

Ashford Board of Education
Meeting Minutes – January 19, 2017
7:00 p.m.
District Office Conference Room

Note: Per C.G.S. §10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.

Call To Order

Chair J. Rupert called the meeting to order at 7:11 pm. Present were members J. Rupert, L. Donegan, J. Lippert, J. Calarese and K. Warren. Also present were Superintendent Dr. J. Longo and recording secretary J. Barsaleau. Present in the audience were resident M. Caye and Lincoln Investments advisor J. Tomaneng. Unable to attend were board members K. Rourke and M. Matthews.

Persons to be Heard

a. Comments Concerning Items on the Posted Agenda

M. Caye commented that distractions remain in the second grade and she is hopeful that the resources directed to this group of students will continue. She reiterated her understanding that the board of education's budget will reflect three Grade 3 classroom teachers for the next school year.

Review of Bicknell Trust Account (J. Tomaneng, Lincoln Investments)

Jeff Tomaneng of Lincoln Investments provided the board with a written performance analysis of the Bicknell Trust. Mr. Tomaneng is the district's 403b program representative and investment fund contact for the Bicknell Education Trust. Board members asked questions concerning the overall health of the fund, its composition and risk assessment as it relates to scholarship fund distribution. The board will review the fund annually in November.

Communications

Notification from the NAEYC Accreditation of Early Learning Programs was received for a new five-year cycle through 8/1/2022. The Board shared its appreciation of the extensive amount of time and effort that is spent by our staff to to achieve this very important designation. The Board wished to recognize the invaluable efforts of Ginger Lusa in this process and as a member of the Ashford School faculty.

J. Rupert briefly addressed an email communication concerning unexpended educational funds. The Board's five-year capital list is filed annually with the Capital Improvements Committee as required. A written request was made to the Board of Finance to request release of these funds toward the completion of the ceiling project that is listed in the current five-year plan. Once unexpended funds have been released, the Board of Education may begin plans to complete this project. The Board will work in concert with the First Selectman's office to coordinate efforts as needed.

Approval of Minutes: 01/05/2017

Motion made by J. Lippert to approve the meeting minutes of 01/05/2017 with the following amendment: K. Warren was present at the meeting. Motion seconded by L. Donegan and carried unanimously.

Superintendent's Report

a. Business Manager Search Update

The search committee consists of Dr. Longo, J. Calarese, C. Silver-Smith and K. Rourke. The committee interviewed three applicants and recommended an offer of employment be made to one of the candidates that interviewed.

b. FY 18 Budget Preparation

The first draft of the FY 18 Budget Narrative was sent to members by email. Members were asked to review the document and offer any additions, deletions or suggestions to Dr. Longo as soon as possible.

Motion by J. Rupert to add to the agenda as item 7.5 "Capital Improvement Committee Report".

Motion seconded by K. Warren and carried unanimously.

J. Lippert attended the capital meeting on 1/18/17. Capital expenditure requests for amounts over \$5,000 must be made using a specific form that includes justification and supporting documentation for the request. Forms for purchase for school buses and renovation of the former tech ed space will be completed for submission at the 1/25/17 meeting of the committee.

New Business

a. First Reading of Policies (Series 4000: Alcohol, Tobacco and Drug Free Workplace; Concussion Management and Training for Athletic Coaches; Family and Medical Leave; Series 5000: Search and Seizure)

The policies were prepared by counsel and reflect amendments or changes driven by legislative activity. They will be on the agenda for second reading in February/March. Members were asked to review them

prior to second reading, and submit any questions or concerns. The Search and Seizure policy contains an optional addendum for board consideration.

Old Business

a. Authorize Number and Denomination of 2017 Bicknell Trust Scholarships

Motion made by J. Lippert to authorize four Bicknell Trust Scholarships in the amount of \$1,000 each for 2017. Motion seconded by K. Warren. Discussion followed. Motion was amended to authorize that Bicknell Scholarships may not to exceed a total of \$4,000 with the board authorizing award of a maximum of four awards at \$1,000 each. Motion as amended, carried unanimously.

b. Unexpended Educational Funds Request Follow Up

Discussed earlier in the meeting under Communications.

c. Second Reading of Policies (Series 5000: Attendance, Truancy and Chronic Absenteeism; Non-Discrimination; Child Sexual Abuse Response and Reporting; Food Allergies and Glycogen Storage Disease; Physical Activity and Student Discipline)

Motion made by J. Lippert to approve the policies as prepared by counsel. Motion seconded by L. Donegan and carried unanimously.

Next Meeting Date/Agenda Items

The next regular meeting date is 2/02/17. A special meeting will be called for 6:15 pm for Superintendent Evaluation. Regular meeting agenda items include FY 18 budget, approval of the 2017-2018 school calendar, business manager search update, facility manager, second reading of policies, executive session for superintendent evaluation.

Second Opportunity for Public Comment

None

Superintendent Evaluation (Executive Session, Action Anticipated)

This item is tabled, a special meeting will be posted for February 2nd.

Motion to adjourn the meeting (9:22 pm) made by L. Donegan, seconded by J. Lippert and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary

Ashford School
BOE Principal's Report – Troy C. Hopkins
January 20, 2017

Ashford School Goals

- Promote creativity, student choice, and critical thinking through the implementation of interdisciplinary curriculum, following the concept of STEAM (Science, Technology, Engineering, Art, Mathematics), which applies to the real world now and in the future.
- Improve informative and positive communication throughout the Ashford community to assist in student success in all areas.
- Develop and implement programs and practices to improve all students' academic and social skills.

Vision and Mission Statement

- Looking to update our vision and mission statements
- Survey to gather input is out and available on the website
- Some parts of the survey:

Please choose your top three most important student outcomes

Creative problem solving
Excitement for learning
Global awareness
Awareness and acceptance of differences among people
Understanding of a variety of career options
Responsible use of technology
Evaluate information for accuracy
Master grade level academic expectations
Character and citizenship
Working well with others
Communication skills

Please choose your top three most important school practices

Well-rounded education (music, art, PE, health)
Connecting learning to the real world
Curriculum designed around state and national standards
Monitoring social and emotional well-being of students
Engaging families and the community
Hiring, developing and retaining quality teachers
Public display of student work
Ensuring the safety and security of everyone
Communication to families

What are your hopes and dreams for Ashford School?

One more thing you would like to say: (complimentary or constructive)

STEAM – Our Interdisciplinary, Project-Based Learning Initiative

Here are the STEAM themes for the second trimester:

- K - Health/Nutrition: How do we keep our body healthy?
- 1 - How do things change over time?
 - 2 - Natural Resources of Ashford
 - 3 - How to combat natural disasters
 - 4 - U.S.A. Regions and Resources
 - 5 - Inventing and Innovation
 - 6 - How geography shapes who we are
 - 7 - Roman World Impacts
 - 8 - Underwater Robots/Biodiversity

Ashford School
BOE Assistant Principal's Report – Garrett J. Dukette
January 19, 2017

Writing

Continued focus on improving writing instruction across the entire school:

- Four in-house PD days running over the next two weeks
- K-8 writing teachers will develop awareness and use of critical components of Writing Pathways
 - Mini-lessons
 - Small- and Large-Group conferencing
 - Using the Writing Pathways tools
 - Anchor charts
 - Learning Progressions
 - Student Checklists
 - Rubrics
 - Etc.
- Continued support at the 5th and 7th/8th grade levels for providing interdisciplinary writing instruction

Curriculum and Instruction

- January 17 PD focused on horizontal documentation of curriculum using the online Unit Planner
 - Continued support and background on Understanding By Design (also known as backwards planning)
- Working in concert with faculty members on the curriculum committee, developed a curriculum template that provides greater clarity around required information for Unit Planner.
- Work to finalize vertical curricular articulation will occur across Social Studies and Spanish beginning in early February

Student Motivation and Behavior

- January 17 PD provided significant training to all teachers on “community and restorative circles”
 - Focus on the process of using circles
 - Provided insight into how circles can lower disciplinary issues while increasing engagement and student relationships
 - Offered expert answers to faculty questions around restorative justice
- Personal focus on “Trauma Sensitive” schools
 - Researching how trauma can impact behaviors
 - Designing future PD for staff members to create trauma awareness

Gifted and Talented

- Processing STRIVE mentor feedback regarding positive qualities of current approach as well as growth opportunities
- Continued work towards Clusters for trimester three
- Early focus on Career Fair (to take place in May)

Communication

- At this point, we have called home for 30+ Pawsitive office referrals
- Working with Scott Waddell on auto-communication for Power School re: grades

BICKNELL ASHFORD EDUCATION TRUST

Managed Since 03/01/2001

Your Performance Statement

Investment activity through 01/18/2017

Account Name: BICKNELL ASHFORD EDUCATION TRUST

Account ID: 183710

Reporting Period Ending: January 18, 2017

Overview

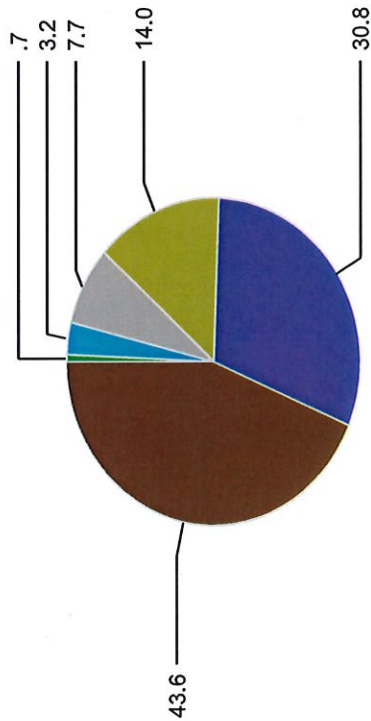
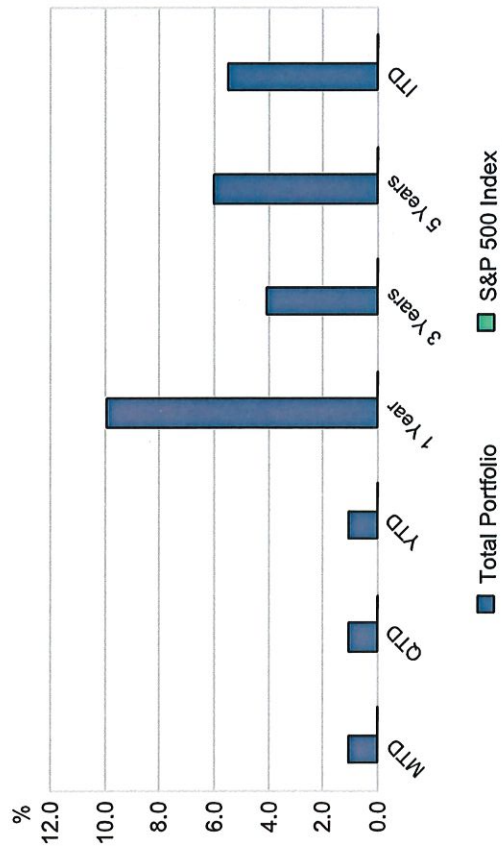
Year to Date Activity Summary

Beginning portfolio value	115,516.20
Net contributions and withdrawals	-288.79
Income earned	124.81
Market Appreciation	1,102.13
Ending portfolio value	116,454.35
Total return	1.02

Asset Allocation

	Market value	% of Mkt val
Domestic Fixed Income	50,771	43.6
Domestic Equities	35,849	30.8
Intl Fixed Income	16,255	14.0
International Equities	8,987	7.7
Emerging Markets Equities	3,733	3.2
Cash & Equivalents	860	.7
Total	116,454	100.0

Performance



The performance data quoted represents past performance. Past performance does not guarantee future results. The investment return and principal value of an investment will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost and current performance may be lower or higher than the performance quoted. Your Custodian provides periodic statements relating to your account. This report is not a periodic statement.

