

**EAST WINDSOR BOARD OF EDUCATION  
EAST WINDSOR, CONNECTICUT  
Meeting of Wednesday, December 13, 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. COMMENDATIONS**

- 1) Superintendent's Community Service Recognition Award
  - 2) NCAOK Awards Recognition
  - 3) TEAM Teacher Recognition
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**V. ADDED AGENDA ITEMS**

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**VI. MINUTES**

November 21, 2023 - Regular Meeting Minutes

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**VII. 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.

**VIII. STUDENT REPRESENTATIVE REPORT**

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**IX. UPCOMING MEETINGS/EVENTS**

- 1) December 20, 2023 - Town Board of Finance Meeting at 7 p.m.
  - 2) January 10, 2024 - BOE Finance Subcommittee Meeting at 6 p.m.
  - 3) January 10, 2024 - BOE Regular Meeting at 7:30 p.m.
  - 4) January 17, 2024 - BOE BPR Subcommittee meeting at 5:30 p.m.
  - 5) January 17, 2024 - Town Board of Finance Meeting at 7 p.m.
  - 6) January 24, 2024 - BOE Curriculum Council subcommittee meeting at 6 p.m.
  - 7) January 24, 2024 - BOE Regular Meeting at 7:30 p.m.
  - 8) January 31, 2024 - BOE Workshop with CABA Nick Caruso & Att. Chinni at 6 p.m.
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**X. COMMUNICATIONS UPDATE: COMMUNITY SURVEY RESULTS**

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**XI. STRATEGIC PLAN UPDATE**

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**XII. FINANCIAL REPORT**

- 1) Fiscal Year 2024 Financial Report
  - 2) Fiscal Year 2024 Budget Projections
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**XIII. NEW BUSINESS: VOTE**

- 1) Fiscal Year 2024 Budget Transfers
  - 2) Revised 2024 Board of Education Meeting Calendar
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**XIV. NEW BUSINESS: DISCUSSION**

- 1) Board of Education Subcommittee Assignments
  - 2) Board Policy Review - Series 0000 and 2000 (First Reading)
  - 3) Fiscal Year 2025 Budget Planning Update
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**XV. LIAISON'S REPORT**

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**XVI. 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.
- 

**XVII. MISCELLANEOUS**

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**XVIII. CORRESPONDENCE**

- 1) Veterans Thank You Correspondence
  - 2) Enrollment Report
  - 3) Hartford Foundation Grant Award Letters
  - 4) TACT Thank You Email to BOE
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**XIX. EXECUTIVE SESSION**

- 1) To discuss contract negotiations
  - 2) Pending litigation
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**XX. ADJOURNMENT**

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

**I. CALL THE MEETING TO ORDER**

Vice Chair K. Carey-Trull called the meeting to order at 7:31 p.m.

**II. PLEDGE OF ALLEGIANCE**

Vice Chair K. Carey-Trull led the Board in the Pledge of Allegiance.

**III. ATTENDANCE**

In attendance: Vice Chair K. Carey-Trull, Secretary H. Spencer, F. Neill, C. Sevarino, D. Menard, N. Farmer, E. LeBorious, Kari Bettancourt, Gabriela Resto, Dr. P. Tudryn

Also in attendance: D. Rouillard, J. Martin, R. Galloway, B. Kaminski, T. Field, L. Daitch, D. Mosher, J. Kennedy, Student Representative- V. Hernandez, community members

**IV. COMMENDATIONS**

On a motion by H. Spencer, 2nd by F. Neill, to move agenda item number 6, Commendations, to the next item after Attendance, PASSED unanimously

Crystal Apple Award Recipients – 1st Quarter: The 1st quarter award recipients were introduced to the Board by their respective building administrator:

G. Worthington - Broad Brook School

H. Surette - East Windsor Middle School

M. James - East Windsor High School

Dr. P. Tudryn thanked D. Mosher for his continued support of East Windsor Schools and the Crystal Apple award.

**V. ORGANIZATION OF THE BOARD – Election of Officers**

**Chairman:**

Dr. P. Tudryn entertained nominations for the 2-year position for Chairman of the Board of Education:

A motion was made by D. Menard, 2nd by F. Neill, to nominate K. Carey-Trull as Chairman.

There were no other nominations at this time.

On a motion by D. Menard, 2nd by N. Farmer, the Board voted to close the nomination for the position of Chairman. The vote was unanimous.

K. Carey-Trull will serve as Chairman for the 2-year term, as her nomination holds as the only nominee.

**Vice Chairman:**

Chair K. Carey-Trull entertained nominations for the 2-year position for Vice Chairman of the Board of Education:

A motion was made by E. LeBorious, 2nd by N. Farmer, to nominate D. Menard as Vice Chairman.

A motion was made by F. Neill, 2nd by K. Bettancourt, to nominate H. Spencer as Vice Chairman.

On a motion by N. Farmer, 2nd by D. Menard, the Board voted to close the nominations for the position of Vice Chairman. The vote was unanimous.

H. Spencer and D. Menard highlighted their qualifications and intentions should they be elected. C. Sevarino and K. Bettancourt spoke in support of H. Spencer. E. LeBorious and N. Farmer spoke in support of D. Menard.

The vote by the Board for position of Vice Chairman was as follows:

K. Bettancourt voted for H. Spencer  
K. Carey-Trull voted for H. Spencer  
N. Farmer voted for D. Menard  
E. LeBorious voted for D. Menard  
D. Menard voted for D. Menard  
F. Neill voted for H. Spencer  
G. Resto voted for D. Menard  
C. Sevarino voted for H. Spencer  
H. Spencer voted for H. Spencer

The vote was 5 members in favor of H. Spencer, 4 members in favor of D. Menard. H. Spencer will serve as Vice Chairman for the 2-year term.

**Secretary:**

Chair K. Carey-Trull entertained nominations for the 2-year position for Secretary of the Board of Education:

A motion was made by N. Farmer, 2nd by E. LeBorious, to nominate F. Neill as Secretary.

There were no other nominations at this time.

On a motion by H. Spencer, 2nd by C. Sevarino, the Board voted to close the nominations for the position of Secretary. The vote was unanimous.

F. Neill will serve as Secretary for the 2-year term, as her nomination holds as the only nominee.

**VI. ADDED AGENDA ITEMS**

None

**VII. MINUTES**

November 8, 2023 - Regular Meeting Minutes – On a motion by N. Farmer, 2<sup>nd</sup> by E. LeBorious, to approve the Board minutes. PASSED with a unanimous vote.

**VIII. PUBLIC PARTICIPATION**

None

**IX. STUDENT REPRESENTATIVE REPORT**

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

**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 - CAFE 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.

Dr. P. Tudryn highlighted the FOI workshop being held on November 29 and encouraged members to attend the CAFE New Board Member Conference on December 6. Members who wish to attend were asked to email J. Kennedy.

N. Farmer and D. Menard asked for clarification on executive sessions posted for the end of November. Dr. P. Tudryn clarified that those are expulsion hearings listed as special meetings. N. Farmer requested it be explicitly stated that such executive sessions do not require attendance by board members.

**XI. FINANCIAL REPORT**

R. Galloway presented the financial report. There are no major budget concerns. The finance department is working to meet the summer deadline for projections for the current fiscal year. H. Spencer inquired about the audit findings. R. Galloway and Dr. P. Tudryn stated based on the last Board of Finance meeting it is anticipated that it will be ready for the December Board of Finance meeting.

**XII. NEW BUSINESS: DISCUSSION**

1. BOE Subcommittee Assignments:

Chair K. Carey-Trull suggested the Board members review the subcommittees prior to the December meeting when the subcommittee members would be decided. Discussion ensued regarding the various subcommittees, their functions, and their members. The Board requested that the current list of subcommittees be reviewed and updated. Board members were encouraged to email J. Kennedy prior to December 5, 2023 with the subcommittees they are interested in joining. A list will be compiled and brought forward at the December meeting.

2. Board Policy Review - First Reading Series 1000:

Dr. P. Tudryn gave a brief review of the process to update and revise the Board policies. C. Sevarino asked for clarification on Policy 1250B. Dr. P. Tudryn and J. Martin clarified the language in the policy. N. Farmer asked if the policy would apply to children attending school events with their parents. Dr. P. Tudryn advised the matter is still being discussed. N. Farmer expressed concern with Policy 1330. Dr. P. Tudryn and J. Martin explained the policy and that it could be waived by the Superintendent. N. Farmer asked for clarification on the weapons included in Policy 1700. J. Martin and Dr. P. Tudryn stated they believe additional weapons are included in the General Weapons Policy. J. Martin encouraged Board members to reach out to him directly with questions.

**XIII. NEW BUSINESS: VOTE**

Waive Policy 3323

Upon request by Dr. P. Tudryn, the Board discussed waiving Policy 3323 to allow Dr. P. Tudryn to engage in discussions with Smyth Bus due to the impending expiration of the current transportation contract. Discussion ensued.

On a motion by F. Neill, 2nd by C. Sevarino, the Board voted to waive Policy 3323. PASSED with a vote of 8 yes, 1 abstain (G. Resto).

**XIV. LIAISON'S REPORT**

None

**XV. PUBLIC PARTICIPATION**

None

**XVI. MISCELLANEOUS**

Dr. P. Tudryn reminded the Board that the gifts for Sponsor a Child need to be brought to Town Hall by December 14, 2023. H. Spencer informed the Board that there are two children - a 10 year old girl and a 5 year old boy. She will forward the wish lists to the Board and collect gifts at the December meeting.

C. Sevarino informed the Board that the Arts and Culture Committee is collecting plastic bottle caps. There are drop boxes at Town Hall and all three schools. The bottle caps will be used to make a mural.

H. Spencer attended the recent CABA convention. She received information about AI technology as well as streamlining Board policy and goals and ideas for structuring meetings. D. Menard also attended the CABA convention and will share the CABA recommended reading list, a code of ethics for Board members, and a school governance position statement. H. Spencer suggested the entire board attend the convention in future years.

F. Neill attended the NCCC music festival in Ellington. She shared that it was a phenomenal experience and highlighted the performances by the chorus and band. She applauded the music department for their efforts.

K. Bettancourt attended the State Cross Country Tournament for the middle school. She applauded the efforts of the middle school teachers and said it was a great experience with a lot of excitement.

#### **XVII. CORRESPONDENCE**

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

#### **XVII. ADJOURNMENT**

On a motion by N. Farmer, 2nd by H. Spencer, the Board adjourned the meeting at 8:57 PM. The vote PASSED unanimously.

Respectfully submitted,  
Jessica Kennedy  
Board Recording Secretary



## **Student Representative Report BOE Meeting 12.13.23**

### **Broad Brook School Report**

Last week all BBS students had the opportunity to shop for holiday gifts at the East Windsor PTO holiday store. Many parents volunteered their time to make this event a success. The CCMC PJ fundraiser day on December 8th kicked off December spirit days. Each day until December 21st BBS students and staff will wear something fun. On December 19th all BBS students will participate in the annual winter concert. There is a 10:00 AM and 2:00 PM show. Students are practicing their songs in music class and making props in art class.

### **Middle School Report**

EWMS (East Windsor Middle School) had a busy and exciting month of December planned! Here's a summary of the events:

November Incentive (12/01):

- Pep Rally organized by the EWMS Student Council.
- Students enjoyed playing games and supporting their grade level teams.
- The EWMS Pep Band performed during the event.

Torchlight Parade (December 9th):

- EWMS band and chorus participated in the Torchlight Parade.

Concerts:

- 5th and 6th-grade band and chorus had a concert on Tuesday, December 12th.
- 7th and 8th-grade band and chorus will have a concert on Thursday, December 14th.

Lunch and Concert for East Windsor Seniors (December 15th):

- East Windsor Seniors are invited for a lunch and concert.
- Students will be singing and playing holiday music.

EWMS Basketball:

- The winter sports season is underway at the middle school. Both boys and girls basketball have started practicing and their first games will be on December 19th. The boys team will play at home against The Middle School of Plainville at 4pm, while the girls team travels to Plainville for a 4pm tip off.

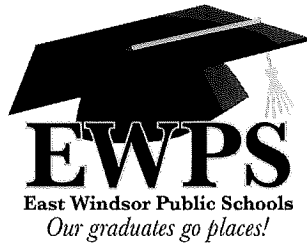
First Dance (December 15th):

- EWMS will be hosting its first dance, and students are eagerly looking forward to the event.

### **High School Report**

Winter sports have started at the high school with indoor track, boys basketball and girls basketball. This year the boys basketball program will have freshmen, JV and Varsity teams. Indoor track has their first meet on Saturday, December 16th at Hartford Public HS for the NCCC Developmental meet. Girls basketball will travel to Westbrook High School on Monday, December 11th for their first game. The boys basketball opener will be on Friday, December 15th at home against Gilbert.

Auditions have concluded for Snoopy The Musical. Keep an eye out for show announcements on Facebook.



**BOARD OF EDUCATION**

70 South Main Street  
East Windsor, CT 06088

**Kate Carey-Trull**  
*Chair*  
[kcarey-trull@ewct.org](mailto:kcarey-trull@ewct.org)

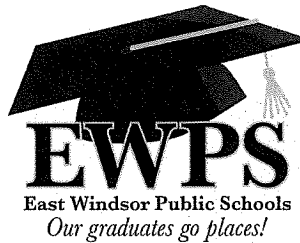
**Heather Spencer**  
*Vice Chair*  
[hspencer@ewct.org](mailto:hspencer@ewct.org)

**Frances Neill**  
*Secretary*  
[fneill@ewct.org](mailto:fneill@ewct.org)

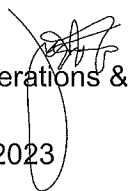
**Patrick Tudryn, Ed. D**  
*Superintendent*  
[ptudryn@ewct.org](mailto:ptudryn@ewct.org)

**Board of Education 2024 Subcommittee Meeting Schedule**

- January 10, 2024 - Finance at 6 p.m.
- January 17, 2024 - Board Policy Review at 5:30 p.m.
- January 24, 2024 - Curriculum Council at 6 p.m.
- February 7, 2024 - Facilities at 5:30 p.m.
- February 14, 2024 - Finance at 6 p.m.
- February 21, 2024 - Board Policy Review at 5:30 p.m.
- February 28, 2024 - Curriculum Council at 6 p.m.
- March 6, 2024 - Facilities at 5:30 p.m.
- March 13, 2024 - Finance at 6 p.m.
- March 20, 2024 - Board Policy Review at 5:30 p.m.
- March 27, 2024 - Curriculum Council at 6 p.m.
- April 3, 2024 - Facilities at 5:30 p.m.
- April 10, 2024 - Finance at 6 p.m.
- April 24, 2024 - Board Policy Review at 5:30 p.m.
- May 1, 2024 - Facilities at 5:30 p.m.
- May 8, 2024 - Finance at 6 p.m.
- May 15, 2024 - Board Policy Review at 5:30 p.m.
- May 22, 2024 - Curriculum Council at 6 p.m.
- June 5, 2024 - Board Policy Review at 5:30 p.m.



To: Patrick Tudryn,  
Superintendent

From : Justin Martin,   
Director of Operations & Communications

Date: December 6, 2023

RE: Summary of open ended responses to community survey

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Listed below are summaries and direct quotes to the two open ended questions in our community survey, as requested by a board member. One word answers were prevalent and condensed into the summaries contained in this memo, along with the responses that best summarizes the overall sentiment of the community to these prompts.

To the first question, “Given the opportunity to speak directly to the superintendent, what is the biggest strength or best thing about the East Windsor Public Schools?”, small class size is listed as a benefit, the ability of teachers to know and care about students on a personal level, and the new website were listed as positives in response to this question.

But the sentiment echoed by many parents is, “My child feels a sense of community at school”. The quality and dedication of the teachers came up repeatedly, as did the leadership of the school system on the whole and the effort made by administration and teachers to improve.

Regarding leadership:

- “The best thing is the willingness to try new approaches or changes even if they end up not working out. In the past, the school system felt stagnant, but in the last few years, leaders have really taken steps to improve all aspects discussed in this survey.”
- “I would say to the superintendent that the school does a great job in communicating with parents and provides information about what is going on. I also would like to say that the teachers on staff, especially at the MS and HS are extremely exceptional.”
- “The ongoing effort by leadership to strive to improve in all educational areas.”

Parents and the community recognize the effort the teachers are putting in each day.

- “I feel the teachers and admins are great with their communication and genuinely feel they give kids the tools they need to succeed.”
- “The elementary and middle school staff - Invested teachers. Can’t comment on the high school because we’re not there yet!”

- “Teachers are amazing at BBES and the EWMS administration does a fantastic job”
- “The relationships that some of the teachers forge with the students is incredible”
- “The schools have a pretty good school climate and quality teachers. Students get out what they put in.”
- “Teacher -student connection is amazing.”

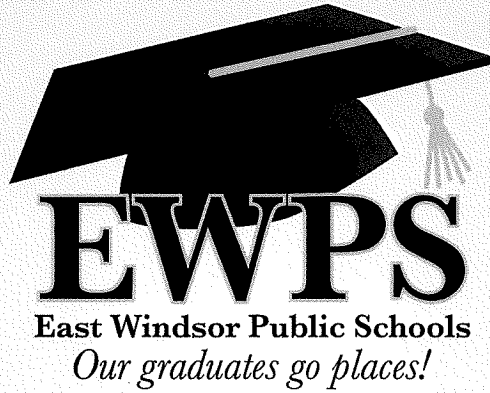
To the question, “What is the number one issue the East Windsor Public Schools must address, fix, or resolve today?” two themes were dominant: “facilities” and “bullying/discipline”.

Regarding bullying and discipline:

- “Bullying. I understand to an extent hands are tied, but the things I hear from my child are her friends about how they are treated by their peers is absolutely revolting, even more so when it gets swept under the rug. Children don't thrive in hostile environments. Do. something. about. the. violent. children. in. that. school... yesterday please.”
- “Stronger Discipline /Consequences for severe, unsafe and chronic misbehaviors ( drug use in schools, violent, aggressive behaviors)”
- “Discipline/Accountability - and the consistency of the enforcement. When students are not being held accountable for their actions, the behavior starts to impact the other students in the classes negatively.”

Regarding facilities:

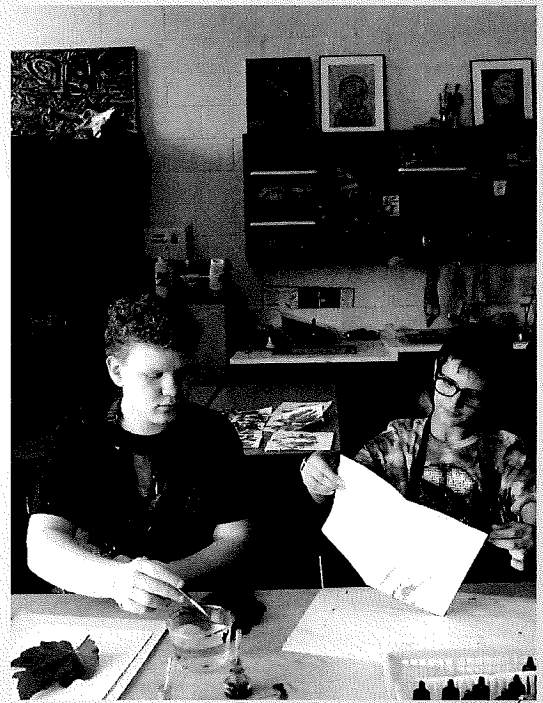
- “The physical appearance of schools, playgrounds, sports fields, classrooms, etc.. a little improvement would help school pride and maybe get more folks volunteering to further help improve.”
- “The buildings and grounds are terrible. It turns People off and leads to people choosing alternate schools (magnet, private)”
- “Building improvements should be the next focus. The schools are clean and maintained but outdated especially when it comes to air conditioning classrooms.”
- “Improve the athletic fields, scoreboards, hire experienced coaches, support the arts by funding for the drama department and music programs.”
- “The buildings all need HVAC updates to provide students with the ventilation and temperatures that ensure a safe environment conducive to learning.”



**Strategic Plan Update**  
**Board of Education**  
**December 13, 2023**

**Strategic plan goals:**

- Expand Portrait of the Graduate instructional model to all grades
- Provide opportunities for ALL students to find their path to success
- Update and maintain facilities conducive to modern teaching and learning
- Increase awareness and understanding of EWPS accomplishments and challenges



## Goal 1: Implementing Portrait of the Graduate to all grades:

- Audited and revised K-12 instructional plans
- Created timeline for implementation
- Redesigning summer learning programs
- Provided PD for educators
- **Implementation begins this month**
- Piloting rubrics
- Collaborating with teachers

On schedule!



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## Goal 2: Provide opportunities for ALL students to find their path to success

- Strengthened Teacher Home visit Program
- Established student recognition programs
- Student advisory
- Restorative practices
- Expand college and career options
- **Expand Pathways**

Ahead of schedule!



4

### Goal 3: Updating Facilities

- **CIP Tours**
- Facility survey
- Budgeting for future needs
- Creating 3 year repair plan for HVAC, Fire, Plumbing, Electrical
- Developing master plan
- Seeking state reimbursement options

On schedule



5

### Goal 4: Improve communication and community outreach

- Superintendent's Updates
- Website
- **Facebook**
- Community Survey
- Community Calendar
- Policy Updates
- Internal communications
- Principal communications to parents and staff
- Recruitment/Retention
- ATM meetings

Ahead of schedule!



6

## THE RESULTS

- Ongoing professional development is **building the capacity of teachers.**
- Our teachers are **implementing best instructional strategies.**
- Our **students are engaging in rigorous learning experiences** and student achievement is improving.



# Questions?

Thank you





**GOAL 1**  
**Expand Portrait of a Graduate to All Grade Levels**

*Expanding Portrait of a Graduate to all grade levels.*

**Strategy #1: Address K-12 curriculum needs.**

|   |  |   |  |   |
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| <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>-Create curriculum revision cycle</li> <li>-Create timeline for curriculum revision</li> <li>-Conduct an annual audit of the current curriculum</li> <li>-Redesign summer rearning programs to support student success</li> </ul> | <p><b>Timeline:</b></p> <ul style="list-style-type: none"> <li>0-3 months</li> <li>Annually</li> <li>12-18 months</li> </ul> | <p><b>Led By:</b></p> <ul style="list-style-type: none"> <li>Curriculum Director</li> <li>PLCs</li> <li>District and building administrators</li> </ul> | <p><b>Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>- Curriculum maps completed</li> <li>- Data that shows improved student achievement</li> <li>- Design Summer Learning Plan</li> </ul> | <p><b>Feedback:</b></p> <p>Curriculum Revision Cycle and Timeline:</p> <ul style="list-style-type: none"> <li>- Draft Established</li> <li>- Plan for SY 24.25: Science K-12, Mathematics 6-8, Music 5-12, Electives 9-12 (Public Speaking, TBD), World Language 6-12, ELA 9-12, Physical Education &amp; Health K-12, Elementary STEM</li> <li>- Completed Curriculum work 23-24: ELA K-3 and 4-8*, Talented and Gifted 5-8, Electives 9-12 (Creative Writing, African Am. Lit., Env. Science, Sustainable Agriculture, CAD, Manufacturing, Advanced Culinary, Child Dev., Digital Citizenship, Aspire)</li> <li>- Implemented: Heggerty &amp; Fundations (K-3 early literacy - phonics; Bridge the Gap 4-8)</li> </ul> <p>Course Proposals: Ongoing</p> |
|---|--|---|--|---|

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|  |  |  |  |  | <b>Audit:</b><br>- ongoing (year 3 of 4)<br><br><b>Summer Learning:</b><br>- Developed and distributed<br>- Credit Recovery |
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**Strategy #2: Enhance and expand Portrait of the Graduate model to all grade levels and inform students and parent of benefits.**

|  |  |   |  |  |
|--|--|---|--|--|
| <b>Actions:</b><br>-Schedule district wide committee work days<br>- Draft rubrics<br>- Share with district staff<br>- Provide PD for all staff on use of rubric<br>- Pilot rubrics<br>- Revise rubrics<br>- Include on reports cards<br>- communicate with staff/community | <b>Timeline:</b><br>0-3 months<br>12-15 months<br>16-18 months | <b>Led By:</b><br>Curriculum Director<br><br>District Administrators<br><br>PoG committee | <b>Performance Indicators:</b><br>- Updated report cards<br>- Completed rubrics<br>- Feedback from pilot rubrics<br>- Communications with families | <b>Feedback:</b><br><b>Committee Days:</b><br>- Completed Committee Meetings 22-23<br>- Advertising to the community - ongoing<br><br><b>Rubrics:</b><br>- Final draft - completed<br>- High School Pathways work - ongoing<br>- Senior Capstone Project |
|--|--|---|--|--|

**Strategy #3: Continue implementation of evidence and/or research instructional strategies.**

|   |   |  |   |  |
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| <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>-Identify building-based areas of need</li> <li>-Identify strategies based on areas of need</li> <li>-Provide professional development on instructional strategies</li> <li>-Conduct classroom walkthroughs to identify use of instructional strategies</li> <li>-Identify and implement data review cycle</li> <li>-Provide feedback and/or professional development based on classroom walkthrough</li> </ul> | <p><b>Timeline:</b></p> <p>0-3 months</p> <p>12-15 months</p> <p>16-18 months</p> | <p><b>Led By:</b></p> <p>Curriculum Director</p> <p>-District Administrators</p> <p>-PoG committee</p> | <p><b>Performance Indicators:</b></p> <p>Updated report cards</p> <p>Completed rubrics</p> <p>Feedback from pilot rubrics</p> <p>Communications with families</p> | <p><b>Feedback:</b></p> <ul style="list-style-type: none"> <li>- Areas of need identified</li> <li>ILT created to map out SY23.24</li> </ul> <p><b>Professional Development:</b></p> <p>Ongoing</p> <ul style="list-style-type: none"> <li>- Objectives/Learning Targets</li> <li>- Student Engagement</li> <li>- Mathematical Practices</li> <li>- Student to Student Discourse</li> <li>- DOK/Rigor</li> <li>- ELA/Social Studies Strategies/Workshop</li> <li>- Problem Solving</li> <li>- Feedback</li> <li>- Accountable Talk</li> <li>- Integrating Prior Knowledge</li> <li>- MTSS (HS &amp; MS)</li> </ul> <p><b>Data: Ongoing / Planning</b></p> <ul style="list-style-type: none"> <li>- Lyman Data Systems</li> <li>- i-Ready K-8</li> <li>- personalized learning</li> <li>- Exact Path 9-12</li> <li>- personalized learning</li> </ul> |
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|  |  |  |  | <ul style="list-style-type: none"> <li>- Intervention Data/Assessments - Updated* (Dibels &amp; Acadience)</li> <li>- Reflex &amp; Frax Math</li> <li>- PSAT/SAT/AP</li> <li>- PowerSchool</li> <li>- Google Data Studio</li> <li>- DESSA (SEL)</li> </ul> <p>Feedback: Ongoing</p> <ul style="list-style-type: none"> <li>- Through weekly newsletters, LT, PD</li> <li>- 5 Quick Things (hs)</li> <li>- Through individualized conversations</li> </ul> |
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**GOAL 2**

Providing opportunities for all students to find their own path to success and ensuring equitable access for all along that path.

