EAST WINDSOR BOARD OF EDUCATION
EAST WINDSOR, CONNECTICUT
Special Meeting of Wednesday, August 26, 2026
7:00 p.m.
Broad Brook Elementary School, Room A5
14 Rye Street, Broad Brook, CT

Join with Google Meet:
Video call link: https://meet.google.com/sph-kwwy-cey
Or dial: (US) +1 216-930-8933 PIN: 881 600 728#
More phone numbers: https://tel.meet/sph-kwwy-cey?pin=8659140360724

AGENDA

I. CALL THE MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ATTENDANCE

IV. MINUTES

June 24, 2026 - Special meeting minutes

V. 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.

VI. UPCOMING MEETINGS AND EVENTS

August 24, 2026 - Convocation at 9:45 AM (Lunch at 11 AM) at EWHS
August 26, 2027 - BOE regular meeting at 7 PM
August 27, 2026 - First day of school for kindergarten through grade 12
September 9, 2026 - East Windsor High School Open House
September 9, 2026 - BOE regular meeting at 7 PM
September 15, 2026 - Broad Brook Elementary School Open House
September 16, 2026 - East Windsor Board of Finance meeting at 7 PM

September 22, 2026 - East Windsor Middle School Open House
September 23, 2026 - BOE regular meeting at 7 PM

VII. SAFE SCHOOL CLIMATE AND EQUITY REPORT

Fostering a Positive School Climate at East Windsor Public Schools

VIII. SUPERINTENDENTS REPORT

IX. FINANCIAL REPORT

X. PERSONNEL REPORT

XI. NEW BUSINESS: DISCUSSION

1) BOE Subcommittee Meeting Calendar (September - December 2026)
2) BOE Evaluation and Goals
3) Revised Policies First Reading:
   Series 1200: Non-Discrimination
   Series 4140: Non-Discrimination
   Series 4310: Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel)
   Series 4350: Social Media
   Series 4360: Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees
   Series 5250: Non-Discrimination (Students)
   Series 5255: Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment (Students)
   Series 5310: Administration of Student Medication in the Schools
   Series 5400: Confidentiality and Access to Education Records
   Series 6170: Parental Access to Instructional Material

XII. NEW BUSINESS: VOTE

1) Job Descriptions:
   School Medical Advisor
   Transition Job Coach
   Transition Coordinator
   Transportation and Operations Assistant
2) Appointment of members to the Ad Hoc Committee on School Renovation Planning
3) Family Resource Center Grant Application
4) FY26 Transfer #4
5) FY2027 Budget

XIII. LIAISON'S AND SUBCOMMITTEE REPORTS

XIV. 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.

XV. MISCELLANEOUS

XVI. CORRESPONDENCE

1) CABE/CAPSS Convention
2) National Night Out 2026
3) CAPSS/Neag Superintendent Mentor
4) Garland Roof Surveys and Damage Reports
5) Confirmation of 2026-27 Evaluation and Support Plan (ESP)
6) Memo to the Board of Finance re: Class Sizes
7) Letter re: Grade 1 Classroom Placement

XVII. ADJOURNMENT

EAST WINDSOR BOARD OF EDUCATION
EAST WINDSOR, CONNECTICUT
SPECIAL MEETING MINUTES
Wednesday, June 24, 2026 at 6:00 p.m.
Broad Brook Elementary School, Room A5
14 Rye Street, Broad Brook, CT

I. CALL THE MEETING TO ORDER

Chair D. Menard called the meeting to order at 6:04 PM.

II. PLEDGE OF ALLEGIANCE

Chair D. Menard led the Board in the Pledge of Allegiance.

III. ATTENDANCE

In attendance: Chair D. Menard, Vice Chair N. Farmer, Secretary F. Neill (arrived during the FY27 budget discussion), C. Sevarino, C. Seymour (via Google Meet), K. Betancourt, C. Starvish, E. LeBorious, G. Resto (arrived after the Pledge of Allegiance), Dr. P. Tudryn

Also in attendance: R. Galloway

IV. ADDED AGENDA ITEMS

NONE

V. MINUTES

June 10, 2026 - Regular meeting minutes: On a motion by C. Sevarino, second by E. LeBorious, to approve the June 10, 2026 regular meeting minutes. PASSED with a unanimous vote by all members present.

June 18, 2026 - Special meeting minutes: On a motion by C. Sevarino, second by K. Betancourt, to approve the June 18, 2026 special meeting minutes. PASSED with a unanimous vote by all members present.

VI. UPCOMING MEETINGS AND EVENTS:

June 24, 2026 - BOE Regular Meeting at 6 PM
July 22, 2026 - BOE Regular meeting at 7 PM

VII. FINANCIAL REPORT

R. Galloway presented the financial report. Discussion ensued regarding the FY26 budget and year end projections.

VIII. PERSONNEL REPORT

A copy of the report was provided to the Board.

IX. SUPERINTENDENT'S REPORT

Dr. P. Tudryn shared that the end of the school year went well. Graduation and middle school step up were well attended events. A. Wyse was recognized as Teacher of the Year and C. Rosa was recognized as Paraprofessional of the Year. Graduating seniors completed the annual grad walk and marked the milestone of the kindergarteners learning how to read. Additionally, WFSB aired a feature about the Romel twins who graduated as valedictorian and salutatorian.

DRAFT

X. OLD BUSINESS: DISCUSSION

1) Dr. P. Tudryn advised that an added appropriation in the amount of $226,764 was approved by the Board of Selectmen to be presented to the Board of Finance. If approved it will be sent back to the Board of Selectmen to be voted on at a town meeting. Until the outcome of those votes, Dr. P. Tudryn and R. Galloway will be unable to present a budget for the Board to vote on. Discussion ensued regarding the FY2027 budget.
2) Chair D. Menard advised that the Ad Hoc Committee met and reviewed the information provided by Representative J. Foster. The consensus of the committee was to have the Board of Selectmen reestablish the committee in August for an additional 18 months. Discussion ensued regarding planning and next steps for the school renovations projects.

XI. LIAISON'S AND SUBCOMMITTEE REPORTS

NONE

XII. PUBLIC PARTICIPATION

NONE

XIII. MISCELLANEOUS

N. Farmer advised that the state has begun work on the Blue Ribbon Commission on K-12 Education Funding and Accountability established in April of 2026.

XIV. CORRESPONDENCE

1) Enrollment Report
2) 2027 Teacher of the Year
3) 2027 Paraprofessional of the Year
4) Eaglet Naming
5) FRC Memo

XV. EXECUTIVE SESSION

On a motion by G. Resto, second by C. Sevarino, to enter into executive session to discuss the appointment, employment, performance, evaluation, dismissal or the health of a public officer or employee, provided such individual may require that the discussion be held at an open meeting – Superintendent's Evaluation with anticipated action. PASSED with a unanimous vote by all members present at 7:16 PM. The Board exited the executive session at 7:49 PM.

On a motion by F. Neill, second by N. Farmer, to approve the superintendent's salary increase of 3% and a contract extension of one year through June 2029. PASSED with a unanimous vote by all members present.

XVI. ADJOURNMENT

On a motion by N. Farmer, second by K. Betancourt, the Board adjourned the meeting at 7:54 PM. PASSED with a unanimous vote by all members present.

Respectfully submitted,
Jessica Bergeron
Board Recording Secretary

DRAFT

EWPS
East Windsor Public Schools
Our graduates go places!

Fostering a Positive School Climate at East Windsor Public Schools

Cheryl Gustafson
Safe School Climate and Equity Director

1

Alignment with EWPS Strategic Plan and Portrait of the Graduate

Goal 1

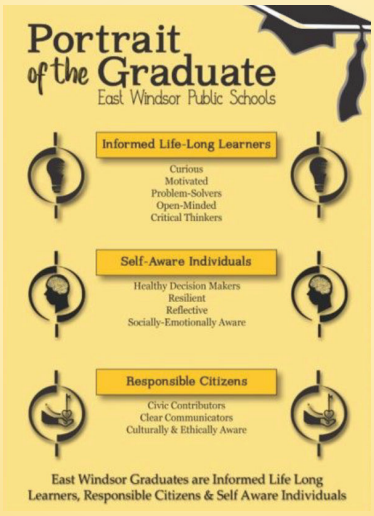
Expand Portrait of a Graduate to All Grade Levels

Expanding Portrait of a Graduate to all grade levels.

Strategy #1:
Address K-12 curriculum needs.

Strategy #2:
Enhance and expand Portrait of a Graduate model to all grade levels and inform students and parents of benefits.

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



Goal 2

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

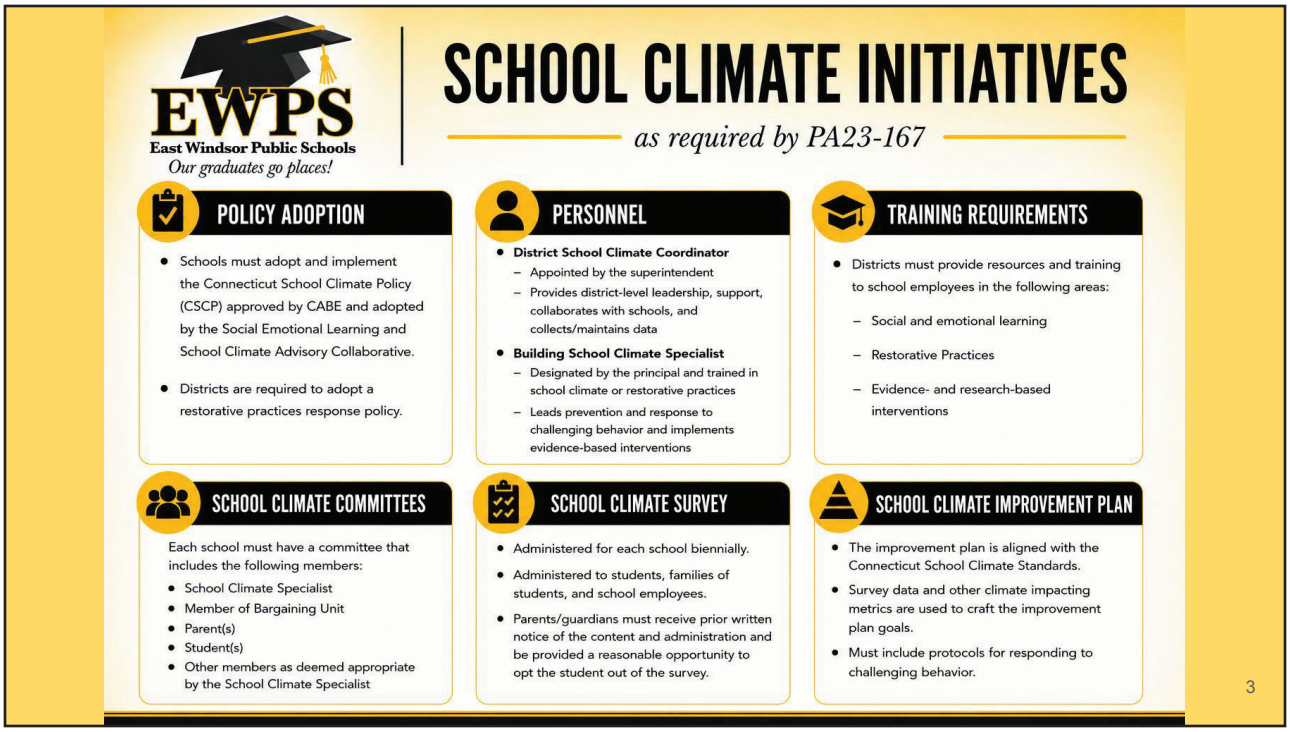
Establishing an environment of equity, respect, empathy, and responsibility.

Strategy #1:
Create positive connections with families.

Strategy #2:
Continue to create a positive learning environment.

Strategy #3:
Ensure equitable access to resources.

3



Response to Challenging Behavior Process

What is Challenging Behavior?

"*Behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.*"

Challenging Behavior Reporting Process

Reports of Challenging Behavior SY2025-26

EWPS
East Windsor Public Schools

4

Restorative Practice Work at EWPS

- Expanded capacity within buildings.
- Specialized trained staff provide support and technical assistance.
- Systems have been developed to collect data on the use and efficacy of restorative practices within our buildings.
- Professional learning is provided to all new staff.
- Refresher training is provided on an ongoing basis as needed.

5

District School Climate Survey 25-26

What our students and their families told us.

SHARED STRENGTHS

- Academic Encouragement & High Expectations
- Adult Care & Responsiveness
- Peer Connections & Upstander Mindset
- Strong Sense of Safety

COMMON AREAS FOR GROWTH

- Peer-to-Peer Interpersonal Conduct & Respect
- Whole Child Connections
- Daily School Engagement & Enthusiasm

EWPS
East Windsor Public Schools

6

Professional Development

Building Skills. Strengthening Relationships. Supporting Students.

EWPS
East Windsor Public Schools

7

Social Emotional Learning at EWPS

EWPS
East Windsor Public Schools

8

Cultivating Student Leadership
Strengthening Ties with the Community

9

Student Recognition Programs

EWPS
East Windsor Public Schools

10

Family Engagement and Transition Supports

EWPS
East Windsor Public Schools

11

Questions?

Cheryl Gustafson
cgustafson@ewct.org

EWPS
East Windsor Public Schools

12

EAST WINDSOR PUBLIC SCHOOLS

FY2026 Year-End — One Page Summary

Fiscal year ended June 30, 2026 | Preliminary — books still closing | August 13, 2026

We finished FY26 under budget. About $205,100 stays with the district in the 2% fund, available to offset FY2027.

What We Reported in April vs. Where We Landed

	April 2026	Year End	Variance
Estimated balance	$459,952.78	$205,066.77	($254,886.01)
Less supplemental spending identified, not committed	($52,193.16)	$0.00	$52,193.16
ESTIMATED REMAINDER — REPORTED TO THE BOARD	**$407,759.62**	**$205,066.77**	**($202,692.85)**

How the $205,067 Ties to the Munis YTD Report

Bottom line of the attached FY26 YTD report — revenues received exceeded expenditures by $127,494 (Munis shows the net as a negative)	$127,493.61
Balance already sitting in the 2% fund — the budget planned a draw from the fund that we never needed to take	$77,573.16
TOTAL AVAILABLE TO OFFSET FY2027	**$205,066.77**

Where the Variance Came From

What moved between April and June 30	Amount	Where
Staff coverage above projection — SPED paras, substitutes, tutors, nurses, custodial	($133,834)	Salaries
Open Choice and excess cost revenue below budget — Hartford Update/SPED Updates	($124,657)	Revenue
Utilities — high school natural gas, plus bus fuel, electric and water	($90,461)	Property services
ESS substitute services and special education contracted services	($53,831)	Purchased services
Supplies, equipment and other minor lines	($14,891)	Various
Private tuition reserve released — outplacements did not materialize	$148,121	Offset
Benefits came in under budget	$14,667	Offset
CHANGE IN ESTIMATED BALANCE	**($254,886)**	

Why Staff Coverage Ran $133,834 Over Projection

The April projection assumed open positions would stay open through June/Trends at the time were for lower hours

Group	Amount	What drove it
SPED paraprofessionals & bus monitors	$74,941	Vacancies the projection assumed would stay open were filled; student needs required more coverage.
Substitutes, tutors, nurses	$54,512	Extended absences, including family and medical leave, required far more coverage than projected. Substitute nursing needed four transfers May–July.
Custodial and central operations	$41,602	Year-end contractual obligations — accrued leave payouts and a reallocated administrative stipend — charged here, funded by transfer.
Vacancy savings elsewhere	($37,221)	Speech/language, transition coordinator and other professional positions stayed unfilled.
NET	**$133,834**	**Salaries still finished $211,405 UNDER budget — coverage was delivered within the salary appropriation; the April surplus estimate was simply too high.**

Natural Gas — the High School Meter

What happened	Where it stands
The high school main gas meter reported zero usage from April 2024 to November 2025 — 19 months. District staff caught it and put Eversource on notice. We built the FY26 budget off FY25 spending, which barely contained any high school gas; once the meter was replaced, normal winter usage returned to the bills. Gas closed at $290,619 against $189,034 budgeted — $101,586 over. No retroactive re-bill; this is real usage we always had, finally being measured.	Sprague has escalated this to their director and with the utility, and is actively working the investigation plus solutions for the coming year. Preliminary view is a possible $20,000–$45,000 in credits, assumed at zero above. Electric ($9,577) and water ($2,009) also finished high on increased measured usage, as did bus fuel ($14,367).

Special Education and What It Means for FY2027

Special education and the tuition reserve	The 2% fund and FY2027
SPED expenditure lines ran about $261,818 above their original appropriations — cooperative out-of-district placements ($142,387, unbudgeted), contracted services (135% over), home/hospital tutoring (179% over), replacement equipment (68% over) and diagnostic assessments (22% over). All of it was absorbed within the existing budget through transfers — chiefly in-state private tuition, where a March outplacement reserve was released, returning $59,536.	The 2% fund will hold about $205,100 instead of the $375,854 we planned on. We can still take the full $187,927 offset in FY27 as presented — but that leaves roughly $17,100 in reserve rather than $187,927, and one outplacement can exceed that. FY27 gas is also budgeted below FY26's actual cost; we are continuing to work with Sprague on options and savings for the coming year and will present them to the Board.

EAST WINDSOR PUBLIC SCHOOLS

FY2026 Year-End — Line Detail for the Board

Every account that finished over or under budget, and what moved after April | Preliminary — books still closing | August 13, 2026

Lines under budget (87 accounts)	Lines over budget (14 accounts)	Net year-end balance
$548,207	**($343,140)**	**$205,067**

The surpluses on the left column funded every overage on the right — the year still closed $205,067 to the good. Two of the "over" lines are revenue that came in under budget (Open Choice services and excess cost reimbursement), not overspending.

Every Line That Finished Over Budget

Account	Area	Revised Budget	Actual	Over / Short
Special Ed OC Services (revenue)	Revenue	($563,766)	($437,752)	($126,014)
Natural Gas	Property services	$189,034	$290,619	($101,586)
SE Contracted Services	Purchased services	$52,128	$82,257	($30,129)
Excess Cost Reimbursement (revenue)	Revenue	($358,669)	($334,618)	($24,051)
ESS Substitutes	Purchased services	$143,763	$162,713	($18,949)
Bus Fuel	Property services	$123,000	$137,367	($14,367)
DW Electric	Property services	$302,691	$312,268	($9,577)
Sports Officials Fees	Purchased services	$45,105	$53,800	($8,695)
BOE Dues/Fees/Memberships	Misc	$22,929	$27,209	($4,280)
DW Repairs & Maintenance	Property services	$128,721	$131,608	($2,887)
DW Water	Property services	$27,945	$29,954	($2,009)
Nurse Dues/Fees	Misc	$1,788	$2,187	($400)
DW Service Contracts	Purchased services	$66,910	$67,107	($196)
TOTAL OVER BUDGET				**($343,140)**

Excludes one line with a $0.17 balance (Band Dues/Fees). Natural gas alone is $101,586 of the total

Largest Lines Under Budget (Top 15 of 87)

Account	Area	Revised Budget	Actual	Under
Private Tuition In State	Purchased Other services	$1,278,692	$1,219,156	$59,536
Special Ed Coop Settlement	Purchased Other services	$184,930	$142,387	$42,543
Social Security/Medicare	Benefits	$660,000	$621,336	$38,664
2 % Fund Offset (revenue)	Revenue	($52,165)	($77,573)	$25,408
EWHS Coaches	Salaries	$110,777	$92,534	$18,244
Physical Therapist	Salaries	$40,105	$21,905	$18,200
Regular Ed Student Transport	Purchased Other services	$780,886	$762,688	$18,198
Unemployment Compensation	Benefits	$40,000	$23,183	$16,817
Ins/Long/Sign-on/Vacation Pay	Salaries	$90,000	$75,007	$14,993
Late Bus	Purchased Other services	$17,000	$2,274	$14,726
SE Transition Coordinator	Salaries	$63,113	$48,549	$14,565
SE BBES Paras	Salaries	$589,931	$575,673	$14,258
In State Public Tuition	Purchased Other services	$522,053	$508,244	$13,810
EWMS Substitutes	Salaries	$97,893	$85,080	$12,813
SE BBES Teacher Salaries	Salaries	$915,648	$903,251	$12,397
All other 72 lines under budget, combined	Various			$213,035
TOTAL UNDER BUDGET				**$548,207**

The 2% Fund Offset line shows as "under" because the fund holds $77,573 against a budgeted $52,165 draw — a draw the district never needed to take.

Biggest Movers — April Projection to Year End

The accounts that changed most between what we projected in April and where the year actually closed.

Account	April Projected Variance	Year-End Variance	Change
Natural Gas	($7,329)	($101,586)	**($94,257)**
Private Tuition In State	$0	$59,536	**$59,536**
ESS Substitutes	$36,840	($18,949)	**($55,789)**
Special Ed OC Services (revenue)	($82,444)	($126,014)	**($43,570)**
SE EWMS Paras	$33,218	$0	**($33,218)**
EWMS Tutors	$31,674	$0	**($31,674)**
Medical Insurance	$23,942	$0	**($23,942)**
SE BBES Teacher Salaries	$32,994	$12,397	**($20,597)**
Social Security/Medicare	$20,000	$38,664	**$18,664**
SE BBES Paras	$31,177	$14,258	**($16,919)**
Unemployment Compensation	$0	$16,817	**$16,817**
In State Public Tuition	($2,500)	$13,810	**$16,310**
EWMS Teacher/Certified Sal	$16,145	$0	**($16,145)**
Ins/Long/Sign-on/Vacation Pay	$0	$14,993	**$14,993**

Movers with a $0 year-end variance are lines that were trued up by the year-end transfer.

Natural Gas — Summary of the High School Meter Issue

The single largest driver of the year-end variance. The high school main gas meter reported zero usage for 19 months (April 2024 – November 2025), so the FY26 budget was built on billing history that contained almost no high school gas.

District staff identified the problem and put Eversource on notice; the meter was replaced November 13, 2025 and normal winter usage returned to the bills immediately.

Utility Account	Original Approp.	Revised Budget	Actual	Variance
DW Electric	$297,000	$302,691	$312,268	($9,577)
Natural Gas	$193,000	$189,034	$290,619	**($101,586)**
EWMS Heating Oil	$80,000	$74,107	$74,107	$0
Bus Fuel	$123,000	$123,000	$137,367	($14,367)
DW Water	$23,000	$27,945	$29,954	($2,009)
DW Sewer Fee	$10,000	$11,232	$11,232	$0
TOTAL UTILITIES	**$726,000**	**$728,009**	**$855,548**	**($127,538)**

High school gas usage since the meter was replaced (CCF)

Month	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	TOTAL
Usage (CCF)	4,850	10,130	11,160	9,630	6,380	3,360	**45,510**

This is normal winter heating usage that had gone unmeasured — real consumption finally showing up on the bills, not new usage. There was no retroactive re-bill for the 19 months of zero-usage billing.

The cost picture	Where it stands
FY25 total gas expense: **~$168,754** FY26 gas budget (revised): **$189,034** *— built on FY25 history with almost no HS usage* FY26 gas actual: **$290,619** → over budget by **$101,586** Sprague supply invoices, HS meter, Nov–Apr: **~$92,812** Sprague imbalance charges under review: **~$22,700** Potential credits being pursued: **$20,000–$45,000** *(assumed at zero in all year-end figures)*	We requested a formal meter and billing investigation from Eversource, all meter testing and replacement records, a rate classification review, and a review of the Sprague imbalance charges. Sprague has escalated the issue to their director and with the utility. For FY27 we are continuing to work with Sprague on renewal options and savings for the coming year and will present them to the Board.

Town of East Windsor

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
1010 General Fund School							
48990 MISC REVENUE							
10040204 48990 SPECIAL ED OC SERVICES	-563,766.00	0.00	-563,766.00	-437,752.46	0.00	-126,013.54	77.6%
10040205 48990 EXCESS COST REIMBURSEMENT	-358,669.18	0.00	-358,669.18	-334,618.00	0.00	-24,051.18	93.3%
10060000 48990 FS SAL % OFFSET	-81,406.58	0.00	-81,406.58	-81,406.58	0.00	0.00	100.0%
10110103 48990 2 % FUND OFFSET	-52,165.36	0.00	-52,165.36	0.00	0.00	-52,165.36	.0%
10110104 48990 PRE-K REVENUE	-226,695.00	0.00	-226,695.00	-226,695.00	0.00	0.00	100.0%
TOTAL MISC REVENUE	-1,282,702.12	0.00	-1,282,702.12	-1,080,472.04	0.00	-202,230.08	84.2%
489900 MISC REVENUE							
10100000 489900 GF Contributions	0.00	0.00	0.00	-28,861,943.00	0.00	28,861,943.00	100.0%
TOTAL MISC REVENUE	0.00	0.00	0.00	-28,861,943.00	0.00	28,861,943.00	100.0%
51010 SALARIES PAID TO TEACHERS							
10010100 51010 BBES TEACHER/CERTIFIED SAL	2,579,727.00	89,866.08	2,669,593.08	2,668,198.19	0.00	1,394.89	99.9%
10010101 51010 BBES ADMIN SALARIES	313,293.00	0.00	313,293.00	313,292.98	0.00	0.02	100.0%
10020100 51010 EWMS TEACHER/CERTIFIED SAL	2,894,074.00	-4,662.92	2,889,411.08	2,889,411.08	0.00	0.00	100.0%
10020101 51010 EWMS ADMIN SALARIES	323,660.00	2,288.79	325,948.79	325,948.79	0.00	0.00	100.0%
10030100 51010 EWHS TEACHER/CERTIFIED SAL	2,454,040.00	43,673.31	2,497,713.31	2,487,536.50	0.00	10,176.81	99.6%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10030101 51010	EWHS ADMIN SALARIES						
	340,974.00	0.00	340,974.00	340,973.88	0.00	0.12	100.0%
10040000 51010	TRANSITION PROGRAM JOB COACH						
	84,910.00	6,184.66	91,094.66	91,094.66	0.00	0.00	100.0%
10040201 51010	SE BBES TEACHER SALARIES						
	949,739.00	-34,090.99	915,648.01	903,250.88	0.00	12,397.13	98.6%
10040202 51010	SE EWMS TEACHER SALARIES						
	544,704.00	-72,205.92	472,498.08	472,498.08	0.00	0.00	100.0%
10040203 51010	SE EWHS TEACHER SALARIES						
	583,961.00	13,660.27	597,621.27	597,621.27	0.00	0.00	100.0%
10040204 51010	SE TRANSITION COORDINATOR						
	63,113.25	0.00	63,113.25	48,548.61	0.00	14,564.64	76.9%
10040205 51010	EWHS VOCATION COORDINATOR						
	48,696.16	-3,696.26	44,999.90	44,999.90	0.00	0.00	100.0%
10040208 51010	SE NURSE SALARIES						
	92,382.00	0.00	92,382.00	80,780.21	0.00	11,601.79	87.4%
10040209 51010	OCCUPATIONAL THERAPY ASST						
	40,939.00	-115.39	40,823.61	40,823.61	0.00	0.00	100.0%
10040210 51010	OCCUPATIONAL THERAPIST						
	93,000.00	-2,333.98	90,666.02	90,666.02	0.00	0.00	100.0%
10040211 51010	PHYSICAL THERAPIST						
	40,104.15	0.85	40,105.00	21,905.00	0.00	18,200.00	54.6%
10040212 51010	SPEECH LANG PATH ASST						
	40,938.81	0.00	40,938.81	35,981.70	0.00	4,957.11	87.9%
10040213 51010	SPEECH LANG PATHOLOGIST						
	354,123.00	-48,334.59	305,788.41	300,694.58	0.00	5,093.83	98.3%
10040214 51010	PSYCHOLOGIST						
	287,706.00	2,918.90	290,624.90	290,624.90	0.00	0.00	100.0%
10040215 51010	SE SOCIAL WORKERS						
	295,057.00	2,974.06	298,031.06	298,031.06	0.00	0.00	100.0%
10040216 51010	BCBA						
	115,518.62	-3,318.14	112,200.48	112,200.44	0.00	0.04	100.0%
10110102 51010	LONG TERM SUBSTITUTES						
	110,000.00	-48,641.48	61,358.52	61,358.52	0.00	0.00	100.0%
TOTAL SALARIES PAID TO TEACHER							
	12,650,659.99	-55,832.75	12,594,827.24	12,516,440.86	0.00	78,386.38	99.4%
51020 INSTRUCTIONAL AID/ASST SAL							
10010105 51020	BBES PARAEDUCATOR SALARIES						
	124,510.00	-13,649.78	110,860.22	110,860.22	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10010108 51020	BBES TUTORS						
	138,259.00	0.00	138,259.00	134,752.37	0.00	3,506.63	97.5%
10020100 51020	EWMS TUTORS						
	43,827.00	2,723.27	46,550.27	46,550.27	0.00	0.00	100.0%
10020105 51020	EWMS TEACHER ASSISTANT						
	55,627.17	-660.32	54,966.85	54,966.85	0.00	0.00	100.0%
10030100 51020	EWHS HOURLY BUILDING SUB						
	34,923.00	555.52	35,478.52	35,437.45	0.00	41.07	99.9%
10030101 51020	EWHS MATH TUTOR						
	23,000.00	8,288.75	31,288.75	31,227.50	0.00	61.25	99.8%
10040208 51020	SE BBES PARAS						
	663,372.00	-73,441.04	589,930.96	575,673.34	0.00	14,257.62	97.6%
10040209 51020	SE EWMS PARAS						
	485,790.05	-6,929.86	478,860.19	478,860.19	0.00	0.00	100.0%
10040210 51020	SE EWHS PARAS						
	352,429.00	-5,192.15	347,236.85	345,536.06	0.00	1,700.79	99.5%
10040215 51020	SPECIAL ED BUS MONITORS						
	60,000.00	9,572.91	69,572.91	69,572.91	0.00	0.00	100.0%
TOTAL INSTRUCTIONAL AID/ASST S							
	1,981,737.22	-78,732.70	1,903,004.52	1,883,437.16	0.00	19,567.36	99.0%
51030 SALARIES PAID TO SUBSTITUTES							
10010104 51030	BBES SUBSTITUTES						
	68,216.00	12,736.96	80,952.96	80,952.96	0.00	0.00	100.0%
10020109 51030	EWMS SUBSTITUTES						
	75,029.00	22,864.07	97,893.07	85,079.65	0.00	12,813.42	86.9%
TOTAL SALARIES PAID TO SUBSTIT							
	143,245.00	35,601.03	178,846.03	166,032.61	0.00	12,813.42	92.8%
51100 SALARIES OF REGULAR EMPLOYEES							
10010100 51100	BBE LIBRARY ASSOCIATE						
	15,000.00	0.00	15,000.00	12,628.34	0.00	2,371.66	84.2%
10010102 51100	BBES SECRETARY SALARIES						
	67,217.00	1,630.70	68,847.70	68,847.70	0.00	0.00	100.0%
10010103 51100	BBES PT SECRETARIES SALARIES						
	48,038.00	0.00	48,038.00	46,568.74	0.00	1,469.26	96.9%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10010106 51100		BBE BCBA					
	3,000.00	2,190.64	5,190.64	5,190.64	0.00	0.00	100.0%
10020102 51100		EWMS SECRETARY SALARIES					
	51,734.00	2,316.72	54,050.72	54,050.72	0.00	0.00	100.0%
10020103 51100		EWMS PT SECRETARIES SALARIES					
	46,785.69	0.00	46,785.69	40,337.63	0.00	6,448.06	86.2%
10020104 51100		EWMS BEHAVIOR SUPP SPECIALIST					
	40,937.61	1,925.84	42,863.45	39,384.41	0.00	3,479.04	91.9%
10030102 51100		EWHS SECRETARY SALARIES					
	67,217.00	7,792.08	75,009.08	69,530.12	0.00	5,478.96	92.7%
10030103 51100		EWHS PT SECRETARIES SALARIES					
	44,287.43	0.00	44,287.43	43,352.94	0.00	934.49	97.9%
10030105 51100		EWHS BEHAVIOR SUPPT SPECIALIST					
	38,164.15	2,935.65	41,099.80	38,164.10	0.00	2,935.70	92.9%
10030108 51100		EWHS GUIDANCE SECRETARY					
	50,172.33	1,852.38	52,024.71	51,022.81	0.00	1,001.90	98.1%
10030328 51100		ATHLETIC DIRECTOR					
	72,100.00	1,850.02	73,950.02	73,950.02	0.00	0.00	100.0%
10040000 51100		SE ADMIN ASSISTANT					
	60,486.40	0.00	60,486.40	58,834.69	0.00	1,651.71	97.3%
10040101 51100		SPECIAL ED ADMINISTRATORS					
	306,775.00	4.10	306,779.10	296,779.10	0.00	10,000.00	96.7%
10060000 51100		DIRECTOR OF FACILITIES					
	80,050.00	0.10	80,050.10	80,050.10	0.00	0.00	100.0%
10060140 51100		EWHS CUSTODIAL SALARIES					
	175,653.00	0.00	175,653.00	167,517.41	0.00	8,135.59	95.4%
10060141 51100		EWMS CUSTODIAL SALARIES					
	205,162.00	5,573.90	210,735.90	210,699.91	0.00	35.99	100.0%
10060142 51100		BBE CUSTODIAL SALARIES					
	273,968.00	-10,843.23	263,124.77	261,302.27	0.00	1,822.50	99.3%
10060143 51100		CUSTODIAL SUMMER SALARIES					
	25,000.00	8,563.38	33,563.38	33,563.38	0.00	0.00	100.0%
10110126 51100		BUSINESS & PERSONNEL					
	304,875.00	1,155.52	306,030.52	306,030.52	0.00	0.00	100.0%
10110127 51100		CURRICULUM AND INSTRUCTION SAL					
	255,014.00	0.00	255,014.00	252,992.69	0.00	2,021.31	99.2%
10110130 51100		VAN DRIVER					
	59,072.00	1,298.64	60,370.64	60,370.64	0.00	0.00	100.0%
10110131 51100		CO OPERATIONS SALARIES					
	406,725.00	37,105.85	443,830.85	443,830.85	0.00	0.00	100.0%
10130000 51100		DISTRICT WIDE NURSES					
	305,317.37	3,371.96	308,689.33	308,689.33	0.00	0.00	100.0%
10130169 51100		SUB NURSES					
	15,000.00	20,255.60	35,255.60	35,255.60	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10170000 51100	EWMS COACHES						
	15,945.00	834.88	16,779.88	16,779.88	0.00	0.00	100.0%
10170001 51100	EWHS COACHES						
	112,795.00	-2,017.72	110,777.28	92,533.50	0.00	18,243.78	83.5%
TOTAL SALARIES OF REGULAR EMPL							
	3,146,490.98	87,797.01	3,234,287.99	3,168,258.04	0.00	66,029.95	98.0%
51300 SALARIES FOR OVERTIME							
10060000 51300	CUSTODIAL OVERTIME						
	7,000.00	4,476.61	11,476.61	11,476.61	0.00	0.00	100.0%
TOTAL SALARIES FOR OVERTIME							
	7,000.00	4,476.61	11,476.61	11,476.61	0.00	0.00	100.0%
51500 ADDL COMP BONUS/INCENTIVES							
10110100 51500	PARAPROFESSIONAL PMT STIPENDS						
	15,000.00	2,245.00	17,245.00	17,245.00	0.00	0.00	100.0%
10110221 51500	BBE PLC STIPENDS						
	42,864.00	961.98	43,825.98	43,576.82	0.00	249.16	99.4%
10110222 51500	EWMS PLC STIPENDS						
	48,222.00	-281.35	47,940.65	47,940.65	0.00	0.00	100.0%
10110223 51500	EWHS PLC STIPEND						
	33,934.00	6,239.60	40,173.60	40,173.54	0.00	0.06	100.0%
10110318 51500	NURSE CONTRACT REIMBURSEMENTS						
	2,500.00	0.00	2,500.00	500.00	0.00	2,000.00	20.0%
10110351 51500	INS/LONG/SIGN-ON/VACATION PAY						
	90,000.00	0.00	90,000.00	75,007.28	0.00	14,992.72	83.3%
10110353 51500	EWHS ACTIVITY/CLUB STIPENDS						
	60,721.00	8,669.80	69,390.80	68,127.08	0.00	1,263.72	98.2%
10113207 51500	EWMS ACTIVITY/CLUB STIPENDS						
	14,000.00	0.00	14,000.00	5,198.22	0.00	8,801.78	37.1%
TOTAL ADDL COMP BONUS/INCENTIV							
	307,241.00	17,835.03	325,076.03	297,768.59	0.00	27,307.44	91.6%
51900 OTHER SALARIES							
10030000 51900	EWHS ISS						
	29,758.00	0.00	29,758.00	29,684.36	0.00	73.64	99.8%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10040000 51900	SE SUMMER SCHOOL						
	125,000.00	-28,954.23	96,045.77	96,045.77	0.00	0.00	100.0%
10040215 51900	TRANSITION WORK EXPERIENCE						
	15,000.00	0.00	15,000.00	7,773.00	0.00	7,227.00	51.8%
TOTAL OTHER SALARIES							
	169,758.00	-28,954.23	140,803.77	133,503.13	0.00	7,300.64	94.8%
52100 GROUP INSURANCE							
10110100 52100	MEDICAL INSURANCE						
	2,999,956.83	144.54	3,000,101.37	3,000,101.37	0.00	0.00	100.0%
10110101 52100	CRIME INSURANCE						
	970.00	0.00	970.00	970.00	0.00	0.00	100.0%
10110189 52100	LIFE INSURANCE						
	19,000.00	-144.54	18,855.46	14,834.40	0.00	4,021.06	78.7%
10120311 52100	AUTO/LIABILITY						
	140,573.24	0.00	140,573.24	140,572.93	0.00	0.31	100.0%
10170000 52100	STUDENT ATHLETIC INSURANCE						
	4,688.00	0.00	4,688.00	4,688.00	0.00	0.00	100.0%
TOTAL GROUP INSURANCE							
	3,165,188.07	0.00	3,165,188.07	3,161,166.70	0.00	4,021.37	99.9%
52200 EMPLOYER SHARE SOCIAL SECURITY							
10110100 52200	SOCIAL SECURITY/MEDICARE						
	660,000.00	0.00	660,000.00	621,335.52	0.00	38,664.48	94.1%
TOTAL EMPLOYER SHARE SOCIAL SE							
	660,000.00	0.00	660,000.00	621,335.52	0.00	38,664.48	94.1%
52300 RETIREMENT CONTRIBUTIONS							
10110100 52300	PENSION CONTRIBUTION						
	706,910.00	0.00	706,910.00	695,411.00	0.00	11,499.00	98.4%
TOTAL RETIREMENT CONTRIBUTIONS							
	706,910.00	0.00	706,910.00	695,411.00	0.00	11,499.00	98.4%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
52600 UNEMPLOYMENT COMPENSATION							
10110100 52600 UNEMPLOYMENT COMPENSATION	40,000.00	0.00	40,000.00	23,183.00	0.00	16,817.00	58.0%
TOTAL UNEMPLOYMENT COMPENSATIO	40,000.00	0.00	40,000.00	23,183.00	0.00	16,817.00	58.0%
52700 Workers' Compensation							
10110100 52700 WORKERS COMPENSATION	125,245.80	0.00	125,245.80	125,236.60	0.00	9.20	100.0%
TOTAL Workers' Compensation	125,245.80	0.00	125,245.80	125,236.60	0.00	9.20	100.0%
53010 PURCHASED PROF SERVICES							
10010100 53010 BBE PURCHASED SERVICES	3,500.00	492.68	3,992.68	3,992.68	0.00	0.00	100.0%
10040000 53010 SE CONTRACTED SERVICES	35,000.00	17,128.10	52,128.10	82,256.99	0.00	-30,128.89	157.8%
10040201 53010 SE HOME/HOSPITAL TUTOR SERV	5,000.00	8,944.91	13,944.91	13,944.91	0.00	0.00	100.0%
10040202 53010 SE DIAGNOSTIC SERVICES	15,000.00	3,372.50	18,372.50	18,372.50	0.00	0.00	100.0%
10110100 53010 DW CONFERENCES	3,000.00	-500.00	2,500.00	2,500.00	0.00	0.00	100.0%
10110109 53010 ESS SUBSTITUTES	145,000.00	-1,236.92	143,763.08	162,712.55	0.00	-18,949.47	113.2%
10110132 53010 DW SERVICE CONTRACTS	62,000.00	4,910.38	66,910.38	67,106.59	0.00	-196.21	100.3%
10110133 53010 MUNIS	51,390.44	10,410.83	61,801.27	61,801.27	0.00	0.00	100.0%
10110134 53010 LEGAL	70,000.00	3,810.23	73,810.23	73,810.23	0.00	0.00	100.0%
10110138 53010 DW PHONE SERVICE	34,000.00	-5,194.82	28,805.18	28,805.18	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10110139 53010	RESIDENCY VERIFICATION						
	0.00	3,113.94	3,113.94	3,113.94	0.00	0.00	100.0%
10130000 53010	NURSE SERVICE CONTRACTS						
	5,850.00	817.85	6,667.85	6,667.85	0.00	0.00	100.0%
10170000 53010	ATHLETIC TRAINER						
	26,000.00	-975.00	25,025.00	25,025.00	0.00	0.00	100.0%
TOTAL PURCHASED PROF SERVICES							
	455,740.44	45,094.68	500,835.12	550,109.69	0.00	-49,274.57	109.8%
53040 NURSING SERVICES							
10130000 53040	DW PHYSICIAN SERVICES						
	5,105.00	14.27	5,119.27	5,119.27	0.00	0.00	100.0%
TOTAL NURSING SERVICES							
	5,105.00	14.27	5,119.27	5,119.27	0.00	0.00	100.0%
53060 CURRICULUM DEVELOPMENT							
10040000 53060	SE CONFERENCES						
	3,000.00	-2,066.00	934.00	934.00	0.00	0.00	100.0%
10080000 53060	CIA PROF DEV IN DISTRICT						
	1,600.00	-1,082.00	518.00	518.00	0.00	0.00	100.0%
10080159 53060	CIA PROF DEV OUT OF DISTRICT						
	16,400.00	0.00	16,400.00	16,400.00	0.00	0.00	100.0%
10110100 53060	BOE PROFESSIONAL DEVELOPMENT						
	3,000.00	-234.00	2,766.00	2,766.00	0.00	0.00	100.0%
TOTAL CURRICULUM DEVELOPMENT							
	24,000.00	-3,382.00	20,618.00	20,618.00	0.00	0.00	100.0%
53070 TESTING/SCORING							
10040000 53070	SE STANDARDIZED TESTING						
	5,000.00	-437.57	4,562.43	4,562.43	0.00	0.00	100.0%
10080000 53070	CIA STANDARDIZED TESTING						
	10,970.00	-6,704.35	4,265.65	4,265.65	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL TESTING/SCORING	15,970.00	-7,141.92	8,828.08	8,828.08	0.00	0.00	100.0%
53200 PROF EDUCATIONAL SERVICES							
10080000 53200 CIA TRANSLATION SERVICE	5,000.00	211.52	5,211.52	5,211.52	0.00	0.00	100.0%
10080001 53200 CIA SERVICE CONTRACTS	99,170.00	-20,788.75	78,381.25	78,381.25	0.00	0.00	100.0%
TOTAL PROF EDUCATIONAL SERVICE	104,170.00	-20,577.23	83,592.77	83,592.77	0.00	0.00	100.0%
53500 TECHNOLOGY SERVICES							
10070000 53500 TECHNOLOGY EQUIP/SUPPLIES/LIC	233,515.00	15,116.84	248,631.84	248,631.84	0.00	0.00	100.0%
10070001 53500 SUZOR IT	218,551.20	0.00	218,551.20	218,551.20	0.00	0.00	100.0%
10070002 53500 DISTRICT WIDE INTERNET	25,000.00	-15,747.84	9,252.16	9,252.16	0.00	0.00	100.0%
TOTAL TECHNOLOGY SERVICES	477,066.20	-631.00	476,435.20	476,435.20	0.00	0.00	100.0%
53540 SPORTS OFFICIALS							
10170002 53540 SPORTS & OFFICIALS FEES	43,000.00	2,104.82	45,104.82	53,799.82	0.00	-8,695.00	119.3%
TOTAL SPORTS OFFICIALS	43,000.00	2,104.82	45,104.82	53,799.82	0.00	-8,695.00	119.3%
54100 UTILITY SERVICES							
10060000 54100 DW ELECTRIC	297,000.00	5,691.22	302,691.22	312,268.03	0.00	-9,576.81	103.2%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10060001 54100	NATURAL GAS						
	193,000.00	-3,966.48	189,033.52	290,619.17	0.00	-101,585.65	153.7%
10060002 54100	EWMS HEATING OIL						
	80,000.00	-5,892.53	74,107.47	74,107.47	0.00	0.00	100.0%
10120312 54100	BUS FUEL						
	123,000.00	0.00	123,000.00	137,366.97	0.00	-14,366.97	111.7%
TOTAL UTILITY SERVICES							
	693,000.00	-4,167.79	688,832.21	814,361.64	0.00	-125,529.43	118.2%
54103 SNOW PLOWING/SANDING							
10060000 54103	SNOW REMOVAL & SANDING						
	40,000.00	15,370.00	55,370.00	55,370.00	0.00	0.00	100.0%
TOTAL SNOW PLOWING/SANDING							
	40,000.00	15,370.00	55,370.00	55,370.00	0.00	0.00	100.0%
54300 REPAIRS & MAINTENANCE							
10060147 54300	EQUIPMENT REPAIRS/CONTRACTS						
	21,000.00	8,345.55	29,345.55	29,345.55	0.00	0.00	100.0%
10060148 54300	DW REPAIRS & MAINTENANCE						
	110,000.00	18,720.96	128,720.96	131,608.33	0.00	-2,887.37	102.2%
10180000 54300	BAND INSTRUMENT REPAIRS/MAINT						
	3,450.00	262.50	3,712.50	3,712.50	0.00	0.00	100.0%
TOTAL REPAIRS & MAINTENANCE							
	134,450.00	27,329.01	161,779.01	164,666.38	0.00	-2,887.37	101.8%
54301 BUILDING MAINTENANCE							
10060149 54301	EWHS BUILDING REPAIRS						
	55,000.00	-5,715.20	49,284.80	49,284.80	0.00	0.00	100.0%
10060150 54301	EWMS BUILDING REPAIRS						
	55,000.00	-16,209.84	38,790.16	38,790.16	0.00	0.00	100.0%
10060151 54301	BBE BUILDING REPAIRS						
	55,000.00	-25,934.58	29,065.42	29,065.42	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL BUILDING MAINTENANCE	165,000.00	-47,859.62	117,140.38	117,140.38	0.00	0.00	100.0%
54411 WATER/SEWER							
10060000 54411 DW WATER	23,000.00	4,945.27	27,945.27	29,953.92	0.00	-2,008.65	107.2%
10060144 54411 DW SEWER FEE	10,000.00	1,232.00	11,232.00	11,232.00	0.00	0.00	100.0%
TOTAL WATER/SEWER	33,000.00	6,177.27	39,177.27	41,185.92	0.00	-2,008.65	105.1%
54900 OTHER PURCH PROPERTY SERVICES							
10060000 54900 DISTRICT WIDE LANDSCAPING	100,563.69	-440.01	100,123.68	100,123.68	0.00	0.00	100.0%
10060146 54900 TRASH COLLECTION	36,000.00	477.20	36,477.20	36,477.20	0.00	0.00	100.0%
TOTAL OTHER PURCH PROPERTY SER	136,563.69	37.19	136,600.88	136,600.88	0.00	0.00	100.0%
55100 STUDENT TRANSPORTATION							
10020000 55100 EWMS FIELD TRIPS	2,400.00	-1,312.54	1,087.46	0.00	0.00	1,087.46	.0%
10030000 55100 EWHS FIELD TRIPS	3,000.00	-22.63	2,977.37	2,752.88	0.00	224.49	92.5%
10040000 55100 SE TRANSPORTATION	693,549.46	17,592.85	711,142.31	707,954.49	0.00	3,187.82	99.6%
10040219 55100 SE FIELD TRIPS	1,000.00	0.00	1,000.00	673.47	0.00	326.53	67.3%
10120000 55100 REGULAR ED STUDENT TRANSPORT	856,819.73	-75,933.73	780,886.00	762,688.25	0.00	18,197.75	97.7%
10120258 55100 CHENEY/ROCKVILLE TRANSPORT	65,000.00	55,153.68	120,153.68	120,153.68	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10120334 55100	MCKINNEY VENTO						
	30,000.00	35,732.48	65,732.48	55,224.97	0.00	10,507.51	84.0%
10120357 55100	ALTERNATIVE ED TRANSPORTATION						
	11,000.00	8,276.00	19,276.00	18,644.00	0.00	632.00	96.7%
10122901 55100	LATE BUS						
	11,000.00	6,000.00	17,000.00	2,274.16	0.00	14,725.84	13.4%
10170000 55100	ATHLETIC TRANSPORTATION						
	46,750.00	-9,938.38	36,811.62	32,553.66	0.00	4,257.96	88.4%
10180000 55100	BAND TRANSPORTATION						
	4,250.00	0.00	4,250.00	3,684.91	0.00	565.09	86.7%
TOTAL STUDENT TRANSPORTATION							
	1,724,769.19	35,547.73	1,760,316.92	1,706,604.47	0.00	53,712.45	96.9%
55301 POSTAGE							
10110100 55301	DW POSTAGE						
	12,600.00	-2,600.00	10,000.00	8,492.43	0.00	1,507.57	84.9%
10110313 55301	DW PRINTING						
	15,000.00	0.00	15,000.00	11,788.17	0.00	3,211.83	78.6%
TOTAL POSTAGE							
	27,600.00	-2,600.00	25,000.00	20,280.60	0.00	4,719.40	81.1%
55600 TUITION							
10040000 55600	IN STATE PUBLIC TUITION						
	582,800.53	-60,747.13	522,053.40	508,243.72	0.00	13,809.68	97.4%
10040203 55600	PRIVATE TUITION IN STATE						
	1,447,260.00	-168,567.97	1,278,692.03	1,219,155.58	0.00	59,536.45	95.3%
10040204 55600	SPECIAL ED COOP OOD PLACEMENT						
	0.00	184,929.86	184,929.86	142,386.52	0.00	42,543.34	77.0%
10080000 55600	ADULT ED PROGRAMS						
	33,069.42	0.00	33,069.42	33,069.00	0.00	0.42	100.0%
10110135 55600	MAGNET SCHOOL TUITION						
	260,000.00	41,001.00	301,001.00	301,001.00	0.00	0.00	100.0%
10110136 55600	VERNON/SUFFIELD VOAG TUITION						
	98,411.59	8,436.51	106,848.10	106,848.10	0.00	0.00	100.0%
10110137 55600	ALTERNATIVE LEARNING PROGRAM						
	72,000.00	-38,000.00	34,000.00	28,525.00	0.00	5,475.00	83.9%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL TUITION	2,493,541.54	-32,947.73	2,460,593.81	2,339,228.92	0.00	121,364.89	95.1%
55800 TRAVEL REIMBURSEMENT							
10110139 55800 ADMIN TRAVEL REIMBURSEMENT	35,000.00	0.00	35,000.00	29,004.56	0.00	5,995.44	82.9%
TOTAL TRAVEL REIMBURSEMENT	35,000.00	0.00	35,000.00	29,004.56	0.00	5,995.44	82.9%
56100 GENERAL SUPPLIES							
10010000 56100 BBE GENERAL SUPPLIES	24,500.00	-4,696.97	19,803.03	15,391.93	0.00	4,411.10	77.7%
10010101 56100 BBE INSTRUCTIONAL SUPPLIES	26,000.00	0.00	26,000.00	22,161.17	0.00	3,838.83	85.2%
10020000 56100 EWMS GENERAL SUPPLIES	20,000.00	0.00	20,000.00	11,441.23	0.00	8,558.77	57.2%
10030000 56100 EWHS GENERAL SUPPLIES	13,000.00	0.00	13,000.00	12,506.78	0.00	493.22	96.2%
10030100 56100 EWHS GUIDANCE SUPPLIES	18,000.00	-2,000.00	16,000.00	13,798.97	0.00	2,201.03	86.2%
10060000 56100 DW CUSTODIAL SUPPLIES	50,000.00	1,607.78	51,607.78	51,607.78	0.00	0.00	100.0%
10060152 56100 DW GROUNDS SUPPLIES	17,000.00	0.00	17,000.00	16,576.08	0.00	423.92	97.5%
10060283 56100 WINTER PPE	3,000.00	309.03	3,309.03	3,309.03	0.00	0.00	100.0%
10080000 56100 CIA GENERAL SUPPLIES	4,940.00	49.39	4,989.39	4,989.39	0.00	0.00	100.0%
10110100 56100 DW GENERAL SUPPLIES	7,000.00	0.00	7,000.00	5,531.56	0.00	1,468.44	79.0%
10130000 56100 NURSE GENERAL SUPPLIES	9,700.00	-2,739.16	6,960.84	6,843.91	0.00	116.93	98.3%
10170000 56100 EWHS/EWMS ATHLETIC SUPPLIES	25,000.00	387.54	25,387.54	25,387.54	0.00	0.00	100.0%
TOTAL GENERAL SUPPLIES	218,140.00	-7,082.39	211,057.61	189,545.37	0.00	21,512.24	89.8%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
56110 INSTRUCTIONAL SUPPLIES							
10010359 56110 BBE LIBRARY SUPPLIES	8,000.00	0.00	8,000.00	6,747.10	0.00	1,252.90	84.3%
10020000 56110 EWMS INSTRUCTIONAL SUPPLIES	21,000.00	-5,834.22	15,165.78	10,514.62	0.00	4,651.16	69.3%
10020359 56110 EWMS LIBRARY SUPPLIES	4,780.00	0.00	4,780.00	3,933.64	0.00	846.36	82.3%
10030000 56110 EWHS INSTRUCTIONAL SUPPLIES	26,250.00	0.00	26,250.00	23,627.67	0.00	2,622.33	90.0%
10030359 56110 EWHS LIBRARY SUPPLIES	500.00	0.00	500.00	500.00	0.00	0.00	100.0%
10040000 56110 SE INSTRUCTIONAL SUPPLIES	17,000.00	0.00	17,000.00	14,138.40	0.00	2,861.60	83.2%
10080000 56110 CIA INSTRUCTIONAL SUPPLIES	32,786.00	0.00	32,786.00	27,742.26	0.00	5,043.74	84.6%
10180001 56110 EWMS BAND SUPPLIES	3,150.00	0.00	3,150.00	3,044.40	0.00	105.60	96.6%
10180002 56110 BBE BAND SUPPLIES	1,000.00	0.00	1,000.00	420.99	0.00	579.01	42.1%
10180003 56110 EWHS BAND SUPPLIES	3,414.00	471.33	3,885.33	3,885.33	0.00	0.00	100.0%
10180004 56110 HARTFORD AWARD TIMPANI TUNEUP	0.00	2,506.34	2,506.34	2,506.34	0.00	0.00	100.0%
TOTAL INSTRUCTIONAL SUPPLIES	117,880.00	-2,856.55	115,023.45	97,060.75	0.00	17,962.70	84.4%
56120 ADMIN SUPPLIES							
10080000 56120 CIA ADMIN SUPPLIES	4,000.00	0.00	4,000.00	396.53	0.00	3,603.47	9.9%
10110100 56120 DW ADMIN SUPPLIES	5,000.00	799.95	5,799.95	5,799.95	0.00	0.00	100.0%
10110360 56120 COMMUNICATIONS SUPPLIES	5,500.00	5,169.21	10,669.21	10,669.21	0.00	0.00	100.0%
TOTAL ADMIN SUPPLIES	14,500.00	5,969.16	20,469.16	16,865.69	0.00	3,603.47	82.4%
56410 TEXTBOOKS							
10010000 56410 BBE TEXTBOOKS							