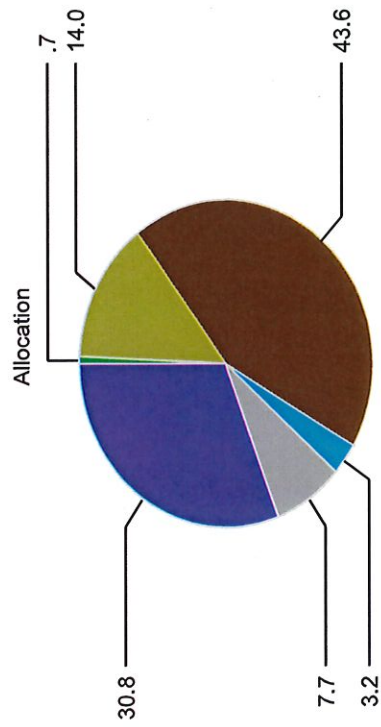
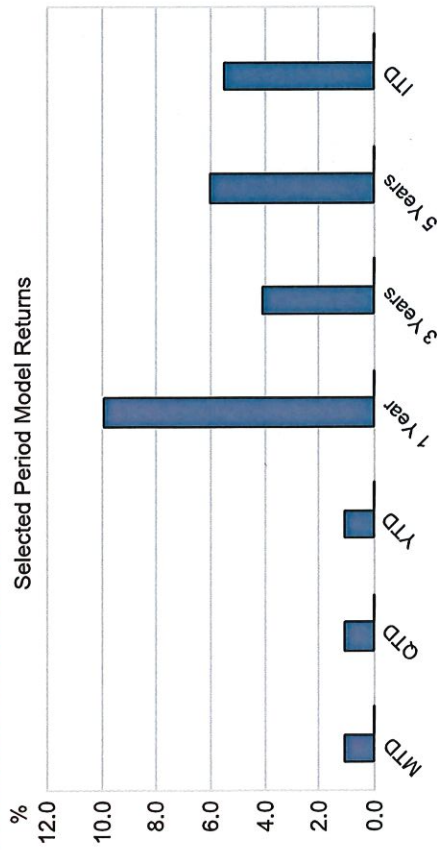
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Reporting Period Ending: January 18, 2017

Performance and Allocation

Performance and Allocation



	Market Value	% of Mkt val	Month to Date (1 Month)	Quarter to Date (1 Month)	Year to Date (Month to Date)	Inception to Date (191 Months)
Total Portfolio	116,454		1.02	1.02	1.02	5.48
Domestic Equities	35,849	30.8	1.24	1.24	1.24	5.18
International Equities	8,987	7.7	2.58	2.58	2.58	1.70
Emerging Markets Equities	3,733	3.2	4.30	4.30	4.30	6.66
Domestic Fixed Income	50,771	43.6	.52	.52	.52	5.18
Intl Fixed Income	16,255	14.0	.40	.40	.40	5.75
Cash & Equivalents	860	.7	.01	.01	.01	1.33

Portfolio Inception: 03/01/2001

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Account ID: 183710

Reporting Period Ending: January 18, 2017

Investment and Performance Summary

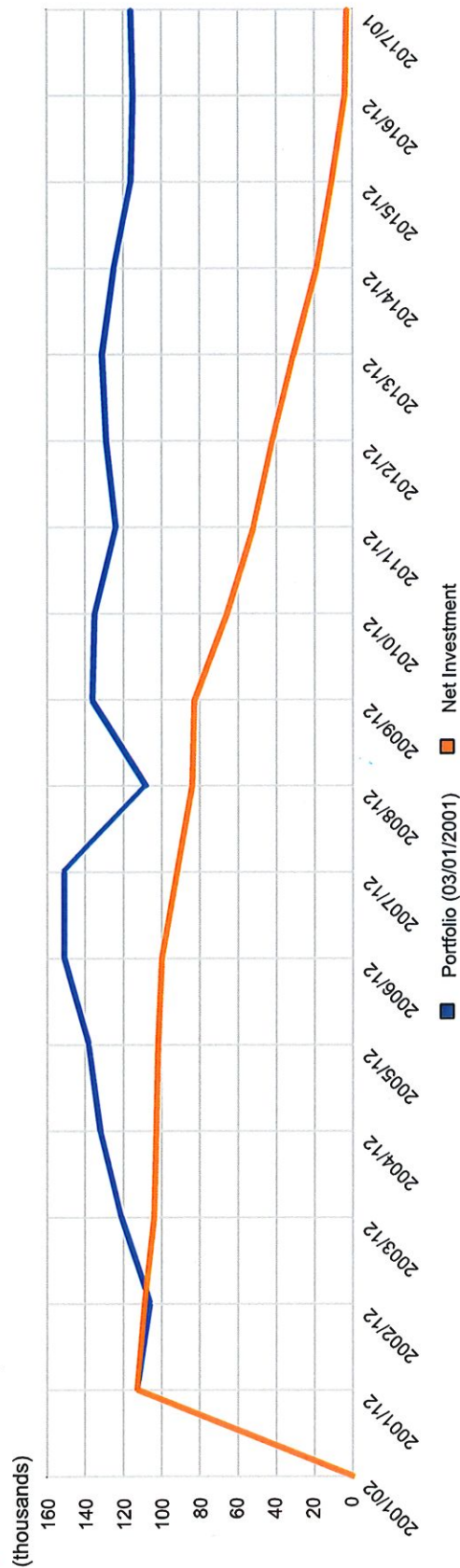
Investment and Performance Summary

	Month to Date	Quarter to Date (1 Month)	Year to Date (Month to Date)	1 Year	3 Years	5 Years	Inception to Date (191 Months)
Investment Summary							
Beginning Market Value	115,516.20	115,516.20	115,516.20	112,499.72	129,167.16	128,102.90	.00
Net Contributions/Withdrawals	-288.79	-288.79	-288.79	-7,067.02	-27,640.31	-48,491.54	3,136.05
Income Received	124.81	124.81	124.81	2,100.33	7,463.98	13,493.84	60,776.20
Market Appreciation	1,154.07	1,154.07	1,154.07	8,971.83	7,526.06	23,459.78	52,469.23
Net Change in Accrued Income	-51.94	-51.94	-51.94	-50.51	-62.54	-110.63	72.87
Ending Market Value	116,454.35	116,454.35	116,454.35	116,454.35	116,454.35	116,454.35	116,454.35

Performance Summary

Total Portfolio	1.02	1.02	1.02	9.90	4.06	5.98	5.48
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History of Asset Growth and Net Investment



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Account Name: BICKNELL ASHFORD EDUCATION TRUST

Account ID: 183710

Reporting Period Ending: January 18, 2017

Fixed Income Assessment

Fixed Income Assessment

	Units	Unit Cost	Current Price	Market Value	S and P Rating	Moody's Rating	Call Date/Price	Put Date/Price
Cash Equivalents								
GOVERNMENT FUND (SE0XX)	860.120	1.000	1.000	860.12				
Total Cash Equivalents				860.12				
Core Fixed Income								
CORE FIXED INCOME FUND (TRLVX)	3,869.355	10.580	11.130	43,065.92	NA			
Total Core Fixed Income				43,065.92				
Emerging Markets Debt								
EMERGING MKTS DEBT FUND (SITEX)	602.619	10.340	9.540	5,748.99	NA			
Total Emerging Markets Debt				5,748.99				
Emerging Markets Equity								
EMERGING MKTS EQUITY FUND (SIEMX)	375.200	7.280	9.950	3,733.24	NA			
Total Emerging Markets Equity				3,733.24				
High Yield Bond								
HIGH YIELD BOND FUND (SHYAX)	1,068.601	7.330	7.210	7,704.61	NA			
Total High Yield Bond				7,704.61				
International Equities								
INTERNATIONAL EQUITY FUND (SEITX)	941.071	7.750	9.550	8,987.23	NA			
Total International Equities				8,987.23				
Intl Fixed Income								
INTL FIXED INCOME FUND (SEFIX)	1,051.616	10.480	9.990	10,505.64	NA			
Total Intl Fixed Income				10,505.64				
Large Cap Growth								
LARGE CAP GROWTH FUND (SELCX)	513.646	18.350	29.720	15,265.56	NA			
Total Large Cap Growth				15,265.56				
Large Cap Value								
LARGE CAP VALUE FUND (TRMVX)	608.850	16.100	22.900	13,942.66	NA			
Total Large Cap Value				13,942.66				
Small Cap Growth								
SMALL CAP GROWTH FUND (SSCGX)	90.686	15.150	30.140	2,733.28	NA			
Total Small Cap Growth				2,733.28				

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Reporting Period Ending: January 18, 2017

Fixed Income Assessment

Fixed Income Assessment

	Units	Unit Cost	Current Price	Market Value	S and P Rating	Moody's Rating	Call Date/Price	Put Date/Price
Small Cap Value								
SMALL CAP VALUE FUND (SESVX)	156.284	17.010	25.000	3,907.10	NA			
Total Small Cap Value				3,907.10				
Uninvested Cash								
Uninvested Cash	.000	.000	.000	.00				
.000%12/31/1900								
Total Uninvested Cash				.00				
Total				116,454.35				

Account Name: BICKNELL ASHFORD EDUCATION TRUST

Account ID: 183710

Reporting Period Ending: January 18, 2017

Quarterly Period Performance

Quarterly Performance

	Quarter Ending 04/2016	Quarter Ending 07/2016	Quarter Ending 10/2016	Quarter Ending 01/2017	Year to Date
Total Portfolio	4.45	3.66	-36	1.86	1.02
Domestic Equities	5.44	5.53	-1.29	7.29	1.24
S&P 500 Index	7.05	5.82	-1.67		
International Equities	5.40	.70	-1.06	3.45	2.58
MSCI EAFE Index	7.58	.62	-.77		
Emerging Markets Equities	13.45	5.42	4.79	-.29	4.30
Domestic Fixed Income	2.86	2.93	.03	-.93	.52
Barclays Aggregate Bond Index	2.02	2.47	-.94		
Intl Fixed Income	5.39	3.14	-.20	-2.00	.40
Cash & Equivalents	.02	.01	.05	.05	.01
91 day Treasury Bill Index	.07	.06	.07		

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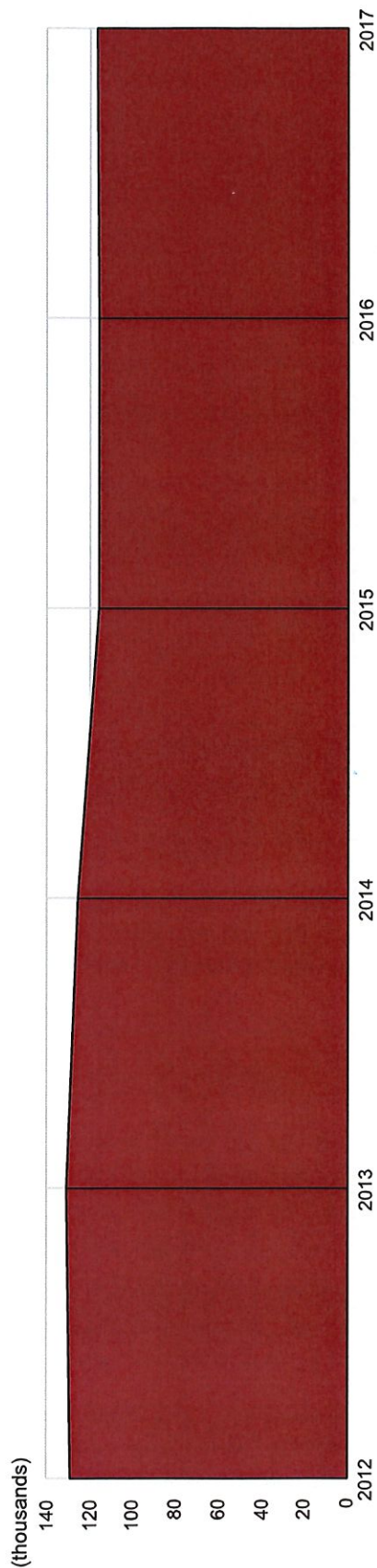
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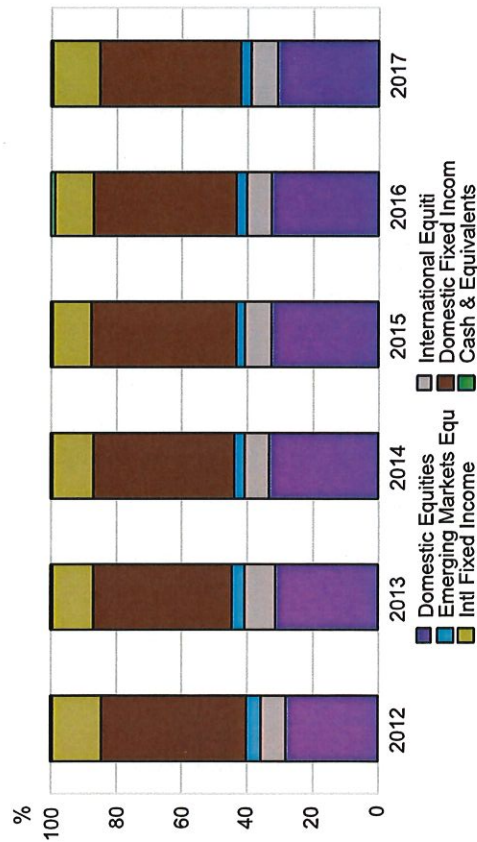
Reporting Period Ending: January 18, 2017

Annual Summary

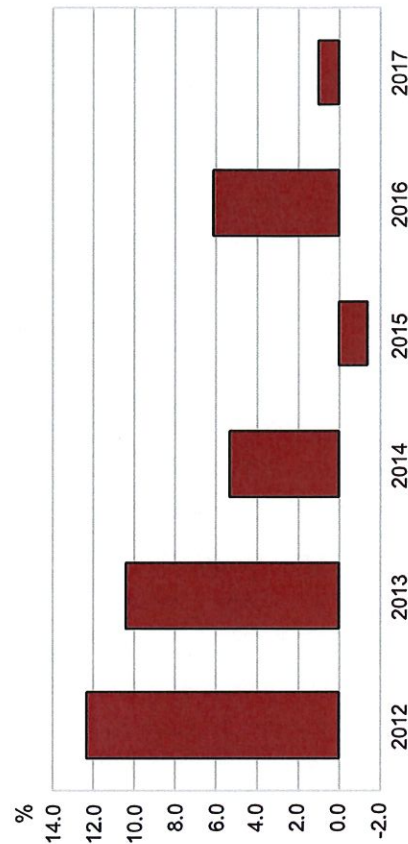
Annual Ending MV



Annual Allocation



Annual Return



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Director of Pupil Personnel Service Report

January 2017

Submitted by: Cynthia Ford

2016/2017 School Year:

- **Highlights in Special Education:**
 - Continuing to work on creating a Restraint and Seclusion plan that will be ready for your approval prior to Spring 2017.
 - Completed a large group of teachers and para educators on de-escalation training (CPI) on the January PD day.
 - Currently we are able to be reimbursed for 9 students that are eligible for OT, PT, and Speech and Language service under the SBCH (School based Child Health) program.
- **Highlights in 504/ Intervention:**
 - Student Intervention Teams at Ashford are continuing to function to assist with the students struggling. On average there are about 5 to 6 students reviewed by the team per week. Progress is being made with most of the students and Special Education referrals are on the decrease.
- **Professional Development:**
 - Upcoming staff trainings in the area of Special Education: Autism and reviewing behavioral toolboxes for teachers and para educators

Personal and Professional Goals:

1. Plan and implement appropriate professional development for all faculty and staff in the areas of at risk population and those labeled with disabilities.
2. Continue to improve upon my leadership skills by attending conferences put on by national, state and local organizations to ensure the most accurate information and practices are put into place at Ashford School in the area of Special Education.
3. Continue to ensure lines of communication between the entire department is clear, direct and supportive to all stakeholders.