**EWPS Strategic Plan 2021-2026**

*Establishing an environment of equity, respect, empathy, and responsibility.*

**Strategy #1: Create positive connections with families**

|   |  |   |  |   |
|---|--|---|--|---|
| <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Continue Parent Teacher Home Visit program</li> <li>-Provide staff with historical and current perspectives of the town</li> <li>-Create and implement a communications plan</li> <li>-Establish student recognition programs</li> <li>-Provide professional development</li> </ul> | <p><b>Timeline:</b></p> <p style="border: 1px solid black; padding: 2px;">Annually</p> | <p><b>Led By:</b></p> <ul style="list-style-type: none"> <li>- Safe School Climate and Equity Coordinator</li> <li>- School social workers</li> <li>- Building administrators/teachers</li> </ul> | <p><b>Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>- Improved attendance</li> <li>- Parent survey results</li> <li>- Summary of home visits</li> <li>- Narrative of historical perspective</li> <li>- Parent participation in identified activities</li> <li>- PS evaluations and agendas</li> <li>- Parent Teacher Conferences</li> </ul> | <p><b>Feedback:</b></p> <p>Home Visitation: Ongoing</p> <ul style="list-style-type: none"> <li>- PD for Home Visits provided/PTHV &amp; LEAP</li> <li>- Ongoing Home Visits</li> </ul> <p>Student Recognition:</p> <ul style="list-style-type: none"> <li>- Outstanding Student</li> <li>- Annual Award Ceremonies</li> <li>- Most Improved Student (bb) - Yard Goats</li> <li>- Problem Solver Awards (ms)</li> <li>- Quarterly Awards (ms)</li> <li>- National Honor Society (hs)</li> <li>- LEO Club Induction (hs)</li> <li>- Athletic Awards/Senior Night (hs)</li> <li>- Three R's Breakfast (Ready, Respectful, Responsible) (hs)</li> </ul> |
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|  |  |  |  |  | - North Central Act of Kindness Award (ms & hs) |
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**Strategy #2: Continue to create a positive learning environment**

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| <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Utilize RP coaching</li> <li>-Continue to conduct district-wide safe school climate &amp; equity meetings</li> <li>-Continue to utilize advisory/morning meeting</li> <li>-Continue implementation of research based SEL curriculum</li> <li>-Continue to utilize strategies following Restorative Practice philosophy</li> <li>-Provide ongoing PD regarding ACES/Restorative</li> <li>- Practice/Trauma</li> <li>-Provide professional development</li> </ul> | <p><b>Timeline:</b></p> <ul style="list-style-type: none"> <li>0-3 months</li> <li>Monthly</li> <li>Annual</li> </ul> | <p><b>Led By:</b></p> <ul style="list-style-type: none"> <li>Safe School Climate and Equity Coordinator</li> <li>Safe school climate and Equity committees (school and district)</li> <li>Teachers</li> <li>RP coach</li> <li>Administrators</li> </ul> | <p><b>Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>- Updated report cards</li> <li>- Completed rubrics</li> <li>- PD evaluations</li> <li>- Feedback from pilot rubrics</li> <li>- Communications with families</li> </ul> | <p><b>Feedback:</b></p> <p><b>Restorative Practices:</b></p> <ul style="list-style-type: none"> <li>- Continuation of the Reset Room at each building</li> <li>- Annual PD for all staff</li> </ul> <p><b>Safe School Climate:</b></p> <ul style="list-style-type: none"> <li>- Meetings (district &amp; school)</li> <li>- Safe School Leaders (hs)</li> <li>- Student Council (ms)</li> <li>- Re-establish ambassadors (Covid)</li> <li>- Advisory calendar</li> <li>- Weekly plan in POST IT/Beacon/WAAG</li> <li>- Dr. Hill - student presentations (ms) - past</li> <li>- Internet Safety - Officer White (Ct.St. Police) - past</li> <li>- School Resource Officer (Valencia) - DARE Program</li> <li>- Monthly Incentives (attendance &amp; behavior)</li> </ul> |
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|  |  |  |  | <ul style="list-style-type: none"> <li>- DESSA</li> <li>- MTSS</li> <li>- Parent Education Programming - planned</li> </ul> <p>Equity work PD: Ongoing</p> <ul style="list-style-type: none"> <li>- Dr. Hill - Ongoing</li> <li>- Responsive Classroom training (BB) - ongoing</li> <li>- Creating and Sustaining a Safe School Environment</li> <li>- Advisory Lessons</li> </ul> |
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**Strategy #3: Ensure equitable access to resources**

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| <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>-Continue to use non-exclusionary discipline</li> <li>-Continue and expand access to free and reduced breakfast and lunch</li> <li>- Review data related to program access</li> <li>- Expand college and career opportunities</li> <li>- Provide professional development</li> <li>- Address technology access issues</li> <li>- Address transportation issues</li> </ul> | <p><b>Timeline:</b></p> <ul style="list-style-type: none"> <li>0-3 months</li> <li>Annual</li> </ul> | <p><b>Led By:</b></p> <ul style="list-style-type: none"> <li>Superintendent</li> <li>Building administrators</li> <li>District administrators</li> <li>Guidance counselors</li> <li>Food Service Director</li> <li>Director of Technology</li> </ul> | <p><b>Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>- Review discipline data</li> <li>- Review course/program data</li> <li>- Food service participation rates</li> <li>- Outcomes of MTSS meetings</li> <li>- PD agendas</li> </ul> | <p><b>Feedback:</b></p> <p><b>Discipline:</b></p> <ul style="list-style-type: none"> <li>- Reset room to return to class</li> <li>- Parent Conferences</li> <li>- Teacher/Student Restorative conferences</li> </ul> <p><b>Breakfast &amp; Lunch:</b></p> <ul style="list-style-type: none"> <li>- District-wide</li> </ul> <p><b>College and Career:</b></p> <ul style="list-style-type: none"> <li>- Think about your futures week (hs)</li> <li>- Career Day (ms)</li> <li>- Pathways (NC3T)</li> <li>- Career Speaker Day (hs)</li> <li>- Business Teacher</li> <li>- Exact Path (diagnostic)</li> <li>- Pathways Advisory Committee</li> <li>- Scholar Check-in (hs)</li> </ul> <p><b>Technology:</b></p> <ul style="list-style-type: none"> <li>- 1:1 Student Devices - ongoing to Chromebooks</li> <li>- Transition to PowerSchool - complete</li> <li>- Transition to Google - complete</li> <li>- Transition to ViewSonic Boards - ongoing</li> <li>- Outdoor Wifi - ongoing</li> <li>- Network Hardware update - ongoing</li> <li>- Upgrade of internet speed - ongoing</li> <li>- GoGuardian - completed</li> </ul> |
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|  |  |  |  | <ul style="list-style-type: none"> <li>- Copiers - ongoing</li> <li>- School Security - ongoing</li> </ul> |
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**GOAL 3**  
**Updating and maintaining facilities**      *EWPS Strategic Plan 2021-2026*  
*Addressing facility issues, ensuring teaching and learning space is adequate for today's student needs.*

**Strategy #1: Develop preventative maintenance plan**

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| <b>Actions:</b><br><ul style="list-style-type: none"> <li>- Develop 3-year maintenance plan</li> <li>- HVAC</li> <li>- Fire protection</li> <li>- Plumbing</li> <li>- Electrical</li> </ul>   | <b>Timeline:</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Annually</div> | <b>Led By:</b><br><ul style="list-style-type: none"> <li>- Facilities Director</li> <li>- Building principals</li> </ul> | <b>Performance Indicators:</b><br><ul style="list-style-type: none"> <li>- Completed 3-year plan supported through budget</li> </ul> |
| <b>Feedback:</b><br><ul style="list-style-type: none"> <li>- BB Boiler</li> <li>- School Roof Planning - ongoing hs &amp; bb</li> <li>- Gymnasium Floors (ms &amp; hs)</li> <li>- MS - Greenhouse Repair - completed</li> <li>- HS - Greenhouse - ongoing</li> <li>- Updated Software for Building Management System - district-wide</li> <li>- Added Bottle filling stations - district-wide 3/school</li> <li>- Sidewalk - ms &amp; hs</li> <li>- Outdoor Seating Area - ms</li> <li>- Swing Set - ms</li> <li>- Baseball &amp; Softball Fields - ms</li> <li>- Refurbished Stage (hs)</li> </ul> |   |  |  |

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|  |  |  |  | <ul style="list-style-type: none"> <li>- New Lighting Panel (hs)</li> <li>- New shot clocks (hs)</li> <li>- Voice for Change Student Lounge (hs)</li> <li>- Hardtop Play Area (bb)</li> <li>- *Town Shared Project</li> </ul> |
|--|--|--|--|---|

**Strategy #2: Conduct facility needs assessment**

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|---|---|--|---|--|
| <b>Actions:</b> <ul style="list-style-type: none"> <li>- Develop survey – faculty and staff</li> <li>- Complete total assessment of current campus needs</li> </ul> | <b>Timeline:</b> <ul style="list-style-type: none"> <li>- 16-18 months</li> <li>- Annual</li> </ul> | <b>Led By:</b> <ul style="list-style-type: none"> <li>- Facilities Director</li> <li>- Superintendent</li> <li>- Building principals</li> <li>- Finance Director</li> <li>- Faculty/Staff</li> </ul> | <b>Performance Indicators:</b> <ul style="list-style-type: none"> <li>- Completed assessment with cost analysis and input from faculty and staff</li> </ul> | <b>Feedback:</b> <ul style="list-style-type: none"> <li>- Survey: Ongoing</li> <li>- Current Needs: Ongoing</li> </ul> |
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**Strategy #3: Ensure equitable access to resources**

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| <b>Actions:</b> <ul style="list-style-type: none"> <li>-Complete feasibility study for future programs</li> </ul> | <b>Timeline:</b> <ul style="list-style-type: none"> <li>- 16-18 months</li> </ul> | <b>Led By:</b> <ul style="list-style-type: none"> <li>- Facilities Director</li> </ul> | <b>Performance Indicators:</b> <ul style="list-style-type: none"> <li>- Align space needs with upcoming program of study</li> </ul> | <b>Feedback:</b> <ul style="list-style-type: none"> <li>- Feasibility Study: Shortly Finalized</li> </ul> |
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## GOAL 4

Involving the Community –  
Improving communication  
and community outreach

EWPS Strategic Plan 2021-2026

Through leadership of school administration and Board of  
Education, increase awareness and understanding of school system  
accomplishments and challenges.

### Strategy #1: Create and adopt a communications plan.

|   |                                 |  |  |   |
|---|---------------------------------|--|--|---|
| <b>Actions:</b><br>- Create communications plan for buildings, district and BOE communications<br>- Utilize communications plan<br>- Complete website audit<br>- Update website | <b>Timeline:</b><br>6-12 months | <b>Led By:</b><br>- Superintendent<br>- Building and district communications | <b>Performance Indicators:</b><br>- Creation of plan<br>- Sample communications<br>- New website | <b>Feedback:</b><br><b>Communication Plan:</b><br>- Ongoing<br><b>Website Audit:</b><br>- Completed<br><b>New Website:</b><br>- Completed - Fall 2023 |
|---|---------------------------------|--|--|---|

### Strategy #2: Develop a plan to connect Alumni/Seniors and other community groups with school programs/events

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|--|---|--|--|--|
| <b>Actions:</b><br>- Add school based events to school calendars<br>- Follow communications plan related to communications<br>- Establish community calendar | <b>Timeline:</b><br>Annual<br><br>Monthly | <b>Led By:</b><br>- Building Principals<br>- PTO Leaders | <b>Performance Indicators:</b><br>- Coordinated calendar | <b>Feedback:</b><br><b>Calendars: Ongoing</b><br>- Five Village Voice Newsletter<br>- Parent letters sent home<br>- PTO and Booster Club<br>- Facebook<br>- East Windsor Arts Commission<br>- Pathways Advisory Committee (local business leaders)<br>- Weekly Newsletters (hs)<br>- Monthly Newsletters<br>- Parent Portal/School Messenger |
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|  |  |  |  |  | <ul style="list-style-type: none"> <li>- Veteran's Day Activities</li> <li>- Community Surveys</li> </ul> |
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**Strategy #3: Expand community outreach to support Portrait of Graduate**

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| <b>Actions:</b><br>-Work with all boards to gain awareness, understanding and support of plan | <b>Timeline:</b><br>Annual | <b>Led By:</b><br>- Board of Education<br>- Superintendent<br>- Community Partners<br>- Parent Groups | <b>Performance Indicators:</b> | <b>Feedback:</b><br>Monthly<br>- Town Senior Staff Meetings<br>- Board of Finance<br>- Marketing of Strategic Plan and Portrait of the Graduate |
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**Strategy #4: Plan for Community Celebration upon completion of strategic plan.**

|  |                            |  |   |                               |
|--|----------------------------|--|---|-------------------------------|
| <b>Actions:</b><br>-Organize a committee to plan event and potential fundraising event | <b>Timeline:</b><br>5 year | <b>Led By:</b><br>- Superintendent<br>- School Board<br>- Community Partners | <b>Performance Indicators:</b><br>- Set date for event<br>- Secure venue<br>- Develop timeline for event planning | <b>Feedback:</b><br>- Ongoing |
|--|----------------------------|--|---|-------------------------------|



TO: East Windsor Board of Ed

FROM: Ryan Galloway, Director of School Finance and Business

RE: Board of Ed Financial Update

DATE: 12.07.2023

Dear Members of the Board of Ed,

Please find the financial packet attached to this email for our discussion on 12.13.2023

**Financial Reports:** In the attached BOE meeting packet, you'll find detailed financial updates on the General Fund, Grants, Food Service, and Family Resource Center. We've also included Quarterly Projections and proposed budget transfers for your consideration.

Thank you for your dedication to our financial success.

Sincerely,

Ryan Galloway  
Director of School Finance and Business

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP                        | TRANS/ADJSMTS | REVISED BUDGET                | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|--|---------------|-------------------------------|--------------|-----------------|------------------|--------|
| <b>1010 General Fund School</b>        |               |                               |              |                 |                  |        |
| <b>51010 SALARIES PAID TO TEACHERS</b> |               |                               |              |                 |                  |        |
| 10010100                               | 51010         | BBES TEACHER/CERTIFIED SAL    |              |                 |                  |        |
|  |               | 2,550,480.75                  | 0.00         | 1,782,105.86    | 37,116.34        | 98.5%  |
| 10010101                               | 51010         | BBES ADMIN SALARIES           |              |                 |                  |        |
|  |               | 293,402.00                    | 112,846.90   | 180,555.04      | 0.06             | 100.0% |
| 10020100                               | 51010         | EWMS TEACHER/CERTIFIED SAL    |              |                 |                  |        |
|  |               | 2,654,201.00                  | 803,576.13   | 1,834,690.11    | 15,934.76        | 99.4%  |
| 10020101                               | 51010         | EWMS ADMIN SALARIES           |              |                 |                  |        |
|  |               | 300,139.00                    | 115,438.10   | 184,700.96      | -0.06            | 100.0% |
| 10030100                               | 51010         | EWHS TEACHER/CERTIFIED SAL    |              |                 |                  |        |
|  |               | 2,414,327.00                  | 741,651.44   | 1,742,077.78    | -69,402.22       | 102.9% |
| 10030101                               | 51010         | EWHS ADMIN SALARIES           |              |                 |                  |        |
|  |               | 319,096.00                    | 122,729.20   | 196,366.72      | 0.08             | 100.0% |
| 10040000                               | 51010         | TRANSITION PROGRAM JOB COACH  |              |                 |                  |        |
|  |               | 128,866.00                    | 27,959.90    | 0.00            | 100,906.10       | 21.7%  |
| 10040100                               | 51010         | SPECIAL ED DIRECTOR SALARY    |              |                 |                  |        |
|  |               | 167,432.00                    | 65,166.10    | 103,035.04      | -769.14          | 100.5% |
| 10040201                               | 51010         | BBES SPECIAL ED TEACHER SAL   |              |                 |                  |        |
|  |               | 809,417.00                    | 276,375.18   | 634,281.33      | -101,239.51      | 112.5% |
| 10040202                               | 51010         | EWMS SPECIAL ED TEACHER SAL   |              |                 |                  |        |
|  |               | 411,444.00                    | 130,159.32   | 278,114.25      | 3,170.43         | 99.2%  |
| 10040203                               | 51010         | EWHS SPECIAL ED TEACHER SAL   |              |                 |                  |        |
|  |               | 665,169.00                    | 191,788.58   | 370,899.93      | 102,480.49       | 84.6%  |
| 10040204                               | 51010         | TRANSITION COORDINATOR        |              |                 |                  |        |
|  |               | 54,917.93                     | 20,866.90    | 33,387.04       | 663.99           | 98.8%  |
| 10040205                               | 51010         | EWHS VOCATION COORDINATOR     |              |                 |                  |        |
|  |               | 46,575.00                     | 12,610.20    | 33,627.20       | 337.60           | 99.3%  |
| 10040207                               | 51010         | SPECIAL EDUCATION SUPERVISOR  |              |                 |                  |        |
|  |               | 117,526.00                    | 37,394.63    | 80,131.35       | 0.02             | 100.0% |
| 10040208                               | 51010         | SPECIAL ED NURSES             |              |                 |                  |        |
|  |               | 89,919.00                     | 24,322.94    | 0.00            | 65,596.06        | 27.0%  |
| 10040209                               | 51010         | OCCUPATIONAL THERAPY ASST     |              |                 |                  |        |
|  |               | 37,884.00                     | 9,489.22     | 0.00            | 28,394.78        | 25.0%  |
| 10040210                               | 51010         | OCCUPATIONAL THERAPIST        |              |                 |                  |        |
|  |               | 99,679.92                     | 27,363.63    | 58,636.35       | 13,679.94        | 86.3%  |
| 10040211                               | 51010         | SPECIAL ED PHYSICAL THERAPIST |              |                 |                  |        |
|  |               | 38,732.81                     | 12,175.24    | 26,089.80       | 467.77           | 98.8%  |
| 10040212                               | 51010         | SPEECH LANG PATH ASST         |              |                 |                  |        |
|  |               | 44,198.00                     | 15,602.09    | 0.00            | 28,595.91        | 35.3%  |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| ORIGINAL APPROP                         | TRANS/ADJSMTS                             | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|---|---|----------------|--------------|-----------------|------------------|--------|
| 10040213 51010                          | SPEECH LANG PATHOLOGIST<br>0.00           | 323,157.00     | 67,943.72    | 224,340.67      | 30,872.61        | 90.4%  |
| 10040214 51010                          | PSYCHOLOGIST<br>0.00                      | 314,985.00     | 96,982.48    | 206,455.95      | 11,546.57        | 96.3%  |
| 10040215 51010                          | SOCIAL WORKER<br>0.00                     | 395,613.00     | 93,299.01    | 214,698.22      | 87,615.77        | 77.9%  |
| 10040216 51010                          | BCBA<br>0.00                              | 104,995.00     | 34,298.45    | 71,587.50       | -890.95          | 100.8% |
| 10040221 51010                          | BEHAVIOR SUPPORT SPECIALIST<br>-43,486.82 | 3,088.18       | 3,088.18     | 0.00            | 0.00             | 100.0% |
| 10110100 51010                          | SUPERINTENDENT SALARY<br>4,000.00         | 190,000.00     | 69,236.96    | 120,763.04      | 0.00             | 100.0% |
| 10110101 51010                          | ASST SUPERINTENDENT SALARY<br>0.00        | 176,567.04     | 67,910.40    | 108,656.64      | 0.00             | 100.0% |
| 10110102 51010                          | LONG TERM SUBSTITUTES<br>0.00             | 180,132.00     | 2,837.70     | 0.00            | 177,294.30       | 1.6%   |
| TOTAL SALARIES PAID TO TEACHERS         |   | 12,931,943.63  | 3,914,371.15 | 8,485,200.78    | 532,371.70       | 95.9%  |
| 12,971,430.45                           | -39,486.82                                |                |              |                 |                  |        |
| <b>51020 INSTRUCTIONAL AID/ASST SAL</b> |   |                |              |                 |                  |        |
| 10010105 51020                          | BBES PARAEUCATOR SALARIES<br>0.00         | 121,747.00     | 35,393.63    | 0.00            | 86,353.37        | 29.1%  |
| 10010108 51020                          | BBES TUTORS<br>0.00                       | 111,949.20     | 13,650.03    | 0.00            | 98,299.17        | 12.2%  |
| 10020105 51020                          | EWMS TEACHER ASSISTANT<br>0.00            | 52,689.72      | 14,369.94    | 38,319.84       | -0.06            | 100.0% |
| 10030107 51020                          | EWMS PARAPROFESSIONAL SALARIES<br>0.00    | 31,614.00      | 9,833.79     | 0.00            | 21,780.21        | 31.1%  |
| 10040208 51020                          | BBES SPECIAL ED PARAS<br>115,749.00       | 732,287.65     | 200,432.17   | 0.00            | 531,855.48       | 27.4%  |
| 10040209 51020                          | EWMS SPECIAL ED PARAS<br>0.00             | 589,482.46     | 150,811.97   | 0.00            | 438,670.49       | 25.6%  |
| 10040210 51020                          | EWMS SPECIAL ED PARAS<br>72,777.00        | 442,758.29     | 123,951.83   | 0.00            | 318,806.46       | 28.0%  |
| 10040219 51020                          | BBES SPECIAL ED TUTOR<br>-115,749.02      | 0.00           | 0.00         | 0.00            | 0.00             | .0%    |
| 10040221 51020                          | EWMS SPECIAL ED TUTOR<br>-72,777.47       | 0.00           | 0.00         | 0.00            | 0.00             | .0%    |
| TOTAL INSTRUCTIONAL AID/ASST SAL        |   | 2,082,528.32   | 548,443.36   | 38,319.84       | 1,495,765.12     | 28.2%  |
| 2,082,528.81                            | -0.49                                     |                |              |                 |                  |        |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

| FOR 2024_05                                |                 |                                |                |              |                 |                  |        |
|--|-----------------|--------------------------------|----------------|--------------|-----------------|------------------|--------|
|  | ORIGINAL APPROP | TRANS/ADJSMTS                  | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
| <b>51030 SALARIES PAID TO SUBSTITUTES</b>  |                 |                                |                |              |                 |                  |        |
| 10010104 51030                             | 32,375.00       | BBES SUBSTITUTES               | 32,375.00      | 20,200.00    | 0.00            | 12,175.00        | 62.4%  |
| 10020109 51030                             | 99,309.20       | EMMS SUBSTITUTES               | 99,309.20      | 21,075.00    | 0.00            | 78,234.20        | 21.2%  |
| 10030102 51030                             | 32,375.00       | EMHS SUBSTITUTES               | 32,375.00      | 6,475.00     | 0.00            | 25,900.00        | 20.0%  |
| TOTAL SALARIES PAID TO SUBSTITUTES         | 164,059.20      | 0.00                           | 164,059.20     | 47,750.00    | 0.00            | 116,309.20       | 29.1%  |
| <b>51100 SALARIES OF REGULAR EMPLOYEES</b> |                 |                                |                |              |                 |                  |        |
| 10010102 51100                             | 63,375.00       | BBES SECRETARY SALARIES        | 63,375.00      | 22,851.93    | 0.00            | 40,523.07        | 36.1%  |
| 10010103 51100                             | 48,825.00       | BBES PT SECRETARIES SALARIES   | 48,825.00      | 16,422.81    | 0.00            | 32,402.19        | 33.6%  |
| 10010106 51100                             | 43,562.50       | BBES BEHAVIOR SUPPT SPECIALIST | 43,562.50      | 10,434.74    | 12,388.29       | 20,739.47        | 52.4%  |
| 10020102 51100                             | 63,375.00       | EMMS SECRETARY SALARIES        | 63,375.00      | 23,530.90    | 0.00            | 39,844.10        | 37.1%  |
| 10020103 51100                             | 45,281.25       | EMMS PT SECRETARIES SALARIES   | 45,281.25      | 8,557.31     | 0.00            | 36,723.94        | 18.9%  |
| 10030102 51100                             | 63,375.00       | EMHS SECRETARY SALARIES        | 63,375.00      | 23,178.40    | 0.00            | 40,196.60        | 36.6%  |
| 10030103 51100                             | 48,321.00       | EMHS PT SECRETARIES SALARIES   | 48,321.00      | 11,283.27    | 0.00            | 37,037.73        | 23.4%  |
| 10030108 51100                             | 58,987.50       | EMHS GUIDANCE SECRETARY        | 58,987.50      | 21,608.01    | 0.00            | 37,379.49        | 36.6%  |
| 10040000 51100                             | 61,850.57       | SPECIAL ED ADMIN ASSISTANT     | 61,850.57      | 25,876.15    | 0.00            | 35,974.42        | 41.8%  |
| 10060000 51100                             | 95,000.00       | DIRECTOR OF FACILITIES         | 95,000.00      | 36,357.70    | 58,172.32       | 469.98           | 99.5%  |
| 10060140 51100                             | 197,081.61      | EMHS CUSTODIAL SALARIES        | 197,081.61     | 57,588.62    | 0.00            | 139,492.99       | 29.2%  |
| 10060141 51100                             | 153,964.54      | EMMS CUSTODIAL SALARIES        | 153,964.54     | 64,469.06    | 0.00            | 89,495.48        | 41.9%  |
| 10060142 51100                             | 239,634.60      | BBE CUSTODIAL SALARIES         | 239,634.60     | 89,078.86    | 0.00            | 150,555.74       | 37.2%  |



# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| ORIGINAL APPROP                     | TRANS/ADJ/SMTS                | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|-------------------------------------|-------------------------------|----------------|--------------|-----------------|------------------|--------|
| 10060143 51100                      | CUSTODIAL SUMMER SALARIES     | 25,000.00      | 19,712.47    | 0.00            | 5,287.53         | 78.8%  |
| 10070154 51100                      | DATA/WEB/COMMUNICATIONS       | 105,343.32     | 56,529.79    | 40,000.00       | 8,813.53         | 91.6%  |
| 10080000 51100                      | CIA ADMIN ASSISTANT SALARY    | 56,937.42      | 21,602.94    | 0.00            | 35,334.48        | 37.9%  |
| 10110125 51100                      | HR STAFF                      | 93,405.38      | 38,943.86    | 0.00            | 54,461.52        | 41.7%  |
| 10110126 51100                      | BUSINESS STAFF SALARIES       | 238,125.00     | 144,705.16   | 102,769.24      | -9,349.40        | 103.9% |
| 10110128 51100                      | SUPERINTENDENT ASSISTANT      | 83,440.31      | 31,069.01    | 0.00            | 52,371.30        | 37.2%  |
| 10110129 51100                      | SAFETY & SECURITY OFFICER     | 47,000.00      | 12,763.62    | 34,036.32       | 200.06           | 99.6%  |
| 10110130 51100                      | VAN DRIVERS                   | 54,982.51      | 21,407.78    | 0.00            | 33,574.73        | 38.9%  |
| 10130165 51100                      | DIRECTOR OF NURSING           | 89,500.00      | 34,720.40    | 55,552.64       | -773.04          | 100.9% |
| 10130166 51100                      | EMHS NURSES                   | 59,740.00      | 16,292.70    | 43,447.20       | 0.10             | 100.0% |
| 10130167 51100                      | EMMS NURSES                   | 60,088.95      | 19,594.99    | 45,573.85       | -5,079.89        | 108.5% |
| 10130168 51100                      | BBE NURSES                    | 98,519.50      | 29,973.31    | 41,949.12       | 26,597.07        | 73.0%  |
| 10130169 51100                      | SUB NURSES                    | 22,000.00      | 6,085.66     | 0.00            | 15,914.34        | 27.7%  |
| 10170000 51100                      | ATHLETIC TRAINER              | 30,924.00      | 1,520.00     | 0.00            | 29,404.00        | 4.9%   |
| TOTAL SALARIES OF REGULAR EMPLOYEES |                               | 2,247,639.96   | 866,159.45   | 433,888.98      | 947,591.53       | 57.8%  |
| 51300 SALARIES FOR OVERTIME         |                               |                |              |                 |                  |        |
| 10060000 51300                      | CUSTODIAL OVERTIME            | 15,000.00      | 1,412.96     | 0.00            | 13,587.04        | 9.4%   |
| TOTAL SALARIES FOR OVERTIME         |                               | 15,000.00      | 1,412.96     | 0.00            | 13,587.04        | 9.4%   |
| 51500 ADDL COMP BONUS/INCENTIVES    |                               |                |              |                 |                  |        |
| 10110100 51500                      | PARAPROFESSIONAL PMT STIPENDS | 20,100.00      | 577.05       | 0.00            | 19,522.95        | 2.9%   |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024-05

| ORIGINAL APPROP                  | TRANS/ADJSMTS                  | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|----------------------------------|--------------------------------|----------------|--------------|-----------------|------------------|--------|
| 10110101 51500                   | VACATION/SEPARATION PAY        | 21,000.00      | 22,472.29    | 0.00            | -1,472.29        | 107.0% |
| 10110199 51500                   | ADVISOR/AFTER SCHOOL STIPEND   | 80,615.00      | 442.80       | 0.00            | 80,172.20        | .5%    |
| 10110221 51500                   | BBE PLC STIPENDS               | 35,615.16      | 13,528.48    | 0.00            | 22,086.68        | 38.0%  |
| 10110222 51500                   | EMWS PLC STIPENDS              | 35,615.16      | 15,004.71    | 0.00            | 20,610.45        | 42.1%  |
| 10110223 51500                   | EMWS PLC STIPEND               | 35,615.16      | 10,558.87    | 0.00            | 25,056.29        | 29.6%  |
| 10110290 51500                   | COMP TIME PAYOUT               | 1,000.00       | 0.00         | 0.00            | 1,000.00         | .0%    |
| 10110318 51500                   | NURSE CONTRACT REIMBURSEMENTS  | 0.00           | 1,365.00     | 0.00            | -1,365.00        | 100.0% |
| TOTAL ADDL COMP BONUS/INCENTIVES |                                | 233,560.48     | 63,949.20    | 0.00            | 165,611.28       | 27.9%  |
|                                  |                                | -4,000.00      |              |                 |                  |        |
|                                  |                                | 229,560.48     |              |                 |                  |        |
| <b>51900 OTHER SALARIES</b>      |                                |                |              |                 |                  |        |
| 10010107 51900                   | BBES TEACHER RESIDENCY PROGRAM | 34,000.00      | 11,104.82    | 17,818.22       | 5,076.96         | 85.1%  |
| 10030000 51900                   | EMWS ISS                       | 30,429.83      | 8,072.35     | 0.00            | 22,357.48        | 26.5%  |
| 10030100 51900                   | EMWS GUIDANCE                  | 0.00           | 0.00         | 0.00            | 0.00             | .0%    |
| 10030328 51900                   | DIST SUB/ATHLETIC DIRECTOR     | 59,999.94      | 13,846.14    | 46,153.80       | 0.00             | 100.0% |
| 10040000 51900                   | SPECIAL ED SUMMER SCHOOL       | 130,000.00     | 125,630.55   | 0.00            | 4,369.45         | 96.6%  |
| 10040215 51900                   | TRANSITION WORK EXPERIENCE     | 20,000.00      | 5,523.00     | 0.00            | 14,477.00        | 27.6%  |
| 10170000 51900                   | EMWS COACHES                   | 14,859.00      | 3,469.00     | 0.00            | 11,390.00        | 23.3%  |
| 10170001 51900                   | EMWS COACHES                   | 83,063.98      | 25,955.29    | 0.00            | 40,595.57        | 39.0%  |
|                                  |                                | -16,513.12     |              |                 |                  |        |
| TOTAL OTHER SALARIES             |                                | 312,352.81     | 193,601.15   | 63,972.02       | 98,266.46        | 72.4%  |
|                                  |                                | 43,486.82      |              |                 |                  |        |
|                                  |                                | 355,839.63     |              |                 |                  |        |
| <b>52100 GROUP INSURANCE</b>     |                                |                |              |                 |                  |        |
| 10110100 52100                   | MEDICAL INSURANCE              | 2,371,834.00   | 1,652,815.80 | 0.00            | 719,018.20       | 69.7%  |
|                                  |                                | 0.00           |              |                 |                  |        |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| ORIGINAL APPROP                             | TRANS/ADJSMTS              | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|---|----------------------------|----------------|--------------|-----------------|------------------|--------|
| 10110101 52100                              | CRIME INSURANCE            | 970.00         | 970.00       | 0.00            | 0.00             | 100.0% |
| 10110189 52100                              | LIFE INSURANCE             | 26,464.00      | 7,493.10     | 18,970.90       | 0.00             | 100.0% |
| 10120311 52100                              | AUTO/LIABILITY             | 123,731.00     | 61,310.51    | 61,284.87       | 1,135.62         | 99.1%  |
| 10170000 52100                              | STUDENT ATHLETIC INSURANCE | 3,800.00       | 3,788.00     | 0.00            | 12.00            | 99.7%  |
| TOTAL GROUP INSURANCE                       |                            | 2,526,799.00   | 1,726,377.41 | 80,255.77       | 720,165.82       | 71.5%  |
| 2,526,799.00                                |                            |                |              |                 |                  |        |
| <b>52200 EMPLOYER SHARE SOCIAL SECURITY</b> |                            |                |              |                 |                  |        |
| 10110100 52200                              | SOCIAL SECURITY/MEDICARE   | 630,000.00     | 230,877.75   | 0.00            | 399,122.25       | 36.6%  |
| TOTAL EMPLOYER SHARE SOCIAL SECURITY        |                            | 630,000.00     | 230,877.75   | 0.00            | 399,122.25       | 36.6%  |
| 630,000.00                                  |                            |                |              |                 |                  |        |
| <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              |                            | 581,683.30     | 671,226.00   | 0.00            | -89,542.70       | 115.4% |
| 581,683.30                                  |                            |                |              |                 |                  |        |
| <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             |                            | 41,600.00      | 9,561.00     | 0.00            | 32,039.00        | 23.0%  |
| 41,600.00                                   |                            |                |              |                 |                  |        |
| <b>52700 workers Compensation</b>           |                            |                |              |                 |                  |        |
| 10110100 52700                              | WORKERS COMPENSATION       | 125,277.00     | 62,627.40    | 62,627.40       | 22.20            | 100.0% |
| 125,277.00                                  |                            |                |              |                 |                  |        |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| 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% |
| 125,277.00                           |                                |                |              |                 |                  |        |
| <b>53010 PURCHASED PROF SERVICES</b> |                                |                |              |                 |                  |        |
| 10040000 53010                       | SPECIAL ED CONTRACTED SERVICES |                |              |                 |                  |        |
|                                      | -1,500.00                      | 43,500.00      | 19,796.98    | 21,920.00       | 1,783.02         | 95.9%  |
| 10040201 53010                       | SE HOME/HOSPITAL TUTOR SERV    |                |              |                 |                  |        |
|                                      | 0.00                           | 10,000.00      | 504.95       | 0.00            | 9,495.05         | 5.0%   |
| 10040202 53010                       | SPECIAL ED DIAGNOSTIC SERVICES |                |              |                 |                  |        |
|                                      | 0.00                           | 20,000.00      | 0.00         | 0.00            | 20,000.00        | .0%    |
| 10110100 53010                       | DISTRICT WIDE CONFERENCES      |                |              |                 |                  |        |
|                                      | 0.00                           | 1,000.00       | 212.15       | 0.00            | 787.85           | 21.2%  |
| 10110109 53010                       | KELLY SUBSTITUTES              |                |              |                 |                  |        |
|                                      | 0.00                           | 150,000.00     | 29,896.22    | 119,943.35      | 160.43           | 99.9%  |
| 10110132 53010                       | DW SERVICE CONTRACTS           |                |              |                 |                  |        |
|                                      | -529.86                        | 86,427.86      | 46,979.72    | 13,119.00       | 26,329.14        | 69.5%  |
| 10110133 53010                       | FINANCE AUDIT CONTRACTS        |                |              |                 |                  |        |
|                                      | 0.00                           | 79,606.00      | 50,612.64    | 0.00            | 28,993.36        | 63.6%  |
| 10110134 53010                       | LEGAL                          |                |              |                 |                  |        |
|                                      | 0.00                           | 20,000.00      | 31,282.50    | 0.00            | -11,282.50       | 156.4% |
| 10110138 53010                       | DISTRICT WIDE PHONE SERVICE    |                |              |                 |                  |        |
|                                      | 0.00                           | 30,000.00      | 11,541.57    | 21,058.43       | -2,600.00        | 108.7% |
| 10130000 53010                       | NURSE SERVICE CONTRACTS        |                |              |                 |                  |        |
|                                      | 0.00                           | 3,000.00       | 4,895.06     | 0.00            | -1,895.06        | 163.2% |
| TOTAL PURCHASED PROF SERVICES        |                                | 443,533.86     | 195,721.79   | 176,040.78      | 71,771.29        | 83.8%  |
| 445,563.72                           | -2,029.86                      |                |              |                 |                  |        |
| <b>53040 NURSING SERVICES</b>        |                                |                |              |                 |                  |        |
| 10130000 53040                       | DISTRICT PHYSICIAN SERVICES    |                |              |                 |                  |        |
|                                      | 0.00                           | 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%  |
| 5,050.00                             |                                |                |              |                 |                  |        |
| <b>53060 CURRICULUM DEVELOPMENT</b>  |                                |                |              |                 |                  |        |
| 10020000 53060                       | EWMS CONFERENCES               |                |              |                 |                  |        |
|                                      | 0.00                           | 150.00         | 0.00         | 0.00            | 150.00           | .0%    |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| ORIGINAL APPROP                        | TRANS/ADJSMTS                             | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|--|---|----------------|--------------|-----------------|------------------|--------|
| 10040000 53060                         | SPECIAL EDUCATION CONFERENCES<br>1,500.00 | 2,000.00       | 1,472.36     | 0.00            | 527.64           | 73.6%  |
| 10080000 53060                         | PROF DEVELOPMENT IN-SERVICE<br>0.00       | 1,600.00       | 0.00         | 0.00            | 1,600.00         | .0%    |
| 10080159 53060                         | PROF DEVELOPMENT OUT OF DIST<br>0.00      | 9,000.00       | 9,000.00     | 0.00            | 0.00             | 100.0% |
| 10110100 53060                         | BOE PROFESSIONAL DEVELOPMENT<br>0.00      | 1,070.00       | 75.00        | 0.00            | 995.00           | 7.0%   |
| TOTAL CURRICULUM DEVELOPMENT           | 1,500.00                                  | 13,820.00      | 10,547.36    | 0.00            | 3,272.64         | 76.3%  |
| <b>53070 TESTING/SCORING</b>           |   |                |              |                 |                  |        |
| 10040000 53070                         | SE STANDARDIZED TESTING<br>0.00           | 10,000.00      | 2,539.86     | 0.00            | 7,460.14         | 25.4%  |
| 10080000 53070                         | CIA STANDARDIZED TESTING<br>0.00          | 11,465.00      | 0.00         | 0.00            | 11,465.00        | .0%    |
| TOTAL TESTING/SCORING                  | 0.00                                      | 21,465.00      | 2,539.86     | 0.00            | 18,925.14        | 11.8%  |
| <b>53200 PROF EDUCATIONAL SERVICES</b> |   |                |              |                 |                  |        |
| 10080000 53200                         | TRANSLATION SERVICE<br>0.00               | 7,500.00       | 595.00       | 0.00            | 6,905.00         | 7.9%   |
| 10080001 53200                         | CIA SERVICE CONTRACTS<br>0.00             | 67,000.00      | 43,756.87    | 1,995.00        | 21,248.13        | 68.3%  |
| 10080158 53200                         | ALTERNATIVE ED SERVICES<br>0.00           | 5,000.00       | 1,750.00     | 0.00            | 3,250.00         | 35.0%  |
| TOTAL PROF EDUCATIONAL SERVICES        | 0.00                                      | 79,500.00      | 46,101.87    | 1,995.00        | 31,403.13        | 60.5%  |
| <b>53500 TECHNOLOGY SERVICES</b>       |   |                |              |                 |                  |        |
| 10070000 53500                         | TECHNOLOGY EQUIP/SUPPLIES/LIC<br>0.00     | 80,000.00      | 93,156.99    | 36,929.97       | -50,086.96       | 162.6% |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP                        | TRANS/ADJSMTS                        | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|--|--------------------------------------|----------------|--------------|-----------------|------------------|--------|
| 10070001 53500                         | SUZOR IT<br>0.00                     | 169,600.00     | 84,800.96    | 84,799.04       | 0.00             | 100.0% |
| TOTAL TECHNOLOGY SERVICES              |                                      | 249,600.00     | 177,957.95   | 121,729.01      | -50,086.96       | 120.1% |
| <b>53540 SPORTS OFFICIALS</b>          |                                      |                |              |                 |                  |        |
| 10170000 53540                         | EMWS OFFICIALS FEES<br>45,000.00     | 45,000.00      | 11,152.02    | 2,288.00        | 31,559.98        | 29.9%  |
| 10170001 53540                         | EMWS OFFICIALS FEES<br>7,991.00      | 7,991.00       | 0.00         | 0.00            | 7,991.00         | .0%    |
| TOTAL SPORTS OFFICIALS                 |                                      | 52,991.00      | 11,152.02    | 2,288.00        | 39,550.98        | 25.4%  |
| <b>54100 UTILITY SERVICES</b>          |                                      |                |              |                 |                  |        |
| 10060000 54100                         | DISTRICT WIDE ELECTRIC<br>250,000.00 | 250,000.00     | 57,133.79    | 192,866.21      | 0.00             | 100.0% |
| 10060001 54100                         | NATURAL GAS<br>180,000.00            | 180,000.00     | 15,162.79    | 164,837.21      | 0.00             | 100.0% |
| 10060002 54100                         | EMWS HEATING OIL<br>100,000.00       | 100,000.00     | 17,280.54    | 67,719.46       | 15,000.00        | 85.0%  |
| 10120312 54100                         | BUS FUEL<br>120,000.00               | 120,000.00     | 43,961.50    | 76,038.50       | 0.00             | 100.0% |
| TOTAL UTILITY SERVICES                 |                                      | 650,000.00     | 133,538.62   | 501,461.38      | 15,000.00        | 97.7%  |
| <b>54103 SNOW PLOWING/SANDING</b>      |                                      |                |              |                 |                  |        |
| 10060000 54103                         | SNOW REMOVAL & SANDING<br>36,000.00  | 36,000.00      | 0.00         | 0.00            | 36,000.00        | .0%    |
| TOTAL SNOW PLOWING/SANDING             |                                      | 36,000.00      | 0.00         | 0.00            | 36,000.00        | .0%    |
| <b>54300 REPAIRS &amp; MAINTENANCE</b> |                                      |                |              |                 |                  |        |
| 10060147 54300                         | EQUIPMENT REPAIRS/CONTRACTS          |                |              |                 |                  |        |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP                            | TRANS/ADJSMTS | REVISED BUDGET                       | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|--|---------------|--------------------------------------|--------------|-----------------|------------------|--------|
| 10060148                                   | 54300         | REPAIRS & MAINTENANCE<br>0.00        | 6,128.85     | 10,915.07       | 2,356.08         | 87.9%  |
|  |               | 75,000.00                            | 46,936.81    | 20,550.12       | 7,513.07         | 90.0%  |
|  |               | 94,400.00                            | 53,065.66    | 31,465.19       | 9,869.15         | 89.5%  |
| <b>TOTAL REPAIRS &amp; MAINTENANCE</b>     |               |                                      |              |                 |                  |        |
| <b>54301 BUILDING MAINTENANCE</b>          |               |                                      |              |                 |                  |        |
| 10060149                                   | 54301         | EMHS BUILDING REPAIRS<br>0.00        | 26,144.36    | 12,632.74       | 13,594.90        | 74.0%  |
| 10060150                                   | 54301         | EMWS BUILDING REPAIRS<br>0.00        | 18,228.99    | 9,158.29        | 21,584.72        | 55.9%  |
| 10060151                                   | 54301         | BBE BUILDING REPAIRS<br>0.00         | 13,132.55    | 4,641.50        | 24,497.95        | 42.0%  |
| 10060331                                   | 54301         | BOE SHARE BBE WATER MAIN REP<br>0.00 | 20,448.47    | 0.00            | -20,448.47       | 100.0% |
|  |               | 143,616.00                           | 77,954.37    | 26,432.53       | 39,229.10        | 72.7%  |
| <b>TOTAL BUILDING MAINTENANCE</b>          |               |                                      |              |                 |                  |        |
| <b>54411 WATER/SEWER</b>                   |               |                                      |              |                 |                  |        |
| 10060000                                   | 54411         | DISTRICT WIDE WATER<br>0.00          | 5,381.10     | 24,618.90       | 0.00             | 100.0% |
| 10060144                                   | 54411         | DISTRICT WIDE SEWER FEE<br>0.00      | 10,849.70    | 0.00            | 1,150.30         | 90.4%  |
|  |               | 42,000.00                            | 16,230.80    | 24,618.90       | 1,150.30         | 97.3%  |
| <b>TOTAL WATER/SEWER</b>                   |               |                                      |              |                 |                  |        |
| <b>54900 OTHER PURCH PROPERTY SERVICES</b> |               |                                      |              |                 |                  |        |
| 10060000                                   | 54900         | DPM TOWN SHARE<br>0.00               | 0.00         | 0.00            | 35,000.00        | .0%    |
| 10060146                                   | 54900         | TRASH COLLECTION<br>0.00             | 12,442.27    | 16,129.73       | 0.00             | 100.0% |
|  |               | 63,572.00                            | 12,442.27    | 16,129.73       | 35,000.00        | 44.9%  |
| <b>TOTAL OTHER PURCH PROPERTY SERVICES</b> |               |                                      |              |                 |                  |        |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP                     | TRANS/ADJISMTS | REVISED BUDGET                 | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|-------------------------------------|----------------|--------------------------------|--------------|-----------------|------------------|--------|
| <b>55100 STUDENT TRANSPORTATION</b> |                |                                |              |                 |                  |        |
| 10020000                            | 55100          | EWMS TRANSPORTATION            |              |                 | 6,931.57         | 20.1%  |
|                                     |                | 8,671.00                       | 958.95       | 780.48          |                  |        |
| 10030000                            | 55100          | EWMS FIELD TRIP TRANSPORTATION |              |                 | 2,314.72         | 33.9%  |
|                                     |                | 3,500.00                       | 1,185.28     | 0.00            |                  |        |
| 10040000                            | 55100          | SPECIAL ED TRANSPORTATION      |              |                 | 41,419.54        | 92.4%  |
|                                     |                | 545,744.00                     | 119,760.99   | 384,563.47      |                  |        |
| 10040219                            | 55100          | FIELD TRIPS                    |              |                 | 1,100.00         | .0%    |
|                                     |                | 1,100.00                       | 0.00         | 0.00            |                  |        |
| 10120000                            | 55100          | REGULAR ED STUDENT TRANSPORT   |              |                 | 59,688.00        | 92.3%  |
|                                     |                | 772,000.00                     | 188,754.02   | 523,557.98      |                  |        |
| 10120170                            | 55100          | EWMS VO-AG TRANSPORTATION      |              |                 | 12,000.00        | .0%    |
|                                     |                | 12,000.00                      | 0.00         | 0.00            |                  |        |
| 10120258                            | 55100          | CHENEY/ROCKVILLE TRANSPORT     |              |                 | 8,011.80         | 86.5%  |
|                                     |                | 59,311.80                      | 17,535.40    | 33,764.60       |                  |        |
| 10120334                            | 55100          | MCKINNEY VENTO                 |              |                 | -46,510.00       | 100.0% |
|                                     |                | 0.00                           | 8,329.00     | 38,181.00       |                  |        |
| 10122901                            | 55100          | LATE BUS                       |              |                 | 0.00             | 100.0% |
|                                     |                | 5,000.00                       | 1,509.75     | 3,490.25        |                  |        |
| 10170000                            | 55100          | ATHLETIC TRIPS                 |              |                 | 29,625.83        | 42.2%  |
|                                     |                | 51,300.00                      | 7,069.76     | 14,604.41       |                  |        |
| TOTAL STUDENT TRANSPORTATION        |                |                                | 345,103.15   | 998,942.19      | 114,581.46       | 92.1%  |
|                                     |                | 1,458,626.80                   |              |                 |                  |        |
| <b>55301 POSTAGE</b>                |                |                                |              |                 |                  |        |
| 10110100                            | 55301          | DISTRICT WIDE POSTAGE          |              |                 | 0.00             | 100.0% |
|                                     |                | 11,321.00                      | 2,986.07     | 8,334.93        |                  |        |
| 10110313                            | 55301          | DISTRICT WIDE PRINTING         |              |                 | 4,650.00         | .0%    |
|                                     |                | 4,650.00                       | 0.00         | 0.00            |                  |        |
| TOTAL POSTAGE                       |                |                                | 2,986.07     | 8,334.93        | 4,650.00         | 70.9%  |
|                                     |                | 15,971.00                      |              |                 |                  |        |
| <b>55600 TUITION</b>                |                |                                |              |                 |                  |        |
| 10040000                            | 55600          | IN STATE PUBLIC TUITION        |              |                 | -128,648.96      | 155.4% |
|                                     |                | 232,081.00                     | 8,564.09     | 352,165.87      |                  |        |
|                                     |                | 0.00                           |              |                 |                  |        |



# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP                       | TRANS/ADJSMTS | REVISED BUDGET                             | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED  |
|---------------------------------------|---------------|--|--------------|-----------------|------------------|---------|
| 10040203                              | 55600         | PRIVATE TUITION IN STATE<br>27,224.00      | 145,450.77   | 528,476.25      | -646,703.02      | 2475.5% |
| 10080000                              | 55600         | ADULT ED PROGRAMS<br>39,146.00             | 32,418.00    | 0.00            | 6,728.00         | 82.8%   |
| 10110135                              | 55600         | MAGNET SCHOOL TUITION<br>444,864.00        | 0.00         | 0.00            | 444,864.00       | .0%     |
| 10110136                              | 55600         | VERNON/SUFFIELD VOAG TUITION<br>141,071.00 | 107,593.46   | 44,349.50       | -10,871.96       | 107.7%  |
| 10110137                              | 55600         | ALTERNATIVE LEARNING PROGRAM<br>40,000.00  | 21,175.00    | 22,950.00       | -4,125.00        | 110.3%  |
| TOTAL TUITION                         |               | 924,386.00                                 | 315,201.32   | 947,941.62      | -338,756.94      | 136.6%  |
| <b>55800 TRAVEL REIMBURSEMENT</b>     |               |  |              |                 |                  |         |
| 10010000                              | 55800         | BBES TRAVEL REIMBURSEMENT<br>2,400.00      | 0.00         | 0.00            | 2,400.00         | .0%     |
| 10020000                              | 55800         | EWMS TRAVEL REIMBURSEMENT<br>2,400.00      | 0.00         | 0.00            | 2,400.00         | .0%     |
| 10030000                              | 55800         | EWHS TRAVEL REIMBURSEMENT<br>2,400.00      | 0.00         | 0.00            | 2,400.00         | .0%     |
| 10040000                              | 55800         | TRAVEL EXPENSES<br>3,600.00                | 263.97       | 0.00            | 3,336.03         | 7.3%    |
| 10070000                              | 55800         | DISTRICT WIDE TECH TRAVEL<br>750.00        | 172.93       | 0.00            | 0.00             | 100.0%  |
| 10080000                              | 55800         | TRAVEL<br>2,000.00                         | 0.00         | 0.00            | 2,000.00         | .0%     |
| 10110100                              | 55800         | ITINERANT MILEAGE<br>535.00                | 887.99       | 0.00            | -352.99          | 166.0%  |
| 10110139                              | 55800         | ADMIN TRAVEL EXPENSE<br>5,200.00           | 19,359.23    | 189.75          | -13,771.91       | 338.4%  |
| TOTAL TRAVEL REIMBURSEMENT            |               | 19,285.00                                  | 20,684.12    | 189.75          | -1,588.87        | 108.2%  |
| <b>55990 OTHER PURCHASED SERVICES</b> |               |  |              |                 |                  |         |
| 10130000                              | 55990         | CONFERENCES<br>1,500.00                    | 1,067.00     | 0.00            | 433.00           | 71.1%   |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP                     | TRANS/ADJSMTS                  | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|-------------------------------------|--------------------------------|----------------|--------------|-----------------|------------------|--------|
| TOTAL OTHER PURCHASED SERVICES      | 0.00                           | 1,500.00       | 1,067.00     | 0.00            | 433.00           | 71.1%  |
| 1,500.00                            |                                |                |              |                 |                  |        |
| <b>56010 SUPPLIES</b>               |                                |                |              |                 |                  |        |
| 10030000 56010                      | EMHS GENERAL SUPPLIES          | 2,700.00       | 1,930.19     | 530.34          | 239.47           | 91.1%  |
| 10030100 56010                      | GUIDANCE SUPPLIES              | 18,500.00      | 1,972.95     | 0.00            | 16,527.05        | 10.7%  |
| 10170000 56010                      | EMHS ATHLETIC SUPPLIES         | 15,465.00      | 12,003.56    | 3,007.54        | 453.90           | 97.1%  |
| TOTAL SUPPLIES                      |                                | 36,665.00      | 15,906.70    | 3,537.88        | 17,220.42        | 53.0%  |
| 36,665.00                           |                                |                |              |                 |                  |        |
| <b>56100 GENERAL SUPPLIES</b>       |                                |                |              |                 |                  |        |
| 10010000 56100                      | BBES GENERAL SUPPLIES          | 294.00         | 888.20       | 60.00           | -654.20          | 322.5% |
| 10010101 56100                      | BBES INSTRUCT/LIBRARY SUPPLIES | 10,684.36      | 15,106.69    | 66.19           | -4,782.52        | 146.0% |
| 10060000 56100                      | DISTRICT WIDE CUSTODIAL SUPP   | 0.00           | -322.63      | 0.00            | 322.63           | 100.0% |
| 10060152 56100                      | DISTRICT WIDE GROUNDS SUPPLIES | 22,000.00      | 13,043.35    | 3,726.00        | 5,230.65         | 76.2%  |
| 10060283 56100                      | WINTER PPE                     | 3,000.00       | 0.00         | 0.00            | 3,000.00         | .0%    |
| 10080000 56100                      | CIA GENERAL SUPPLIES           | 1,625.00       | 475.45       | 0.00            | 1,149.55         | 29.3%  |
| 10110100 56100                      | DISTRICT GENERAL SUPPLIES      | 11,000.00      | 5,585.38     | 5,632.26        | -217.64          | 102.0% |
| 10130000 56100                      | NURSE GENERAL SUPPLIES         | 9,700.00       | 5,023.98     | 146.29          | 4,529.73         | 53.3%  |
| TOTAL GENERAL SUPPLIES              |                                | 58,009.36      | 39,800.42    | 9,630.74        | 8,578.20         | 85.2%  |
| 58,009.36                           |                                |                |              |                 |                  |        |
| <b>56110 INSTRUCTIONAL SUPPLIES</b> |                                |                |              |                 |                  |        |
| 10020000 56110                      | EMHS INSTRUCT/LIBRARY SUPPLIES | 978.43         | 1,056.69     | 43.99           | -122.25          | 112.5% |
| 978.43                              |                                |                |              |                 |                  |        |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| ORIGINAL APPROP              | TRANS/ADJSMTS                            | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|------------------------------|--|----------------|--------------|-----------------|------------------|--------|
| 10030000 56110               | EMHS INSTRUCT/LIBRARY SUPPLIES<br>529.86 | 7,171.98       | 4,433.75     | 3,634.28        | -896.05          | 112.5% |
| 10040000 56110               | SPECIAL ED INSTRUT SUPPLIES<br>0.00      | 25,000.00      | 3,083.53     | 2,233.97        | 19,682.50        | 21.3%  |
| 10080000 56110               | CIA INSTRUCTIONAL SUPPLIES<br>0.00       | 15,790.56      | 15,393.64    | 0.00            | 396.92           | 97.5%  |
| TOTAL INSTRUCTIONAL SUPPLIES | 529.86                                   | 48,940.97      | 23,967.61    | 5,912.24        | 19,061.12        | 61.1%  |
| <b>56120 ADMIN SUPPLIES</b>  |  |                |              |                 |                  |        |
| 10040000 56120               | SPECIAL ED ADMIN SUPPLIES<br>0.00        | 1,500.00       | 1,367.61     | 0.00            | 132.39           | 91.2%  |
| 10080000 56120               | CIA ADMIN SUPPLIES<br>0.00               | 3,000.00       | 214.66       | 0.00            | 2,785.34         | 7.2%   |
| 10110100 56120               | DISTRICT WIDE ADMIN SUPPLIES<br>0.00     | 10,040.00      | 3,519.32     | 0.00            | 6,520.68         | 35.1%  |
| TOTAL ADMIN SUPPLIES         | 0.00                                     | 14,540.00      | 5,101.59     | 0.00            | 9,438.41         | 35.1%  |
| <b>56410 TEXTBOOKS</b>       |  |                |              |                 |                  |        |
| 10010000 56410               | BBES TEXTBOOKS<br>0.00                   | 2,943.00       | 2,959.75     | 0.00            | -16.75           | 100.6% |
| 10020000 56410               | EMHS TEXTBOOKS<br>0.00                   | 725.00         | 0.00         | 0.00            | 725.00           | .0%    |
| TOTAL TEXTBOOKS              | 0.00                                     | 3,668.00       | 2,959.75     | 0.00            | 708.25           | 80.7%  |
| <b>56900 OTHER SUPPLIES</b>  |  |                |              |                 |                  |        |
| 10020000 56900               | EMHS GRADUATION AWARD<br>0.00            | 250.00         | 0.00         | 0.00            | 250.00           | .0%    |
| 10030000 56900               | EMHS GRADUATION AWARDS<br>0.00           | 8,000.00       | 0.00         | 844.42          | 7,155.58         | 10.6%  |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| ORIGINAL APPROP                            | TRANS/ADJ/SMTS                 | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|--|--------------------------------|----------------|--------------|-----------------|------------------|--------|
| 10040000 56900                             | TRANSITION SUPPLIES            | 12,500.00      | 2,295.67     | 3,994.64        | 6,209.69         | 50.3%  |
| 10170000 56900                             | EWMS ATHLETIC/AFTER SCHOOL SUP | 20,278.00      | 2,734.63     | 1,168.31        | 16,375.06        | 19.2%  |
| TOTAL OTHER SUPPLIES                       |                                | 41,028.00      | 5,030.30     | 6,007.37        | 29,990.33        | 26.9%  |
| <b>57300 EQUIPMENT</b>                     |                                |                |              |                 |                  |        |
| 10040000 57300                             | SPECIAL ED INS EQUIP           | 3,500.00       | 33.99        | 0.00            | 3,466.01         | 1.0%   |
| TOTAL EQUIPMENT                            |                                | 3,500.00       | 33.99        | 0.00            | 3,466.01         | 1.0%   |
| <b>57340 Technology - Related Hardware</b> |                                |                |              |                 |                  |        |
| 10020000 57340                             | EWMS REPLACEMENT EQUIPMENT     | 2,800.00       | 0.00         | 55.72           | 2,744.28         | 2.0%   |
| 10030000 57340                             | EWMS REPLACEMENT EQUIPMENT     | 1,500.00       | 341.00       | 0.00            | 1,159.00         | 22.7%  |
| TOTAL Technology - Related Hardware        |                                | 4,300.00       | 341.00       | 55.72           | 3,903.28         | 9.2%   |
| <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%  |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

| FOR 2024_05                  |                        |                |              |                 |                  |        |
|------------------------------|------------------------|----------------|--------------|-----------------|------------------|--------|
| ORIGINAL APPROP              | TRANS/ADJSMTS          | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
| TOTAL OTHER EQUIPMENT        | 0.00                   | 1,000.00       | 640.00       | 0.00            | 360.00           | 64.0%  |
| 1,000.00                     |                        |                |              |                 |                  |        |
| <b>58100 DUES &amp; FEES</b> |                        |                |              |                 |                  |        |
| 10020000 58100               | EMWS DUES & FEES       | 2,300.00       | 1,350.00     | 275.00          | 675.00           | 70.7%  |
| 10030000 58100               | EMWS 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      | 11,406.78    | 3,340.00        | -2,246.78        | 118.0% |
| 10110139 58100               | ADMIN DUES/FEES        | 12,501.00      | 6,453.89     | 0.00            | 6,047.11         | 51.6%  |
| 10130000 58100               | DUES/FEES/TRAVEL       | 700.00         | 80.00        | 0.00            | 620.00           | 11.4%  |
| TOTAL DUES & FEES            |                        | 33,351.00      | 26,326.67    | 3,615.00        | 3,409.33         | 89.8%  |
| 33,351.00                    |                        |                |              |                 |                  |        |
| TOTAL General Fund School    |                        | 26,496,749.51  | 9,880,013.69 | 12,050,592.75   | 4,566,143.07     | 82.8%  |
| 26,496,750.00                |                        |                |              |                 |                  |        |
| TOTAL EXPENSES               |                        | 26,496,749.51  | 9,880,013.69 | 12,050,592.75   | 4,566,143.07     |        |
| 26,496,750.00                |                        |                |              |                 |                  |        |
| GRAND TOTAL                  |                        | 26,496,749.51  | 9,880,013.69 | 12,050,592.75   | 4,566,143.07     | 82.8%  |
| 26,496,750.00                |                        |                |              |                 |                  |        |

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

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP             | TRANS/ADJSMTS | 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          | -58,700.55  | 0.00            | 0.30             | 100.0% |
|                             |               | -58,700.25                     |             |                 |                  |        |
| 20212115                    | 43100         | FY21 ARP ESSER III REVENUE     | -203,446.04 | 0.00            | -690,868.49      | 22.7%  |
|                             |               | -894,314.53                    |             |                 |                  |        |
| 20230298                    | 43100         | FY23 TITLE IV REVENUE          | 0.00        | 0.00            | -30,110.00       | .0%    |
|                             |               | -30,110.00                     |             |                 |                  |        |
| 20230304                    | 43100         | FY23 VOICE 4 CHANGE REVENUE    | -13,037.51  | 0.00            | 0.00             | 100.0% |
|                             |               | -13,037.51                     |             |                 |                  |        |
| 20230320                    | 43100         | ARPA MENTAL HEALTH REVENUE     | -10,815.96  | 0.00            | -36,053.04       | 23.1%  |
|                             |               | -46,869.00                     |             |                 |                  |        |
| 20232002                    | 43100         | FY23 TITLE IA REVENUE          | -4,464.83   | 0.00            | -45,000.00       | 9.0%   |
|                             |               | -49,464.83                     |             |                 |                  |        |
| 20232003                    | 43100         | FY23 TITLE IIA REVENUE         | -26,128.83  | 0.00            | -27,610.17       | 48.6%  |
|                             |               | -53,739.00                     |             |                 |                  |        |
| 20240316                    | 43100         | FY24 IDEA 611 REVENUE          | -56,084.50  | 0.00            | -220,381.50      | 20.3%  |
|                             |               | -276,466.00                    |             |                 |                  |        |
| 20240317                    | 43100         | FY24 IDEA 619 REVENUE          | -2,000.00   | 0.00            | -9,498.00        | 17.4%  |
|                             |               | -11,498.00                     |             |                 |                  |        |
| 20240319                    | 43100         | FY24 ARP ESSER DUAL CREDIT REV | -3,555.00   | 0.00            | -6,444.20        | 35.6%  |
|                             |               | -9,999.20                      |             |                 |                  |        |
| 20240321                    | 43100         | FY24 TITLE I PART A REVENUE    | -106,799.57 | 0.00            | -327,593.43      | 24.6%  |
|                             |               | -434,393.00                    |             |                 |                  |        |
| 20240326                    | 43100         | FY24 TITLE IIA REVENUE         | 0.00        | 0.00            | -36,394.00       | .0%    |
|                             |               | -36,394.00                     |             |                 |                  |        |
| 20240332                    | 43100         | FY24 SHEFF ED ENHANCEMENT REV  | 0.00        | 0.00            | -3,600.00        | .0%    |
|                             |               | -3,600.00                      |             |                 |                  |        |
| TOTAL FEDERAL GRANTS        | 0.00          | -1,918,585.32                  | -485,032.79 | 0.00            | -1,433,552.53    | 25.3%  |
| <b>43300 STATE GRANTS</b>   |               |                                |             |                 |                  |        |
| 20230330                    | 43300         | FY23 PERKINS SUP ENH REV       | -42,028.00  | 0.00            | 0.00             | 100.0% |
|                             |               | -42,028.00                     |             |                 |                  |        |
| 20240315                    | 43300         | FY24 SHEFF SETTLMNT REV        | -38,616.90  | 0.00            | -62,275.10       | 38.3%  |
|                             |               | -100,892.00                    |             |                 |                  |        |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024-05

| ORIGINAL APPROP                            | TRANS/ADJSMTS                              | REVISED BUDGET | YTD ACTUAL  | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|--|--|----------------|-------------|-----------------|------------------|--------|
| 20240322 43300                             | FY24 ALLIANCE REVENUE<br>-186,987.00       | -186,987.00    | -19,399.56  | 0.00            | -167,587.44      | 10.4%  |
| 20240323 43300                             | FY24 FRC GRANT REV<br>-112,629.00          | -112,629.00    | -17,063.95  | 0.00            | -95,565.05       | 15.2%  |
| 20240329 43300                             | FY24 FARM 2 SCHOOL REVENUE<br>-1,212.53    | -1,212.53      | -1,212.53   | 0.00            | 0.00             | 100.0% |
| TOTAL STATE GRANTS                         | -443,748.53                                | -443,748.53    | -118,320.94 | 0.00            | -325,427.59      | 26.7%  |
| <b>51010 SALARIES PAID TO TEACHERS</b>     |  |                |             |                 |                  |        |
| 20212115 51010                             | ESSER III TEACHER SALARIES<br>557,367.57   | 557,367.57     | 110,826.36  | 133,903.31      | 312,637.90       | 43.9%  |
| 20230320 51010                             | ARPA MENTAL HEALTH SALARIES<br>46,869.00   | 46,869.00      | 16,223.91   | 28,842.43       | 1,802.66         | 96.2%  |
| 20240315 51010                             | SHEFF OC TEACHER SALARIES<br>95,892.00     | 95,892.00      | 46,177.15   | 76,360.00       | -26,645.15       | 127.8% |
| 20240319 51010                             | ARP ESSER DUAL CREDIT SALARIES<br>3,555.20 | 3,555.20       | 3,555.00    | 0.00            | 0.20             | 100.0% |
| 20240321 51010                             | FY24 TITLE I SALARIES<br>149,108.71        | 149,108.71     | 64,850.86   | 67,824.11       | 16,433.74        | 89.0%  |
| 20240322 51010                             | FY24 ALLIANCE SALARIES<br>164,675.20       | 164,675.20     | 41,298.26   | 125,424.33      | -2,047.39        | 101.2% |
| 20240323 51010                             | FY24 FRC GRANT SALARIES<br>93,000.00       | 93,000.00      | 0.00        | 0.00            | 93,000.00        | .0%    |
| TOTAL SALARIES PAID TO TEACHERS            | 1,110,467.68                               | 1,110,467.68   | 282,931.54  | 432,354.18      | 395,181.96       | 64.4%  |
| <b>51100 SALARIES OF REGULAR EMPLOYEES</b> |  |                |             |                 |                  |        |
| 20232003 51100                             | FY23 TITLE IIA SALARIES<br>30,000.00       | 30,000.00      | 26,008.12   | 0.00            | 3,991.88         | 86.7%  |
| 20240326 51100                             | FY24 TITLE II A SALARIES<br>20,000.00      | 20,000.00      | 0.00        | 0.00            | 20,000.00        | .0%    |
| TOTAL SALARIES OF REGULAR EMPLOYEES        | 50,000.00                                  | 50,000.00      | 26,008.12   | 0.00            | 23,991.88        | 52.0%  |
| <b>51100B INSTRUCTIONAL SAL</b>            |  |                |             |                 |                  |        |
| 20230330 51100B                            | FY23 PERKINS SUPP ENH INS SAL              |                |             |                 |                  |        |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| ORIGINAL APPROP                      | TRANS/ADJSMTS                | REVISED BUDGET                | YTD ACTUAL | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|--------------------------------------|------------------------------|-------------------------------|------------|-----------------|------------------|--------|
| 20240316 51100B                      | 0.00                         | 1,778.00                      | 33.00      | 1,778.00        | -33.00           | 101.9% |
|                                      | FY24 IDEA 611 SALARIES       | 1,778.00                      |            |                 |                  |        |
| 20240317 51100B                      | 0.00                         | 276,466.00                    | 85,052.05  | 58,102.50       | 133,311.45       | 51.8%  |
|                                      | FY24 IDEA 619 INSTR SALARIES | 276,466.00                    |            |                 |                  |        |
|                                      | 11,498.00                    | 11,498.00                     | 3,838.93   | 0.00            | 7,659.07         | 33.4%  |
| TOTAL INSTRUCTIONAL SAL              |                              | 289,742.00                    | 88,923.98  | 59,880.50       | 140,937.52       | 51.4%  |
| 0.00                                 | 289,742.00                   | 289,742.00                    |            |                 |                  |        |
| <b>5111A NON INSTRUCTIONAL SAL</b>   |                              |                               |            |                 |                  |        |
| 20240332 5111A                       | 0.00                         | FY24 SHEFF ED ENHANCEMENT SAL | 59.85      | 0.00            | 3,190.15         | 1.8%   |
|                                      | 3,250.00                     | 3,250.00                      |            |                 |                  |        |
| TOTAL NON INSTRUCTIONAL SAL          |                              | 3,250.00                      | 59.85      | 0.00            | 3,190.15         | 1.8%   |
| 0.00                                 | 3,250.00                     | 3,250.00                      |            |                 |                  |        |
| <b>52010 EMPLOYEE BENEFITS</b>       |                              |                               |            |                 |                  |        |
| 20212115 52010                       | 0.00                         | ESSER III BENEFITS            | 76,115.00  | 0.00            | 0.00             | 100.0% |
|                                      | 76,115.00                    | 76,115.00                     |            |                 |                  |        |
| 20240321 52010                       | 0.00                         | FY24 TITLE I PART A BENEFITS  | 57,929.83  | 0.00            | 0.00             | 100.0% |
|                                      | 57,929.83                    | 57,929.83                     |            |                 |                  |        |
| 20240322 52010                       | 0.00                         | FY24 ALLIANCE BENEFITS        | 0.00       | 0.00            | 6,697.08         | .0%    |
|                                      | 6,697.08                     | 6,697.08                      |            |                 |                  |        |
| TOTAL EMPLOYEE BENEFITS              |                              | 140,741.91                    | 134,044.83 | 0.00            | 6,697.08         | 95.2%  |
| 0.00                                 | 140,741.91                   | 140,741.91                    |            |                 |                  |        |
| <b>53010 PURCHASED PROF SERVICES</b> |                              |                               |            |                 |                  |        |
| 20230298 53010                       | 0.00                         | FY23 TITLE IV PURCH SERVICES  | 339.00     | 0.00            | 3,161.00         | 9.7%   |
|                                      | 3,500.00                     | 3,500.00                      |            |                 |                  |        |
| 20230304 53010                       | 0.00                         | VOICE 4 CHANGE PURCH SERV     | 4,907.69   | 0.00            | 0.00             | 100.0% |
|                                      | 4,907.69                     | 4,907.69                      |            |                 |                  |        |
| 20232002 53010                       | 0.00                         | TITLE I PURCHASED PROF SERV   | 0.00       | 178.00          | 37,929.01        | .5%    |
|                                      | 38,107.01                    | 38,107.01                     |            |                 |                  |        |
| 20232003 53010                       | 0.00                         | TITLE IIA PROF/TECH SERV      | 8,975.33   | 900.00          | 13,863.67        | 41.6%  |
|                                      | 23,739.00                    | 23,739.00                     |            |                 |                  |        |



# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| ORIGINAL APPROP                           | TRANS/ADJSMTS                                | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|---|--|----------------|------------|-----------------|------------------|--------|
| 20240315 53010                            | SHEFF OC PURCH PROF SERVICES<br>5,000.00     | 5,000.00       | 2,778.65   | 6,351.20        | -4,129.85        | 182.6% |
| 20240319 53010                            | FY24 ARP DUAL CREDIT PURCH SER<br>2,000.00   | 2,000.00       | 0.00       | 0.00            | 2,000.00         | .0%    |
| 20240321 53010                            | FY24 TITLE I PURCH PROF SERV<br>45,000.00    | 45,000.00      | 0.00       | 0.00            | 45,000.00        | .0%    |
| 20240323 53010                            | FY24 FRC PURCH PROF/TECH SERV<br>4,460.00    | 4,460.00       | 496.60     | 215.49          | 3,747.91         | 16.0%  |
| 20240326 53010                            | FY24 TITLE II A PURCH SERV<br>16,394.00      | 16,394.00      | 0.00       | 0.00            | 16,394.00        | .0%    |
| TOTAL PURCHASED PROF SERVICES             |  | 143,107.70     | 17,497.27  | 7,644.69        | 117,965.74       | 17.6%  |
| <b>53200 PROF EDUCATIONAL SERVICES</b>    |  |                |            |                 |                  |        |
| 20212115 53200                            | ESSER III PROF & TECH SERVICES<br>129,429.96 | 129,429.96     | 50,648.25  | 0.00            | 78,781.71        | 39.1%  |
| TOTAL PROF EDUCATIONAL SERVICES           |  | 129,429.96     | 50,648.25  | 0.00            | 78,781.71        | 39.1%  |
| <b>53300 EMPLOYEE TRAINING NON DIRECT</b> |  |                |            |                 |                  |        |
| 20230330 53300                            | FY23 PERKINS SUPP ENH TRAINING<br>1,100.00   | 1,100.00       | 1,100.00   | 0.00            | 0.00             | 100.0% |
| TOTAL EMPLOYEE TRAINING NON DIRECT        |  | 1,100.00       | 1,100.00   | 0.00            | 0.00             | 100.0% |
| <b>54010 PURCHASED PROP SERVICES</b>      |  |                |            |                 |                  |        |
| 20212115 54010                            | ESSER III PURCH PROP SERV<br>55,041.93       | 55,041.93      | 0.00       | 0.00            | 55,041.93        | .0%    |
| TOTAL PURCHASED PROP SERVICES             |  | 55,041.93      | 0.00       | 0.00            | 55,041.93        | .0%    |
| <b>55990 OTHER PURCHASED SERVICES</b>     |  |                |            |                 |                  |        |
| 20230304 55990                            | VOICE 4 CHANGE OTHER PURCH SER               |                |            |                 |                  |        |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP | TRANS/ADJ/SMTS                             | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|-----------------|--|----------------|------------|-----------------|------------------|--------|
| 0.00            | 0.00                                       | 0.00           | 0.00       | 0.00            | 0.00             | .0%    |
| 20240321 55990  | FY24 TITLE I OTHER PURCH SERV              | 0.00           | 0.00       | 0.00            | 0.00             | .0%    |
| 0.00            | 8,688.00                                   | 8,688.00       | 3,738.02   | 4,949.98        | 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             | 14,688.00      | 9,738.02   | 4,949.98        | 0.00             | 100.0% |
|                 | <b>56010 SUPPLIES</b>                      |                |            |                 |                  |        |
| 20212114 56010  | ESSER II SUPPLIES                          | 58,700.25      | 58,700.25  | 0.00            | 0.00             | 100.0% |
| 0.00            | 58,700.25                                  | 58,700.25      | 0.00       | 0.00            | 0.00             | .0%    |
| 20212115 56010  | ESSER III GEN SUPPLIES                     | 76,360.07      | 0.00       | 0.00            | 76,360.07        | .0%    |
| 0.00            | 76,360.07                                  | 76,360.07      | 0.00       | 0.00            | 0.00             | 0.0%   |
| 20230298 56010  | FY23 TITLE IV SUPPLIES                     | 26,610.00      | 1,711.57   | 0.00            | 24,898.43        | 6.4%   |
| 0.00            | 26,610.00                                  | 26,610.00      | 1,711.57   | 0.00            | 0.00             | .0%    |
| 20230304 56010  | VOICE 4 CHANGE SUPPLIES                    | 8,129.82       | 0.00       | 0.00            | 8,129.82         | .0%    |
| 0.00            | 8,129.82                                   | 8,129.82       | 0.00       | 0.00            | 0.00             | 0.0%   |
| 20232002 56010  | TITLE I SUPPLIES                           | 11,358.19      | 11,358.19  | 0.00            | 0.00             | 100.0% |
| 0.00            | 11,358.19                                  | 11,358.19      | 0.00       | 0.00            | 0.00             | .0%    |
| 20240319 56010  | FY24 ARP DUAL CREDIT SUPPLIES              | 4,444.00       | 0.00       | 0.00            | 4,444.00         | .0%    |
| 0.00            | 4,444.00                                   | 4,444.00       | 0.00       | 0.00            | 0.00             | .0%    |
| 20240321 56010  | FY24 TITLE I SUPPLIES                      | 173,666.46     | 0.00       | 1,600.00        | 172,066.46       | .9%    |
| 0.00            | 173,666.46                                 | 173,666.46     | 0.00       | 1,600.00        | 0.00             | 0.0%   |
| 20240322 56010  | FY24 ALLIANCE SUPPLIES                     | 15,614.72      | 642.60     | 69.00           | 14,903.12        | 4.6%   |
| 0.00            | 15,614.72                                  | 15,614.72      | 642.60     | 69.00           | 0.00             | 0.0%   |
| 20240323 56010  | FY24 FRC SUPPLIES                          | 9,169.00       | 961.88     | 2,611.21        | 5,595.91         | 39.0%  |
| 0.00            | 9,169.00                                   | 9,169.00       | 961.88     | 2,611.21        | 0.00             | 0.0%   |
| 20240329 56010  | FY24 FARM 2 SCHOOL SUPPLIES                | 1,212.53       | 963.69     | 226.94          | 21.90            | 98.2%  |
| 0.00            | 1,212.53                                   | 1,212.53       | 963.69     | 226.94          | 0.00             | .0%    |
| 20240332 56010  | FY24 SHEFF ED ENHANCE SUPPLIES             | 350.00         | 0.00       | 0.00            | 350.00           | .0%    |
| 0.00            | 350.00                                     | 350.00         | 0.00       | 0.00            | 0.00             | 0.0%   |
|                 | TOTAL SUPPLIES                             | 385,615.04     | 74,338.18  | 4,507.15        | 306,769.71       | 20.4%  |
| 0.00            | 385,615.04                                 | 385,615.04     | 74,338.18  | 4,507.15        | 0.00             | 0.0%   |
|                 | <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% |
| 0.00            | 0.00                                       | 0.00           | -3,500.00  | 0.00            | 0.00             | 100.0% |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