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
	3,400.00	0.00	3,400.00	2,892.00	0.00	508.00	85.1%
TOTAL TEXTBOOKS	3,400.00	0.00	3,400.00	2,892.00	0.00	508.00	85.1%
56900 OTHER SUPPLIES							
10020000 56900 EWMS GRADUATION AWARDS	250.00	0.00	250.00	0.00	0.00	250.00	.0%
10030000 56900 EWHS GRADUATION AWARDS	3,000.00	2,000.00	5,000.00	4,264.70	0.00	735.30	85.3%
10040000 56900 TRANSITION SUPPLIES	8,000.00	0.00	8,000.00	1,275.18	0.00	6,724.82	15.9%
10170000 56900 EWMS ATHLETIC/AFTER SCHOOL SUP	6,500.00	1,477.10	7,977.10	7,977.10	0.00	0.00	100.0%
TOTAL OTHER SUPPLIES	17,750.00	3,477.10	21,227.10	13,516.98	0.00	7,710.12	63.7%
57340 Technology - Related Hardware							
10020000 57340 EWMS REPLACEMENT EQUIPMENT	7,500.00	-4,206.20	3,293.80	0.00	0.00	3,293.80	.0%
TOTAL Technology - Related Har	7,500.00	-4,206.20	3,293.80	0.00	0.00	3,293.80	.0%
57345 INSTRUCTIONAL EQUIPMENT							
10040000 57345 SE REPLACE INSTRUCTIONAL EQUIP	15,000.00	10,141.20	25,141.20	25,141.20	0.00	0.00	100.0%
TOTAL INSTRUCTIONAL EQUIPMENT	15,000.00	10,141.20	25,141.20	25,141.20	0.00	0.00	100.0%
58100 DUES & FEES							
10020000 58100 EWMS DUES & FEES	2,215.00	-932.00	1,283.00	1,283.00	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10030000 58100	EWHS DUES & FEES						
	13,050.00	-26.29	13,023.71	13,023.71	0.00	0.00	100.0%
10040000 58100	SE DUES & FEES						
	250.00	-250.00	0.00	0.00	0.00	0.00	.0%
10080000 58100	CIA DUES & FEES						
	300.00	-300.00	0.00	0.00	0.00	0.00	.0%
10110100 58100	BOE DUES/FEES/MEMBERSHIPS						
	21,834.00	1,094.96	22,928.96	27,209.00	0.00	-4,280.04	118.7%
10130000 58100	NURSE DUES/FEES						
	700.00	1,087.50	1,787.50	2,187.33	0.00	-399.83	122.4%
10180000 58100	BAND DUES/FEES						
	674.00	-674.17	-0.17	0.00	0.00	-0.17	.0%
TOTAL DUES & FEES							
	39,023.00	0.00	39,023.00	43,703.04	0.00	-4,680.04	112.0%
TOTAL General Fund School							
	28,861,943.00	0.00	28,861,943.00	-127,493.61	0.00	28,989,436.61	-.4%
TOTAL REVENUES							
	-1,282,702.12	0.00	-1,282,702.12	-29,942,415.04	0.00	28,659,712.92	
TOTAL EXPENSES							
	30,144,645.12	0.00	30,144,645.12	29,814,921.43	0.00	329,723.69	
GRAND TOTAL							
	28,861,943.00	0.00	28,861,943.00	-127,493.61	0.00	28,989,436.61	-.4%

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

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
2000 School Grants							
20240341 FY24 HTFD OPEN CHOICE							
43300 STATE GRANTS							
20240341 43300 HARTFORD OC REVENUE	-858,453.00	-14,032.00	-872,485.00	-872,485.00	0.00	0.00	100.0%
51010 SALARIES PAID TO TEACHERS							
20240341 51010 HTFD OC TEACHER SAL	157,827.65	0.00	157,827.65	157,827.65	0.00	0.00	100.0%
51100B INSTRUCTIONAL SAL							
20240341 51100B HTFD OC PARA SAL	55,000.00	0.00	55,000.00	55,000.00	0.00	0.00	100.0%
52010 EMPLOYEE BENEFITS							
20240341 52010 HARTFORD OC BENEFITS	645,625.35	14,032.00	659,657.35	659,657.35	0.00	0.00	100.0%
TOTAL FY24 HTFD OPEN CHOICE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20250321 FY25 TITLE IA							
43100 FEDERAL GRANT REVENUE							
20250321 43100 FY25 TITLE IA REVENUE	-58,911.60	0.00	-58,911.60	-58,911.60	0.00	0.00	100.0%
53010 PURCHASED PROF SERVICES							
20250321 53010 FY25 TITLE IA PURCH PROF SERV	35,783.00	0.00	35,783.00	35,783.00	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
56010 SUPPLIES							
20250321 56010 FY25 TITLE IA SUPPLIES	23,128.60	0.00	23,128.60	23,128.60	0.00	0.00	100.0%
TOTAL FY25 TITLE IA	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20250326 FY25 TITLE II A							
43100 FEDERAL GRANT REVENUE							
20250326 43100 FY25 TITLE IIA REVENUE	-10,167.50	-0.02	-10,167.52	-10,167.52	0.00	0.00	100.0%
51100 SALARIES OF REGULAR EMPLOYEES							
20250326 51100 FY25 TITLE IIA SALARIES	10,167.50	0.02	10,167.52	10,167.52	0.00	0.00	100.0%
TOTAL FY25 TITLE II A	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20250356 FY25 TITLE IV							
43100 FEDERAL GRANT REVENUE							
20250356 43100 FY25 TITLE IV REVENUE	-20,279.60	0.00	-20,279.60	-20,279.60	0.00	0.00	100.0%
51100 SALARIES OF REGULAR EMPLOYEES							
20250356 51100 FY25 TITLE IV SALARIES	500.00	0.00	500.00	500.00	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
53010 PURCHASED PROF SERVICES							
20250356 53010 FY25 TITLE IV PURCH SERV	825.00	0.00	825.00	825.00	0.00	0.00	100.0%
55990 OTHER PURCHASED SERVICES							
20250356 55990 FY25 TITLE IV OTHR PURCH SERV	5,200.00	0.00	5,200.00	5,200.00	0.00	0.00	100.0%
56010 SUPPLIES							
20250356 56010 FY25 TITLE IV SUPPLIES	745.60	0.00	745.60	745.60	0.00	0.00	100.0%
57010 PROPERTY							
20250356 57010 FY25 TITLE IV PROPERTY	13,009.00	0.00	13,009.00	13,009.00	0.00	0.00	100.0%
TOTAL FY25 TITLE IV	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260315 FY26 SHEFF OCA & SOCIAL SUPPOR							
43300 STATE GRANTS							
20260315 43300 FY26 SHEFF OC REVENUE	-105,813.00	0.00	-105,813.00	-105,813.00	0.00	0.00	100.0%
51010 SALARIES PAID TO TEACHERS							
20260315 51010 FY26 SHEFF OC SALARIES	100,813.00	0.00	100,813.00	100,813.00	0.00	0.00	100.0%
53010 PURCHASED PROF SERVICES							
20260315 53010 FY26 SHEFF OC PROF SERVICES	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE
GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL FY26 SHEFF OCA & SOCIAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260316 FY26 IDEA 611							
43100 FEDERAL GRANT REVENUE							
20260316 43100 FY26 IDEA 611 REVENUE	-275,303.00	-3,309.00	-278,612.00	-278,612.00	0.00	0.00	100.0%
51100B INSTRUCTIONAL SAL							
20260316 51100B FY26 IDEA 611 SALARIES	285,402.85	-6,790.85	278,612.00	278,612.00	0.00	0.00	100.0%
TOTAL FY26 IDEA 611	10,099.85	-10,099.85	0.00	0.00	0.00	0.00	.0%
20260317 FY26 IDEA 619							
43100 FEDERAL GRANT REVENUE							
20260317 43100 FY26 IDEA 619 REVENUE	-11,489.00	760.00	-10,729.00	-10,729.00	0.00	0.00	100.0%
51100B INSTRUCTIONAL SAL							
20260317 51100B FY26 IDEA 619 SALARIES	11,489.00	-760.00	10,729.00	10,729.00	0.00	0.00	100.0%
TOTAL FY26 IDEA 619	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260320 FY26 ARPA MENTAL HEALTH SPECIA							
43100 FEDERAL GRANT REVENUE							

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20260320 43100	FY26 ARPA MENTAL H REVENUE						
	-32,808.30	0.00	-32,808.30	-32,808.30	0.00	0.00	100.0%
51010 SALARIES PAID TO TEACHERS							
20260320 51010	FY26 ARPA MENTAL H SALARIES						
	32,808.30	0.00	32,808.30	32,808.30	0.00	0.00	100.0%
TOTAL FY26 ARPA MENTAL HEALTH							
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260321 FY26 TITLE I							
43100 FEDERAL GRANT REVENUE							
20260321 43100	FY26 TITLE I REVENUE						
	-392,744.00	61,498.00	-331,246.00	-281,559.10	0.00	-49,686.90	85.0%
51010 SALARIES PAID TO TEACHERS							
20260321 51010	FY26 TITLE I SALARIES						
	165,744.86	-2,470.50	163,274.36	163,274.36	0.00	0.00	100.0%
52010 EMPLOYEE BENEFITS							
20260321 52010	FY26 TITLE I BENEFITS						
	65,708.16	4,122.45	69,830.61	69,830.61	0.00	0.00	100.0%
53010 PURCHASED PROF SERVICES							
20260321 53010	FY26 TITLE I PURCH SERVICES						
	85,783.00	-40,783.00	45,000.00	16,988.56	0.00	28,011.44	37.8%
55990 OTHER PURCHASED SERVICES							
20260321 55990	FY26 TITLE I OTHER PURCH SERV						
	15,000.00	7,500.00	22,500.00	22,500.00	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
56010 SUPPLIES							
20260321 56010 FY26 TITLE I SUPPLIES	69,894.09	-39,253.06	30,641.03	7,585.52	1,380.05	21,675.46	29.3%
TOTAL FY26 TITLE I	9,386.11	-9,386.11	0.00	-1,380.05	1,380.05	0.00	.0%
20260322 FY26 ALLIANCE							
43300 STATE GRANTS							
20260322 43300 FY26 ALLIANCE REVENUE	-186,987.00	0.00	-186,987.00	-186,987.00	0.00	0.00	100.0%
51010 SALARIES PAID TO TEACHERS							
20260322 51010 FY26 ALLIANCE SALARIES	182,932.00	195.00	183,127.00	183,127.00	0.00	0.00	100.0%
52010 EMPLOYEE BENEFITS							
20260322 52010 FY26 ALLIANCE BENEFITS	1,298.52	-195.00	1,103.52	1,103.52	0.00	0.00	100.0%
56010 SUPPLIES							
20260322 56010 FY26 ALLIANCE SUPPLIES	2,756.48	0.00	2,756.48	2,756.48	0.00	0.00	100.0%
TOTAL FY26 ALLIANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260326 FY26 TITLE IIA							
43100 FEDERAL GRANT REVENUE							
20260326 43100 FY26 TITLE IIA REVENUE							

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
	-32,584.00	0.00	-32,584.00	-11,636.00	0.00	-20,948.00	35.7%
51100 SALARIES OF REGULAR EMPLOYEES							
20260326 51100 FY26 TITLE II SALARIES	16,292.00	0.00	16,292.00	0.00	0.00	16,292.00	.0%
53010 PURCHASED PROF SERVICES							
20260326 53010 FY26 TITLE II PURCH SERVICES	16,292.00	0.00	16,292.00	11,636.00	0.00	4,656.00	71.4%
TOTAL FY26 TITLE IIA	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260332 FY26 SHEFF ED ENHANCEMENT							
43100 FEDERAL GRANT REVENUE							
20260332 43100 FY26 SHEFF ED ENHANCE REVENUE	-3,600.00	0.00	-3,600.00	-3,600.00	0.00	0.00	100.0%
5111A NON INSTRUCTIONAL SAL							
20260332 5111A FY26 SHEFF ENH NON INS SAL	1,400.00	0.00	1,400.00	1,400.00	0.00	0.00	100.0%
56010 SUPPLIES							
20260332 56010 FY26 SHEFF ED ENH SUPPLIES	2,200.00	0.00	2,200.00	2,200.00	0.00	0.00	100.0%
TOTAL FY26 SHEFF ED ENHANCEMEN	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260355 FY26 SHEFF OC ACCEPTANCE RATE							
43100 FEDERAL GRANT REVENUE							

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20260355 43100	FY26 SHEFF OC ACCEPT RATE REV						
	-3,600.00	0.00	-3,600.00	-3,600.00	0.00	0.00	100.0%
53250 PARENT ACTIVITIES							
20260355 53250	FY26 SHEFF OC AR PARNT ACTIVI						
	500.00	0.00	500.00	500.00	0.00	0.00	100.0%
55990 OTHER PURCHASED SERVICES							
20260355 55990	FY26 SHEFF OC AR OTHR PURCH						
	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	100.0%
56010 SUPPLIES							
20260355 56010	FY26 SHEFF OC AR SUPPLIES						
	1,600.00	0.00	1,600.00	1,600.00	0.00	0.00	100.0%
TOTAL FY26 SHEFF OC ACCEPTANCE							
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260356 FY26 TITLE IV							
43100 FEDERAL GRANT REVENUE							
20260356 43100	FY26 TITLE IV REVENUE						
	0.00	-22,379.00	-22,379.00	0.00	0.00	-22,379.00	.0%
51100 SALARIES OF REGULAR EMPLOYEES							
20260356 51100	FY26 TITLE IV SALARIES						
	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	.0%
53010 PURCHASED PROF SERVICES							
20260356 53010	FY26 TITLE IV PURCH SERVICES						
	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	.0%

FY26 YEAR TO DATE BUDGET REPORT BOE
GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
55990 OTHER PURCHASED SERVICES							
20260356 55990 FY26 TITLE IV OTHER PURCH SERV	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	.0%
56010 SUPPLIES							
20260356 56010 FY26 TITLE IV SUPPLIES	0.00	6,879.00	6,879.00	0.00	0.00	6,879.00	.0%
57010 PROPERTY							
20260356 57010 FY26 TITLE IV PROPERTY SERVICE	0.00	7,900.00	7,900.00	0.00	0.00	7,900.00	.0%
TOTAL FY26 TITLE IV	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260365 FY26 SUMMER ENRICHMENT							
43300 STATE GRANTS							
20260365 43300 FY26 SUMMER ENRICHMENT REV	-175,440.00	0.00	-175,440.00	-175,440.00	0.00	0.00	100.0%
51010 SALARIES PAID TO TEACHERS							
20260365 51010 FY26 SUMMER ENRICH SALARIES	148,440.00	0.00	148,440.00	148,440.00	0.00	0.00	100.0%
55100 STUDENT TRANSPORTATION							
20260365 55100 FY26 SUMMER ENRICH TRANSPORT	21,600.00	0.00	21,600.00	21,600.00	0.00	0.00	100.0%
56010 SUPPLIES							
20260365 56010 FY26 SUMMER ENRICH SUPPLIES	5,400.00	0.00	5,400.00	5,400.00	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE
GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL FY26 SUMMER ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260370 FY26 PERKINS							
43100 FEDERAL GRANT REVENUE							
20260370 43100 FY26 PERKINS REVENUE	0.00	-18,352.00	-18,352.00	-18,352.00	0.00	0.00	100.0%
51100B INSTRUCTIONAL SAL							
20260370 51100B FY26 PERKINS SALARIES	0.00	3,525.00	3,525.00	3,525.00	0.00	0.00	100.0%
53200 PROF EDUCATIONAL SERVICES							
20260370 53200 FY26 PERKINS PROF ED SERVICES	0.00	2,080.00	2,080.00	2,080.00	0.00	0.00	100.0%
55100 STUDENT TRANSPORTATION							
20260370 55100 FY26 PERKINS TRANSPORT	0.00	968.00	968.00	968.00	0.00	0.00	100.0%
56010 SUPPLIES							
20260370 56010 FY26 PERKINS SUPPLIES	0.00	11,779.00	11,779.00	11,779.00	0.00	0.00	100.0%
TOTAL FY26 PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260371 FY26 PERKINS SUPPL ENHANCEMENT							
43100 FEDERAL GRANT REVENUE							
20260371 43100 FY26 PERKINS SUPP ENHANC REV							

FY26 YEAR TO DATE BUDGET REPORT BOE
GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
	0.00	-49,595.00	-49,595.00	-49,595.00	0.00	0.00	100.0%
56010 SUPPLIES							
20260371 56010 FY26 PRKNS SUPPL ENH SUPPLIES	0.00	49,595.00	49,595.00	0.00	49,595.00	0.00	100.0%
TOTAL FY26 PERKINS SUPPL ENHAN	0.00	0.00	0.00	-49,595.00	49,595.00	0.00	.0%
20260372 FY26 TEAM MENTOR							
43300 STATE GRANTS							
20260372 43300 FY26 TEAM MENTOR REVENUE	0.00	-2,094.00	-2,094.00	-2,094.00	0.00	0.00	100.0%
51010 SALARIES PAID TO TEACHERS							
20260372 51010 FY26 TEAM MENTOR SALARIES	0.00	2,094.00	2,094.00	2,094.00	0.00	0.00	100.0%
TOTAL FY26 TEAM MENTOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260378 FY26 SEED REVENUE							
43300 STATE GRANTS							
20260378 43300 FY26 SEED REVENUE	0.00	-60,243.00	-60,243.00	-60,243.00	0.00	0.00	100.0%
51100B INSTRUCTIONAL SAL							
20260378 51100B FY26 SEED SALARIES	0.00	60,243.00	60,243.00	60,243.00	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL FY26 SEED REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260379 FY26 KINDERGARTEN IMPLEMENTATI							
43300 STATE GRANTS							
20260379 43300 FY26 KINDERGARTEN IMPL REV	0.00	-3,350.00	-3,350.00	-3,350.00	0.00	0.00	100.0%
5111A NON INSTRUCTIONAL SAL							
20260379 5111A FY26 KINDER IMP NON INS SAL	0.00	1,016.00	1,016.00	1,016.00	0.00	0.00	100.0%
54010 PURCHASED PROP SERVICES							
20260379 54010 FY26 KINDER IMP PROPERTY	0.00	120.00	120.00	120.00	0.00	0.00	100.0%
55990 OTHER PURCHASED SERVICES							
20260379 55990 FY26 KINDER IMP OTHR PURCH	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.0%
56010 SUPPLIES							
20260379 56010 FY26 KINDER IMP SUPPLIES	0.00	1,214.00	1,214.00	1,214.00	0.00	0.00	100.0%
TOTAL FY26 KINDERGARTEN IMPLEM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260380 FY26 IN AID GRANT							
43300 STATE GRANTS							
20260380 43300 FY26 IN AID GRANT REVENUE							

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
	0.00	-139,000.00	-139,000.00	-139,000.00	0.00	0.00	100.0%
51010 SALARIES PAID TO TEACHERS							
20260380 51010 FY26 IN AID SALARIES	0.00	37,500.00	37,500.00	37,500.00	0.00	0.00	100.0%
53010 PURCHASED PROF SERVICES							
20260380 53010 FY26 IN AID PURCHASED SERVICES	0.00	7,200.00	7,200.00	7,200.00	0.00	0.00	100.0%
55990 OTHER PURCHASED SERVICES							
20260380 55990 FY26 IN AID OTHER PURCH SERV	0.00	26,000.00	26,000.00	26,000.00	0.00	0.00	100.0%
56010 SUPPLIES							
20260380 56010 FY26 IN AID SUPPLIES	0.00	68,300.00	68,300.00	68,300.00	0.00	0.00	100.0%
TOTAL FY26 IN AID GRANT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260381 FY26 POSTSECONDARY GRANT							
43300 STATE GRANTS							
20260381 43300 FY26 POST SECONDARY REVENUE	0.00	-1,000.00	-1,000.00	-1,000.00	0.00	0.00	100.0%
55990 OTHER PURCHASED SERVICES							
20260381 55990 FY26 POST SECONDARY OTHR PURCH	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL FY26 POSTSECONDARY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260382 FY26 BRIDGE GRANT							
43300 STATE GRANTS							
20260382 43300 FY26 BRIDGE TRANSITION REVENUE	0.00	-10,000.00	-10,000.00	-10,000.00	0.00	0.00	100.0%
51100B INSTRUCTIONAL SAL							
20260382 51100B FY26 BRIDGE TRANSITION SALARY	0.00	10,000.00	10,000.00	10,000.00	0.00	0.00	100.0%
TOTAL FY26 BRIDGE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20260441 FY26 DRIP GRANT							
43300 STATE GRANTS							
20260441 43300 FY26 DRIP REVENUE	0.00	-73,356.29	-73,356.29	-73,356.29	0.00	0.00	100.0%
57010 PROPERTY							
20260441 57010 FY26 DRIP PROPERTY	0.00	73,356.29	73,356.29	73,356.29	0.00	0.00	100.0%
TOTAL FY26 DRIP GRANT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20270365 FY27 SUMMER ENRICHMENT							
43300 STATE GRANTS							

FY26 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20270365 43300	FY27 SUMMER ENRICH 1ST HLF REV						
	0.00	-48,613.00	-48,613.00	-48,613.00	0.00	0.00	100.0%
51010 SALARIES PAID TO TEACHERS							
20270365 51010	FY27 SUMMER ENRICH 1ST HLF SAL						
	0.00	4,583.00	4,583.00	4,583.00	0.00	0.00	100.0%
56010 SUPPLIES							
20270365 56010	FY27 SUMMER ENRICH 1ST HLF SUP						
	0.00	44,030.00	44,030.00	44,225.30	0.00	-195.30	100.4%
TOTAL FY27 SUMMER ENRICHMENT							
	0.00	0.00	0.00	195.30	0.00	-195.30	100.0%
TOTAL School Grants							
	19,485.96	-19,485.96	0.00	-50,779.75	50,975.05	-195.30	100.0%
TOTAL REVENUES							
	-2,168,180.00	-383,065.31	-2,551,245.31	-2,458,231.41	0.00	-93,013.90	
TOTAL EXPENSES							
	2,187,665.96	363,579.35	2,551,245.31	2,407,451.66	50,975.05	92,818.60	
GRAND TOTAL							
	19,485.96	-19,485.96	0.00	-50,779.75	50,975.05	-195.30	100.0%

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

FY26 YEAR TO DATE BUDGET REPORT BOE

FOOD SERVICE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
2750 Food Service							
43333 STATE REVENUE							
27500000 43333 STATE REVENUE	0.00	0.00	0.00	-704,611.34	0.00	704,611.34	100.0%
44608 MISC REVENUE							
27500000 44608 MISC REVENUE	0.00	0.00	0.00	-13,701.34	0.00	13,701.34	100.0%
27500001 44608 FS CASH DEPOSITS	0.00	0.00	0.00	-5,298.47	0.00	5,298.47	100.0%
27500002 44608 MYSCHOOL BUCKS	0.00	0.00	0.00	-1,876.25	0.00	1,876.25	100.0%
51900 OTHER SALARIES							
27500000 51900 CAFE WAGES/SALARIES	0.00	0.00	0.00	194,337.17	0.00	-194,337.17	100.0%
54310 EQUIPMENT REPAIRS							
27500000 54310 FOOD SERVICE EQUIPMENT REPAIRS	0.00	0.00	0.00	3,570.13	0.00	-3,570.13	100.0%
55700 FOOD SERVICE MANAGEMENT							
27500000 55700 FOOD SERVICE MANAGEMENT	0.00	0.00	0.00	531,315.10	0.00	-531,315.10	100.0%
57300 EQUIPMENT							
27500000 57300 FOOD SERVICE EQUIPMENT	0.00	0.00	0.00	2,319.10	0.00	-2,319.10	100.0%
57350 TECHNOLOGY SOFTWARE							
27500000 57350 FOOD SERVICE SOFTWARE	0.00	0.00	0.00	7,602.00	0.00	-7,602.00	100.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

FOOD SERVICE

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
590200 Fund Transfers Out							
27500000 590200 FS TRANSFER OUT	0.00	0.00	0.00	81,406.58	0.00	-81,406.58	100.0%
TOTAL Food Service	0.00	0.00	0.00	95,062.68	0.00	-95,062.68	100.0%
TOTAL REVENUES	0.00	0.00	0.00	-725,487.40	0.00	725,487.40	
TOTAL EXPENSES	0.00	0.00	0.00	820,550.08	0.00	-820,550.08	
GRAND TOTAL	0.00	0.00	0.00	95,062.68	0.00	-95,062.68	100.0%

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

FY26 YEAR TO DATE BUDGET REPORT BOE

FRC

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
2366 FRC							
43300 STATE GRANTS							
23660000 43300 CARE 4 KIDS REVENUE	30,276.60	-30,276.60	0.00	-42,443.47	0.00	42,443.47	100.0%
23660002 43300 EDADVANCED PAYMENT	0.00	0.00	0.00	-13,127.00	0.00	13,127.00	100.0%
23660006 43300 FRC GRANT REVENUE	0.00	-111,363.00	-111,363.00	-111,363.00	0.00	0.00	100.0%
44010 FEES & CHARGES							
23660000 44010 PRE-K BEFORE/AFTER FEES	-43,140.76	43,140.76	0.00	-249,105.60	0.00	249,105.60	100.0%
51010 SALARIES PAID TO TEACHERS							
23660000 51010 FRC SUMMER SALARIES	-8,508.39	55,788.59	47,280.20	47,280.20	0.00	0.00	100.0%
23660002 51010 FRC SALARIES	-1,099.04	162,094.36	160,995.32	151,650.29	0.00	9,345.03	94.2%
23660006 51010 FRC GRANT SALARIES LOCAL	0.00	92,500.00	92,500.00	92,500.00	0.00	0.00	100.0%
52100 GROUP INSURANCE							
23660000 52100 FRC MEDICAL/DENTAL	0.00	25,104.00	25,104.00	25,104.00	0.00	0.00	100.0%
23660324 52100 FRC GROUP LIFE INSURANCE	-3.00	48.00	45.00	45.00	0.00	0.00	100.0%
52200 EMPLOYER SHARE SOCIAL SECURITY							
23660000 52200 FRC FICA	-4,749.71	20,682.79	15,933.08	15,933.08	0.00	0.00	100.0%
53010 PURCHASED PROF SERVICES							
23660000 53010 FRC REG PROFESSIONAL SERVICES	-53.79	53.79	0.00	0.00	0.00	0.00	.0%

FY26 YEAR TO DATE BUDGET REPORT BOE

FRC

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
23660006 53010		FY26 FRC GRANT PURCH SERVICES					
	0.00	4,460.00	4,460.00	4,460.00	0.00	0.00	100.0%
53200 PROF EDUCATIONAL SERVICES							
23660000 53200		FRC PROFESSIONAL DEVELOPMENT					
	500.00	-500.00	0.00	0.00	0.00	0.00	.0%
53240 FIELD TRIPS							
23660005 53240		FRC FIELD TRIPS					
	466.05	533.95	1,000.00	100.00	0.00	900.00	10.0%
54400 RENTALS							
23660000 54400		FRC STORAGE RENTAL					
	-309.26	309.26	0.00	0.00	0.00	0.00	.0%
55300 COMMUNICATIONS							
23660000 55300		FRC PURCHASED SERVICES					
	0.00	1,500.00	1,500.00	1,500.00	0.00	0.00	100.0%
55800 TRAVEL REIMBURSEMENT							
23660002 55800		FRC Travel					
	760.57	-60.57	700.00	598.92	0.00	101.08	85.6%
55990 OTHER PURCHASED SERVICES							
23660006 55990		FY26 FRC OTHER PURCH SERVICES					
	0.00	6,180.00	6,180.00	6,180.00	0.00	0.00	100.0%
56010 SUPPLIES							
23660002 56010		FRC REG SUPPLIES					
	829.22	1,382.78	2,212.00	613.49	0.00	1,598.51	27.7%

FY26 YEAR TO DATE BUDGET REPORT BOE

FRC

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
23660006 56010	FRC GRANT SUPPLIES LOCAL						
	0.00	8,223.00	8,223.00	5,826.37	0.00	2,396.63	70.9%
56900 OTHER SUPPLIES							
23660000 56900	FRC SUMMER LOCAL EXPENSES						
	2,799.13	8,350.87	11,150.00	10,639.85	0.00	510.15	95.4%
58100 DUES & FEES							
23660002 58100	FRC DUES & MEMBERSHIPS						
	-1,291.37	3,791.37	2,500.00	728.13	0.00	1,771.87	29.1%
TOTAL FRC							
	-23,523.75	291,943.35	268,419.60	-52,879.74	0.00	321,299.34	-19.7%
TOTAL REVENUES							
	-12,864.16	-98,498.84	-111,363.00	-416,039.07	0.00	304,676.07	
TOTAL EXPENSES							
	-10,659.59	390,442.19	379,782.60	363,159.33	0.00	16,623.27	
GRAND TOTAL							
	-23,523.75	291,943.35	268,419.60	-52,879.74	0.00	321,299.34	-19.7%