SNP Claim For Reimbursement Summary

00300 Status: Active
Ashford Board of Education
 DBA:
 Ashford Public School District
 440 Westford Road
 Ashford, CT 06278
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Confirmation #: AJLCKE

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2016	0	01/10/2017	01/10/2017		Original

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	1,066	3.1600	3,368.56
Reduced	164	2.7600	452.64
Paid	1,630	0.3000	489.00
Total	2,860		4,310.20
Performance-Based Reimbursement (Lunch)			
Claimed	2,860	0.0600	171.60
Adjusted	0	0.0600	0.00
Total	2,860		171.60
School Breakfast Program Severe Need			
Free	460	2.0400	938.40
Reduced	21	1.7400	36.54
Paid	284	0.2900	82.36
Total	765		1,057.30
Special Milk Program			
Free	41	0.2495	10.23
Paid	47	0.1975	9.28
Total	88		19.51

Claim Reimbursement Total	5,558.61
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Sponsor Claim Reimbursement Totals

Current Claim Reimbursement Total	5,558.61
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	5,558.61

[Show Site Meal Details](#)

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[Show Site Meal Details](#)

Series 4000
Personnel

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

PURPOSE

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance, or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs or alcohol on school property shall notify the Superintendent or his/her designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, and the use of tobacco products on school property or at any school-sponsored activity. For purposes of this policy, the term “electronic nicotine delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from

the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, and the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not contain nicotine, that is inhaled by the user of such product.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

"School property" means any land and all temporary and permanent structures comprising the district's school and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

"School-sponsored activity" means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

An employee who feels he or she has developed an addiction to, dependence upon, or other problem with alcohol or drugs is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

Conn. Gen. Stat. § 19a-342a

United States Code:

Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95, § 4001

Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

Approved by the Ashford Board of Education:

Series 4000
Personnel

**ADMINISTRATIVE REGULATIONS REGARDING CONCUSSION MANAGEMENT
AND TRAINING FOR ATHLETIC COACHES**

For purposes of these administrative regulations concerning training regarding concussions and head injuries, the term “**coach**” means any person who holds or is issued a coaching permit by the Connecticut State Department of Education and who is hired by the Ashford Board of Education to coach intramural or interscholastic athletics.

Mandatory Training Concerning Concussions

1. Any coach of intramural or interscholastic athletics, who holds or is issued a coaching permit, must, before commencing his/her coaching assignment for the season, complete an initial training course concerning concussions, which are a type of brain injury. This training course must be approved by the State Department of Education.
2. Coaches must provide proof of initial course completion to the Athletic Director or his/her designee prior to commencing their coaching assignments for the season in which they coach.
3. One year after receiving an initial training, and every year thereafter, coaches must review current and relevant information regarding concussions prior to commencing their coaching assignments for the season. This current and relevant information shall be that approved by the State Department of Education. Coaches need not review this information in the year they are required to take a refresher course, as discussed below.
4. Coaches must complete a refresher course concerning concussions and head injuries not later than five (5) years after receiving their initial training course, and once every five (5) years thereafter. Coaches must provide proof of refresher course completion to the Athletic Director or his/her designee prior to commencing their coaching assignments for the season in which they coach.
5. The Board shall consider a coach as having successfully completed the initial training course regarding concussions and head injuries if such coach completes a course that is offered by the governing authority for intramural and interscholastic athletics and is substantially similar, as determined by the Department of Education, to the training course required by subsection 1 of these administrative regulations, provided such substantially similar course is completed on or after January 1, 2010, but prior to the date the State Board of Education approves the training course discussed in subsection 1 of these administrative regulations.

Concussion Management

1. Any coach of any intramural or interscholastic athletics shall immediately remove a student athlete from participating in any intramural or interscholastic athletic activity who:
 - a. is observed to exhibit signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body; or
 - b. is diagnosed with a concussion, regardless of when such concussion may have occurred.
2. Upon removal from participation, a school principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, or coach shall notify the student athlete's parent or legal guardian that the student athlete has exhibited such signs, symptoms or behaviors consistent with a concussion or has been diagnosed with a concussion. Such principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, or coach shall provide such notification not later than twenty-four (24) hours after such removal and shall make a reasonable effort to provide such notification immediately after such removal.
3. The coach shall not permit such student athlete to participate in any supervised team activities involving physical exertion, including, but not limited to, practices, games or competitions, until such student athlete receives written clearance to participate in such supervised team activities involving physical exertion from a licensed health care professional trained in the evaluation and management of concussions.
4. Following receipt of clearance, the coach shall not permit such student athlete to participate in any full, unrestricted supervised team activities without limitations on contact or physical exertion, including, but not limited to, practices, games or competitions, until such student athlete:
 - a. no longer exhibits signs, symptoms or behaviors consistent with a concussion at rest or with exertion; and
 - b. receives written clearance to participate in such full, unrestricted supervised team activities from a licensed health care professional trained in the evaluation and management of concussions.
5. The Board shall prohibit a student athlete from participating in any intramural or interscholastic athletic activity unless the student athlete, and a parent or guardian of such athlete, receives training regarding the concussion education plan developed or approved by the State Board of Education by:
 - a. reading written materials;
 - b. viewing online training videos; or

- c. attending in-person training regarding the concussion education plan developed or approved by the State Board of Education.
6. The Board shall annually provide each participating student athlete's parent or legal guardian with a copy of an informed consent form approved by the State Board of Education and obtain the parent or guardian's signature, attesting to the fact that such parent or guardian has received a copy of such form and authorizes the student athlete to participate in the athletic activity.

Reporting Requirements

1. The school principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, or coach who informs a student athlete's parent or guardian of the possible occurrence of a concussion shall also report such incident to the nurse supervisor or designee.
2. The nurse supervisor, or designee, shall follow-up on the incident with the student and/or the student's parent or guardian and maintain a record of all incidents of diagnosed concussions. Such record shall include, if known:
 - a. The nature and extent of the concussion; and
 - b. The circumstances in which the student sustained the concussion.
3. The nurse supervisor, or designee, shall annually provide such record to the State Board of Education.

Miscellaneous

1. For purposes of these administrative regulations, "licensed health care professional" means a physician licensed pursuant to Chapter 370 of the Connecticut General Statutes, a physician assistant licensed pursuant to Chapter 370 of the Connecticut General Statutes, an advanced practice registered nurse licensed pursuant to Chapter 378 of the Connecticut General Statutes, or an athletic trainer licensed pursuant to Chapter 375a of the Connecticut General Statutes.
2. Should a coach fail to adhere to the requirements of these administrative regulations, the coach may be subject to discipline up to and including termination, as well as permit revocation by the State Board of Education.

Legal References

Conn. Gen. Stat. § 10-149b. Training courses for coaches re concussions and head injuries.

Conn. Gen. Stat. § 10-149c. Student athletes and concussions. Removal from athletic activities.

Conn. Gen. Stat. § 10-149e. School districts to collect and report occurrences of concussions. Report by Commissioner of Public Health.

Approved by the Ashford Board of Education:

Ashford Public School District
Student and Parent Concussion Informed Consent Form

This consent form was developed to provide students, parents and legal guardians with current and relevant information regarding concussions and to comply with Connecticut General Statutes (C.G.S.) Chapter 166, Section 10-149b: *Concussions: Training courses for coaches. Education plan. Informed consent form. Development or approval by State Board of Education. Revocation of coaching permit;* and Section 10-149c: *Student athletes and concussions. Removal from athletic activities. Notification of parent or legal guardian. Revocation of coaching permit.*

What is a Concussion?

National Athletic Trainers Association (NATA) - *A concussion is a “trauma induced alteration in mental status that may or may not involve loss of consciousness.”*

Centers for Disease Control and Prevention (CDC) - *“A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, stretching and damaging the brain cells and creating chemical changes in the brain.”* -CDC, Heads Up: Concussion. http://www.cdc.gov/headsup/basics/concussion_what.html

“Even a ‘ding,’ ‘getting your bell rung,’ or what seems to be mild bump or blow to the head can be serious.” -CDC, Heads Up: Concussion Fact Sheet For Coaches http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_coaches.pdf

Section 1. Concussion Education Plan Summary

The Concussion Education Plan and Guidelines for Connecticut Schools was approved by the Connecticut State Board of Education in January 2015. Below is an outline of the requirements of the Plan. The complete document is accessible on the CSDE Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=335572>

State law requires that each local and regional board of education must approve and then implement a concussion education plan by using written materials, online training or videos, or in-person training that addresses, at a minimum, the following:

1. The recognition of signs or symptoms of a concussion.
2. The means of obtaining proper medical treatment for a person suspected of sustaining a concussion.
3. The nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion.
4. The proper procedures for allowing a student-athlete who has sustained a concussion to return to athletic activity.
5. Current best practices in the prevention and treatment of a concussion.

Section 2. Signs and Symptoms of a Concussion: Overview

A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure, following an impact or suspected impact as described in the CDC definition above.

Signs of a concussion may include (i.e. what the athlete displays/looks like to an observer):

- Confusion/disorientation/irritability
- Trouble resting/getting comfortable
- Lack of concentration
- Slow response/drowsiness
- Incoherent/slurred speech
- Slow/clumsy movements
- Loss of consciousness
- Amnesia/memory problems
- Acts silly, combative or aggressive
- Repeatedly asks the same questions
- Dazed appearance
- Restless/irritable
- Constant attempts to return to play
- Constant motion
- Disproportionate/inappropriate reactions
- Balance problems

Symptoms of a concussion may include (i.e. what the athlete reports)

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Oversensitivity to sound/light/touch
- Ringing in ears
- Feeling foggy or groggy

State law requires that a coach **MUST** immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who: a) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or b) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred. **Upon removal of the athlete, a qualified school employee must notify the parent or legal guardian within 24 hours that the student athlete has exhibited signs and symptoms of a concussion.**

Section 3. Return to Play (RTP) Protocol Overview

Currently, it is impossible to accurately predict how long an individual's concussion will last. There must be full recovery before a student-athlete is allowed to resume participating in athletic activity. Connecticut law now requires that no athlete may resume participation until she/he has received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.

Concussion Management Requirements:

1. No athlete shall return to participation in the athletic activity on the same day of a concussion.
2. If there is any loss of consciousness, vomiting or seizures, the athlete MUST be transported immediately to the hospital.
3. Close observation of an athlete MUST continue following a concussion. The athlete should be monitored following the injury to ensure that there is no worsening/escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated by a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain an initial written clearance from one of the license health care professionals identified above directing her/him into a well-defined RTP stepped protocol similar to the one outlined below. If at any time signs or symptoms return during the RTP progression, the athlete should cease activity.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals identified above for the athlete to fully return to unrestricted participation in practices and competitions.

Medical Clearance RTP protocol (at least one full day between steps recommended)

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic; School activities may need to be modified	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling maintaining intensity at less than 70% of maximal exertion; no resistance training	Increase heart rate
3. Sport-specific exercise No contact	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add movement
4. Non-contact sport drills	Progression to more complex training drills, such as passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full contact sport drills	Following final medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Full activity	No restrictions	Return to full athletic performance

*If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete's symptoms are gone the next day, she/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and do not resolve, the athlete should be referred back to her/his medical provider.

