%
10110134 53010	LEGAL	20,000.00	28,370.00	0.00	-8,370.00	141.9%
10110138 53010	DISTRICT WIDE PHONE SERVICE	30,000.00	11,439.29	21,160.71	-2,600.00	108.7%
10130000 53010	SERVICE CONTRACTS	3,000.00	4,895.06	0.00	-1,895.06	163.2%
TOTAL PURCHASED PROF SERVICES		444,063.72	169,638.30	193,670.72	80,754.70	81.8%
<b>53040 NURSING SERVICES</b>						
10130000 53040	DISTRICT PHYSICIAN SERVICES	5,050.00	1,254.60	0.00	3,795.40	24.8%
TOTAL NURSING SERVICES		5,050.00	1,254.60	0.00	3,795.40	24.8%
<b>53060 CURRICULUM DEVELOPMENT</b>						
10020000 53060	Ewms CONFERENCES	150.00	0.00	0.00	150.00	.0%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024-04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10040000 53060	SPECIAL EDUCATION CONFERENCES 1,500.00	2,000.00	1,472.36	0.00	527.64	73.6%
10080000 53060	PROF DEVELOPMENT IN-SERVICE 0.00	1,600.00	0.00	0.00	1,600.00	.0%
10080159 53060	PROF DEVELOPMENT OUT OF DIST 0.00	9,000.00	1,800.00	0.00	7,200.00	20.0%
10110100 53060	BOE PROFESSIONAL DEVELOPMENT 0.00	1,070.00	75.00	0.00	995.00	7.0%
TOTAL CURRICULUM DEVELOPMENT	1,500.00	13,820.00	3,347.36	0.00	10,472.64	24.2%
<b>53070 TESTING/SCORING</b>						
10040000 53070	STANDARDIZED TESTING 0.00	10,000.00	1,584.16	678.50	7,737.34	22.6%
10080000 53070	STANDARDIZED TESTING 0.00	11,465.00	0.00	0.00	11,465.00	.0%
TOTAL TESTING/SCORING	0.00	21,465.00	1,584.16	678.50	19,202.34	10.5%
<b>53200 PROF EDUCATIONAL SERVICES</b>						
10080000 53200	TRANSLATION SERVICE 0.00	7,500.00	228.75	0.00	7,271.25	3.1%
10080001 53200	SERVICE CONTRACTS 0.00	67,000.00	40,774.00	1,995.00	24,231.00	63.8%
10080158 53200	ALTERNATIVE ED SERVICES 0.00	5,000.00	1,750.00	0.00	3,250.00	35.0%
TOTAL PROF EDUCATIONAL SERVICES	0.00	79,500.00	42,752.75	1,995.00	34,752.25	56.3%
<b>53240 FIELD TRIPS</b>						
10020000 53240	EMMS TRANSPORTATION 0.00	8,671.00	0.00	1,617.97	7,053.03	18.7%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 '04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10030000 53240	FIELD TRIP TRANSPORTATION 0.00	3,500.00	776.23	0.00	2,723.77	22.2%
TOTAL FIELD TRIPS	12,171.00	12,171.00	776.23	1,617.97	9,776.80	19.7%
<b>53500 TECHNOLOGY SERVICES</b>						
10070000 53500	TECHNOLOGY EQUIP/SUPPLIES/LIC 0.00	80,000.00	31,862.35	37,230.67	10,906.98	86.4%
10070001 53500	SUZOR IT 0.00	169,600.00	84,800.96	84,799.04	0.00	100.0%
TOTAL TECHNOLOGY SERVICES	249,600.00	249,600.00	116,663.31	122,029.71	10,906.98	95.6%
<b>53540 SPORTS OFFICIALS</b>						
10020000 53540	EMMS OFFICIALS FEES 0.00	7,991.00	0.00	0.00	7,991.00	.0%
10030000 53540	EMHS OFFICIALS FEES 0.00	45,000.00	3,310.45	0.00	41,689.55	7.4%
TOTAL SPORTS OFFICIALS	52,991.00	52,991.00	3,310.45	0.00	49,680.55	6.2%
<b>54100 UTILITY SERVICES</b>						
10060000 54100	DISTRICT WIDE ELECTRIC 0.00	250,000.00	47,837.88	202,162.12	0.00	100.0%
10060001 54100	NATURAL GAS 0.00	180,000.00	11,502.29	168,497.71	0.00	100.0%
10060002 54100	EMMS FUEL/OIL 0.00	100,000.00	1,512.36	83,487.64	15,000.00	85.0%
10120312 54100	BUS FUEL 0.00	120,000.00	43,961.50	76,038.50	0.00	100.0%
TOTAL UTILITY SERVICES	650,000.00	650,000.00	104,814.03	530,185.97	15,000.00	97.7%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>54103 SNOW PLOWING/SANDING</b>						
10060000	54103	SNOW REMOVAL & SANDING 0.00	0.00	0.00	36,000.00	.0%
TOTAL SNOW PLOWING/SANDING		0.00	0.00	0.00	36,000.00	.0%
<b>54300 REPAIRS &amp; MAINTENANCE</b>						
10060147	54300	EQUIPMENT REPAIRS/CONTRACTS 0.00	5,686.25	11,357.67	2,356.08	87.9%
10060148	54300	REPAIRS & MAINTENANCE 0.00	45,345.22	19,258.99	10,395.79	86.1%
TOTAL REPAIRS & MAINTENANCE		0.00	51,031.47	30,616.66	12,751.87	86.5%
<b>54301 BUILDING MAINTENANCE</b>						
10060149	54301	EWHS BUILDING REPAIRS 0.00	20,228.36	18,548.74	13,594.90	74.0%
10060150	54301	EWMS BUILDING REPAIRS 0.00	17,065.80	9,141.48	22,764.72	53.5%
10060151	54301	BBE BUILDING REPAIRS 0.00	12,319.55	5,454.50	24,497.95	42.0%
10060331	54301	BOE SHARE BBE WATER MAIN REP 0.00	20,448.47	0.00	-20,448.47	100.0%
TOTAL BUILDING MAINTENANCE		0.00	70,062.18	33,144.72	40,409.10	71.9%
<b>54411 WATER/SEWER</b>						
10060000	54411	DISTRICT WIDE WATER 0.00	2,994.10	27,005.90	0.00	100.0%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024_04		ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10060144	54411	DISTRICT WIDE SEWER FEE	0.00	12,000.00	10,849.70	0.00	1,150.30	90.4%
		TOTAL WATER/SEWER		42,000.00	13,843.80	27,005.90	1,150.30	97.3%
<b>54900 OTHER PURCH PROPERTY SERVICES</b>								
10060000	54900	DPW TOWN SHARE	0.00	35,000.00	0.00	0.00	35,000.00	.0%
10060146	54900	TRASH COLLECTION	0.00	28,572.00	8,846.89	19,725.11	0.00	100.0%
		TOTAL OTHER PURCH PROPERTY SERVICES		63,572.00	8,846.89	19,725.11	35,000.00	44.9%
<b>55100 STUDENT TRANSPORTATION</b>								
10040000	55100	SPECIAL ED TRANSPORTATION	0.00	545,744.00	66,668.31	453,936.15	25,139.54	95.4%
10040219	55100	FIELD TRIPS	0.00	1,100.00	0.00	0.00	1,100.00	.0%
10120000	55100	REGULAR ED STUDENT TRANSPORT	0.00	772,000.00	98,523.49	710,298.51	-36,822.00	104.8%
10120170	55100	EMHS VO-AG TRANSPORTATION	0.00	12,000.00	0.00	0.00	12,000.00	.0%
10120171	55100	ATHLETIC TRIPS	0.00	51,300.00	3,940.96	29,354.28	18,004.76	64.9%
10120258	55100	CHENEY/ROCKVILLE TRANSPORT	0.00	59,311.80	8,971.60	42,328.40	8,011.80	86.5%
10122901	55100	LATE BUS	0.00	5,000.00	241.56	4,758.44	0.00	100.0%
		TOTAL STUDENT TRANSPORTATION		1,446,455.80	178,345.92	1,240,675.78	27,434.10	98.1%
<b>55200 POSTAGE</b>								
10110100	55301	POSTAGE/PRINTING	0.00	11,321.00	1,631.77	9,689.23	0.00	100.0%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024_04		ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10110313	55301	4,650.00	DISTRICT WIDE PRINTING 0.00	4,650.00	0.00	0.00	4,650.00	.0%
TOTAL POSTAGE		15,971.00	0.00	15,971.00	1,631.77	9,689.23	4,650.00	70.9%
<b>55600 TUITION</b>								
10040000	55600	232,081.00	IN STATE PUBLIC TUITION 0.00	232,081.00	6,884.56	350,211.98	-125,015.54	153.9%
10040203	55600	27,224.00	PRIVATE TUITION IN STATE 0.00	27,224.00	63,966.72	612,373.87	-649,116.59	2484.4%
10080000	55600	39,146.00	ADULT ED PROGRAMS 0.00	39,146.00	32,418.00	0.00	6,728.00	82.8%
10110135	55600	444,864.00	MAGNET SCHOOL TUITION 0.00	444,864.00	0.00	0.00	444,864.00	.0%
10110136	55600	141,071.00	VO-AG TUITION 0.00	141,071.00	0.00	0.00	141,071.00	.0%
10110137	55600	40,000.00	ALTERNATIVE LEARNING PROGRAM 0.00	40,000.00	14,500.00	3,000.00	22,500.00	43.8%
TOTAL TUITION		924,386.00	0.00	924,386.00	117,769.28	965,585.85	-158,969.13	117.2%
<b>55800 TRAVEL REIMBURSEMENT</b>								
10010000	55800	2,400.00	BBES TRAVEL REIMBURSEMENT 0.00	2,400.00	0.00	0.00	2,400.00	.0%
10020000	55800	2,400.00	EWMS TRAVEL REIMBURSEMENT 0.00	2,400.00	0.00	0.00	2,400.00	.0%
10030000	55800	2,400.00	EWHS TRAVEL REIMBURSEMENT 0.00	2,400.00	0.00	0.00	2,400.00	.0%
10040000	55800	3,600.00	TRAVEL EXPENSES 0.00	3,600.00	248.25	0.00	3,351.75	6.9%
10070000	55800	750.00	DISTRICT WIDE TECH TRAVEL -577.07	172.93	172.93	0.00	0.00	100.0%
10080000	55800	2,000.00	TRAVEL 0.00	2,000.00	0.00	0.00	2,000.00	.0%
10110100	55800	535.00	ITINERANT MILEAGE 0.00	535.00	810.04	0.00	-275.04	151.4%



# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 '04		ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10110139	55800	ADMIN TRAVEL EXPENSE	577.07	5,777.07	16,700.00	189.75	-11,112.68	292.4%
		TOTAL TRAVEL REIMBURSEMENT	0.00	19,285.00	17,931.22	189.75	1,164.03	94.0%
		<b>55990 OTHER PURCHASED SERVICES</b>						
10130000	55990	CONFERENCES	0.00	1,500.00	0.00	892.00	608.00	59.5%
		TOTAL OTHER PURCHASED SERVICES	0.00	1,500.00	0.00	892.00	608.00	59.5%
		<b>56010 SUPPLIES</b>						
10030000	56010	EMHS GENERAL SUPPLIES	0.00	2,700.00	284.90	860.60	1,554.50	42.4%
10030100	56010	GUIDANCE SUPPLIES	0.00	18,500.00	903.95	0.00	17,596.05	4.9%
		TOTAL SUPPLIES	0.00	21,200.00	1,188.85	860.60	19,150.55	9.7%
		<b>56100 GENERAL SUPPLIES</b>						
10010000	56100	BRES GENERAL SUPPLIES	294.00	294.00	833.21	60.00	-599.21	303.8%
10010101	56100	BRES INSTRUCT/LIBRARY SUPPLIES	10,390.36	10,390.36	12,029.15	3,182.50	-4,821.29	146.4%
10060000	56100	DISTRICT WIDE CUSTODIAL SUPP	0.00	0.00	0.00	0.00	0.00	.0%
10060152	56100	DISTRICT WIDE GROUNDS SUPPLIES	22,000.00	22,000.00	12,005.35	4,764.00	5,230.65	76.2%
10060283	56100	WINTER PPE	0.00	3,000.00	0.00	0.00	3,000.00	.0%
10080000	56100	CIA GENERAL SUPPLIES	0.00	1,625.00	475.45	0.00	1,149.55	29.3%



# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10110100	56100	DISTRICT GENERAL SUPPLIES				
		11,000.00	0.00		14.59	99.9%
10130000	56100	NURSE GENERAL SUPPLIES				
		9,700.00	4,750.25	417.46	4,532.29	53.3%
TOTAL GENERAL SUPPLIES						
		0.00	34,150.68	15,352.10	8,506.58	85.3%
<b>56110 INSTRUCTIONAL SUPPLIES</b>						
10020000	56110	EWMS INSTRUCT/LIBRARY SUPPLIES				
		978.43	1,056.69	43.99	-122.25	112.5%
10030000	56110	EWHS INSTRUCT/LIBRARY SUPPLIES				
		6,642.12	4,333.75	3,398.21	-1,089.84	116.4%
10040000	56110	SPECIAL ED INSTRUT SUPPLIES				
		25,000.00	2,161.46	627.00	22,211.54	11.2%
10080000	56110	CIA INSTRUCTIONAL SUPPLIES				
		15,790.56	15,393.64	0.00	396.92	97.5%
TOTAL INSTRUCTIONAL SUPPLIES						
		0.00	22,945.54	4,069.20	21,396.37	55.8%
<b>56120 ADMIN SUPPLIES</b>						
10040000	56120	SPECIAL ED ADMIN SUPPLIES				
		1,500.00	1,307.00	0.00	193.00	87.1%
10080000	56120	CIA ADMIN SUPPLIES				
		3,000.00	214.66	0.00	2,785.34	7.2%
10110100	56120	DISTRICT WIDE ADMIN SUPPLIES				
		10,040.00	2,644.32	0.00	7,395.68	26.3%
TOTAL ADMIN SUPPLIES						
		0.00	4,165.98	0.00	10,374.02	28.7%
<b>56410 TEXTBOOKS</b>						
10010000	56410	88ES TEXTBOOKS				
		2,943.00	2,943.00	0.00	0.00	100.0%





**Town of East Windsor**

**FY24 BOE BUDGET UPDATE AS OF 10.31.23**

FOR 2024 '04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10020000	56410	725.00	0.00	0.00	725.00	.0%
		EWMS TEXTBOOKS				
		3,668.00	2,943.00	0.00	725.00	80.2%
<b>TOTAL TEXTBOOKS</b>						
<b>56900 OTHER SUPPLIES</b>						
10020000	56900	250.00	0.00	0.00	250.00	.0%
		EWMS GRADUATION AWARD				
		0.00	0.00	0.00	250.00	.0%
10020107	56900	20,278.00	1,822.45	210.00	18,245.55	10.0%
		EWMS ATHLETIC/AFTER SCHOOL SUP				
		0.00	0.00	0.00	20,278.00	0.0%
10030000	56900	8,000.00	0.00	0.00	8,000.00	.0%
		EWMS GRADUATION AWARDS				
		0.00	0.00	0.00	8,000.00	.0%
10030109	56900	15,465.00	3,317.73	8,637.53	3,509.74	77.3%
		EWMS ATHLETIC SUPPLIES				
		0.00	0.00	0.00	15,465.00	0.0%
10040000	56900	12,500.00	807.20	4,827.84	6,864.96	45.1%
		TRANSITION SUPPLIES				
		0.00	0.00	0.00	12,500.00	0.0%
<b>TOTAL OTHER SUPPLIES</b>						
		56,493.00	5,947.38	13,675.37	36,870.25	34.7%
<b>57300 EQUIPMENT</b>						
10040000	57300	3,500.00	33.99	0.00	3,466.01	1.0%
		SPECIAL ED INS EQUIP				
		0.00	0.00	0.00	3,500.00	0.0%
<b>TOTAL EQUIPMENT</b>						
		3,500.00	33.99	0.00	3,466.01	1.0%
<b>57340 Technology - Related Hardware</b>						
10020000	57340	2,800.00	0.00	55.72	2,744.28	2.0%
		EWMS REPLACEMENT EQUIPMENT				
		0.00	0.00	0.00	2,800.00	0.0%
10030000	57340	1,500.00	0.00	0.00	1,500.00	.0%
		EWMS REPLACEMENT EQUIPMENT				
		0.00	0.00	0.00	1,500.00	0.0%
<b>TOTAL Technology - Related Hardware</b>						
		4,300.00	0.00	55.72	4,244.28	1.3%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 '04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>57345 INSTRUCTIONAL EQUIPMENT</b>						
10040000 57345	REPLACE INSTRUCTIONAL EQUIP	3,500.00	0.00	0.00	3,500.00	.0%
10040100 57345	NEW NON INSTRUCTIONAL EQUIP	1,000.00	0.00	0.00	1,000.00	.0%
	TOTAL INSTRUCTIONAL EQUIPMENT	4,500.00	0.00	0.00	4,500.00	.0%
<b>57390 OTHER EQUIPMENT</b>						
10040000 57390	REPLACE NON INSTRUCT EQUIP	1,000.00	640.00	0.00	360.00	64.0%
	TOTAL OTHER EQUIPMENT	1,000.00	640.00	0.00	360.00	64.0%
<b>58100 DUES &amp; FEES</b>						
10020000 58100	EMMS DUES & FEES	2,300.00	1,350.00	275.00	675.00	70.7%
10030000 58100	EMHS DUES & FEES	4,800.00	5,391.00	0.00	-591.00	112.3%
10040000 58100	SPECIAL ED DUES & FEES	250.00	250.00	0.00	0.00	100.0%
10080000 58100	CIA DUES & FEES	300.00	1,395.00	0.00	-1,095.00	465.0%
10110100 58100	BOE DUES/FEES	12,500.00	13,029.78	2,345.00	-2,874.78	123.0%
10110139 58100	ADMIN DUES/FEES	12,501.00	5,729.00	0.00	6,772.00	45.8%
10130000 58100	DUES/FEES/TRAVEL	700.00	80.00	0.00	620.00	11.4%
	TOTAL DUES & FEES	33,351.00	27,224.78	2,620.00	3,506.22	89.5%
<b>TOTAL GENERAL FUND SCHOOL</b>						
		26,496,750.00	7,484,261.43	13,669,835.62	5,342,652.46	79.8%
	TOTAL EXPENSES	26,496,750.00	7,484,261.43	13,669,835.62	5,342,652.46	

# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23



FOR 2024 04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
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26,496,750.00	-0.49	26,496,749.51	7,484,261.43	13,669,835.62	5,342,652.46	79.8%
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GRAND TOTAL

\*\* END OF REPORT - Generated by Ryan Galloway \*\*

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 04

ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>2000 SCHOOL GRANTS</b>						
<b>43100 FEDERAL GRANTS</b>						
20212114	43100	FY21 ESSER II REVENUE				
		-58,700.25	-58,700.55	0.00	0.30	100.0%
20212115	43100	FY21 ARP ESSER III REVENUE				
		-891,511.00	-203,446.04	0.00	-688,064.96	22.8%
20230320	43100	ARPA MENTAL HEALTH REVENUE				
		0.00	-10,815.96	0.00	10,815.96	100.0%
20232002	43100	FY23 TITLE IA REVENUE				
		-49,464.83	-4,464.83	0.00	-45,000.00	9.0%
20232003	43100	FY23 TITLE IIA REVENUE				
		-53,739.00	-26,128.83	0.00	-27,610.17	48.6%
20240316	43100	FY24 IDEA 611 REVENUE				
		-276,466.00	-30,000.00	0.00	-246,466.00	10.9%
20240317	43100	FY24 IDEA 619 REVENUE				
		-11,498.00	-2,000.00	0.00	-9,498.00	17.4%
20240319	43100	FY24 ARP ESSER DUAL CREDIT REV				
		-9,999.20	-3,555.00	0.00	-6,444.20	35.6%
20240321	43100	FY24 TITLE I PART A REVENUE				
		-434,393.00	-34,821.10	0.00	-399,571.90	8.0%
20240326	43100	FY24 TITLE IIA REVENUE				
		-36,394.00	0.00	0.00	-36,394.00	.0%
20240332	43100	FY24 SHEFF ED ENHANCEMENT REV				
		-3,600.00	0.00	0.00	-3,600.00	.0%
TOTAL FEDERAL GRANTS		-1,825,765.28	-373,932.31	0.00	-1,451,832.97	20.5%
<b>43300 STATE GRANTS</b>						
20230330	43300	FY23 PERKINS SUP ENH REV				
		-42,028.00	-42,028.00	0.00	0.00	100.0%
20240322	43300	FY24 ALLIANCE REVENUE				
		0.00	-19,399.56	0.00	19,399.56	100.0%
20240329	43300	FY24 FARM 2 SCHOOL REVENUE				
		-1,212.53	-1,212.53	0.00	0.00	100.0%
TOTAL STATE GRANTS		-43,240.53	-62,640.09	0.00	19,399.56	144.9%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024-04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>433330 State Grants - Op</b>						
20230298 433330	FY23 TITLE IV REVENUE	-30,110.00	0.00	0.00	-30,110.00	.0%
20240323 433330	FY24 FRC GRANT REV	-112,629.00	0.00	0.00	-112,629.00	.0%
	TOTAL State Grants - Op	-142,739.00	0.00	0.00	-142,739.00	.0%
<b>43400 State Grants - Capital</b>						
20230304 43400	FY23 VOICE 4 CHANGE REVENUE	-13,037.51	-13,037.51	0.00	0.00	100.0%
	TOTAL State Grants - Capital	-13,037.51	-13,037.51	0.00	0.00	100.0%
<b>51010 SALARIES PAID TO TEACHERS</b>						
20212115 51010	ESSER III TEACHER SALARIES	557,367.57	74,840.61	149,703.72	332,823.24	40.3%
20230320 51010	ARPA MENTAL HEALTH SALARIES	46,869.00	12,618.61	32,447.73	1,802.66	96.2%
20240315 51010	SHEFF OC TEACHER SALARIES	95,892.00	36,632.15	85,905.00	-26,645.15	127.8%
20240319 51010	ARP ESSER DUAL CREDIT SALARIES	3,555.20	644.47	0.00	2,910.73	18.1%
20240321 51010	FY24 TITLE I SALARIES	149,108.71	48,869.74	74,963.49	25,275.48	83.0%
20240322 51010	FY24 ALLIANCE SALARIES	164,675.20	26,684.31	139,993.83	-2,002.94	101.2%
20240323 51010	FY24 FRC GRANT SALARIES	93,000.00	0.00	0.00	93,000.00	.0%
	TOTAL SALARIES PAID TO TEACHERS	1,110,467.68	200,289.89	483,013.77	427,164.02	61.5%
<b>51100 SALARIES OF REGULAR EMPLOYEES</b>						
20232003 51100	FY23 TITLE IIA SALARIES					



# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 '04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20240326 51100	0.00	30,000.00	25,630.29	0.00	4,369.71	85.4%
	FY24 TITLE II A SALARIES	30,000.00				
	0.00	30,000.00	0.00	0.00	30,000.00	.0%
TOTAL SALARIES OF REGULAR EMPLOYEES	0.00	60,000.00	25,630.29	0.00	34,369.71	42.7%
	60,000.00					
<b>51100B INSTRUCTIONAL SAL</b>						
20230330 51100B	0.00	FY23 PERKINS SUPP ENH INS SAL				
	0.00	1,778.00	33.00	1,778.00	-33.00	101.9%
20232005 51100B	0.00	IDEA 611 INSTRUCTIONAL SAL				
	0.00	0.00	0.00	0.00	0.00	.0%
20240316 51100B	0.00	FY24 IDEA 611 SALARIES				
	0.00	276,466.00	56,084.50	65,849.50	154,532.00	44.1%
20240317 51100B	0.00	FY24 IDEA 619 INSTR SALARIES				
	0.00	11,498.00	2,716.91	0.00	8,781.09	23.6%
TOTAL INSTRUCTIONAL SAL	0.00	289,742.00	58,834.41	67,627.50	163,280.09	43.6%
	289,742.00					
<b>5111A NON INSTRUCTIONAL SAL</b>						
20240332 5111A	0.00	FY24 SHEFF ED ENHANCEMENT SAL				
	0.00	3,250.00	0.00	0.00	3,250.00	.0%
TOTAL NON INSTRUCTIONAL SAL	0.00	3,250.00	0.00	0.00	3,250.00	.0%
	3,250.00					
<b>52010 EMPLOYEE BENEFITS</b>						
20212115 52010	0.00	ESSER III BENEFITS				
	0.00	76,115.00	76,115.00	0.00	0.00	100.0%
20240321 52010	0.00	FY24 TITLE I PART A BENEFITS				
	0.00	57,929.83	57,929.83	0.00	0.00	100.0%
20240322 52010	0.00	FY24 ALLIANCE BENEFITS				
	0.00	6,697.08	0.00	0.00	6,697.08	.0%
TOTAL EMPLOYEE BENEFITS	0.00	140,741.91	134,044.83	0.00	6,697.08	95.2%
	140,741.91					