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

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
1010 General Fund School							
48990 MISC REVENUE							
10040204 48990 SPECIAL ED OC SERVICES	-508,693.98	0.00	-508,693.98	0.00	0.00	-508,693.98	.0%
10040205 48990 EXCESS COST REIMBURSEMENT	-372,797.96	0.00	-372,797.96	0.00	0.00	-372,797.96	.0%
10060000 48990 FS SAL % OFFSET	-32,335.00	0.00	-32,335.00	0.00	0.00	-32,335.00	.0%
10110103 48990 2 % FUND OFFSET	-187,927.00	0.00	-187,927.00	0.00	0.00	-187,927.00	.0%
10110104 48990 PRE-K REVENUE	-133,222.70	0.00	-133,222.70	0.00	0.00	-133,222.70	.0%
10110105 48990 SEED OFFSET	-60,423.00	0.00	-60,423.00	0.00	0.00	-60,423.00	.0%
10110107 48990 STATE FUNDING OFFSET	-226,764.00	0.00	-226,764.00	0.00	0.00	-226,764.00	.0%
TOTAL MISC REVENUE	-1,522,163.64	0.00	-1,522,163.64	0.00	0.00	-1,522,163.64	.0%
489900 MISC REVENUE							
10100000 489900 GF Contributions	0.00	0.00	0.00	-2,216,000.00	0.00	2,216,000.00	100.0%
TOTAL MISC REVENUE	0.00	0.00	0.00	-2,216,000.00	0.00	2,216,000.00	100.0%
51010 SALARIES PAID TO TEACHERS							
10010100 51010 BBES TEACHER/CERTIFIED SAL	2,698,279.84	0.00	2,698,279.84	0.00	2,701,030.20	-2,750.36	100.1%
10010101 51010 BBES ADMIN SALARIES	322,691.79	0.00	322,691.79	37,233.66	285,458.06	0.07	100.0%
10020100 51010 EWMS TEACHER/CERTIFIED SAL	3,029,121.00	0.00	3,029,121.00	0.00	3,013,333.28	15,787.72	99.5%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10020101 51010	EWMS ADMIN SALARIES						
	333,369.80	0.00	333,369.80	38,465.76	294,904.16	-0.12	100.0%
10030100 51010	EWHS TEACHER/CERTIFIED SAL						
	2,609,047.00	0.00	2,609,047.00	3,061.80	2,620,745.68	-14,760.48	100.6%
10030101 51010	EWHS ADMIN SALARIES						
	351,203.22	0.00	351,203.22	40,523.46	310,679.86	-0.10	100.0%
10040000 51010	TRANSITION PROGRAM JOB COACH						
	67,602.46	0.00	67,602.46	5,154.33	0.00	62,448.13	7.6%
10040201 51010	SE BBES TEACHER SALARIES						
	1,022,696.56	0.00	1,022,696.56	2,756.88	1,020,328.43	-388.75	100.0%
10040202 51010	SE EWMS TEACHER SALARIES						
	445,138.00	0.00	445,138.00	0.00	368,335.22	76,802.78	82.7%
10040203 51010	SE EWHS TEACHER SALARIES						
	631,609.00	0.00	631,609.00	0.00	631,608.74	0.26	100.0%
10040204 51010	SE TRANSITION COORDINATOR						
	65,006.65	0.00	65,006.65	7,500.78	57,505.98	-0.11	100.0%
10040208 51010	SE NURSE SALARIES						
	47,587.50	0.00	47,587.50	0.00	0.00	47,587.50	.0%
10040209 51010	OCCUPATIONAL THERAPY ASST						
	41,968.55	0.00	41,968.55	5,076.93	38,923.13	-2,031.51	104.8%
10040210 51010	OCCUPATIONAL THERAPIST						
	93,290.24	0.00	93,290.24	0.00	104,999.96	-11,709.72	112.6%
10040211 51010	PHYSICAL THERAPIST						
	47,500.00	0.00	47,500.00	0.00	47,499.98	0.02	100.0%
10040212 51010	SPEECH LANG PATH ASST						
	47,600.00	0.00	47,600.00	0.00	0.00	47,600.00	.0%
10040213 51010	SPEECH LANG PATHOLOGIST						
	363,273.00	0.00	363,273.00	0.00	364,914.02	-1,641.02	100.5%
10040214 51010	PSYCHOLOGIST						
	298,672.00	0.00	298,672.00	0.00	298,671.76	0.24	100.0%
10040215 51010	SE SOCIAL WORKERS						
	306,320.00	0.00	306,320.00	0.00	306,319.82	0.18	100.0%
10040216 51010	BCBA						
	115,713.56	0.00	115,713.56	0.00	115,720.66	-7.10	100.0%
10110102 51010	LONG TERM SUBSTITUTES						
	61,400.00	0.00	61,400.00	0.00	0.00	61,400.00	.0%
TOTAL SALARIES PAID TO TEACHER							
	12,999,090.17	0.00	12,999,090.17	139,773.60	12,580,978.94	278,337.63	97.9%
51020 INSTRUCTIONAL AID/ASST SAL							
10010105 51020	BBES PARAEDUCATOR SALARIES						
	117,847.74	0.00	117,847.74	0.00	0.00	117,847.74	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10010108 51020	BBES TUTORS						
	142,422.51	0.00	142,422.51	0.00	0.00	142,422.51	.0%
10020100 51020	EWMS TUTORS						
	41,263.39	0.00	41,263.39	0.00	0.00	41,263.39	.0%
10020105 51020	EWMS TEACHER ASSISTANT						
	56,601.33	0.00	56,601.33	0.00	56,600.94	0.39	100.0%
10030100 51020	EWHS HOURLY BUILDING SUB						
	36,875.54	0.00	36,875.54	0.00	0.00	36,875.54	.0%
10030101 51020	EWHS MATH TUTOR						
	32,460.19	0.00	32,460.19	0.00	0.00	32,460.19	.0%
10040208 51020	SE BBES PARAS						
	709,253.72	0.00	709,253.72	0.00	0.00	709,253.72	.0%
10040209 51020	SE EWMS PARAS						
	481,477.15	0.00	481,477.15	0.00	0.00	481,477.15	.0%
10040210 51020	SE EWHS PARAS						
	413,550.99	0.00	413,550.99	0.00	0.00	413,550.99	.0%
10040215 51020	SPECIAL ED BUS MONITORS						
	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00	.0%
TOTAL INSTRUCTIONAL AID/ASST S							
	2,091,752.56	0.00	2,091,752.56	0.00	56,600.94	2,035,151.62	2.7%
51030 SALARIES PAID TO SUBSTITUTES							
10010104 51030	BBES SUBSTITUTES						
	33,346.25	0.00	33,346.25	0.00	0.00	33,346.25	.0%
10020109 51030	EWMS SUBSTITUTES						
	66,692.50	0.00	66,692.50	0.00	0.00	66,692.50	.0%
TOTAL SALARIES PAID TO SUBSTIT							
	100,038.75	0.00	100,038.75	0.00	0.00	100,038.75	.0%
51100 SALARIES OF REGULAR EMPLOYEES							
10010100 51100	BBE LIBRARY ASSOCIATE						
	14,471.63	0.00	14,471.63	0.00	0.00	14,471.63	.0%
10010102 51100	BBES SECRETARY SALARIES						
	113,983.13	0.00	113,983.13	5,231.53	0.00	108,751.60	4.6%
10010106 51100	BBE BCBA						
	6,331.70	0.00	6,331.70	0.00	0.00	6,331.70	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10020102 51100	EWMS SECRETARY SALARIES						
	94,894.13	0.00	94,894.13	4,976.04	0.00	89,918.09	5.2%
10020104 51100	EWMS BEHAVIOR SUPP SPECIALIST						
	40,296.35	0.00	40,296.35	0.00	42,166.08	-1,869.73	104.6%
10030102 51100	EWHS SECRETARY SALARIES						
	162,651.00	0.00	162,651.00	10,843.37	0.00	151,807.63	6.7%
10030105 51100	EWHS BEHAVIOR SUPPT SPECIALIST						
	39,309.08	0.00	39,309.08	4,535.76	34,774.16	-0.84	100.0%
10030328 51100	ATHLETIC DIRECTOR						
	46,500.00	0.00	46,500.00	4,576.92	41,134.59	788.49	98.3%
10040000 51100	SE ADMIN ASSISTANT						
	60,430.50	0.00	60,430.50	1,101.07	0.00	59,329.43	1.8%
10040101 51100	SPECIAL ED ADMINISTRATORS						
	315,918.25	0.00	315,918.25	21,641.13	294,276.97	0.15	100.0%
10060000 51100	DIRECTOR OF FACILITIES						
	82,451.50	0.00	82,451.50	9,640.62	73,911.42	-1,100.54	101.3%
10060140 51100	EWHS CUSTODIAL SALARIES						
	180,346.78	0.00	180,346.78	17,580.26	0.00	162,766.52	9.7%
10060141 51100	EWMS CUSTODIAL SALARIES						
	199,081.81	0.00	199,081.81	17,641.85	0.00	181,439.96	8.9%
10060142 51100	BBE CUSTODIAL SALARIES						
	242,387.41	0.00	242,387.41	23,610.87	0.00	218,776.54	9.7%
10060143 51100	CUSTODIAL SUMMER SALARIES						
	27,000.00	0.00	27,000.00	18,831.74	2,000.00	6,168.26	77.2%
10110126 51100	BUSINESS & PERSONNEL						
	314,021.29	0.00	314,021.29	37,426.05	286,933.05	-10,337.81	103.3%
10110127 51100	CURRICULUM AND INSTRUCTION SAL						
	260,981.54	0.00	260,981.54	28,002.96	173,795.36	59,183.22	77.3%
10110130 51100	VAN DRIVER						
	61,484.80	0.00	61,484.80	5,439.04	0.00	56,045.76	8.8%
10110131 51100	CO OPERATIONS SALARIES						
	402,485.34	0.00	402,485.34	48,709.95	353,775.50	-0.11	100.0%
10130000 51100	DISTRICT WIDE NURSES						
	309,372.14	0.00	309,372.14	8,913.45	194,332.43	106,126.26	65.7%
10130169 51100	SUB NURSES						
	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	.0%
10170000 51100	EWMS COACHES						
	18,500.00	0.00	18,500.00	0.00	0.00	18,500.00	.0%
10170001 51100	EWHS COACHES						
	117,000.00	0.00	117,000.00	0.00	0.00	117,000.00	.0%
10170002 51100	ATHLETIC DIRECTOR						
	28,175.00	0.00	28,175.00	3,788.46	22,999.99	1,386.55	95.1%
TOTAL SALARIES OF REGULAR EMPL							
	3,153,073.38	0.00	3,153,073.38	272,491.07	1,520,099.55	1,360,482.76	56.9%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
51300 SALARIES FOR OVERTIME							
10060000 51300 CUSTODIAL OVERTIME	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00	.0%
TOTAL SALARIES FOR OVERTIME	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00	.0%
51500 ADDL COMP BONUS/INCENTIVES							
10010000 51500 BBE STIPENDS	700.00	0.00	700.00	0.00	0.00	700.00	.0%
10010100 51500 FRC STIPEND	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	.0%
10110001 51500 MTSS STIPENDS	8,200.00	0.00	8,200.00	0.00	18,845.20	-10,645.20	229.8%
10110100 51500 PARAPROFESSIONAL PMT STIPENDS	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	.0%
10110221 51500 BBE PLC STIPENDS	43,825.69	0.00	43,825.69	0.00	45,228.48	-1,402.79	103.2%
10110222 51500 EWMS PLC STIPENDS	43,825.68	0.00	43,825.68	0.00	52,766.56	-8,940.88	120.4%
10110223 51500 EWHS PLC STIPEND	40,173.54	0.00	40,173.54	0.00	33,921.36	6,252.18	84.4%
10110351 51500 INS/LONG/SIGN-ON/VACATION PAY	90,000.00	0.00	90,000.00	4,051.00	0.00	85,949.00	4.5%
10110353 51500 EWHS ACTIVITY/CLUB STIPENDS	60,721.00	0.00	60,721.00	0.00	0.00	60,721.00	.0%
10113207 51500 EWMS ACTIVITY/CLUB STIPENDS	14,000.00	0.00	14,000.00	0.00	0.00	14,000.00	.0%
TOTAL ADDL COMP BONUS/INCENTIV	322,445.91	0.00	322,445.91	4,051.00	150,761.60	167,633.31	48.0%
51900 OTHER SALARIES							
10030000 51900 EWHS ISS	30,898.34	0.00	30,898.34	0.00	0.00	30,898.34	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10040000 51900	SE SUMMER SCHOOL						
	114,171.70	0.00	114,171.70	91,105.58	0.00	23,066.12	79.8%
10040215 51900	TRANSITION WORK EXPERIENCE						
	15,000.00	0.00	15,000.00	264.00	0.00	14,736.00	1.8%
TOTAL OTHER SALARIES							
	160,070.04	0.00	160,070.04	91,369.58	0.00	68,700.46	57.1%
52100 GROUP INSURANCE							
10110100 52100	MEDICAL INSURANCE						
	3,168,503.97	0.00	3,168,503.97	846,245.44	0.00	2,322,258.53	26.7%
10110101 52100	CRIME INSURANCE						
	970.00	0.00	970.00	969.00	0.00	1.00	99.9%
10110189 52100	LIFE INSURANCE						
	20,000.00	0.00	20,000.00	3,088.55	16,859.70	51.75	99.7%
10120311 52100	AUTO/LIABILITY						
	140,600.00	0.00	140,600.00	36,911.00	110,733.00	-7,044.00	105.0%
10170000 52100	STUDENT ATHLETIC INSURANCE						
	5,000.00	0.00	5,000.00	4,688.00	0.00	312.00	93.8%
TOTAL GROUP INSURANCE							
	3,335,073.97	0.00	3,335,073.97	891,901.99	127,592.70	2,315,579.28	30.6%
52200 EMPLOYER SHARE SOCIAL SECURITY							
10110100 52200	SOCIAL SECURITY/MEDICARE						
	640,000.00	0.00	640,000.00	32,789.09	0.00	607,210.91	5.1%
TOTAL EMPLOYER SHARE SOCIAL SE							
	640,000.00	0.00	640,000.00	32,789.09	0.00	607,210.91	5.1%
52300 RETIREMENT CONTRIBUTIONS							
10110100 52300	PENSION CONTRIBUTION						
	628,606.00	0.00	628,606.00	0.00	0.00	628,606.00	.0%
TOTAL RETIREMENT CONTRIBUTIONS							
	628,606.00	0.00	628,606.00	0.00	0.00	628,606.00	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
52600 UNEMPLOYMENT COMPENSATION							
10110100 52600 UNEMPLOYMENT COMPENSATION	40,000.00	0.00	40,000.00	453.00	0.00	39,547.00	1.1%
TOTAL UNEMPLOYMENT COMPENSATIO	40,000.00	0.00	40,000.00	453.00	0.00	39,547.00	1.1%
52700 Workers' Compensation							
10110100 52700 WORKERS COMPENSATION	125,245.80	0.00	125,245.80	31,778.10	95,334.30	-1,866.60	101.5%
TOTAL Workers' Compensation	125,245.80	0.00	125,245.80	31,778.10	95,334.30	-1,866.60	101.5%
53010 PURCHASED PROF SERVICES							
10010100 53010 BBE PURCHASED SERVICES	3,500.00	0.00	3,500.00	0.00	3,500.00	0.00	100.0%
10040000 53010 SE CONTRACTED SERVICES	40,000.00	0.00	40,000.00	0.00	5,050.00	34,950.00	12.6%
10040201 53010 SE HOME/HOSPITAL TUTOR SERV	4,000.00	0.00	4,000.00	0.00	2,832.50	1,167.50	70.8%
10040202 53010 SE DIAGNOSTIC SERVICES	20,000.00	0.00	20,000.00	0.00	8,400.00	11,600.00	42.0%
10110100 53010 DW CONFERENCES	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%
10110109 53010 ESS SUBSTITUTES	175,000.00	0.00	175,000.00	0.00	175,000.00	0.00	100.0%
10110132 53010 DW SERVICE CONTRACTS	76,500.00	0.00	76,500.00	15,881.81	20,586.00	40,032.19	47.7%
10110133 53010 MUNIS	52,000.00	0.00	52,000.00	0.00	0.00	52,000.00	.0%
10110134 53010 LEGAL	70,000.00	0.00	70,000.00	0.00	0.00	70,000.00	.0%
10110138 53010 DW PHONE SERVICE	12,450.00	0.00	12,450.00	5,736.74	16,063.26	-9,350.00	175.1%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10110139 53010	RESIDENCY VERIFICATION						
	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%
10130000 53010	NURSE SERVICE CONTRACTS						
	5,865.00	0.00	5,865.00	7,285.32	0.00	-1,420.32	124.2%
10170000 53010	ATHLETIC TRAINER						
	29,000.00	0.00	29,000.00	0.00	0.00	29,000.00	.0%
TOTAL PURCHASED PROF SERVICES							
	494,315.00	0.00	494,315.00	28,903.87	231,431.76	233,979.37	52.7%
53040 NURSING SERVICES							
10130000 53040	DW PHYSICIAN SERVICES						
	5,120.00	0.00	5,120.00	0.00	0.00	5,120.00	.0%
TOTAL NURSING SERVICES							
	5,120.00	0.00	5,120.00	0.00	0.00	5,120.00	.0%
53060 CURRICULUM DEVELOPMENT							
10010000 53060	RESPONSIVE CLASSROOM PD						
	350.00	0.00	350.00	0.00	0.00	350.00	.0%
10040000 53060	SE CONFERENCES						
	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
10080000 53060	CIA PROF DEV IN DISTRICT						
	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00	.0%
10080159 53060	CIA PROF DEV OUT OF DISTRICT						
	16,400.00	0.00	16,400.00	0.00	750.00	15,650.00	4.6%
10110100 53060	BOE PROFESSIONAL DEVELOPMENT						
	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%
TOTAL CURRICULUM DEVELOPMENT							
	23,850.00	0.00	23,850.00	0.00	750.00	23,100.00	3.1%
53070 TESTING/SCORING							
10040000 53070	SE STANDARDIZED TESTING						
	10,000.00	0.00	10,000.00	0.00	800.00	9,200.00	8.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10080000 53070	CIA STANDARDIZED TESTING						
	10,970.00	0.00	10,970.00	0.00	0.00	10,970.00	.0%
TOTAL TESTING/SCORING							
	20,970.00	0.00	20,970.00	0.00	800.00	20,170.00	3.8%
53200 PROF EDUCATIONAL SERVICES							
10080000 53200	CIA TRANSLATION SERVICE						
	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	.0%
10080001 53200	CIA SERVICE CONTRACTS						
	103,360.50	0.00	103,360.50	59,340.00	974.14	43,046.36	58.4%
TOTAL PROF EDUCATIONAL SERVICE							
	108,360.50	0.00	108,360.50	59,340.00	974.14	48,046.36	55.7%
53500 TECHNOLOGY SERVICES							
10070000 53500	TECHNOLOGY EQUIP/SUPPLIES/LIC						
	265,865.00	0.00	265,865.00	84,527.76	96,910.06	84,427.18	68.2%
10070001 53500	SUZOR IT						
	235,162.22	0.00	235,162.22	59,366.93	178,100.79	-2,305.50	101.0%
10070002 53500	DISTRICT WIDE INTERNET						
	25,000.00	0.00	25,000.00	0.00	5,000.00	20,000.00	20.0%
TOTAL TECHNOLOGY SERVICES							
	526,027.22	0.00	526,027.22	143,894.69	280,010.85	102,121.68	80.6%
53540 SPORTS OFFICIALS							
10170002 53540	SPORTS & OFFICIALS FEES						
	45,000.00	0.00	45,000.00	2,113.75	500.00	42,386.25	5.8%
TOTAL SPORTS OFFICIALS							
	45,000.00	0.00	45,000.00	2,113.75	500.00	42,386.25	5.8%
54100 UTILITY SERVICES							
10060000 54100	DW ELECTRIC						
	296,000.00	0.00	296,000.00	25,251.04	270,748.96	0.00	100.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10060001 54100	NATURAL GAS						
	206,535.92	0.00	206,535.92	0.00	40,000.00	166,535.92	19.4%
10060002 54100	EWMS HEATING OIL						
	80,000.00	0.00	80,000.00	4,456.86	75,543.14	0.00	100.0%
10120312 54100	BUS FUEL						
	115,000.00	0.00	115,000.00	0.00	115,000.00	0.00	100.0%
TOTAL UTILITY SERVICES							
	697,535.92	0.00	697,535.92	29,707.90	501,292.10	166,535.92	76.1%
54103 SNOW PLOWING/SANDING							
10060000 54103	SNOW REMOVAL & SANDING						
	40,000.00	0.00	40,000.00	0.00	40,000.00	0.00	100.0%
TOTAL SNOW PLOWING/SANDING							
	40,000.00	0.00	40,000.00	0.00	40,000.00	0.00	100.0%
54300 REPAIRS & MAINTENANCE							
10060147 54300	EQUIPMENT REPAIRS/CONTRACTS						
	27,000.00	0.00	27,000.00	18,057.79	6,197.50	2,744.71	89.8%
10060148 54300	DW REPAIRS & MAINTENANCE						
	140,000.00	0.00	140,000.00	9,172.43	33,298.18	97,529.39	30.3%
10180000 54300	BAND INSTRUMENT REPAIRS/MAINT						
	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	.0%
TOTAL REPAIRS & MAINTENANCE							
	171,000.00	0.00	171,000.00	27,230.22	39,495.68	104,274.10	39.0%
54301 BUILDING MAINTENANCE							
10060149 54301	EWHS BUILDING REPAIRS						
	67,000.00	0.00	67,000.00	5,212.50	39,188.00	22,599.50	66.3%
10060150 54301	EWMS BUILDING REPAIRS						
	67,000.00	0.00	67,000.00	3,876.24	31,285.53	31,838.23	52.5%
10060151 54301	BBE BUILDING REPAIRS						
	67,000.00	0.00	67,000.00	7,699.12	39,175.54	20,125.34	70.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL BUILDING MAINTENANCE	201,000.00	0.00	201,000.00	16,787.86	109,649.07	74,563.07	62.9%
54411 WATER/SEWER							
10060000 54411 DW WATER	23,000.00	0.00	23,000.00	4,868.90	18,131.10	0.00	100.0%
10060144 54411 DW SEWER FEE	11,000.00	0.00	11,000.00	17,515.00	0.00	-6,515.00	159.2%
TOTAL WATER/SEWER	34,000.00	0.00	34,000.00	22,383.90	18,131.10	-6,515.00	119.2%
54900 OTHER PURCH PROPERTY SERVICES							
10060000 54900 DISTRICT WIDE LANDSCAPING	100,570.00	0.00	100,570.00	0.00	107,184.71	-6,614.71	106.6%
10060146 54900 TRASH COLLECTION	36,000.00	0.00	36,000.00	463.23	35,536.77	0.00	100.0%
TOTAL OTHER PURCH PROPERTY SER	136,570.00	0.00	136,570.00	463.23	142,721.48	-6,614.71	104.8%
55100 STUDENT TRANSPORTATION							
10020000 55100 EWMS FIELD TRIPS	2,400.00	0.00	2,400.00	0.00	350.00	2,050.00	14.6%
10030000 55100 EWHS FIELD TRIPS	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%
10040000 55100 SE TRANSPORTATION	778,000.00	0.00	778,000.00	5,456.00	97,627.92	674,916.08	13.2%
10040219 55100 SE FIELD TRIPS	800.00	0.00	800.00	0.00	0.00	800.00	.0%
10120000 55100 REGULAR ED STUDENT TRANSPORT	870,018.00	0.00	870,018.00	0.00	870,018.00	0.00	100.0%
10120258 55100 CHENEY/ROCKVILLE TRANSPORT	80,000.00	0.00	80,000.00	0.00	0.00	80,000.00	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10120334 55100	MCKINNEY VENTO						
	71,330.00	0.00	71,330.00	-905.92	0.00	72,235.92	-1.3%
10120357 55100	ALTERNATIVE ED TRANSPORTATION						
	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00	.0%
10122901 55100	LATE BUS						
	13,000.00	0.00	13,000.00	0.00	13,450.00	-450.00	103.5%
10170000 55100	ATHLETIC TRANSPORTATION						
	48,000.00	0.00	48,000.00	0.00	9,000.00	39,000.00	18.8%
10180000 55100	BAND TRANSPORTATION						
	4,800.00	0.00	4,800.00	0.00	0.00	4,800.00	.0%
TOTAL STUDENT TRANSPORTATION							
	1,882,348.00	0.00	1,882,348.00	4,550.08	990,445.92	887,352.00	52.9%
55301 POSTAGE							
10110100 55301	DW POSTAGE						
	12,600.00	0.00	12,600.00	500.00	5,500.00	6,600.00	47.6%
10110313 55301	DW PRINTING						
	15,000.00	0.00	15,000.00	7,136.78	0.00	7,863.22	47.6%
TOTAL POSTAGE							
	27,600.00	0.00	27,600.00	7,636.78	5,500.00	14,463.22	47.6%
55600 TUITION							
10040000 55600	IN STATE PUBLIC TUITION						
	539,967.00	0.00	539,967.00	0.00	0.00	539,967.00	.0%
10040203 55600	PRIVATE TUITION IN STATE						
	1,406,020.00	0.00	1,406,020.00	0.00	320,842.40	1,085,177.60	22.8%
10080000 55600	ADULT ED PROGRAMS						
	33,069.42	0.00	33,069.42	33,730.00	0.00	-660.58	102.0%
10110135 55600	MAGNET SCHOOL TUITION						
	280,000.00	0.00	280,000.00	0.00	0.00	280,000.00	.0%
10110136 55600	VERNON/SUFFIELD VOAG TUITION						
	107,000.00	0.00	107,000.00	0.00	0.00	107,000.00	.0%
10110137 55600	ALTERNATIVE LEARNING PROGRAM						
	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	.0%
TOTAL TUITION							
	2,416,056.42	0.00	2,416,056.42	33,730.00	320,842.40	2,061,484.02	14.7%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
55800 TRAVEL REIMBURSEMENT							
10040000 55800 SE TRAVEL EXPENSES	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
10110139 55800 ADMIN TRAVEL REIMBURSEMENT	35,000.00	0.00	35,000.00	15,730.60	0.00	19,269.40	44.9%
TOTAL TRAVEL REIMBURSEMENT	37,500.00	0.00	37,500.00	15,730.60	0.00	21,769.40	41.9%
56100 GENERAL SUPPLIES							
10010000 56100 BBE GENERAL SUPPLIES	20,000.00	0.00	20,000.00	4,887.92	562.62	14,549.46	27.3%
10010101 56100 BBE INSTRUCTIONAL SUPPLIES	26,000.00	0.00	26,000.00	4,718.97	13,872.36	7,408.67	71.5%
10020000 56100 EWMS GENERAL SUPPLIES	12,000.00	0.00	12,000.00	3,158.66	2,653.39	6,187.95	48.4%
10030000 56100 EWHS GENERAL SUPPLIES	9,000.00	-1,800.00	7,200.00	1,568.26	1,429.75	4,201.99	41.6%
10030100 56100 EWHS GUIDANCE SUPPLIES	20,000.00	0.00	20,000.00	5,083.17	0.00	14,916.83	25.4%
10060000 56100 DW CUSTODIAL SUPPLIES	60,000.00	0.00	60,000.00	22,168.60	7,569.20	30,262.20	49.6%
10060152 56100 DW GROUNDS SUPPLIES	30,000.00	0.00	30,000.00	5,996.00	5,000.00	19,004.00	36.7%
10060283 56100 WINTER PPE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%
10080000 56100 CIA GENERAL SUPPLIES	4,990.00	0.00	4,990.00	0.00	0.00	4,990.00	.0%
10110100 56100 DW GENERAL SUPPLIES	8,000.00	0.00	8,000.00	158.25	2,197.99	5,643.76	29.5%
10130000 56100 NURSE GENERAL SUPPLIES	10,000.00	0.00	10,000.00	0.00	4,467.52	5,532.48	44.7%
10170000 56100 EWHS/EWMS ATHLETIC SUPPLIES	25,000.00	1,800.00	26,800.00	1,378.00	14,800.00	10,622.00	60.4%
TOTAL GENERAL SUPPLIES	227,990.00	0.00	227,990.00	49,117.83	52,552.83	126,319.34	44.6%
56110 INSTRUCTIONAL SUPPLIES							
10010359 56110 BBE LIBRARY SUPPLIES							

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
	8,000.00	0.00	8,000.00	2,743.08	5,207.17	49.75	99.4%
10020000 56110 EWMS INSTRUCTIONAL SUPPLIES	16,000.00	0.00	16,000.00	5,047.47	6,394.01	4,558.52	71.5%
10020359 56110 EWMS LIBRARY SUPPLIES	5,125.00	0.00	5,125.00	603.70	1,603.69	2,917.61	43.1%
10030000 56110 EWHS INSTRUCTIONAL SUPPLIES	22,250.00	0.00	22,250.00	5,629.40	9,425.22	7,195.38	67.7%
10040000 56110 SE INSTRUCTIONAL SUPPLIES	17,000.00	0.00	17,000.00	7,105.20	2,463.76	7,431.04	56.3%
10080000 56110 CIA INSTRUCTIONAL SUPPLIES	78,500.00	0.00	78,500.00	28,707.96	24,775.64	25,016.40	68.1%
10180001 56110 EWMS BAND SUPPLIES	2,340.00	0.00	2,340.00	0.00	0.00	2,340.00	.0%
10180002 56110 BBE BAND SUPPLIES	1,506.00	0.00	1,506.00	0.00	0.00	1,506.00	.0%
10180003 56110 EWHS BAND SUPPLIES	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00	.0%
10180005 56110 DW BAND SUPPLIES	5,100.00	0.00	5,100.00	204.99	724.99	4,170.02	18.2%
TOTAL INSTRUCTIONAL SUPPLIES	157,421.00	0.00	157,421.00	50,041.80	50,594.48	56,784.72	63.9%
56120 ADMIN SUPPLIES							
10080000 56120 CIA ADMIN SUPPLIES	4,000.00	0.00	4,000.00	0.00	1,097.68	2,902.32	27.4%
10110100 56120 DW ADMIN SUPPLIES	5,000.00	0.00	5,000.00	181.51	250.00	4,568.49	8.6%
10110360 56120 COMMUNICATIONS SUPPLIES	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00	.0%
TOTAL ADMIN SUPPLIES	14,500.00	0.00	14,500.00	181.51	1,347.68	12,970.81	10.5%
56410 TEXTBOOKS							
10010000 56410 BBE TEXTBOOKS	3,000.00	0.00	3,000.00	1,971.88	700.00	328.12	89.1%
TOTAL TEXTBOOKS	3,000.00	0.00	3,000.00	1,971.88	700.00	328.12	89.1%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
56900 OTHER SUPPLIES							
10010000 56900 BBE AFTER SCHOOL SUPPLIES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	.0%
10020000 56900 EWMS GRADUATION AWARDS	500.00	0.00	500.00	0.00	500.00	0.00	100.0%
10030000 56900 EWHS GRADUATION AWARDS	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	.0%
10040000 56900 TRANSITION SUPPLIES	5,000.00	0.00	5,000.00	34.56	0.00	4,965.44	.7%
10170000 56900 EWMS ATHLETIC/AFTER SCHOOL SUP	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00	.0%
TOTAL OTHER SUPPLIES	15,500.00	0.00	15,500.00	34.56	500.00	14,965.44	3.4%
57340 Technology - Related Hardware							
10020000 57340 EWMS REPLACEMENT EQUIPMENT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	.0%
10030000 57340 EWHS EQUIPMENT REPAIR	1,000.00	0.00	1,000.00	0.00	266.47	733.53	26.6%
TOTAL Technology - Related Har	6,000.00	0.00	6,000.00	0.00	266.47	5,733.53	4.4%
57345 INSTRUCTIONAL EQUIPMENT							
10040000 57345 SE REPLACE INSTRUCTIONAL EQUIP	15,000.00	0.00	15,000.00	899.00	2,829.00	11,272.00	24.9%
TOTAL INSTRUCTIONAL EQUIPMENT	15,000.00	0.00	15,000.00	899.00	2,829.00	11,272.00	24.9%
57350 TECHNOLOGY SOFTWARE							
10020000 57350 EWMS NEW EQUIPMENT	4,135.00	0.00	4,135.00	0.00	0.00	4,135.00	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10030000 57350	EWHS NEW EQUIPMENT						
	6,500.00	0.00	6,500.00	0.00	6,500.00	0.00	100.0%
TOTAL TECHNOLOGY SOFTWARE							
	10,635.00	0.00	10,635.00	0.00	6,500.00	4,135.00	61.1%
57390 OTHER EQUIPMENT							
10040000 57390	SE REPAIR/MAINTAIN EQUIPMENT						
	0.00	0.00	0.00	700.00	0.00	-700.00	100.0%
TOTAL OTHER EQUIPMENT							
	0.00	0.00	0.00	700.00	0.00	-700.00	100.0%
58100 DUES & FEES							
10010100 58100	BBE DUES AND FEES						
	450.00	0.00	450.00	0.00	0.00	450.00	.0%
10020000 58100	EWMS DUES & FEES						
	2,500.00	0.00	2,500.00	0.00	953.00	1,547.00	38.1%
10030000 58100	EWHS DUES & FEES						
	13,050.00	0.00	13,050.00	0.00	9,330.00	3,720.00	71.5%
10040000 58100	SE DUES & FEES						
	250.00	0.00	250.00	200.00	0.00	50.00	80.0%
10080000 58100	CIA DUES & FEES						
	300.00	0.00	300.00	0.00	0.00	300.00	.0%
10110100 58100	BOE DUES/FEES/MEMBERSHIPS						
	22,000.00	0.00	22,000.00	3,369.55	0.00	18,630.45	15.3%
10130000 58100	NURSE DUES/FEES						
	1,250.00	0.00	1,250.00	880.00	0.00	370.00	70.4%
10180000 58100	BAND DUES/FEES						
	1,850.00	0.00	1,850.00	0.00	0.00	1,850.00	.0%
TOTAL DUES & FEES							
	41,650.00	0.00	41,650.00	4,449.55	10,283.00	26,917.45	35.4%
TOTAL General Fund School							
	29,439,182.00	0.00	29,439,182.00	-251,523.56	17,339,485.99	12,351,219.57	58.0%
TOTAL REVENUES							
	-1,522,163.64	0.00	-1,522,163.64	-2,216,000.00	0.00	693,836.36	
TOTAL EXPENSES							
	30,961,345.64	0.00	30,961,345.64	1,964,476.44	17,339,485.99	11,657,383.21	
GRAND TOTAL							

FY27 YEAR TO DATE BUDGET REPORT BOE

GENERAL FUND

FOR 2027 01

ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
29,439,182.00	0.00	29,439,182.00	-251,523.56	17,339,485.99	12,351,219.57	58.0%

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

FY27 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
2000 School Grants							
20240341 FY24 HTFD OPEN CHOICE							
43300 STATE GRANTS							
20240341 43300 HARTFORD OC REVENUE	-872,485.00	0.00	-872,485.00	0.00	0.00	-872,485.00	.0%
51010 SALARIES PAID TO TEACHERS							
20240341 51010 HTFD OC TEACHER SAL	165,511.60	0.00	165,511.60	3,677.35	161,834.22	0.03	100.0%
51100B INSTRUCTIONAL SAL							
20240341 51100B HTFD OC PARA SAL	59,783.21	0.00	59,783.21	0.00	0.00	59,783.21	.0%
52010 EMPLOYEE BENEFITS							
20240341 52010 HARTFORD OC BENEFITS	645,625.35	0.00	645,625.35	0.00	0.00	645,625.35	.0%
TOTAL FY24 HTFD OPEN CHOICE	-1,564.84	0.00	-1,564.84	3,677.35	161,834.22	-167,076.41	-10576.9%
20260321 FY26 TITLE I							
53010 PURCHASED PROF SERVICES							
20260321 53010 FY26 TITLE I PURCH SERVICES	28,011.44	0.00	28,011.44	0.00	0.00	28,011.44	.0%
56010 SUPPLIES							
20260321 56010 FY26 TITLE I SUPPLIES	21,675.46	21,675.46	43,350.92	0.00	7,157.90	36,193.02	16.5%

FY27 YEAR TO DATE BUDGET REPORT BOE
GRANTS

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL FY26 TITLE I	49,686.90	21,675.46	71,362.36	0.00	7,157.90	64,204.46	10.0%
20260326 FY26 TITLE IIA							
43100 FEDERAL GRANT REVENUE							
20260326 43100 FY26 TITLE IIA REVENUE	-20,948.00	0.00	-20,948.00	0.00	0.00	-20,948.00	.0%
51100 SALARIES OF REGULAR EMPLOYEES							
20260326 51100 FY26 TITLE II SALARIES	16,292.00	0.00	16,292.00	551.54	0.00	15,740.46	3.4%
53010 PURCHASED PROF SERVICES							
20260326 53010 FY26 TITLE II PURCH SERVICES	4,656.00	0.00	4,656.00	0.00	0.00	4,656.00	.0%
TOTAL FY26 TITLE IIA	0.00	0.00	0.00	551.54	0.00	-551.54	100.0%
20260356 FY26 TITLE IV							
43100 FEDERAL GRANT REVENUE							
20260356 43100 FY26 TITLE IV REVENUE	-22,379.00	0.00	-22,379.00	0.00	0.00	-22,379.00	.0%
51100 SALARIES OF REGULAR EMPLOYEES							
20260356 51100 FY26 TITLE IV SALARIES	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
53010 PURCHASED PROF SERVICES							
20260356 53010 FY26 TITLE IV PURCH SERVICES	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
55990 OTHER PURCHASED SERVICES							
20260356 55990 FY26 TITLE IV OTHER PURCH SERV	2,600.00	0.00	2,600.00	0.00	0.00	2,600.00	.0%
56010 SUPPLIES							
20260356 56010 FY26 TITLE IV SUPPLIES	6,879.00	0.00	6,879.00	0.00	0.00	6,879.00	.0%
57010 PROPERTY							
20260356 57010 FY26 TITLE IV PROPERTY SERVICE	7,900.00	0.00	7,900.00	5,885.80	0.00	2,014.20	74.5%
TOTAL FY26 TITLE IV	0.00	0.00	0.00	5,885.80	0.00	-5,885.80	100.0%
20270315 FY27 SHEFF ACA/EMOTIONAL SUP							
43300 STATE GRANTS							
20270315 43300 FY27 SHEFF ACA/EMOTION REVENUE	-105,813.00	0.00	-105,813.00	0.00	0.00	-105,813.00	.0%
51010 SALARIES PAID TO TEACHERS							
20270315 51010 FY27 SHEFF ACA/EMOTION SALARY	100,813.00	0.00	100,813.00	0.00	100,813.03	-0.03	100.0%
53010 PURCHASED PROF SERVICES							
20270315 53010 FY27 SHEFF ACA/EMOTION PCH SER	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	100.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL FY27 SHEFF ACA/EMOTIONAL	0.00	0.00	0.00	0.00	105,813.03	-105,813.03	100.0%
20270316 FY27 IDEA 611							
43100 FEDERAL GRANT REVENUE							
20270316 43100 FY27 IDEA 611 REVENUE	-278,612.00	0.00	-278,612.00	0.00	0.00	-278,612.00	.0%
51100B INSTRUCTIONAL SAL							
20270316 51100B FY27 IDEA 611 SALARIES	293,608.34	-14,996.34	278,612.00	0.00	83,391.00	195,221.00	29.9%
TOTAL FY27 IDEA 611	14,996.34	-14,996.34	0.00	0.00	83,391.00	-83,391.00	100.0%
20270317 FY27 IDEA 619							
43100 FEDERAL GRANT REVENUE							
20270317 43100 FY27 IDEA 619 REVENUE	-10,729.00	0.00	-10,729.00	0.00	0.00	-10,729.00	.0%
51100B INSTRUCTIONAL SAL							
20270317 51100B FY27 IDEA 619 SALARIES	10,729.00	0.00	10,729.00	0.00	0.00	10,729.00	.0%
TOTAL FY27 IDEA 619	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20270320 FY27 ARPA MENTAL HEALTH							
43100 FEDERAL GRANT REVENUE							

FY27 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20270320 43100	FY27 ARPA MENTAL H REVENUE						
	-32,808.30	0.00	-32,808.30	0.00	0.00	-32,808.30	.0%
51010 SALARIES PAID TO TEACHERS							
20270320 51010	FY27 ARPA MENTAL H SALARIES						
	32,808.30	0.00	32,808.30	0.00	0.00	32,808.30	.0%
TOTAL FY27 ARPA MENTAL HEALTH							
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
20270321 FY27 TITLE I							
43100 FEDERAL GRANT REVENUE							
20270321 43100	FY27 TITLE I REVENUE						
	-331,246.00	0.00	-331,246.00	0.00	0.00	-331,246.00	.0%
51010 SALARIES PAID TO TEACHERS							
20270321 51010	FY27 TITLE I SALARIES						
	176,968.33	0.00	176,968.33	0.00	30,921.14	146,047.19	17.5%
52010 EMPLOYEE BENEFITS							
20270321 52010	FY27 TITLE I BENEFITS						
	69,830.61	0.00	69,830.61	0.00	0.00	69,830.61	.0%
53010 PURCHASED PROF SERVICES							
20270321 53010	FY27 TITLE I PURCH SERVICES						
	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00	.0%
55990 OTHER PURCHASED SERVICES							
20270321 55990	FY27 TITLE I OTHER PURCH SERV						
	22,500.00	0.00	22,500.00	0.00	0.00	22,500.00	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
56010 SUPPLIES							
20270321 56010 FY27 TITLE I SUPPLIES	16,947.06	0.00	16,947.06	0.00	0.00	16,947.06	.0%
TOTAL FY27 TITLE I	0.00	0.00	0.00	0.00	30,921.14	-30,921.14	100.0%
20270322 FY27 ALLIANCE							
43300 STATE GRANTS							
20270322 43300 FY27 ALLIANCE REVENUE	-186,987.00	0.00	-186,987.00	0.00	0.00	-186,987.00	.0%
51010 SALARIES PAID TO TEACHERS							
20270322 51010 FY27 ALLIANCE SALARIES	182,932.00	0.00	182,932.00	0.00	191,615.58	-8,683.58	104.7%
52010 EMPLOYEE BENEFITS							
20270322 52010 FY27 ALLIANCE BENEFITS	1,298.52	0.00	1,298.52	0.00	0.00	1,298.52	.0%
56010 SUPPLIES							
20270322 56010 FY27 ALLIANCE SUPPLIES	2,756.48	0.00	2,756.48	0.00	0.00	2,756.48	.0%
TOTAL FY27 ALLIANCE	0.00	0.00	0.00	0.00	191,615.58	-191,615.58	100.0%
20270365 FY27 SUMMER ENRICHMENT							
52200 EMPLOYER SHARE SOCIAL SECURITY							
20270365 52200 EMPLOYER SHARE SOCIAL SECURITY							

FY27 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
	0.00	0.00	0.00	851.40	0.00	-851.40	100.0%
56010 SUPPLIES							
20270365 56010 FY27 SUMMER ENRICH 1ST HLF SUP	0.00	0.00	0.00	1,385.15	0.00	-1,385.15	100.0%
TOTAL FY27 SUMMER ENRICHMENT	0.00	0.00	0.00	2,236.55	0.00	-2,236.55	100.0%
20270382 FY27 SUMMER ENRICH 2ND HLF							
43300 STATE GRANTS							
20270382 43300 FY27 SUMMER ENRICH 2ND HLF REV	0.00	-188,805.14	-188,805.14	0.00	0.00	-188,805.14	.0%
51010 SALARIES PAID TO TEACHERS							
20270382 51010 FY27 SUMMER ENRICH 2ND HLF SAL	0.00	163,035.14	163,035.14	99,422.58	0.00	63,612.56	61.0%
55990 OTHER PURCHASED SERVICES							
20270382 55990 FY27 SUMM ENR 2ND HLF OTHR PUR	0.00	23,520.00	23,520.00	2,966.00	0.00	20,554.00	12.6%
56010 SUPPLIES							
20270382 56010 FY27 SUMMER ENRICH 2ND HLF SUP	0.00	2,250.00	2,250.00	279.00	0.00	1,971.00	12.4%
TOTAL FY27 SUMMER ENRICH 2ND H	0.00	0.00	0.00	102,667.58	0.00	-102,667.58	100.0%
TOTAL School Grants	63,118.40	6,679.12	69,797.52	115,018.82	580,732.87	-625,954.17	996.8%
TOTAL REVENUES	-1,862,007.30	-188,805.14	-2,050,812.44	0.00	0.00	-2,050,812.44	
TOTAL EXPENSES	1,925,125.70	195,484.26	2,120,609.96	115,018.82	580,732.87	1,424,858.27	

FY27 YEAR TO DATE BUDGET REPORT BOE

GRANTS

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
GRAND TOTAL	63,118.40	6,679.12	69,797.52	115,018.82	580,732.87	-625,954.17	996.8%