Section 4. Local/Regional Board of Education Policies Regarding Concussions

***** Attach local or regional board of education concussion policies *****

I have read and understand the Student and Parent Concussion Informed Consent Form and the attached board of education policies regarding concussions and understand the severities associated with concussions and the need for immediate treatment of such injuries.

Student name: _____ Date: _____ Signature: _____
(Print Name)

I authorize my child to participate in _____ for school year _____
(Sport/Activity)

Parent/Guardian name: _____ Date: _____ Signature: _____
(Print Name)

References:

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82. <http://www.nfhs.org>.
http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx.
2. CDC. Heads Up: Concussion in High School Sports. http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm.
3. CIAC Concussion Central - <http://concussioncentral.ciacsports.com/>.

Resources:

- CDC. Injury Prevention & Control: Traumatic Brain Injury. Retrieved on June 1, 2015. <http://www.cdc.gov/TraumaticBrainInjury/index.html>
- CDC. Heads Up: Concussion in High School Sports Guide for Coaches. Retrieved on June 1, 2015. <http://www.cdc.gov/headsup/highschoolsports/coach.html>
- CDC. Heads Up: Concussion materials, fact sheets and online courses. Retrieved on June 6, 2015. <http://www.cdc.gov/headsup/>

**Series 4000
Personnel**

FAMILY AND MEDICAL LEAVE

PURPOSE

The purpose of this policy is to establish guidelines for leaves taken by employees of the Board under the Federal Family and Medical Leave Act of 1993 ("FMLA").

ELIGIBILITY

Employees who have worked for the Board for at least twelve (12) months, and who have worked at least 1,250 actual work hours, or, in the case of school paraprofessionals in an educational setting, who have worked at least 950 actual hours of work, during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the FMLA.

REASONS FOR LEAVE

Leaves under the FMLA may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care or child birth; or
- to care for the employee's newborn child; or
- the placement of a child with the employee by adoption or for foster care; or
- to care for the employee's spouse, child or parent who has a serious health condition; or
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of his or her position; or
- to care for an injured or ill service member (see below – Length of Leave – for further information); or
- a qualifying exigency arising out of a family member's military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Superintendent of Schools office:

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- short notice deployment;
- military events and related activities;
- childcare and school activities;
- financial and legal arrangements;
- counseling;
- rest and recuperation;
- post-deployment activities;
- parental care leave for military member's parent who is incapable of self-care and care is necessitated by the member's covered active duty;
- additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

LENGTH OF LEAVE

(a) Basic FMLA Leave Entitlement

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in any 12-month entitlement period.

The 12-month entitlement period for family or medical leave is measured on the basis of the employment contract year which is July 1 – June 30.

(b) Leave to care for an Injured or Ill Service member

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of FMLA leave during a 12-month period to care for (i) an injured or ill service member who is the employee's spouse, parent, child or next of kin, and who incurred the injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty on active duty in the Armed Forces; or, (ii) an injured or ill covered veteran who is the employee's spouse, parent, child or next of kin.

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For service members, the injury or illness must render the service member medically unable to perform the duties of his/her office, grade, rank or rating. This provision applies to service members who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who are on the temporary disability retired list, for a serious injury or illness.

For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness and s/he (1) was a member of the Armed Forces (including the National Guard or Reserves); (2) was discharged or released under conditions other than dishonorable; and (3) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.¹

For covered veterans, serious injury or illness means any of the following:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

When combined with any other type of FMLA qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard FMLA leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for an injured or ill service member, the 12 month period begins on the day such leave actually commences.

¹ The employee's first date of leave must be within the five year period. However, the employee may continue to take leave throughout the single 12 month period even if the leave extends past the five year period. Note - special rules may apply to calculating the five year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five year calculation.

TYPES OF LEAVE AND CONDITIONS

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a continuous period of time.

Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, his or her spouse, child or parent. Intermittent leave or reduced schedule leave for other reasons will be permitted only with the approval of the Superintendent or his/her designee.

If intermittent or reduced schedule leave is medically required, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period). For purposes of this policy, an instructional employee is defined as a teacher or other employee of the board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

(b) Both Spouses Working for the Same Employer

If both spouses are employees of the Board and request leave for the birth, placement of a child by adoption or for foster care, or to care for a seriously ill parent, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in any 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount he or she has taken individually and the 12 weeks for

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FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

[OPTIONAL SECTION– if employer offers temporary light duty

(c) Light Duty

Should an employee be offered a light duty opportunity during a period of FMLA leave, time spent performing the light duty assignment will not count against the employee's FMLA leave entitlement. The employee's right to restoration to his or her job will be held in abeyance during the light duty assignment, or until the end of the applicable 12-month FMLA leave period.]

(d) Leave Taken by Instructional Employees Near the End of an Academic Term

If a leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the employee would return to work during the three-week period before the end of the term.

If the employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the Board may require the employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the employee would return to work during the two-week period before the end of the term.

If the employee begins a leave during the three-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the Board may require the employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

REQUESTS FOR LEAVE

Requests for a family or medical leave must be submitted to the personnel department at least thirty (30) days before the leave is to commence, if possible. If thirty (30) days' notice is not possible, requests must be submitted as soon as practicable under the circumstances.

For leaves taken because of the employee's or a family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form before the leave begins if possible. This form may be obtained from the personnel department. If such advance certification is not possible, the medical certification must be provided by the employee within fifteen (15) calendar days of the Board's request for the medical certification.

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If an employee takes leave to care for his or her own serious health condition, immediately upon return to work the employee must provide medical certification that the health condition which created the need for the leave no longer renders the employee unable to perform the functions of the job. This certification must be submitted to the personnel department.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information. 'Genetic information,' as defined by GINA, includes 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.

USE OF PAID LEAVE

Accrued paid personal leave and accrued paid vacation will be substituted (in that order) for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee agrees with the Board to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain his or her regular weekly income level.

MEDICAL INSURANCE AND OTHER BENEFITS

During approved family or medical leaves of absence, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay his/her share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

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During an FMLA leave, an employee shall not accrue benefits, such as seniority, pension benefits, or sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board Policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under Board's attendance policy.

REINSTATEMENT

Except for circumstances unrelated to the taking of a family or medical leave, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job held prior to the leave or to an equivalent position with equivalent pay and benefits.

ADDITIONAL INFORMATION

Questions regarding family or medical leave may be directed to the Superintendent or his/her designee. An employee may file a complaint with U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 31-51rr

Regs. Conn. State Agencies 31-51rr-1, et seq.

United States Code:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008,
Pub.L.110 233, 42 USC 2000ff; 29 CFR 1635.1 et seq.

Approved by the Ashford Board of Education:

**Series 5000
Students**

POLICY REGARDING SEARCH AND SEIZURE

1. Search of a Student and the Student's Effects
 - A. Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The way the search is conducted should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
2. Search of a Locker, Desk and Other Storage Area
 - A. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
 - B. If the school administration reasonably suspects that a pupil is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.
 - C. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police

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department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

3. The decision to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.

Use of drug-detection dogs and metal detectors, similar detective devices; and/or breathalyzers and other passive alcohol screening devices may be used only on the express authorization of the Superintendent, in accordance with such procedures as the Superintendent may devise.

Legal References:

Conn. Gen. Stat. §10-221

Conn. Gen. Stat. § 54-33n, Searches

New Jersey v. T.L.O.; 469 U.S. 325 (1985)

Approved by the Ashford Board of Education:

**Series 5000
Students**

ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE

1. Search of a Student and the Student's Effects
 - A. All searches of students shall be conducted or directed by an authorized school administrator, i.e., the principal or vice principal, in the presence of a witness.
 - B. A search of a student's handbag, gym bag, cellular telephone, personal electronic device or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. A student's other effects are also subject to the same rule. Effects may include motor vehicles located on school property.
 - C. A search of a student's person may be conducted only if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Metal detectors, breathalyzers and/or drug sniffing dogs may be used to detect the presence of contraband, including weapons, drugs or alcohol, in furtherance of this policy and to the extent authorized by law.
 - D. Strip searches are prohibited except when there are reasonable grounds for suspecting that such a search will produce evidence of conduct which places students, staff or school property in immediate danger. Such searches may be conducted at the request of the school principal, generally by a member of the police department. During such searches, a member of the school staff shall be present at all times as a witness, and both the police officer conducting the search and the witness shall be of the same sex as the student searched.
 - E. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of the building principal, such evidence shall be submitted to the police

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department for proper disposition. Evidence not submitted to the Police Department shall be disposed of as directed by the building principal.

2. Search of a Locker, Desk and Other Storage Area
 - A. The Board of Education provides lockers, desks, gym baskets and other storage areas in which pupils may keep and store personal belongings and materials provided by the Board of Education. Such storage areas are the property of the Board of Education.
 - B. No pupil shall keep or store personal belongings or materials provided by the Board of Education in any storage area other than one provided by the Board of Education and designated for the pupil's use by the school administration.
 - C. Each pupil shall be responsible for maintaining any storage area assigned to the pupil for the pupil's use in an orderly and sanitary condition.
 - D. No pupil shall keep or store in a storage area assigned to the pupil for the pupil's use any item the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.).
 - E. The use of lockers and other storage areas by pupils is a privilege. At all times such storage areas remain the property of the Board of Education. If the school administration reasonably suspects that a pupil is not maintaining a storage area assigned to the pupil in a sanitary condition, or that the locker contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas in accordance with Board Policy 5145, Section 2(A).
 - F. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

Legal References:

Connecticut General Statutes:

Section 10-221, Boards of education to prescribe rules
Section 54-33n, Searches

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New Jersey v. T.L.O., 469 U.S. 325 (1985)

Approved by the Ashford Board of Education:

**ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE
(OPTIONAL ADDENDA REGARDING USE OF DOGS ON SCHOOL
PROPERTY)**

The Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs specially trained when necessary to protect the health and safety of students, employees or property, and for the purpose of detecting the presence of illegal substances or contraband, including alcohol and/or drugs.

The use of trained detection dogs is subject to the following:

1. The administration shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
3. Dogs shall not be used in rooms occupied by persons except as part of a program designed to inform students/parents of the capabilities of the dogs. Individual(s) shall not be subjected to a search by dogs.
4. Parents and students shall be notified of the Board's policy concerning search and seizure and this regulation, which shall be publicized to students. Specific dates of planned searches need not be released
5. When conducting a search of an individual or his/her effects based upon a dog's signal, the Principal or his/her designee shall conform to the requirements of the Board's policy and regulation pertaining to searches of a student, his/her effects and/or locker searches.
6. The administration of the district shall have sole authority for determining internal disciplinary action in regard to illegal substances or contraband on school property.
7. Although detection dogs may be under the control of law enforcement agencies, the administration of the district shall have sole determination as to when a sweep of school property will be conducted.
8. When detection dogs are employed, the school should follow standard protocol for a lockdown procedure prior to the dogs and their handlers entering the building.

**ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE
(OPTIONAL ADDENDA REGARDING USE OF BREATHALYZERS ON
SCHOOL PROPERTY)**

The Board of Education (the “Board”) supports the use of both passive alcohol screening (“PAS”) devices and breathalyzers during the school day or at school-sponsored events, on or off campus, to deter the use of alcohol by students in the Ashford Public Schools (the “District”) and to promote the health and safety of all students.

This regulation provides the basic structure for the use of passive alcohol sensors and breathalyzers in this District to detect/confirm alcohol consumption by students. Such instruments shall be used by the District to 1) to confirm a reasonable suspicion that a particular student has used or is under the influence of alcohol at school during the school day, or at a voluntary, extracurricular school-sponsored event; and/or 2) systematically screen students attending extracurricular/voluntary school-sponsored events for possible alcohol use.

The passive alcohol sensor (“PAS”) device is a non-invasive high-speed breath alcohol-screening instrument which can be used as a “sniffer” for overt or covert alcohol detection. This device may be used to sample a student’s breath in order to detect alcohol use, with results reported as either “positive” or “negative.” A breathalyzer is a device that detects and measures alcohol in expired air so as to determine the concentration of alcohol in a person's blood.

Only designated school personnel will be trained in the use of the PAS device and/or breathalyzer test. All testing instruments shall be properly calibrated and will be checked for accuracy and for full calibration in accordance with the manufacturer’s standards. Testing of students using these devices will be conducted in a separate area, to the extent practicable, to maintain student privacy.

Results from a PAS device or breathalyzer will be maintained in a confidential manner, and released in accordance with district policy and state and federal law.

A. Testing to Confirm Reasonable Suspicion of Alcohol Use

If there is reasonable suspicion that a student is under the influence of alcohol at school or at a school-sponsored event, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. The student will be informed as to how the PAS device operates and will be asked to breathe across the intake part of the device. Testing will be conducted by trained personnel, in a separate area whenever possible, to maintain student privacy. Any student who tests positive will be asked to submit to a second test using a breathalyzer. If the student tests positive for a second time, the school will contact the student’s parents. If necessary, the student will be brought to the school nurse for medical treatment and emergency medical protocols shall be followed.

If the student tests positive on either test, or if the student refuses to take the test when there is reasonable suspicion of alcohol use, the student may be subject to appropriate disciplinary action consistent with District policies and procedures.