Town of East Windsor

FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>53010 PURCHASED PROF SERVICES</b>						
20230298	53010	FY23 TITLE IV PURCH SERVICES	3,500.00	0.00	3,161.00	9.7%
	0.00	VOICE 4 CHANGE PURCH SERV	7,165.60	0.00	7,165.60	.0%
20230304	53010	TITLE I PURCHASED PROF SERV	38,107.01	178.00	37,929.01	.5%
20232002	53010	TITLE IIA PROF/TECH SERV	23,739.00	0.00	18,554.57	21.8%
20232003	53010	SHEFF OC PURCH PROF SERVICES	5,000.00	7,145.10	-4,129.85	182.6%
20240315	53010	FY24 ARP DUAL CREDIT PURCH SER	2,000.00	0.00	2,000.00	.0%
20240319	53010	FY24 TITLE I PURCH PROF SERV	45,000.00	0.00	45,000.00	.0%
20240321	53010	FY24 FRC PURCH PROF/TECH SERV	4,460.00	215.49	3,848.40	13.7%
20240323	53010	FY24 TITLE II A PURCH SERV	6,394.00	0.00	6,394.00	.0%
20240326	53010	TOTAL PURCHASED PROF SERVICES	135,365.61	7,538.59	119,922.73	11.4%
<b>53200 PROF EDUCATIONAL SERVICES</b>						
20212115	53200	ESSER III PROF & TECH SERVICES	129,429.96	0.00	78,781.71	39.1%
TOTAL PROF EDUCATIONAL SERVICES						
			129,429.96	0.00	78,781.71	39.1%
<b>53300 EMPLOYEE TRAINING NON DIRECT</b>						
20230330	53300	FY23 PERKINS SUPP ENH TRAINING	1,100.00	1,100.00	-1,100.00	200.0%
TOTAL EMPLOYEE TRAINING NON DIRECT						
			1,100.00	1,100.00	-1,100.00	200.0%

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024\_04

ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>54010 PURCHASED PROP SERVICES</b>						
20212115	54010	ESSER III PURCH PROP SERV 55,041.93	0.00	0.00	55,041.93	.0%
		TOTAL PURCHASED PROP SERVICES	0.00	0.00	55,041.93	.0%
<b>55990 OTHER PURCHASED SERVICES</b>						
20230304	55990	VOICE 4 CHANGE OTHER PURCH SER 5,871.91	2,424.69	2,483.00	964.22	83.6%
20240321	55990	FY24 TITLE I OTHER PURCH SERV 8,688.00	1,825.00	6,863.00	0.00	100.0%
20240323	55990	FY24 FRC OTHER PURCH SERVICES 6,000.00	6,000.00	0.00	0.00	100.0%
		TOTAL OTHER PURCHASED SERVICES	10,249.69	9,346.00	964.22	95.3%
<b>56010 SUPPLIES</b>						
20212114	56010	ESSER II SUPPLIES 58,700.25	58,700.25	0.00	0.00	100.0%
20212115	56010	ESSER III GEN SUPPLIES 76,360.07	0.00	0.00	76,360.07	.0%
20230298	56010	FY23 TITLE IV SUPPLIES 26,610.00	1,522.07	688.84	24,399.09	8.3%
20232002	56010	TITLE I SUPPLIES 11,358.19	11,358.19	0.00	0.00	100.0%
20240319	56010	FY24 ARP DUAL CREDIT SUPPLIES 4,444.00	0.00	0.00	4,444.00	.0%
20240321	56010	FY24 TITLE I SUPPLIES 173,666.46	0.00	0.00	173,666.46	.0%
20240322	56010	FY24 ALLIANCE SUPPLIES 15,614.72	642.60	69.00	14,903.12	4.6%
20240323	56010	FY24 FRC SUPPLIES 9,169.00	688.29	128.41	8,352.30	8.9%



# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024-04		ORIGINAL APPROP	TRANS/ADJISMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20240329	56010	FY24 FARM 2 SCHOOL SUPPLIES		1,212.53	576.09	614.54	21.90	98.2%
20240332	56010	FY24 SHEFF ED ENHANCE SUPPLIES		350.00	0.00	0.00	350.00	.0%
		TOTAL SUPPLIES	377,485.22	377,485.22	73,487.49	1,500.79	302,496.94	19.9%
<b>56500 SUPPLIES - TECHNOLOGY RELATED</b>								
20222120	56500	ESSER II TECH RELATED SUPPLIES		0.00	-3,500.00	0.00	3,500.00	100.0%
		TOTAL SUPPLIES - TECHNOLOGY RELATED	0.00	0.00	-3,500.00	0.00	3,500.00	100.0%
<b>57010 PROPERTY</b>								
20230330	57010	F23 PERKINS SUPP ENH PROPERTY		39,150.00	39,715.71	0.00	-565.71	101.4%
		TOTAL PROPERTY	39,150.00	39,150.00	39,715.71	0.00	-565.71	101.4%
<b>TOTAL School Grants</b>								
			337,551.90	337,551.90	148,794.94	570,126.65	-381,369.69	213.0%
<b>TOTAL REVENUES</b>								
			-2,024,782.32	-2,024,782.32	-449,609.91	0.00	-1,575,172.41	
<b>TOTAL EXPENSES</b>								
			2,362,334.22	2,362,334.22	598,404.85	570,126.65	1,193,802.72	
		GRAND TOTAL	337,551.90	337,551.90	148,794.94	570,126.65	-381,369.69	213.0%

\*\* END OF REPORT - Generated by Ryan Galloway \*\*

# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23



FOR 2024 '04	ORIGINAL APPROP	TRANS/ADJISMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>2366 FRC</b>							
<b>51010 SALARIES PAID TO TEACHERS</b>							
23660000	51010	FRC SUMMER SALARIES	47,896.00	56,438.11	0.00	-8,542.11	117.8%
		47,896.00					
23660002	51010	FRC SALARIES	153,641.50	45,312.58	85,619.70	22,709.22	85.2%
		153,641.50					
		TOTAL SALARIES PAID TO TEACHERS	201,537.50	101,750.69	85,619.70	14,167.11	93.0%
		201,537.50					
<b>52100 GROUP INSURANCE</b>							
23660000	52100	FRC MEDICAL/DENTAL	20,285.88	0.00	0.00	20,285.88	.0%
		20,285.88					
23660324	52100	FRC GROUP LIFE INSURANCE	43.20	0.00	0.00	43.20	.0%
		43.20					
		TOTAL GROUP INSURANCE	20,329.08	0.00	0.00	20,329.08	.0%
		20,329.08					
<b>52200 EMPLOYER SHARE SOCIAL SECURITY</b>							
23660000	52200	FRC FICA	15,417.62	0.00	0.00	15,417.62	.0%
		15,417.62					
		TOTAL EMPLOYER SHARE SOCIAL SECURITY	15,417.62	0.00	0.00	15,417.62	.0%
		15,417.62					
<b>53010 PURCHASED PROF SERVICES</b>							
23660002	53010	FRC GRANT PROF/OTHER PURCH SRV	0.00	1,342.27	0.00	-1,342.27	100.0%
		0.00					
		TOTAL PURCHASED PROF SERVICES	0.00	1,342.27	0.00	-1,342.27	100.0%
		0.00					

# Town of East Windsor

## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 04

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>539000 Other Purch Prof &amp; Tech Serv</b>						
23660300	539000	FRC ESSER II OTHER PURCH SERV 0.00	150.00	0.00	-150.00	100.0%
		TOTAL Other Purch Prof & Tech Serv 0.00	150.00	0.00	-150.00	100.0%
<b>55800 TRAVEL REIMBURSEMENT</b>						
23660002	55800	FRC Travel 700.00	180.46	0.00	519.54	25.8%
		TOTAL TRAVEL REIMBURSEMENT 0.00	180.46	0.00	519.54	25.8%
<b>56010 SUPPLIES</b>						
23660000	56010	FRC Summer Misc 0.00	1,206.39	0.00	-1,206.39	100.0%
23660002	56010	FRC REG SUPPLIES 1,625.00	103.13	0.00	1,521.87	6.3%
23660003	56010	FRC GRANT SUPPLIES 0.00	-929.61	0.00	929.61	100.0%
		TOTAL SUPPLIES 0.00	379.91	0.00	1,245.09	23.4%
<b>56110 INSTRUCTIONAL SUPPLIES</b>						
23660300	56110	FRC ESSER II SUPPLIES 0.00	1,079.63	0.00	-1,079.63	100.0%
		TOTAL INSTRUCTIONAL SUPPLIES 0.00	1,079.63	0.00	-1,079.63	100.0%
<b>58100 DUES &amp; FEES</b>						
23660002	58100	FRC DUES & MEMBERSHIPS				

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 '04						
ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
0.00	2,340.00	2,340.00	2,457.76	0.00	-117.76	105.0%
TOTAL DUES & FEES	2,340.00	2,340.00	2,457.76	0.00	-117.76	105.0%
TOTAL FRC	241,949.20	241,949.20	107,340.72	85,619.70	48,988.78	79.8%
TOTAL EXPENSES	241,949.20	241,949.20	107,340.72	85,619.70	48,988.78	
0.00	241,949.20	241,949.20	107,340.72	85,619.70	48,988.78	79.8%

\*\* END OF REPORT - Generated by Ryan Galloway \*\*

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 10.31.23

FOR 2024 '04									
ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED			
<b>2750 Food Service</b>									
<b>51900 OTHER SALARIES</b>									
27500000	51900	CAFE WAGES/SALARIES 0.00	60,242.78	0.00	-60,242.78	100.0%			
		TOTAL OTHER SALARIES 0.00	60,242.78	0.00	-60,242.78	100.0%			
<b>55700 FOOD SERVICE MANAGEMENT</b>									
27500000	55700	FOOD SERVICE MANAGEMENT 0.00	95,021.86	0.00	-95,021.86	100.0%			
		TOTAL FOOD SERVICE MANAGEMENT 0.00	95,021.86	0.00	-95,021.86	100.0%			
<b>557000 Food Service Management</b>									
27500000	557000	Food service Management 0.00	456.24	0.00	-456.24	100.0%			
		TOTAL Food Service Management 0.00	456.24	0.00	-456.24	100.0%			
		TOTAL Food Service 0.00	155,720.88	0.00	-155,720.88	100.0%			
		TOTAL EXPENSES 0.00	155,720.88	0.00	-155,720.88				
		GRAND TOTAL 0.00	155,720.88	0.00	-155,720.88	100.0%			

\*\* END OF REPORT - Generated by Ryan Galloway \*\*

BOARD MEMBERS' INDIVIDUAL COMMITTEE FUNCTIONS 2022-2023

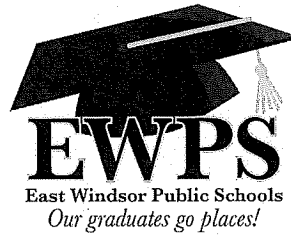
<u>COMMITTEE</u>	<u>MEMBER SERVING ON COMMITTEE</u>	<u>TIME COMMITTEE MEETINGS TAKE PLACE</u>	<u>CALLER OF MEETING</u>	<u>BOARD POLICY</u>
<b>BOE</b>				
<b>1. Administrators Negotiations</b>	<b>K. Carey-Trull E. LeBorious Vacancy Vacancy</b>	<b>Fall 2022 (July 1, 2020 – June 30, 2023)</b>	<b>Supt. of Schools</b>	<b>Legal Responsibilities of Board 9012(i) (Page 9 of 11) ah – Certified employee negotiations</b>
<b>2. Board Policy Review Committee</b>	<b>F. Neill C. Sevarino H. Spencer K. Carey-Trull (alt.) Vacancy</b>	<b>(when needed)</b>	<b>Supt. of Schools</b>	<b>Bylaws of the Board Powers, duties, and limitations of the Board 9000-9010 (page 2 of 3) (F) 2. All policies must be adopted by the board 3. Amendments to the policies as well as new policies must be proposed in writing at a regular meeting and referred to the next regular meeting of the Board for action. 4. A majority vote of the whole Board shall be necessary for adoption of policies.</b>
<b>3. Cafeteria Negotiations</b>	<b>H. Spencer N. Farmer Vacancy Vacancy</b>	<b>Fall, 2021 (Sept. 1, 2017 – August 31, 2020)</b>	<b>Supt. of Schools</b>	<b>Bylaws of the Board 9012 (Page 7 of 11) #26 (d) Negotiations with non-certified (municipal) employees</b>
<b>4. Certified Negotiations</b>	<b>F. Neill K. Carey-Trull D. Menard N. Farmer</b>	<b>Fall, 2022 (July 1, 2020 -June 30, 2023)</b>	<b>Supt. of Schools</b>	<b>Legal Responsibilities of Board 9012(i) (Page 9 of 11) ah – Certified employee negotiations</b>
<b>5. Classified Negotiations</b>	<b>C. Sevarino H. Spencer D. Menard</b>	<b>Fall, 2021 (July 1, 2019-June 30, 2022)</b>	<b>Supt. of Schools</b>	<b>Bylaws of the Board 9012 (Page 7 of 11) #26 (d) Negotiations with non-certified (municipal) employees</b>
<b>6. Paraeducator Negotiations</b>	<b>H. Spencer K. Carey-Trull C. Sevarino Vacancy</b>	<b>Fall, 2021 (July 1, 2019 – June 30, 2022)</b>	<b>Supt. of Schools</b>	<b>Bylaws of the Board 9012 (Page 7 of 11) #26 (d) Negotiations with non-certified (municipal) employees</b>