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

FY27 YEAR TO DATE BUDGET REPORT BOE

FRC

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
2366 FRC							
43300 STATE GRANTS							
23660006 43300 FRC GRANT REVENUE	-120,000.00	0.00	-120,000.00	0.00	0.00	-120,000.00	.0%
TOTAL STATE GRANTS	-120,000.00	0.00	-120,000.00	0.00	0.00	-120,000.00	.0%
44010 FEES & CHARGES							
23660000 44010 PRE-K BEFORE/AFTER FEES	-306,475.00	0.00	-306,475.00	0.00	0.00	-306,475.00	.0%
TOTAL FEES & CHARGES	-306,475.00	0.00	-306,475.00	0.00	0.00	-306,475.00	.0%
51010 SALARIES PAID TO TEACHERS							
23660000 51010 FRC SUMMER SALARIES	45,023.70	0.00	45,023.70	31,545.21	0.00	13,478.49	70.1%
23660002 51010 FRC SALARIES	163,270.52	0.00	163,270.52	17,789.11	66,470.46	79,010.95	51.6%
23660006 51010 FRC GRANT SALARIES LOCAL	97,500.00	0.00	97,500.00	0.00	0.00	97,500.00	.0%
TOTAL SALARIES PAID TO TEACHER	305,794.22	0.00	305,794.22	49,334.32	66,470.46	189,989.44	37.9%
52100 GROUP INSURANCE							
23660000 52100 FRC MEDICAL/DENTAL	27,614.40	0.00	27,614.40	0.00	0.00	27,614.40	.0%
23660324 52100 FRC GROUP LIFE INSURANCE	45.00	0.00	45.00	0.00	0.00	45.00	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE
FRC

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL GROUP INSURANCE	27,659.40	0.00	27,659.40	0.00	0.00	27,659.40	.0%
52200 EMPLOYER SHARE SOCIAL SECURITY							
23660000 52200 FRC FICA	15,934.51	0.00	15,934.51	0.00	0.00	15,934.51	.0%
TOTAL EMPLOYER SHARE SOCIAL SE	15,934.51	0.00	15,934.51	0.00	0.00	15,934.51	.0%
53010 PURCHASED PROF SERVICES							
23660006 53010 FY26 FRC GRANT PURCH SERVICES	11,610.00	0.00	11,610.00	0.00	0.00	11,610.00	.0%
TOTAL PURCHASED PROF SERVICES	11,610.00	0.00	11,610.00	0.00	0.00	11,610.00	.0%
53240 FIELD TRIPS							
23660005 53240 FRC FIELD TRIPS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
TOTAL FIELD TRIPS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
55300 COMMUNICATIONS							
23660000 55300 FRC PURCHASED SERVICES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	.0%
TOTAL COMMUNICATIONS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	.0%
55800 TRAVEL REIMBURSEMENT							
23660002 55800 FRC Travel							

FY27 YEAR TO DATE BUDGET REPORT BOE

FRC

FOR 2027 01

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
	800.00	0.00	800.00	0.00	0.00	800.00	.0%
TOTAL TRAVEL REIMBURSEMENT	800.00	0.00	800.00	0.00	0.00	800.00	.0%
55990 OTHER PURCHASED SERVICES							
23660006 55990 FY26 FRC OTHER PURCH SERVICES	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
TOTAL OTHER PURCHASED SERVICES	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
56010 SUPPLIES							
23660000 56010 FRC Summer Misc	0.00	0.00	0.00	2,254.00	0.00	-2,254.00	100.0%
23660002 56010 FRC REG SUPPLIES	8,810.00	0.00	8,810.00	21.01	0.00	8,788.99	.2%
23660006 56010 FRC GRANT SUPPLIES LOCAL	10,890.00	0.00	10,890.00	0.00	0.00	10,890.00	.0%
TOTAL SUPPLIES	19,700.00	0.00	19,700.00	2,275.01	0.00	17,424.99	11.5%
56900 OTHER SUPPLIES							
23660000 56900 FRC SUMMER LOCAL EXPENSES	10,850.00	0.00	10,850.00	10,530.60	457.91	-138.51	101.3%
TOTAL OTHER SUPPLIES	10,850.00	0.00	10,850.00	10,530.60	457.91	-138.51	101.3%
58100 DUES & FEES							
23660002 58100 FRC DUES & MEMBERSHIPS	3,600.00	0.00	3,600.00	0.00	0.00	3,600.00	.0%
TOTAL DUES & FEES	3,600.00	0.00	3,600.00	0.00	0.00	3,600.00	.0%

FY27 YEAR TO DATE BUDGET REPORT BOE

FRC

FOR 2027 01

ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL FRC						
-24,026.87	0.00	-24,026.87	62,139.93	66,928.37	-153,095.17	-537.2%
TOTAL REVENUES						
-426,475.00	0.00	-426,475.00	0.00	0.00	-426,475.00	
TOTAL EXPENSES						
402,448.13	0.00	402,448.13	62,139.93	66,928.37	273,379.83	
GRAND TOTAL						
-24,026.87	0.00	-24,026.87	62,139.93	66,928.37	-153,095.17	-537.2%

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

Prepared August 19, 2026

Appointments:

Hannah Damaddio - Building Sub, BBES, effective School Year 26/27

Geri-Ann Riga - SLPA, BBES, effective School Year 26/27

Joanna Ledesma - Central Office Administrative Assistant, effective August 10, 2026

Colin Berggren - SPED Paraeducator, EWMS, effective School Year 26/27

Ananthi Raguprabhu - SPED Paraeducator, EWHS, effective School Year 26/27

Seryna Simmons - SPED Paraeducator, EWHS, effective School Year 26/27

Dora Campbell - SLP LTS EWHS, effective 8/27/2026 - 11/19/2026

Alyssa Bowman - EWHS RN, effective School Year 26/27

Keith Wetmore - BBES Night Custodian, effective 7/28/2026

Roxanne Frattaroli - EWMS Discovery Teacher, effective School Year 26/27

Jovan Cross - SPED Paraedicator, effective School Year 26/27

Megan Siegel - Central Office Administrative Assistant, effective 7/6/2026

Joshua Madison - FRC Summer Staff, effective 6/18/2026

Mary Margaret Boucher - SPED ESY Summer Para, effective 6/30/226

Lauren Kukucka - BBES, Teacher Resident Program Sponsor Teacher, effective School Year 26/27

Fall Coaches:

Brendan Elliott - EWHS Boys Soccer Head Coach

Jeffrey Ostrout - EWHS Boys Soccer Assistant Coach

Madison Lockwood - EWHS Girls Volleyball Head Coach

Avalon Borra - EWHS Girls JV/Assistant Volleyball Coach

Daniel Ward - EWHS Co-ED Cross Country Head Coach

Andrew Masters - EWMS Cross Country Head Coach

PLC Leaders:

BBES

Angel Kennedy - Pre-K

Karin Spencer - Kindergarten

Joelle Burgess - Grade 1

Kelly Garrison - Grade 2

Sophia Sundar-Raj - Grade 3

Angela Majowicz - Grade 4

Danielle Donahue - Specials

Maria Huxley - SPED

EWMS

Colleen Carbone - Grade 5

Christine Mastrangelo - Grade 6

Sara Chmiel - Grade 7

Melanie Willard - Grade 8

Jessica Fisher - Unified Arts

Megan Queroz - Math

Peter Richard - Science

Naomi Senez - Humanities

A Ivanoff - SPED

EWHS

Jennifer Golych - ELA

Dr. Christopher Gold-Thomas - Social Studies

Avalon Borra - Science

Scott Shelton - Math

Sharon Whalen - Guidance

Heather Sodel - SPED

Elizabeth Reid & Marissa Tassanari - Elective PLC

MTSS Facilitators:

BBES:

Michelle Wylie

Lauren Sanderson

Kimberly Heimer

Christina Fairbanks

Melanie Crimm

EWMS:

Kayla Snyder

Kathy Gadoury

Heather Sharp

EWHS:

Sharon Whalen

Nicole Walker

Transfers:

Casey Wilson - Transition Program Job Coach to EWHS SPED Paraeducator, effective School Year 26/27

Alexis Belco - Grade 2 LTS to Grade Four Teacher, effective School Year 26/27

Kimberly Churchill - BBES SPED Para to BBES BSS, effective School Year 26/27

George Marusak - BBES SPED Para to BBES Kindergarten Para, effective School Year 26/27

Karen Kasheta - BBES SPED Paraeducator to EWPS Part time Paraeducator, effective School Year 26/27

Resignations, Terminations & Retirements:

Theresa Polczynski - BBES Paraeducator, effective 8/12/2026

Helen Civale - EWMS Tutor, retirement, effective 8/6/2026

Debra Alberti - EWMS SPED Paraeducator, effective 8/6/2026

Grace Hanegan - EWMS SPED Paraeducator, resignation, effective 8/7/2026

Heather Massie - EWHS SPED Paraeducator, resignation, effective 7/30/2026

Diane Ross - EWPS Van Drive, retirement, effective 8/30/2026

Karma Nielson - EWHS Vocational Coordinator, position eliminated (budget), effective 6/17/2026

SERIES 1200: NON-DISCRIMINATION

NON-DISCRIMINATION

Protected Class Discrimination Prohibited:

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

Retaliation Prohibited:

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

Discrimination on the Basis of Protected Class Association Prohibited:

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

Scope and Applicability:

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

Definitions:

The following definitions apply for purposes of this policy:

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

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

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

- Objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);

- Other words or phrases considered demeaning or degrading on the basis of Protected Class membership;

- Display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;

- Graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;

- Bigoted conduct or communications; or

- Physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to involve intent to harm, be directed toward a specific person, or involve repeated incidents.

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

Erin Barraza, Human Resources Manager
70 South Main St., East Windsor, CT 06088
hr@ewct.org
860-623-3346

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

D. Sexual orientation: Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

E. Veteran: A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in the United States Army, Navy, Marine Corps, Coast Guard, Air Force, and Space Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of

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

F. Race: The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

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

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability- based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, such complaints will be handled in accordance with the procedures set forth in the applicable Board policy regarding sex discrimination and sexual harrassment. Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in the applicable Board policy regarding Section 504/ADA.

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

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

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

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

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

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

Reporting to State and Federal Agencies:

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

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

Office for Civil Rights, Washington DC Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1475
(202-453-6020)
http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835

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

Equal Employment Opportunity Commission (employees only):

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

Questions/Requests for Accommodation:

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

1. Has questions or concerns about this policy or its accompanying regulations; OR

2. Wishes to request or discuss accommodations based on religion; OR

3. Who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any District administrator or the following District official:

Erin Barraza, Human Resources Manager
70 South Main St., East Windsor, CT 06088
hr@ewct.org
860-623-3346

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

Erin Barraza, Human Resources Manager
70 South Main St., East Windsor, CT 06088
hr@ewct.org
860-623-3346

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

Deirdre Osypuk, Special Education Director
70 South Main St., East Windsor, CT 06088
dosypuk@ewct.org
860-623-3346

Legal References:
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Connecticut General Statutes § 1-1n, "Gender Identity or Expression" defined
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination: Employment
Connecticut General Statutes § 46b-1, Family relations matters and domestic violence defined
Public Act No. 25-139, "An Act Concerning Human Trafficking and Sexual Assault Victims"

ADOPTED: 07.01.25

REVISED:

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, or status as a victim of domestic violence, sexual assault, or human trafficking)

Name of the reporter _____

Relationship of reporter to the District_____

Name of the complainant/victim _____

Relationship of complainant/victim to the District _____

Date of the complaint _____

Date of the discrimination/harassment _____

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

_____

Location where such discrimination/harassment occurred _____

_____

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

_____

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

_____

_____

_____

_____

Proposed remedy:_____

SERIES 4140: NON-DISCRIMINATION

NON-DISCRIMINATION

Protected Class Discrimination Prohibited:

The East Windsor Board of Education (the "Board") will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, sexual assault, or human trafficking, or any other basis prohibited by state or federal law ("Protected Class"), except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual's actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the East Windsor Public Schools (the "District"). The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Discrimination on the Basis of Erased Criminal History Prohibited:

The Board will not discriminate against any employee or applicant for employment solely on the basis of the individual's erased criminal history record information, as defined in Conn. Gen. Stat. § 46a-80a.

Retaliation Prohibited:

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

Discrimination on the Basis of Protected Class Association Prohibited:

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

Scope and Applicability:

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

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination

It is illegal for employers to treat employees differently in relation to hiring, discharging, compensating, or providing the terms, conditions, and privileges of employment because of such employee's actual or perceived membership in a Protected Class.

B. Harassment

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment is unwelcome conduct that is based on an employee's actual or perceived membership in a Protected Class. Harassment constitutes unlawful discrimination when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to an intimidating, hostile, or abusive environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to involve intent to harm, be directed toward a specific person, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and policy. For more information regarding harassment based on sex, contact the District's Title IX Coordinator at:

Erin Barraza
Human Resource Manager
HR@ewct.org
860-623-336

C. Genetic information

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

D. Veteran

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in the United States Army, Navy, Marine Corps, Coast Guard, Air Force, and Space Force and any reserve component thereof, including the Connecticut National Guard. “Qualifying condition” means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity, or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c),(d).

E. Gender identity or expression

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

F. Sexual orientation

Sexual orientation refers to a person’s identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

G. Race

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

H. Domestic violence

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. “Coercive control” includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat

or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

Any employee who believes they or another employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to human resources in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Personnel, which accompany this policy and are available online at https://www.eastwindsork12.org/board-of-education/ or upon request from the main office of any District school.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

If a complaint involves allegations of discrimination or harassment based on sex, such complaints will be handled in accordance set forth in the applicable Board policy regarding sex discrimination and sexual harrassment.

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance set forth in the applicable Board policy regarding Section 504/ADA.

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

Board employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when Board employees witness such incidents or when Board employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to**:

Human Resources
HR@ewct.org
860-623-3346

Remedial Action:

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

1. Eliminate the discriminatory/harassing/retaliatory conduct,

2. Prevent its recurrence, and

3. Address its effects on the complainant and any other affected individuals.

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

1. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;

2. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;

3. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;

4. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;

5. Supports for the complainant; and

6. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any employee also may file a complaint with the following agencies:

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

Office for Civil Rights, Washington DC Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1475
(202-453-6020)
http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

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

Questions/Requests for Accommodation:

Any employee who:

1. Has questions or concerns about this policy or its accompanying regulations;

2. Wishes to request or discuss accommodations based on religion; OR

3. Would like a copy the Board's complaint procedures or complaint forms related to claims of discrimination or harassment

should contact the following District official:

Erin Barraza/Human Resource Manager, 860-623-3346, HR@ewct.org

Any employee who has questions or concerns about the Board's policies regarding discrimination on the basis of sex applicable to employees should contact the District's Title IX Coordinator:

Erin Barraza/Human Resource Manager, 860-623-3346, HR@ewct.org

Any employee who:

1. Has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to employees; OR

2. Wishes to request an accommodation on the basis of disability

should contact the District's Section 504/ADA Coordinator:

Deirdre Osypuk/Director of Special Education, 860-623-3347, dosypuk@ewct.org

Legal References:
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or Expression" defined
Connecticut General Statutes § 10-153, Discrimination on the basis of sex, gender or expression or marital status prohibited
Connecticut General Statutes § 27-103
Connecticut General Statutes § 31-51i
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60
Connecticut General Statutes § 46a-80a
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination: Employment
Connecticut General Statutes § 46b-1, Family relations matters and domestic violence defined
Public Act No. 25-139, "An Act Concerning Human Trafficking and Sexual Assault Victims"

ADOPTED: 07.01.25

REVISED:

EWPS
East Windsor Public Schools
Our graduates go places!

ADMINISTRATION
70 South Main Street
East Windsor, CT 06088
860.623.3346

Patrick Tudryn, Ed. D
Superintendent

Darryl Rouillard
Asst. Superintendent of Curriculum and Personnel

Deirdre Osypuk, PhD
Director of Special Education

DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, color, religion, age, marital status, national origin, alienage, ancestry, genetic information, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Name of the complainant/victim _____

Reporter's relationship complainant/victim _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

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

_____

Location where such discrimination/harassment occurred_____

_____

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

_____

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

_____

_____

_____

_____

Proposed remedy _____

SERIES 4310: POLICY REGARDING PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE (PERSONNEL)

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

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

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

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

The Board, through its Superintendent, shall be responsible for implementing and maintaining procedures necessary to carry out this policy and in accordance with Title IX, Title VII, and Connecticut law.

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

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

1. An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (*i.e.*, *quid pro quo)*;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or

3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Under Connecticut law, discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of sexual orientation or gender identity and expression.

Reporting Sex Discrimination or Sexual Harassment

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

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

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

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

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

70 South Main Street, East Windsor, CT 06088
HR@ewct.org
860-623-3346

Any Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Board employees may also make a report of sexual harassment and/or sex discrimination under Title IX to the U.S. Department of Education: Office for Civil Rights, Washington DC Office, U.S. Department of Education, 400 Maryland Avenue, Washington DC 20202-1475 (Telephone: 202-453-6020).

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

Legal References:
Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).
Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
Conn. Gen. Stat. § 46a-54 - Commission powers Connecticut
Conn. Gen. Stat. § 46a-60 - Discriminatory employment practices prohibited.
Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination: Employment
Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender identity or expression or marital status prohibited
Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

ADOPTED: 07.01.25

REVISED:

[To be posted in a conspicuous place readily available for viewing by employees and emailed to employees within three months of hire with the subject line "Sexual Harassment Policy" or words of similar import]

SEXUAL HARASSMENT IS ILLEGAL
AND IS PROHIBITED
BY
THE CONNECTICUT DISCRIMINATION EMPLOYMENT PRACTICES ACT
(Section 46a-60(a)(8) of the Connecticut General Statutes)
AND
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(42 United States Code Section 2000e et seq.)

SEXUAL HARASSMENT MEANS ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

1. SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT;

2. SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR

3. SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING ENVIRONMENT.

EXAMPLES OF SEXUAL HARASSMENT INCLUDE:

UNWELCOME SEXUAL ADVANCES
SUGGESTIVE OR LEWD REMARKS
UNWANTED HUGS, TOUCHES, KISSES
REQUESTS FOR SEXUAL FAVORS
RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT
DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS, OR DRAWINGS.

REMEDIES FOR SEXUAL HARASSMENT MAY INCLUDE:

CEASE AND DESIST ORDERS
BACK PAY
COMPENSATORY DAMAGES
PUNITIVE DAMAGES
HIRING, PROMOTION, OR REINSTATEMENT

RETALIATION AGAINST ANY EMPLOYEE FOR COMPLAINING ABOUT SEXUAL HARASSMENT IS PROHIBITED UNDER THIS POLICY AND ILLEGAL.

Violation of this policy is grounds for discipline, including discharge.

Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

An infraction of this policy by supervisors or co-workers should be reported immediately to Erin Barraza, HR Manager, or Dr. Patrick Tudryn, Superintendent. Confidentiality will be maintained to the extent possible.

Any employee who believes that he or she has been harassed or discriminated against in the workplace in violation of this policy may also contact:

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

Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within three hundred (300) days of the date when the alleged harassment/ discrimination occurred.

SERIES 4350: SOCIAL MEDIA

SOCIAL MEDIA

The East Windsor Board of Education (the "Board") recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy, its implementing regulations or its enforcement is intended to limit an employee's right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' use of personal online accounts, will not be a legal or policy issue. However, the Board will regulate disruptive communications and/or actions by members of the school community when school officials determine that such communications or actions:

1. Cause legally sufficient interference with, disruption to, or undermining of the effective operation of the East Windsor Public Schools (the "District") or a school or program operated by the District such that regulation of such communications comports with the First Amendment and other applicable laws;

2. Are used to engage in harassing, defamatory, obscene, abusive, discriminatory, threatening or similarly inappropriate communications (e.g., when such speech relates to a matter of public concern and its disruptive impact outweighs the importance of the speech);

3. Create a hostile work environment;

4. Breach confidentiality obligations of Board employees; and/or

5. Violate the law, Board policies and/or other school rules or regulations.

Employees' use of social media on behalf of the District will be addressed as speech pursuant to duty under applicable First Amendment principles.

Use of Crowdfunding Activities

Prior to engaging in any crowdfunding activities (*e.g.,* DonorsChoose, Kickstarter, GoFundMe, etc.) for the Board, its schools, classes, or extracurricular teams or clubs, an employee must first apply in writing to the building principal and receive approval for the crowdfunding activity. Such written application must include the name of the website or application to be utilized, a full description of the reason for the crowdfunding activity, a copy of the proposed personal profile to be listed on the site/application, and the proposed content to be uploaded to the crowdfunding website or application, including images. Any money received from crowdfunding activities must be deposited directly into a school activity fund and may not first be received by the employee. Crowdfunding activities must comply with all Board policies, regulations and procedures, and shall not include photos of students or the sharing of any confidential student information.

The Board, through its Superintendent, shall be responsible for implementing and maintaining procedures necessary to carry out this policy.

Legal References:
U.S. Constitution, Amend. I
Pickering v. Board of Education, 391 U.S. 563 (1968)
Connick v. Myers, 461 U.S. 138 (1983)
Garcetti v. Ceballos, 547 U.S. 410 (2006)
Lindke v. Freed, 601 U.S. 187 (2024)
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520
Conn. Constitution, Article I, Sections 3, 5, 6
Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183

ADOPTED: 07.01.25

REVISED:

SERIES 4360: REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

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

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

1. Scope of Policy

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

2. Definitions

   For the purposes of this policy:

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

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

   "School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of that person's duties, has regular contact with students and who provides services to or on behalf of students enrolled in the East Windsor Public Schools ("District"), pursuant to a contract with the Board.

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

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

3. What Must Be Reported

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

(1) Has been abused or neglected;

(2) Has had non accidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon the child;

(3) Is placed at imminent risk of serious harm; or

B. A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:

(1) Sexual assault in the first degree;

(2) Aggravated sexual assault in the first degree;

(3) Sexual assault in the second degree;

(4) Sexual assault in the third degree;

(5) Sexual assault in the third degree with a firearm; or

(6) Sexual assault in the fourth degree.

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

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

D. A Board employee is not precluded from conducting a preliminary inquiry to determine if reasonable cause exists to make a report. Such preliminary inquiry shall not be considered an investigation conducted by the Board. Preliminary inquiries must be conducted in accordance with the training for school employees for the accurate and prompt identification and reporting of child abuse and neglect developed by the Department of Children and Families ("DCF").

4. Reporting Procedures for Statutorily Mandated Reporters

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

A. When an employee of the Board of Education who is a statutorily mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

(1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee.

a. An oral report shall be made by telephone or in person to the Commissioner of DCF or the local law enforcement agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.

b. An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

(2) The employee shall also make an oral report as soon as practicable to the Building Principal or Building Principal's designee, and/or the Superintendent or Superintendent's designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or Superintendent's designee directly.

(3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or Superintendent's designee shall immediately notify the child's parent or guardian that such a report has been made.

(4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

(5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or Building Principal's designee and to the Superintendent or the Superintendent's designee.

(6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or Commissioner of DCF's designee) shall submit a copy of the written or electronic report to the Commissioner of Education (or Commissioner of Education's designee).

5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

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

A. When an employee who is not a statutorily mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

(1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or Superintendent's designee, to be followed by an immediate written report to the Superintendent or Superintendent's designee.

(2) If the Superintendent or Superintendent's designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters.

B. Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of DCF.

6. Contents of Reports

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

A. The names and addresses of the child* and the child's parents or other person responsible for the child's care;

B. The age of the child;

C. The gender of the child;

D. The nature and extent of the child's injury or injuries, maltreatment or neglect;

E. The approximate date and time the injury or injuries, maltreatment or neglect occurred;

F. Information concerning any previous injury or injuries to, or maltreatment or neglect of the child or the child's siblings;

G. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;

H. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;

I. The reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;

J. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and

K. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

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

7. Investigation of the Report

A. The Superintendent or Superintendent's designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (B), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.

B. Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District's investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.

C. The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect or sexual assault, as appropriate.

D. Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.

E. When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

A. If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that the Commissioner has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF Child Abuse and Neglect Registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.

B. Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

C. The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10—151.. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.

D. The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.

E. Regardless of the outcome of any investigation by the Commissioner of DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any

applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.

F. The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.

9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of Education

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

10. Delegation of Authority by Superintendent

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

11. Confidential Rapid Response Team

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

12. Disciplinary Action for Failure to Follow Policy

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

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

14. Non-Discrimination Policy/Prohibition Against Retaliation

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

making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

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

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

16. Training

A. All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.

B. All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.

C. The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

D. All school employees, as defined above, shall complete the (1) training regarding the prevention and identification of, and response to, child sexual abuse and assault; (2) bystander training program; and (3) appropriate interaction with children training program. Each employee must repeat these trainings at least once every three years. Such trainings shall be identified or developed by DCF.

17. Records

A. The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to DCF. The State Department of Education shall have access to such records upon request.

B. Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal

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

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

    The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of the sexual assault and abuse prevention and awareness program identified or developed by DCF, as outlined in Board Policy 5225, **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the School Climate Specialist in addition to complying with the school employee's obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Information regarding the sexual abuse and assault awareness and prevention program identified or developed by DCF shall be distributed electronically to all school employees, Board members, and the parents or guardians of enrolled students on an annual basis.

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

ADOPTED: 07.01.25

REVISED:

Appendix A

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

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

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

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

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

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

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

"Sexual contact" means (A) any contact with the intimate parts of a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person, or (B) for the purposes of subdivision (4) of subsection (a) of section 53a-73a, any contact with the intimate parts of a dead human body, or any contact of the intimate parts of the actor with a dead human body, for the purpose of sexual gratification of the actor.

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

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

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

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and

permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Aggravated Sexual Assault of a Minor (Conn. Gen. Stat. § 53a-70c)

A person is guilty of aggravated sexual assault of a minor when such person commits a violation of subdivision (2) of subsection (a) of section 53-21 or section 53a-70, 53a-70a, 53a-71, 53a-86, 53a-87 or 53a-196a and the victim of such offense is under thirteen years of age, and (1) such person kidnapped or illegally restrained the victim, (2) such person stalked the victim, (3) such person used violence to commit such offense against the victim, (4) such person caused serious physical injury to or disfigurement of the victim, (5) there was more than one victim of such offense under thirteen years of age, (6) such person was not known to the victim, or (7) such person has previously been convicted of a violent sexual assault.

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

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

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

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) subjects another person

to sexual contact and such other person is mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (3) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

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

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

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) physically helpless, or (D) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (E) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with a dead human body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

SERIES 5250: NON-DISCRIMINATION (STUDENTS)

NON-DISCRIMINATION (STUDENTS)

Protected Class Discrimination Prohibited:

The East Windsor Board of Education (the "Board") complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, sexual assault, or human trafficking or any other basis prohibited by state or federal law ("Protected Class"), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual's actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the East Windsor Public Schools (the "District"). The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Retaliation Prohibited:

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

Discrimination on the Basis of Protected Class Association Prohibited:

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

Scope and Applicability:

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

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination:

With respect to students, unlawful discrimination occurs when a student is denied participation in, or the benefits of, a program or activity of the Board because of such student's actual or perceived membership in a Protected Class.

B. Harassment:

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

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to involve intent to harm, be directed toward a specific person, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, contact the District's Title IX Coordinator at:

Email: HR@ewct.org
Phone: 860-623-3346 ext. 7293

C. Veteran:

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in the United States Army, Navy, Marine Corps, Coast Guard, Air Force and Space Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

D. Gender identity or expression:

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

E. Sexual orientation:

Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

F. Race:

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

G. Domestic violence:

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

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the School Principal, direct supervisor or Human Resource Manager in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Students, which accompany this policy and are available online at https://www.eastwindsork12.org/board-of-education/ or upon request from the main office of any District school. Students are encouraged to immediately report concerns about Protected Class discrimination, harassment, or retaliation.

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any Board employee.

If a complaint involves allegations of discrimination or harassment of a student based on sex, such complaints will be handled in accordance with the procedures set forth in the applicable Board policy regarding sex discrimination and sexual harassment. Complaints involving allegations of discrimination or harassment of a student based on disability will be addressed in accordance with the procedures set forth in the applicable Board policy regarding Section 504/ADA. In the event reported conducted allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

Board employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when Board employees witness such incidents or when Board employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to the Human Resource Manager**:

Remedial Action:

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

A. Eliminate the discriminatory/harassing/retaliatory conduct,

B. Prevent its recurrence, and

C. Address its effects on the complainant and any other affected individuals.

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

A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;

B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;

C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;

D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;

E. Supports for the complainant; and

F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

District staff members and administrators will work with students and parents/guardians to take steps designed to prevent acts of discrimination, harassment and retaliation.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any student and/or parent/guardian also may file a complaint with the following agencies:

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

Office for Civil Rights, Washington DC Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1475
(202-453-6020)
http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

Connecticut Commission on Human Rights and Opportunities:

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

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member who:

1. Has questions or concerns about this policy or its accompanying regulations;

2. Wishes to request or discuss accommodations for a student based on religion; may contact:

   Darryl Rouillard, Assistant Superintendent of Curriculum and Personnel,
   70 South Main St., East Windsor, CT 06088, 860-623-3346,
   drouillard@ewct.org

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board's policies regarding discrimination or harassment of students on the basis of sex may contact the District's Title IX Coordinator:

Erin Barraza, Human Resource Manager, 70 South Main St., East Windsor, CT 06088, 860-623-3346, hr@ewct.org

Any parent, student, staff member, Board member or community member who:

1. Has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; OR

2. Wishes to request an accommodation for a student on the basis of disability may contact the District's Section 504/ADA Coordinator:

   Deirdre Osypuk, Director of Special Education, 70 South Main St., East Windsor, CT 06088, 860-623-3346, dosypuk@ewct.org

Legal References:
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or Expression" defined
Connecticut General Statutes § 10-15c
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut General Statutes § 46b-1, Family relations matters and domestic violence defined
Public Act No. 25-139, "Concerning Human Trafficking and Sexual Assault Victims"

ADOPTED: 07.01.25

REVISED:

EWPS
East Windsor Public Schools
Our graduates go places!

ADMINISTRATION
70 South Main Street
East Windsor, CT 06088
860.623.3346

Patrick Tudryn, Ed. D
Superintendent

Darryl Rouillard
Asst. Superintendent of Curriculum and Personnel

Deirdre Osypuk, PhD
Director of Special Education

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, marital status, national origin, alienage, ancestry, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Name of the complainant/victim _____

School/program and grade of the complainant/victim _____

Reporter's relationship to the complainant/victim _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

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

_____

Location where such discrimination/harassment occurred _____

_____

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

_____

Detailed statement of the circumstances constituting the alleged discrimination or harassment

_____
_____
_____
_____

Proposed remedy_____

SERIES 5255: POLICY REGARDING PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

POLICY REGARDING TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 - PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

It is the policy of the East Windsor Board of Education (the "Board") for the East Windsor Public Schools (the "District") that any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations ("Title IX") and Connecticut law not to discriminate in such a manner. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

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

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

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

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

1. An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (*i.e.*, *quid pro quo)*;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or

3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Connecticut law means conduct in a school setting that:

1. Is sexual in nature;

2. Is unwelcome; and

3. Denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Under Connecticut law, discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of sexual orientation or gender identity and expression.

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Students are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. The Board further directs its employees to maintain confidentiality to the extent appropriate and not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination and/or sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate.

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

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

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

70 South Main Street, East Windsor, CT 06088
HR@ewct.org
860-623-3346

Any Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Students may also make a report of sexual harassment and/or sex discrimination under Title IX to the U.S. Department of Education: Office for Civil Rights, Washington DC Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-1475 (Telephone (202) 453-6020).

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

Legal References:
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
Conn. Gen. Stat. § 10-15c - Discrimination in public schools prohibited.

ADOPTED: 07.01.25

REVISED:

SERIES 5310: ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

1. Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

Before or after school program means any child care program operated and administered by the East Windsor Board of Education (the "Board") and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or Board enhancement programs and extracurricular activities.

Coach means any person holding a coaching permit who is hired by the Board to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before or after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Epinephrine means an automatic prefilled cartridge injector or similar automatic injectable equipment, a nasal spray or any other medical equipment approved by the United States Food and Drug Administration that is used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Equipment used to administer glucagon means an injector or injectable equipment, nasal spray or other medical equipment approved by the United States Food and Drug Administration that is used to deliver glucagon in an appropriate dose for emergency first aid response to diabetes.

Error means:

A. The failure to do any of the following as ordered:

(1) Administer a medication to a student;

(2) Administer medication within the time designated by the prescribing physician;

(3) Administer the specific medication prescribed for a student;

(4) Administer the correct dosage of medication;

(5) Administer medication by the proper route;

(6) Administer the medication according to generally accepted standards of practice; or

B. The administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth in Sections D and E below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes:

A. The obligation of care and control; and

B. The authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests that are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational therapist means an occupational therapist employed full time by the Board and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraeducator means a health care aide or assistant or an instructional aide or assistant employed by the Board who meets the requirements of the Board for employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the Board and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapter 370 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Qualified school employee means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or paraeducator.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the Board as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the

Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by the Board who has met the minimum standards as established by the Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

2. General Policies on Administration of Medications

   A. Except as provided below in Sections 4 and 5, no medication, including non-prescription drugs, may be administered by any school personnel without:

      (1) The written medication order of an authorized prescriber;

      (2) The written authorization of the student's parent or guardian or eligible student; and

      (3) The written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.

   B. Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.

   C. Except as provided in Sections 4 and 5, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:

      (1) A full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district who has been trained in the administration of medication in accordance with Section J of this policy. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.

      (2) Students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:

         a. an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;

b. there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;

c. the school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;

d. the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan;

e. the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;

f. such medication is transported to school and maintained under the student's control in accordance with this policy; and

g. controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.

(3) A student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such student against serious harm or death, provided all of the following conditions are met:

a. an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the student against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;

b. there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the student against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;

c. the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an

authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

d. the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

(4) A student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of such medication, including, but not limited to, medication administered with a cartridge injector at all times while attending school, in order to provide for prompt treatment to protect such student against serious harm or death, provided all of the following conditions are met:

a. an authorized prescriber provides a written order requiring the possession of such medication by the student at all times in order to provide for prompt treatment in order to protect the student against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;

b. there is a written authorization from the student's parent or guardian regarding the possession of such medication by the student at all times in order to protect the student against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;

c. the conditions set forth in subsection (3) above have been met, except that the school nurse's review of a student's competency to self-administer such medication for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering such medication for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

d. the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

(5) A student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:

a. the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and

b. a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.

(6) A coach of intramural or interscholastic athletic events or licensed athletic trainer who has been trained in the administration of medication in accordance with Section 10 of this policy, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, including medication administered with a cartridge injector, provided all of the following conditions are met:

a. the school nurse has determined that a self-administration plan is not viable;

b. the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;

c. the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section 11 of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and

d. the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section 8 of this policy, when appropriate.

(7) An identified paraeducator who has been trained in the administration of medication in accordance with Section 10 of this policy, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, and the following additional conditions are met:

a. there is written authorization from the student's parents/guardian to administer the medication in school;

b. medication is administered pursuant to the written order of (A) a physician licensed under chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;

c. medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor and under the supervision of the school nurse;

d. the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and

e. the paraeducator shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.

(8) A principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or paraeducator, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:

a. there is written authorization from the student's parents/guardians to administer the medication;

b. a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;

c. the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or paraeducator is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication;

d. the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or paraeducator annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut as required by Connecticut General Statutes § 10-212a, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and

e. the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or paraeducator receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.

(9) A director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:

a. only to a student enrolled in such program; and

b. in accordance with Section 12 of this policy.

(10) A licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:

a. training in administration of medications as part of their basic nursing program;

b. successful completion of a pharmacology course and subsequent supervised experience; or

c. supervised experience in the administration of medication while employed in a healthcare facility.

D. Medications may also be administered by a parent or guardian to the parent or guardian's own child on school grounds.

E. Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

3. Diabetic Students

A. The Board permits blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing, or the use of continuous blood glucose monitors (CGM) by students diagnosed with Type 1 diabetes, who have a written order from a physician or an advanced practice registered nurse.

B. The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such student is capable of conducting self-testing on school grounds.

C. The Board will not require a student using a continuous glucose monitor approved by the Food and Drug Administration for use without finger stick verification to undergo finger stick verification of blood glucose readings from a continuous glucose monitor on a routine basis. Finger stick testing of a student using a continuous glucose monitor so approved by the Food and Drug Administration shall only be conducted:

(1) As ordered by the student's physician or advanced practice provider;

(2) If it appears that the continuous glucose monitor is malfunctioning; or

(3) In an urgent medical situation.

D. The Board shall purchase or use existing equipment owned by the Board to monitor blood glucose alerts transmitted from continuous glucose monitors of students with Type 1 diabetes to dedicated receivers, smartphone/tablet applications, or other appropriate technology on such equipment.

E. In the absence or unavailability of the school nurse, select school employees may administer medication with equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:

(1) The student's parent or guardian has provided written authorization;

(2) A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;

(3) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or paraeducator;

(4) The school nurse shall provide general supervision to the selected school employee;

(5) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with equipment used to administer glucagon;

(6) The school nurse and school medical advisor have attested in writing that the selected school employee completed the required training; and

(7) The selected school employee voluntarily agrees to serve as one who may administer medication with equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

4. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

A. For purposes of this Section 4, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day.

B. The school nurse shall maintain epinephrine for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

(1) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine that shall be available in the individual school.

(2) In determining the appropriate supply of epinephrine, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.

C. The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or paraeducator(s) to maintain and administer the epinephrine for the purpose of emergency first aid as described in Paragraph B above, in the absence of the school nurse.

(1) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.

(2) The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the

administration of epinephrine for the purpose of emergency first aid, as described in Connecticut General Statutes § 10-212g.

(3) The selected personnel must voluntarily agree to complete the training and administer epinephrine for the purpose of emergency first aid.

D. Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph C above shall be on the grounds of each school during regular school hours.

(1) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.

(2) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall use an effective and reasonable means of communication to notify one or more qualified school employees and other staff in the school that the selected and trained personnel identified in Paragraph C above shall be responsible for the emergency administration of epinephrine.

E. The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication, and the Regulations adopted by the Department of Education.

F. The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.

(1) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine.

(2) The Board shall annually notify parents or guardians of the need to provide such written notice.

G. Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:

(1) Such emergency administration shall be reported immediately to:

a. the school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and

b. the student's parent or guardian, by the school nurse or personnel who administered the epinephrine.

(2) A medication administration record shall be:

a. submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and

b. filed in or summarized on the student's cumulative health record, in accordance with the Document and Record Keeping section of this policy.

5. Opioid Antagonists for Purposes of Emergency First Aid Without Prior Authorization

A. For purposes of this Section E, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day. "Regular school hours" does not include after-school events such as athletics or extracurricular activities that take place outside the posted hours.

B. For purposes of this section, an "opioid antagonist" means naloxone hydrochloride (e.g., Narcan) or any other similarly acting and equally safe drug that the FDA has approved for the treatment of a drug overdose.

C. In accordance with Connecticut law and this policy, a school nurse may maintain opioid antagonists for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of such opioid antagonist.

(1) The school nurse, in consultation with the Board's medical advisor, shall determine the supply of opioid antagonists that shall be maintained in the individual school.

(2) In determining the appropriate supply of opioid antagonists, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.

(3) The school nurse shall be responsible for the safe storage of opioid antagonists maintained in a school and shall ensure any supply of opioid antagonists maintained is stored in a secure manner, in accordance with the manufacturer's instructions, and in a location where it can be obtained in a timely manner if administration is necessary.

(4) The school nurse shall be responsible for maintaining an inventory of opioid antagonists maintained in the school, tracking the date(s) of expiration of the supply of opioid antagonists maintained in a school, and, as appropriate, refreshing the supply of opioid antagonists maintained in the school.

D. The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board's policies and procedures regarding the emergency administration of opioid antagonists in the event of a known or suspected opioid overdose.

E. A school nurse shall be approved to administer opioid antagonists for the purpose of emergency first aid, as described in Paragraph C above, in the event of a known or suspected opioid overdose, in accordance with this policy and provided that such nurse has completed a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.

F. The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), coach(es), paraeducator(s), and/or licensed physical or occupational therapist(s) employed by the Board to maintain and administer the opioid antagonists for the purpose of emergency first aid as described in Paragraph (3) above, in the absence of the school nurse.

(1) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.

(2) The selected personnel, before administering an opioid antagonist pursuant to this section, must complete a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.

(3) All school personnel shall be notified of the identity of qualified school employees authorized to administer an opioid antagonist in the absence of the school nurse.

G. Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph F above, shall be on the grounds of each school during regular school hours.

(1) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.

(2) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall use an effective and reasonable means of communication to notify one or more qualified school employees and other staff in the school that the selected and trained personnel identified in Paragraph (6) above shall be responsible for the emergency administration of opioid antagonists.

(3) If a Board employee becomes aware of a student experiencing a known or suspected opioid overdose on school grounds but outside of regular school hours

and opioid antagonists and/or the school nurse or other qualified school employee is not available to administer opioid antagonists for the purpose of emergency first aid, the Board employee will call 9-1-1.

H. The administration and storage of opioid antagonists pursuant to this policy must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.

I. The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that opioid antagonists shall not be administered to such student pursuant to this section.

(1) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of opioid antagonists.

(2) The Board shall annually notify parents or guardians of the need to provide such written notice of refusal.

J. Following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section:

(1) Immediately following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section, the person administering the opioid antagonist must call 911.

(2) Such emergency administration shall be reported immediately to:

a. the school nurse or school medical advisor, if any, by the personnel who administered the opioid antagonist;

b. the Superintendent of Schools; and

c. the student's parent or guardian.

(3) A medication administration record shall be:

a. created by the school nurse or submitted to the school nurse by the personnel who administered the opioid antagonist, as soon as possible, but no later than the next school day; and

b. filed in or summarized on the student's cumulative health record, in accordance with Section 5 of this policy.

K. In the event that any provisions of this Section E conflict with regulations adopted by the Connecticut State Department of Education concerning the use, storage and administration of opioid antagonists in schools, the Department's regulations shall control.

6. Documentation and Record Keeping

A. Each school or before or after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:

(1) The name of the student;

(2) The student's state-assigned student identifier (SASID);

(3) The name of the medication;

(4) The dosage of the medication;

(5) The route of the administration, (e.g., oral, topical, inhalant, etc.);

(6) The frequency of administration;

(7) The name of the authorized prescriber;

(8) The dates for initiating and terminating the administration of medication, including extended-year programs;

(9) The quantity received at school and verification by the adult delivering the medication of the quantity received;

(10) The date the medication is to be reordered (if any);

(11) Any student allergies to food and/or medication(s);

(12) The date and time of each administration or omission, including the reason for any omission;

(13) The dose or amount of each medication administered;

(14) The full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; and

(15) For controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.

B. All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.

C. Written orders of authorized prescribers, written authorizations of a parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before or after school programs and school readiness programs, in the student's program record.

D. Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.

E. Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.

(1) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities upon receipt of a signed approval form (RC-075) from the Office of the Public Records Administrator, so long as such record is superseded by a summary on the student health record.

(2) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.

F. Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:

(1) A medication administration record for each student shall be maintained in the athletic offices;

(2) Administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;

(3) All instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

(4) The administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

7. Errors in Medication Administration

A. Whenever any error in medication administration occurs, the following procedures shall apply:

(1) The person making the error in medication administration shall immediately implement the medication emergency procedures in this policy if necessary;

(2) The person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s); and

(3) The principal shall notify the Superintendent or the Superintendent's designee.

B. The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.

C. Any error in the administration of medication shall be documented in the student's cumulative health record or, for before or after school programs and school readiness programs, in the student's program record.