| FOR 2024 05                         |                               |                |             |                 |                  |        |  |
|-------------------------------------|-------------------------------|----------------|-------------|-----------------|------------------|--------|--|
| ORIGINAL APPROP                     | TRANS/ADJSMTS                 | REVISED BUDGET | YTD ACTUAL  | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |  |
| 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                      | 0.00                          | 39,150.00      | 39,715.71   | 0.00            | -565.71          | 101.4% |  |
| TOTAL Schoo  Grants                 | 0.00                          | 0.37           | 118,152.02  | 509,336.50      | -627,488.15      | %      |  |
| TOTAL REVENUES                      |                               |                |             |                 |                  |        |  |
| 0.00                                | -2,362,333.85                 | -2,362,333.85  | -603,353.73 | 0.00            | -1,758,980.12    |        |  |
| TOTAL EXPENSES                      |                               |                |             |                 |                  |        |  |
| 0.00                                | 2,362,334.22                  | 2,362,334.22   | 721,505.75  | 509,336.50      | 1,131,491.97     |        |  |
| GRAND TOTAL                         | 0.37                          | 0.37           | 118,152.02  | 509,336.50      | -627,488.15      | %      |  |

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

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024\_05

| ORIGINAL APPROP                        | TRANS/ADJSMTS | REVISED BUDGET                    | YTD ACTUAL | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|--|---------------|-----------------------------------|------------|-----------------|------------------|--------|
| <b>2366 FRC</b>                        |               |                                   |            |                 |                  |        |
| <b>43300 STATE GRANTS</b>              |               |                                   |            |                 |                  |        |
| 23660000                               | 43300         | CARE 4 KIDS REVENUE<br>0.00       | 0.00       | 0.00            | 7,699.32         | 100.0% |
|  |               | TOTAL STATE GRANTS                | -7,699.32  | 0.00            | 7,699.32         | 100.0% |
| <b>44010 FEES &amp; CHARGES</b>        |               |                                   |            |                 |                  |        |
| 23660000                               | 44010         | PRE-K BEFORE/AFTER FEES<br>0.00   | 0.00       | 0.00            | 94,367.55        | 100.0% |
|  |               | TOTAL FEES & CHARGES              | -94,367.55 | 0.00            | 94,367.55        | 100.0% |
| <b>51010 SALARIES PAID TO TEACHERS</b> |               |                                   |            |                 |                  |        |
| 23660000                               | 51010         | FRC SUMMER SALARIES<br>47,896.00  | 0.00       | 0.00            | -14,055.69       | 129.3% |
| 23660002                               | 51010         | FRC SALARIES<br>153,641.50        | 61,111.70  | 76,106.40       | 16,423.40        | 89.3%  |
|  |               | TOTAL SALARIES PAID TO TEACHERS   | 123,063.39 | 76,106.40       | 2,367.71         | 98.8%  |
| <b>52100 GROUP INSURANCE</b>           |               |                                   |            |                 |                  |        |
| 23660000                               | 52100         | FRC MEDICAL/DENTAL<br>20,285.88   | 0.00       | 0.00            | 20,285.88        | .0%    |
| 23660324                               | 52100         | FRC GROUP LIFE INSURANCE<br>43.20 | 0.00       | 0.00            | 43.20            | .0%    |
|  |               | TOTAL GROUP INSURANCE             | 0.00       | 0.00            | 20,329.08        | .0%    |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP                                | TRANS/ADJSMTS                        | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|--|--------------------------------------|----------------|------------|-----------------|------------------|--------|
| <b>52200 EMPLOYER SHARE SOCIAL SECURITY</b>    |                                      |                |            |                 |                  |        |
| 23660000                                       | 52200 FRC FICA                       | 15,417.62      | 0.00       | 0.00            | 15,417.62        | .0%    |
|  | TOTAL EMPLOYER SHARE SOCIAL SECURITY | 15,417.62      | 0.00       | 0.00            | 15,417.62        | .0%    |
| <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% |
|  | TOTAL PURCHASED PROF SERVICES        | 0.00           | 1,342.27   | 0.00            | -1,342.27        | 100.0% |
| <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           | 700.00         | 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% |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

| FOR 2024 05                         |                                    |                |             |                 |                  |        |  |
|-------------------------------------|------------------------------------|----------------|-------------|-----------------|------------------|--------|--|
| ORIGINAL APPROP                     | TRANS/ADJSMTS                      | REVISED BUDGET | YTD ACTUAL  | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |  |
| 23660002 56010                      | FRC REG SUPPLIES<br>1,625.00       | 1,625.00       | 218.13      | 0.00            | 1,406.87         | 13.4%  |  |
| 23660003 56010                      | FRC GRANT SUPPLIES<br>0.00         | 0.00           | -929.61     | 0.00            | 929.61           | 100.0% |  |
|                                     | TOTAL SUPPLIES                     | 1,625.00       | 494.91      | 0.00            | 1,130.09         | 30.5%  |  |
| <b>56110 INSTRUCTIONAL SUPPLIES</b> |                                    |                |             |                 |                  |        |  |
| 23660300 56110                      | FRC ESSER II SUPPLIES<br>0.00      | 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<br>2,340.00 | 2,340.00       | 2,457.76    | 0.00            | -117.76          | 105.0% |  |
|                                     | TOTAL DUES & FEES                  | 2,340.00       | 2,457.76    | 0.00            | -117.76          | 105.0% |  |
|                                     | TOTAL FRC                          | 241,949.20     | 26,701.55   | 76,106.40       | 139,141.25       | 42.5%  |  |
|                                     | TOTAL REVENUES                     | 0.00           | -102,066.87 | 0.00            | 102,066.87       |        |  |
|                                     | TOTAL EXPENSES                     | 241,949.20     | 128,768.42  | 76,106.40       | 37,074.38        |        |  |
|                                     | GRAND TOTAL                        | 241,949.20     | 26,701.55   | 76,106.40       | 139,141.25       | 42.5%  |  |

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

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

FOR 2024 05

| ORIGINAL APPROP                       | TRANS/ADJ/SMTS                     | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|---------------------------------------|------------------------------------|----------------|------------|-----------------|------------------|--------|
| <b>2750 Food Service</b>              |                                    |                |            |                 |                  |        |
| <b>43333 STATE REVENUE</b>            |                                    |                |            |                 |                  |        |
| 2750000 43333                         | STATE REVENUE 0.00                 | 0.00           | -98,199.10 | 0.00            | 98,199.10        | 100.0% |
|                                       | TOTAL STATE REVENUE 0.00           | 0.00           | -98,199.10 | 0.00            | 98,199.10        | 100.0% |
| <b>446000 FoodServ-Sales Lunch</b>    |                                    |                |            |                 |                  |        |
| 2750000 446000                        | FoodServ-Sales Lunch 0.00          | 0.00           | -3,232.46  | 0.00            | 3,232.46         | 100.0% |
|                                       | TOTAL FoodServ-Sales Lunch 0.00    | 0.00           | -3,232.46  | 0.00            | 3,232.46         | 100.0% |
| <b>51900 OTHER SALARIES</b>           |                                    |                |            |                 |                  |        |
| 2750000 51900                         | CAFE WAGES/SALARIES 0.00           | 0.00           | 91,388.20  | 0.00            | -91,388.20       | 100.0% |
|                                       | TOTAL OTHER SALARIES 0.00          | 0.00           | 91,388.20  | 0.00            | -91,388.20       | 100.0% |
| <b>55700 FOOD SERVICE MANAGEMENT</b>  |                                    |                |            |                 |                  |        |
| 2750000 55700                         | FOOD SERVICE MANAGEMENT 0.00       | 0.00           | 127,272.68 | 14,325.00       | -141,597.68      | 100.0% |
|                                       | TOTAL FOOD SERVICE MANAGEMENT 0.00 | 0.00           | 127,272.68 | 14,325.00       | -141,597.68      | 100.0% |
| <b>557000 Food Service Management</b> |                                    |                |            |                 |                  |        |
| 2750000 557000                        | Food Service Management 0.00       | 0.00           | 456.24     | 0.00            | -456.24          | 100.0% |

# Town of East Windsor



## FY24 BOE BUDGET UPDATE AS OF 11.30.23

| FOR 2024 05                   | ORIGINAL APPROP | TRANS/ADJ/SMTS | REVISED BUDGET | YTD ACTUAL  | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|-------------------------------|-----------------|----------------|----------------|-------------|-----------------|------------------|--------|
| TOTAL Food Service Management | 0.00            | 0.00           | 0.00           | 456,24      | 0.00            | -456.24          | 100.0% |
| TOTAL Food Service            | 0.00            | 0.00           | 0.00           | 117,685.56  | 14,325.00       | -132,010.56      | 100.0% |
| TOTAL REVENUES                | 0.00            | 0.00           | 0.00           | -101,431.56 | 0.00            | 101,431.56       |        |
| TOTAL EXPENSES                | 0.00            | 0.00           | 0.00           | 219,117.12  | 14,325.00       | -233,442.12      |        |
| GRAND TOTAL                   | 0.00            | 0.00           | 0.00           | 117,685.56  | 14,325.00       | -132,010.56      | 100.0% |

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



## **Fiscal Year 2024 Budget Projections**

### **Salaries**

Our salary projections for the quarter are attributed to unexpected vacancies. By way of example, these include the five-month gap in filling the admin assistant to the superintendent, the recent HR vacancy, the accounts payable position, and a top-step social worker position. We continue to recruit for open positions.

The use of grants to cover para/tutor positions has been a contributing factor. Projecting paras, tutors, specialists, and all other hourly employees is based on a projection of each person working a full school year, or 187 days. This calculation is based on potential need. We have not had reliable data, until this past fiscal year, and are now tracking it for a more accurate total. Still, we anticipate budgeting for a full work year each year rather than not planning for known expenses.

### **Benefits**

In the benefits category, our quarterly overview highlights noteworthy shifts. Medical insurance costs increased by 13.3%, reflecting our approach in hiring over 30 employees, many of whom opted for “employee plus 1” or family insurance coverage.

By way of reminder, the pension contributions from the town were revised after the budget process was completed, resulting in an additional expense of \$89,543. This is 15.4% higher than what was budgeted. This information was not available or provided during the budget process.

It's worth noting that despite these adjustments, categories like crime insurance and life insurance, student athletic insurance, workers' compensation, auto/liability, and unemployment compensation all are trending to remain within our budgeted limit.

### **Technology Expenses**

The overage is attributed to expenses tied to licenses, software, PowerSchool implementation, new contractual obligations, and the resolution of Ricoh invoices.

A notable unavoidable oversight is a Ricoh invoice from the previous fiscal year was inadvertently directed to a previous employee's email and not uncovered until the new fiscal year.

### **Purchased Other Services**

We are closely monitoring Special Ed in-state public tuition, private tuition in-state, McKinney Vento, and Special Ed Transportation. We are continuing to monitor the spike in McKinney Vento and carefully track special ed costs, primarily driven by increases in private and public tuition due to three new families moving into town.

**Fiscal Year 2024  
Budget Projections**

**Significant Transfers**

While we manage our budget, tracking on a daily basis the fluidity that comes with other items mentioned in this memo, here are the notable transfers the finance subcommittee has requested it be apprised of.

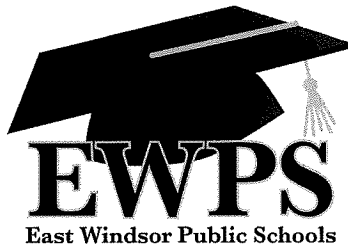
The tech line and the pension line are the two large transfers, the tech transfer is \$30,000 from elementary tutors and \$21,000 from the finance audit line. This money is due to vacancy savings and savings in finance from operational management efficiencies related to the implementation of best practices.

The pension transfer is \$20,000 from regular transportation, \$30,000 from Special Ed Paras, \$20,000 from custodial salaries, and \$20,000 from the business office. This resulted in savings in our improved management of transportation operations and realized savings from unused salary due to open positions.

There is no transfer needed for private tuition costs as we are currently awaiting the receipt of Open Choice and excess cost revenue, which will be used to offset the outstanding private tuition costs. The funds are expected to be received over the course of the year.

Similarly, the perceived medical expense overage is a budgetary mirage. TRB Subsidy, Retiree Payments, and Open Choice will collectively balance the projected overages in the Medical line. Again, these reimbursements accumulate over the fiscal year. In the same way, the \$100,000 overage appearing in the BBES special education line is misleading as choice funds offset this amount once received later in the year.

|                          | FY24 LOCAL BUDGET       | FY24 EXPENDITURES       | FY24 ENCUMBRANCES       | FY24 EXPENDITURES + ENCUMBRANCES | FY24 AVAILABLE BALANCE | FY24 FORECASTED TOTAL EXPENDITURES | FY24 FORECASTED REMAINING BALANCE |
|--------------------------|-------------------------|-------------------------|-------------------------|----------------------------------|------------------------|------------------------------------|-----------------------------------|
| LVL                      |                         |                         |                         |                                  |                        |                                    |                                   |
| SALARIES                 | \$ 18,026,573.00        | \$ 6,448,660.02         | \$ 8,464,274.83         | \$ 14,912,934.85                 | \$ 3,113,638.15        | \$ 17,486,054.17                   | \$ 540,518.83                     |
| BENEFITS                 | \$ 3,905,359.00         | \$ 2,698,720.36         | \$ 141,355.03           | \$ 2,840,075.39                  | \$ 1,065,283.61        | \$ 4,317,455.18                    | \$ (412,096.18)                   |
| PURCHASED SERVICES       | \$ 865,960.00           | \$ 459,740.34           | \$ 290,235.74           | \$ 749,976.08                    | \$ 115,983.92          | \$ 896,010.02                      | \$ (30,050.02)                    |
| PROPERTY SERVICES        | \$ 1,029,588.00         | \$ 328,129.45           | \$ 565,256.13           | \$ 893,385.58                    | \$ 136,202.42          | \$ 1,039,886.17                    | \$ (10,298.17)                    |
| PURCHASED OTHER SERVICES | \$ 2,419,769.00         | \$ 718,901.35           | \$ 1,926,405.81         | \$ 2,645,307.16                  | \$ (225,538.16)        | \$ 2,566,792.71                    | \$ (147,023.71)                   |
| SUPPLIES                 | \$ 202,851.00           | \$ 96,662.28            | \$ 22,786.79            | \$ 119,449.07                    | \$ 83,401.93           | \$ 194,859.54 [2]                  | \$ 7,991.46                       |
| EQUIPMENT                | \$ 13,300.00            | \$ 1,014.99             | \$ 55.72                | \$ 1,070.71                      | \$ 12,229.29           | \$ 48,344.73                       | \$ (35,044.73)                    |
| MISC                     | \$ 33,351.00            | \$ 26,356.67            | \$ 3,585.00             | \$ 29,941.67                     | \$ 3,409.33            | \$ 37,283.78                       | \$ (3,932.78)                     |
| <b>TOTAL</b>             | <b>\$ 26,496,751.00</b> | <b>\$ 10,778,185.00</b> | <b>\$ 11,413,955.05</b> | <b>\$ 22,192,140.51</b>          | <b>\$ 4,304,610.49</b> | <b>\$ 26,586,686.30</b>            | <b>\$ (89,935.30)</b>             |



## BOE BUDGET TRANSFER REQUEST

| <u>TRANSFER FROM</u>           | <u>TRANSFER TO</u>               | <u>AMOUNT OF BUDGET TRANSFER</u> |
|--------------------------------|----------------------------------|----------------------------------|
| <u>BBE TUTORS</u>              | <u>TECHNOLOGY EQUIP/SUPPLIES</u> | <u>\$30,000</u>                  |
| <u>FINANCE AUDIT CONTRACTS</u> | <u>TECHNOLOGY EQUIP/SUPPLIES</u> | <u>\$20,087</u>                  |
| <u>REGULAR TRANSPORTATION</u>  | <u>PENSION</u>                   | <u>\$20,000</u>                  |
| <u>EWMS SE PARAS</u>           | <u>PENSION</u>                   | <u>\$30,000</u>                  |
| <u>EWHS CUSTODIAL SALARIES</u> | <u>PENSION</u>                   | <u>\$20,000</u>                  |
| <u>BUSINESS OFFICE STAFF</u>   | <u>PENSION</u>                   | <u>\$19,543</u>                  |

**EXPLANATION FOR BUDGET TRANSFER(S):**

Surplus due to Vacancies will be utilized to cover unanticipated costs in both the pension and Tech Line

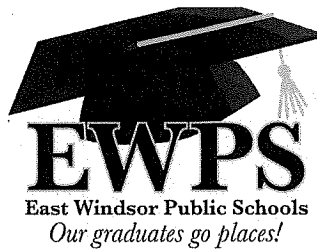
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**The East Windsor Board of Education**  
70 South Main Street | East Windsor, CT 06088 | 860 623 3346

**EAST WINDSOR BOARD OF EDUCATION  
MEETING SCHEDULE  
2024**

January 10

January 24

February 14

February 28

March 13

March 27

April 10

April 24

May 8

May 22

June 5

June 26

July 24

August 28

September 11

September 25

October 9

October 23

November 13

November 26

December 11

Meetings are held at:  
Broad Brook Elementary School, Room A5  
14 Rye Street #9552  
Broad Brook, CT 06016  
at 7:30 PM

WORKING DRAFT SUBCOMMITTEE ASSIGNMENTS

| COMMITTEE                            | MEMBER SERVING ON COMMITTEE   | TIME COMMITTEE MEETINGS TAKE PLACE | CALLER OF MEETING                              | BOARD POLICY  |
|--------------------------------------|---|------------------------------------|--|---|
| Board Policy Review Committee        | <ol style="list-style-type: none"> <li>1. E. LeBorious</li> <li>2. F. Neill</li> <li>3. G. Resto</li> <li>4. C. Sevarino</li> <li>5. H. Spencer</li> </ol>      | 3rd Wednesday monthly              | Superintendent or designee                     | <p><b>Bylaws of the Board</b><br/>Powers, duties, and limitations of the Board 9000-9010 (page 2 of 3) (F)</p> <ol style="list-style-type: none"> <li>2. All policies must be adopted by the board</li> </ol> <p>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.</p> <ol style="list-style-type: none"> <li>4. A majority vote of the whole Board shall be necessary for adoption of policies.</li> </ol>   |
| Finance Committee                    | <ol style="list-style-type: none"> <li>1. N. Farmer</li> <li>2. D. Menard</li> <li>3. F. Neill</li> <li>4. H. Spencer</li> </ol>                                | 2nd Wednesday monthly              | Director of Finance                            | <p><b>Business/Non-Instructional Operations</b><br/>Paying for Goods and Services 3326 (Page 1 of 1)</p> <ol style="list-style-type: none"> <li>5. In general, no financial obligations are paid until approved by the Board of Education Financial Committee.</li> <li>6. A report of these expenditures shall be made at the regular meetings of the Board.</li> </ol>  |
| School Facilities Strategy Committee | <ol style="list-style-type: none"> <li>1. N. Farmer</li> <li>2. D. Menard</li> <li>3. C. Sevarino</li> <li>4.</li> </ol>  | 1st Wednesday Monthly              | Superintendent or designee                     | <p><b>Bylaws of the Board 9012 (Page 2 of 11)</b><br/>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.<br/>9012 page 4 of 11</p> <p>(i) annually to the Commission of Education on the condition of facilities and the action taken to implement the long-term school building program.</p>  |
| Curriculum Council                   | <ol style="list-style-type: none"> <li>1. K. Betancourt</li> <li>2. E. LeBorious</li> <li>3. G. Resto</li> <li>4. C. Sevarino</li> <li>5. H. Spencer</li> </ol> | 4th Wednesday monthly              | Assistant Superintendent of Pre-K-12 Education | <p><b>Instruction - 6140 Page 1 - 6141 page 1</b><br/>Instruction</p> <p>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.</p> <p><b>Board Approval</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol> |

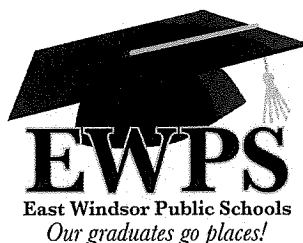
WORKING DRAFT SUBCOMMITTEE ASSIGNMENTS

| COMMITTEE                   | MEMBER SERVING ON COMMITTEE                          | TIME COMMITTEE MEETINGS TAKE PLACE | CALLER OF MEETING          | BOARD POLICY   |
|-----------------------------|--|------------------------------------|----------------------------|--|
| Athletic Council            | 1. K. Betancourt<br>2. N. Farmer<br>3. C. Sevarino   | Quarterly                          | TBD                        |  |
| Administrators Negotiations | 1. E. LeBorjous<br>2. G. Resto<br>3.<br>4.           | Fall 2024                          | Superintendent or designee | Legal responsibilities of the Board 9012(f) (page 9 of 11)<br>ah - Certified employee negotiations       |
| Cafeteria Negotiations      | 1.<br>2.<br>3.<br>4.                                 | Spring 2024                        | Superintendent or designee | Bylaws of the Board 9012 (page 7 of 11) #26 (d)<br>Negotiations with non-certified (municipal) employees |
| Certified Negotiations      | 1. F. Neill<br>2.<br>3.<br>4.                        | Fall 2025                          | Superintendent or designee | Legal responsibilities of the Board 9012(f) (page 9 of 11)<br>ah - Certified employee negotiations       |
| Classified Negotiations     | 1. G. Resto<br>2. C. Sevarino<br>3. H. Spencer<br>4. | Spring 2025                        | Superintendent or designee | Bylaws of the Board 9012 (page 7 of 11) #26 (d)<br>Negotiations with non-certified (municipal) employees |
| Paraducator Negotiations    | 1. C. Sevarino<br>2.<br>3.<br>4.                     | Spring 2025                        | Superintendent or designee | Bylaws of the Board 9012 (page 7 of 11) #26 (d)<br>Negotiations with non-certified (municipal) employees |
| Nurses Negotiations         | 1. E. LeBorjous<br>2. G. Resto<br>3.<br>4.           | Spring 2026                        | Superintendent or designee |  |
| Family Resource Center      | 1. E. LeBorjous<br>2. G. Resto                       | 3-4 times per year                 | FRC Director               |  |
| Board of Finance Liaison    | 1. Heather Spencer<br>2.                             | 3rd Wednesday monthly              | Committee Chair            |  |
| Board of Selectman Liaison  | 1. G. Resto<br>2. C. Sevarino                        | 1st and 3rd Thursday monthly       | First Selectman            |  |


WORKING DRAFT SUBCOMMITTEE ASSIGNMENTS

| COMMITTEE                                | MEMBER SERVING ON COMMITTEE                       | TIME COMMITTEE MEETINGS TAKE PLACE | CALLER OF MEETING                              | BOARD POLICY |
|--|---|------------------------------------|--|--------------|
| Capital Improvement Planning Liaison     | 1.  | September through October, June    | Town Hall                                      |              |
| Capitol Region Education Council Liaison | 1. G. Resto<br>2.                                 | 3rd Wednesday of the month at CREC | CREC   |              |
| Pension Board                            | Only one spot available:<br>D. Menard<br>F. Neill | Quarterly Wednesday                | Town Hall                                      |              |
| Teacher of the Year                      | 1. G. Resto<br>2. C. Sevarino<br>3.               | May - June                         | Assistant Superintendent of Pre-K-12 Education |              |





To: Patrick Tudryn,  
Superintendent

From : Justin Martin,   
Director of Operations & Communications

Date: December 7, 2023

RE: 1st Reading of Series 0000 and Series 2000 Policies

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Attached for your review is the Board Policy Series 0000 and Series 2000.