7.	Nurses Negotiations	F. Neill N. Farmer E. LeBorious	Supt. of Schools		Business/Non-Instructional Operations Paying for Goods and Services 3326 (Page 1 of 1) 5. In general, no financial obligations are paid until approved by the Board of Education Finance Committee. 6. A report of these expenditures shall be made at the regular meetings of the Board.
8.	Finance Committee	N. Farmer F. Neill H. Spencer D. Menard			
9.	Permanent Shared Service Committee (Hold)	K. Carey-Trull Vacancy Vacancy	Town Hall	TBD	
10.	Town Building Committee (Hold)	K. Carey-Trull Vacancy	Town Hall	TBD	
11.	School Facilities Strategy Committee	K. Carey-Trull Denise Menard Noreen Farmer	Supt. of Schools	When needed	Bylaws of the Board 9012 (Page 2 of 11) 14. continuing study of the need for school facilities and of a long-term school building program and from time to time making recommendations to the town 9012 page 4 of 11 (i) annually to the Commission of Education on the condition of facilities and the action taken to implement the long-term school building program.
12.	Superintendent's Evaluation	Entire Board	BOE Chair	(April)	Bylaws of the Board 9012 (i) (Page 9 of 11) Superintendents: relationship to local or regional Board of Education; verification of certification status; written contract of employment; evaluation of Superintendent by Board of Education

<p><b>ADMINISTRATIVE</b></p> <p><b>13. Curriculum Council</b></p>	<p><b>K. Carey-Trull H. Spencer E. LeBorious Vacancy</b></p>	<p><b>When needed</b></p>	<p><b>Asst. Supt. of Pre-K-12 Education</b></p>	<p>Instruction –6140 Page 1- 6141 page 1 Instruction The Board of Education favors providing opportunities for faculty to consult and assist in curriculum development through such devices as workshops, study groups, assistance from outside consultants, and an extended school year to allow teachers to devote summertime to the effort. The Board of Education reserves the responsibility for establishing curricula for the school district. Teachers shall teach within the approved curricula. Board Approval 1. Proposed new courses will be discussed by the Curriculum Council with the Superintendent who will submit such courses to the Board for formal approval prior to implementation. 2. Curriculum changes – All proposed changes, additions or deletions to an existing curriculum, or a proposed new curriculum, will be submitted in writing, for review by the curriculum council. Once the curriculum has been endorsed by the council, it will be submitted to the Board of Education for formal approval prior to implementation.</p>
<p><b>14. Education Foundation</b></p>	<p><b>K. Carey-Trull</b></p>	<p><b>(when needed)</b></p>	<p><b>Committee Chair</b></p>	
<p><b>15. Family Resource Center</b></p>	<p><b>K. Carey-Trull E. LeBorious</b></p>	<p><b>(quarterly)</b></p>	<p><b>FRC Director</b></p>	
<p><b>16. Sylvester-McKinley Fund Committee</b></p>	<p><b>Vacancy</b></p>	<p><b>(when needed)</b></p>	<p><b>H.S. Guidance Director</b></p>	
<p><b>17. Teacher of the Year</b></p>	<p><b>K. Carey-Trull C. Sevarino Vacancy</b></p>	<p><b>(May- June)</b></p>	<p><b>Asst. Supt. of PreK-12 Education</b></p>	
<p><b>18. Technology Committee</b></p>	<p><b>Non-member Committee Periodic reports to be presented to BOE</b></p>	<p><b>(when needed)</b></p>	<p><b>IT Director</b></p>	<p>Instruction – Computer Literacy – 6141.32 Page 1 - The Superintendent may appoint and maintain a computer/technology planning committee to assist/advise in the development of the technology plan and any future updates/reviews. The committee's efforts shall be in conjunction with other district committees that are deemed</p>



						the district's technological direction continues to support and enhance the district's educational goals and objectives. The efforts of the technology committee shall be documented and reported annually to the Board as part of the Superintendent's technology plan report.
	<b>OTHER</b>					
19.	<b>Athletic Council (Hold)</b>	Vacancy Vacancy Vacancy	(when needed)	TBD		
20.	<b>Board of Finance Liaison</b>	H. Spencer N. Farmer	3 <sup>rd</sup> Wed. monthly	<b>Committee Chair</b>		
21.	<b>Board of Selectman Liaison</b>	K. Carey-Trull Vacancy	1 <sup>st</sup> and 3 <sup>rd</sup> Thursday monthly	<b>First Selectman</b>		
22.	<b>Capital Improvement Planning Committee</b>	D. Menard	(various dates)	Town Hall		
23.	<b>Capitol Region Education Council</b>	K. Carey-Trull F. Neill	(3 <sup>rd</sup> Wed. of the month at CREC)	<b>CREC</b>		
24.	<b>Conn. Association of Boards of Education</b>	K. Carey-Trull F. Neill	(various monthly dates, 5:00 at CABA)	<b>CABA</b>		
25.	<b>Pension Board</b>	F. Neill	Current Term: January 11, 2018-January 11, 2022 per BOE vote on 1/10/18 (three or four times a year)	Town Hall	1/13/22, 3/9/22, 6/9/22, 6/23/22, 9/28/22, 5/10/23	



To: Patrick Tudryn,  
Superintendent

From : Justin Martin,  
Director of Operations & Communications

Date: November 15, 2023

RE: Series 1000 Policy 1st Reading

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Attached for your review is the Board Policy Series 1000.

In managing the process, I can attest that this series has been fully vetted internally by those staff associated with each section of this series, reviewed by the Board of Education's Policy Review Subcommittee, and aligned with the model policies provided by the law firm of Shipman & Goodwin - perhaps the state's foremost legal expert on public education law.

The header of each policy has a designation of the policy series number and title, and a recommendation by the Policy Review Subcommittee with one of three designations.

Minor edit - self explanatory and minor edit is underlined for clarity in this draft.

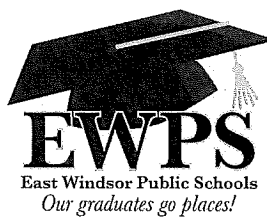
New Policy - the policy did not previously exist in current policies.

Move/Replace - the policy previously lived in a different series and has been moved to its recommended series and is being replaced with a policy written by Shipman & Goodwin.

You'll also notice in the table of contents, the source of the policy is credited to SG (Shipman-Goodwin) or CABE for attribution.

Where applicable, the policy's regulations follow the new or updated policy. The regulations have been reviewed by the administrator who oversees compliance with the policy being updated. By way of example, the AED policy and regulations were reviewed and confirmed to align with current practice by the district's head nurse.

The process as stated will continue for the foreseeable future, with each series brought before the Board of Education for first reading upon completion of vetting and alignment. Once each series has been updated, aligned, and vetted, the entirety of the Board policies will be brought before the Board for a second and final reading and adoption. This is to ensure all policies go into effect at once and there are no conflicting, contradicting, or duplicated policies during the updating process.



**UPDATED POLICIES  
RECOMMENDATIONS**

**East Windsor Board of Education**

**Policy Review Subcommittee**

**SERIES 1000**

**UPDATED w BPR Revisions 11/15/23**

**Board of Education 1st reading 11/21/23**

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**Community/Board Operations 1112 News Media Relations**

**ADMIN RECOMMENDATION:** ADOPT

**BOE RECOMMENDATION:** \_\_\_\_\_

**1112 News Media Relations**

Recognizing that an open relationship should exist between school administrators who are charged with the responsibility of conducting public business, and the news media who has the responsibility of reporting the actions of government to citizens, the Superintendent of Schools is authorized to provide to the members of the press information which is a matter of record and public information.

The superintendent shall be the lone spokesperson for the school district, unless the superintendent designates otherwise.

In such instances a designee is needed, members of the press, television and radio stations will be directed by the Superintendent of Schools to the administrator directly responsible for the information they seek.

Information released to the media shall be that which is public information as covered by statute. Information provided to the media should be factual and should not involve speculation or assumptions.

Administrators may release any information which has been previously generated. This does not include, however, generating new information at the request of a member of the press. All communications by school officials to the press shall be “on the record.” Press releases are to indicate the administrator's name and title.

The Administrators have the right to restrict interaction with students on school property if he/she deems it interferes or disrupts the educational process.

**REVISED: Nov. 1, 2023**

**Community/Board Operations 1140 Distribution of Materials by Students (Use of Students)**

**ADMIN RECOMMENDATION:** ADOPT

**BOE RECOMMENDATION:** \_\_\_\_\_

**1140 Community/Board Operations 1140 Distribution of Materials by Students (Use of Students)**

**Distribution of Materials by Students (Use of Students)**

Printed materials may be distributed to parents by students as an inexpensive means of mass communications. At the same time this procedure can prove objectionable to parents and the school district if overdone.

To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or his/her designee may approve such distribution providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not promote any political party or candidate.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

**Use of Students**

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited either knowingly or unknowingly.

The Superintendent or his/her designee shall interpret this policy strictly. The decision of the Superintendent and/or designee will be final.

**REVISED: Nov. 1, 2023**

## **Community/Board Operations 1250 School Visitations**

**ADMIN RECOMMENDATION:** ADOPT

**BOE RECOMMENDATION:** \_\_\_\_\_

### **1250A Visitors And Observations In Schools**

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

The Board further desires to work collaboratively with parents with an educational nexus with the district, its educational programs or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board's schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board's Guidelines for Independent Educational Evaluations.

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

#### **Legal References:**

"Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations," Connecticut State Department of Education (Mar. 28, 2018).

**Policy revised: Nov. 1, 2023**

**ADMINISTRATIVE REGULATIONS  
REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the building Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for the proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student's parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.
5. When determining whether to approve a request to visit and/or observe individual students or student programs, the building Principal or responsible administrator shall consider the following factors:
  - a. the frequency of visits;
  - b. the duration of the visit;
  - c. the number of visitors involved;
  - d. the effect of the visit on a particular class or activity;
  - e. the age of the students;
  - f. the nature of the class or program;
  - g. the potential for disclosure of confidential personally identifiable student information;
  - h. whether the visitor/observer has a legitimate educational interest in visiting the school;
  - i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information;
  - j. any safety risk to students and school staff; and
  - k. compliance with the Board's Guidelines for Independent Educational Evaluations, if applicable.
6. The building Principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria. When a requested observation is refused, the building Principal or responsible administrator will provide the parent/guardian with the reason for the decision and will work to develop alternative ways for the parent/guardian to obtain the information the parent/guardian seeks.



7. If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy. The building Principal or responsible administrator shall determine a reasonable amount of time for observations of individual students or student programs.

8. Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

9. The district has an obligation to maintain the confidentiality of personally identifiable student information. All visitors and observers must restrict their visits and observations to the purpose identified in the request to visit or observe and are strictly prohibited from observing or collecting information on other students within the school. If the visitor/observer views, accesses or otherwise obtains personally identifiable student information concerning another student, the visitor/observer must notify the building Principal or responsible administrator as soon as possible.

10. All visitors and observers permitted inside school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

11. A refusal to comply with any of the Board's policy provisions and/or regulations concerning visitors shall constitute grounds for denial of the visitor's privileges, as determined appropriate by the building Principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee.

Legal References: "Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations," Connecticut State Department of Education (Mar. 28, 2018).