D. These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

8. Medication Emergency Procedures

A. Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.

B. Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:

(1) Use of the 911 emergency response system;

(2) Application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;

(3) Administration of emergency medication in accordance with this policy;

(4) Contact with a poison control center; and

(5) Transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.

C. As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

9. Supervision

A. The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.

B. The school nurse's duty of general supervision includes, but is not limited to, the following:

(1) Availability on a regularly scheduled basis to:

a. review orders or changes in orders and communicate these to personnel designated to give medication for appropriate follow-up;

b. set up a plan and schedule to ensure medications are given properly;

c. provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraeducators designated in accordance with Section 2(C)(7), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;

d. support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraeducators designated in accordance with Section 2(C)(7), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;

e. provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and

f. provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.

(2) In addition, the school nurse shall be responsible for:

a. implementing policies and procedures regarding the receipt, storage, and administration of medications;

b. reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;

c. performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section 2(C)(7), above, and identified paraeducators designated in accordance with Section 2(C)(7), above, who have been newly trained to administer medications; and,

d. conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section 2(C)(7), above, and identified paraeducators designated in accordance with Section 2(C)(7), above, regarding the needs of any student receiving medication.

10. Training of School Personnel

A. Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section 2(C)(7), above, and identified paraeducators designated in accordance with Section 2(C)(7), above, who are designated to administer medications shall at least annually receive training in their safe administration, and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section 2(C)(7), above, and identified paraeducators designated in accordance with Section 2(C)(7), above, shall be allowed to administer medications.

B. Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section 2(C)(7), above, and identified paraeducators designated in accordance with Section 2(C)(7), above, shall include, but is not necessarily limited to, the following:

(1) The general principles of safe administration of medication;

(2) The procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and

(3) Specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.

C. The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraeducator(s) who administer epinephrine pursuant to Sections B and D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid, as described in Connecticut General Statutes § 10-212g.

D. The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s), coach(es) and/or paraeducator(s) who administer opioid antagonists as emergency first aid, pursuant to Section E above, shall annually complete a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.

E. The Board shall maintain documentation of medication administration training as follows:

(1) Dates of general and student-specific trainings;

(2) Content of the trainings;

(3) Individuals who have successfully completed general and student-specific administration of medication training for the current school year; and

(4) Names and credentials of the nurse or school medical advisor, if any, trainer or trainers.

F. Licensed practical nurses may not conduct training in the administration of medication to another individual.

G. Bus Drivers

(1) Not later than June 30, 2019, the Board shall provide training to all of its school bus drivers, which training may be completed using an online module, on topics including, but not limited to, the following:

a. the identification of the signs and symptoms of anaphylaxis;
b. the administration of epinephrine
c. the notification of emergency personnel; and
d. the reporting of an incident involving a student and a life-threatening allergic reaction.

(2) On and after July 1, 2019, the Board shall provide the training described in subsections J(7)(a), above as follows:

a. In the case of a school bus driver who is employed by the Board, such training shall be provided to such school bus driver following the issuance or renewal of a public passenger endorsement to operate a school bus pursuant to Conn. Gen. Stat. 14-44(a), to such school bus driver; and

b. In the case of a school bus driver who is not employed by the Board at the time when such endorsement is issued or renewed to such school bus driver, upon the hiring of such school bus driver by the Board, except the Board is not required to provide such training to any school bus driver who has previously received such training following the most recent issuance or renewal of such endorsement to such school bus driver.

(3) In the event that the Board employs school bus drivers, the Board will comply with all documentation and record-keeping requirements required by law.

11. Handling, Storage and Disposal of Medications

A. All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section 2(C)(7) above, and epinephrine or naloxone to be used for emergency first aid in accordance with Sections 4 and 5 above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section 2(C)(7) above.

B. The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections 4 and 5 above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.

C. The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine and naloxone intended for emergency first aid in accordance with Sections 4 and 5 above.

D. Emergency Medications

(1) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse or, in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication.

(2) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.

E. All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

F. Access to stored medications shall be limited to persons authorized to administer medications. Each school or before or after school program and school readiness program shall maintain a current list of such authorized persons.

G. All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.

H. At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before or after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.

I. Medications that must be refrigerated shall be stored in a refrigerator at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box that is affixed to the refrigerator shelf.

J. All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:

(1) Non-controlled drugs shall be destroyed in the presence of at least one witness;

(2) Controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and

(3) Accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue, and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made

to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.

K. Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:

(1) In containers for the exclusive use of holding medications;

(2) In locations that preserve the integrity of the medication;

(3) Under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and

(4) In a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.

L. In no event shall a school store more than a three (3) month supply of a medication for a student.

12. School Readiness Programs and Before or After School Programs

A. As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before or after school programs run by the Board, which are exempt from licensure by the Office of Early Childhood:

(1) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.

(2) Except as provided by Sections D and E above, no medication shall be administered in these programs without:

a. the written order of an authorized prescriber; and

b. the written authorization of a parent or guardian or an eligible student.

(3) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before or after school program, additional nursing services are required for these programs.

(4) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.

(5) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.

(6) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision-making regarding medication administration.

(7) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

B. Local poison control center information shall be readily available at these programs.

C. Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.

D. Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section J of this policy.

E. All medications must be handled and stored in accordance with Section K of this policy. Where possible, a separate supply of medication shall be stored at the site of the before or after or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

F. Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:

(1) A medication administration record for each student shall be maintained by the program;

(2) Administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;

(3) All instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

(4) The administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.

G. The procedures for the administration of medication at school readiness programs and before or after school programs shall be reviewed annually by the school medical advisor, if any, and school nurse supervisor.

13. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a(a)(2) and Section 10-212a-2 of the Regulations of Connecticut State Agencies, the Board shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, if any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:
Connecticut General Statutes:
Public Act No. 25-143, "An Act Implementing the Recommendations of the Office of Early Childhood, Department of Education and the Technical Education and Career System and Concerning the Administration of Epinephrine and Glucagon."
Section 10-212
Section 10-212a
Section 10-212c
Section 10-212g
Section 10-220j
Section 14-276b
Section 19a-900
Section 21a-240
Section 21a-286
Section 52-557b
Regulations of Conn. State Agencies:
Sections 10-212a-1 through 10-212a-10, inclusive
Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)
Storage and Administration of Opioid Antagonists in Schools: Guidelines for Local and Regional Boards of Education, Connecticut State Department of Education (October 1, 2022)

ADOPTED: 07.01.25

REVISED:

SERIES 5400: CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

I. POLICY

The East Windsor Board of Education ("Board") complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records maintained by the East Windsor Public Schools (the "District"). The Board shall implement procedures that protect the privacy of parents and students while providing proper access to education records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

1. Access is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.

2. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs -- any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

3. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.

4. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the District has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

5. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the parent's name, address and/or e-mail address; the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

6. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.

7. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.

8. Education Records

    A. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the District or persons acting for the District.

    B. Education records do <u>not</u> include:

        (1) Private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";

        (2) Records maintained by a law enforcement unit of the District that were created by that unit for the purpose of law enforcement;

        (3) Employment records used only in relation to the student's employment by the District that are:

            a. made and maintained in the normal course of business,

            b. relate exclusively to the student's capacity as an employee, and

            c. are not made available for any other purpose;

        (4) Records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria:

            a. the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity,

            b. the records are made in connection with the treatment of the student and

            c. the records are disclosed only to individuals providing such treatment (treatment does <u>not</u> include remedial educational activities or activities that are part of the program or instruction of the District); however, the District must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review their treatment records;

(5) Records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and

(6) Grades on peer-graded papers before they are collected and recorded by a teacher.

9. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

10. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to

    A. Enforce laws or refer matters of law enforcement to appropriate authorities or

    B. Maintain the physical security and safety of the agency or institution.

11. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill their professional responsibilities. The District's Title IX Coordinator has a legitimate educational interest when performing the functions of their professional duties.

12. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1986 may receive access to the student's education records without the eligible student's consent.

13. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or the student's family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and parent's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

14. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the District's Title IX Coordinator; a person serving on the Board of Education; a volunteer, contractor or consultant or other party who performs an institutional service or function for the District (such as an attorney, auditor, medical consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing the school official's tasks.

15. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and

signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

1. On an annual basis, the District will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the District's guide to Special Education Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The District will take steps designed to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

2. On an annual basis, the District will also notify parents and/or eligible students currently in attendance of any categories of information designated as **directory information**. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the District from requiring students to wear or display a student identification card.

3. In the annual notification, the District will also provide notice to parents and/or eligible students that the District is legally obligated to provide military recruiters, institutions of higher education, or school choice programs, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. CONFIDENTIALITY OF EDUCATION RECORDS

1. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.

2. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.

3. The District shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, designed to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.

4. The District shall use reasonable methods designed to identify and authenticate the identity of parents, students, school officials and other parties to whom the District discloses personally identifiable information from education records.

5. The District shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. ACCESS TO EDUCATION RECORDS

1. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Article XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.

2. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The District will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.

3. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.

4. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.

5. For the records of **regular education students**, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.

6. For **students requiring special education**, the Board will comply with a request to review and inspect the child's education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing or resolution session held in accordance with the IDEA; otherwise, the Board will comply with such request not later than ten (10) school days of such request.

7. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive **one free copy** of their child's (the eligible student's) education records. The request for the free copy must be in writing and the Board will comply with the written request within ten (10) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the Board shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

8. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's education records **only if** they have been determined by the District to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Article VII, below.

9. Pursuant to the procedures set forth in Article VI, below, the District maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

10. Non-custodial Parents:

    A. Divorced Parents

    A parent does not lose the right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the District has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

    B. Incarcerated Parents

    Nothing in this policy shall be construed to limit a parent who is incarcerated from being entitled to knowledge of and access to all educational, medical, or similar records maintained in the cumulative record of any minor student of such incarcerated parent, except that such incarcerated parent shall not be entitled to such records if:

    (1) Such information is considered privileged under Conn. Gen. Stat. § 10-154a, regarding a communication made privately and in confidence by a student to a professional employee in the course of the professional employee's employment concerning alcohol or drug abuse or any alcoholic or drug problem of such student;

    (2) Such incarcerated parent has been convicted in Connecticut or any other state of sexual assault in violation of Conn. Gen. Stat. §§ 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a; or

    (3) Such incarcerated parent is prohibited from knowledge of or access to such student's cumulative record pursuant to a court order.

11. Unaccompanied Youth:

    Notwithstanding anything in this policy to the contrary, an unaccompanied youth shall be entitled to knowledge of and have access to all educational, medical or similar records in the cumulative record of such unaccompanied youth maintained by the District. For the purposes of this provision, the term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

12. Copies of Education Records/Fees:

    A. The District cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the student's records shall include the right to receive **one free copy** of those records. The request for the free copy shall be made in writing. The Board shall comply with such

request as stated above. A charge will be levied for additional copies; in no case will the charge exceed **50¢** per page.

B. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the District shall:

(1) Provide the parent or eligible student with a copy of the records requested, or

(2) Make other arrangements for the parent or eligible student to inspect and review the requested records.

C. The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.

VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

1. The District will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the District must maintain the records. The District will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the District.

2. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

A. The name of any individual, agency, or organization that requested or obtained access to the student's records;

B. The date of the request for access;

C. Whether access was given;

D. The purpose for which the party was granted access to the records;

E. The names of additional parties to whom the receiving party may disclose the information on behalf of the District; and

F. The legitimate educational interest in obtaining the information.

3. The record (log) requirement does <u>not</u> apply to requests from, or disclosure to:

A. A parent or eligible student;

B. A party seeking directory information;

C. A party who has a signed and dated written consent from the parent and/or eligible student;

D. School officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or

E. Persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).

4. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.

5. If the District makes a release of education records without consent in **a health and safety emergency**, the district must record:

A. The articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and

B. The parties to whom the District disclosed the information.

VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

1. The District or its designated agent(s) may not permit release of education records or any information from such records that contain personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Article VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, video or audio recorded, person-to-person, statement over the telephone, on computer disk, e-mailed or electronic message, etc.) to any person other than those listed below, unless prior written consent has been obtained.

2. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

3. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:

A. School Officials:

(1) The disclosure is to other school officials within the District, including teachers, who have been determined by the District to have legitimate educational interests in the education records.

(2) A contractor, consultant, volunteer, or other party to whom the District has outsourced institutional services or functions, provided that the party:

a. performs an institutional service or function for which the District would otherwise use employees;

b. is under the direct control of the District with respect to the use and maintenance of education records; and

c. is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.

(3) The Board shall comply with the below Section I of this Article VII prior to the provision of student records, student information or student-generated content to any school official who is a consultant or operator, as those terms are defined in Section I.

B. Transfer Students:

(1) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Article X.

(2) When a student enrolls in a new public school district (including a public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.

(3) Upon notification by the Department of Children and Families ("DCF") of a decision to change the school placement for a student attending District schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with Section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential education records for the student, including, but not limited to, the student's individualized education program ("IEP") and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection 2 above.

C. The disclosure is to authorized representatives of the U.S. Comptroller, the U.S. Attorney General, the U.S. Secretary of Education, or State or local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs. These entities may make further disclosures of personally identifiable information that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

D. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

E. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the District that

(1) The information is required by the court, and

(2) Will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under state law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's IEP and related documents if the student receives special education services.

If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.

F. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as:

(1) The study does not permit personal identification of parents or students by individuals other than representatives of the organization,

(2) The information is destroyed after it is no longer needed for the purposes for which the study was conducted, and

(3) The Board enters into a written agreement with the organization conducting the study that satisfies the requirements of 34 C.F.R. § 99.31(a)(6).

G. The disclosure is to accrediting organizations in order to carry out their accrediting functions.

H. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.

I. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with

(1) A federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

(2) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or

(3) An ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in 18 U.S.C. §§ 2331 and 2332b(g)(5)(B).

J. If the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action as plaintiff.

K. If a parent or eligible student initiates legal action against the District, the District may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the District to defend itself.

L. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the District may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the District reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the District record such disclosure in accordance with Article VI.D, above.

M. The disclosure is to the parent of a student who is under 18 years of age or to the student.

N. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the District under 42 U.S.C. § 14071 and applicable federal guidelines.

O. The disclosure is to the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service, or contractors acting on its behalf, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more federal meal or nutrition programs in order to report aggregate results that do not identify any individual. Such disclosures may only be made if:

(1) The data collected will be protected to prevent the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture, and

(2) Any personally identifiable data will be destroyed when they are no longer needed for program monitoring, evaluations, and performance measurements.

P. The disclosure is to an agency caseworker or other representative of the DCF or other child welfare agency or tribal organization who has the right to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student. The agency or organization may not disclose the education records or personally identifiable information contained in such records, except to an individual or

entity engaged in addressing the student's educational needs and authorized by the agency or organization to receive such disclosure. Any disclosures made by the agency or organization must comply with applicable confidentiality laws for student education records.

4. Directory Information

   The District will notify parents (of students currently enrolled within the District) or eligible students (currently enrolled in the District) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

   A. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

   B. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the District and is consistent with the District's obligations under both state and federal law.

   C. The District may disclose directory information about students after they are no longer enrolled in the District. Notwithstanding the foregoing, the District will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

   D. An objection to the disclosure of directory information shall not prevent the District from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the District from requiring students to wear or display a student identification card.

   E. The District will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

5. De-identified Records and Information

   A. The District may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the District has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

   B. The District may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

(1) The District does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;

(2) The record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and

(3) The record code is not based on a student's social security number or other personal information.

6. Disciplinary Records

Nothing in this policy shall prevent the District from:

A. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

B. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

7. In accordance with state and federal law, the District will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

8. Records of the Department of Children and Families ("DCF")

A. Documents related to any DCF child abuse and/or neglect investigations that are maintained by the Board are considered education records under the FERPA. As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.

B. In addition, the District shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

9. Except as set forth in Subsection 9.E, below, the Board shall enter into a written contract with a consultant or operator any time the Board shares or provides access to student information, student records, or student-generated content with such consultant or operator.

    A. The provisions of said contract shall comply with the requirements of Conn. Gen. Stat. §§ 10-234aa to 10-234dd.

    B. The District shall maintain and update an Internet web site with information relating to all contracts entered into pursuant to Subsection 9, above. On or before September 1st of each school year, the Board shall electronically notify students and the parents or legal guardians of students of the address of such Internet website. Not later than five (5) business days after executing a contract pursuant to this subsection, the Board shall post notice of such contract on the Board's website. The notice shall:

        (1) State that the contract has been executed and the date that such contract was executed;

        (2) Provide a brief description of the contract and the purpose of the contract; and

        (3) State what student information, student records or student-generated content may be collected as a result of the contract.

    C. For purposes of this subsection, upon receipt of notice of a breach of security that results in the unauthorized release, disclosure or acquisition of directory information, student information, student records or student-generated content, the Board shall electronically notify, not later than two business days after receipt of such notice, the student and the parents or guardians of the student whose information is involved in such breach. The Board shall thereafter post notice of such breach on the Board's Internet web site. The Internet posting shall comply with the requirements of FERPA. All questions and concerns relative to breach of security shall be referred to the Superintendent of Schools.

    D. For purposes of this subsection, the following definitions are applicable:

        (1) Consultant means a professional who provides noninstructional services, including but not limited to, administrative, planning, analysis, statistical or research services, to the Board pursuant to a contract with the Board.

        (2) Operator means any person who

            a. operates an Internet web site, online service or mobile application with actual knowledge that such Internet web site, online service or mobile application is used for school purposes and was designed and marketed for school purposes, to the extent it is engaged in the operation of such Internet web site, online service or mobile application, and

            b. collects, maintains or uses student information.

        (3) School Purposes means purposes that customarily take place at the direction of a teacher or the Board, or aid in the administration of school activities, including but not limited to instruction in the classroom, administrative activities and

collaboration among students, school personnel or parents or legal guardians of students.

(4) Student means a person who is a resident of the state and

a. enrolled in a preschool program participating in the state-wide public school information system, pursuant to Conn. Gen. Stat. § 10-10a;

b. enrolled in grades kindergarten to twelve, inclusive, in a school under the jurisdiction of the Board;

c. receiving special education and related services under an individualized education program; or

d. otherwise the responsibility of the Board.

(5) Student Information means personally identifiable information or material of a student in any media or format that is not publicly available and is any of the following:

a. created or provided by a student or the parent or legal guardian of a student, to the operator in the course of the student, parent or legal guardian using the operator's Internet web site, online service or mobile application for school purposes;

b. created or provided by an employee or agent of the Board to an operator for school purposes;

c. gathered by an operator through the operation of the operator's Internet web site, online service or mobile application and identifies a student, including but not limited to, information in the student's records or electronic mail account, first or last name, home address, telephone number, date of birth, electronic mail address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, Social Security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages, documents, student identifiers, search activity, photographs, voice recordings, survey responses or behavioral assessments.

(6) Student Record means any information directly related to a student that is maintained by the Board or any information acquired from a student through the use of educational software assigned to the student by a teacher or employee of the Board, except student record does not include de-identified student information allowed under the contract to be used by the consultant or operator to:

a. Improve educational products for adaptive learning purposes and customize student learning;

b. Demonstrate the effectiveness of the contractor's products in the marketing of such products; and

c. Develop and improve the consultant's or operator's products and services.

E. Notwithstanding anything in this Subsection to the contrary, the Board may use an operator's or consultant's services without entering into a contract as described above, if the use of an Internet web site, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973 and such Internet website, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb, provided:

(1) Such Internet web site, online service or mobile application complies with FERPA and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time;

(2) The Board can provide evidence that it has made a reasonable effort to:

a. enter into a contract with such consultant or operator to use such Internet web site, online service or mobile application, in accordance with the provisions of Conn. Gen. Stat. § 10-234bb; and

b. find an equivalent Internet web site, online service or mobile application operated by a consultant or an operator that complies with the provisions of Conn. Gen. Stat. § 10-234bb;

(3) The consultant or operator complies with the provisions of Conn. Gen. Stat. § 10-234cc for such use; and

(4) The parent or legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, signs an agreement that:

a. acknowledges such parent or legal guardian is aware that such Internet web site, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb; and

b. authorizes the use of such Internet web site, online service or mobile application.

(5) The Board shall, upon the request of a parent or legal guardian of a child, provide the evidence described in Subsection E.(2), above.

VIII. REDISCLOSURE OF EDUCATION RECORDS

1. The District may disclose personally identifiable information from an education record only on the conditions that:

A. The party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and

B. The officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.

2. Notwithstanding the provisions of Section 1 above, the District may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section 2 above, and at least one of the following conditions is met.

A. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.

B. The original disclosure was to a state or local educational authority or federal official or agency as set forth in Article VII, Section 3, and such state or local educational authority or federal official or agency has complied with the requirements of 34 C.F.R. § 99.32(b)(2).

C. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the District has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section 3 (10)).

D. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.

E. The information is considered directory information.

3. In the event that the Student Privacy Policy Office determines that a third party outside of the District has improperly redisclosed personally identifiable information from education records in violation of FERPA, the District may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. AMENDMENT OF EDUCATION RECORDS

1. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, the parent or eligible student is entitled to:

A. Request in writing that the District amend the records;

B. Receive within a reasonable period of time a decision from the District with respect to its decision on the amendment(s) requested by the parent or eligible student.

2. If the District decides to amend the records, the District shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.

3. If the District decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise the parent or eligible student of the right to a hearing pursuant to this policy.

X. HEARING RIGHTS AND PROCEDURES

1. Rights

A. Upon written request of a parent or eligible student to the Superintendent of Schools, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.

B. If, as a result of the hearing, the District decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.

C. If, as a result of the hearing, the District decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why the parent or eligible student disagrees with the District's decision, or both.

(1) Any statement placed in the records of the student shall be maintained by the District as part of the records of the student as long as the record or contested portion is maintained by the District.

(2) If the contested portion of the education record is disclosed by the District, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

2. Procedures

A. The hearing shall be held within a reasonable time after the District has received the request, unless the parent or eligible student requests a delay.

B. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.

C. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

D. The parent or eligible student and the District shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.

E. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence

presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. WAIVER OF RIGHTS

1. A student who is an applicant for admission to an institution of post-secondary education, or is in attendance at an institution of post-secondary education, may waive the right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

    A. The student is notified, upon request, of the names of all individuals providing the letters or statements.

    B. The letters or statements are used only for the purpose for which they were originally intended.

    C. The waiver is not required by the District as a condition of admission to or receipt of any other service or benefit from the District.

    D. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.

2. A waiver may be revoked with respect to any actions occurring after the revocation.

3. Revocation of a waiver must be in writing.

XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION

1. The following definitions shall apply to Article XII of this policy:

    A. Confidential HIV-Related Information

    "Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.

    B. Health Care Provider

    "Health Care Provider" means any physician, physician assistant, dentist, nurse, provider of services for persons with psychiatric disabilities or persons with intellectual disability or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

    C. Protected Individual

"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

D. Release of confidential HIV-related information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information and complies with the requirements of this subdivision.

E. School Medical Personnel

"School medical personnel" means an employee of the Board who is a school nurse or the District medical adviser.

2. Confidentiality of HIV-related Information

A. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

B. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

3. Accessibility of Confidential HIV-related Information

A. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:

(1) the protected individual, the protected individual's legal guardian or a person authorized to consent to health care for such individual;

(2) any person who secures a release of confidential HIV-related information;

(3) a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;

(4) a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a

medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;

(5) a medical examiner to assist in determining cause of death; or

(6) any person allowed access to such information by a court order.

4. Procedures

A. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual, who is also a student, from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.

B. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

C. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or the protected individual's legal guardian, shall keep such information confidential and shall not disclose such information.

D. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.

E. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.

F. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

5. Disclosures Pursuant to a Release

A. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."

B. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.

C. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy 5225.

d. XIV. RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

Legal References:
State Law:
Conn. Gen. Stat. § 1-210 *et seq*.
Conn. Gen. Stat. § 10-220h
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 10-233d
Conn. Gen. Stat. § 10-234aa
Conn. Gen. Stat. § 10-234bb
Conn. Gen. Stat. § 10-234cc
Conn. Gen. Stat. § 10-234dd
Conn. Gen. Stat. § 10-234ff
Conn. Gen. Stat. § 10-234gg
Conn. Gen. Stat. § 10-220d
Conn. Gen. Stat. § 10-253
Conn. Gen. Stat. § 17-16a
Conn. Gen. Stat. § 17a-28
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 *et seq*.
Conn. Gen. Stat. § 46b-134
Regs. Conn. State Agencies § 10-76d-18
State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students, June 2017
State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students: Frequently Asked Questions, June 2017
State Department of Education memorandum dated December 21, 2010, on school choice recruitment
Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at http://ctstatelibrary.org/wp-content/uploads/2015/07/M8.pdf

Federal Law:
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g
USA Patriot Act of 2001, Pub. L. No. 107-56
Every Student Succeeds Act, Pub. L. No. 114-95
Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296
The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 *et seq.*, as amended by Every Student Succeeds Act, Pub. L. No. 114-95.
34 C.F.R. §§ 99.1 - 99.67
34 C.F.R. § 106.45
34 C.F.R. §§ 300.560 - 300.576
Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, U.S. Department of Education (October 2007), available at http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/.

ADOPTED: 07.01.25

REVISED:

SERIES 6170: PARENTAL ACCESS TO INSTRUCTIONAL MATERIAL

PARENTAL ACCESS TO INSTRUCTIONAL MATERIAL

In accordance with federal law, state law, and East Windsor Board of Education (the "Board") policy, parents or guardians shall be permitted access to instructional material used as part of the educational curriculum for any student and all curriculum approved by the Board's curriculum committee established pursuant to section 10-220 of the Connecticut General Statutes and all associated curriculum materials ("Curriculum"). Curriculum does not include academic tests or academic assessments.

The Board shall post the objectives and score and sequence of all approved curriculum on its website.

"Instructional Material" means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents or guardians to inspect any Instructional Material and Curriculum. The district shall grant reasonable access to Instructional Material and Curriculum within a reasonable period of time after a request is received from a parent or guardian.

Legal Reference:
Elementary and Secondary Education Act of 1965, 20 U.S.C. § 1232h, as amended by the Every Student Succeeds Act, Pub. L. 114-95
Conn. Gen. Stat. § 10-220, Duties of Boards of Education
Public Act 25-174, "An Act Authorizing and Adjusting Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects, Revisions to the School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027."

ADOPTED: 07.01.25

REVISED:

EAST WINDSOR PUBLIC SCHOOLS
70 SOUTH MAIN ST, EAST WINDSOR CT 06088

JOB DESCRIPTION

Position Title: School Medical Advisor (SMA)
Department: School Health
Reports to: Healthcare Coordinator, Superintendent of Schools
Evaluator: N/A
Prepared by: HR Manager
Original Board Approval Date:
Updated Approval Date:

Summary: The School Medical Advisor (SMA) provides professional medical leadership and consultation to the Board of Education and school health staff. The Advisor works collaboratively with the local Department of Health to plan, implement, and evaluate school health programs, ensuring a safe and healthy environment for all students and staff.

Essential Duties and Responsibilities:
Pursuant to **C.G.S. § 10-207**, the School Medical Advisor shall perform the following:

1. Program Planning & Administration

- Collaborate with the Board of Education and local health department to plan and administer the district's school health program.

2. Policy & Consultation

- Consult on the school health environment (sanitation, safety, and disease prevention).
- Advise the Board on policies regarding the administration of medications by school personnel (per **C.G.S. § 10-212a**), including biennial reviews of these policies.
- Review and approve standing orders for emergency medications (e.g., Epinephrine, Albuterol, Narcan).
- Provide standing orders for medications and medical treatments administered during the school year and the extended school year by the school nurse.

3. Student Health Assessments

- Provide mandated health assessments for students who meet eligibility requirements for free or reduced-priced meals if they do not have a personal physician.
- Review and consult on complex medical cases, 504 plans, and Individualized Education Programs (IEP) where medical expertise is required to determine "Fitness for School."

4. Disease Control & Safety

DRAFT

- Advise on the management of communicable diseases and coordinate with local health officials during outbreaks or public health emergencies.
- Participate in the development and oversight of the district's Exposure Control Plan (Bloodborne Pathogens).

5. Staff Training

- In conjunction with the School Nurse Supervisor, attest in writing to the proficiency of non-medical school personnel authorized to administer emergency medications (e.g., glucagon for diabetes or Epinephrine for anaphylaxis).

Qualifications:

- **Education:** Graduate of an accredited School of Medicine (MD or DO).
- **Insurance:** The physician must carry their own malpractice insurance in an amount suitable to the scope of services provided.
- **Licensure:** Current, valid license to practice medicine in the **State of Connecticut**.
- **Experience:** Experience in pediatrics, adolescent medicine, or public health is highly preferred. Familiarity with school health laws and CT State Department of Education (CSDE) regulations.
- Strong communication skills for interacting with parents, school administrators, and community health providers.
- Ability to interpret complex medical data for educational application.
- Knowledge of CT-specific statutes regarding student immunizations and health assessments.

Physical Demands:*

- Must possess the ability to stand, sit, and walk unassisted
- Must possess normal visual acuity, with or without corrective lenses, and depth perception
- May be required to lift up to 20 pounds

**The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

Work Environment:

- Work indoors.
- May be exposed to noise levels that are distracting.
- Work near others, often within a few feet.

Hours & Work Schedule:

- Hours and schedule are determined by the Board of Education based on district needs.

Compensation & Benefits:

- This is an annually contracted stipend position.

DRAFT

EAST WINDSOR PUBLIC SCHOOLS
70 SOUTH MAIN ST, EAST WINDSOR CT 06088

JOB DESCRIPTION

Position Title: Transition Job Coach
Department: Special Education
Reports to: Transition Program Coordinator, Special ED Supervisor
Evaluator: Special Education Supervisor
Prepared by: HR Manager
Original Board Approval Date:
Updated Approval Date:

Summary:
The Transition Job Coach supports students with disabilities (age 18 to 22) as they prepare for employment and independent living. This position provides individualized job training, work-site supervision, and community-based instruction to help students build the skills and confidence necessary for successful transition from school to adult life.

Essential Duties and Responsibilities:

- Implementation of Special Education IEP goals and services
- Follow the direction of the Special Education Teacher regarding the implementation of accommodations and workplace development
- Execute behavior plans and collect data while maintaining student privacy and dignity in community settings
- Coaching with diminishing supports to increase independence
- Help students in functional lessons including resume writing and interview skills
- Collaborate with community and business partners to best understand job requirements and expectations at work sites
- Maintain required documents and records in accordance with district expectations and confidentiality requirements
- Help students to navigate social communication in all settings, from school to workplace
- Support students with a wide range of disabilities, medical and/ or emotional needs; including but not limited to; medication administration, toileting, incontinent care, feeding, dressing, positioning, and the implementation of medical work orders such as PT, OT, Speech and seizure plans.
- Implementation of behavior plans and de-escalation strategies to maintain behavioral regulation and mitigate the risk of negative verbal/ physical behaviors
- Provide supervision to students while out in the community
- Any other duties as assigned by the supervising teacher, building administrator, or Director of Special Education
- Transport students using district owned vehicle as requested by the supervising teacher.

Qualifications:

- High School Diploma or equivalent
- Must complete district provided PMT training
- Must complete district provided medical delegation and CPR Training
- Must obtain V endorsement for driving a vehicle transporting students
- Must obtain PCL endorsement for driving wheelchair vehicle transporting students

Physical Demands:*

- Must possess the ability to stand, sit, and walk unassisted
- Must possess normal visual acuity, with or without corrective lenses, and depth perception
- May be required to lift up to 20 pounds
- May be required to assist with positioning of students with limited mobility

**The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

Work Environment:

- Often work indoors, moving between classrooms, other school areas and community work sites
- May be exposed to noise levels that are distracting
- Work near others, often within a few feet
- Riding with students in a 10 or 10 plus passenger van
- Work related tasks may be subject to deadlines and time constraints

Work Days:

- 180 school days and 17 extended school year summer days
- School days follow the school calendar

Work Scheduled:

- Work day is 8 AM to 2 PM

Compensation & Benefits:

- EWPS offers an exceptional benefits package, including paid time off, participation in the Town of East WIndsor sponsored retirement plan, and a percentage cost share for employee only premium health, vision and dental insurance plans
- Starting wage is $24.10 per hour, paid bi-weekly. Rate may be more based on experience

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

DRAFT

EAST WINDSOR PUBLIC SCHOOLS
70 SOUTH MAIN ST, EAST WINDSOR CT 06088

JOB DESCRIPTION

Position Title: Transition Coordinator
Department: Special Education
Reports to: Special Education Administration
Evaluator: Director of Special Education
Prepared by: HR Manager
Original Board Approval Date: May 13, 2015
Updated Approval Date:

Summary:
The Transition Coordinator leadership for transition planning and vocational programming for students with disabilities (age 18 to 22) as they prepare for employment and independent living. The position coordinates career exploration, work-based learning, community partnerships, independent living instruction, and post-secondary planning while ensuring implementation of transition services identified in students' Individualized Education Programs (IEPs).

Essential Duties and Responsibilities:

- Coordinate and facilitate transition programming for students ages 18–22, including career assessment, career exploration, vocational training, and post-secondary planning.
- Develop, coordinate, and oversee school-based and community-based work experiences aligned with students' Individualized Education Programs (IEPs).
- Identify, develop, and maintain partnerships with local businesses, employers, community organizations, and adult service agencies to expand employment and community participation opportunities for students.
- Plan, implement, supervise, and evaluate community-based vocational training and work experiences to support student achievement of transition goals.
- Provide on-site job coaching, monitor student performance in community settings, and implement strategies that promote increasing independence, employability, and successful workplace behaviors.
- Provide direct instruction in employability skills, independent living skills, community access, self-advocacy, social communication, and activities of daily living based on individual student needs.
- Adapt instructional strategies, supports, and programming to meet each student's unique learning profile and transition goals.
- Collaborate with the Director of Special Education, special education teachers, related service providers, guidance counselors, administrators, families, employers, and community agencies to coordinate comprehensive transition services.

- Participate in Planning and Placement Team (PPT) meetings and assist in the development, implementation, and progress monitoring of transition goals and services within students' IEPs.
- Assist students and families in navigating adult service systems, including facilitating referrals and communication with the Connecticut Department of Developmental Services (DDS), Bureau of Rehabilitation Services (BRS), and other appropriate agencies and community providers.
- Maintain accurate and timely documentation related to transition services, student progress, vocational experiences, agency referrals, and other required records in accordance with district, state, and federal requirements.
- Monitor student progress through ongoing assessment and data collection and communicate progress regularly with families and educational team members.
- Foster a safe, supportive, and inclusive learning environment that promotes student independence, self-determination, and successful community participation.
- Safely transport students using district-approved vehicles or transportation, as necessary, to implement vocational training, community-based instruction, and other services required by students' Individualized Education Programs (IEPs).
- Maintain professional competence through ongoing professional learning and remain current on best practices, transition planning requirements, and applicable state and federal regulations.
- Perform other duties as assigned by the Director of Special Education or designee.

Qualifications:

- Bachelor's Degree or higher
- Experience in transition services, vocational education, workforce development, or a related field preferred
- Appropriate Connecticut certification, if required
- Must complete district provided PMT training
- Must complete district provided medical delegation and CPR Training
- Must obtain V endorsement for driving a vehicle transporting students
- Must obtain PCL endorsement for driving wheelchair vehicle transporting students
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Physical Demands:*

- Must possess the ability to stand, sit, and walk unassisted
- Must possess normal visual acuity, with or without corrective lenses, and depth perception
- May be required to lift up to 20 pounds
- May be required to assist with positioning of students with limited mobility

**The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

Work Environment:

DRAFT

- Work is performed in classrooms, community locations, businesses, and other vocational training sites
- Position requires meeting deadlines, managing multiple priorities, and collaborating with a variety of stakeholders
- Regular travel throughout the community is required
- May be exposed to noise levels that are distracting
- Work near others, often within a few feet
- Riding with students in a 10 or 10 plus passenger van

Work Days:

- 215 work days
- Required to work the 180 school days and 17 extended school year summer days that program runs.
- School days follow the school calendar. Summer Program days are determined by Administration.

Work Scheduled:

- Work day is 7:30 AM to 2:30 PM

Compensation & Benefits:

- EWPS offers an exceptional benefits package, including paid time off, participation in the Town of East Windsor sponsored retirement plan, and a percentage cost share for employee only premium health, vision and dental insurance plans
- Compensation and benefits are provided in accordance with the applicable East Windsor Public Schools personal services agreement

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

DRAFT

EAST WINDSOR PUBLIC SCHOOLS
70 SOUTH MAIN ST, EAST WINDSOR CT 06088

JOB DESCRIPTION

Position Title: Student Transportation & Operations Assistant
Department: Transportation & Facilities
Reports To: Superintendent of Schools and/or Director of Facilities (or Designee)
Evaluator: Superintendent of Schools and/or Director of Facilities
Prepared By: HR Manager
Original Board Approval Date:
Updated Approval Date:

Summary:
The Student Transportation & Operations Assistant is a versatile member of the East Windsor Public Schools support staff responsible for providing safe transportation for students while supporting the district's daily operational needs. This position divides responsibilities among student transportation, interoffice mail and materials distribution, cafeteria assistance, and light custodial support. The successful candidate demonstrates flexibility, professionalism, excellent customer service, and a commitment to maintaining a safe, welcoming, and efficient learning environment for students and staff.

Essential Duties and Responsibilities:

Student Transportation (Approximately 40%)

- Safely operate a district passenger van to transport special education students to and from school, community-based programs, vocational sites, field trips, and other approved destinations
- Assist students with safely entering and exiting the vehicle, including operation of wheelchair lifts, ramps, securement systems, and safety restraints when required
- Maintain a positive, respectful, and supportive environment while transporting students and implement student behavior support plans and medical protocols as directed
- Conduct required pre-trip and post-trip vehicle inspections, including lights, tires, brakes, fluid levels, safety equipment, and vehicle cleanliness
- Maintain accurate transportation logs, mileage records, attendance documentation, and required reports
- Report accidents, incidents, mechanical concerns, or unsafe conditions immediately following district procedures
- Maintain communication with school personnel, transportation staff, and families regarding schedules or emergencies

- Ensure compliance with Connecticut Department of Motor Vehicles regulations, Board of Education policies, and all student confidentiality requirements

District Mail & Logistics (Approximately 20%)

- Collect, sort, transport, and distribute interoffice mail, instructional materials, supplies, and district documents between school buildings and administrative offices
- Maintain an organized delivery schedule to ensure timely distribution of confidential and time-sensitive materials
- Assist with transporting equipment, furniture, and supplies for district programs, events, and school activities
- Maintain delivery records and inventory documentation as assigned

Cafeteria Support (Approximately 20%)

- Assist cafeteria staff during meal preparation and meal service
- Prepare serving lines and replenish food, beverages, and supplies throughout meal periods
- Maintain a clean and orderly cafeteria by wiping tables, sweeping floors, washing dishes, and assisting with cleanup
- Follow all health department regulations, sanitation procedures, and food safety guidelines

Facilities & Custodial Support (Approximately 20%)

- Perform routine custodial duties including emptying trash, sweeping, mopping, cleaning common areas, and restocking restroom supplies
- Respond promptly to spills and other safety hazards
- Assist with room setups, furniture movement, and preparation for school events and activities
- Support seasonal maintenance activities including snow removal from entrances, leaf cleanup, and general grounds assistance
- Report maintenance needs and safety concerns to the appropriate supervisor

General Responsibilities

- Demonstrate professionalism, flexibility, and reliability while supporting multiple district facilities
- Establish and maintain positive working relationships with students, families, staff, and community members
- Attend required meetings, safety trainings, and professional development activities
- Maintain confidentiality regarding student, staff, and district information
- Perform other duties as assigned by the Superintendent of Schools, Director of Facilities, or their designee

DRAFT

Qualifications:

- High School Diploma or equivalent required
- Valid Connecticut Driver's License with satisfactory driving record
- Commercial Driver's License (CDL) with Passenger Endorsement, or the ability to obtain within a district established timeframe. District paid training will be provided as needed
- Experience working with children, particularly students with disabilities, preferred
- Previous experience in transportation, custodial services, facilities maintenance, or operations preferred
- Demonstrated commitment to student safety and customer service
- Ability to communicate effectively with students, staff, families, and community members
- Ability to work independently, prioritize responsibilities, and adapt to changing assignments
- Basic mechanical knowledge sufficient to identify vehicle maintenance concerns
- Knowledge of safe lifting techniques and workplace safety practices

Physical Demands:*

- Must possess the ability to stand, walk, bend, kneel, crouch, climb stairs, and sit for extended periods
- Must be able to safely lift and carry up to 20 pounds
- Must be able to assist students with mobility needs when necessary
- Must safely operate district vehicles in varying weather conditions
- Must perform repetitive cleaning, lifting, and material handling tasks throughout the workday

**The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

Work Environment:

- Work is performed in a variety of settings, including school buildings, cafeterias, district vehicles, administrative offices, and outdoor environments
- Frequent interaction with students, including students with disabilities requiring specialized transportation, behavioral supports, or mobility assistance
- Regular exposure to varying weather conditions while transporting students, delivering materials, and assisting with seasonal grounds maintenance
- Work requires frequent movement between district locations and the ability to adapt to changing daily schedules, assignments, and operational priorities
- Duties may involve moderate noise levels, lifting and moving materials or equipment, and working under time-sensitive conditions to ensure the safe and efficient operation of district services

Work Days:

- Twelve (12) month position
- Required to work all scheduled school days, professional development days, and district-assigned summer school student days
- School year and professional development schedules follow the East Windsor Public Schools calendar

DRAFT

- Summer work schedules are established annually by the Administration based on district operational and student transportation needs

Work Scheduled:

- Work day is 7 AM to 3:30 PM

Compensation & Benefits:

- Starting hourly wage ranges from $21.98 to $29.56, based on qualifications and experience, in accordance with the UPSEU Classified Unit Employees' Collective Bargaining Agreement.
- East Windsor Public Schools offers a comprehensive benefits package, including paid time off, participation in the Town of East Windsor retirement plan, and employer-sponsored health, dental, and vision insurance with employee premium cost sharing in accordance with the applicable collective bargaining agreement.
- Employees are paid on a bi-weekly basis.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

DRAFT

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Allocations

Allocation Type (1)	FRC (16110)	Total
LEA	$122,650.00	$122,650.00
Total	$122,650.00	$122,650.00

184

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

RFP092 Family Resource Centers 2024

*** Please select one of the options**

- ○ All items copied forward have been reviewed for accuracy.
- ◉ Items on this page were not copied forward.

Family Resource Center Site:

School Name	* Broad Brook Elementary School
Address	* 14 Rye St. Broad Brook CT 06016
Grade Levels	* Prekindergarten-fourth

Estimated Program Budget and Matching Revenue
The administration of an FRC will likely incur costs well over the allocation provided to grantees through CSDE. Applicants for this grant should have developed revenues from other sources that will be used in partnership with state funds that provide a minimal amount of 25 percent in matching funds.