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.

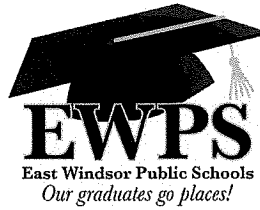
New Policy - the policy did not previously exist in current policies.

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.

Delete - the policy has been deemed repetitive of other existing policies, is not a policy by current standards, or is irrelevant to today's educational operations.

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.

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.



**DRAFT REVISIONS & UPDATES**

**East Windsor Board of Education**

**Policy Review Subcommittee**

**SERIES 0000**

**Board of Education 1st Reading 12/13/23**

**MISSION-GOALS-OBJECTIVES - SERIES 0000**

|                                     |                                     |       |
|-------------------------------------|-------------------------------------|-------|
| 1. Code of Ethics 0050              | DELETE: ADDRESSED IN 9000           | pg 2  |
| A. District Legal Status 0050.1     | DELETE: ADDRESSED IN 9000           | pg 4  |
| B. Mission Statement 0100           | DELETE: ADDRESSED IN STRATEGIC PLAN | pg 5  |
| 2. Goals/Objectives 0200            | DELETE: ADDRESSED IN STRATEGIC PLAN | pg 6  |
| 3. Policies for the EWPS 0300       | DELETE WILL BE ADDRESSED IN 9000    | pg 9  |
| 4. Equal Opp/Non disc.. Et al. 0521 | DELETE ADDRESSED IN SERIES 1000     | pg 10 |

**Code of Ethics 0050**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 9000

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

**Mission-Goals-Objectives**

**Code of Ethics**

This Code of Ethics is based upon “Standards of Leadership for Members of Boards of Education” recommended by the CAFE Board of Directors in 1977:

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of “children first”.
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations, and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
3. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, or social standing.
4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
5. I will join with my Board, staff, community, and students in becoming fully informed about the nature, value, and direction of contemporary education in our society. I will support needed change in our schools.
6. I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff.
7. I will recognize that my responsibility is not to “run the schools” through administration, but together with my fellow Board members, to see that they are well run through effective policies.
8. I will attempt to confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.
9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others, and abide by the principle of majority-rule.
10. I will recognize that authority rests only with the whole Board assembled in public meeting, and will make no personal promises or take any private action which may compromise the Board.
11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interests or partisan political groups. I will never use my position on the Board for personal gain.
12. I will hold confidential all matters pertaining to schools, which, if disclosed, might needlessly injure individuals or the schools.
13. I will insist that all school business transactions be open and ethical.

14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.

15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.

16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.

17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

Policy adopted: May 3, 2000

**Mission - Goals - Objectives**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 9000

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

**Mission - Goals - Objectives**

**School District Legal Status**

The United States Constitution leaves to the individual states the responsibility for public education. The Constitution of the State of Connecticut requires the Legislature to establish and maintain a system of free public schools open to all children of the State. To carry out this mandate, the Legislature has provided for a State Board of Education with broad powers for the general supervision and control of the educational interests of the State.

The unit of local school management and control is the Board. State statutes designate the town as a school district and, thus, the geographical limits and boundaries of the town are also the territorial limits and boundaries of the East Windsor Public School District.

Legal Reference: United States Constitution, Tenth Amendment

Connecticut State Constitution, Art. VIII, Sec. 1

Connecticut General Statutes

10-1 et seq.

10-240 et seq.

**Policy adopted: May 3, 2000**

## **Mission - Goals - Objectives**

### **Mission Statement**

**ADMIN RECOMMENDATION: DELETE ADDRESSED BY STRATEGIC PLAN**

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

## **Mission - Goals - Objectives**

### **Mission Statement**

The East Windsor Board of Education will provide the finest quality education in a safe environment which will allow students the opportunity to learn and achieve to their maximum potential.

#### **The East Windsor Board of Education strives to meet the following goals:**

1. Students, staff and the community must work in a safe, orderly school environment which provides adequate resources to encourage maximum growth in each individual.
2. East Windsor students must have the opportunity to academically achieve the highest level of their potential to insure that each individual becomes a productive and responsible member of society.
3. Students must be provided the opportunity to develop their own character to become responsible citizens.
4. In order to foster confidence and enthusiasm in meeting their personal aspirations all East Windsor citizens must be provided with a lifetime of learning experiences that will promote positive qualities through involvement in school readiness, development of parenting skills and maintaining a healthy lifestyle.

Policy adopted: May 3, 2000

## **Mission - Goals - Objectives**

### **Goals and Objectives**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED BY STRATEGIC PLAN

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

## **Mission - Goals - Objectives**

### **Goals and Objectives**

**The East Windsor Board of Education strives to meet the following goals:**

#### **Goal I - School Climate**

Students, staff and the community must work in a safe, orderly school environment which provides adequate resources to encourage maximum growth in each individual. The East Windsor School System will provide:

- a. a safe environment;
- b. quiet, orderly classrooms and buildings;
- c. well-maintained facilities which are aesthetically pleasing;
- d. adequate equipment and materials in order to keep abreast of modern techniques and technology;
- e. adequate staffing;
- f. a comfortable environment;
- g. a courteous environment that promotes learning;
- h. a professional development program which promotes maximum growth of staff;
- i. opportunity for community and school to communicate effectively.

#### **Goal II - Academic Achievement**

East Windsor students must have the opportunity to academically achieve the highest level of their potential to insure that each individual becomes a productive and responsible member of society. East Windsor students will:

- a. learn to communicate effectively in speech and writing;
- b. listen, view and read with understanding;
- c. acquire knowledge of and ability in mathematics;
- d. demonstrate skills necessary to locate and effectively use a variety of sources of information, including printed materials, media, computers and other technology;
- e. demonstrate decision-making, reasoning and problem-solving skills alone and in groups;
- f. demonstrate good study skills and skills necessary for lifelong learning;

- g. acquire the knowledge of science and technology, history, social sciences, the creative and performing arts, literature and language;
- h. acquire the knowledge necessary to use computers and other future technologies for learning and problem solving;
- i. acquire an understanding and appreciation of the values and the intellectual and artistic achievements of their culture and other cultures;
- j. take full advantage of opportunities to explore, develop and express their own uniqueness and creativity;
- k. demonstrate strong motivation and persistence to learn;
- l. exhibit an inquisitive attitude, open-mindedness and curiosity;
- m. learn to use basic skills in every day life;
- n. upon completion of a secondary-level program demonstrate the skills, knowledge and competence required for success in meaningful employment, and be qualified to enter post-secondary education.

### **Goal III - Citizenship**

Students must be provided the opportunity to develop their own character to become responsible citizens. East Windsor students will:

- a. demonstrate the ability to undertake the responsibilities of citizenship in their communities, state, nation and in the world;
- b. demonstrate integrity; stand up for their beliefs about right and wrong; be their best self; resist social pressure to do wrong;
- c. understand how the U.S. government and economy function;
- d. respect and appreciate diversity;
- e. understand the inherent strengths in a pluralistic society;
- f. recognize the necessity for moral and ethical conduct in society;
- g. understand and respond to the vital need for order under law;
- h. acquire the knowledge to live in harmony with the environment, and actively practice conservation of natural resources;
- i. respect the humanity they share with other people and live and work in harmony with others;
- j. acquire and apply an understanding and appreciation of the values and achievements of their own culture and other cultures;
- k. show understanding of international issues which affect life on our planet and demonstrate skills needed to participate in a global society;
- l. treat others as they would want to be treated;
- m. control anger - use emotions as a positive activity.

### **Goal IV - Healthy Lifestyle**



All East Windsor citizens must be provided with a lifetime of learning experiences that will promote positive qualities through involvement in school readiness, development of parenting skills and maintaining a healthy lifestyle, that will foster confidence and enthusiasm to meet one's personal aspirations. East Windsor citizens will:

- a. understand and apply the basic elements of proper nutrition, avoidance of substance abuse, prevention and treatment of illness and management of stress;
- b. understand human growth and development, the functions of the body, human sexuality and the lifelong value of physical fitness;
- c. understand the responsibilities of family membership and parenthood;
- d. develop self-understanding and a positive self-concept;
- e. develop positive feelings of self-worth which contribute to self-reliance, responsible behavior, personal growth, health and safety;
- f. understand and develop personal goals and aspirations;
- g. demonstrate an ability to make informed career choices;
- h. be responsible in their actions and be prepared to take consequences.

Policy adopted: May 3, 2000

**Mission - Goals - Objectives**

**Policies for East Windsor Public Schools**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 9000

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

**Mission - Goals - Objectives**

**Policies for East Windsor Public Schools**

The Board of Education shall maintain a manual of policies as the base for the governance of the school system. The policies must at all times be in harmony with applicable laws.

All of the Board of Education's policies shall, in addition, have their sources in the Board-adopted Mission Statement (0100), Goals and Objectives (0200, 0210, 0220) pertaining both to student learning and school system operations.

The Board of Education views its policies as aids to decision making and will to the best of its abilities make all its actions consistent with those policies.

Policy adopted: May 3, 2000

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN SERIES 10000  
**BOE RECOMMENDATION:** \_\_\_\_\_

## **Mission - Goals - Objectives**

### **Nondiscrimination**

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987, the American with Disabilities Act, and the United States Department of Agriculture, the East Windsor Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

### **Equal Employment Opportunity**

Both federal and state law prohibits discriminatory practices in hiring and employment. It is the policy of the East Windsor Board of Education to prohibit acts of discrimination in all matters dealing with employees and applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. As an equal opportunity employer, the East Windsor Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, past or present history of mental disorder, mental retardation, learning disability, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations for physical disabilities (including blindness) or other disabilities (except in the case of a bona fide occupational qualification or need.)

### **Equal Education Opportunity**

Pursuant to the Individuals with Disabilities Education Act (IDEA), Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the East Windsor Board of Education.

Every student has the right to participate fully in classroom instruction and extracurricular activities and shall not be abridged or impaired because of age, gender, race, religion, national origin, pregnancy, parenthood, marriage, sexual orientation, or for any reason not related to his/her individual capabilities.

The Equity Coordinator for the East Windsor Board of Education has the responsibility to monitor the compliance of this policy. The location of the Equity Coordinator is set forth below. Further compliance with policy is a responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

Laurie Slate  
Equity Coordinator  
East Windsor Public Schools  
70 South Main Street  
East Windsor, Connecticut 06088  
(860) 623-5843  
lslate@ewct.org

Students shall not be discriminated against, including but not limited to, in the areas of:

Admission  
Use of School Facilities  
Vocational Education  
Competitive Athletics  
Student Rules, Regulations and Benefits  
Financial Assistance  
School-sponsored Extracurricular Activities  
Enrollment in Courses  
Counseling and Guidance  
Physical Education  
Graduation Requirements  
Treatment as a Married and/or Pregnant Student  
Health Services  
Most Other Aid, Benefits or Services  
School Sponsored Transportation  
Attainment of Grades

**USDA Food and Nutrition Service Child Nutrition Program**

Employee/or applicants shall not be discriminated against, including but not limited to, the areas of:

Hiring and Promotion  
Compensation  
Job Assignments  
Leaves of Absence  
Fringe Benefits  
Labor Organization  
Contracts or Professional Agreements

Sexual harassment has been established as a form of discrimination and is defined as follows:

"Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student, or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures." (refer to restrictions in BP 5131.81, Use of Electronic Devices)

If you believe that you have been discriminated against in regard to either this policy or Board Policy 5145.5, Sexual Harassment, you may file a grievance that your rights have been denied or violated.

**Policy:**

It is the policy of the East Windsor Board of Education to promote a productive workplace for students, teachers, administrators and others and will not tolerate any individual that harasses, disrupts or interferes with another's ability to perform their work, education performance or that creates an intimidating, offensive or hostile environment.

**Comment:**

- (1) Students, employees, volunteers or third parties are expected to maintain a productive work and learning environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, age, sex, or sexual orientation. Special attention will be paid to the prevention of sexual harassment.
- (2) Each student, employee, volunteer or third party has a responsibility to keep the workplace and learning environment free from any form of harassment, and in particular, sexual harassment. As example, this conduct includes but is not limited to:
  - (a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
  - (b) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
  - (c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance;
  - (d) The display in any school facility or grounds of demeaning, insulting, intimidating or sexually suggestive objects, attire, pictures, or photographs or such photos displayed on electronic devices;
  - (e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages. Any display of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, disability, age, sex, or sexual orientation is also prohibited.

**Comment:**

If you wish to discuss these regulations or your rights under this policy, or wish to discuss or file a grievance, please contact the building Principal or the school system's Equity Coordinator.

Forms are available in the school office, the guidance office or from the Equity Coordinator. Contact with the building Principal or the Equity Coordinator must be initiated within twenty (20) calendar days of the alleged occurrence.

The building Principal will notify the Equity Coordinator, in writing, of all sexual harassment complaints he/she receives.

### **Discrimination Grievance Procedure**

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the East Windsor Public Schools shall have an opportunity to bring such concerns to the attention of the building Principal or Equity Coordinator. The following grievance procedure shall be utilized by any student, parent, employee, volunteer or third party in making a complaint or inquiry.

#### **A. Purpose**

1. Should any student, employee, volunteer or third party or of the East Windsor Public Schools feel that his/her rights were violated under any of the legal references listed in this policy or Board Policy 5145.5, the following procedures should be followed. It is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to problems which may arise.

#### **B. Definitions**

1. "Grievance" shall mean a dispute between a student, employee, volunteer or third party and the Board or administration over the interpretation or application of a specific provision of the above listed articles based upon an event or condition which affects the employee, prospective employee, student or parent.
2. "Party of Interest" shall mean the aggrieved person or persons and the Board of Education or its designated representative as provided herein.
3. "Days" shall mean days when school is in session.
4. "Building Principal" shall mean the building Principal or his/her designee.
5. "Third Party" shall mean parents, employees, volunteers or others.

#### **C. Time Limits**

1. If the aggrieved person does not initiate a grievance in writing within twenty (20) days after the alleged occurrence on which the grievance is based, then the grievance shall be considered to have been waived.
2. The number of days indicated at each step shall be considered as a maximum. The time limit specified may, however, be extended by written agreement of the parties of interest.
3. Failure by the aggrieved person at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the building administrator involved to render a decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

#### **D. Informal Procedure**

If a person feels that he/she may have a grievance, he/she will first discuss the matter with the building Principal in an effort to resolve the problem informally. The building Principal will notify, in writing, the Equity Coordinator of the grievance he/she receives.

#### **E. Rights of Persons to Representation**

1. Either party or any member of the administration shall take no reprisal of any kind against any participant.
2. A person of his/her own choosing may represent any party in interest at any level of the formal grievance procedure.
3. All documents, communications and records dealing with processing of a grievance shall be filed in the personnel file of the participant, but should be segregated from other sections of the file.

#### **F. Formal Procedure**

##### **Complaint Procedure - Student/Employee/Volunteer/Third Party**

##### **Step 1 - Reporting**

The following grievance procedure shall be utilized by any student, employee, volunteer, or third party in making a complaint or inquiry.

##### **Overview**

A student, employee, volunteer or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the building Principal. The complainant will first discuss the matter with the appropriate administrator in an effort to resolve the problem informally.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. The building Principal will investigate the potential violation and try to resolve the problem informally.

The complainant is encouraged to use the report form available in the main office, guidance office or Equity Coordinator, but oral complaints shall be accepted. Oral complaints must be documented by the building Principal or Equity Coordinator.

The building Principal will notify, in writing, the Equity Coordinator of the grievance.

If the building Principal is the subject of the complaint, the student, employee or third party shall report the incident directly to the Equity Coordinator. This will now become a level two grievance.

##### **Level One: Building Principal**

If the aggrieved person is not satisfied with the disposition of the informal procedures, the person shall submit such a claim as a written grievance to the building Principal. The written statement of the grievance shall contain a statement of facts, the remedy requested and reference to the provision of equity guidelines which the person claims has been violated. The aggrieved person must initiate the written grievance within twenty (20) days after the alleged occurrence on which the grievance is based.

Upon receiving a written grievance, the building Principal shall immediately notify, in writing, the Equity Coordinator, who shall then authorize the building Principal to investigate the

complaint, unless the building Principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the incident. Other information and materials relevant to the investigation may also be evaluated.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.

The building Principal shall prepare a written report within ten (10) days unless additional time to complete the investigation is required, as determined by the Equity Coordinator. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy and a written recommended disposition of the complaint.

Copies of the report shall be provided to the complainant and to the accused.

### **Level Two: Equity Coordinator**

If the aggrieved person is not satisfied with the disposition of such grievance at Level One, the person shall submit a request to the Equity Coordinator for further investigation of the complaint. This request must be filed within five (5) days of the level one decision rendered to the aggrieved person.

Both the written grievance and the investigation report will be forwarded to the Equity Coordinator from the building Principal. The Equity Coordinator will review the investigation report and may or may not conduct a further investigation. The Equity Coordinator shall, within ten (10) days after receipt of the written grievance, render a decision and the reason(s) therefore in writing to the complainant and the accused.

### **Level Three: Superintendent of Schools**

If the aggrieved person is not satisfied with the disposition of such grievance at Level Two, the person shall, within three (3) days after the formal presentation, file such written grievance with the Superintendent of Schools.

The Superintendent or his/her designee, shall within ten (10) days after receipt of the referral, meet with the complainant for the purpose of resolving the grievance. He/She may meet with the accused and other persons, as necessary, for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any party of interest upon written request.

The Superintendent shall, within five (5) days after the hearing, render a decision and the reasons in writing to the complainant, accused and the Equity Coordinator.

### **Level Four: Board of Education**

If the aggrieved person is not satisfied with the disposition of such grievance at Level Three, the person shall, within three (3) days after the decision, or within five (5) days after the final hearing, file the grievance with the Board of Education.

The Board shall receive the written grievance and all written documents for the purpose of resolving the grievance. The Board of Education shall, within ten (10) days after receipt of the appeal, meet with the complainant in either open or executive session for the purpose of resolving the grievance. The Board also has the option of meeting with the accused in open or



executive session. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any parties in interest upon written request.

The Board shall, within five (5) days after such meeting renders its decision and the reason(s) therefore, in writing, to the complainant and the accused.

### **Level Five Appeal**

If the aggrieved person is not satisfied with the disposition of the grievance at Level Four, the person may appeal to the Office of Civil Rights, US. Department of Health, Education and Welfare, John W. McCormack Post Office and Courthouse, Room #222, Post Office Sq., Boston, MA 02109

### **Complaints of Discrimination under the USDA Food and Nutrition Service Child Nutrition Program**

#### **Complaint Process:**

1. The person alleging discrimination based on race, color, national origin, age, sex or disability has 180 days from the date of the alleged discriminatory action. The complainant and the East Windsor Public Schools should resolve the issue at the lowest possible level and as expeditiously as possible (see Grievance procedures noted above)
2. If the complainant makes allegations verbally or in person, the person to whom the allegations are made must write up the elements of the complaint for the complainant.
3. If after following the East Windsor Public Schools grievance procedures, the complainant is not satisfied with the disposition of the grievance at Level Four, the person may file a complaint with the USDA.
4. The forms can be found attached to this policy or online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or contact any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to: U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, S.W., Washington, D.C. 20250-9419, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Legal Reference: Connecticut General Statutes

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender identity or expression")

10 153 Discrimination on account of marital status.

46a 60 Discriminatory employment practices prohibited.

Federal Law

Title VII of the Civil Rights Act 1964

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

American Disability Act of 1989.

Chalk v. The United States District Court of Central California.

Title IX of the Education Amendments of 1972.

Civil Rights Act of 1987.

**Policy adopted: May 3, 2000**

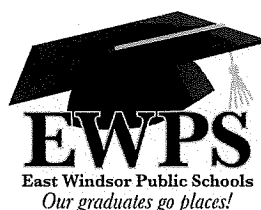
**Policy revised: October 20, 2005**

**Policy revised: November 28, 2012**

**Policy revised: June 22, 2016**

EAST WINDSOR PUBLIC SCHOOLS

East Windsor, Connecticut



**DRAFT REVISIONS & UPDATES**

**East Windsor Board of Education**

**Policy Review Subcommittee**

**SERIES 2000**

**Board of Education 1st Reading 12/13/23**

|  |                           |             |       |
|--|---------------------------|-------------|-------|
| 1. Concept and Roles in Administration             | 2000                      | DELETE      | pg 2  |
| A. Board-Superintendent Relationship               | 2000.1                    | DELETE      | pg 3  |
| 1. Administrative Staff Organization               | 2100                      | DELETE      | pg 6  |
| (1) Equal Employment Opportunity                   | 2111                      | DELETE      | pg 7  |
| (2) Professional Development Opportunities         | 2112                      | DELETE      | pg 8  |
| B. Administrative Organization                     | 2120                      | DELETE      | pg 9  |
| (1) Lines of Responsibility.                       | 2121                      | DELETE      | pg 10 |
| C. Administrative Personnel Positions              | 2130                      | DELETE      | pg 10 |
| (1) Superintendent of Schools                      | 2131                      | DELETE      | pg 11 |
| (2) Appointment of Designee for Superintendent     | 2131.1                    | DELETE      | pg 15 |
| (3) Principals                                     | 2133.1                    | DELETE      | pg 15 |
| (4) Instructional Supervisors                      | 2136                      | DELETE      | pg 17 |
| D. Recruitment and Appointment of Superintendent   | 2141                      | <b>KEEP</b> | pg 17 |
| E. Hiring School Administrators                    | 2151                      | DELETE      | pg 18 |
| A. Representative and Deliberative Groups          | 2220                      | DELETE      | pg 19 |
| B. Procedures for Handling Emergencies             | 2230                      | DELETE      | pg 19 |
| (1) Policy and Regulations Systems                 | 2231                      | DELETE      | pg 20 |
| Annual Report/Announcements                        | 2232.1                    | DELETE      | pg 21 |
| 3. Code of Ethics for Administrators               | 2300                      | DELETE      | pg 22 |
| 4. Evaluation of Administrators and Administration | 2400                      | <b>KEEP</b> | pg 23 |
|  |                           |             |       |
| 1. Destruction of Records 2001                     | <b>NEW POLICY/REPLACE</b> |             | pg 28 |
| 2. Retention of Records 2002                       | <b>NEW POLICY/REPLACE</b> |             | pg 31 |
| 3. Treatment of Recruiters 2003                    | <b>NEW POLICY/REPLACE</b> |             | pg 39 |

## **Administration 2000**

**ADMIN RECOMMENDATION: DELETE ADDRESSED IN 9000**

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

### **Administration**

#### **Concept and Roles in Administration**

The Superintendent of Schools shall direct and coordinate the administrative staff in implementing the educational philosophy, and achieving the goals and general objectives of the Board of Education, within the guidelines established by Board of Education policy law and employee agreements. The Board of Education expects the administration to demonstrate leadership and to develop good working relationships with the community for the achievement of common goals.

The Superintendent of Schools is encouraged to conduct the operations of the school system in a collaborative manner.

Policy adopted: May 16, 2000

**Administration 2000.1**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 9000

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

**Administration**

**Board-Superintendent Relationship**

The Superintendent shall be the Chief Executive Officer of the Board of Education and shall be responsible for the professional leadership and skill necessary to translate the will of the Board into administrative action.

The Superintendent shall be responsible for all aspects of school operation and for such duties and powers pertaining thereto as the Board may direct or delegate. The Superintendent may delegate responsibility and the authority necessary to discharge it to other officials and so develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the schools.

The Board assumes that the Superintendent is professionally able and possesses outstanding qualities of leadership, vision, and administrative skill, and that the Superintendent will implement all policies of the Board in good faith.

The Board extends to the Superintendent full responsibility for implementation of Board policy decisions. It is incumbent on the Superintendent to recognize policy implications of administrative problems which arise. In order that the Superintendent may provide effective leadership, the Board will delegate to the Superintendent those powers which it considers advisable to do so. The Superintendent can expect the Board to support the Superintendent's decisions and administration of the school system.

Policy adopted: May 16, 2000

**Administration**

**Board - Superintendent Relations**

The legislation of policies is the most important function of the School Board, and the direction of the execution of the policies should then be the function of the Superintendent. The Superintendent should then be held responsible by the Board for results.

**Board Responsibilities**

**Superintendent Responsibilities**

- 1. Select the Superintendent and support him in the discharge of his duties.

- 1. The Superintendent shall be considered the chief executive instrumentality of the Board of Education. All individuals employed by the district are responsible directly or indirectly to the Superintendent of Schools.