**REVISED: Nov. 1, 2023**

## Community/Board Operations 1250B Volunteers

ADMIN RECOMMENDATION: NEW POLICY

BOE RECOMMENDATION: \_\_\_\_\_

### 1250B Volunteers And Non-Employees

The East Windsor Board of Education (the “Board”) recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school’s educational environment and ultimately enrich students’ school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

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

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

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

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

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

#### Legal References:

Connecticut General Statutes § 10-4g Parental and community involvement in schools; model program; school-based teams.

Connecticut General Statutes § 10-220 Duties of boards of education.

Connecticut General Statutes § 10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

**REVISED: Nov. 1, 2023**

## **ADMINISTRATIVE REGULATIONS REGARDING SCHOOL VOLUNTEERS, INTERNS AND OTHER NON-EMPLOYEES**

### **Screening Procedure**

The following procedure has been established for screening volunteers, interns and other non-employees ("volunteers") within the East Windsor Public Schools (the "District"). For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a District employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study; however, student interns are not students who are enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. As with other volunteers, all student interns must be approved in advance by the building administrator or his/her designee and must be under the direction of a Board employee.

This procedure identifies those situations in which an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry within 10 days of application and/or request to volunteer within the District. All results must be received by the Human Resources Office before the volunteer may commence his or her services. Volunteers required to submit to such checks shall be subject to such checks at least every five (5) years, or more frequently in the discretion of the District. The results of such checks shall be maintained by the Human Resources Office for a period of five (5) years. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

### **Screening Procedure Definitions**

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

#### **Group I**

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a District employee. Background checks will be required of Group I volunteers. Group I Volunteers are those who assist school staff members with school activities such as those listed below:

- a. assisting in a classroom, cafeteria, or library when a staff member is present; or
- b. accompanying a class on a field trip during the school day with a staff member; or
- c. helping in the school office during regular school hours; or
- d. assisting in the cafeteria or library during regular school hours; or
- e. assisting during extracurricular events (*e.g.*, dances, fairs, open houses, sporting events).
- f. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time;

## **Group II**

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

- a. chaperoning an overnight field trip
- b. working in direct contact with students without the direct presence of a District employee
- c. working as a student intern
- d. coaching

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

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

### **Prior Approval Required**

All school volunteers (including student interns or other non-employees working in the schools) must be approved in advance by the building principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

### **Sign-in Procedure**

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (*i.e.*, destination, proof of identification, etc.) as may be required by the log. Additionally,

volunteers will be provided with identification badges, which must be displayed during each visit. All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

Legal Reference:

Connecticut General Statutes § 10-4g Parental and community involvement  
in schools; model program; school-  
based teams.

Connecticut General Statutes § 10-220 Duties of boards of education.

Connecticut General Statutes § 10-235 Indemnification of teachers, board  
members, employees and certain  
volunteers and students in damages  
suits; expenses of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

**REVISED: Nov. 1, 2023**

**Community/Board Operations 1252 Non Discrimination**

**ADMIN RECOMMENDATION: ADOPT NEW POLICY**

**BOE RECOMMENDATION: \_\_\_\_\_**

**1252 Non-Discrimination**

***Protected Class Discrimination Prohibited:***

It is the policy of the East Windsor Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the East Windsor Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, school-sponsored activities, as well as the district website. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

***Retaliation Prohibited:***

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

***Discrimination on the Basis of Protected Class Association Prohibited:***

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

***Scope and Applicability:***

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

***Definitions:***

The following definitions apply for purposes of this policy:

- A. Discrimination: Discrimination in violation of this policy occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual’s actual or perceived membership in a Protected Class.

- B. Harassment: Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator.

- C. Gender identity or expression: Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- D. Sexual orientation: Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.
- E. Veteran: A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed

to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

- F. **Race:** The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.
- G. **Domestic violence:** Domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. “Coercive control” includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

***Alleged Discrimination/Harassment of Students or Employees:***

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability-based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy # \_\_\_\_\_ [Insert Policy #], Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), or Policy # \_\_\_\_\_ [Insert Policy #], Policy Regarding Title IX of the Educational Amendments of



1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy # \_\_\_\_\_ **[Insert Policy #]**, Section 504/ADA (Personnel), or Board Policy # \_\_\_\_\_ **[Insert Policy #]**, Section 504/ADA (Students).

***Alleged Discrimination/Harassment of Community Members on the Basis of Sex:***

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District’s Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

***Alleged Discrimination/Harassment of Community Members on the Basis of Disability:***

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District’s Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

***Reporting to District Officials:***

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any individual who believes a community member has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the Human Resources Director in accordance with the Board’s complaint procedures included in the Board’s Administrative Regulations Regarding Non-Discrimination/Community, which accompany this policy, and are available online at [www.eastwindsork12.org](http://www.eastwindsork12.org) or upon request from the main office of any District school.

***Reporting to State and Federal Agencies:***

In addition to reporting to District officials in accordance with this policy, individuals also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109- 3921

(617-289-0111)

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities

450 Columbus Blvd.

Hartford, CT 06103-1835

(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Equal Employment Opportunity Commission (employees only):

Equal Employment Opportunity Commission, Boston Area Office

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

(800-669-4000)

***Questions/Requests for Accommodation:***

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations; OR
2. wishes to request or discuss accommodations based on religion; OR
3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any District administrator

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator.

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator. ]

**Legal References:**

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.  
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905  
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
Americans with Disabilities Act, 42 U.S.C. § 12101  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined  
Connecticut General Statutes § 27-103  
Connecticut General Statutes § 46a-51, Definitions  
Connecticut General Statutes § 46a-58, Deprivation of rights  
Connecticut Fair Employment Practices Act, Connecticut General Statutes §  
46a-60  
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:  
Employment  
Connecticut General Statutes § 46b-1, Family relations matters and domestic  
violence defined  
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination  
Statutes”

**REVISED: Nov. 1, 2023**

## **ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (COMMUNITY MEMBERS)**

### ***Protected Class Discrimination Prohibited:***

It is the policy of the East Windsor Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the East Windsor Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

### ***Retaliation Prohibited:***

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class harassment or discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

### ***Discrimination on the Basis of Protected Class Association Prohibited:***

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

### ***Scope and Applicability:***

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

***Alleged Discrimination/Harassment of Students or Employees:***

Complaints of alleged discrimination and/or harassment of students and/or personnel will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of a student or an employee based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy # \_\_\_\_\_ **[Insert Policy #]**, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), or Policy # \_\_\_\_\_ **[Insert Policy #]**, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of a student or an employee based on disability will be addressed in accordance with the procedures set forth in Board Policy # \_\_\_\_\_ **[Insert Policy #]**, Section 504/ADA (Personnel), or Board Policy # \_\_\_\_\_ **[Insert Policy #]**, Section 504/ADA (Students).

***Alleged Discrimination/Harassment of Community Members on the Basis of Sex:***

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be

referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

***Alleged Discrimination/Harassment of Community Members on the Basis of Disability:***

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

***Reporting to District Officials:***

Any individual who believes that they, or another individual, has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to superintendent of schools and/or the director of human resources in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Community.

***Complaint Procedure***

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

As soon as an individual feels that they, or another individual, has been subjected to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee.

The individual who is alleged have experienced Protected Class discrimination/harassment (the "complainant") and any individual accused of Protected Class discrimination/harassment (the "respondent") (if applicable) will be provided a copy of the Board's policy and regulation and made aware of the individual's rights under this policy and regulation. In the event reported conduct allegedly violates more than one policy, the Board will coordinate an investigation in compliance with the applicable policies, laws and regulations.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,

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

Any individual who makes an oral complaint of discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the employee receiving the oral complaint will either reduce the complaint to writing, assist the individual with completing the written complaint form, or request the assistance of a District administrator to do so.

All complaints received by employees are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) under this complaint procedure, the Superintendent or designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the reporter (if different from the complainant), the respondent and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

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

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;

3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
4. Review any records, notes, statements, or other documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.").
7. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
10. If a complainant or respondent is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of



receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

***Complaint Procedure for Superintendent/Board Member Complaints:***

Any district administrator or Board member who receives a complaint of discrimination, harassment or retaliation of a community member by a Board Member and/or the Superintendent shall forward the complaint promptly to the director of human resources. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with the procedures described above.

If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint and written outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation. Such steps may include retention of an independent investigator different from the investigator who investigated the complaint.

***Remedial Action:***

If the District makes a finding of discrimination, harassment or retaliation of a community member, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

***Staff Development:***

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff, students and parents in an effort to maintain an environment free of discrimination and harassment.

***Reporting to State and Federal Agencies:***

A complainant alleging discrimination or harassment may file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER: 617-289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: 860-541-3400).

An employee alleging discrimination or harassment related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER: 800-669-4000).

***Questions/Requests for Accommodation:***

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;  
OR
2. wishes to request or discuss accommodations based on religion; OR
3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any building administrator or the the Human Resources Director

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator.

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator.

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

**(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, or status as a victim of domestic violence)**

Name of the reporter \_\_\_\_\_

Relationship of reporter to the District \_\_\_\_\_

Name of the alleged complainant/victim \_\_\_\_\_

Relationship of alleged complainant/victim to the District \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged discrimination/harassment \_\_\_\_\_

Name or names of the discriminator(s) or harasser(s) \_\_\_\_\_

\_\_\_\_\_

Location where such discrimination/harassment occurred \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Detailed statement of the circumstances constituting the alleged discrimination or harassment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed remedy: \_\_\_\_\_

9/29/2023

**Community/Board Operations 1260 Administrative Regulations Regarding Sexual Offenders**

**ADMIN RECOMMENDATION:** NEW POLICY

**BOE RECOMMENDATION:** \_\_\_\_\_

**1260 Administrative Regulations Regarding Sexual Offenders**

Pursuant to state law, the Connecticut Department of Emergency Services and Public Protection is obligated to notify school superintendents whenever a sexual offender is released into the community or whenever a registered sexual offender changes his or her address.

School district personnel shall cross-reference the Connecticut Department of Emergency Services and Public Protection's sexual offender registry prior to hiring any new employee and prior to permitting a volunteer to work with students in any capacity. Registration as a sexual offender constitutes grounds for denial of employment and/or volunteer opportunities in the East Windsor Public Schools.

The Superintendent or his/her designee shall provide training to appropriate staff members regarding the methods for accessing the sexual offender registry information posted on the Connecticut Department of Emergency Services and Public Protection and the provisions of these regulations.

Legal references:

Conn. Gen. Stat. § 54-258 Availability of registration information. Immunity.

**REVISED: Nov. 1, 2023**



3. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender or sexual orientation;
4. Be libelous;
5. Inhibit the functioning of the school and/or District;
6. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget/referendum issues, or any public question submitted at any municipal, state or federal election;
7. Be obscene or pornographic, as defined by prevailing community standards;
8. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns;
9. Promote any religious or political organization;
10. Use any District or school logo without prior approval;
11. Be used without prior approval from the Superintendent.

(cf. 1260 - Educational Foundations)

(cf. 1314 - Soliciting Funds from and by School Personnel)

(cf. 1324 - Soliciting Funds from and by Students)

(cf. 1660 - School-Business Partnerships)

(cf. 3280 - Gifts, Grants and Bequests)

(cf. 3281.1 - Business/Industry/Corporate Involvement in Education)

(cf. 7551 - Naming of Facilities)

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

10 21a Accredited courses offered by employers.

10 21b Programs offered jointly by boards of education and business firms;  
neighborhood assistance.

Federal Statutes

Title IX of the Educational Amendments of 1972.

Family Educational Rights and Privacy Act - 20 U.S.C. Sec. 1232g.

Protection of Pupil Rights Act - 20 U.S.C. Sec. 1232h.

**Community Board Relations 1330 Use of School Facilities**

**ADMIN RECOMMENDATION:** ADOPT NEW POLICY

**BOE RECOMMENDATION:** \_\_\_\_\_

**1330 Use Of School Facilities**

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

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

**A. Application Procedures**

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

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



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

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

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

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

##### Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.*, PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town
6. Out-of-town organizations.

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

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

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive to the school environment are not permitted.