FRC State	* $ 112,650.00		
Fees	$ 292,235.00		
Local	$	☐ Cash	☐ In-kind
Other	$	☐ Cash	☐ In-kind
Total	$ 404,885.00		

Site Overview

	Lead Applicant	**Partner Applicant**
Organization	* East Windsor Family Resource Center	
Contact Person	* Kathryn Mable	
Address	* 14 Rye St.	
City, State, Zip Code	* Broad Brook, CT 06016	
Telephone	* 860.627.9741	
Email	* kmable@ewct.org	
Organization Type	* ◉ School District ○ Other	○ School District ○ Other
If other type selected, enter type		
Date Of Board Acceptance:	08/26/2026	

This application requires the official approval and/or endorsement of any Board or like body (e.g., Board of Education, town council, etc.), the approval and/or endorsement of such body. This date represents the approval/endorsement of said body prior to submission of the grant application. If it is not possible to obtain Board or like approval prior to submission of the grant application, provide the intended date of approval. The official Board approval or like document must be maintained under separate cover and provided, upon request.

Site Plan and Program Description

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

RFP092 Family Resource Centers 2024

*** Please select one of the options**

- ○ All items copied forward have been reviewed for accuracy.
- ◉ Items on this page were not copied forward.

List the name, title, phone number and e-mail address for each person currently performing the following roles and responsibilities. If a position is currently vacant or a vacancy is expected in the upcoming program year, please indicate the program's intended plan for reemployment.

Staff

	Name	Title	Phone	Email	Comments
Building Principal	* Laura Foxx	* Building Principal	* 860.623.2433		
FRC Program Administrator	* Kathryn Mable	* Director/ Program Administrator	* 860.627.9741		

* Does the FRC Program Administrator meet the legislative qualifications outline in C.G.S. 10-4o: "at least two years of experience in child care, public administration or early care and education and a master's degree in child development, early care and education or a related field"?

- ☑ Yes: Please indicate area of experience, level and area of degree and graduating college/university:

Administrator has 5 years experience in family services as well as 15 years in early childhood education. This administrator has a Master's degree in Early Childhood Education from Central CT State University.

- ☐ No

In any FRC where a program administrator is responsible for multiple programs, please indicate:

	Name	Title	Phone	Email	Comments
FRC Site Coordinator					

Does this person meet the CSDE grant requirements: "hired for an individual FRC, employed full time and has obtained, at minimum, a bachelor's degree in early care and education, child development or a related field"?

- ☐ Yes - Please indicate the level and area of degree and graduating university/college:
- ☐ No

1. Community Need and Target Population(s) (maximum of 500 words)

* Describe the need for the FRC in this school. Use relevant, current data to make your case. Identify any needs assessment recently conducted by the school or community and the needs or gaps in services/supports identified.

The East Windsor Family Resource Center was established in 1997 by a collaborative committee of school, business and community members. The FRC became state funded in 2006 and has continued to provide services to East Windsor and surrounding communities. Services have been provided using the seven components, whether in a direct service capacity or community collaboration.
The FRC program has a unique partnership with the Broad Brook Elementary School, as it is housed in the school and provides care and opportunities for many students. At the youngest level, the FRC receives referrals from the East Windsor Board of Education for preschool programming. These referrals assist families seeking wrap-around preschool services and/or placement in a preschool program. Families of the public school are notified of the FRC and its program offerings through the district's parent bulletin portal emails.
The East Windsor Public Schools is committed to advancing school improvement while utilizing federal resources to support successful learning for all students. According to state assessment data, the district scored 51% proficient in reading and 41% proficient in math. The district is currently in year three of its new curriculums: Heggerty and Fundations, and is in its second year of the Illustrative Math curriculum. The Broad Brook School is home to 420 students with a 58% minority population served. The district meets federal requirements to provide breakfast and lunch to all students at no cost. The FRC program works to aid in academic improvement by providing after school enrichment clubs, parent education programs focused on literacy, social emotional development, and secure attachment, quality preschool, literacy-based playgroups, and Parents as Teachers home visits to families in the community.
The FRC program continuously welcomes and introduces new families to the FRC program and the school, via outreach and referrals. Referrals are made to the FRC through Broad Brook Elementary School secretaries for Before School, After School and playgroups. Ongoing collaboration occurs between the FRC preschool teacher and the public prekindergarten teachers through curriculum share, various activities and supplies throughout the year. Before School and After School staff also collaborate with Broad Brook School teachers, providing feedback that can be beneficial for teachers. The FRC continues to offer families programming that best meets their needs.
The FRC program offers various parenting workshops throughout the year aimed to increase parental involvement and engagement with their children. These informational workshops provide parents with tools to be successful parents, while gaining support from other parents.
The East Windsor Family Resource Center also provides a seven week summer program for children ages five to twelve, providing consistent childcare in an enriching and safe environment. The summer program has an approximate enrollment of 70 students each week. The FRC summer program is an extension of the school year for many of our families and has been successfully operating for over twenty years.

2. Location/Space Requirements (maximum of 300 words)

* Provide a description of the FRC location and space. This must include the host elementary school and the classroom grades offered. Provide an overview of how the FRC is physically incorporated into the public elementary school and describe the designated space allocated for each of the following: - parent resource room (play space, parent activities, meetings and resource library); and - office space for FRC staff, including private meeting space.

The East Windsor Family Resource Center is located in the Broad Brook Elementary School, which offers prekindergarten through fourth grade, utilizing three designated classrooms and various shared spaces. The first space is the FRC preschool classroom. This classroom hosts enrollment up to 16 students (per half day session). This classroom is equipped with age-appropriate furniture, along with age- appropriate activities and materials, creating an inviting learning environment. The classroom is also equipped with a smartboard television that aides in providing interactive learning opportunities. The second room dedicated to the FRC program is the FRC playgroup room. Daily playgroups, personal visits, and evening workshops take place within this room. Adults are able to socialize with others in the classroom while their children play in a safe, age-appropriate space, also with an abundance of developmentally appropriate toys, materials and activities. Adults and children have access to restrooms in the hallway, as well as a private space for diapering. There is a WHAT'S HAPPENING board that contains informational resources, flyers on upcoming events within the FRC and community. Families also have access to a variety of books to be used in the home. The third classroom is a shared space with the school's Math and ELA instructional coaches and is divided to provide FRC office space. The FRC Director and Bookkeeper utilize this space to oversee day to day program operations. Space is available for the Director to meet with families as well as staff.

Finally, the FRC program utilizes the school cafeteria for a central location to run the Before School and After School programs, along with gymnasium, professional development room, art room and playgrounds. The FRC program also utilizes the conference room for parent meetings as well as staff meetings.

3. Delivery of Services

Provide a narrative for each of the following components (a-g). Each component must include:

i. A brief description of the service(s); program performance objective(s) supported; and target population(s) to be served, including those deemed "high-risk."

ii. The role the FRC will assume in the delivery of service(s) versus the role of any collaborative partners and the location(s) of where service(s) will be provided.

iii. Data that will be collected by the FRC to measure:
• participation in service(s);
• program quality; and
• participant level changes and outcomes.

Additionally, a memoranda of understanding or memoranda of agreement (MOU/MOA) must be provided for each collaborating partner identified in this application toward achieving any outcomes related to program performance objectives or the delivery of any service or activity of the FRC. All MOU/MOAs shall describe: name(s) of each party involved; a brief description of the scope of work, roles and responsibilities; any financial obligation of each party (if applicable); dates the agreement is in effect; and signatures of each party.

(a) Early Care and Education Component (maximum of 500 words)

* In addition to the items described above (i., ii., and iii.), also include:
• status of compliance with all child day care licensing requirements, as defined under C.G.S., Section 19a-77;
• status of compliance with the standards for the School Readiness Programs pursuant to C.G.S. Section 10-16p; or
• status of accreditation by the National Association for the Education of Young Children (NAEYC), Head Start or criteria established by the other accrediting agencies recognized by the Office of Early Childhood.

The East Windsor Family Resource Center (FRC) operates a school-based early care and education preschool program at Broad Brook Elementary School. Located within the prekindergarten wing adjacent to the FRC playgroup and office, the program promotes collaboration among preschool staff, school personnel, families, and FRC services. Children also have access to the PreK playground and developmentally appropriate equipment.
The FRC preschool can serve up to 32 children, with 16 children in each half-day session. Families may enroll in the preschool as a stand-alone program or combine preschool with FRC extended-day services. Children enrolled in the FRC preschool and eligible public prekindergarten students may utilize Before and After School programming, available from 7:00 a.m. to 6:00 p.m.
Consistent with FRC grant requirements, priority enrollment is provided to preschool-aged children residing in East Windsor, with emphasis on recruiting and serving children who are educationally disadvantaged, underachieving, or at high risk for school and academic failure. The FRC receives referrals from the East Windsor Board of Education and works collaboratively with district staff and families to identify children who would benefit from early education and family support services.
When space remains after East Windsor enrollment needs are addressed, the FRC may enroll preschool-aged children from neighboring communities, based on available staffing, funding, and program resources. Priority among non-resident applicants will be given to children who are not currently participating in an educational program and families meeting high-risk indicators identified in the FRC grant, including developmental delays or disabilities, economic hardship, housing instability, chronic absenteeism, English Learner status, immigrant or refugee status, foster or relative caregiving, single-parent households, family disruption, and other circumstances that may increase the risk of school or academic failure. Particular consideration will be given to families from bordering Alliance Districts. Non-resident enrollment will not displace East Windsor children seeking services.
Once local and neighboring community enrollment needs are satisfied, the FRC may offer up to five full-day preschool placements for families requiring five-day, full-day care. Priority will be given to previously enrolled full-day students and children on the district's full-day preschool waitlist, followed by eligible families from bordering Alliance Districts and other surrounding communities.
The preschool teacher uses the Connecticut Early Learning and Development Standards to guide curriculum and instruction, with intentional emphasis on social-emotional learning, self-regulation, empathy, positive relationships, and school readiness. Children with disabilities or developmental needs receive appropriate supports to promote inclusion and successful participation.
Family engagement is supported through weekly communications, parent conferences twice annually, classroom celebrations, educational activities, and FRC-sponsored events. Staff participate in early childhood professional learning, and families provide program feedback through biannual surveys. The program is supported through parent tuition and the Connecticut FRC grant, with eligible families able to access Care 4 Kids assistance. The program meets applicable Connecticut Office of Early Childhood requirements for license-exempt child care programs.

(b) School-Age Child Care Component (maximum of 500 words)

* In addition to the items described above (i., ii., and iii.), also include:
• Separate descriptions for a before-school program, after-school program and vacation program with the status of compliance with child day care licensing requirements as defined under C.G.S. Section 19a-77.

The East Windsor FRC program operates a unique direct service Before and After School program, located in the Broad Brook Elementary School. The East Windsor FRC program offers childcare during most school vacations, most holidays, staff development days, and early release days, as well as a seven week summer program. Hours of operation are 7am to 6pm.
The FRC Before School program is located in the Broad Brook School cafeteria and operates 7am-8:45am when the school' s breakfast program begins. Before School care is also available at this location for middle school students. Bus transportation is provided for these students from the elementary school to the middle school to arrive for the start of their day. Before School program has the use of the cafeteria, as well as the gymnasium. Families may pack a small breakfast for children to eat upon arrival at Before School. The 2025-2026 Before School program provided care for approximately 32 students with 5 FRC Before School staff members.
The FRC After School program is also located in the Broad Brook Elementary School cafeteria and operates for fifth to eighth grade students that arrive from the middle school as well as Prekindergarten to fourth grade students. The After School program utilizes the cafeteria as well as the gymnasium, art room, professional development room and playgrounds. Homework time is offered each day for the older children, along with various enrichment clubs that rotate club themes throughout the year. Clubs include building club, science club, basketball club, arts and crafts club, cooking club, dance club, and Legos/ Keva block construction club. The 2025-2026 After School provided care for approximately 33 students with 6 After School staff members.
The Before School program as well as the After School program provide opportunities for social emotional learning through pre-planned small group games, arts and crafts activities and large group organized games. Staff engage with students to navigate proper decision making, appropriate and positive relationships with each other while learning to understand, manage and control their emotions.
In kind received from East Windsor Public Schools includes use of the facility, bus transportation, utilities, equipment and custodians. Enrollment paperwork is completed and on file prior to any student's first day in programming. This paperwork includes required demographic and medical information. Daily attendance records are completed for each program and transposed to the FRCs universal data system, TransAct. Parent and student surveys are completed bi-annually with a focus on program satisfaction. This feedback is used to guide future program improvement. The school age childcare program complies with state statutes and regulations and is exempt from licensing due to its involvement with the school system. This program meets all requirements by the Office of Early Childhood.

(c) Adult Education and Family Literacy Component (maximum of 500 words)

* In addition to the items described above (i., ii., and iii.), also include:
• name and location of the local designate responsible for administering adult education services governed by C.G.S. Sections 10-67 through 10-73d and Title II of the Federal Workforce Investment Act; and details that establishes the coordination of existing local structures in meeting the goals, objectives and long-term vision for local adult education programs.

Adult education for East Windsor residents is offered through Vernon Regional Adult Based Education (VRABE). VRABE serves 14 towns in eastern Connecticut and is free of charge to students residing in the specific 14 towns. VRABE is located at 70 Loveland Hill Rd. Vernon, CT 06066 and coordinates classes held at East Windsor High School. Classes include the General Educational Development (GED) preparation classes, English as a Second Language (ESL) classes, the National External Diploma Program (NEDP), an alternative path to achieve a high school diploma for adults in the workforce who have acquired academic skill through lifetime work experiences. The East Windsor FRC refers any parents to this program if they express a desire to further their education.
The East Windsor FRC just completed its 21st year sponsoring the Kindergarten Book Buddy program, promoting a school-home connection and family literacy. Many community members as well as East Windsor Public School employees are matched with a kindergarten student and become their buddy. Buddies are responsible for purchasing three books for their kindergartner throughout the school year. These gift wrapped books, with a specialized note, are dropped off to the FRC office at Broad Brook School and are distributed during the Book Buddy Celebrations, held three times throughout the year. Days before each celebration, a family letter is sent home from the FRC outlining the celebration and the importance of early literacy, family time and the benefits of reading together. Each celebration includes songs, dances, a guest reader and the distribution of books. Students complete a group countdown to open their books and see their special book. Students are able to bring these books home for their family library. In the days following each celebration, students write thank you notes to their book buddies. Letters are returned to the FRC Director, where they are placed in envelopes, stamped, addressed and mailed to the Book Buddies. Book Buddies enjoy receiving the thank you notes, showing student progress in artwork and handwriting.
The East Windsor FRC program offers a book club to Play and Learn Playgroup families called Raising Readers Parent Club. This eight week club promotes early literacy development in the home through this nationally recognized curriculum. The facilitator of this group navigates parents to becoming their child's first teacher and instilling a love for reading. Parents receive a free book each week and learn recommended activities to pair with the books. The following week they come together to discuss how the book and activities were received by their children. This curriculum includes a meeting at the town library, where the librarian offers a tour and library card assistance. This program, along with most evening FRC sponsored groups, offers free childcare to parents.
The FRC program maintains an active partnership with the Warehouse Point Library, focusing on the importance of children and family literacy. The children's librarian consistently offers information on upcoming programs with this emphasis as well as promoting the FRC program in the library.

(d) Support and Training for Family Day Care Providers Component (maximum of 500 words.)

* Provide required items (i., ii, iii.) described above:

Family daycare providers in the East Windsor community are very important to the East Windsor Family Resource Center. Recent work as an FRC Staffed Family Childcare Network hub through OEC aided this FRC in building stronger relationships with local providers. Providers are notified and encouraged to attend daily play-groups with the children in their care, having the opportunity to participate in literacy-rich, themed curriculum, planned by the parent educator. Grandparents are also welcomed to attend with their grandchildren in their care. Through this partnership and relationships, the FRC Director and parent educator will work to ensure daycare providers in town are informed of all programming provided by the FRC as well as training with an emphasis on positive family engagement practices as well as social emotional learning tools. The parent educator will continue communication with providers to learn about other opportunities to benefit the families. Our parent educator is available for referrals and to provide guidance on hot topics. Appropriate trainings that are offered to FRC staff will be offered through this network for daycare providers and staff as well.

(e) Families in Training Component (maximum of 500 words)

* In addition to the items described above (i., ii., and iii.), also include:
• name and location of at least one Connecticut Birth to Three program that is a partner with the FRC and a description of activities that will include children with disabilities or developmental delays.

The East Windsor FRC program works to support expectant parents and parents of infants, toddlers and preschoolers who reside in East Windsor by providing community support and various resources. The East Windsor FRC program has utilized the Parents as Teachers program in the capacity of affiliate since 2001. The FRC shifted to subscriber capacity and continues to use this nationally recognized program. The Parent Educator will use the research based, evidence informed curriculum as subscribers to guide quality personal visitation programming. New families are consistently recruited through the word of mouth of current participants and community involvement. East Windsor Social Services Department provides referrals of new parents, especially those considered "at risk". Attendance and data is gathered on families who attend daily playgroups and families who receive PAT personal visits. The 2025-2026 school year provided literacy based playgroups to approximately 40 families, four times a week.
The FRC program becomes involved with a new family typically through our play and learn playgroup program or involvement at the local library. Once the parent educator makes this initial connection, she is able to explain the FRC programs, specifically the Parents as Teachers program and playgroups. This part-time parent educator will implement personal visits to 7 families that receive monthly personal visits over a 10 month time period (September through June) with the goal of working with 7- 10 children. Personal visits include information and activities geared towards all areas of child development, the importance of social emotional learning, and family development and engagement. The Parent Educator has knowledge of children with special needs and is able to address concerns in an appropriate manner. The parent educator uses the Ages and Stages screening tool to help identify any possible concerns. Recently this FRC has enrolled with the CT Sparkler program, providing families with an online platform to complete their child's ages and stages questionnaires and receive feedback from Early Childhood professionals. Parents are referred to and encouraged to contact the Connecticut Birth to Three System when concerns are present and the parent educator follows up on these referrals. Connecticut Birth to Three providers from Stepping Stones and CREC have attended playgroups with families as they find playgroups to be an excellent socialization experience. Children with disabilities are encouraged to attend playgroups and activities are modified to meet their needs. Finger plays, nursery rhymes and classic children's songs are introduced during playgroups each day.
The FRC playgroups and Parents as Teachers visitation program is funded by the FRC grant. Playgroups and the visitation program are advertised monthly in the schools' parent bulletin, as well as in the community. Surveys are completed by parents for feedback and guide program improvements. Families are notified of all upcoming parent education classes such as Raising Readers Parent Book Club, Systematic Training for Effective Parenting, Circle of Security and Positive Parenting. Free childcare is provided to families for these classes.

(f) Positive Youth Development Component (maximum of 500 words)

* In addition to the items described above (i., ii., and iii.), also include:
• name and location of the local entity responsible for administering C.G.S. Section 10-19m, Youth Service Bureau (YSB), that was consulted to ensure that the alignment and relationship of PYD activities are consistent with the needs of local youth.

The East Windsor FRC program provides many direct service activities for the older youth enrolled (second to eighth graders) in the FRC After School program. After School Enrichment clubs, including cooking, sports, building, arts and crafts, allow students the opportunity to build relationships with peers and adults, participate in meaningful projects, enhance self-esteem, and be exposed to a variety of learning experiences that are of interest to their participants. Middle School students who attend the FRC After School program can participate in the school year Citizens - In- Training (CIT) program. These students help out teachers in the elementary school on a weekly basis, completing various tasks and/ or working with students, providing them a positive experience to be role models. The FRC program also partners with the East Windsor Middle School to provide After School Enrichment clubs. These clubs served approximately 200 students throughout the course of the year and operate from 2:45pm-4:00pm. Clubs this year included video game design, scrap booking, math, art, knitting, chess and board games, and homework. All clubs were facilitated by middle school teachers. All middle school students have the opportunity to enroll in any of the clubs. The FRC strives to offer adolescents of the community a variety of recreational and educational opportunities that are aimed at preventing teen pregnancy, substance abuse and school dropouts. The focus of these clubs is to provide opportunities where students can explore their abilities to build positive relationships with one another, make appropriate decisions and navigate their own goals. The clubs also provide adult supervision and support for healthy learning experiences in areas of personal interest. The homework enrichment club offers academic assistance and reaches out to the most "at risk" youth to provide support and aid in achieving academic success.
Daily attendance is taken and collected by this FRC office to ensure programming is occurring. Feedback from staff and students provides FRC a snapshot of the quality of programming along with areas in need of improvement and/ or modification.
The FRC program also collaborates and refers families to the East Windsor Parks and Recreation Department. The Parks and Rec program holds control of the East Windsor Youth Service Bureau and provides opportunities for students in middle school and their families to learn more about current hot topics. Parks and Rec also informs the FRC of programs offered in town for children such as sports and various clubs.

(g) Resource and Referral Component (maximum of 500 words)

* Provide required items (i.,ii., and iii.) described above:

The East Windsor Family Resource Center consistently provides resources and referrals to families in all components of the program. From referrals to childcare for new mothers looking to return to work after the birth of their baby, to resources on heat assistance, the FRC program has established itself as a resource and referral service for families of East Windsor. The FRC program information is available on the East Windsor Public Schools webpage, as well as a listed provider with Connecticut 2-1-1 infoline. The FRC program partners with East Windsor Social Services to ensure all families are aware of the programs and assistance available in town, with a specific emphasis on family safety (i.e. energy assistance, childcare needs, employment, food assistance).
The FRC provides flyers on upcoming events put on by other organizations as they may be of interest to families who attend the FRC program. The FRC playgroup room also has many pamphlets, and books on parenting resources as well as other topics, provided locally, state-wide and nation-wide. The FRC program has created a community resource guide for services provided in the East Windsor area, along with up to date website information for local resources. Updating this guide, along with continuous outreach, will provide additional and updated information for families. The FRC program logs all referrals made to outside agencies. Follow up regarding these referrals is made when appropriate. The Director works annually to update the resource list and does outreach to learn of any new programs and services that may be available to families of East Windsor.

4. School Support and Project Alignment

* Describe a plan that coordinates with the public school district to examine and align resources to meet the unique needs of children with disabilities (a mental or physical impairment that substantially limits one or more major life activities) and creates access to FRC administered programs. This must include examining the legal foundation for inclusion in school based services under; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; and Individuals with Disabilities Education Act of 2004.

Through the current collaboration and partnership with East Windsor Public Schools, the East Windsor Family Resource Center connects families with children with disabilities with various resources both in the community and in the school system to ensure success for a child's development: mentally, physically, social emotionally and educationally. Community organizations include Birth to Three, 2-1-1, ECCP, School Based Health Center, various pediatricians, and East Windsor Social Services. At the school district level, families with school age children are referred to the Central Services Department for Child Find screenings. Child Find screenings provide an opportunity for a child to meet with a public prekindergarten teacher and complete an assessment focused on all areas of development. From this assessment, the district's special education director, along with a team consisting of teachers and specialized support staff, determine if a student is eligible to receive additional support services through the public prekindergarten program. Individualized Education Plans and/ or 504 plans are developed through this process when necessary.

Within the East Windsor Family Resource Center's direct services, the district and the FRC collaborate and make decisions on an as needed basis to help current students gain access to programming to aid in a successful educational experience. These decisions can include but are not limited to providing a paraprofessional Before and/ After School to assist a child in learning experiences, consultation from the building administration, consultation from district's support staff, support from public prekindergarten teachers.

Attach a letter of support from the school principal that, at minimum, provides:
• confirmation that FRC activities and services have been reviewed;
• details on how the CSDE FRC grant funding and activities are aligned with school improvement priorities and the district's overall strategy to improve academic achievement; and
• acknowledgement that fixed and adequate space requirements of the FRC will be maintained and preserved for the duration of the current grant.

Documents

Type	Document Template	Document/Link
Family Resource Center Principal Letter of Support [Upload at least 1 document(s)]	N/A	Letter of Support

5. Fees and Funding (maximum of 300 words)

* Describe any program fees that will be collected by the FRC lead applicant, including a sliding fee scale that takes into account the financial need of the students and families targeted for services. Any fee structure must provide a narrative that explains its administration, management and how the funds collected will subsequently be used in support of the FRC. Enter N/A if not applicable.

The East Windsor Family Resource Center program collects weekly tuition fees for the School Age Childcare (Before School and After School), the FRC preschool program, and extended day childcare (where applicable). The FRC works to accommodate each family individually. Childcare needed during school vacations, staff development days, and some holidays is also available for an additional fee. Parents sign up for these various days throughout the year. Fees are encouraged to be paid weekly, however, the FRC program works with families who may need to remit tuition on a bi-weekly or monthly schedule. The FRC program is a participant with Connecticut Care4Kids. Once Care4Kids determines a family's monthly financial responsibility, the FRC program then charges the family accordingly. The FRC program informs all families enrolling in any program component of the partnership with Care4Kids, as some families are unaware of this program, or are hesitant to apply. Checks are encouraged over cash whenever possible, however carbon copy receipts are available for staff to receive cash payments. This FRC program is working to develop and implement an online payment platform to better serve families in response to parent/guardian feedback. The received tuition is recorded electronically by the FRC bookkeeper, and statements are provided to parents with up to date payment information. The FRC bookkeeper also provides financial statements to the FRC Director for review. All financial records (revenue and/or expenses) are also booked with the East Windsor Public Schools business office through their online financial platform MUNIS. The FRC bookkeeper and business office manager complete quarterly reviews of records to ensure accuracy. All fees collected are used to sustain staff salaries, supplies and programs to support the FRC outside of this FRC grant allocation.

6. Personnel Management (maximum of 500 words)

* Describe the role(s) of personnel that are instrumental to the management design of the FRC, including how program staff will be supervised and evaluated. This section should include a management plan that provides details of personnel interaction at the district, school and FRC program site level. It should also include any internal or external management committees or advisory boards that represent systems of governance and decision-making deemed essential to the FRC program design. In any community that operates two or more FRC sites, this section must describe a management structure that aligns leadership, critical decision-making and coordinated staffing approaches for all FRCs within a centralized organizational structure.

The East Windsor FRC program is overseen by the Director of the program. The Director is responsible for development of job descriptions, staff salary rates, hiring and terminations, along with overseeing the day-to-day program functions. The Director approves curriculum activities, develops a self-supporting budget and is responsible for writing grants and managing funds. The Director also provides supervision of all staff employed by the FRC program. Annual evaluations are completed for each staff member at the end of the year. Renewal Memorandum of Agreements stating benefits (where applicable) and pay rate are provided. The FRC director promotes public relations and the overall mission statement of the FRC.

Formal supervision meetings are held with lead staff members monthly. Meetings with the Preschool teacher as well as the Before and After School Coordinators, focus on lesson plan development, student support and areas of improvement. The Preschool teacher and Coordinators provide feedback on program staff (assistant teacher, classroom aides, group leaders) as they are in charge of the respective programs. Meetings with the Parent Educator focus on program development for Play and Learn Playgroups and supervision for PAT personal visitation families. The Director works closely with the Data Entry Clerk to ensure records (financial, program and students) are up to date and accurate. The Director also collaborates with the Middle School Principal on afterschool program funding as well as staffing needs and gathers data regarding program offerings and attendance. Finally, the FRC Director meets with the Summer Program Manager on an annual basis to discuss programming expectations, enrollment, day to day operations as well as staff retention. The Summer Manager is the direct supervisor for summer program staff. The Director is available during the summer to provide additional support during programming when needed.

The FRC Director is supervised directly by the Broad Brook Elementary School Principal. The Principal and the Director meet on a consistent basis to discuss programming, staffing and financial records. An annual evaluation is completed by the Principal for the FRC Director. The FRC Director also reports to the Superintendent as well as the Board of Education, when applicable. Formal reports on program enrollment, program activities, and financial records are provided for review. The FRC Director works closely with the East Windsor Public Schools Business Manager for budget development and implementation. The East Windsor Board of Education retains the ultimate responsibility for the overall management and oversight of the East Windsor FRC program, the staff of the program and the children enrolled in the program. The Board is kept abreast of the FRC program via the Superintendent of schools.

7. Data Collection and Evaluation (maximum of 500 words)

* Describe a process for collecting, maintaining and reporting relevant program information onservices, activities and participants of the FRC that includes staff roles, ability and experience to collect and analyze electronic data. Include any internal policies and procedures that safeguard the confidentiality and privacy in the storage or transfer or participant information. If selected for funding, agencies may be asked to develop a tailored logic model and formal evaluation plan.

Data collection is an integral part of the East Windsor FRC program. The program starts collecting data from the moment a family becomes involved with any aspect of the program. An enrollment form is required for all children in the preschool program, as well as the school-age childcare program, playgroups and Parents as Teachers personal visitation program. Basic information, including demographics, family information and medical concerns are documented on the enrollment forms. The FRC Bookkeeper, along with the Director, input all enrollment information into the Connecticut State Department of Education approved Transact Data Collection system. The FRC program also has on file data collection forms and records documenting items such as family contacts, personal visits, playgroup attendance, parent program attendance, preschool attendance and school -age childcare attendance, all of which is inputted into the Transact System. Other records on file include: sign in and sign out sheets, time sheets and tuition receipts. The FRC Bookkeeper uses a computerized system to keep track of childcare tuition and generates statements of current tuition status for parents. The Bookkeeper also records all expenses. The FRC Parent Educator is responsible for inputting all data related to the Parents as Teachers home visitation program. The FRC Director uses the Transact System to run reports to analyze data collected, ensure data is accurately captured and be alerted to areas in need of improvement.

The FRC program keeps all enrollment files and child/family records in a locked cabinet, with the Director, and Bookkeeper having access. Financial documents, as well as personnel files, are also kept in a locked cabinet to ensure confidentiality. Previous years' records as well as child/family records are housed in the East Windsor Central Services building.

Data on the East Windsor FRC program is reported to the State of Connecticut Department of Education via the computerized Transact System. Data includes: enrollment status of preschool and school- age childcare reported with full time equivalences, financial records as prepared by the Bookkeeper, a PAT report(reflecting number of personal visits), curriculum, programs and activities and budget proposals and updates. The FRC program is implementing a monthly report tailored to addressing areas of needed improvement based on program attendance and curriculum implementation. Finally, data related specifically to Parents as Teachers is submitted annually via the Parents as Teachers website for national review.

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

Object	Total
100 - Personal Services > Salaries	$98,000.00
200 - Personal Services > Employee Benefits	$0.00
300 - Purchased Professional and Technical Services	$6,500.00
400 - Purchased Property Services	$0.00
500 - Other Purchased Services	$7,650.00
600 - Supplies	$10,500.00
700 - Property	$0.00
800 - Miscellaneous	$0.00
917 - Indirect Costs	$0.00
Total	$122,650.00
Allocation	$122,650.00
Remaining	$0.00

190

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

100 - Personal Services > Salaries - $98,000.00

Budget Detail		Narrative Description
Object:	100 - Personal Services > Salaries	This allocated amount will cover salaries for the following positions: one full time preschool teacher, one summer program manager, one part time preschool assistant, one part time school age coordinator, positive youth development after school teachers, one part time data entry clerk and 15% of the Director's salary for PAT related responsibilities.
Purpose:	01 - Public School Activities	
LEA / School:	Broad Brook School (047-000-SG00001)	
Quantity:	1.00	
Cost:	$98,000.00	
Line Item Total:	$98,000.00	

Total for 100 - Personal Services > Salaries:	$98,000.00
Total for all other Objects:	$24,650.00
Total for all Objects:	$122,650.00
Allocation:	$122,650.00
Remaining:	$0.00

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

300 - Purchased Professional and Technical Services - $6,500.00

Budget Detail		Narrative Description
Object:	300 - Purchased Professional and Technical Services	This allocated amount will cover costs associated with Raising Readers Workshop, various parent focused workshops and related materials throughout the year, community outings and educational experiences along with related materials for Play and Learn Playgroups. This amount will also cover costs for services for School Age training and workshop as well as PAT renewal fees, FRC Alliance dues and Transact System fees.
Purpose:	01 - Public School Activities	
LEA / School:	Broad Brook School (047-000-SG00001)	
Quantity:	1.00	
Cost:	$6,500.00	
Line Item Total:	$6,500.00	

Total for 300 - Purchased Professional and Technical Services:	$6,500.00
Total for all other Objects:	$116,150.00
Total for all Objects:	$122,650.00
Allocation:	$122,650.00
Remaining:	$0.00

192

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

500 - Other Purchased Services - $7,650.00

Budget Detail		Narrative Description
Object:	500 - Other Purchased Services	This allocated amount will cover bus transportation for the seven week summer program field trips as well as travel expenses for the Director and/ or Parent Educator when applicable.
Purpose:	01 - Public School Activities	
LEA / School:	Broad Brook School (047-000-SG00001)	
Quantity:	1.00	
Cost:	$7,650.00	
Line Item Total:	$7,650.00	

Total for 500 - Other Purchased Services:	$7,650.00
Total for all other Objects:	$115,000.00
Total for all Objects:	$122,650.00
Allocation:	$122,650.00
Remaining:	$0.00

193

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

600 - Supplies - $10,500.00

Budget Detail		Narrative Description
Object:	600 - Supplies	This is allocated amount will cover costs associated with all consumables and material purchases for instructional use in the preschool classroom, Play and Learn Playgroups and School Age programming.
Purpose:	01 - Public School Activities	
LEA / School:	Broad Brook School (047-000-SG00001)	
Quantity:	1.00	
Cost:	$10,500.00	
Line Item Total:	$10,500.00	

Total for 600 - Supplies:	$10,500.00
Total for all other Objects:	$112,150.00
Total for all Objects:	$122,650.00
Allocation:	$122,650.00
Remaining:	$0.00

194

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

Filter by Location: All - $122,650.00

Object	Purpose	01 - Public School Activities	Total
100 - Personal Services > Salaries		98,000.00	98,000.00
300 - Purchased Professional and Technical Services		6,500.00	6,500.00
500 - Other Purchased Services		7,650.00	7,650.00
600 - Supplies		10,500.00	10,500.00
Total		122,650.00	122,650.00
		Allocation	122,650.00
		Remaining	0.00

195

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

Grant Applicant	Current Allocation	Carryover Allocation	Total Allocation	Budget Amount
Broad Brook School	$122,650.00	$0.00	$122,650.00	$122,650.00

Related Documents

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

Required Documents		
Type	**Document Template**	**Document/Link**
Family Resource Center Principal Letter of Support [Upload at least 1 document(s)]	N/A	Letter of Support

Optional Documents		
Type	**Document Template**	**Document/Link**
Other Family Resource Center Documentation	N/A	

197

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Family Resource Center (16110) - Broad Brook School (047-000-SG00001) - Partnership - Continuation

Grant Award Letter Generation Status Messages

The grant award letter has not yet been generated.
The funding application has not had a status change that generates the grant award letter. Please see the 'Status Changes That Generate a Grant Award Letter' table for more details.

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Assurances

☑ *** The Local Educational Agency (LEA) hereby assures the State Educational Agency (SEA) that the LEA follows all regulations applicable for CSDE, including those outlined below.**

A.	The applicant has the necessary legal authority to apply for and receive the proposed grant;		
B.	The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;		
C.	The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant		
D.	The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;		
E.	Grant funds shall not be used to supplant funds normally budgeted by the agency;		
F.	Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;		
G.	The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;		
H.	The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;		
I.	If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;		
J.	The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;		
K.	At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;		
L.	REQUIRED LANGUAGE (NON-DISCRIMINATION) References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.		
	(a)	For purposes of this Section, the following terms are defined as follows:	
		(1)	"Commission" means the Commission on Human Rights and Opportunities;
		(2)	"Contract" and "contract" include any extension or modification of the Contract or contract;
		(3)	"Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;

199

	(4)		"Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
	(5)		"good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
	(6)		"good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
	(7)		"marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
	(8)		"mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
	(9)		"minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons:
		(I)	who are active in the daily affairs of the enterprise,
		(II)	who have the power to direct the management and policies of the enterprise, and
		(III)	who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
	(10)		"public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.
	For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).		
	(b)		
	(1)		The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved;
	(2)		the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission;

200

		(3)	the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment;
		(4)	the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a68f; and
		(5)	the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
	(c)	Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.	
	(d)	The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts	
	(e)	The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.	
	(f)	The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.	
	(g)		
		(1)	The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation;
		(2)	the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment
		(3)	the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and
		(4)	the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

201

	(h)	The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
M.	The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.	
N.	The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.	
OTHER FRC PROGRAM ASSURANCES		
O.	The applicant agrees to comply with any additional data collection methods established by the CSDE for future program evaluation purposes. This includes, but is not limited to:	
		• Site information. Details of activities offered (e.g. start and end dates, type of activity), staff surveys, and staff demographics.
		• Participant Data. State Assigned Student Identifier (SASID), participant demographics, program attendance, and participant surveys.

202

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - Assurances

ASSURANCE THAT A CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

☑ * The applying organization/agency has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

203

East Windsor School District (0000000047-00) Public School District - FY 2027 - Family Resource Center (16110) - Rev 0 - CSDE Application Review Status Checklist

This checklist is a means of communication between CSDE and LEAs regarding the allowability and allocability of the items submitted in the funding application. Please follow the steps below to ensure that the funding application contains items that are in compliance with program requirements.

- After the LEA submits the application, CSDE will review the application and mark each section as OK, Not Applicable, or Attention Needed. If the application contains no items that are marked as Attention Needed, the application will be approved.
- If the application contains items that are marked as Attention Needed, the application will be returned to the LEA with a status of not approved. The LEA will review the checklist for items that are marked Attention Needed and make the necessary changes to those items. Only the checked items in the sections marked Attention Needed are to be corrected and/or explained. Each section marked Attention Needed also has a place where CSDE may provide notes to explain those items. The LEA should check for notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA will resubmit the application for approval. If CSDE determines that the item has been corrected, Attention Needed will be changed to OK by the CSDE Reviewer. If the items that were marked Attention Needed still have not been corrected, the application will be returned again to the LEA with a status of not approved.
- Applications that contain no items that are marked Attention Needed will be approved.

Checklist Description (Collapse All Expand All)

1. Family Resource Center	Not Reviewed
1.01 Cover Page	
1.02 Site Plan and Description	
1.03 Budget	
1.04 Related Documents	
1.05 Assurances	

EAST WINDSOR BOE TRANSFER NOTICE

FY26 EOY

DEPARTMENT: DISTRICT WIDE **DATE:** 08.18.26 **T#4**

ORG	OBJECT	ACCOUNT	DECREASE	INCREASE
10180000	58100	BAND DUES/FEES		$0.17
10110132	53010	DW SERVICE CONTRACTS		$196.21
10130000	58100	NURSE DUES/FEES		$399.83
10060000	54411	DW WATER		$2,008.65
10060148	54300	DW REPAIRS & MAINTENANCE		$2,887.37
10110100	58100	BOE DUES/FEES/MEMBERSHIPS		$4,280.04
10170002	53540	SPORTS OFFICIALS FEES		$8,695.00
10060000	54100	DW ELECTRIC		$9,576.81
10120312	54100	BUS FUEL		$14,366.97
10110109	53010	ESS SUBSTITUTES		$18,949.47
10040205	48990	EXCESS COST REIMBURSEMENT		$24,051.18
10040000	53010	SE CONTRACTED SERVICES		$30,128.89
10060001	54100	NATURAL GAS		$101,585.65
10040204	48990	SPECIAL ED OC SERVICES		$126,013.54
10040203	55600	PRIVATE TUITION IN STATE	$59,536.45	
10040204	55600	SPECIAL ED COOP SETTLEMENT	$42,543.34	
10110100	52200	SOCIAL SECURITY/MEDICARE	$38,664.48	
10110103	48990	2 % FUND OFFSET	$25,407.80	
10170001	51100	EWHS COACHES	$18,243.78	
10040211	51010	PHYSICAL THERAPIST	$18,200.00	
10120000	55100	REGULAR ED STUDENT TRANSPORT	$18,197.75	
10110100	52600	UNEMPLOYMENT COMPENSATION	$16,817.00	
10110351	51500	INS/LONG/SIGN-ON/VACATION PAY	$14,992.72	
10122901	55100	LATE BUS	$14,725.84	
10040204	51010	SE TRANSITION COORDINATOR	$14,564.64	
10040208	51020	SE BBES PARAS	$14,257.62	
10040000	55600	IN STATE PUBLIC TUITION	$13,809.68	
10020109	51030	EWMS SUBSTITUTES	$12,813.42	
10040201	51010	SE BBES TEACHER SALARIES	$12,397.13	
10040208	51010	SE NURSE SALARIES	$7,968.13	
		TOTAL	**$343,139.78**	**$343,139.78**

REASON FOR TRANSFER:

FY26 EOY TRANSFERS

SUPERINTENDENT Patrick Gordon **Date:** 8/19/26

BOARD OF FINANCE SUB COMMITTEE **Date:** 8/18/26

BOARD OF EDUCATION **Date:** _____

From: **Nancy Propfe** <noreply@cabe.myenotice.com>
Date: Mon, Jun 22, 2026 at 4:00 PM
Subject: 2026 CABE/CAPSS Convention Early Registration is Open!
To: <ptudryn@ewct.org>

for the
2026 CABE/CAPSS Convention

Together We Lead Strong Schools and Successful Students

November 20-21, 2026
Mystic Marriott Hotel, Groton

CABE 2026-2027 member board members, CAPSS member superintendents and CABE Business and Education Affiliates are encouraged to register today!

Be a part of Connecticut's' premier professional development for educational leaders.

Click here to learn more about the 2026 CABE/CAPSS Convention and for the registration form

Click here to register online

*** Your meals are included with your registration. Please be sure to choose which meals you will be attending and let us know if you have any dietary restrictions.***

Connecticut Association of Boards of Education
81 Wolcott Hill Road
Wethersfield, CT 06109
Phone: 860-571-7446
Fax: 860-571-7452
www.cabe.org
Unsubscribe Link

NATIONAL NIGHT OUT 2026
CALL FOR RESOURCE TABLES

East Windsor Parks and Recreation and the East Windsor Police Department are seeking local organizations that would like to have a resource table at our National Night Out event

Tuesday, August 4th, 2026

5:00 -8:30 PM

East Windsor Park, 27 Reservoir Avenue, Broad Brook

Please call or email for more information and to reserve a spot:

(860) 627-6662 dwilliams@eastwindsor-ct.gov

From: **Macary, Joseph** <jmacary@vernon-ct.gov>
Date: Tue, Jun 23, 2026 at 3:59 PM
Subject: UConn Superintendent Intern
To: ptudryn@ewct.org <ptudryn@ewct.org>
Cc: kelly.lyman@uconn.edu <kelly.lyman@uconn.edu>

University of Connecticut
Neag School of Education

Dear Patrick,

Thank you for agreeing to serve as a CAPSS/Neag Superintendent Mentor as part of the University of Connecticut's Executive Leadership Program for the 2026-27 school year.

As you may know, UCONN's Executive Leadership Program has prepared more than 65 of the current CT superintendents and many more central office leaders who are on a pathway to the superintendent position or other district leadership positions. For more than 25 years the Neag School of Education's Department of Educational Leadership has partnered with CAPSS in sponsoring and coordinating the internship component of the Executive Leadership Program. In many ways this partnership and CAPSS members' commitment to growing the next generation of district leaders is a foundational element for effective superintendent preparation. More than 80 CAPSS members have served as CAPSS/ELP Mentors over the past ten or so years and many have served for 10 or more years. Thank you for accepting this invitation to sign on and work with an aspiring superintendent and experienced educational leader this year.

The Superintendent Mentor responsibilities include:

1. Meeting with the potential intern that we assign based on requests, demographic matches and geography
2. Reviewing and generally approving an ELP Internship Plan that the intern will share with you after your initial meeting
3. Inviting the intern to as many district events and activities that center on superintendent leadership as possible (a detailed list of required internship observations is included in the ELP Internship Handbook)
4. Arranging for periodic reflection sessions with the intern to allow for a deeper and broader understanding of the what, whys and how of your actions and decisions
5. Participating in conference calls or meetings with the ELP Internship coordinator and University Supervisor as needed.