- |  |   |
|--|---|
| <p>2. Adopt policies for the operation of the schools.</p>   | <p>2. Make plans to carry out all policies and establish rules and regulations as appropriate.</p>  |
| <p>3. Propose annual budget for adoption by the qualified electors of the district.</p>  | <p>3. Prepare and submit to the Board for consideration a proposed annual budget.</p>   |
| <p>4. Receive financial reports and authorize expenditures contracted after the adoption of the annual budget.</p>   | <p>4. The Superintendent shall have power within the levels of the major appropriations approved by the Board to approve and direct all purchases and expenditures not set forth in the proposed annual budget.</p> |
| <p>5. Delegate to the Superintendent the responsibility for the development of procedures to recruit and recommend to the Board of Education administrative and teaching candidates.</p> | <p>5. Report to the Board at the regular monthly meeting all appointments, resignations, and transfers as appropriate.</p>  |

No appointment to any position shall be publicized without prior authorization of the Board.

|    |   |    |  |
|----|---|----|--|
| 6. | Determine salary schedules and other personnel policies.  | 6. | Formulate and recommend personnel policies. Be responsible for assignment of all personnel.  |
| 7. | Require and discuss reports of the Superintendent concerning the progress of the schools in terms of achievement of students, teachers and supervisors. | 7. | Formulate and administer means of evaluating staff members and report findings to the Board. Formulate and administer a program of supervision for the schools. Duties and responsibilities may be delegated, but the Superintendent has final responsibility for actions of subordinates. |
| 8. | Require and consider reports from the Treasurer, Business committee or the Superintendent of business   | 8. | Prepare monthly reports upon status of the budget. Prepare annual report on the operation of   |

|     |   |     |  |
|-----|---|-----|--|
|     | transacted or pending of the financial status of the system.  |     | the school system and such other reports requested by the Board.   |
| 9.  | Consult with the Superintendent, affording a group judgment, on recommendations for extensions or readjustments of the scope of educational activities. | 9.  | Provide professional leadership for the educational program of the schools. Keep the Board continuously informed on the progress and condition of the schools. |
| 10. | Consider recommendations for additional capital outlays and adopt plans for such improvements and determine the means for financing them.               | 10. | Develop plans for maintenance, improvements, or expansion of buildings and site facilities needed to provide properly for an adequate educational program.     |
| 11. | Represent the needs of the schools before the taxpayers of the district and the legislature.  | 11. | Plan means of keeping the community informed about school matters. Serve as a representative of the schools before the public.                                 |
| 12. | Exercise the functions stated for it in the school district's grievance procedure.  | 12. | Make decisions in line with Board policy. Appeals from such decisions may be heard and decided by the Board.   |

Regulation approved: May 16, 2000

## **Administration 2100**

**ADMIN RECOMMENDATION:** \_\_DELETE ADDRESSED IN 4000/9000

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

### **Administration**

#### **Administrative Staff Organization**

The administrative staff should act as a directing force toward the achievement of excellence in the educational program. The Superintendent shall organize the staff to achieve the school district goals as expressed by the Board of Education. The Superintendent shall be the administrator responsible to the Board of Education and shall identify lines of primary authority for all employees.

The primary responsibility of the administrative staff is to help create and foster an environment of excellence in which students can learn most effectively. Excellence in education includes ensuring administrative role models reflect diversity in the population as a whole. In an effort to provide such role models, the Board supports measures to increase diversity through effective recruitment and hiring practices, which results in hiring the most qualified candidate.

Professional development activities will be provided for all staff. The Board will work toward achieving excellence in education by utilizing varied professional development programs aimed at developing leadership skills, stimulating interest of those who are underrepresented in administrative positions, and providing career advancement support and professional development opportunities for new and experienced administrators.

The Superintendent will be responsible for developing a district diversity staffing plan and shall review it on an annual basis. This plan should reflect state demographics and not be limited to the local community composition. A diversity checklist may be used as a guide to measure the district's success in developing a multicultural environment. Toward this end, all administrative duties and functions will be evaluated on the basis of contributing to better instruction which serves to incorporate the multicultural experience to enhance student motivation and achievement.

Policy adopted: May 16, 2000



## Administration 2111

ADMIN RECOMMENDATION: \_\_DELETE ADDRESSED IN 4000/9000

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

### Administration

#### Equal Employment Opportunity

All personnel policies and practices of the Board of Education will be in accord with equal employment opportunity practices as determined by state and federal legislation. A job description and required qualifications for a position to be filled will be made available to all applicants. Equal employment opportunity means that equal employment possibilities are available to all protected groups and that no individual will be discriminated against because of race, gender, color, religion, national origin, age, sex, sexual orientation, disability, or unrelated abilities to perform the duties of the position.

The district's staffing plan should be designed to ensure that the public schools are continuously moving toward integrated staff at all levels, in all schools, and in other areas throughout the system.

The Board believes in the importance of the district's practices to support the concept of staff balance. Within each group of employees there will be represented, when possible, a cross-section of employees of different gender, racial and ethnic backgrounds, and length of administrative and teaching experience.

Under the balanced-staff concept, the staff and students will benefit greatly by having exposure to a diverse staff.

Legal References: Title VII of the Civil Rights Act of 1964, 42 U.S.C., sub 2000e.

Age Discrimination in Employment Act, 29 U.S.C. Sec 621.

Executive Order 11246.

Connecticut General Statutes

Connecticut Constitution Article I, Section 20; Amendment V Equal Rights Protection Amendment.

46a-51 (8), (17), (18) Discriminatory practices.

46a-58(a) Deprivation of rights.

46a-60 Discriminatory employment practices prohibited.

46a-79 State policy re employment of criminal offenders.

46a-80 Denial of employment based on prior conviction of crime.

10-153 Discrimination on account of marital status.

PA 91-58 An act concerning discrimination on the basis of sexual orientation

Policy adopted: May 16, 2000

**Administration 2112**

**ADMIN RECOMMENDATION: ~~DELETE ADDRESSED IN 4000/9000~~**

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

**Administration**

**Professional Development Opportunities**

The Board encourages the Superintendent to make every effort to stay abreast of educational trends and to seek and take advantage of opportunities for professional growth.

For these purposes and so that he/she can keep the Board and professional staff informed of new and promising educational developments, the Board encourages the superintendent to maintain membership in certain professional organizations, attend and participate in workshops, conferences, conventions, and appropriate courses, and to engage in reading and writing of a professional and developmental nature.

The Board of Education recognizes the importance of professional development opportunities for new and experienced administrators and promote continued improvement, educationally and professionally, encouraging the teaching faculty to do the same.

A philosophy that promotes continued learning for all educators should permeate professional development programs and practices. The philosophy should specifically support different learning needs, based on experience, and an investment in the professional growth of future school leaders:

1. Innovative programs should be developed and established for teachers who aspire to administrative positions. A special effort should be made to encourage women and minorities to seek administrative positions.
2. For new administrators, a comprehensive orientation program should include broad-based exposure to district practices and resources, provision of mentor support from experienced administrators, and development of an individualized professional growth plan that targets priority learning needs.
3. For experienced administrators, flexible professional development opportunities should be entertained, allowing for career advancement support and long-term areas of professional pursuit.

All administrators should be exposed to professional growth opportunities and educational practices that address ways to foster diversity and equity in the school community. Professional development programs should be developed to assist and alert participants to issues related to the impact of racial, ethnic, and gender bias in the classroom, in the schools, and in the broader community.

Policy adopted: May 16, 2000

## **Administration 2120**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 4000/9000

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

### **Administration**

#### **Administrative Organization**

The administration of the school system will be delegated to the Superintendent of Schools.

The Superintendent is responsible for developing a table of organization to determine staff responsibilities and authority. The Superintendent will be guided by the knowledge that the Board of Education values free interchange of ideas.

While directing the Superintendent to establish specific lines of authority and responsibility, the Board of Education does not intend to reduce the efficiency of a team operation.

#### **General Operation**

The following principles will govern the administrative operation of the school system:

1. The Superintendent of Schools has specific responsibility for overseeing the pattern and sequence of educational experience provided for students from pre-kindergarten through grade 12.
2. The staff of each school will be encouraged to establish the educational program most appropriate for the students attending that school.
3. Communication will flow from the students to the appropriate staff members to the Superintendent and then to the Board of Education. The community is encouraged to follow the same procedure.
4. Each member of the staff will be made aware of their position responsibilities and lines of authority.

Policy adopted: May 16, 2000

**Administration 2121**

**ADMIN RECOMMENDATION:**     DELETE ADDRESSED IN 4000/9000

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

**Administration 2121**

**Lines of Responsibility**

All personnel will be responsible to the Board of Education through the Superintendent.

All personnel will refer matters requiring administrative action to the appropriate administrator who will refer such matters to the next level of authority, if necessary.

All personnel shall have the right to appeal any decision made by an administrator, through approved grievance procedures as defined by contract. Where not covered by contract, appeals are routed through the Superintendent to the Board of Education.

All administrative personnel will keep appropriate staff informed of pertinent activities.

Policy adopted: May 16, 2000

**Administration 2130**

**ADMIN RECOMMENDATION:**     DELETE ADDRESSED IN 4000/9000

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

**Administration**

**Administrative Personnel Positions**

All administrative, supervisory, and other positions in the school system are established initially by the Board of Education, by state law, or both.

It is the intent of the Board of Education to maintain a sufficient number of positions to promote the school system's goals.

A job description for each position, including a statement of requirements, must be developed and written under the direction of the Superintendent for approval by the Board of Education.

The Board of Education will approve the broad purpose and function of the position in harmony with state statutes, laws and regulations.

The Board of Education directs the Superintendent to maintain a comprehensive and coordinated set of job descriptions.

Policy adopted: May 16, 2000

## **Administration 2131**

**ADMIN RECOMMENDATION:**     ~~DELETE ADDRESSED IN 9000~~    

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

### **Administration**

#### **Superintendent of Schools**

The Board of Education will appoint and fix the term of office and salary of a Superintendent who serves as the Chief Executive Officer of the Board and has authority and responsibility for the supervision of the school system. As the Chief Executive Officer, the Superintendent shall have complete administrative oversight of the school system and shall be responsible for the efficient operation of the system in all its divisions.

The Superintendent takes the initiative in presenting to the Board policy and planning issues for the Board's attention and advises the Board of policies and plans that the Board takes under consideration. The Superintendent shall prepare and submit to the Board recommendations relative to all matters requiring Board action and shall provide the Board such necessary and helpful information and reports that may assist the Board on making informed decisions.

Policy adopted: May 16, 2000

### **Administration**

#### **Central Administrative and Supervisory Personnel**

#### **Duties and Responsibilities of Superintendent of Schools**

##### **1. General Duties**

- a. The Superintendent is, by law, the executive agent of the Board.
- b. The Superintendent shall administer the schools in conformity with Board policy and state law.
- c. It shall be the duty of the Superintendent to provide professional leadership in the community.
- d. The Superintendent shall prepare materials for orientation of new Board members.

##### **2. Meetings - The Superintendent or his/her designee shall:**

- a. Attend and participate in all Board and, where appropriate, committee meetings.
- b. Prepare agenda and mail to members in advance.
- c. Arrange for recording of minutes.
- d. Keep all records from past years available for ready reference.

##### **3. Policy Making - The Superintendent shall:**

- a. Recommend policies for adoption by the Board.
- b. Gather data concerning needed policies and investigate legal consideration concerning such policies.
- c. Have Board policies duplicated for Board, staff and general distribution.

**4. Executive Responsibilities - The Superintendent shall:**

- a. Act as executive agent of the Board.
- b. Administer schools in accordance with Board policy and state law.
- c. Initiate action on all professional matters and inform Board of Education trends.
- d. Coordinate work of schools.
- e. Report development in educational legislation to Board.

**5. Personnel - The Superintendent shall:**

- a. Recommend desirable qualifications for professional and nonprofessional personnel.
- b. Recommend policies governing employment and dismissal of personnel.
- c. Recruit, screen and employ classified personnel.
- d. Recommend to the Board the appointment of candidates to all certified positions.
- e. Recommend staff promotions, demotions, withholding of increments and dismissals.
- f. Reassign and transfer classified and certified personnel, excluding administrative personnel.
- g. Recommend to the Board the reassignment and transfer of administrative personnel.
- h. Recommend meetings of the Board with staff members and committees and participate in such meetings.
- i. Transmit communications to staff members or committees and receive communications from them.
- j. Hear complaints of personnel and refer to Board when necessary.
- k. Prepare and establish methods of evaluating teachers and other personnel in the school system.
- l. Recommend policies for employment of substitute personnel.

**6. Instructional Program - The Superintendent shall:**

- a. Assist Board in study of educational developments.
- b. Formulate with staff courses of study and submit to Board for approval.
- c. Purchase textbooks and instructional materials as needed.
- d. Recommend and develop ways for evaluating effectiveness of school system.
- e. Encourage teacher growth and record evidence of growth.
- f. Supervise instruction of students.
- g. Prepare school calendar.

**7. Finance - The Superintendent shall:**

- a. Act as Financial Secretary

(1) The Financial Secretary or Secretary of Board shall countersign checks for expenses incurred by the Board.

- b. Present long range financial needs to Board.
- c. Develop budget and recommend it to Board.
- d. Assist Board in interpreting the budget at public meetings.
- e. Present and interpret entire budget to school personnel
- f. Administer the adopted budget.
- g. Report to Board on operation of budget.
- h. Recommend transfer of funds as needed.
- i. Prepare and recommend procedures for salary schedules to Board or negotiations committee.
- j. Make purchases of supplies and equipment.
- k. Prepare specifications and receive bids on materials, construction and repairs.
- l. Examine and verify bills for payment.
- m. Develop and direct program of financial accounting.
- n. Prepare necessary data for financial report.
- o. Prepare data regarding net cost of schools to town.

**8. School Facilities - The Superintendent shall:**

- a. Make continuous study of school plant needs.
- b. Recommend plant expansion needs to Board.
- c. Develop educational specifications for new buildings.
- d. Make recommendations to Board regarding plans for new buildings.
- e. Investigate school sites and recommend desirable areas to Board.
- f. Recommend and administer program of plant maintenance.
- g. Recommend and administer policies for community use of school plant.

**9. Pupil Personnel - The Superintendent shall:**

- a. Recommend pupil services to provide for needs of all pupils.
- b. Supervise program of pupil services.
- c. Plan and supervise pupil enumeration.
- d. Recommend policies concerning pupil discipline.
- e. Establish procedures for suspension.
- f. Recommend pupils to be expelled.

- g. Recommend policies for classification, promotion and graduation of pupils and establish rules to implement these policies.
- h. Recommend school attendance boundaries.
- i. Make assignment of pupils.
- j. Study transportation needs and plan routes.
- k. Administer school lunch program.
- l. Recommend standardized testing programs.
- m. Examine pupils' standardized test results.
- n. Arrange for physical examination of pupils.
- o. Develop and supervise an adequate system of pupil records.

10. **Public Relations** - The Superintendent shall:

- a. Recommend general policies on public relations.
- b. Develop and supervise program of information to advise public of school progress, problems and needs.
- c. Interpret program of school before community groups.
- d. Make annual report of school progress and needs.
- e. Investigate complaints and report to proper agent.
- f. Act on specific community sponsored contests and projects requested of schools.

Regulation approved: May 16, 2000



**Administration 2131.1**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 4000/9000

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

**Administration**

**Appointment of Designee for Superintendent of Schools**

In order to provide for unforeseen circumstances, the Superintendent shall appoint a designee. This designee shall function only when the Superintendent is out of the District. The designee shall function only in emergency situations.

Policy adopted: May 16, 2000

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**Administration 2133.1**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 4000

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

**Administration**

**Principals**

**A. Qualifications**

1. The Principal shall have earned a Connecticut Intermediate Administrators Certificate.
2. Such Principal shall possess, under the direction of the Superintendent of Schools, unless otherwise specified by the policies of the Board of Education, the following powers and be charged with the following duties:

**B. Duties**

1. To be responsible to the Superintendent of Schools for all organization, administration, and supervision within the building.
2. To show evidence of leadership in formulating and developing the programs and projects which will improve the excellence of the school system, as well as in the areas of the Principal's particular responsibilities. To be an educational and instructional leader in the school.
3. To see that teachers and personnel are appropriately supervised and evaluated as requested; and to write supervisory reports on all teachers and other personnel at least once a year, or as directed by the Superintendent of Schools.
4. To have the powers necessary for executing the policies of the Board and for enforcing administrative rules and regulations determined by the Superintendent of Schools.
5. To be responsible for the educational procedures and progress within the school, and for all records and reports concerned thereto, in accordance with the policies, rules and regulations prescribed by the Board of Education.
6. To act as the chief administrative officer for the buildings and grounds, and to be responsible for and have authority over the actions of students, professional and non-professional employees, visitors, and such other persons hired to perform special tasks.

7. To keep the Superintendent of Schools informed as to the condition of the school and its activities therein, through the use of routine reports, meetings and by other means of communications as may be deemed appropriate by the Superintendent of Schools. Exceptional conditions and activities existing or occurring shall be reported immediately.
8. To establish rules for the administration of the school which shall be published in a handbook for distribution. The handbook shall be revised annually, or at such times as may be deemed appropriate, and such rules shall be subject to approval by the Superintendent of Schools prior to distribution.
9. To conduct educational surveys dealing with instructional matters.
10. To make recommendations to the Superintendent of Schools for the recruitment, selection, and assignment of the instructional employees within his/her building.
11. To be responsible for implementing and coordinating curriculum.
12. To be responsible for providing conditions which will protect the health and welfare of the children and the entire staff building.
13. To be responsible for maintaining good public relations with the community.
14. To be responsible for making equitable assignments of the teaching staff within the building, under existing terms and conditions of current Board of Education policies.
15. To be responsible for fully utilizing the community's resources for enriching school program.
16. To be responsible for the classification, promotion or retention of students within the building.
17. To oversee the attendance and conduct of the children within the building.
18. To be responsible for requisitioning supplies, textbooks, equipment and all materials necessary to the operation of the school.
19. To organize the playgrounds, lunchrooms and noon hour in the best interest and safety of the children.
20. To be responsible for extra and co-curricular activities of the school.
21. To be responsible for fire and other drills; school enterprises and activities, parent-teacher organizational work as it relates to the building; teacher's meetings; in-service training; school exhibits and student field trips; health and special services within the building.
22. To constantly appraise and evaluate the instructional program.
23. To employ principles of administration and high professional standards while working cooperatively with the teaching staff for the best interests of the children.
24. To continue to improve educationally and professionally, encouraging the teaching faculty to do the same.
25. To perform such other duties as may be assigned by the Superintendent of Schools.

Regulation approved: May 16, 2000

**Administration 2136**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 4000/9000

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

**Administration**

**Instructional Supervisors**

The Board will provide adequate instructional supervisory personnel such as Department and Grade Level Chairpersons, Directors, Coordinators, whenever and wherever the Board deems these positions necessary.

Such positions shall exist on an official basis only when specifically approved by the Board and when appropriate budgetary provisions are available.

Policy adopted: May 16, 2000

**Administration 2141**

**ADMIN RECOMMENDATION:** KEEP

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

**Administration**

**Recruitment and Appointment of Superintendent**

The appointment of a Superintendent is the legal responsibility of the Board of Education.

The Board may choose to interview qualified internal candidates prior to determining whether to conduct an active search, to find the person it believes can most effectively translate into action the policies of the Board, the aspirations of the community, and foster a diverse professional staff. The Board of Education may choose to appoint a qualified, willing, current staff member. Should a search be conducted, applicants who can best fulfill the role will be sought through aggressive advertising means.

If needed, the Board of Education will estimate a time frame for the search and prepare a budget for the search process.

If the Board of Education starts a search for a new Superintendent, it will first decide whether or not to hire a qualified search consultant. The selection of the consultant will be through a process consistent with the Board's affirmative action process.

**Appointment of Superintendent**

A vote of the majority of the Board members, present at a Board meeting for which due notice has been given of the intended action, will be required for the appointment of the Superintendent.

Legal Reference: Connecticut General Statutes

10-157 Superintendents

**Policy adopted: May 16, 2000 Policy revised: May 23, 2018**

**Policy revised: September 12, 2018**

**Administration 2151**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 4000/9000

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

**Administration**

**Hiring School Administrators**

The Board of Education will appoint qualified persons to all administrative positions in the School System, based on recommendations made by the Superintendent.

The appointment of all administrators is valid only when made in such a manner, and the Superintendent will submit his/her recommendations to the Board in writing if so requested. The Board will accept or reject the Superintendent's recommendation at a regular or special Board meeting not later than thirty-five (35) calendar days from their submission. (If more than one candidate is available for nomination, for any supervisory or administrative position, the Superintendent shall submit a list and may place the candidates in the order in which the Superintendent recommends them.) If the Board should reject the Superintendent's nomination, she/he will make another recommendation to the Board. The Board shall accept or reject such nominations not later than one month from their submission.

The Superintendent will be responsible for the posting of positions, recruitment and screening of candidates. The Superintendent will establish a screening committee comprised of staff, parents, students (when appropriate) and one or two Board members. The Superintendent will bring at least three finalists, when possible, including the recommended candidate, to the Board.

At the time of deciding to fill a vacant administrative position, the Board will determine whether the full Board, a committee of the Board or appropriate administrators will interview finalists for the position.

Legal Reference: Connecticut General Statutes

10-151(b) Employment of teachers. Definitions. Tenure, etc. (as amended by P.A. 12-116, An Act Concerning Education Reform)

**Policy adopted: February 26, 2014**

**EAST WINDSOR PUBLIC SCHOOLS**

East Windsor, Connecticut

**Administration 2220**

**ADMIN RECOMMENDATION:** DELETE NOT NEEDED

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

**Administration**

**Representative and Deliberative Groups**

The Board of Education encourages the Superintendent and administrative staff to create and maintain appropriate groups such as councils, cabinets and committees to:

1. Foster good communications with the staff, students and the public.
2. Allow staff, students, and the public a voice in decisions affecting them.
3. Establish effective channels of communication for the public, the students and the district staff.

Policy adopted: May 16, 2000

**Administration 2230**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 1000

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

**Administration**

**Procedures for Handling Emergencies**

Please refer to East Windsor's Crisis Response Protocols Booklet.

Regulation approved: May 16, 2000

## **Administration 2231**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 9000

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

### **Administration**

#### **Policy and Regulation Systems**

##### **Policy Manual**

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. Board policies, Board bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

##### **Policies**

Policies are statements of intent adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy adoption or change. The Superintendent shall develop a regulation specifying how policies will be developed and presented to the Board.

##### **Regulations**

Consistent with policy, the Superintendent shall specify required staff actions, and design the administrative arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the district shall be designated as "regulations," and placed in the district policy manual. Regulations shall be presented to the Board but the Board will not adopt regulations unless requested to do so by the Superintendent or unless required by federal or state law. The Superintendent is responsible for development and implementation of district regulations. He/she shall develop a system involving staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted Board policy, and capable of reasonable implementation.

##### **Bylaws**

Bylaws are the rules governing internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the Board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of bylaws.

Policy adopted: May 16, 2000

**Administration 2232.1**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 9000

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

**Administration**

**Administrative Reports/School District Annual Report/Announcements**

The Board shall require reports from the Superintendent of Schools concerning the state of the school system.

The Superintendent shall be responsible for submitting to the Board an annual report indicating the effectiveness of the instructional program, the condition of the schools, and plans and suggestions for their improvement as well as other items of interest to the Board members.

The Board shall file an annual financial report with the State in accordance with the law.

Legal Reference: Connecticut General Statutes

10-157 Superintendent of Schools

10-222 Appropriations and budget

10-224 Duties of the Secretary

10-227 Returns of receipts, expenditures and statistics to state board.

Policy adopted: May 16, 2000

## **Administration 2300**

**ADMIN RECOMMENDATION:** DELETE ADDRESSED IN 4000

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

### **Administration**

#### **Statement of Ethics for Administrators**

An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards.

The educational administrator:

1. Makes the well-being of students the fundamental value of all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the governing Board of Education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to contract.

Regulation approved: May 16, 2000



## **Administration 2400**

**ADMIN RECOMMENDATION:** KEEP

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

### **Administration**

#### **Evaluation of Administrators and Administration**

In order to advance the instructional program of the school District and to improve student achievement, the Superintendent of Schools will establish and will implement an annual evaluation program for all administrators and teachers. The educator evaluation and support plan or revisions to such plan must be approved annually by the State Department of Education prior to District implementation. Such plan shall be the State model, "SEED," or the District's proposed alternative which fulfills the State guidelines. The Board of Education, not later than September 1, 2013, shall adopt and implement a teacher evaluation and support program. Such teacher evaluation and support program shall be developed through mutual agreement with the District's Professional Development and Evaluation Committee. If unable to attain mutual agreement, the Board and the Professional Development and Evaluation Committee shall consider adopting by mutual agreement the State Board of Education (SBE) adopted model teacher evaluation and support program without any modification. Further, if the Board and the Professional Development and Evaluation Committee fail to agree on the SBE model, the Board, will use its statutory authority to adopt and implement a teacher evaluation program of its choice, provided such program is consistent with the SBE adopted guidelines.

Such a program will be aimed at improving administrator/teacher performance and at promoting professional growth within the framework of the goals and objectives of the school district. Such an evaluative process will include a formal procedure for the evaluation of the Superintendent of Schools by the Board of Education.

Evaluations of certified staff below the rank of Superintendent shall be conducted in accordance with the guidelines adopted by the State Board of Education under Connecticut General Statute 10-151b, as amended and the educator evaluation and support program developed through mutual agreement with the District's Professional Development and Evaluation Committee. Further, claims of failure to follow such guidelines shall be subject to the grievance procedure in collective bargaining agreements negotiated subsequent to July 1, 2004.

#### **The Evaluation of the Superintendent**

Through the evaluation of the Superintendent, the Board of Education will strive to accomplish the following:

1. Clarification for the Superintendent of his/her role in the school system as understood by the Board of Education.
2. Clarification for all Board of Education members of the role of the Superintendent in light of his/her responsibilities, his/her authority, and his/her organizational expectations.
3. Development of a unity of purpose in order to achieve high priority goals and objectives.
4. Development of an opportunity for goal achievement through regular appraisal and feedback.
5. Enhancement of organizational health resulting from involved, committed, and strengthened individuals.

The Superintendent's annual evaluation and the annual evaluation of District administrators and teachers should be viewed as part of an overall district management plan of establishing goals and objective, appropriate programs, and methods of evaluation. Instructional leadership efforts can only be productive if teaching and learning are emphasized and if objectives, measurement, and feedback are part of that effort. Teachers, administrators, central office personnel, and the Board of Education should be partners in the improvement process, and it is expected that this policy provide direction in achieving that partnership.