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

**D. Fees and Other Costs**

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee. No associated costs.
2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee No associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	\$35/hr for classroom space for up to 8 hours. Cafeteria/auditorium space is \$200/hr for 1st four hours, \$225/hr for 8 hours. Associated costs.
5. Activities of for-profit organizations operating within the Town and out-of-town organizations.	\$75/hr for classroom space. \$300/hr for cafeteria/auditorium

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or

associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

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

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

**F. Health and Safety Protocols**

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

Group	Space	Fee
School sponsored activity	Classroom Cafeteria/auditorium/gym	None None
School Related Organizations	Classroom Cafeteria/auditorium/gym	None None
Town department or agency	Classroom Cafeteria/auditorium/gym	No Rental fee/Associated costs No Rental Fee/Associated costs
Non profit organizations	Classroom Cafeteria/auditorium/gym	\$35/hr/Associated costs \$200/hr for four hours, \$225/hr for eight hours/Associated costs
For profit organizations	Classroom Cafeteria/auditorium/gym	\$75/hr plus associated costs \$300/hr plus associated costs

\*Associated costs shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule in accordance with custodial and cafeteria contractual agreements. Police coverage fees to be determined by and paid to the East Windsor Police Department.

**Legal References:**

Conn. Gen. Stat. § 10-239  
Conn. Gen. Stat. § 10-215f  
Conn. Gen. Stat. § 10-221q  
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905  
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

**REVISED: Nov. 1 2023**

**ADMINISTRATIVE REGULATIONS REGARDING  
USE OF SCHOOL FACILITIES**

**Application for Building Use**

**Organization**

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

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

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip  
Code:** \_\_\_\_\_

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

**Phone  
Number:** \_\_\_\_\_

**Activity to be  
carried on:**

**Note:**

Activities that are not considered "school-sponsored" are charged as follows:

[List applicable fees]

**Date(s)**

**Requested:** \_\_\_\_\_

**Time**

**:**

**Fro  
m**

**To**

\_\_\_\_\_

**Use of School Facilities**

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

1. Activities related directly to district curricular programs. (No rental fee or associated costs)
2. Activities related to district extracurricular programs. (No rental fee or associated costs)
3. Official activities of local governmental agencies. (Associated costs)
4. Activities of local non-profit organizations. (Associated costs)
5. Activities of local private, for profit organizations. (Rental fee and associated costs)
6. Out-of-town organizations. (Rental fee and associated costs)

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

- 1. Gymnasium
- 2. Auditorium
- 3. Kitchen / Cafeteria
- 4. Classrooms
- 5. School Grounds
- 6. Other – Discuss with the **[name of person responsible for facilities use]**

**Equipment  
Needed:**

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

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**Signatures:**

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**Person Responsible for the  
Organization**

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**Board of Education**

**Community/Board Operation**

**ADMINISTRATIVE REGULATIONS REGARDING  
USE OF SCHOOL FACILITIES**

**INDEMNIFICATION AND RELEASE**

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

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

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

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

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

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

**Signatures:**

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11/17/12

## Community/Board Operations 1331 Smoke Free Environment

**ADMIN RECOMMENDATION:** ADOPT NEW POLICY

**BOE RECOMMENDATION:** \_\_\_\_\_

### 1331 Smoke Free Environment

The East Windsor Board of Education (the “Board”) prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, within any of its schools, including in any area of a school building, including but not limited to any indoor facility owned or leased or contracted for, and utilized by the Board for the provision of routine or regular preschool, kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity.

The following definitions shall apply to this policy:

“Any area” shall mean the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

“Cannabis” shall mean marijuana, as defined in Conn. Gen. Stat. § 21a-240.

“Electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.

“Electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid or synthetic nicotine.

“School-sponsored activity” shall mean any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

“Smoke” or “smoking” shall mean the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

“Vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product.



[Optional language: The Board further prohibits smoking including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product on the real property of any administrative office building. Real property means the land and all temporary and permanent structures comprising the district's administrative office building(s) and includes, but is not limited to storage facilities and parking lots.]

Legal References:

Conn. Gen. Stat. § 10-233a(h)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-415

Conn. Gen. Stat. § 53-344b

June Special Session, Public Act No. 21-1

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

**REVISED: Nov. 1, 2023**

**Community/Board Operations 1700 Weapons**

**ADMIN RECOMMENDATION:** ADOPT NEW POLICY

**BOE RECOMMENDATION:** \_\_\_\_\_

**1700 POSSESSION OF DEADLY WEAPONS OR FIREARMS**

I. Definitions:

- A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).
- B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).
- C. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, an inspector of motor vehicles in the Department of Motor Vehicles, who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States marshal or deputy marshal, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Conn. Gen. Stat. § 53a-3 (9).
- D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

E. **School-Sponsored Activity** means "any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, on school transportation, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, on school transportation, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, on school transportation, or to a school-sponsored activity, if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building, on school transportation, or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building, on school transportation, or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, on school transportation, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, on school transportation, or at a school-sponsored activity in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.
- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, on school transportation, or at a school-sponsored activity, from using any and all school facilities.

Connecticut General Statutes § 10-233a  
§ 10-244a  
§ 29-28(e)  
§ 53a-3  
§ 53a-217b

**REVISED: Nov. 1, 2023**

**Community/Board Operations 1750 School Security And Safety**

**ADMIN RECOMMENDATION: ADOPT NEW POLICY**

**BOE RECOMMENDATION: \_\_\_\_\_**

**1750 SCHOOL SECURITY AND SAFETY**

The East Windsor Board of Education (the “Board”) will develop and implement an all-hazards district security and safety plan with a school-specific annex for each school within the district or a school security and safety plan for each school within the district to bolster their existing emergency preparedness, response capability and school safety and security measures and to best meet all-hazards threats.

Security and safety plans will be based on the school security and safety plan standards developed by the Connecticut Department of Emergency Services and Public Protection and will adhere to the requirements of state law.

Security and safety plans should be kept securely and will only be provided to the Board, school staff and administration, members of the school security and safety committees, members of state and local law enforcement, first responders, local municipal officials or other persons authorized by the Board or the Superintendent (e.g., consultants, contractors). Pursuant to Connecticut General Statutes § 1-210(b)(19), the plan will not be available to the public.

**Legal References:**

**State Law:**

Conn. Gen. Stat. § 1-210 (b)(19)

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222m

Conn. Gen. Stat. § 10-222n

Conn. Gen. Stat. § 10-231

Conn. Gen. Stat. § 28-7

State Standards: Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*. Federal Guidance: Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013

**REVISED: Nov. 1, 2023**

## **SCHOOL SECURITY AND SAFETY ADMINISTRATIVE REGULATIONS**

### **I. Security and Safety Committee**

The Board of Education (the “Board”), through the Superintendent, shall establish a school security and safety committee at each school under the jurisdiction of the Board.\* The school security and safety committee is responsible for assisting in the development of the security and safety plan and in administering the plan.

The school security and safety committee shall include in its membership a local police officer, a local first responder, a teacher employed at the school, a building administrator employed at the school, a mental health professional, a parent or guardian of a student at the school and any other person the Board deems necessary [such as custodian, property manager, local emergency management director, local public health director, information technology manager, transportation coordinator, or school nurse]. Subject matter experts, including but not limited to the local public works director, food services director, the Superintendent of Schools, additional law enforcement members or first responders and representatives of the municipality or others shall be invited to participate as needed.

The committee will meet at least annually to review and update the school’s security and safety plan as necessary. In determining whether the security and safety plan requires updating, the committee will take into account the results of the security and vulnerability assessment of the school, as described in Section IV below. The security and safety committee shall also be notified of any instances of disturbing or threatening behavior that may not meet the definition of bullying and shall report such information, as necessary, to the district safe school climate coordinator.

Any information provided under this regulation shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights and Privacy Act (“FERPA”) and the district’s Confidentiality and Access to Student Information policy and regulations. Specifically, any parent/guardian serving as a member of the school security and safety committee shall not have access to any information reported to the committee or participate in any activities which may compromise the confidentiality of any student.

### **II. Security and Safety Plan**

Each school security and safety plan will be created using the format prescribed by the Connecticut State Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security. The Board will submit the finalized school security and safety plan for each school to the Department of Emergency Services and Public Protection/Division of Emergency Management and

Homeland Security Regional Coordinator. On or before November 1<sup>st</sup> of each school year, the Board will submit to the Department of Emergency Management and Homeland Security Regional Coordinators one of the following: (1) those pages of the district's plans that been updated; (2) the form provided by the Department of Emergency Management and Homeland Security that the district's plans have not changed, along with an updated signature page; or (3) a revised plan if a current plan has undergone a major revision.. Additionally, each plan will be filed as an annex to the municipality's Local Emergency Operations Plan, filed annually with DESPP/DEMHS pursuant to Conn. Gen. Stat. § 28-7. A reference kit that meets the requirements of DESPP/DEMHS will be created in conjunction with the security and safety plan, which will be available to first responders in the event of a safety or security emergency.

### **III. Training and Orientation for School Employees**

Each school employee at the school shall receive an orientation on the district security and safety plan, including the school-specific annexes relevant to that employee, or the school's security and safety plan. Additionally, each school employee at the school shall receive violence prevention training in a manner described in the security and safety plan. The training will be conducted in cooperation with the school safety and security committee and may include other municipal or emergency officials and services. The goal of the orientation and training is to provide the school community and municipal officials with an understanding of the need for unified planning, preparedness and response.

### **IV. Assessments**

At least every two years, the Board shall conduct a security and vulnerability assessment for each school in the district. Each school's security and safety committee shall be advised of the results of the assessment for the committee's school and such results shall be considered by the committee in updating and revising the security and safety plans.

Local law enforcement and other public safety officials including the local emergency management director, fire marshal, building inspector and emergency medical services representative shall each evaluate, score and provide feedback on a representative sample of fire drills and crisis response drills at each school in the district. By July 1<sup>st</sup> of each year, the Board shall submit a report to the Department of Emergency Management Homeland Security Regional Coordinator regarding types, frequency and feedback related to the fire drills and crisis response drills.

#### **Legal References:**

##### **State Law:**

Conn. Gen. Stat. § 1-210 (b)(19)

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222m

Conn. Gen. Stat. § 10-222n

Conn. Gen. Stat. § 10-231

Conn. Gen. Stat. § 28-7

State Standards: Connecticut Department of Emergency Services and Public Protection,  
*School Security and Safety Plan Standards.*

Federal Guidance: Federal Emergency Management Agency, *Guide for  
Developing High-Quality School Emergency Operations Plans*, June 2013

**REVISED: Nov. 1, 2023**



**Community/Board Operations 1800 Automatic External Defibrillators**

**ADMIN RECOMMENDATION: MOVE 5141.27 TO 1000 and ADOPT S&G**

**BOE RECOMMENDATION: \_\_\_\_\_**

**1800 Automatic External Defibrillators**

In order to assist individuals who may experience sudden cardiac arrest or a similar life-threatening emergency during the school’s normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds, and during school-sponsored events not occurring during the normal operational hours of the school, the East Windsor Board of Education (the “Board”) maintains at each school under the Board’s jurisdiction, automatic external defibrillators (“AEDs”) and school personnel trained in the operation of such automatic external defibrillators and the use of cardiopulmonary resuscitation. It is the policy of the Board to support the use of these automatic external defibrillators and trained school personnel during medically appropriate circumstances.

Requirements concerning the use and maintenance of AEDs are set forth in the accompanying Administrative Regulations as may be supplemented by or amended by the Administration from time to time.

For purposes of this policy and the accompanying regulations, an AED is a device that:

- 1) is used to administer an electric shock through the chest wall to the heart;
- 2) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis and, if necessary, apply therapy;
- 3) guides the user through the process of using the device by audible or visual prompts; and
- 4) does not require the user to employ any discretion or judgment in its use.

**Legal References:**

Connecticut General Statutes

- § 19a-175 Definitions
- § 52-557b Good Samaritan Law
- § 10-212d Availability of Automatic External Defibrillators in Schools

Regulations of Connecticut State Agencies

- Department of Public Health § 19a-179-1 et seq.

**REVISED: Nov. 1, 2023**

## **ADMINISTRATIVE REGULATIONS AUTOMATIC EXTERNAL DEFIBRILLATORS**

### **I. Definitions:**

**Automatic External Defibrillator (AED)** — a device that: (A) is used to administer an electric shock through the chest wall to the heart; (B) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis, and, if necessary, apply therapy; (C) guides the user through the process of using the device by audible or visual prompts; and (D) does not require the user to employ any discretion or judgment in its use.

**AED certified person**— a person who is certified in the operation of automatic external defibrillators and the use of cardiopulmonary resuscitation, and has a copy of his/her certification on record with the East Windsor Public Schools.