- The ELP Internship Handbook is attached for your reference.
- Attached is the resume of your UConn intern for this year.

We have accepted 14 very talented and experienced school and district leaders for the 2026-27 cohort. New mentors will have an orientation session over the summer to review the program in more detail. Your ELP Intern will contact you through your administrative assistant to arrange an initial meeting after July 9th . (The mentor-intern assignments will not be communicated until then). If the initial meeting goes well, the ELP Intern will follow up by sending you an Internship Plan and you will then begin to "open the curtains" of your superintendent leadership actions and decisions. It is very helpful if you include your ELP Intern on all administrative emails that go out, provide access to BOE meeting information, and include the ELP intern in any professional leadership learning opportunities in which you engage your district and school leaders.

As a small token of your commitment and willingness to assist the Neag School of Education, the Department of Educational Leadership will provide a $250 honorarium at the completion of the internship year and wherever possible Executive Leadership Program faculty will invite you to share your superintendent leadership expertise with various program classes along the way.

Please feel free to contact me via e-mail or by cell phone (203-910-6217) if you have any questions or need anything. Thank you in advance for your time, consideration, and continued support for the next generation of Superintendents.

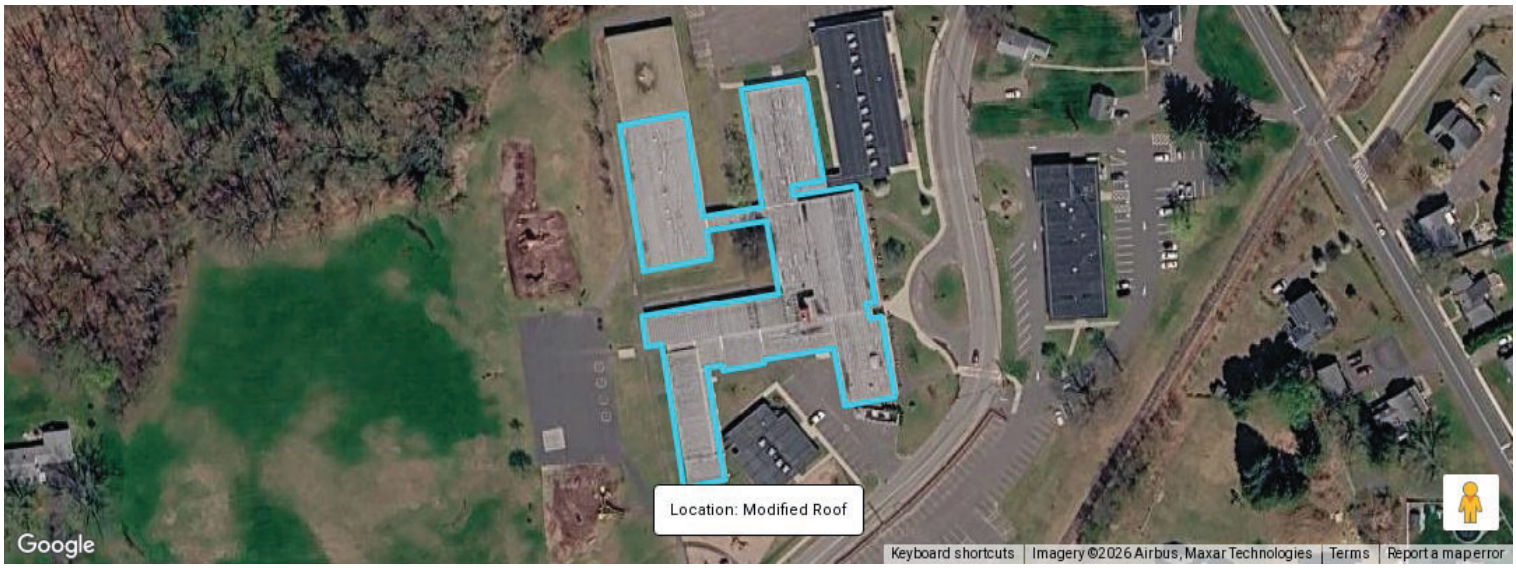
Joseph P. Macary, Ed.D.
Superintendent of Schools
Town of Vernon, Connecticut
Voice: 860-870-6000 x4660

Photo Report

EAST WINDSOR PUBLIC SCHOOLS*
70 S. MAIN ST
EAST WINDSOR, CONNECTICUT 06088

FACILITY: Broad Brook Elementary	**ROOF SECTION:** Modified Roof	**DATE:** 07/13/2026

Map



Summary

We performed a roof inspection following up on the infrared scan. During the inspection, we checked the status of all roof sections to look for open conditions, blisters and other issues that may be the cause of the leaks & wet areas identified in the infrared report. We also took core samples of the roof to investigate the current makeup of the roof, insulation thicknesses and deck types.

1

Overview of the modified roof system. Issues noted in the inspection include mineral loss & dried/cracked membrane, blisters, failing seams/flashings & clogged drains.

2

Core sample taken-- gypsum deck

3" of insulation and 4" system thickness.

Adhesion failure between roofing plies. This core was soaking wet (as evidenced by the dark-brown color on the bottom.

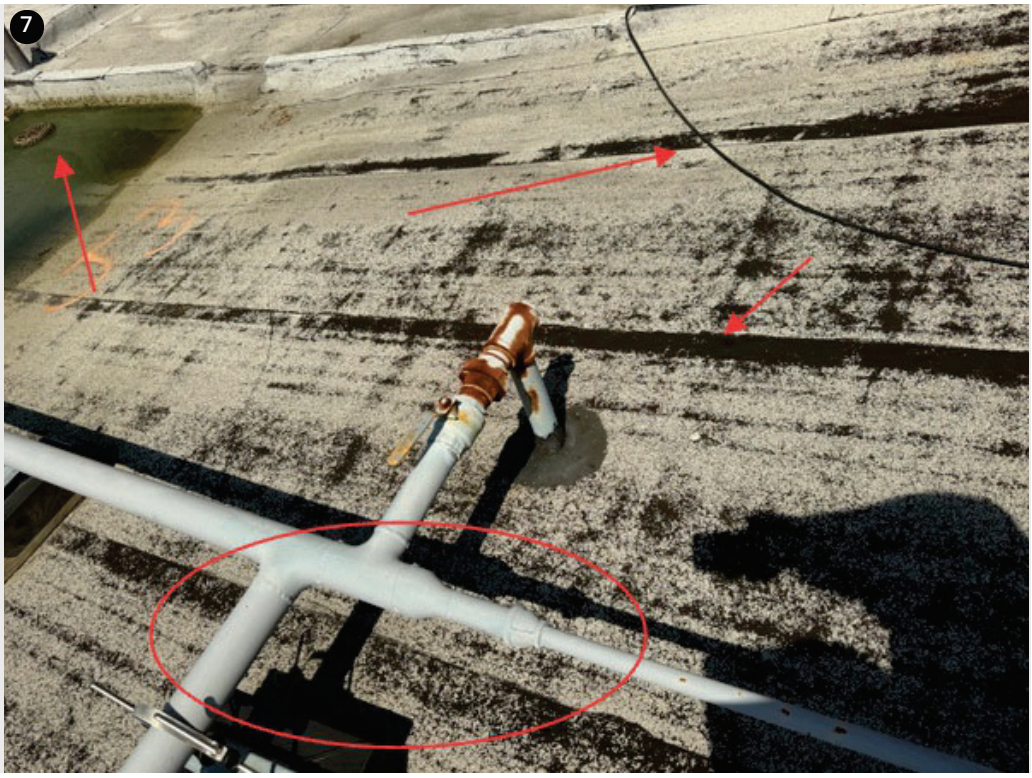
5

Thicker system makeup at high-points. Tapered insulation used to create pitch and promote drainage.

6

Failing seams--typical throughout.

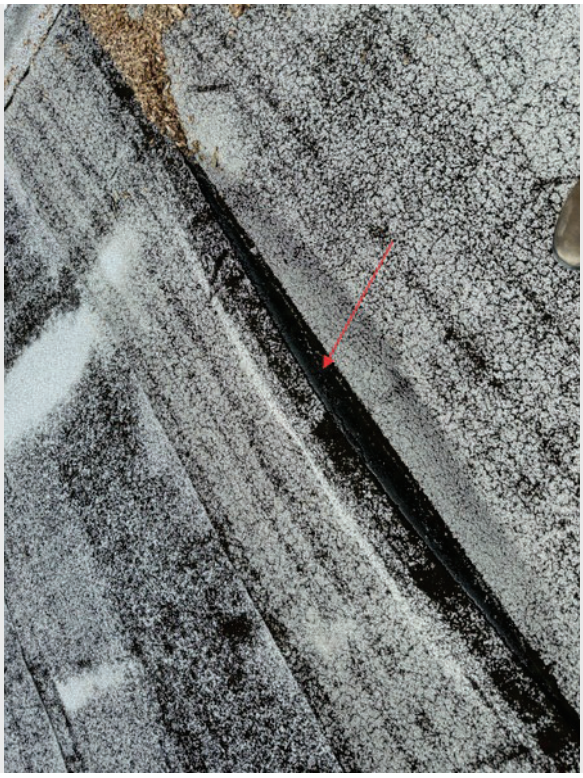
7



Mineral loss throughout-- typical. Large blister (circled) under gas pipe.

I unclogged many drains to get the water to move down. This one (near chimney is clogged within the pipe system.

8



Huge blister-- seam is nearly open

9

Open condition-- failed seam

PROSCAN®
INFRARED TECHNOLOGIES

INFRARED ROOF MOISTURE SURVEY

BROAD BROOK ELEMENTARY SCHOOL
Broad Brook, CT

Prepared for:

Mr. Kyle MacDonald
Director of Buildings & Facilities
East Windsor Public Schools

Date of Survey: June 17, 2026

109R Main St. Suite 9 • P.O. BOX 513 • AMESBURY, MA 01913
(978) 388-5155 • Email: Proscan@Comcast.net

CONTENTS

Introduction

Purpose & Scope of Work

Equipment/Procedure

Environment

Summary of Results

Roof Diagram

Infrared Images & Photos

I. Introduction

Non-Invasive Roof Moisture Surveys

Because of the many potential problems associated with entrapped moisture, good roofing practice requires that wet roof materials be removed and replaced with new dry materials. Periodic roof moisture surveys are a good way to detect moisture damage in the roof components and to find small problems that can be repaired before they involve large areas of the roof, potentially adding years to the serviceable life of the roof system.

Two *non-invasive* procedures are available for detecting areas of moisture damage in almost any type of flat roof. These procedures use infrared thermal imaging cameras and nuclear moisture/density gauges to detect moisture beneath the surface of the roof, particularly in the insulation layer or roofing board beneath the membrane. Used separately or together, infrared and nuclear surveys are fast and cost-effective means of developing a detailed and accurate moisture profile of the roof.

Entrapped moisture may be detected by analyzing roof surface temperature patterns with an infrared camera at night. During the day, the roof absorbs heat energy from sunlight, passing a portion of this energy into the insulation beneath the membrane. As the sun sets and the roof begins to cool, dry insulation, which consists mostly of air, cools relatively quickly while wet insulation stays warm later into the evening. Heat stored by the wet insulation is conducted to the roof's surface, creating warm areas that can be detected with an infrared camera.

Not all warm areas on the roof are caused by moisture. Heat discharged by mechanical equipment, variations in interior temperature and differential exposure to sunlight may cause temperature differences unrelated to moisture. As part of a properly conducted moisture survey, a nuclear moisture/density gauge is used to conduct further testing in such areas. The nuclear gauge operates by emitting a signal from a low-level radioactive source that reacts to the presence of moisture without piercing the roof. As the nuclear gauge does not rely on temperature variations to detect moisture, it is also used to cross check results obtained with the infrared camera, thus limiting the number of invasive test cuts required to confirm our results and reducing the likelihood of false positives. *Nuclear gauge testing is also the only viable method of moisture testing stone ballasted membrane roofs.*

In the final stage of the roof moisture survey, confirmed wet areas are outlined on the roof with marking paint, measured, photographed and plotted on a computer-generated diagram of the roof. The information presented in this report is intended to help establish an appropriate roofing application, and may serve as the basis for bid comparison for any needed moisture-related replacement work.

II. Purpose and Scope of Work:

In response to a request by the Facilities Director for the School District, Proscan technicians conducted an infrared roof moisture survey at the Broad Brook Elementary School, located at 14 Rye Street in Broad Brook, CT. The purpose of the survey was to detect the locations and extent of moisture damage to the insulation or roof board beneath the membrane using non-invasive test methods.

Moisture entrapped within the roofing materials may lead to one or more of the following problems:

- Structural degradation of the roof and other building components
- Increased weight load to the roof structure
- Increased energy losses
- Mold and insect infestation
- Interior damage due to roof leaks
- Reduced serviceable life of the roof

Wet materials identified by our survey should therefore be removed and replaced with new dry materials in conjunction with roof maintenance, repair or replacement.

The survey was conducted during the evening of Jue 17, 2026 and included all scannable flat and low slope roof areas throughout the building. Confirmation, follow-up testing and mapping took place during daylight hours on June 20. Total roof area scanned was approximately 77,400 square feet of modified bitumen, EPDM and built-up membrane roofing in 21 separate sections.

III. Equipment & Procedure

Equipment used for the survey consisted of a FLIR Model PM360 High Resolution Thermal Imaging Camera operating in the short-wave spectrum (best for roof testing), sensitive to a temperature differential of 0.1° F, and a Troxler Model 3216 Nuclear Moisture/Density Gauge. The infrared camera was used to scan all roof areas to detect thermal anomalies potentially indicating the presence of sub-surface moisture. The nuclear gauge was used to cross-check the results obtained with the infrared camera, and to test areas of the roof where conditions such as those described in the *Introduction* limited the use of the infrared camera.

Where either the nuclear gauge or infrared camera indicated the presence of moisture, the location was marked on the roof, measured, photographed and plotted on a roof diagram. All areas of the roof were scanned at least twice. To the extent possible, our scanning and reporting procedures are conducted in accordance with ASTM C1153-23 (*Standard Practice for Location of Wet Insulation in Roofing Systems Using Infrared Imaging*).

IV. Environment:

The following information is provided in compliance with the *Standard* referenced above.

Weather conditions for the infrared scan were favorable, with daytime high temperature at 79° F and clear sky. Nighttime low temperature during the time of the survey was 64° F with clear sky and wind at 5 mph. There was no precipitation during the 24-hour period preceding the survey nor were there any areas of standing water, debris, stored material or other objects limiting access to any roof area.

V. Summary of Results:

The results of our survey are shown in detail on the roof diagram and in the accompanying charts in the next section of this report. The following is a summary of our findings:

- Our survey detected thermal anomalies and/or elevated nuclear gauge readings indicating the presence of sub-surface moisture in 11 locations, affecting a total combined area of 1,554 square feet, or two percent of the total roof area scanned. Wet areas range in size from 10 square feet to 676 square feet and are distributed among 7 of the 21 roof areas scanned.
- Our technicians noted a puncture in the EPDM membrane in one of the wet areas, a likely cause of moisture at that location, labelled **Area S1** on the diagram. No other obvious physical defects were noted in the other wet areas.
- Numerical nuclear gauge readings obtained in areas that appeared wet to the infrared camera were recorded and compared with baseline readings in areas that appeared to be dry. Higher readings indicate higher levels of moisture. Baseline readings for this roof were between 7 and 11 on the modified bitumen sections, and between 4 and 7 on the EPDM sections (see note below*). Nuclear gauge readings in the wet areas ranged between 17 and 36, consistent with moisture levels ranging from damp to likely saturated insulation. Nuclear gauge readings recorded in each wet area are also listed in the Wet Area Chart accompanying the roof diagram.

All wet areas are marked on the roof membrane with weather resistant white or orange spray paint.

No core samples, moisture probes or other invasive procedures were conducted by our technicians. The results obtained with the infrared camera and nuclear gauge were sufficiently clear to preclude the need for cutting or otherwise compromising the membrane.

The above figures represent the actual dimensions of the wet areas as they are marked on the roof and shown on the diagram. For replacement purposes, each area should be enlarged slightly beyond its marked boundaries to include any moisture expansion that may occur prior to

replacement and simplified in shape to tie-in to existing roofing. Adjacent areas may also be combined. The final moisture-related replacement figure will therefore be somewhat larger than noted above, typically by 10-25 percent for most roofs.

For future reference, it should be noted that roof leaks may occur as a result of many different causes, including membrane defects such as small tears or punctures, improper sealing of equipment penetrations and defective equipment or wall flashings. Unless these defects cause the insulation layer or other materials under the membrane to become wet, it is unlikely that infrared or nuclear surveys will be useful in resolving leaks. This report is intended to provide information as to the current locations and extent of moisture-damaged materials. While locating wet material often helps to resolve leaks, infrared and nuclear surveys are not guaranteed to determine the source or cause of any roof leak.

Once moisture penetration of the roof components occurs, it is likely to spread. Infrared and nuclear surveys are effective means of identifying small moisture problems before they involve large areas of the roof, resulting in potential moisture damage and costly replacement. Consideration should be given to performing moisture surveys on a regular basis, typically every three years during the warranty period and every year thereafter in order to extend the potential serviceable life of the roof.

***Note**: The nuclear gauge operates by sensing the hydrogen component of water molecules within the roof assembly. Because most roofs contain other hydrogen bearing materials such as wood, concrete or asphalt, a dry roof will not produce a reading of zero but will typically be in the single digits or low teens, depending on the composition of the roof.*

MOISTURE SURVEY RESULTS					
ROOF SECTION & TYPE	APPROX. SIZE (SF)*	NUMBER OF WET AREAS	AREA WET (SF)**	PERCENT WET	NUCLEAR GAUGE BASELINE(DRY) READINGS
ROOF A (BUR)	6,588	0	0	0%	7-11
ROOF B (MODIFIED)	10,832	0	0	0%	7-11
ROOF C (MODIFIED)	810	1	16	2%	7-11
ROOF D (MODIFIED)	8,118	3	192	2.4%	7-11
ROOF E (MODIFIED)	3,095	0	0	0%	7-11
ROOF F (MODIFIED)	226	0	0	0%	7-11
ROOF G (EPDM)	11,645	0	0	0%	4-7
ROOF H (EPDM)	90	0	0	0%	4-7
ROOOF I (MODIFIED)	8,133	1	676	8.3%	7-11
ROOF J (MODIFIED)	5,692	3	400	7%	7-11
ROOF K (MODIFIED)	3,680	0	0	0%	7-11
ROOF L (MODIFIED)	383	1	10	2.6%	7-11
ROOF M (MODIFIED)	1,032	0	0	0%	7-11
ROOF N (MODIFIED)	1,052	0	0	0%	7-11
ROOF O (MODIFIED)	1,123	0	0	0%	7-11
ROOF P (MODIFIED)	1,595	0	0	0%	7-11
ROOF Q (MODIFIED)	2,806	1	236	8.4%	7-11
ROOF R (MODIFIED)	5,062	0	0	0%	7-11
ROOF S (EPDM)	5,222	1	24	<1%	4-7
ROOF T (EPDM)	151	0	0	0%	4-7
ROOF U (TPO / PVC)	123	0	0	0%	4-7
TOTAL SCANNED	77,458	11	1,554	2%	-

*ROOF SIZE IS APPROXIMATE AND IS PROVIDED SOLELY TO SHOW AMOUNT OF MOISTURE DAMAGE AS A PERCENTAGE OF THE ENTIRE ROOF AREA. CONTRACTORS ARE RESPONSIBLE FOR THEIR OWN MEASUREMENTS.
**FIGURES SHOWN ON THIS CHART REPRESENT THE ACTUAL DIMENSIONS OF WET AREAS AS MARKED ON THE ROOF AND SHOWN IN THIS DRAWING. FINAL REPLACEMENT FIGURES (SQUARED OFF DIMENSIONS) WILL BE HIGHER.

WET AREA CHART			
AREA #	OVERALL DIMENSIONS	ACTUAL SQ.FT.	NUCLEAR GAUGE READING(S)
C1	4' X 4'	16	19
D1	8' X 12'	144	21
D2	6' X 4'	24	17
D3	6' X 4'	24	18
I1	27' X 33'	676	36
J1	6' X 4'	24	20
J2	6' X 8'	46	24
J3	30' X 13'	330	36
L1	5' X 2'	10	19
Q1	22' X 18'	236	29
*S1	4' X 6'	24	24

*INDICATES THAT A MEMBRANE PUNCTURE WAS NOTED WITHIN THE WET AREA.

INFRARED ROOF MOISTURE SURVEY

BROAD BROOK ELEMENTARY SCHOOL
14 RYE ST.
BROAD BROOK, CT

LEGEND:

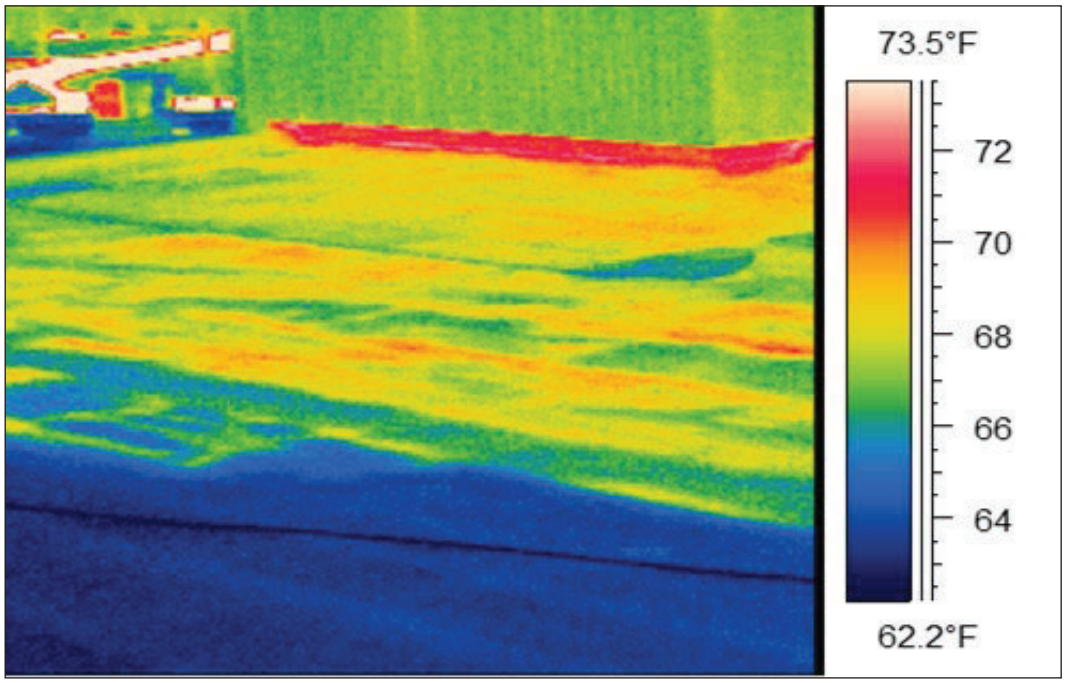
- MOISTURE INDICATED
- MECHANICAL EQUIP.
- CHIMNEY
- ROOF DRAIN
- PHOTO ORIENTATION

SHEET	1 OF 1	DATE	6/17/2026
SCALE	NO SCALE		

REFERENCE
0 ≈ 80'

PROSCAN® INFRARED TECHNOLOGIES
AMESBURY, MASSACHUSETTS 01913
(978) 388-5155 proscan@comcast.net

BROAD BROOK ELEMENTARY SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location

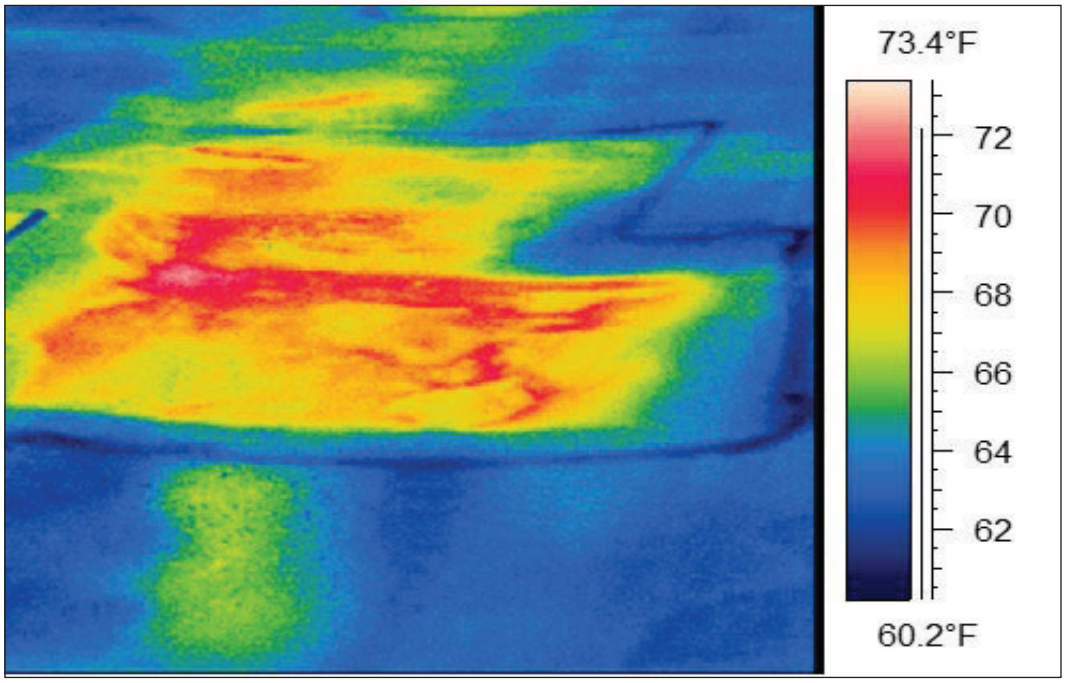


1

The above thermal image shows the presence of sub-surface moisture in Area I1 at the SW corner of Roof I.
Blue areas in this and the following images are dry, while objects such as drains, mechanical equipment and masonry may appear warmer without containing moisture. The boundaries of wet areas are marked with orange or white spray pint, as shown in the photo below.

Reference Photo

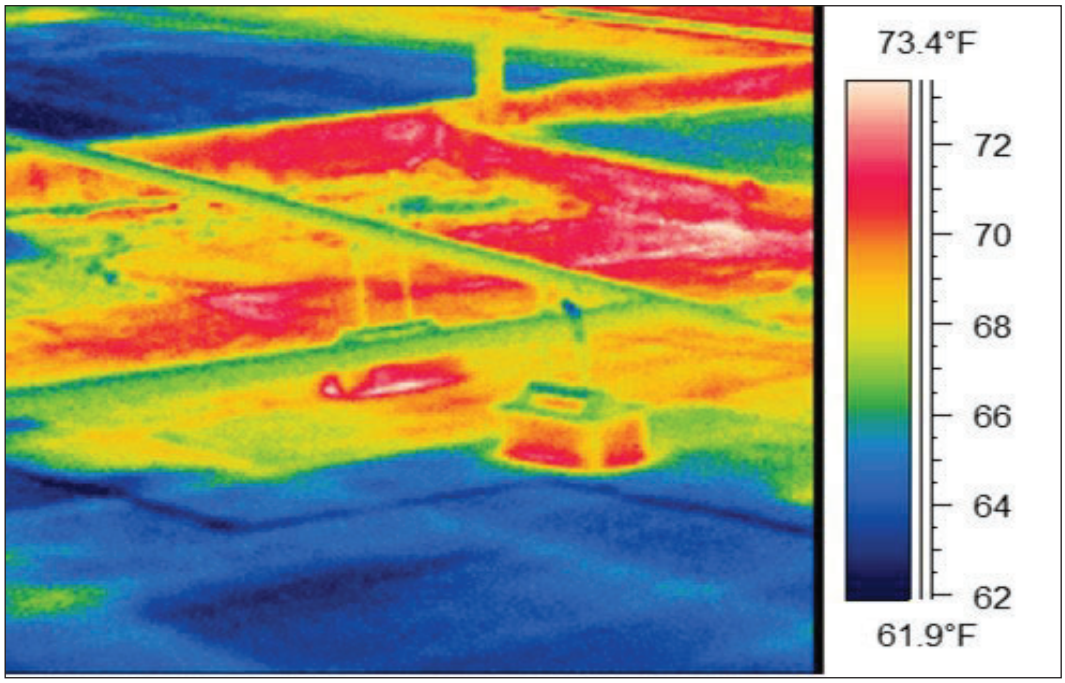
BROAD BROOK ELEMENTARY SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location



2
Thermal image of Area J2 along the NE edge of Roof J.

Reference Photo

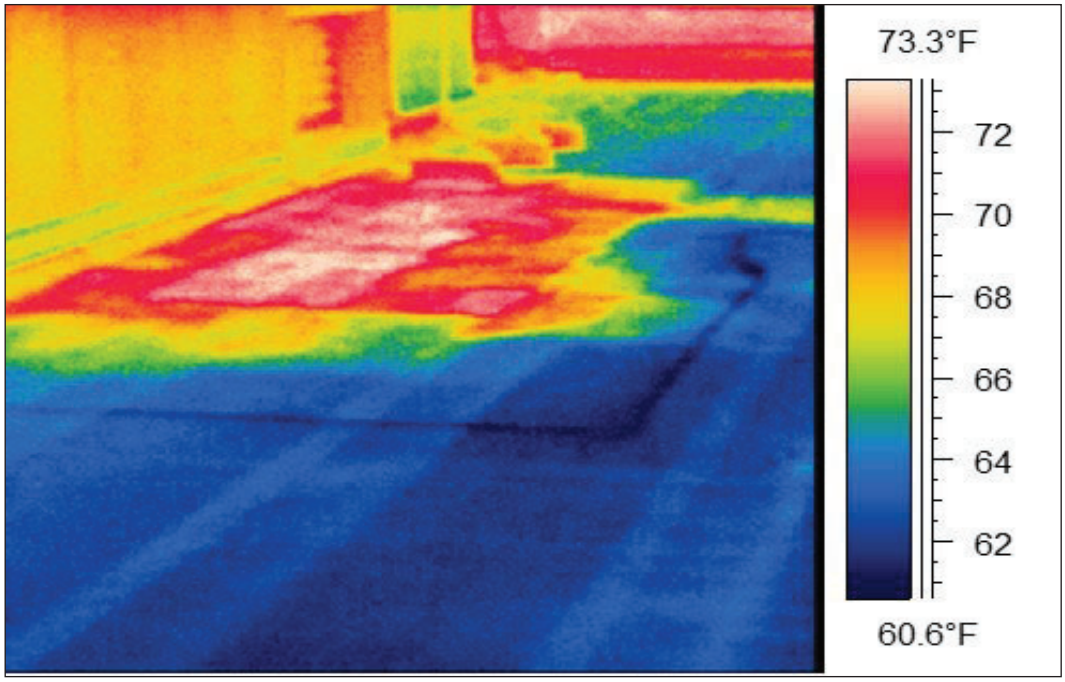
BROAD BROOK ELEMENTARY SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location



3
Thermal image of Area J3 on the NE side of Roof J

Reference Photo

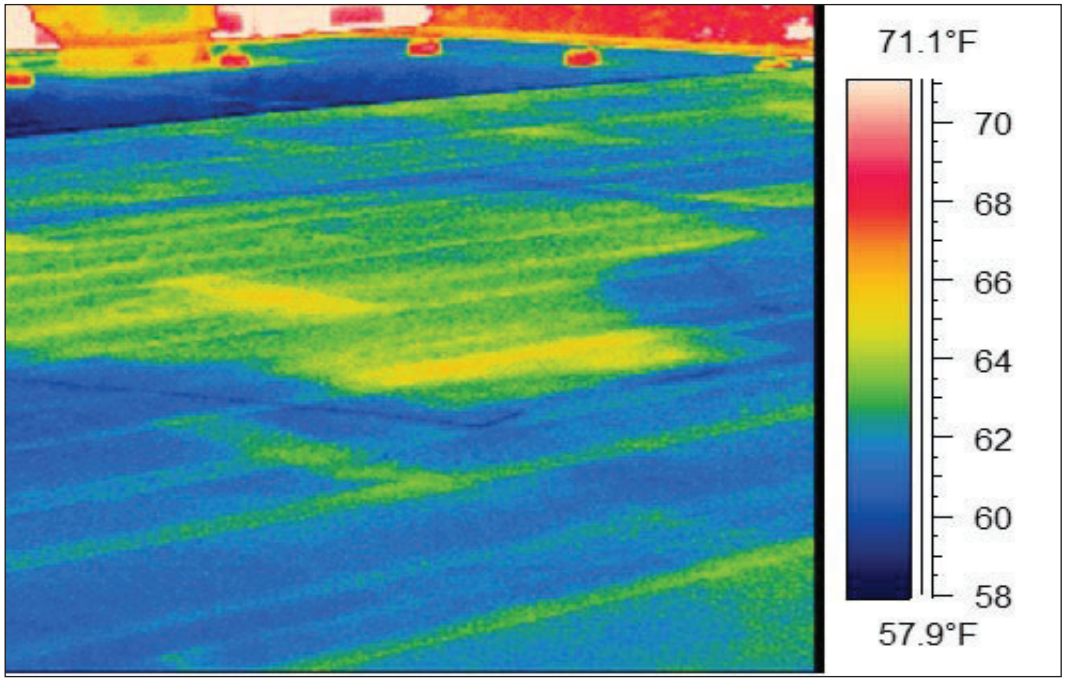
BROAD BROOK ELEMENTARY SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location



4
Thermal image of Area Q1 on the north side of Roof Q

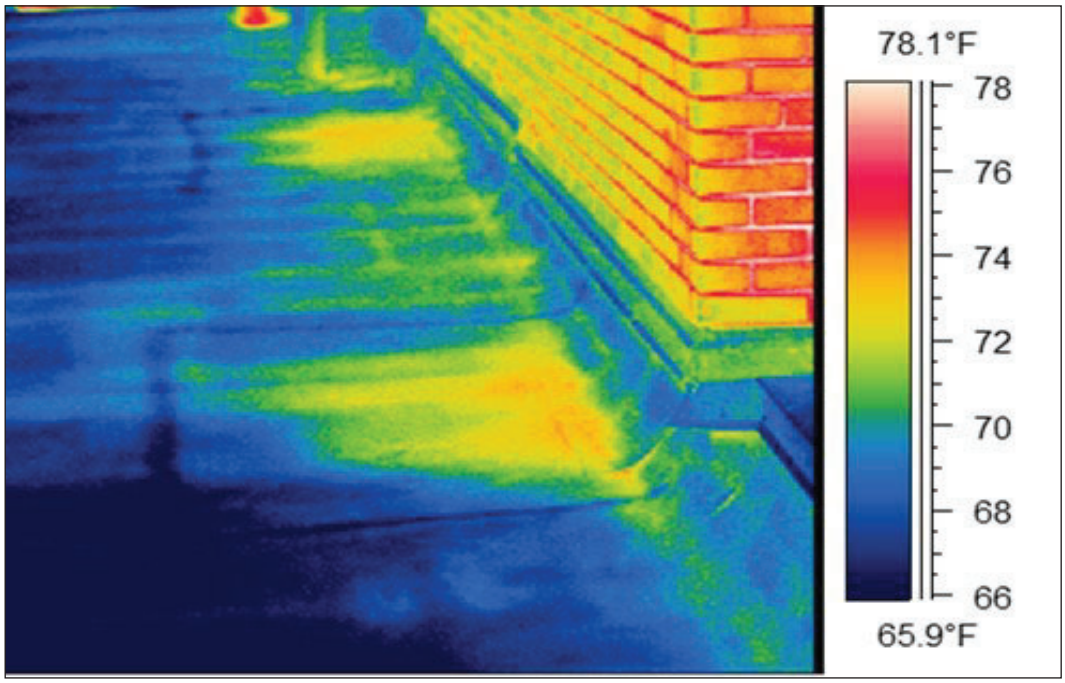
Reference Photo

BROAD BROOK ELEMENTARY SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location



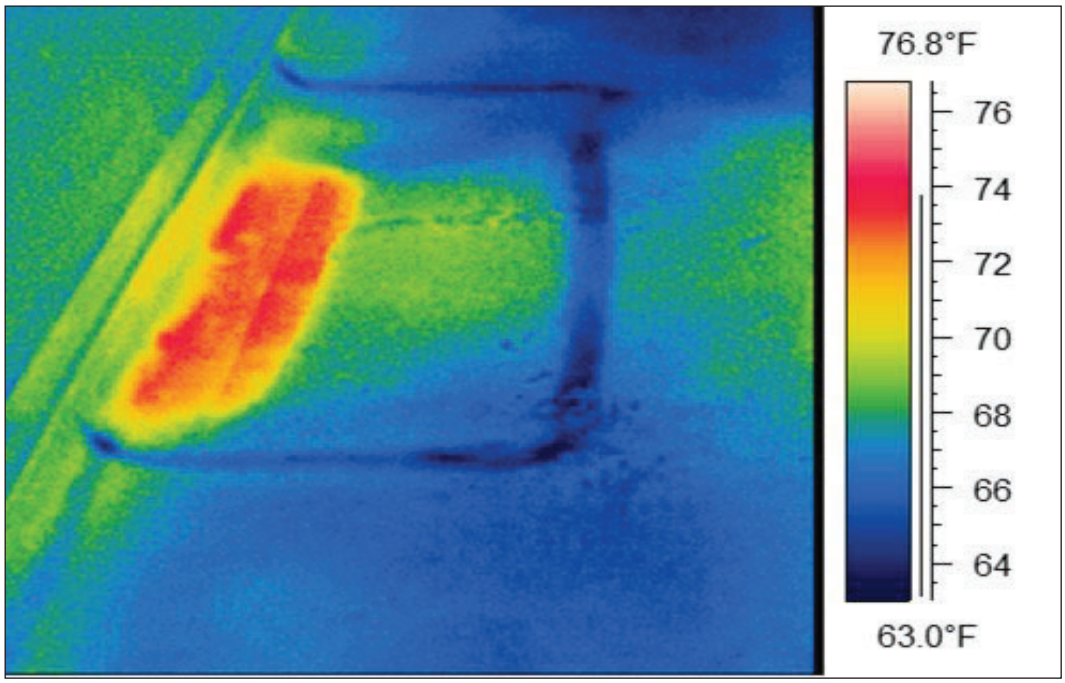
5
Thermal image of Area D1 on the east side of Roof D

Reference Photo



6
Thermal image of Area D2 & D3 along the south wall of Roof D.

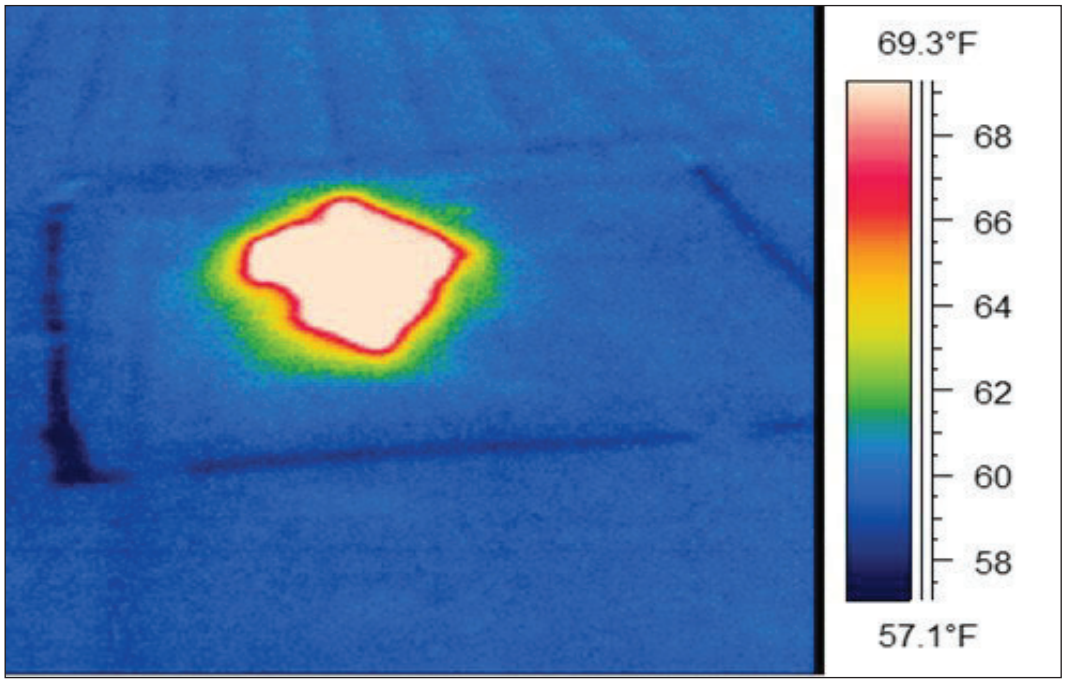
Reference Photo



7
Thermal image of Area L1 along the south wall of Roof L.

Reference Photo

BROAD BROOK ELEMENTARY SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location



8
Thermal image of Area S1 at the south corner of Roof S
A small membrane puncture was found and circled within the area.

Reference Photo

Photo Report

EAST WINDSOR PUBLIC SCHOOLS*
70 S. MAIN ST
EAST WINDSOR, CONNECTICUT 06088

FACILITY: East Windsor High School	**ROOF SECTION:** Low Slope Roof Areas	**DATE:** 07/13/2026

Map

Summary

We performed a roof inspection following up on the infrared scan. During the inspection, we checked the status of all roof sections to look for open conditions, blisters and other issues that may be the cause of the leaks & wet areas identified in the infrared report. We also took core samples of the roof to investigate the current makeup of the roof, insulation thicknesses and deck types.

1

Overview of existing, modified roof system. Issues identified include mineral loss & dried/cracked membrane, delamination (25-30%), hundreds of blisters, open seams, failed flashings (open) and damaged expansion joints

2

Core samples were taken throughout to understand the roof system makeup, insulation thicknesses and deck types.

3" of insulation-- wood deck

System core measurement--4"

5

Membrane plies are separated throughout, causing the delamination and blisters.

6

Flood & gravel built-up roof area-- metal deck

System depth -- built-up roof

Insulation was built up in many sections to promote pitch to the gutters-- 11.5" depth at a high-point of one of the roof sections.

9

Clogged gutters & drains-- typical throughout

10

Holes in expansion joints observed in several sections.

11

Large open condition in expansion joint.

12

Perimeter detail-- severe damage to the membrane

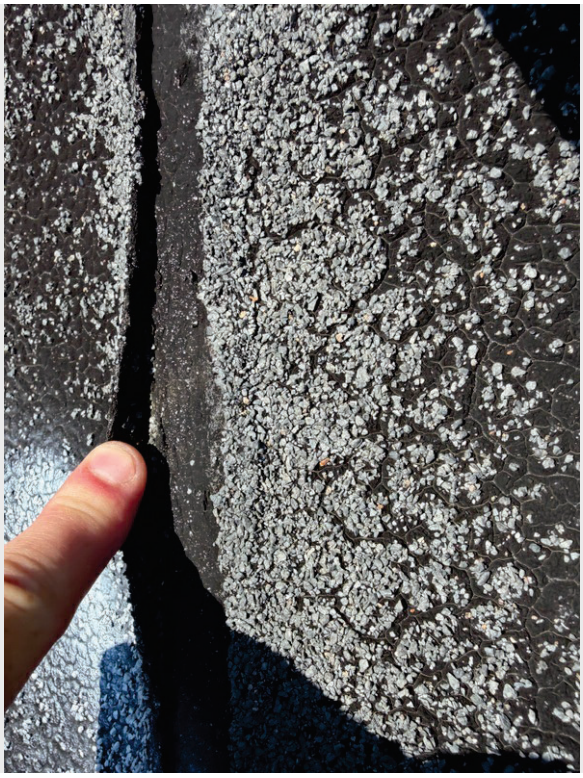
13

Large blisters prevalent throughout. Those that were deemed severe (large, on seams, etc) were marked for repairs this summer.