### **The Evaluation of District Administrators**

The District's evaluation of administrators below the rank of Superintendent will be accomplished through the adoption and use of the State model, "SEED" (Connecticut's System for Educator Evaluation and Development), or an approved hybrid of SEED, or a District-proposed alternative evaluation and support plan which fulfills the state guidelines.

The evaluation of District administrators shall utilize, as required, a four level metric rating system. The District will provide evaluation-based professional learning to address needs identified through the evaluation process. In addition, individual administrator and remediation plans will be created by the District for those administrators whose performance rating is "Developing" or "Below Standard." Opportunities for career growth and professional development based upon performance ratings shall be provided by the District.

The annual administrative evaluation process will include, but is not limited to, (1) an orientation process; (2) a goal setting conference at the start of the school year; (3) a mid-year review; and (4) an end-of-year summative review, through self-assessment and conference.

(cf. 4115 – Evaluation)

Legal Reference: Connecticut General Statutes

10-151a Access of teacher to supervisory records and reports in personnel file.

10-151b Evaluation by superintendents of certain education personnel.  
(amended by PA 04-137, An Act Concerning Teachers' Evaluations and P.A.  
12-116 An Act Concerning Educational Reform).

10-151c Records of teacher performance and evaluation not public records.

10-220a(b) Inservice training. Professional development. Institutes for  
educators. Cooperating and beginning teacher programs, regulations.

Connecticut Guidelines for Educator Evaluation, adopted by the State Board of  
Education, June 27, 2012.

Connecticut's System for Educator Evaluation and Development (SEED) state  
model evaluation system.

"Flexibilities to Guidelines for Educator Evaluation" adopted by Connecticut  
State Board of Education, February 6, 2014

P.A. 13-145 An Act Concerning Revisions to the Education Reform Act of 2012

**Policy adopted: May 24, 2023**

EAST WINDSOR PUBLIC SCHOOLS  
East Windsor, Connecticut

## **Administration**

### **Evaluation of the Superintendent**

#### **Preface**

The Connecticut Association of Boards of Education (CABE) and the Connecticut Association of Public School Superintendents (CAPSS) recognize the critical importance of a strong partnership between every Board of Education and its Superintendent of Schools. This recommended evaluation process collaboratively developed by CABE and CAPSS is an attempt to properly communicate our strong belief that the Board of Education and Superintendent must view themselves and function as the school district's Leadership Team. To that end, we strongly believe that the Leadership Team must share and enthusiastically advocate the same goals and a vision of learning that sets high performance expectations for the entire school community.

It is important to note that the foundational components of the recommended evaluation process are the CABE/CAPSS School Governance Position Statement, adopted March 2004 and revised in 2014, and the CABE Superintendent evaluation instrument and the Board self-assessment. The Board of Education Chairperson, working with the Superintendent and the rest of the Board of Education, is responsible for carrying out the evaluation of the Leadership Team.

While the Board of Education and Superintendent have different roles and responsibilities, their work must complement each other. Ultimately, all serve to advance the goals and objectives of their community for public education and, most importantly, student learning. As the Board of Education's "Chief Executive Officer", Connecticut Education Law (C.G.S. 10-157(a)) requires the Superintendent of Schools' job performance be evaluated annually. Whether written or oral, the annual evaluation of the school district's Chief Executive Officer is one of the most important responsibilities of every Board of Education.

CABE and CAPSS have recommended an evaluation process for the Superintendent of Schools that is collaborative, goal oriented and offers numerous opportunities for focused and targeted feedback from the Board of Education to the Superintendent of Schools regarding his/her job performance. We firmly believe that this collaborative and candid approach to evaluation will improve Board of Education and Superintendent communications and relationships, minimize evaluation surprises and most importantly, enhance the overall success of the school district.

Student achievement across all areas is important and must be assessed in multiple ways. Therefore, growth in student achievement has to be a factor in the assessment of the Superintendent's evaluations. All of the leadership performance areas and specific areas of responsibility outlined in this document should be considered. Indicators related to student academic achievement are necessary, but not sufficient to make final determinations about the Superintendent's job performance.

To increase the effectiveness of the school district's Leadership Team and the overall performance of the Board of Education and its individual members, CABE and CAPSS believe that it is vitally important that every Board of Education conducts a self-assessment each school year.

An annual self-assessment enables the Board of Education to thoughtfully and constructively evaluate its performance as the community's legislative body that develops, evaluates and oversees education policy. CABE and CAPSS strongly recommend Board of Education self-assessment as a necessary and worthwhile activity toward advancing the vision and goals of the school district. It is important that the Board factor the Superintendent's perspective into its self-assessment.

The following is a recommended process and timeline for the annual evaluation of the Superintendent of Schools and the Board of Education self-assessment. It is important to note that the recommended timeline is based upon a traditional evaluation year model (July-June) and can be earlier as necessary. The recommended Leadership Team meetings can and should be conducted in Executive Session because they pertain to Board of Education Self-Evaluation and Personnel.

### **Legal Considerations: Executive Session and Freedom of Information Act (FOIA)**

The Connecticut Freedom of Information law allows for the discussion in executive session of “personnel matters,” which includes “the appointment, employment, performance, evaluation, health or dismissal of a public official or employee, provided that such individual may require that discussion be held at an open meeting” (Connecticut General Statute Section 1-200(6)). Under this provision the superintendent’s evaluation, as well as the performance of one or more Board of Education members, are appropriate topics for executive session. District goals, procedures, policies and data are NOT appropriate subjects for executive session under the FOI law. All votes must be taken in public – only discussion can occur in executive session.

**Note:** Based on court decisions in Connecticut, written evaluation documents are likely to be deemed public records subject to disclosure. Such written evaluation documents subject to public disclosure would include any draft evaluation that is circulated among Board of Education members.

### **Recommended Evaluation Process**

The formal evaluation should in no way preclude informal discussions between the Superintendent and Board of Education as needed.

### **Beginning of New Evaluation Year Meeting – Summer/Fall**

**Step 1:** The Board conducts its self-evaluation and goal-setting.

**Step 2:** The district Leadership Team (Board of Education and Superintendent) meets to discuss goals and objectives. Any discussion of district goals must be held in public. This structured conversation is intended to serve as a goal/priority setting session for the district’s Leadership Team for the upcoming school year.

**Step 3:** In Executive Session the Board of Education has an opportunity to candidly discuss with the Superintendent their performance goals for the year. Some of these will have been reflected in the most recent evaluation of the Superintendent’s performance. This discussion should also include the process and format by which the Superintendent’s performance will be evaluated.

### **Mid-Year Evaluation Meeting – Winter**

It is recommended that the Board of Education meets again in Executive Session to provide targeted informal feedback to the Superintendent about his/her effectiveness vis-à-vis the previously established goals and objectives. The purpose of this informal feedback session is to assess the Superintendent’s midyear performance and provide him/her with an opportunity to properly respond to any Board of Education concerns and avoid unnecessary performance evaluation “surprises” at year’s end. This session also provides the Leadership Team with an opportunity to identify and strategize new and/or unexpected challenges. This level of team collaboration allows all parties to be contributing members of a fluid, responsive and strategic team.

### **End of the Year Evaluation of the Superintendent – Spring – By June 30<sup>th</sup>**

**Step 1:** The Superintendent shares a verbal “Year in Review” self-assessment with the Board of Education in Executive Session. This self-assessment may be supplemented by submitting documentation as a formal narrative, portfolio or some other mutually agreed upon format that was established during the Beginning of the Year Meeting, with the understanding that any such written documentation would not be confidential. This document serves as evidentiary documentation regarding the Superintendent’s job performance and should aid the Board of Education in completing a comprehensive and fair evaluation of the Superintendent.

**Step 2:** The Board of Education conducts the evaluation of the Superintendent of Schools according to Board of Education Policy in Executive Session unless the Superintendent exercises his/her statutory right to require that such discussion be held in open session. It is recommended that there be no prior sharing of written performance evaluation commentary (hard copy or electronic) among Board of Education members prior to the Executive Session. The result of the Board of Education’s Executive Session discussion regarding the Superintendent’s performance should be either a written or verbal draft performance evaluation of the Superintendent of Schools.

**Step 3:** A meeting in Executive Session should be scheduled by the Board of Education between the Superintendent and the Board of Education, according to Board of Education Policy and Superintendent’s contract. The purpose of this follow-up meeting is to share and discuss the Board of Education’s draft evaluation with the Superintendent. This session serves as a final opportunity for candid discussion between the Board of Education and the Superintendent prior to the completion of the formal performance evaluation. The Connecticut Superintendent Leadership Competency Framework, developed by LEAD Connecticut, also should be examined as it is intended to focus specifically on effective superintendent leadership. It is included at the end of this document.

**Step 4:** The formal performance evaluation is completed and presented either verbally or in writing to the Superintendent of Schools by a representative(s) of the Board of Education according to Board of Education Policy and Superintendent’s contract. It is important to note that if the Board of Education’s performance evaluation of the Superintendent of Schools is in writing, it is a public document and subject to FOIA. Any written copy of the Superintendent’s performance evaluation must also be placed in the Superintendent’s official personnel file.

**Regulation approved: May 24, 2023**

EAST WINDSOR PUBLIC SCHOOLS  
East Windsor, Connecticut

**Administration 2001**

**ADMIN RECOMMENDATION:** ADOPT S&G POLICY

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

**Series 2000**

**Administration 2001**

**POLICY REGARDING HOLDS ON THE  
DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS**

The East Windsor Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

**Legal References:**

Rules 34 and 45 of the Federal Rules of Civil Procedure

General Letter 2009-2 of the Public Records Administrator Record Retention

Schedules Towns, Municipalities and Boards of Education

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

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

08/2010

## Administration

### ADMINISTRATIVE REGULATIONS REGARDING HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

#### I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2001 regarding holds on the destruction of electronic information and paper records. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

#### I. HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a "litigation hold" to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the district's record retention policy.

The Records Custodian shall issue a "litigation hold" memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a "litigation hold" memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any "litigation hold" memorandum shall be sent to the District IT department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information. He/she shall work with the District's IT personnel to ensure compliance with the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper

documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the "litigation hold" memorandum and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:

General Letters 96-2, 2001-1, 2009-2 of the Public Records Administrator  
Record Retention Schedules Towns, Municipalities and Boards of Education  
Rules 34 and 45 of the Federal Rules of Civil Procedure  
Silvestri v. General Motors Corp., 271 F.3d 583 (4<sup>th</sup> Cir. 2001)

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

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

8/2010



**SERIES 2000**  
**Administration 2002**

**ADMIN RECOMMENDATION:** ADOPT S&G POLICY  
**BOE RECOMMENDATION:** \_\_\_\_\_

**Series 2000**  
**Administration 2002**

RETENTION OF ELECTRONIC RECORDS AND INFORMATION 2002

I. POLICY

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

II. USE OF ELECTRONIC MESSAGES AND ELECTRONIC COMMUNICATIONS

The Board has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure, regardless of whether the messages are sent using personal devices or the District's computer systems. Users must understand that the Board has reserved the right to conduct

monitoring of the District's computer systems and may do so despite the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

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

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation, a search for documents pursuant to a Freedom of Information Act request, or a formal discovery process as part of litigation. Users should bear in mind that electronic messages may be retained at different locations within the computer network and that these messages are subject to retrieval, regardless of whether the User has deleted such messages from the User's accounts. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic messages and information.

### III. RETENTION OF ELECTRONICALLY STORED INFORMATION

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

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

#### Legal References:

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

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

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

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

Record Retention Schedules Towns, Municipalities and Boards of Education

Connecticut State Library, Office of the Public Records Administrator, Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images, Form RC-075.1 (revised 12/2021)

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

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

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

8/8/2022

Series 2000

Administration

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

### I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2002 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

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

### II. DEFINITIONS

Electronic messages include e-mail, fax, instant messaging, text messaging, and Web-based messaging services. Electronic messages may be transmitted by a variety of mediums, including computers and mobile computing devices. In addition to the body of the message, electronic messages also contain metadata, such as transactional information (e.g., date and time sent, sender/receiver) and may contain attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents.

Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.

Public records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.

Digital imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.

Transitory correspondence consists of communication that does not relate to an individual's job responsibilities or has a short term administrative value.

Routine correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

### III. CLASSIFICATION OF ELECTRONIC MESSAGES

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

Users shall use the following steps in determining whether to maintain electronic messages and, if so, for how long:

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

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

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

If the message is Transitory Correspondence, delete at will.

If the message is Routine Correspondence, retain for 2 years.

If the message is All Other Correspondence, retain for the equivalent records series.

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

#### IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

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

In its use of digital imaging, the District shall:

Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.

Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.

Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.

Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.

Perform periodic backups of all digital images, associated indices, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.

Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.

Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.

Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

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

**Permanent** If records are required to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a "human-readable" format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.

**Less than**

These records may be transferred to a digital imaging format with permanent disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075.1, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

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

## V. RETENTION OF ELECTRONIC RECORDS

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

Print message or record and store in appropriate hard copy file.

Place in computer folders and save on hard drive.

Save to a removable disk which is then stored in an appropriate location.

Transfer to an automated records management software application.

Manage at the server by an automated classification system.

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

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

#### Legal References:

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

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

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

Public Records Policy 02, Digital Imaging, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Connecticut State Library, Office of the Public Records Administrator, Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images, Form RC-075.1 (revised 12/2021)

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

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

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

8/8/2022

Series 2000

**Administration 2003**

**ADMIN RECOMMENDATION:** ADOPT S&G POLICY

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

Series 2000

**Administration 2003**

**UNIFORM TREATMENT OF RECRUITERS**

Subject to the provisions of law, all recruiters, including commercial, military and nonmilitary concerns, recruiters representing institutions of higher education, and prospective employers shall be provided equal opportunities of access to students enrolled in the district's secondary school[s]. Access may be granted through programs conducted by the Guidance Department. Such programs may consist of but not be limited to career days, college fairs, individual school visitations, and in-school recruiting.

Except as provided below, military recruiters and institutions of higher education shall, upon request, be given access to the names, addresses and telephone numbers of secondary school students.

On an annual basis, the school district will notify parents of secondary school students of their right to object to the disclosure of the student's name, address and telephone number to military recruiters or to an institution of higher education. If a secondary school student or the parent of a secondary school student objects in writing to the disclosure of a student's name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student's name, address or telephone number to a military recruiter or an institution of higher education. The objection shall remain in force until the district re-issues the annual notification referenced above, after which time the parents and/or secondary school student must inform the school district in writing again of their objection to the disclosure of the information described above.

**Legal References:**

Conn. Gen. Stat. §10-221b Boards of education to establish written uniform policy re treatment of recruiters

Every Student Succeeds Act § 8025, 20 U.S.C. § 7908

Armed Forces recruiter access to students and student recruiting information

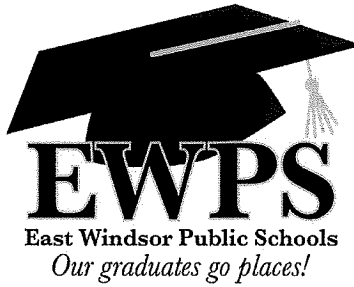
National Defense Authorization Act for Fiscal Year 2002 § 544, 10 U.S.C. § 503 Enlistments: recruiting campaigns; compilation of directory information

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

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

9/11/2020





## ADMINISTRATION

70 South Main Street  
East Windsor, CT 06088  
860.623.3346

**Patrick Tudryn, Ed. D**  
*Superintendent*

**Darryl Rouillard**  
*Asst. Superintendent of  
PreK-12 Education*

**Deirdre Osypuk, PhD**  
*Director of Special Education*

To: Board of Education  
From: Patrick Tudryn, Superintendent  
Re: FY 24/25 Budget Update  
Date: December 7, 2023

With the fiscal year 2025 budget building season now underway, Finance Director Ryan Galloway and I have held meetings with each department head and principal. We have collected all relevant information, including staffing projections, which as you are aware is approximately 70% of our budget. In the next few weeks, we will be finalizing our draft of this budget. We are on schedule to present it to the Board of Education in January.

There are important factors to be aware of that will undoubtedly affect our plans. Our ESSER (Elementary and Secondary School Emergency Relief) funding from the U.S. Department of Education runs out at the end of the current fiscal year.

Meanwhile, student transportation costs are anticipated to increase by 10 percent next year. The Office of the State Comptroller is at this time projecting a 7 percent increase in medical insurance premiums next year. All indications point to a \$400,000 increase in special education costs for out of district placements.

These realities lead us to create a budget focused on our priorities outlined in our strategic plan but very little else. We will need to be creative in finding funding for our facility needs, which the community has clearly identified as a priority to them.

We are committed to maintaining the integrity of our classroom instruction, and providing our educators with the training they need to continue to implement a rigorous curriculum through our Portrait of the Graduate approach. Our students deserve our best.

Like you, I share a commitment to our residents to continue our momentum in a strategic and efficient way that provides our students with a high quality educational program while also being responsible stewards of our community's tax dollars.

I welcome your input and advice in this process and am confident we will accomplish our short and long-term goals together.

From: T. Mark Barbieri tmarkblaw@gmail.com  
Subject: Vets day program thank you  
Date: Nov 15, 2023 at 9:59:58 PM  
To: ptudryn@ew.org

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Hi Mr. Tudryn:

While I was thanking Allison, Jennifer and through them, a host of other players and especially all the great kids that helped see to the "ol folk's" every need at the Vet event last Friday, I thought to myself: "i'll bet very few people ever think to also thank the man at the top who probably gets few kudos but has all the responsibility when it really comes down to it." So a whole hearted thank you to that man at the top who, at the very lest, sanctioned the absolutely terrific and most meaningful Vet's day event ever in the history of our town, or at least during the forty years I have lived here.

The, much appreciated, affair was well planned, well executed and proceeded at a comfortable pace without a noticeable hitch. Our time answering questions in the Home Rooms was a great idea and I hope we all left a bit of hard earned wisdom for the kids.

The grand finale assembly was very meaningful and well done by all who participated.

As a Vietnam combat Vet, I was particularly grateful as "thanks for you service" was particularly scarce during that era (not that any of us were looking for such comments) but it was sure nice hearing it and being part of the event.

So thanks again for your part and for the great team of people you have working for you. They sure put the time and effort into a great event for a grateful group. Let's not forget the kids either. Someone is sure doing something right with them for sure and that gives me great hope in trying times.

Thank you for your service too!!

Very truly yours,

Mark Barbieri

Sent from my iPhone

| <b>EAST WINDSOR PUBLIC SCHOOLS - ENROLLMENT 2023-2024</b> |               |               |               |               |               |               |                |              |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|----------------|--------------|---------------|
|   | <u>Oct. 1</u> | <u>Nov. 1</u> | <u>Dec. 1</u> | <u>Jan. 1</u> | <u>Feb. 1</u> | <u>Mar. 1</u> | <u>April 1</u> | <u>May 9</u> | <u>June 1</u> |
| PreK  | 79            | 77            | 75            |               |               |               |                |              |               |
| K   | 87            | 88            | 89            |               |               |               |                |              |               |
| Grade 1   | 82            | 82            | 80            |               |               |               |                |              |               |
| Grade 2   | 72            | 72            | 70            |               |               |               |                |              |               |
| Grade 3   | 74            | 73            | 73            |               |               |               |                |              |               |
| Grade 4   | 86            | 87            | 87            |               |               |               |                |              |               |
| <b>Total</b>  | <b>480</b>    | <b>479</b>    | <b>474</b>    |               |               |               |                |              |               |
| Grade 5   | 67            | 67            | 67            |               |               |               |                |              |               |
| Grade 6   | 82            | 84            | 84            |               |               |               |                |              |               |
| Grade 7   | 81            | 86            | 86            |               |               |               |                |              |               |
| Grade 8   | 70            | 70            | 69            |               |               |               |                |              |               |
| <b>Total</b>  | <b>300</b>    | <b>307</b>    | <b>306</b>    |               |               |               |                |              |               |
| Grade 9   | 72            | 73            | 73            |               |               |               |                |              |               |
| Grade 10  | 62            | 61            | 59            |               |               |               |                |              |               |
| Grade 11  | 65            | 68            | 68            |               |               |               |                |              |               |
| Grade 12  | 57            | 56            | 56            |               |               |               |                |              |               |
| Transition Program  | 11            | 11            | 11            |               |               |               |                |              |               |
| <b>Total</b>  | <b>267</b>    | <b>269</b>    | <b>267</b>    |               |               |               |                |              |               |

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

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> |               |               |               |               |               |               |                |              |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|----------------|--------------|---------------|
|   | <u>Oct. 1</u> | <u>Nov. 1</u> | <u>Dec. 1</u> | <u>Jan. 1</u> | <u>Feb. 1</u> | <u>Mar. 1</u> | <u>April 1</u> | <u>May 9</u> | <u>June 1</u> |
| 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.



**Hartford Foundation**  
FOR PUBLIC GIVING

Together for good.®

**Board of Directors**

Theodore S. Sergi, Chair  
Rodney O. Powell, Vice Chair  
Marlene M. Ibsen, Treasurer  
Susan B. Dunn  
Mark Overmyer-Velázquez  
Richard N. Palmer  
Nicole Porter  
David M. Roth  
Andrew R. Worthington

**President and CEO**

Jay Williams

November 17, 2023

East Windsor Public Schools  
70 South Main Street  
East Windsor, CT 06088

**Grant Number: 88198**

Dear Grantee:

I am pleased to inform you that the Hartford Foundation for Public Giving has processed a grant of \$2,250.00 to East Windsor Public Schools, on behalf of the East Windsor Community Funds.

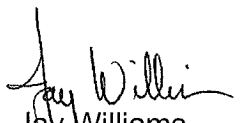
Grant Purpose: To purchase Sphero Coding Robots for Broad Brook Elementary School

This grant is being paid in full at award. **To provide expedited and secure grant payments, the Hartford Foundation sends electronic distributions via Automated Clearing House (ACH). The grant number will be referenced in the deposit memo and it is your responsibility to notify your Finance Department of this payment.** If your organization has not completed the ACH form, a check will be mailed and we encourage you to submit the ACH form with your banking information at your earliest convenience. Please email our Finance Department at [accountspayable@hfpg.org](mailto:accountspayable@hfpg.org) with any questions. By accepting this grant, you indicate your compliance with the terms and conditions of this grant award letter.

The East Windsor Advisory Committee will contact you directly in regards to condition or reporting requirement in regards to this grant, if any.

We wish you the best on this important effort.

Sincerely,

  
Jay Williams  
President & CEO  
JW/ga

10 Columbus Boulevard, 8th Floor  
Hartford, CT 06106

860-548-1888  
fax 860-249-3561  
[www.hfpg.org](http://www.hfpg.org)



**Hartford Foundation**  
FOR PUBLIC GIVING

Together for good.®

November 17, 2023

East Windsor Public Schools  
70 South Main Street  
East Windsor, CT 06088

**Board of Directors**

Theodore S. Sergi, Chair  
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Andrew R. Worthington

**President and CEO**

Jay Williams

**Grant Number: 88200**

Dear Grantee:

I am pleased to inform you that the Hartford Foundation for Public Giving has processed a grant of \$1,800.00 to East Windsor Public Schools, on behalf of the East Windsor Community Funds.

Grant Purpose: To purchase moveable tables for East Windsor High School Library

This grant is being paid in full at award. **To provide expedited and secure grant payments, the Hartford Foundation sends electronic distributions via Automated Clearing House (ACH). The grant number will be referenced in the deposit memo and it is your responsibility to notify your Finance Department of this payment.** If your organization has not completed the ACH form, a check will be mailed and we encourage you to submit the ACH form with your banking information at your earliest convenience. Please email our Finance Department at [accountspayable@hfpg.org](mailto:accountspayable@hfpg.org) with any questions. By accepting this grant, you indicate your compliance with the terms and conditions of this grant award letter.

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## Fwd: Thank you - Willie and Ryan

1 message

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Ryan Galloway <rgalloway@ewct.org>  
To: Patrick Tudryn <ptudryn@ewct.org>

Mon, Nov 20, 2023 at 7:54 AM

FYI

----- Forwarded message -----

From: gva ... <ursgva@yahoo.com>  
Date: Sun, Nov 19, 2023 at 10:29 PM  
Subject: Thank you - Willie and Ryan  
To: wquinones@ewct.org <wquinones@ewct.org>  
Cc: Ryan Galloway <rgalloway@ewct.org>, Venkat Anna <vmramu555@gmail.com>

Dear Willie, Director of Building Facilities, and Ryan Galloway, Business Manager,

I hope this email finds you both well. I wanted to take a moment to express our deepest gratitude for your incredible support in providing us with the school auditorium for our Diwali celebration. Your support and willingness to accommodate our request have made a significant difference in our event planning process.

The Diwali celebration holds immense cultural and traditional significance for our community, and having access to the school auditorium has allowed us to organize a memorable event for everyone involved. We are grateful for the opportunity to celebrate our traditions and share our joy with the entire school community.

The auditorium is enough spacious and we have managed to get our plug and play speakers and mics for sound to showcase various cultural performances, traditional attire, and delicious cuisine. The event was a resounding success, and the smiles on the faces of our kids, parents, and community members were a testament to the positive impact of our Diwali celebrations.(lot of pictures to come)

Our volunteers ensured the cleaning of auditorium, Cafeteria and school hallways. Please convey our bug thanks to Mr. Shane who is the custodian though out the event.

Once again, Willie and Ryan, thank you from the bottom of our hearts for you and School board. Please provide us the feedback/suggestions if any from your side so that we can better prepare in future in terms of planning and usage of the facilities in future.

Thanks ,  
Jeevan and Team (TACT)

--

Ryan Galloway  
Director of School Finance and Business  
rgalloway@ewct.org  
860-623-3361 x 7407