Reasonable suspicion shall include, but not be limited to, any of the following:

1. Observed use or possession of alcohol;
2. Alcohol odor or the presence of an alcohol container;
3. Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes; or
4. Marked changes in personal behavior not attributable to other factors.

B. Extracurricular/Voluntary School-Sponsored Events

The Board also allows for the use of PAS devices and breathalyzers in connection with students' participation in extracurricular/voluntary school-sponsored events and activities without the need for school personnel to first have reasonable suspicion of alcohol use. Such suspicionless testing will occur only if students are notified prior to the event or school-sponsored activity that a PAS or breathalyzer may be used, and that they may be denied entry and/or removed from the event or activity for either refusing to submit to such testing or for testing positive for alcohol use. Students will be notified through a variety of means, including orientation programs, student handbooks and/or electronic publication.

When PAS devices and/or a breathalyzer will be used at a voluntary school-sponsored event (i.e. school dances, proms, etc.), such devices shall be administered as follows:

1. All students participating in the activity or school-sponsored event will be asked to submit to a PAS screening. Students will be asked to breathe across the intake part of the device.
2. If the PAS device detects alcohol, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. After fifteen (15) minutes, the student will be asked to submit to a breathalyzer test to confirm the presence of alcohol.
3. Should the student test positive after the second test, school personnel will contact the student's parents and the student shall be removed/denied entry to the activity or school-sponsored event.

Ashford Board of Education
Ashford, Connecticut

4. Any student who refuses to breathe into the PAS device, or who refuses to submit to the breathalyzer test, may be excluded or removed from the activity or school-sponsored event and may face additional disciplinary actions.
5. The district retains the right to contact local law enforcement officials at any time, as deemed appropriate, consistent with district practice and policy.

FY 2017 - 2018
Ashford Board of Education
Budget Presentation

to the
Ashford Board of Finance

March 2, 2017

James Rupert, Chair, Ashford Board of Education
Dr. James Longo, Superintendent

FOP

3/17

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Introduction

<Add J. Rupert's Introduction Here>

Superintendent's Introduction

A school budget is a controlling factor in the ability of the school district to advance, and to provide students with the highest quality education available. We develop our budget with our students in mind. Everything that we ask for is part of a plan to ensure that we can offer students a quality educational experience. One that will prepare them for the competitive world that they will encounter in high school, post-secondary school and/or career. The budget that we are presenting to you is a prudent, well-balanced proposal that is designed to efficiently utilize resources in a way that balances student needs with the community's resources.

We ask that you consider this budget in light of the fact that we have been able to avoid budget increases for two years, and are now faced with inevitable increases in all aspects of our operating expenses. It is our obligation to provide the children of Ashford a quality education, and we believe that this budget proposal provides a well-balanced approach to achieving that goal.

We have spent the past eight years making Ashford School one of the best in the region. We have updated our curriculum, evolving into a S.T.E.A.M. (Science, Technology, Engineering, Arts and Mathematics) model designed to prepare our students for the complexities of the modern world. We have worked to update our facility, equipment, technology and grounds in a way that creates a clean and safe environment for our students to learn. This budget proposal is the product of participation by community members, staff, faculty, and administration.

Ashford School Mission Statement

To present a school district that supports all students in achieving their highest educational and personal potential as productive citizens of the diverse, multicultural and global, twenty-first century community in which they will live.

FOR BOE USE ONLY - DRAFT 1/19/17

Budget History Summary

Budget Year	Approved Budget Amount	% Change Inc/(Dec)
FY 17-18	\$ 7,649,561 BOE Proposed	3.3%
FY 16-17	\$ 7,406,140 Budget	(0.02%)
FY 15-16	\$ 7,423,071 Budget	1.8%
FY 14-15	\$ 7,288,036 Budget	3.6%

Summary of Changes to FY 18 Budget Over 2016 - 2017

3.3% Increase

- Continued support of the STEAM curriculum
- Maintenance of Robotics and our Extended Day After School Activities
- Addition of a (1.0FTE) Library/Media Certified Staff Member
- Increase of 2.5FTE Special Education paraprofessionals as necessitated by student enrollment, (Added late FY16-17)
- Addition of a part-time (0.2FTE) Facilities Manager
- Budget for legal costs associated with upcoming non-certified employees (MEUI) collective bargaining negotiations

Innovations to Look for in this Budget Proposal

- **Support for our STEAM Curriculum Resources**
- **Addition of a Library/Media Specialist**
- **Addition of a Part-Time Facilities Manager**

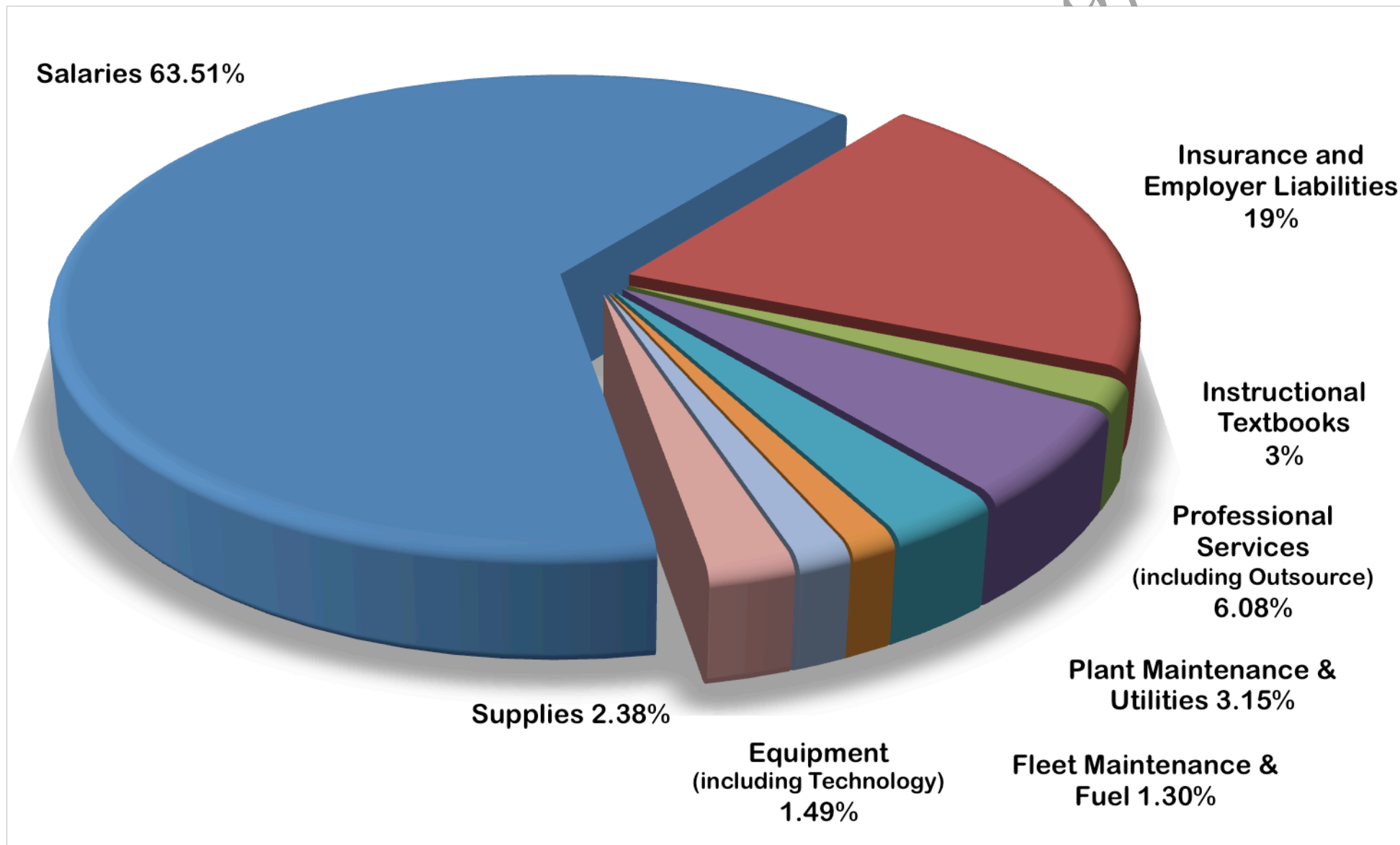
All changes in the 2017-2018 Board of Education proposed budget are presented in this document, showing a four-year window into expenses, and highlighting all significant changes. The following are included:

- 2014-2015 budget
- 2015-2016 budget
- 2016-2017 budget
- Proposed 2017-2018 budget
- Object lines are listed individually showing dollar increases, and percentage over/under last year

ASHFORD BOARD OF EDUCATION
SUMMARY OF SUPERINTENDENT PROPOSED BUDGET \$ 7,649,561
3.3% BUDGET INCREASE \$ 243,421

<u>Object/ Account</u>	<u>Object/Account Description</u>	<u>Budget 14-15</u>	<u>Budget 15-16</u>	<u>Budget 16-17</u>	<u>Superintendent's Proposed Budget 2017-2018</u>	<u>Change \$</u>	<u>Change %</u>
111	Certified Staff	2,939,557	2,947,376	2,998,986	3,168,048	169,062	5.6%
112	Non-Certified Staff	1,392,725	1,480,134	1,546,322	1,690,456	144,134	9.3%
200	Insurance	1,209,191	1,018,356	1,126,229	1,090,787	(35,442)	-3.1%
205	Other Insurances	332,631	405,432	463,828	470,731	6,903	1.5%
312	Instructional Improvement	36,750	38,500	44,500	49,800	5,300	11.9%
319	Professional Services	256,100	240,400	262,106	321,164	59,058	22.5%
321	Utilities	78,000	72,000	67,396	67,874	478	0.7%
322	Maintenance	91,760	101,668	99,159	104,484	5,325	5.4%
323	Equipment Maintenance	3,600	3,600	4,567	680	(3,887)	-85.1%
324	Liability Insurance	35,390	46,799	40,226	44,305	4,079	10.1%
331	Transportation	69,908	73,375	82	22,582	22,500	27439.0%
340	Communication	11,500	12,000	14,004	21,362	7,358	52.5%
370	Outside Services	350,700	505,831	320,739	143,800	(176,939)	-55.2%
390	Purchased Services	50,672	46,172	22,600	23,199	599	2.6%
410	Supplies	133,984	129,018	159,086	181,533	22,447	14.1%
411	Fuel, Heating	106,651	105,000	67,494	68,499	1,005	1.5%
412	Fuel, Transportation	53,500	50,500	31,481	32,651	1,170	3.7%
420	Textbooks	11,965	2,000	6,727	4,648	(2,079)	-30.9%
430	Library Books	3,566	0	4,000	1,080	(2,920)	-73.0%
540	Equipment	66,263	118,311	81,236	113,602	32,366	39.8%
640	Dues & Fees	22,624	26,099	29,872	27,777	(2,095)	-7.0%
700	Audit Adjustments	31,000	500	15,500	500	(15,000)	-96.8%
Total Objects Summary		7,288,036	7,423,071	7,406,140	7,649,561	243,421	3.3%

ASHFORD BOARD OF EDUCATION
SUMMARY OF SUPERINTENDENT'S PROPOSED BUDGET \$ 7,649,561
3.3% BUDGET INCREASE \$ 243,421



Object 111 – Certified Staff Salaries

This object reflects an increase of 5.6% over last year's budget. A mediated three-year collective bargaining agreement begins July 1, 2017. Therefore, teacher salaries are mandated. Salaries account for the bulk of the budget increase.