14

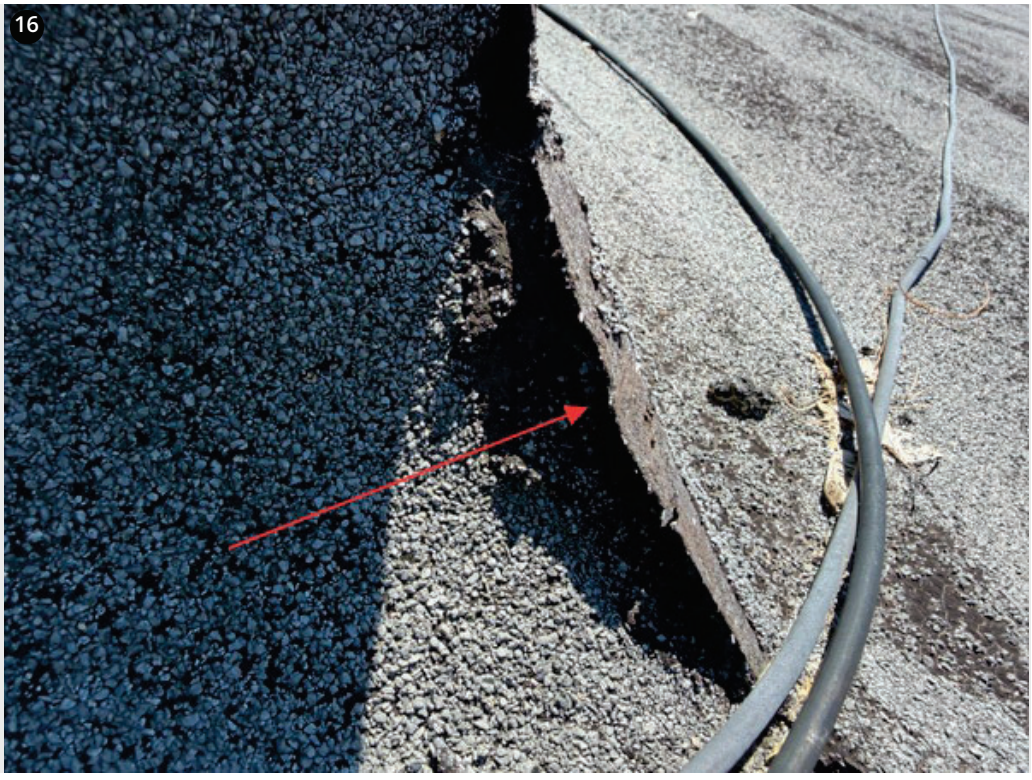
Failing seam due to blister and pressure--it's pulling the seam apart

15



Failing seam from a blister

16



Open flashing-- typical

Open perimeter-- typical

Large blister-- several were of similar size (4" height). Seam is stressed from the pressure building up within

19

Damaged chimney cap-- recommend repairing and cladding this in metal (similar to Broad Brook) as part of the project.

20

Large open condition on a perimeter--severe damage.

PROSCAN®
INFRARED TECHNOLOGIES

INFRARED ROOF MOISTURE SURVEY

EAST WINDSOR HIGH SCHOOL
East Windsor, CT

Prepared for:

Mr. Kyle MacDonald
Director of Buildings & Facilities
East Windsor Public Schools

Date of Survey: June 19, 2026

109R Main St. Suite 9 • P.O. BOX 513 • AMESBURY, MA 01913
(978) 388-5155 • Email: Proscan@Comcast.net

CONTENTS

Introduction

Purpose & Scope of Work

Equipment/Procedure

Environment

Summary of Results

Roof Diagram

Infrared Images & Photos

I. Introduction

Non-Invasive Roof Moisture Surveys

Because of the many potential problems associated with entrapped moisture, good roofing practice requires that wet roof materials be removed and replaced with new dry materials. Periodic roof moisture surveys are a good way to detect moisture damage in the roof components and to find small problems that can be repaired before they involve large areas of the roof, potentially adding years to the serviceable life of the roof system.

Two *non-invasive* procedures are available for detecting areas of moisture damage in almost any type of flat roof. These procedures use infrared thermal imaging cameras and nuclear moisture/density gauges to detect moisture beneath the surface of the roof, particularly in the insulation layer or roofing board beneath the membrane. Used separately or together, infrared and nuclear surveys are fast and cost-effective means of developing a detailed and accurate moisture profile of the roof.

Entrapped moisture may be detected by analyzing roof surface temperature patterns with an infrared camera at night. During the day, the roof absorbs heat energy from sunlight, passing a portion of this energy into the insulation beneath the membrane. As the sun sets and the roof begins to cool, dry insulation, which consists mostly of air, cools relatively quickly while wet insulation stays warm later into the evening. Heat stored by the wet insulation is conducted to the roof's surface, creating warm areas that can be detected with an infrared camera.

Not all warm areas on the roof are caused by moisture. Heat discharged by mechanical equipment, variations in interior temperature and differential exposure to sunlight may cause temperature differences unrelated to moisture. As part of a properly conducted moisture survey, a nuclear moisture/density gauge is used to conduct further testing in such areas. The nuclear gauge operates by emitting a signal from a low-level radioactive source that reacts to the presence of moisture without piercing the roof. As the nuclear gauge does not rely on temperature variations to detect moisture, it is also used to cross check results obtained with the infrared camera, thus limiting the number of invasive test cuts required to confirm our results and reducing the likelihood of false positives. *Nuclear gauge testing is also the only viable method of moisture testing stone ballasted membrane roofs.*

In the final stage of the roof moisture survey, confirmed wet areas are outlined on the roof with marking paint, measured, photographed and plotted on a computer-generated diagram of the roof. The information presented in this report is intended to help establish an appropriate roofing application, and may serve as the basis for bid comparison for any needed moisture-related replacement work.

II. Purpose and Scope of Work:

In response to a request by the Facilities Director for the School District, Proscan technicians conducted an infrared roof moisture survey at the East Windsor High School, located at 76 South Main Street in East Windsor, CT. The purpose of the survey was to detect the locations and extent of moisture damage to the insulation or roof board beneath the membrane using non-invasive test methods.

Moisture entrapped within the roofing materials may lead to one or more of the following problems:

- Structural degradation of the roof and other building components
- Increased weight load to the roof structure
- Increased energy losses
- Mold and insect infestation
- Interior damage due to roof leaks
- Reduced serviceable life of the roof

Wet materials identified by our survey should therefore be removed and replaced with new dry materials in conjunction with roof maintenance, repair or replacement.

The survey was conducted during the evening of Jue 19, 2026 and included all scannable flat and low slope roof areas throughout the building. Confirmation, follow-up testing and mapping took place during daylight hours on June 20. Total roof area scanned was approximately 130,000 square feet of modified bitumen and built-up membrane roofing in 26 separate sections. Metal roof areas are not scannable and were not included in the survey.

III. Equipment & Procedure

Equipment used for the survey consisted of a FLIR Model PM360 High Resolution Thermal Imaging Camera operating in the short-wave spectrum (best for roof testing), sensitive to a temperature differential of 0.1° F, and a Troxler Model 3216 Nuclear Moisture/Density Gauge. The infrared camera was used to scan all roof areas to detect thermal anomalies potentially indicating the presence of sub-surface moisture. The nuclear gauge was used to cross-check the results obtained with the infrared camera, and to test areas of the roof where conditions such as those described in the *Introduction* limited the use of the infrared camera.

Where either the nuclear gauge or infrared camera indicated the presence of moisture, the location was marked on the roof, measured, photographed and plotted on a roof diagram. All areas of the roof were scanned at least twice. To the extent possible, our scanning and reporting procedures are conducted in accordance with ASTM C1153-23 (*Standard Practice for Location of Wet Insulation in Roofing Systems Using Infrared Imaging*).

IV. Environment:

The following information is provided in compliance with the *Standard* referenced above.

Weather conditions for the infrared scan were favorable, with daytime high temperature at 82° F and clear sky. Nighttime low temperature during the time of the survey was 66° F with clear sky and occasional wind at 5-10 mph. There was no precipitation during the 24-hour period preceding the survey nor were there any areas of standing water, debris, stored material or other objects limiting access to any roof area.

V. Summary of Results:

The results of our survey are shown in detail on the roof diagram and in the accompanying charts in the next section of this report. The following is a summary of our findings:

- Our survey detected thermal anomalies and/or elevated nuclear gauge readings indicating the presence of sub-surface moisture in 30 locations, affecting a total combined area of 3,568 square feet, or just under three percent of the total roof area scanned. Wet areas range in size from 12 square feet to 1,328 square feet and are distributed among 14 of the 26 roof areas scanned.
- No punctures, tears, open seams or other obvious physical defects were noted in any of the wet areas.
- Numerical nuclear gauge readings obtained in areas that appeared wet to the infrared camera were recorded and compared with baseline readings in areas that appeared to be dry. Higher readings indicate higher levels of moisture. Baseline readings for this roof were between 9 and 15 on the modified bitumen sections, and slightly lower on the built-up sections (see note below*). Nuclear gauge readings in the wet areas ranged between 18 and 69, consistent with moisture levels ranging from damp to likely saturated insulation. Nuclear gauge readings recorded in each wet area are also listed in the Wet Area Chart accompanying the roof diagram.

All wet areas are marked on the roof membrane with weather resistant white spray paint.

No core samples, moisture probes or other invasive procedures were conducted by our technicians. The results obtained with the infrared camera and nuclear gauge were sufficiently clear to preclude the need for cutting or otherwise compromising the membrane.

The above figures represent the actual dimensions of the wet areas as they are marked on the roof and shown on the diagram. For replacement purposes, each area should be enlarged slightly beyond its marked boundaries to include any moisture expansion that may occur prior to

replacement and simplified in shape to tie-in to existing roofing. Adjacent areas may also be combined. The final moisture-related replacement figure will therefore be somewhat larger than noted above, typically by 10-25 percent for most roofs.

For future reference, it should be noted that roof leaks may occur as a result of many different causes, including membrane defects such as small tears or punctures, improper sealing of equipment penetrations and defective equipment or wall flashings. Unless these defects cause the insulation layer or other materials under the membrane to become wet, it is unlikely that infrared or nuclear surveys will be useful in resolving leaks. This report is intended to provide information as to the current locations and extent of moisture damaged materials. While locating wet material often helps to resolve leaks, infrared and nuclear surveys are not guaranteed to determine the source or cause of any roof leak.

Once moisture penetration of the roof components occurs, it is likely to spread. Infrared and nuclear surveys are effective means of identifying small moisture problems before they involve large areas of the roof, resulting in potential moisture damage and costly replacement. Consideration should be given to performing moisture surveys on a regular basis, typically every three years during the warranty period and every year thereafter in order to extend the potential serviceable life of the roof.

***Note**: The nuclear gauge operates by sensing the hydrogen component of water molecules within the roof assembly. Because most roofs contain other hydrogen bearing materials such as wood, concrete or asphalt, a dry roof will not produce a reading of zero but will typically be in the single digits or low teens, depending on the composition of the roof.*

MOISTURE SURVEY RESULTS					
ROOF SECTION & TYPE	APPROX. SIZE (SF)*	NUMBER OF WET AREAS	AREA WET (SF)**	PERCENT WET	NUCLEAR GAUGE BASELINE(DRY) READINGS
ROOF A (MODIFIED)	17,766	2	312	1.8%	9-15
ROOF B (MODIFIED)	2,094	0	0	0%	9-15
ROOF C (MODIFIED)	3,341	2	147	4.4%	9-15
ROOF D (MODIFIED)	3,969	2	80	2%	9-15
ROOF E (MODIFIED)	4,386	3	153	3.5%	9-15
ROOF F (MODIFIED)	7,066	3	1,648	23.3%	9-15
ROOF G (MODIFIED)	11,769	0	0	0%	9-15
ROOF H (MODIFIED)	5,032	2	104	2%	9-15
ROOOF I (MODIFIED)	22,358	5	344	1.5%	9-15
ROOF J (BUR)	472	0	0	0%	7-11
ROOF K (BUR)	2,208	0	0	0%	7-11
ROOF L (BUR)	2,277	1	15	<1%	7-11
ROOF M (BUR)	491	0	0	0%	7-11
ROOF N (BUR)	6,503	3	132	2%	7-11
ROOF O (MODIFIED)	2,425	0	0	0%	9-15
ROOF P (MODIFIED)	1,599	0	0	0%	9-15
ROOF Q (MODIFIED)	6,235	0	0	0%	9-15
ROOF R (MODIFIED)	1,714	2	65	3.8%	9-15
ROOF S (MODIFIED)	1,220	0	0	0%	9-15
ROOF T (MODIFIED)	10,004	0	0	0%	9-15
ROOF U (MODIFIED)	1,284	0	0	0%	9-15
ROOF V (MODIFIED)	13,674	2	119	<1%	9-15
ROOF W (MODIFIED)	1,859	0	0	0%	9-15
ROOF X (MODIFIED)	278	1	129	46.4%	9-15
ROOF Y (MODIFIED)	285	1	192	67.3%	9-15
ROOF Z (MODIFIED)	156	1	128	82%	9-15
TOTAL SCANNED	130,465	30	3,568	2.7%	-

*ROOF SIZE IS APPROXIMATE AND IS PROVIDED SOLELY TO SHOW AMOUNT OF MOISTURE DAMAGE AS A PERCENTAGE OF THE ENTIRE ROOF AREA. CONTRACTORS ARE RESPONSIBLE FOR THEIR OWN MEASUREMENTS.
**FIGURES SHOWN ON THIS CHART REPRESENT THE ACTUAL DIMENSIONS OF WET AREAS AS MARKED ON THE ROOF AND SHOWN IN THIS DRAWING. FINAL REPLACEMENT FIGURES (SQUARED OFF DIMENSIONS) WILL BE HIGHER.

WET AREA CHART			
AREA #	OVERALL DIMENSIONS	ACTUAL SQ.FT.	NUCLEAR GAUGE READING(S)
A1	27' X 10'	216	36
A2	8' X 12'	96	30
C1	23' X 4'	84	20
C2	9' X 7'	63	20
D1	5' X 8'	40	22
D2	5' X 8'	40	27
E1	6' X 8'	48	24
E2	6' X 8'	48	26
E3	8' X 10'	57	23
F1	24' X 12'	252	37
F2	8' X 10'	68	24
F3	42' X 53'	1,328	20-69
H1	6' X 4'	24	22
H2	8' X 10'	80	26
I1	5' X 5'	25	25
I2	4' X 5'	20	23
I3	8' X 5'	40	25
I4	4' X 3'	12	18
I5	10' X 29'	247	43
L1	5' X 3'	15	18
N1	8' X 11'	71	27
N2	5' X 8'	37	31
N3	6' X 4'	24	28
R1	5' X 7'	35	25
R2	5' X 6'	30	23
V1	7' X 10'	70	19
V2	7' X 7'	49	32
X1	21' X 8'	129	33
Y1	27' X 8'	192	30+
Z1	10' X 16'	128	45

INFRARED ROOF MOISTURE SURVEY

EAST WINDSOR HIGH SCHOOL
76 S. MAIN ST.
EAST WINDSOR, CT

LEGEND:

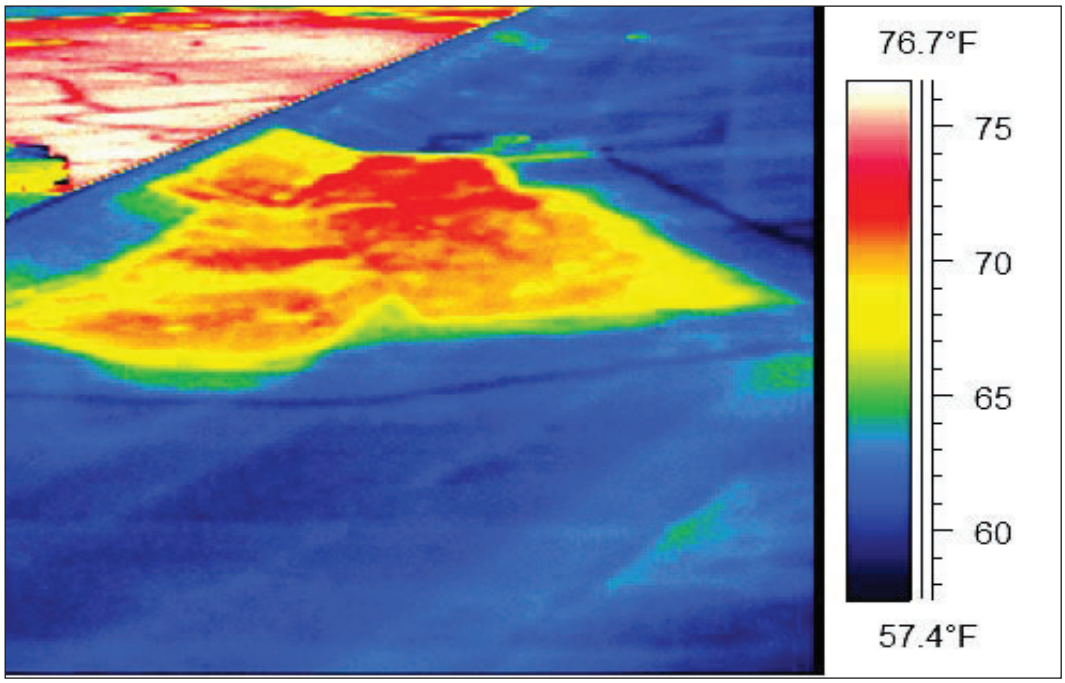
- MOISTURE INDICATED
- METAL ROOF
- CHIMNEY
- MECHANICAL EQUIP.
- SMOKE VENT
- ROOF DRAIN
- PHOTO ORIENTATION

SHEET	1	OF	1	DATE	6/19/2026
SCALE	NO SCALE				

REFERENCE
0 ≈ 80'

PROSCAN® INFRARED TECHNOLOGIES
AMESBURY, MASSACHUSETTS 01913
(978) 388-5155 proscan@comcast.net

EAST WINDSOR HIGH SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location

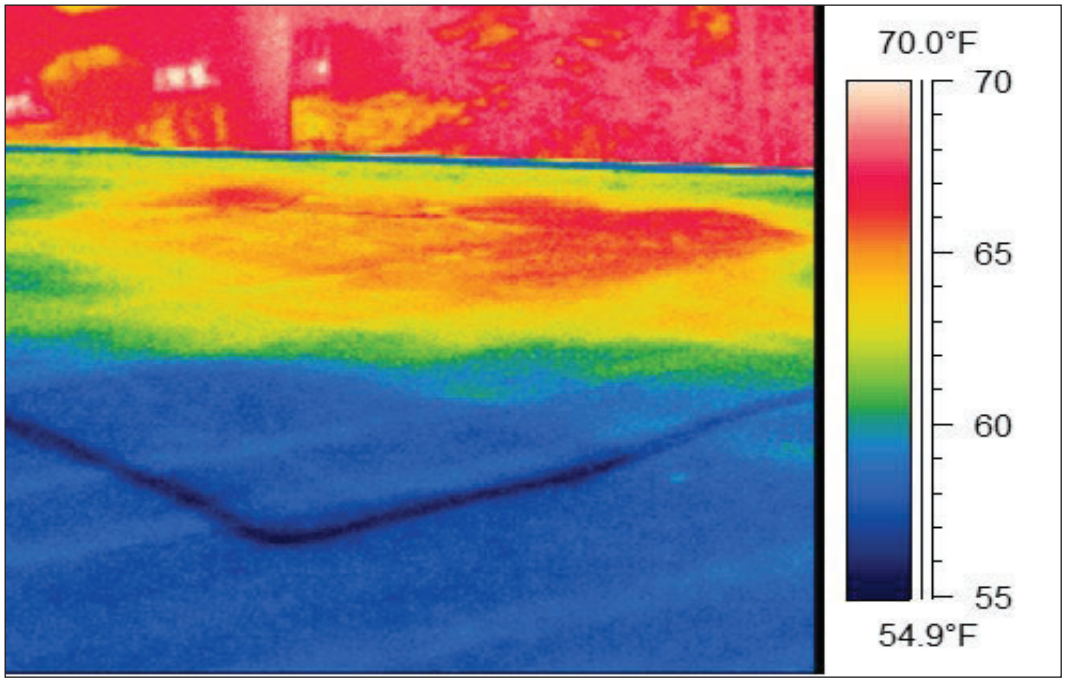


1

The above thermal image show an area of entrapped moisture (Area A1) along the south edge of Roof A.
Blue areas in this and the following images are dry, while objects such as drains, mechanical equipment and masonry may appear warmer without containing moisture. The boundaries of wet areas are marked with white spray paint, as shown in the photo below.

Reference Photo

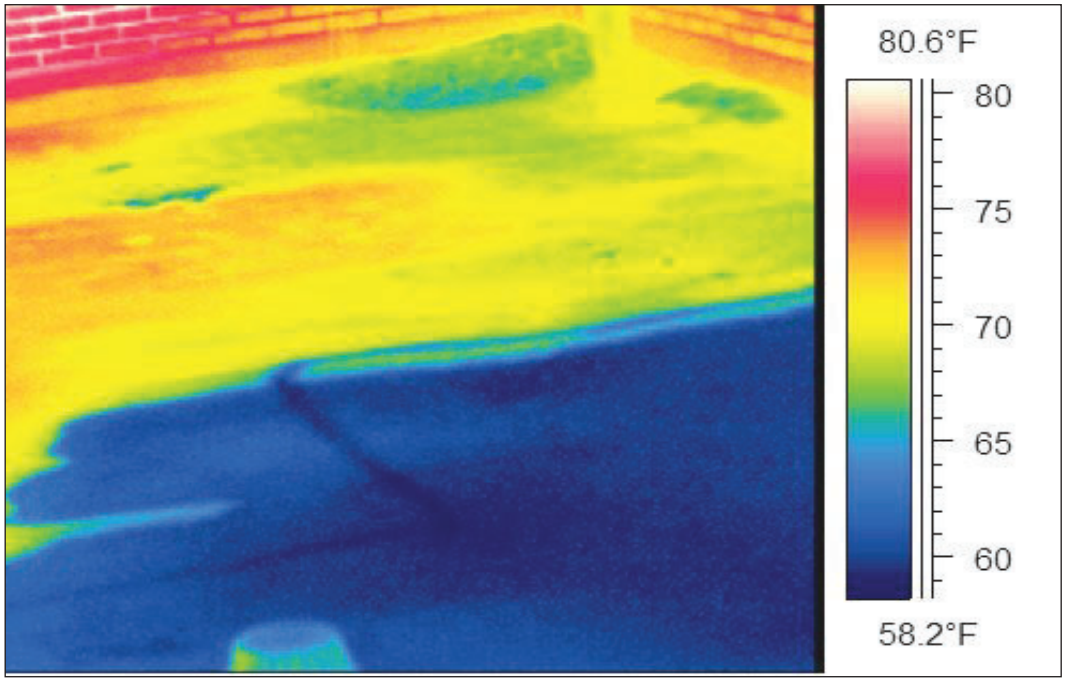
EAST WINDSOR HIGH SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location



2
Thermal image of Area E3 in the SE corner of Roof E

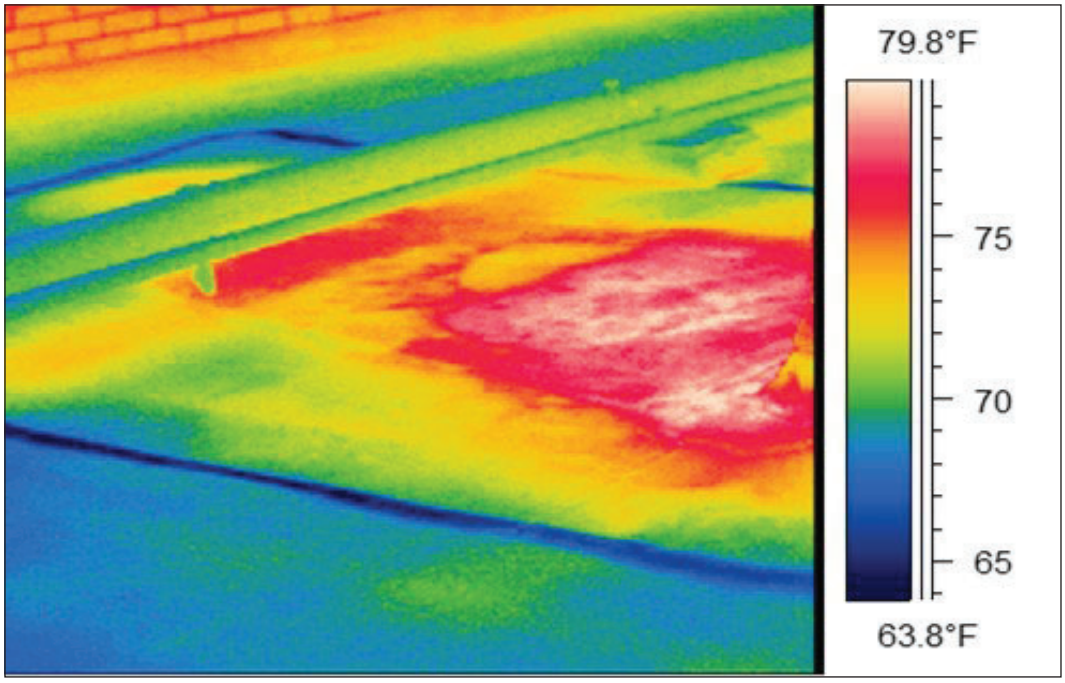
Reference Photo

EAST WINDSOR HIGH SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location



3
Thermal image of Area F1 at the west end of Roof F

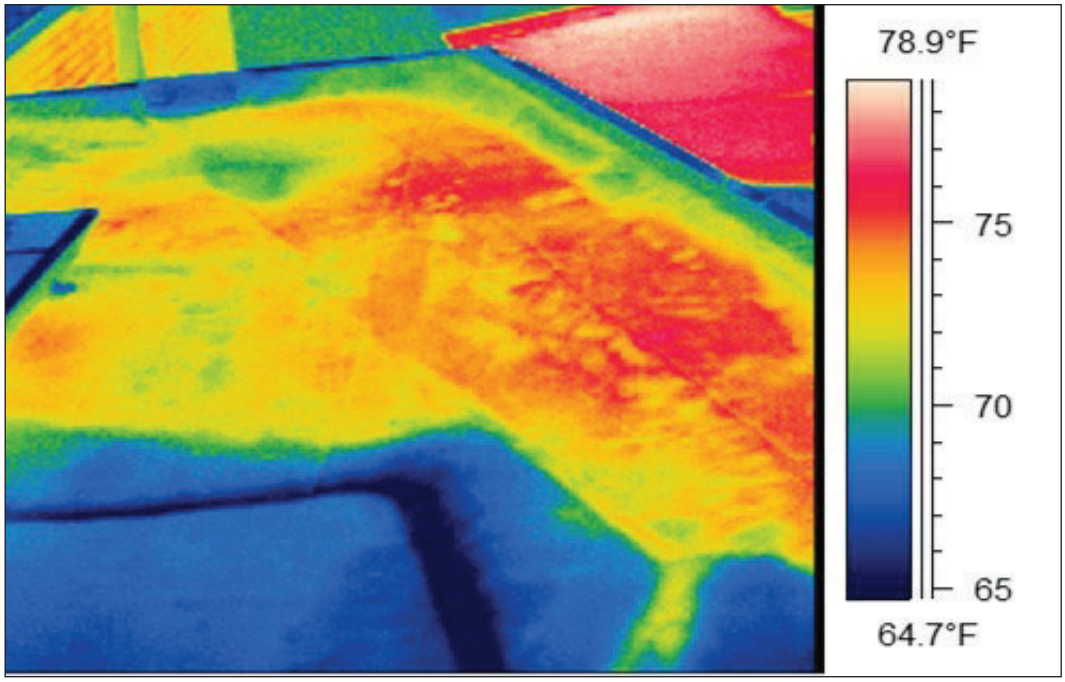
Reference Photo



4
Thermal image of Area F2 at the west end of Roof F.

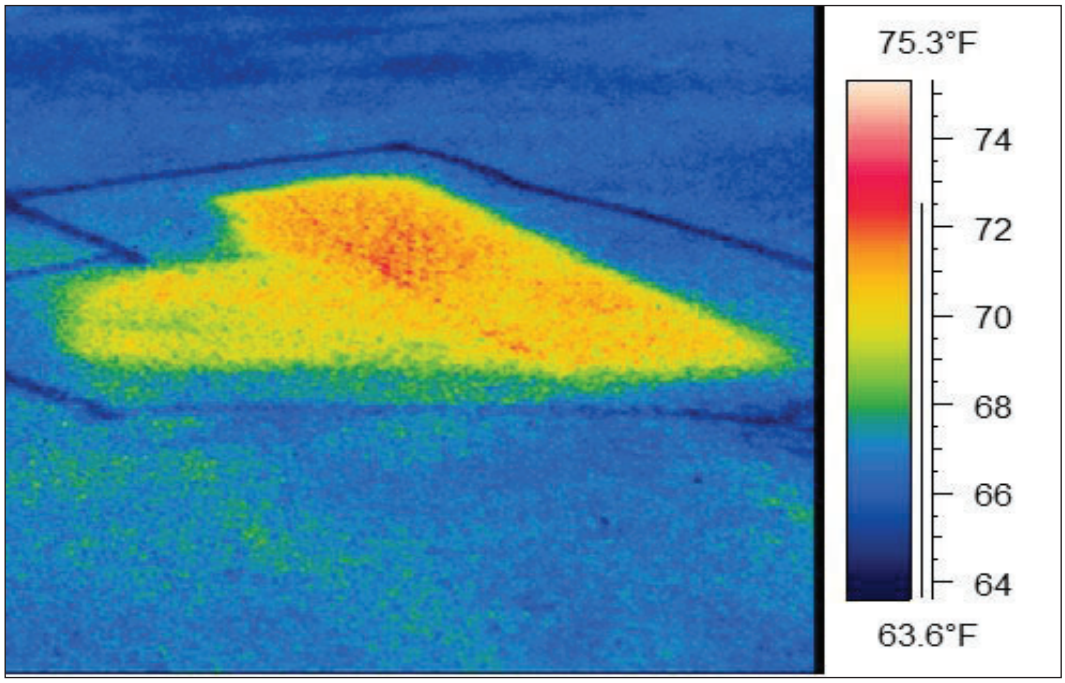
Reference Photo

EAST WINDSOR HIGH SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location



5
Thermal image of Area X1 on the east side of Roof X

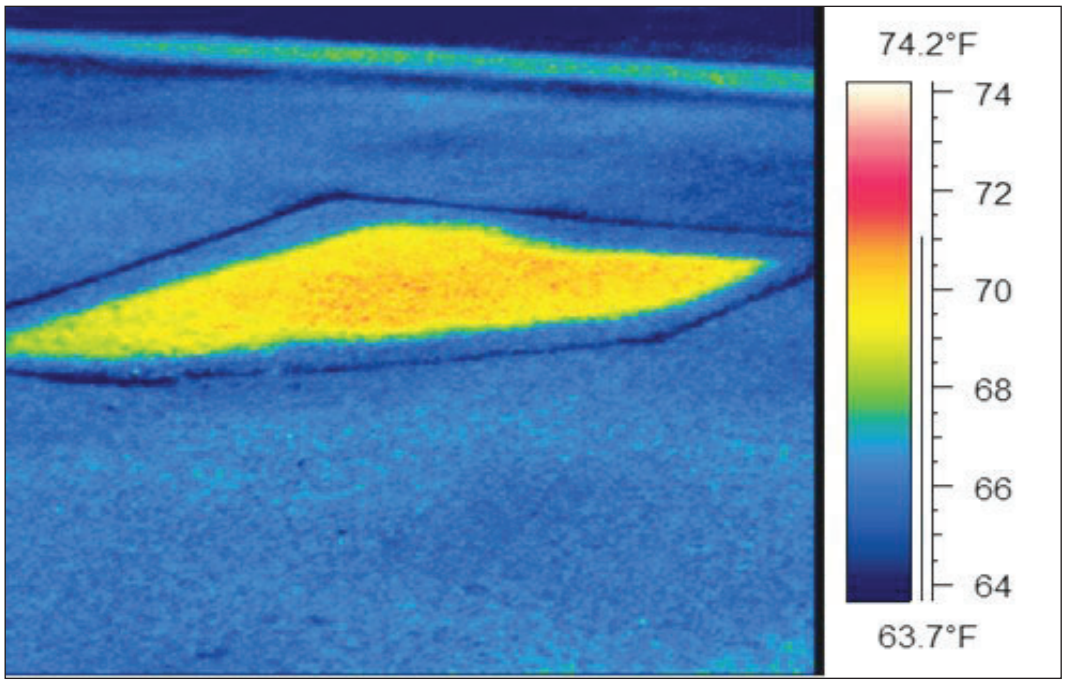
Reference Photo



6
Thermal image of Area N1 on the west side of Roof N.

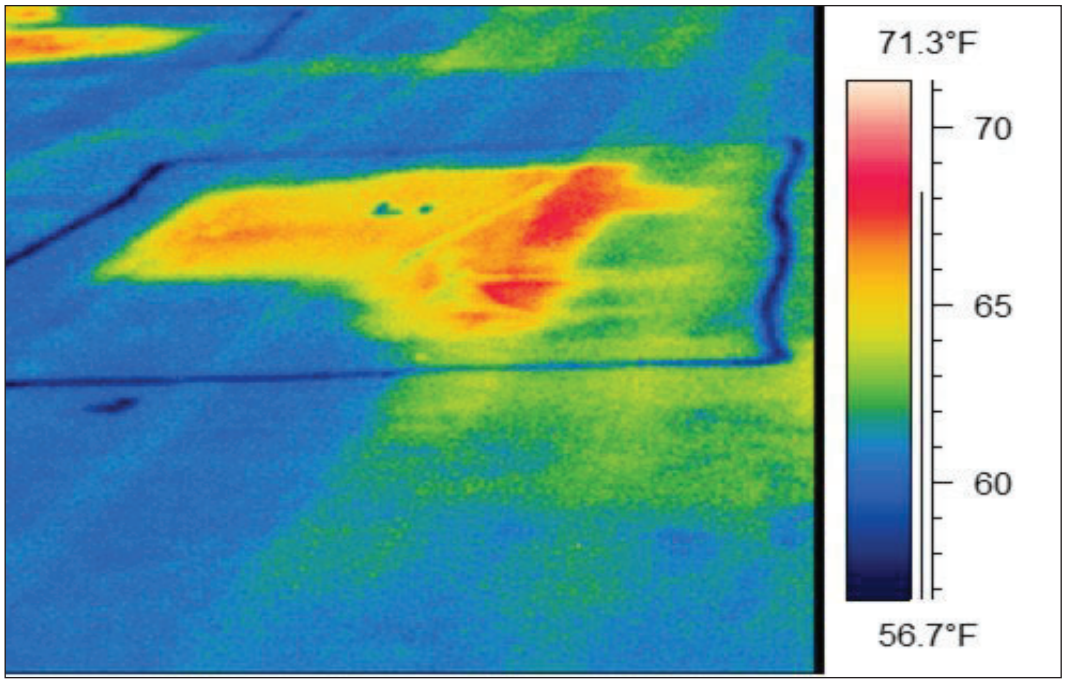
Reference Photo

EAST WINDSOR HIGH SCHOOL
INFRARED THERMAL IMAGES
See accompanying roof plan for photo location



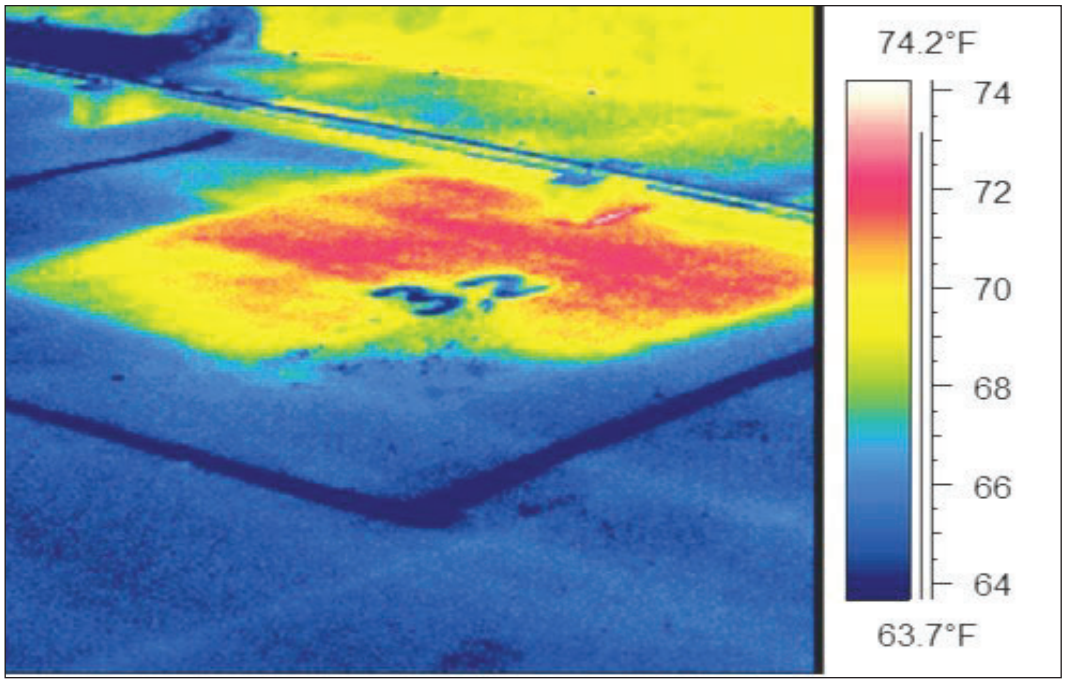
7
Thermal image of Area N2 on the west side of Roof N

Reference Photo



8
Thermal image of Area V1 on the southside of Roof V

Reference Photo



9
Thermal image of Area V2 on the south side of Roof V

Reference Photo

STATE OF CONNECTICUT
STATE BOARD OF EDUCATION

TO: Dr. Patrick Tudryn, Superintendent
East Windsor School District

FROM: Dr. Shuana K. Tucker
Chief Talent Officer

DATE: August 3, 2026

SUBJECT: Confirmation of 2026-27 Evaluation and Support Plan (ESP) Checklist Submission

This serves to confirm submission of East Windsor School District's 2026-26 Leader and Educator Evaluation and Support Plan (ESP) Checklist indicating the continued use of the most recent CT State Department of Education (CSDE) approved ESP for the 2026-27 school year. Please confirm with your local Board of Education that the CSDE has approved your submission.

Thank you for your diligent efforts in working toward the shared goal of continuous support and development of school and district leaders and educators to improve outcomes for all students.

You may submit any questions via email to the CSDE consultant for your region listed below.

RESC Region	Consultant	E-mail	Phone
CES, EdAdvance, LEARN and APSEPs	Sharon Fuller	Sharon.Fuller@ct.gov	860-713-6814
ACES, CREC, EASTCONN	Jessica G. Ocasio, Ed.D.	Jessica.G.Ocasio@ct.gov	860-713-6717

SKT:jgo

cc: Sharon M. S. Fuller, Talent Office Consultant
Dr. Jessica G. Ocasio, Talent Office Consultant

EWPS
East Windsor Public Schools
Our graduates go places!

ADMINISTRATION
70 South Main Street
East Windsor, CT 06088
860.623.3346

Patrick Tudryn, Ed. D
Superintendent

Darryl Rouillard
Asst. Superintendent of Curriculum and Personnel

Deirdre Osypuk, PhD
Director of Special Education

MEMORANDUM

To: East Windsor Board of Finance
From: Dr. Patrick Tudryn, Superintendent of Schools
Re: 2026-2027 Class Size Information
Date: August 19, 2026

In response to Board of Finance member Tom Talamini's request for information regarding class sizes in East Windsor Public Schools, below is the current class size information for the upcoming 2026-2027 school year.

Please note that these figures reflect enrollment and scheduling information available as of the end of July 2026. Enrollment and class assignments can change in the weeks leading up to the opening of school, so these numbers may be different by the first day of school. The district's official enrollment is reported to the State of Connecticut as of October 1 of each school year.

Broad Brook Elementary School

The average class size is approximately 17-18 students, with class sizes currently ranging from 15 to 20 students. Preschool is not included in these figures.

East Windsor Middle School

The average size of a core academic class is 17.75 students. The smallest class currently has 13 students and is an Advanced Math class. The largest class has 24 students.

East Windsor High School

Current class sizes by course category are as follows:

Core Classes

- Average: 15 students
- Smallest: 9 students
- Largest: 25 students

AP/Honors Courses

- Average: 14 students
- Smallest: 3 students
- Largest: 25 students

World Language

- Average: 16 students
- Smallest: 6 students
- Largest: 18 students
- *Spanish I students are not included in these figures.*

Physical Education

- Average: 18 students
- Smallest: 12 students
- Largest: 22 students

Remaining Required Courses

- Average: 15 students
- Smallest: 8 students
- Largest: 22 students
- *Band is not included in these figures.*

These figures provide a snapshot of anticipated class sizes based on enrollment and scheduling information available at the end of July. We will continue to monitor enrollment and make adjustments as appropriate as we prepare for the opening of the 2026-2027 school year.

It is also important to note that Band and Spanish I are two of the higher enrolled courses at East Windsor High School. Because of their enrollment and the additional scheduling considerations associated with placing students into these courses, they require additional time to finalize. As a result, they are not included in the class size calculations above at this time.

EWPS
East Windsor Public Schools
Our graduates go places!

BROAD BROOK ELEMENTARY

Laura Foxx
Principal
lfoxx@ewct.org

Matthew Ryan
Assistant Principal
mryan@ewct.org

860.623.2433
Fax 860.623.0717

14 Rye Street
Broad Brook, CT 06016

August 10, 2026

Dear Parents of Mrs. Marini's class,

I am writing to let you know about a change to your child's first grade classroom placement for this school year.

Based on our current enrollment, we are adjusting our Grade 1 program from four classrooms to three. As a result, your child has been placed into one of our three existing first grade classrooms. This information is updated on the Powerschool parent portal.

I want to reassure you that your child's experience in first grade will continue to be a strong one. Each of our three Grade 1 teachers is highly qualified, experienced, and already well established in our BBS community. We carefully reviewed class placements so that your child's academic and social-emotional needs continue to be well supported.

We understand that any change in the classroom can bring up questions for children and families alike, and we want to support you through it. If you have questions or concerns, please reach out. I am happy to meet with you directly.

Thank you for your partnership and for the trust you place in us. We are committed to making sure your child has a successful first grade experience.

Sincerely,

Laura Foxx

R.U.F.F.
READ . UNDERSTAND . FEELINGS . FACTS