### **II. Defibrillator Location**

1. The East Windsor Public Schools will have defibrillators and at least one AED certified person in each school building under the jurisdiction of the East Windsor Board of Education (the “Board”).
2. The AEDs will be strategically placed and readily accessible to maximize rapid utilization.
3. After school hours, the AED may be moved from its designated location by an AED-certified athletic trainer/coach or other designated school staff member to support athletic department activities on school grounds or other school-sponsored activities. A visible sign must be left in the place of the AED with the phone number and the location of the individual having possession of the AED. The AED must be returned to its designated location upon completion of the supported activity.

### **III. Responsibility for Operation, Maintenance and Record-Keeping**

1. The school nurse or superintendent’s designee at each building in which an AED is installed will check the AED in the building on a regular basis, at least monthly. It will be that nurse's responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready

for use, and that it has performed its self-diagnostic evaluation. If the nurse or superintendent's designee notes any problems, or the AED's self-diagnostic test has identified any problems, the nurse must contact the School Nurse Supervisor or designee immediately to report the problem.

2. After performing an AED check, the nurse shall indicate on the AED service log (Appendix III) that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service."
3. The **District Health Coordinator** or his/her designee shall be responsible for the following:
  - a) AED service checks during the contracted school year;
  - b) the replacement of equipment and supplies for the AED;
  - c) the repair and service of the AED;
  - d) all recordkeeping for the equipment during the school year;
  - e) training, or scheduling training, for all Board employees who require such training or would like to receive such training;
  - f) maintaining a list of AED certified persons;
  - g) maintaining all records concerning incidents involving the use of an AED;
  - h) maintaining of copies of the certifications signed by the AED certified persons (Appendix IV);
  - i) reporting the need for revising the AED policy and administrative regulations to the Superintendent or designee.

#### **IV. Training for AED certified persons**

The Board will provide initial training or refresher training to the following classes of individuals on an annual basis:

1. Staff who work in the Health Services Department, including all school nurses and the School Nurse Supervisor;
2. Staff who work in the Athletic Department, including all athletic trainers, head coaches and the Athletic Director;
3. All building administrators; and
4. Other designated faculty and staff at each school.

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. An individual completing this training will be considered an AED certified person. **[Note: Additional staff members may be required to receive training if the District has received State or Federal or private funds designated for the purchase of AEDs and for training employees on the use of AEDs and in CPR. For additional information, see Conn. Gen. Stat. § 10-212d.]**

#### **V. Procedures for Use of an AED**

1. To the extent practicable, AEDs should be retrieved and used by AED certified persons or other trained emergency medical services personnel. In the event no AED certified person or other trained emergency medical services personnel is available or present, an AED may be used by any individual in order to provide emergency care to an individual who may be in cardiac arrest or who may be experiencing a similar life-threatening emergency.
2. AEDs may only be used in medically appropriate circumstances.
3. In the event of use, the **District Nurse Supervisor** shall promptly thereafter complete an AED check and verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall immediately be reported to the School Nurse Supervisor.

**APPENDIX I**

**EAST WINDSOR PUBLIC SCHOOLS  
AUTOMATIC EXTERNAL DEFIBRILLATOR LOG**

Any time the AED is retrieved and/or used, the AED must be returned to its original location after retrieval/use and the individual returning the AED must complete the necessary information below:

<b>DATE</b>	<b>INSPECTORS INITIALS</b>	<b>DAMAGE TO UNIT Y/N</b>	<b>Device Indicator (use device specific info)</b>	<b>Electrode Pads (1) Adult</b>	<b>Electrode Pad (1) Pediatric</b>
EXPIRATION DATE					

**\*If out-of-service, immediately contact the School Nurse or School Nurse Supervisor.**

APPENDIX II

EAST WINDSOR PUBLIC SCHOOLS  
AUTOMATIC EXTERNAL DEFIBRILLATOR  
INCIDENT REPORT

Name of person completing report: \_\_\_\_\_

Date report is being completed: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Name of individual on whom AED was used: \_\_\_\_\_

Age of individual on whom AED was used: \_\_\_\_\_

Known status of individual: \_\_\_\_\_ Student  
\_\_\_\_\_ Parent of Student  
\_\_\_\_\_ Other, Explain \_\_\_\_\_

Describe incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List series of events from the beginning of the emergency until its conclusion:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person completing form: \_\_\_\_\_

**Please forward to the School Nurse Supervisor no later than 48 hours after the incident.**

**APPENDIX III**

**EAST WINDSOR PUBLIC SCHOOLS  
AUTOMATIC EXTERNAL DEFIBRILLATOR SERVICE LOG**

<b>Date</b>	<b>Inspected and In-Service</b>	<b>Inspected and Out-of-Service</b>	<b>Signature of Nurse</b>

**Once per month or more often the School Nurse will inspect the AED. If the AED is out-of-service or does not have the appropriate equipment, the School Nurse will contact the School Nurse Supervisor or designee immediately.**

**APPENDIX IV**

**CERTIFICATION OF UNDERSTANDING AND AGREEMENT**

To: East Windsor Board of Education

From: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I have completed the training provided by the East Windsor Board of Education concerning the operation of an automatic external defibrillator and the use of cardiopulmonary resuscitation. I further certify that I have read, understand, and agree to comply with the East Windsor Board of Education Policy Regarding Automatic External Defibrillators and the accompanying Administrative Regulations.

Sincerely,

\_\_\_\_\_  
AED certified person

\_\_\_\_\_  
Date



## 1900 POLICY REGARDING GREEN CLEANING PROGRAMS

ADMIN RECOMMENDATION: NEW POLICY

BOE RECOMMENDATION: \_\_\_\_\_

### 1900 GREEN CLEANING PROGRAMS

It is the policy of the East Windsor Board of Education (the "Board") to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities. Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Board.

The Board shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect." and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

The Board shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the Connecticut General Statutes (*i.e.*, required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction. If no such web site exists, the Board shall make such notice otherwise publicly available.

#### Legal References:

##### Connecticut General Statutes:

- § 10-220(a) Duties of board of education.
- § 10-231g Green cleaning program at schools: Definitions. Implementation. Notice.

**REVISED: Nov. 1, 2023**

## 1920 POLICY REGARDING PESTICIDE APPLICATION ON SCHOOL PROPERTY

ADMIN RECOMMENDATION: NEW POLICY

BOE RECOMMENDATION: \_\_\_\_\_

## 1920 PESTICIDE APPLICATION ON SCHOOL PROPERTY

It is the policy of the East Windsor Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any East Windsor public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticide in any building, or the grounds of any East Windsor public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any East Windsor public school during regular school hours or during planned activities at any school, except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions.

Legal References: Connecticut General Statutes: §10-231a

**REVISED: Nov. 1, 2023**

## ADMINISTRATIVE REGULATIONS REGARDING PESTICIDE APPLICATION ON SCHOOL PROPERTY

### A. Definitions:

1. **Pesticide**: means a fungicide used on plants, an insecticide, a herbicide or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent or a pesticide bait.
2. **Lawn Care Pesticide**: means a pesticide registered by the United States Environmental Protection Agency and labeled pursuant to the federal Insecticide, Fungicide and Rodenticide Act for use in lawn, garden and ornamental sites or areas. "Lawn care pesticide" does not include (A) a microbial pesticide or biochemical pesticide that is registered with the United States Environmental Protection Agency, (B) a horticultural soap or oil that is registered with the United States Environmental Protection Agency and does not contain any synthetic pesticide or synergist, or (C) a pesticide classified by the United States Environmental Protection Agency as an exempt material pursuant to 40 C.F.R. § 152.25, as amended from time to time.
3. **Integrated Pest Management**: means use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.
4. **Restricted Use Pesticide**: means any pesticide or pesticide use classified as restricted by the administrator of the United States Environmental Protection Agency or by the Connecticut Commissioner of Environmental Protection.
5. **Microbial Pesticide**: means a pesticide that consists of a microorganism as the active ingredient.
6. **Biochemical Pesticide**: means a naturally occurring substance that controls pests by nontoxic mechanisms.

### B. Integrated Pest Management Plan:

1. The district's integrated pest management plan shall be consistent with the model pest control management plan developed by the Connecticut Commissioner of Environmental Protection pursuant to Section 22a-66l of the Connecticut General Statutes.
2. At the beginning of each school year, the district shall provide the staff of each school with written guidelines on how the integrated pest management plan is to

be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the integrated pest management plan for the school. Such statement shall be provided to the parents or guardian of any child who transfers to a school during the school year. Such statement shall (1) indicate that the staff, parents or guardians may register for notice of pesticide applications at the school, and (2) describe the emergency notification procedures provided for in this section. Notice of any modification to the integrated pest management plan shall be sent to any person who registers for notice under this section.

C. Notice of Pesticide Application to Those Who Request Such Notice:

1. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school.
2. Each school shall maintain a registry of persons requesting such notice.
3. Parents or guardians of children in any school and/or staff members in any school who register for prior notice of pesticide application at their school shall be provided notice, by any means practicable, of each scheduled pesticide application at their school on or before the day that any application of pesticide is to take place.
4. The notice shall include the following information:
  - a. The name of the active ingredient of the pesticide being applied;
  - b. The target pest;
  - c. The location of the application on school property;
  - d. The date of the application; and
  - e. The name of the school administrator, or designee, who may be contacted for further information.

D. Notice of Pesticide Application by Electronic Means:

1. Prior to providing for any application of pesticide within any building or on the grounds of any school, in addition to the notice requirements in Section C, above, the district shall provide for notice of such application not less than twenty-four (24) hours prior to such application by posting the notice required in Section C, above, either on or through: (a) The home page of the Internet web site for the school where such application will occur, or, if the school does not have a web site, on the home page of the district's Internet web site, and (b) the

primary social media account of such school or the district. For purposes of these administrative regulations and Section 10-231d of the Connecticut General Statutes, "social media" means an electronic medium where users may create and view user-generated content, such as uploaded or downloaded videos or still photographs, blogs, video blogs, podcasts or instant messages.

2. The district shall indicate on its home page how parents may register for prior notice of pesticide applications, as described in Section C, above.
3. Not later than March 15 of each year, each school or the district shall send through its e-mail notification or alert system or service the notice required by Section C, above, for applications made since January 1 of that year and a listing of such notices for applications made during the March 15 through December 31 timeframe from the preceding calendar year.
4. The district shall additionally print such e-mail notification required by this section in the applicable parent handbook or manual, although the reprinting of such handbook or manual shall not be required to provide such notification.
5. Nothing in these administrative regulations shall require the development or use of an Internet web site, social media account or e-mail notification or alert system by a school or the district that is not already in use or existence prior to October 1, 2015.

E. Emergency Pesticide Application:

1. In the event of a threat to human health, the Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members.
2. In the event of an immediate threat to human health, the Superintendent may direct that an emergency application of a pesticide be made, during regular school hours or during planned activities at school, without prior notice to parents or guardians of children in any school and/or staff members. Such application may only be made if (a) it is necessary to make the application during such period, and (b) such emergency application does not involve a restricted use pesticide.
3. In the event of such emergency application, no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
4. In the event of such emergency application, the provision set forth below in Section G regarding authorized pesticide applicators shall not apply if the Superintendent determines that it is impractical to obtain the services of any

such applicator, provided that the application does not involve a restricted use pesticide.

F. Record of Pesticide Application:

1. A copy of the record of each pesticide application at a school shall be maintained at the school for a period of five (5) years, which record shall include the information required by Section 22a-66a of the Connecticut General Statutes, as it may be amended from time to time.

G. Authorized Pesticide Applicator:

1. No person, other than a pesticide applicator with supervisory certification under Section 22a-54 of the Connecticut General Statutes or a pesticide applicator with operational certification under Section 22a-54 under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or on the grounds of any school within the district.

H. Prohibition on Use of Lawn Care Pesticides at District Schools with Students through Grade 8:

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions and the conditions set forth above.

Legal References:

Connecticut General Statutes:

- § 10-231a
- § 10-231b
- § 10-231d
- § 22a-47
- § 22a-54
- § 22a-66a
- § 22a-66l

United States Code:

Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. § 136 et seq.

Code of Federal Regulations:

40 C.F.R. § 152.25

**REVISED: Nov. 1, 2023**

## **Business/Non-Instructional Operations**

### **Purchasing Procedures**

#### **Soliciting Prices (Bids and Quotations)**

##### **A. Introduction**

The Superintendent of Schools, or his/her designee, is authorized to purchase all goods and services for the East Windsor Public School System. He/she shall be responsible for developing and administering the purchasing program of the Board of Education.