This object includes the salaries for all professional staff in positions that require state certification, such as teachers and administrators. For FY17-18, we are proposing the addition of a new Library/Media specialist. This is a Certified Teacher designated to focus on teaching research strategies, enhance the reading and writing programs, contribute to working with gifted and talented students, as well as conduct reading groups and turn our library into a learning center.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 2,947,376	\$ 2,919,572	\$ 2,998,986	\$ 3,168,048	\$ 169,062	5.6%

The above figures include the following significant items:

- All currently employed certified staff receive a general wage increase associated with mediated contracted salary schedule
- 01-1100-111-00000 Elementary Certified Staff - \$49,312 increase due to a realignment from Middle School Certified staff
- 01-1101-111-00001 Middle School Certified Staff - decreased by \$11,521 due to realignment to Elementary Certified staff
- 01-1103-111-01003 Art Certified Staff - \$11,599 increase. Actual salary is above the estimated budget amount for 16-17
- *****NEW***** **Library/Media Certified Staff - \$50,125 increase for new position**
- 01-1109-111-00009 Phys. Ed/Health Certified Staff - \$23,649 increase due to decline of previous year grant funding
- 01-0112-111-03012 Program Directors & Coordinators - \$7,147 increase in stipend amounts for existing positions, per the 2017-2020 AEA collective bargaining agreement
- 01-1200-111-01120 Special Ed Certified Staff - \$9,899 increase due to decline in federal funding of IDEA grants

Supporting Material for Object 111 (Draft: 01/19/2017)

01-1100-111-00000

Elementary Certified Staff

Grade	# of Teachers	BOE Funded FTE
Pre K	<i>Pending</i>	<i>Pending</i>
Kindergarten	<i>Administrative</i>	<i>Administrative</i>
1st	<i>Review</i>	<i>Review</i>
2 nd	<i>&</i>	<i>&</i>
3 rd	<i>Enrollment</i>	<i>Enrollment</i>
4 th	<i>Review</i>	<i>Review</i>

*** Pre-K receives partial funding through Readiness and IDEA grants*

01-1101-111-00001

Middle School Certified Staff

Grade	# of Teachers	BOE Funded FTE
5 th	<i>Pending</i>	<i>Pending</i>
6 th	<i>Administrative</i>	<i>Administrative</i>
5/6 Math Intervention	<i>Review</i>	<i>Review</i>
7/8 Math Intervention		
7/8 SS	<i>&</i>	<i>&</i>
7/8 Math	<i>Enrollment</i>	<i>Enrollment</i>
7/8 Science	<i>Review</i>	<i>Review</i>
7/8 LA		

*** 7/8 Math Interventionist funded through Title I grant*

Faculty Staffing and Student Enrollment by Grade for 2017-2018 With Average Class Sizes Projected

Grade Level	# of Students*	# of Teachers	Average class size
PK*	48 maximum	TBD	TBD
K*	32 estimate	TBD	TBD
1	35	TBD	TBD
2	42	TBD	TBD
3	35	TBD	TBD
4	44	TBD	TBD
5	31	TBD	TBD
6	43	TBD	TBD
7	40	TBD	TBD
8	39	TBD	TBD
TOTAL	389	Source: Public School Information System October 2016	

**The anticipated student enrollment for FY 17-18, listed above, is subject to change pending the outcome of Kindergarten and Preschool screenings in the Spring of 2017. Kindergarten enrollment is estimated based on the October 2016 count of enrolled preschool students that are 4 years of age.*

Object 112 – Non-Certified Staff Salaries

This line has increased by 9.3% over last year's budget

This object includes salaries for staff members whose positions do not require a state certification. This includes substitute teachers, paraprofessionals, custodians, bus drivers, cafeteria staff, district office and school support staff, mechanic, nurse, and consultants. The increase in this line is primarily caused by the addition of 2.5 FTE special education paraprofessionals hired after the current budget (FY 16-`17) had already been approved. This was necessitated by the enrollment of new students and to add support for students brought back from outplacement. It is also impacted by the negotiated wage increases for members of the non-certified employee union, MEUI, and negotiated salary increases with non-union employees. Additionally, a new part-time position has been proposed to oversee management of our school facility, custodial and maintenance staff.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 1,480,134	\$ 1,442,961	\$ 1,546,322	\$ 1,690,456	\$ 144,134	9.3%

The above figures include the following significant items:

- 01-1100-112-00010 Regular Education Paraprofessionals (7.0 staff FTE) - BOE funds 5.75 FTE, remaining 1.25 FTE funded through the School Readiness Grant.
 - \$ 14,664 increase represents hourly wage increases and addition of quarterly professional development/staff meetings
- 01-1200-112-02120 Special Education Paraprofessionals (16.5 staff FTE) - all are BOE funded positions
 - \$ 92,381 increase due to positions added in FY 17 after budget approval, new special education program needs that will continue into the next school year, hourly wage increases, addition of quarterly professional development/staff meetings
- *****NEW***** **Facilities Manager - \$20,000 increase for new part-time position to oversee staff, building and grounds**
- 01-2550-112-01255 Drivers - \$37,359 decrease due to replacement of only 1 of 2 resignations received on August 2016

Object 200 – Insurance

This line has decreased by 3.1% over last year's budget.

This object reflects the cost of medical and dental insurance, group life, and workers' compensation liability insurances for all employees. This line is the second most impactful line in the budget after salaries. This object is not entirely under the control of the Board of Education, but determined by collective bargaining, the medical benefit marketplace, and by the coverage selections of employees. Due diligence is performed to ensure that the anticipated budget is reasonable based upon most currently available information. This line remains an estimate because employees may choose individual, two-person, or family coverage as well as waive insurance entirely receiving a waiver fee rather than coverage. By contract, employees elect their insurance plan annually after the budget process has begun, and may change it if there is a qualifying change in family circumstances. We base our estimates upon the current list of employees and their current coverage choices, and the fact that increases in the cost of ConnectiCare has been capped at 5%.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 1,018,356	\$ 1,053,525	\$ 1,126,229	\$ 1,090,787	(\$ 35,442)	-3.1%

The above figures include the following:

- 01-2200-200-01220 Medical/Dental Insurance - \$ 39,887 decrease due to reduced BOE cost-shares per MEUI and AEA collective bargaining agreements in addition to a significantly lower renewal rate

01-2200-200-01220 Medical/Dental Insurance Budget Analysis

	December 2016 Current Enrollment		<u>BOE Share, Medical</u>	<u>BOE Share, Dental</u>	<u>Projected Cost, Medical</u>	<u>Projected Cost, Dental</u>
	<u>Medical</u>	<u>Dental</u>				
<u>AEA</u>			86.5%	86.5%		
Single	17	17	\$ 6,938.09	\$ 455.79	\$ 117,947	\$ 7,748
EE+1	7	7	\$ 15,888.24	\$ 916.55	\$ 111,218	\$ 6,416
Family	12	16	\$ 19,426.60	\$ 1,506.55	\$ 233,119	\$ 24,105
<u>BOE Certified</u>			90.0%	90.0%		
Single			\$ 7,808.50	\$ 474.23	\$ -	\$ -
EE+1	1	1	\$ 17,881.48	\$ 953.64	\$ 17,881	\$ 954
Family	3	3	\$ 21,863.75	\$ 1,567.51	\$ 65,591	\$ 4,703
<u>MEUI</u>			90% (Single)	90% (Single)		
Single	13	14	\$ 7,808.50	\$ 474.23	\$ 101,510	\$ 6,639
			Single @ 90%, Premium > Single @ 80%			
EE+1	5	6	\$ 16,762.26	\$ 900.37	\$ 83,811	\$ 5,402
			Single @ 90%, Premium > Single @ 80%			
Family	7	7	\$ 20,302.05	\$ 1,446.04	\$ 142,114	\$ 10,122
<u>BOE Admin.</u>			90%	90%		
Single	1	1	\$ 7,808.50	\$ 474.23	\$ 7,808	\$ 474
EE+1	1	1	\$ 17,881.48	\$ 953.64	\$ 17,881	\$ 954
Family	4	4	\$ 21,863.75	\$ 1,567.51	\$ 87,455	\$ 6,270
			Total Premiums		\$ 986,338	\$ 73,787
			Gross Medical/Dental		\$ 1,060,125	
			Region 19 offset		\$ (33,793)	
			Cafeteria		\$ (7,844)	
			Net Health and Dental Insurance FY17-18		\$ 1,018,488	

Object 205 – Other Insurances

This object is increased by 1.5% over last year's budget.

This object contains the employer match payments to Social Security and Medicare as well as unemployment compensation costs that are paid on a claims-made basis (our unemployment coverage is self-insured, and therefore paid only when employees leave). Also, included in this category are Employer contributions (at a rate of 5.5% of non-certified salaries) to the Ashford BOE sponsored 403(b) retirement plan, contractual contribution to 403(b) plan for certain certified staff, healthcare waivers payments for both non-certified and certified employees, Health Savings Accounts (H.S.A.) employer match for those employees who choose the H.S.A. Medical Insurance Option as well as health insurance premiums above TRB subsidies for retired teachers.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 405,432	\$ 399,869	\$ 463,828	\$ 470,731	\$ 6,903	1.5%

The above figures include the following:

- 01-2200-205-01220 Social Security/Medicare Costs - \$12,467 increase due to increase in wages
- 01-2200-205-02220 Non-Certified Retirement Costs - \$16,612 increase due to 403b employer contributions, going from 4.5% to 5.5%, per collective bargaining agreement
- 01-2200-205-03220 Unemployment Compensation Cost - \$26,926 decrease due to no anticipated claims received

Object 312 – Instructional Improvement

This object is increased by 11.9% over last year's budget.

This object contains curriculum development, off site teacher workshops and workshop registration fees, district professional development days, CT TEAM mentors, and tuition reimbursement as outlined in collective bargaining agreements, as well as substitute employee wages for staff members attending offsite workshops.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 38,500	\$ 50,136	\$ 44,500	\$ 49,800	\$ 5,300	11.9%

The above figures include the following:

- *****NEW***** Admin Tuition Reimbursement - \$4,000 for new tuition reimbursement available for administrators

Object 319 – Professional Services

This object is increased by 22.5% over last year's budget.

This object covers a variety of services provided to students from outside providers (non-employees). Most of these are necessary to serve the needs of special education students. Such services include outsourced speech, occupational, physical and behavior therapies, outside evaluations and assistive technology services for special education students, and annual Pre-K occupational therapy screenings, as well as volunteer background checks.

Fluctuations in these services vary from year to year and are based on the known and anticipated needs of the children who are (or expected to be) enrolled during the FY17-18 school year. It should be noted that services are provided based upon professionally prescribed needs assessments and may change as enrollment changes.

Services to the district that fall under this object also include legal advice, training for Special Education teachers, financial statement audits, consultants (school medical advisor and others), and data processing charges. Generally, this object reflects needed services that the district cannot provide itself.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 240,400	\$ 223,493	\$ 262,106	\$ 321,164	\$ 59,058	22.5%

The above figures include the following:

- \$60,000 increase in Outsourced Speech, Physical Therapy, Evaluations, Behavioral and Occupation Therapy services based upon students brought back to Ashford School from outplacement status.
- 01-2200-319-02220 Audit - \$6,000 increase for new OPEB actuarial valuation, required every 3 years

Object 321 – Utilities

This object is increased by 0.7% over last year's budget.

This object reflects the electric utility costs associated with Constellation New Energy, who is our supplier, and Eversource, our energy distributor. A contract with Constellation New Energy is negotiated by the Town for all town-owned buildings including Ashford School. A fixed rate per kWh contract was negotiated with the Town that will result in an anticipated increase in utilities costs for 2017-18.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 72,000	\$ 65,600	\$ 67,396	\$ 67,874	\$ 478	0.7%

The above figures include the following:

- 01-2540-321-00254 Plant Utilities - \$ 478 slight increase based on fixed rate and historical consumption

Object 322 – Maintenance

This object is increased by 5.4% over last year's budget.

This object represents a broad spectrum of facility, equipment and maintenance costs; some required by law or statute. Boiler maintenance, rubbish removal, asbestos monitoring, water system maintenance and testing, fire equipment maintenance, sanitary system maintenance, generator maintenance, grounds upkeep, roof maintenance, HVAC maintenance, general facility maintenance and repairs, as well as Special Education and administrative equipment maintenance are reflected in this object.

Costs for routine preventative maintenance are within this object. Given the age of the facility, there are times that routine maintenance is not sufficient and additional expenditures are made for repairs. As a result, there can be fluctuations in these expenses from year to year, but they anticipated within reason by our staff.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 101,668	\$ 158,524	\$ 99,159	\$ 104,484	\$ 5,325	5.4%

The above figures include the following:

- 01-2540-322-15254 HVAC Maintenance - \$4,965 increase to address scheduled maintenance with new vendor pricing

Object 323 – Equipment Maintenance

This object is decreased by 85.1% under last year's budget.

This object includes maintenance and upkeep of instructional equipment. This includes physical education equipment, music equipment, audio-visual equipment, and technology equipment. Costs in this category may fluctuate from year to year due to equipment wear issues that arise during the budget year. The estimated maintenance account is based upon our best estimates of the cost of routine repairs, upkeep and the expectation that equipment will require service as the year progresses.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 3,600	\$ 2,968	\$ 4,567	\$ 680	(\$ 3,887)	-85.1%

The above figures include the following:

- 01-2600-323-02260 Tech Equip Maintenance - \$ 3,997 decrease due to proactive measures taken by Technology Coordinator

Object 324 – Liability Insurance

This object is increased by 10.1% over last year's budget.

This object includes our plant and transportation liability insurances as well as student accident insurance for students that participate in sports and go on school sponsored field trips. The renewal for plant and transportation liability insurance is handled by the Town. Costs attributed to this object are impacted whenever there are changes in liability limits as defined by the Town as well as adjusted based upon prior year claim experience.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 46,799	\$ 32,252	\$ 40,226	\$ 44,305	\$ 4,079	10.1%

The above figures include the following:

- Increase due to CIRMA expense for Plant and Transportation insurance based on 16-17 bills and a guaranteed maximum 3% annual increase, net of corresponding reduction in Region 19 cost share

Object 331 -Transportation

This object is increased by 27439% over last year's budget.

This percentage increase is caused by a new expense for FY17-18, which had not been previously budgeted for in past years.

In past years, driver wages for the transportation of special education students were reported in this object. Beginning with FY16-17, those expenses were moved to Object 112, with other non-certified salaries and wages.

This object now covers transportation costs pertaining to cooperative arrangements with other districts, such as the transportation of displaced students residing in or relocated to the Ashford School District. This includes transportation both in and out of district.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 73,375	\$ 31,536	\$ 82	\$ 22,582	\$ 22,500	27439.0%

The above figures include the following:

- 01-2550-331001120 Regular Transportation - \$22,500 new expense based on billing from EASTCONN to transport one student

Object 340 – Communication

This object is increased by 52.5% over last year's budget.

This object includes costs of our telephone service, postage, internet and advertising for vacancies. In previous years, the cost of internet services was provided for free by the Connecticut Education Network. A large part of this increase reflects fees for internet services going forward. Funding support of the education network was eliminated by the state in 2016, and that cost is now the responsibility of local school districts.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 12,000	\$ 13,101	\$ 14,004	\$ 21,362	\$ 7,358	52.5%

The above figures include the following:

- 01-2200-340-01220 Telephone - \$986 increase due to recurring maintenance services associated with the new phone system
- 01-2200-340-03220 Internet - \$5,400 increase caused by loss of federal funding to CT Education Network (CEN) resulting to direct charges for districts using internet and filters

Object 370 - Outside Services

This object is decreased by 55.2% under last year's budget.

This object includes outplacement tuition costs for special education students, students who choose to attend a magnet or charter school, as well as students receiving homebound instruction and/or attending summer school. These costs are impacted by the needs of the special education students and are subject to fluctuation from year to year based upon student enrollment. In addition, magnet/charter school enrollments are lottery based, therefore, we often are not informed of such tuition obligations until after the budget is created and adopted.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 505,831	\$ 350,993	\$ 320,739	\$ 143,800	(\$ 176,939)	-55.2%

The above figures include the following:

Special education placements are based upon known and anticipated needs of students as determined by a planning and placement team. Support material is confidential.

- 01-1101-370-05120 Magnet School Out of District Tuition - \$8,700 decrease, based upon anticipated student return to Ashford School
- 01-1200-370-01120 Outplacement Tuition - \$175,863 decrease due to current outplacement needs (Students returning to our school from outplacement.)

Object 390 – Purchased Services

This object is increased by 2.6% over last year's budget.

This object includes mileage reimbursement costs for school related travel, printing, bus parts and outside repair costs for maintenance of our fleet of buses and vans, as well as the cost of our space utilization at the town garage.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 46,172	\$ 50,348	\$ 22,600	\$ 23,199	\$ 599	2.6%

The above figures include the following:

- 01-220-390-01229 Contract Mileage - \$430 slight increase for professional development training travel

Object 410 – Supplies

This object is increased by 14.1% over last year's budget.

This object, more than any other, reflects the thoughtful work of the teaching staff in researching the costs for specific materials that they need in their classes. Teachers are surveyed during the budget development process, and approved requests are included in this object. While a few line items reflect budgetary "provisions" (e.g., \$200/teacher to cover unforeseen needs) as have been used in previous years throughout the Supplies object, the majority of line items are supported by itemized requests that include vendors and catalog prices.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 129,018	\$ 133,519	\$ 159,086	\$ 181,533	\$ 22,447	14.1%

The above figures include the following:

- Total of \$8,000 increase in Supplies budget to accommodate growing STEAM programs, such as Greenhouse, Gardens, Satellite (including classroom support), Weather and GIS
- Total of \$4,000 increase in Supplies budget to support Elementary Math and Language Arts
- Total of \$4,000 increase in Supplies budget to support Middle School Math and Reading
- Total of \$5,700 increase in Supplies budget to enhance Physical Education and Health classes
- Total of about \$10,000 increase in Special Education supplies budget, including Medical supplies, for support of students' special education needs addressed and serviced in-house
- 01-2600-410-02260 Technology Middle School Supplies - \$5,220 increase for 1-to-1 initiative technology support

Object 411 - Plant Fuel

This object is increased by 1.5% over last year's budget.

This object includes cost of heating oil for heat and hot water in the school. Fuel is bought by negotiated contract with Dime Oil and price is locked for specified quantity of fuel. Any fuel beyond the contract amount is paid at market price. This line also includes propane costs for heating the bus driver shed.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 105,000	\$ 103,818	\$ 67,494	\$ 68,499	\$ 1,005	1.5%

The above figures include the following:

The renewal of Dime Oil contract locked in heating oil at \$1.89/gallon. With the new rate applied to historical consumption, the projected expense for FY17-18 is slightly increased.

Object 412 – Fleet Fuel

This object is increased by 3.7% over last year's budget.

This object includes vehicle fuel costs for the transportation of students and maintenance of our grounds (lawn mower/snow blower). It includes diesel for the buses and gasoline for our vans and ground maintenance equipment. Like heating oil, diesel is purchased by negotiated contract with Dime Oil for a specific quantity.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 50,500	\$ 40,901	\$ 31,481	\$ 32,651	\$ 1,170	3.7%

The above figures include the following:

In accordance with Object 411, Transportation Fuel shares the same slight increase from the Dime Oil contract, net of reimbursements from transportation services provided to Region 19.

Object 420 – Textbooks

This object is decreased by -30.9% under last year's budget.

This object includes the costs of new or replacement school textbooks and classroom periodicals used in instruction of our students. Textbooks are replaced on a cycle determined by the age of our current resources as well as curricular changes that occur at the state level. We have been purchasing support textbooks over the past few budget cycles to accommodate upgrades in curriculum as determined by the Connecticut's Common Core. While the percentage decrease is significant, the actual amount of money devoted to textbooks is marginal. Increasingly this number is reduced as more emphasis is placed upon software and technology, and less on hard copies of textbooks.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 2,000	\$ 8,695	\$ 6,727	\$ 4,648	(\$ 2,079)	-30.9%

The above figures include the following:

- Most of the teachers' requests have been purchased in this current year with grant funds to alleviate this cost for FY17-18

Object 430 – Library Books

This object is decreased by 73% under last year's budget.

This object reflects the purchase of school library books that may be checked out for use by students. We are trying to build a library with more non-fiction and interest based material to increase student reading and content learning. Our purchases of library books serve this goal and reflect continued curricular transition to the STEAM model. In FY2016-2017, we were able to supplement this allocation with grant funds allowing us to keep the general fund cost of this line at a minimum.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$0	\$0	\$4,000	\$ 1,080	(\$ 2,920)	-73%

The above figures include the following:

- With much of the purchasing occurring in this current year to update the library inventory, and most of the anticipated increase in library book purchases scheduled to be funded by grant funds, we are able to reduce the budget significantly for FY17-18.

Object 540 – Equipment

This object is increased by 39.8% over last year's budget.

This object includes both instructional, administrative and maintenance equipment costs. It includes the copier lease, special education adaptive equipment, all technology equipment, and subject specific equipment for music, art and physical education. During our public meetings citizens have asked us to budget more realistically for the purchase of technology such as computers. We have traditionally not budgeted enough in this line and then made purchases toward the end of the year with funds recovered through economies of spending. This year the budget reflects a more accurate representation of what we expect we might expend on computers and support technology.

A major contributor to this object is a new initiative plan to increase the use of technology by next year's seventh grade students through initiation of a one-to-one laptop program.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 118,311	\$ 279,177	\$ 81,236	\$ 113,602	\$ 32,366	39.8%

The above figures include the following:

- 01-2600-540-00260 Technology Middle School Equipment - \$28,413 increase due to purchase of 25 MacBooks for a one-to-one laptop program serving the graduating class 2020
- 01-2600-540-04260 Technology Tech Ed Equip - \$5,000 increase to provide support for purchase of new equipment

Object 640 – Dues and Fees

This object is decreased by 7.0% under last year's budget.

This object includes the cost of all dues and fees for the board of education, administration and special education. This includes memberships in the Connecticut Association of Boards of Education (CABE), the Connecticut Association of School Superintendents (CAPSS), and all curriculum specific associations. It also includes costs for professional development for those employees that are not covered by AEA and MEUI contracts.

It also includes mandatory physical exams and drug screening for bus drivers.

The memberships that the Ashford School District maintains are those all regional districts participate in to keep informed and receive the services that are provided.

FY15-16 Original Budget	FY15-16 Audited Actual	FY16-17 Current Year Budget	FY 17-18 Proposed Budget	FY17-18 vs. FY16-17 Budget	FY17-18 vs. FY16-17 % Increase
\$ 26,099	\$ 30,597	\$ 29,872	\$ 27,777	(\$ 2,095)	-7%

The above figures include the following:

- Dr. Longo opted to reduce his usual memberships, which reduces the total budget for dues and fees

Object 700 – Audit Adjustments

This object is not part of the budget, but represents year-end adjustments.

This object is contained an additional appropriation of \$15,000 to satisfy the MBR requirement for FY 16-17.

We currently satisfy the MBR requirement for FY17-18. There is a decrease of -96.8% under last year's budget.

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General Fund Budget Conclusion

It should be evident that the budget has been reduced wherever possible to help keep the overall budget down, and that additions proposed are based upon a desire to keep improving our school, and refine the educational experience offered to the children of Ashford.

The document before you is not only a well-balanced, considerate attempt to provide an exemplary education to our students, but also a fiscally responsible budget for our taxpayers. We believe that this budget gives us the tools to provide the students of Ashford with the educational experience that they deserve, and must have to compete in today's global society.

Please feel free to contact Dr. Longo (jplongo@ashfordct.org) if you have any questions regarding this budget or this document.

Appendix A

SUMMARY OF GRANTS

Grant Type	2014 – 2015 Funds Awarded	2015 – 2016 Funds Awarded	2016 – 2017 Funds Awarded	2017 – 2018 Anticipated Funds
Education Cost Sharing (ECS) <i>**Town receives funds**</i>	\$ 3,934,729	\$ 3,921,094	\$ 3,881,522	\$ 3,854,918
Transportation (K-8) <i>**Town receives funds**</i>	\$ 40,943	\$ 31,498	\$ 30,758	\$ 25,665
Excess Cost – Special Ed	\$ 88,514	\$ 96,024	\$ 71,096	\$ 0 (Based on SpEd needs)
Title I – Improving Basic Program	\$ 42,913	\$ 45,085	\$ 48,161	\$ 48,161
Title II – Part A Teachers	\$ 14,393	\$ 14,448	\$ 14,294	\$ 14,140
Title III – ELL (EASTCONN)	\$ 773	\$ 565	\$ 255	\$ 150
REAP – Rural Ed Assistance	\$ 26,543	\$ 25,885	\$ 26,468	\$ 25,810
IDEA Part B Sec.611 – Special Education Entitlement	\$ 105,619	\$ 105,753	\$ 103,806	\$ 101,859
IDEA Part B Sec.619 – Preschool Special Education	\$ 6,953	\$ 6,954	\$ 7,052	\$ 7,000
KARE – Primary Mental Health	\$ 19,502	\$ 16,167	\$ 19,650	\$ 17,909
School Readiness	\$ 113,400	\$ 113,400	\$ 113,400	\$ 113,400
Competitive School Readiness	\$ 3,790	\$ 3,790	\$ 3,881	\$ 0

Appendix B

2016 - 2017

**Board of Education
Budget Presentation
to the
Ashford Board of Finance**

March 2, 2017

<u>Object/Account Description</u>	<u>Budget 15-16</u>	<u>Actual 15-16</u>	<u>Budget 16-17</u>	<u>Superintendent's Proposed Budget 17-18</u>	<u>Change \$</u>	<u>Change %</u>
Elementary Certified Staff	929,378	929,378	1,016,871	1,066,183	49,312	4.8%
Middle School Certified Staff	720,508	746,773	646,763	635,242	(11,521)	-1.8%
Art Certified Staff	50,000	44,309	45,392	56,991	11,599	25.6%
Music Certified Staff	98,645	98,645	102,406	105,323	2,917	2.8%
World Language Certified Staff	146,553	146,553	150,202	155,226	5,024	3.3%
Library/Media Certified Staff	0	0	0	50,125	50,125	
Phys Ed/Health Certified Staff	101,507	90,551	73,914	97,563	23,649	32.0%
Coaches	17,694	18,555	18,208	20,600	2,392	13.1%
Program Advisors	5,389	8,457	14,592	15,296	704	4.8%
Prog Directors & Coordinators	6,271	6,599	9,660	16,807	7,147	74.0%
SpEd Certified Staff	133,839	116,207	122,394	132,293	9,899	8.1%
Remedial Certified Staff	130,984	130,984	134,429	139,459	5,030	3.7%
Psychologist Certified Staff	124,964	95,717	98,380	101,609	3,229	3.3%
Enrichment Certified Staff	48,247	48,247	50,202	52,317	2,115	4.2%
Speech Certified Staff	58,351	58,351	61,080	63,602	2,522	4.1%
Behavior Intervention Cert Staff	0	0	60,967	45,751	(15,216)	-25.0%
Superintendent	70,786	73,386	73,474	80,334	6,860	9.3%
Principal	126,490	126,490	130,249	134,120	3,871	3.0%
Special Ed Director	97,770	98,370	101,303	105,334	4,031	4.0%
Assistant Principal	80,000	82,000	88,500	93,874	5,374	6.1%
Curriculum Director	0	0	0	0	0	
TOTAL Certified Staff	2,947,376	2,919,572	2,998,986	3,168,048	169,062	5.6%
Regular Ed Paraprofessional	108,773	106,275	134,693	149,357	14,664	10.9%
Library Paraprofessional	24,877	25,789	0	0	0	0.0%
Athletic Officials	4,600	3,720	0	0	0	0.0%
Extracurricular Transportation	20,000	12,904	2,036	2,097	61	3.0%
After Sch Activities Transport	2,118	5,945	2,804	2,889	85	3.0%
Event Chaperones	1,764	1,008	1,764	2,520	756	42.9%
Nursing Staff	62,466	60,766	63,513	64,861	1,348	2.1%
SpEd Drivers			53,203	65,091	11,888	22.3%
SpEd Paraprofessional	318,807	314,450	355,393	447,774	92,381	26.0%
SpEd Substitutes	45,000	14,155	20,400	20,400	0	0.0%