##### **B. Procedure**

1. For any school expenditure, which may be made within the limits of the major classifications of the approved budget the Superintendent of Schools may approve and direct purchases not to exceed \$10,000 for any one expenditure.
2. Approval of the budget authorizes the Superintendent to approve and direct purchases exceeding \$10,000 for any one expenditure, providing the item is specifically listed in the budget.
3. All purchases greater than \$10,000 but less than \$20,000 for any one expenditure will be made in the open market, but shall be based on at least two competitive quotations or prices. All purchases made in the open market shall be consummated after careful review.
4. All purchases of supplies, materials, equipment, contractual services, etc., in excess of \$20,000 including a continuing order or contract for the purchase of the same commodity over a period of time shall be based on competitive sealed bids or proposals. The Superintendent or his/her designee shall award the purchase or contract to the lowest responsible bidder thereon or may reject portions of or all such bids or proposals. At the final meeting in June, or at other appropriate meeting times, the Board of Education may permit the Superintendent or his/her designee to waive the bid/proposal requirement when the bid process would be against the best interest of the school system.
5. No purchase will be made without an authorized pre-numbered purchase order. Purchase order numbering and control shall be exercised in accordance with administrative regulation #3323/3324.1.
6. The Superintendent of Schools may, at his/her discretion, utilize other governmental agencies' bid awards in complying with this policy.
7. The Superintendent of Schools shall inform the Board, in a timely manner, of the awarding of all competitive bids that have been made by the Superintendent or his/her designee.

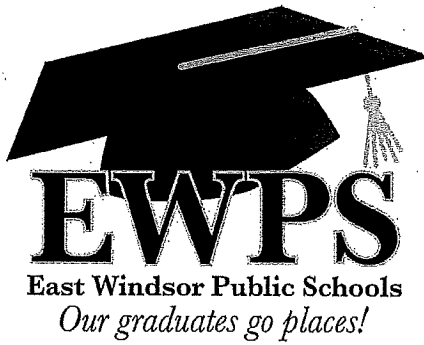
The Board of Education requires all purchasing and purchase order procedures to follow the standard operating procedures set forth by the business office, including those for accounts payable, payroll, and HR. Staff members must adhere to these procedures, which ensure

compliance with regulations and budgetary goals. The business office provides training and support to ensure compliance, while seeking cost savings and efficient procurement processes.

**Policy adopted: May 24, 2023**

EAST WINDSOR PUBLIC SCHOOLS  
East Windsor, Connecticut





70 South Main Street  
East Windsor, CT 06088

ADMINISTRATION

**Patrick Tudryn, Ed. D**  
*Superintendent*  
[ptudryn@ewct.org](mailto:ptudryn@ewct.org)

**Darryl Rouillard**  
*Asst. Superintendent of  
PreK-12 Education*  
[drouillard@ewct.org](mailto:drouillard@ewct.org)

**Deirdre Osypuk, PhD**  
*Director of Special Education*  
[dosypuk@ewct.org](mailto:dosypuk@ewct.org)

860.623.3346  
Fax 860.292.6817

November 6, 2023

Ms. Barbara Sherman  
c/o East Windsor Lions Club

Via Email [e\\_w\\_lionbarbara@sbcglobal.net](mailto:e_w_lionbarbara@sbcglobal.net)

Dear Ms. Sherman,

On behalf of the East Windsor Board of Education and administration, we would like to take this opportunity to thank you and the East Windsor Lions Club for donating your time and resources to conduct vision screenings for our Broad Brook Elementary School students. It was such a thoughtful and generous gesture.

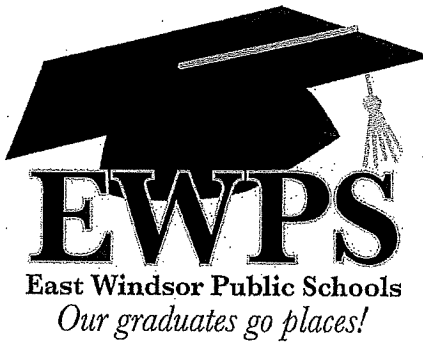
Your continued support of the East Windsor Public Schools is greatly appreciated by all!

Sincerely,

Patrick Tudryn, Ed. D

jlk

cc: East Windsor Board of Education members  
Wendy Gage, RN BSN NCSN, EWPS Health Care Coordinator  
L. Foxx, Principal, Broad Brook Elementary School  
M. Ryan, Assistant Principal, Broad Brook Elementary School



70 South Main Street  
East Windsor, CT 06088

ADMINISTRATION

**Patrick Tudryn, Ed. D**  
*Superintendent*  
[ptudryn@ewct.org](mailto:ptudryn@ewct.org)

**Darryl Rouillard**  
*Asst. Superintendent of  
PreK-12 Education*  
[drouillard@ewct.org](mailto:drouillard@ewct.org)

**Deirdre Osypuk, PhD**  
*Director of Special Education*  
[dosypuk@ewct.org](mailto:dosypuk@ewct.org)

860.623.3346  
Fax 860.292.6817

November 8, 2023

Ms. Barbara Sherman  
c/o East Windsor Lions Club

Via Email [e\\_w\\_lionbarbara@sbcglobal.net](mailto:e_w_lionbarbara@sbcglobal.net)

Dear Ms. Sherman,

On behalf of the East Windsor Board of Education and administration, we would like to take this opportunity to thank you and the East Windsor Lions Club for donating your time and resources to conduct vision screenings for our East Windsor Middle School students. It was such a thoughtful and generous gesture.

Your continued support of the East Windsor Public Schools is greatly appreciated by all!

Sincerely,

Patrick Tudryn, Ed. D

jlk

cc: East Windsor Board of Education members  
Wendy Gage, RN BSN NCSN, EWPS Health Care Coordinator  
T. Field, Principal, East Windsor Middle School  
L. Daitch, Assistant Principal, East Windsor Middle School



## North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 \* (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 \* (860) 872-1501 Fax (860) 872 1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 \* (860) 465-3033 Fax (860) 465-3034
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 \* (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.  
Director of Health

November 5, 2023

Darryl Rouillard  
East Windsor Public Schools  
76 South Main Street  
East Windsor, CT 06088

**RE: SUCCESSFUL FARM TO SCHOOL INITIATIVE**

Dear Darryl:

I wanted to acknowledge the amazing, sustainable work your team has accomplished with the Farm to School Initiative, paid for by the CT Department of Public Health through Preventive Health Block Grant funds.

During the past few years as we have been working with the interested public-school systems in our jurisdiction to “seed” (pun intended) sustainable Farm to School initiatives, we have been excited about the resulting projects that facilitated collaborations with local farmers and contributed to fledgling produce-growing programs, with the goal of educating families about healthy eating, and hopefully increasing student consumption of fresh produce.

The East Windsor team, led by Mike Moser, accomplished much more than we could have anticipated. In addition to using the funding to re-activate the hydroponic growing systems that had been unused in storage, the team created excitement in the school by placing the growing stations where they would be seen by students, staff, and visitors to the school. The entire school community was able to watch the produce grow, and many became interested in what they observed, which prompted questions, discussion, and learning more about growing vegetables.

The greenhouse building project created so much interest that students who would not typically volunteer for after-school activities became excited and signed up to participate. Gaining student interest when there is so much competing for our young peoples’ attention is a “growing project” that I know is your highest priority! The accompanying curriculum development piece that was created pulls everything together, provides sustainability, and beautifully ties together reading and writing skills with using your hands, working together, and practical skills, while developing an understanding and appreciation for where our food comes from.

Thank you so much for demonstrating how much can be accomplished when you combine a modest contribution with the right people and a big vision!

Sincerely,

Patrice A. Sulik, MPH, RS  
Director of Health

From: **Cheryl Gustafson** <[cgustafson@ewct.org](mailto:cgustafson@ewct.org)>

Date: Mon, Nov 13, 2023 at 1:57 PM

Subject: Thank you!

To: Denise Menard <[dmenard@ewct.org](mailto:dmenard@ewct.org)>

Cc: Patrick Tudryn <[ptudryn@ewct.org](mailto:ptudryn@ewct.org)>, Allison Anderson <[aanderson@ewct.org](mailto:aanderson@ewct.org)>

Denise -

I would like to take a moment to thank you for your assistance in helping our EWHS Veterans Day Planning Committee connect with some of our community's veterans. Ultimately, word spread and what we initially thought would be roughly 10 guests in attendance grew to 26 local heros!

It was wonderful to witness the camaraderie and to connect community veterans with young people. Their morning started with a short meet and greet in the high school library. From there, they were escorted to a wonderful breakfast prepared and served by students in our transition program. After breakfast, each veteran visited an advisory classroom, where students posed questions about military service. Students fully engaged with the veterans and they enjoyed hearing their stories about life in the service. The morning culminated in a student-led, school wide assembly.

Once again, thank you for your support in this endeavor. After the program, one of our students shared with their teacher, "you can't help but get misty-eyed". It was truly a great experience for our students, faculty, and veterans.

Sincerely,  
Cheryl

--

**Cheryl Gustafson** (she / her)

*Safe School Climate and Equity Coordinator*

East Windsor Public Schools

860.623.3361 Ext. 7209



Hi Cheryl: just a quick thank you for your part in the Vet extravaganza. I certainly enjoyed every moment of it. Lots of work went into it for sure and it showed. The kids and all the teachers were and are great. A truly memorable and meaningful day. Vietnam vets and especially combat vet such as myself never got a than you or even a mention back then (not that any of us did it all for Kudos) but it was nice being remembered as having served. Thanks again and be well. Mark Barbieri

<b>EAST WINDSOR PUBLIC SCHOOLS - ENROLLMENT 2023-2024</b>									
	<b>Oct. 1</b>	<b>Nov. 1</b>	<b>Dec. 1</b>	<b>Jan. 1</b>	<b>Feb. 1</b>	<b>Mar. 1</b>	<b>April 1</b>	<b>May 9</b>	<b>June 1</b>
PreK	79	77							
K	87	88							
Grade 1	82	82							
Grade 2	72	72							
Grade 3	74	73							
Grade 4	86	87							
<b>Total</b>	<b>480</b>	<b>479</b>							
Grade 5	67	67							
Grade 6	82	84							
Grade 7	81	86							
Grade 8	70	70							
<b>Total</b>	<b>300</b>	<b>307</b>							
Grade 9	72	73							
Grade 10	62	61							
Grade 11	65	68							
Grade 12	57	56							
Transition Program	11	11							
<b>Total</b>	<b>267</b>	<b>269</b>							

**Grand Total 1,047 1,055**

There are 73 students enrolled in EWPS from the Choice Program as of October 1, 2023.

<b>EAST WINDSOR PUBLIC SCHOOLS - ENROLLMENT 2022-2023</b>									
	<b>Oct. 1</b>	<b>Nov. 1</b>	<b>Dec. 1</b>	<b>Jan. 1</b>	<b>Feb. 1</b>	<b>Mar. 1</b>	<b>April 1</b>	<b>May 9</b>	<b>June 1</b>
PreK	55	60	61	63	62	65	65	66	68
K	86	86	84	83	83	83	82	83	82
Grade 1	64	64	64	63	65	67	66	66	66
Grade 2	75	74	73	73	73	74	76	77	76
Grade 3	80	81	81	81	80	82	85	87	86
Grade 4	71	72	71	71	72	71	72	71	71
<b>Total</b>	<b>431</b>	<b>437</b>	<b>434</b>	<b>434</b>	<b>435</b>	<b>442</b>	<b>446</b>	<b>450</b>	<b>449</b>
Grade 5	86	88	88	88	89	89	87	87	85
Grade 6	85	85	85	86	87	86	84	84	84
Grade 7	71	72	72	70	71	72	72	73	73
Grade 8	83	83	84	84	84	83	83	83	81
<b>Total</b>	<b>325</b>	<b>328</b>	<b>329</b>	<b>328</b>	<b>331</b>	<b>330</b>	<b>326</b>	<b>327</b>	<b>323</b>
Grade 9	61	60	61	62	60	62	62	63	61
Grade 10	68	67	67	67	64	62	61	62	62
Grade 11	63	60	60	61	61	61	61	60	58
Grade 12	65	64	64	64	64	64	64	65	64
Transition Program							10	9	9
<b>Total</b>	<b>257</b>	<b>251</b>	<b>252</b>	<b>254</b>	<b>249</b>	<b>249</b>	<b>258</b>	<b>259</b>	<b>254</b>

**Grand Total 1,013 1,016 1,015 1,016 1,015 1,021 1,030 1,036 1,026**

There are 53 students enrolled in EWPS from the Choice Program as of October 1, 2022.