<u>Object/Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Superintendent's</u> <u>Proposed</u>	<u>Change \$</u>	<u>Change %</u>
	<u>15-16</u>	<u>15-16</u>	<u>16-17</u>	<u>Budget 17-18</u>		
Business Manager	20,000	40,813	36,340	38,553	2,213	6.1%
Accounting Clerks	112,488	112,489	115,864	124,339	8,475	7.3%
Superintendent's Secretary	54,979	54,980	56,628	61,327	4,699	8.3%
Principal's Secretary	57,190	55,499	61,739	65,371	3,632	5.9%
Substitute Teachers/Paras	80,000	35,817	61,200	61,200	0	0.0%
Special Ed Secretary	36,353	36,353	37,444	41,567	4,123	11.0%
Sub calling stipend	3,000	3,000	3,000	4,500	1,500	50.0%
BOE Meeting Minutes Stipend	1,000	1,000	1,000	2,000	1,000	100.0%
Custodians	194,434	208,251	200,559	206,114	5,555	2.8%
Summer Custodians	5,635	5,646	3,520	5,352	1,832	52.0%
Facilities Manager			0	20,000	20,000	
Custodian Substitutes	6,864	2,288	4,126	4,126	0	0.0%
Emergency OT	1,000	1,000	1,000	1,000	0	0.0%
Community	500	0	500	500	0	0.0%
Drivers	135,206	157,725	138,434	101,075	(37,359)	-27.0%
Transportation Coordinator	14,841	14,558	19,184	19,763	579	3.0%
Mechanic	43,744	43,540	44,874	46,220	1,346	3.0%
Driver Sick/Personal Leave	7,280	7,306	7,464	7,689	225	3.0%
Class Trip Transportation	10,085	8,390	11,200	11,743	543	4.8%
Technology Paraprofessional	26,062	27,494	26,040	28,156	2,116	8.1%
Technology Consultant	81,070	81,800	82,400	84,872	2,472	3.0%
TOTAL Non-Certified Staff	1,480,134	1,442,961	1,546,322	1,690,456	144,134	9.3%
Medical/Dental Insurance	938,156	990,883	1,058,375	1,018,488	(39,887)	-3.8%
Group Life Insurance	10,028	8,425	10,028	9,984	(44)	-0.4%
Workers Compensation Insurance	70,172	54,216	57,826	62,315	4,489	7.8%
TOTAL Insurance	1,018,356	1,053,525	1,126,229	1,090,787	(35,442)	-3.1%
Social Security/Medicare Costs	178,021	162,171	166,852	179,319	12,467	7.5%
Non-Certified Retirement Costs	32,097	37,420	61,845	78,457	16,612	26.9%
Non-Certified Other Benefits	60,607	78,238	71,800	68,250	(3,550)	-4.9%
Unemployment Compensation Cost	1,002	7,202	27,926	1,000	(26,926)	-96.4%
Cert Retirement Healthcare	42,105	22,906	39,305	40,205	900	2.3%

<u>Object/Account Description</u>	<u>Budget 15-16</u>	<u>Actual 15-16</u>	<u>Budget 16-17</u>	<u>Superintendent's Proposed Budget 17-18</u>	<u>Change \$</u>	<u>Change %</u>
Certified Other Benefits	91,600	91,932	96,100	103,500	7,400	7.7%
Vol. Retirement Incentive Plan	0	0	0	0	0	0.0%
TOTAL Other Insurances	405,432	399,869	463,828	470,731	6,903	1.5%
Workshop Sub Pay	3,000	1,235	3,000	3,000	0	0.0%
Teacher Workshops (AEA)	8,000	8,897	8,000	8,000	0	0.0%
Curriculum Development	9,000	21,837	16,000	16,000	0	0.0%
District Professional Dev Days	2,500	2,463	2,500	2,800	300	12.0%
CT TEAM Mentor	3,000	1,184	0	1,000	1,000	
AEA Tuition Reimbursement	10,000	9,520	10,000	10,000	0	0.0%
MEUI Tuition Reimbursement	3,000	5,000	5,000	5,000	0	0.0%
Curriculum Writing (Math)	0	0	0	0	0	0.0%
Admin Tuition Reimbursement	0	0	0	4,000	4,000	
TOTAL Instructional Improvement	38,500	50,136	44,500	49,800	5,300	11.9%
Athletic Officials			4,600	4,880	280	6.1%
Speech Outsourced	40,000	39,441	50,888	73,000	22,112	43.5%
Training Seminars	7,000	3,098	8,554	650	(7,904)	-92.4%
OT Outsourced	62,000	57,860	59,596	65,000	5,404	9.1%
Evaluations Outsourced	13,000	9,130	11,450	12,240	790	6.9%
Physical Therapy Outsourced	12,000	12,000	22,050	43,000	20,950	95.0%
Behavioral Therapy Outsourced	48,500	40,004	42,500	54,000	11,500	27.1%
Assistive Technology/ACC	2,000	52	2,087	0	(2,087)	-100.0%
Spec Ed Consultant	0	0	0	0	0	0.0%
Pre-K Screening	1,500	384	0	0	0	0.0%
Legal	15,000	13,868	20,000	20,000	0	0.0%
Audit	15,000	16,150	16,250	22,250	6,000	36.9%
Data Processing	12,500	11,407	13,723	12,664	(1,059)	-7.7%
Health Consultant	11,500	20,100	10,000	13,000	3,000	30.0%
Volunteer Screening	400	0	408	480	72	17.6%
TOTAL Professional Services	240,400	223,493	262,106	321,164	59,058	22.5%

<u>Object/Account Description</u>	<u>Budget 15-16</u>	<u>Actual 15-16</u>	<u>Budget 16-17</u>	<u>Superintendent's Proposed Budget 17-18</u>	<u>Change \$</u>	<u>Change %</u>
Plant Utilities	72,000	65,600	67,396	67,874	478	0.7%
TOTAL Utilities	72,000	65,600	67,396	67,874	478	0.7%
Spec Ed Equip Maintenance	1,000	557	2,000	1,000	(1,000)	-50.0%
Administrative Equipment Maint	500	39	758	500	(258)	-34.0%
Rubbish Removal	7,818	7,479	7,537	7,393	(144)	-1.9%
Asbestos Monitoring	550	0	550	1,657	1,107	201.3%
Water	16,000	15,881	17,438	16,845	(593)	-3.4%
General Maintenance & Repairs	18,000	62,146	20,000	20,000	0	0.0%
Sanitary System	4,000	3,140	3,000	3,880	880	29.3%
Fire Equipment	10,000	4,484	4,977	5,348	371	7.5%
Generator Maintenance	4,000	1,169	3,868	3,527	(341)	-8.8%
Boiler	14,000	15,599	13,718	14,080	362	2.6%
Grounds Upkeep	5,000	12,199	7,644	7,770	126	1.6%
Painting	2,000	2,667	1,964	1,690	(274)	-14.0%
Floor Covering	6,000	16,820	6,560	6,560	0	0.0%
Roof Maintenance	4,500	1,800	3,595	4,020	425	11.8%
Radon Testing	300	0	300	0	(300)	-100.0%
HVAC Maintenance	8,000	14,543	5,250	10,215	4,965	94.6%
TOTAL Maintenance	101,668	158,524	99,159	104,484	5,325	5.4%
Music Instrument Maintenance	600	455	570	680	110	19.3%
Audio Visual Equipment Maint	0	0	0	0	0	0.0%
Phys Ed/Health Equipment Maint	0	0	0	0	0	0.0%
Tech Equip Maint	3,000	2,513	3,997	0	(3,997)	-100.0%
TOTAL Equipment Maintenance	3,600	2,968	4,567	680	(3,887)	-85.1%
Student Accident Insurance	1,150	1,065	1,097	1,117	20	1.8%
Plant Insurance	28,750	20,416	25,524	26,290	766	3.0%
Transportation Insurance	16,899	10,771	13,605	16,899	3,294	24.2%
TOTAL Liability Insurance	46,799	32,252	40,226	44,305	4,079	10.1%

<u>Object/Account Description</u>	<u>Budget 15-16</u>	<u>Actual 15-16</u>	<u>Budget 16-17</u>	<u>Superintendent's Proposed Budget 17-18</u>	<u>Change \$</u>	<u>Change %</u>
SpEd Transportation	73,275	31,484	0	0	0	0.0%
Class Trip Tolls & Parking	100	52	82	82	0	0.0%
Regular Transportation				22,500	22,500	0.0%
TOTAL Transportation	73,375	31,536	82	22,582	22,500	27439.0%
Telephone	7,500	7,310	9,143	10,129	986	10.8%
Postage	4,000	4,736	4,341	4,798	457	10.5%
Internet	0	0	0	5,400	5,400	
Advertising	500	1,055	520	1,035	515	99.0%
TOTAL Communication	12,000	13,101	14,004	21,362	7,358	52.5%
Elem Out of District Tuition	0	0	0	0	0	0.0%
RE Homebound Tutoring	0	0	0	0	0	0.0%
MS Out of District Tuition	27,100	23,930	27,900	19,200	(8,700)	-31.2%
Outplacement Tuition	433,731	292,550	255,463	79,600	(175,863)	-68.8%
Homebound Instruction/Tutoring	5,000	0	5,000	5,000	0	0.0%
Extended School Year	40,000	34,512	32,376	40,000	7,624	23.5%
After School Math Support	0	0	0	0	0	0.0%
TOTAL Outside Services	505,831	350,993	320,739	143,800	(176,939)	-55.2%
Contract Mileage	2,000	442	1,140	1,570	430	37.7%
Printing	1,500	192	1,016	1,016	0	0.0%
Fleet Maintenance Services	39,072	46,114	16,844	17,012	168	1.0%
Bus Facility Building Usage	3,600	3,600	3,600	3,600	0	0.0%
TOTAL Purchased Services	46,172	50,348	22,600	23,199	599	2.6%
Elementary General Supplies	5,000	5,274	7,920	6,920	(1,000)	-12.6%
Elementary Reading Supplies	350	322	1,247	2,287	1,040	83.4%
Elementary Math Supplies	150	651	200	2,865	2,665	1332.5%
Elementary Lang Arts Supplies	1,863	671	654	2,770	2,116	323.5%
Elementary Health Supplies	100	0	2,500	1,000	(1,500)	-60.0%
Elementary Science Supplies	250	20	946	4,300	3,354	354.5%

<u>Object/Account Description</u>	<u>Budget 15-16</u>	<u>Actual 15-16</u>	<u>Budget 16-17</u>	<u>Superintendent's Proposed Budget 17-18</u>	<u>Change \$</u>	<u>Change %</u>
Elem Social Studies Supplies	150	0	300	300	0	0.0%
Elementary Workbooks			0	2,109	2,109	
Assessments	9,800	11,214	8,961	9,000	39	0.4%
Elementary Art Supplies	150	0	1,814	1,559	(255)	-14.1%
Middle School General Supplies	4,000	5,206	6,501	5,500	(1,001)	-15.4%
Middle School LA Supplies	400	585	1,542	1,029	(513)	-33.2%
Middle School Math Supplies	250	197	300	2,034	1,734	578.0%
Middle School Reading Supplies	250	152	300	4,023	3,723	1241.1%
Middle School Science Supplies	600	1,290	5,720	9,861	4,141	72.4%
Middle School Social Stud Supp	100	102	400	434	34	8.5%
Middle School Testing Supplies	300	0	0	0	0	0.0%
Middle School Workbooks			0	1,617	1,617	
Remedial Supplies	0	0	1,000	900	(100)	-10.0%
Art Supplies	1,500	2,290	4,000	3,152	(848)	-21.2%
General Music Supplies	350	107	370	2,235	1,865	504.1%
Choral Supplies	1,000	460	248	1,630	1,382	557.1%
Band Supplies	1,000	1,115	1,918	400	(1,518)	-79.1%
World Language Supplies	350	632	360	200	(160)	-44.4%
ELL Supplies	0	0	200	0	(200)	-100.0%
Library Supplies	405	160	1,333	1,286	(47)	-3.5%
Library Periodicals	800	785	785	820	35	4.5%
Library Non-Print Supplies	650	150	0	0	0	0.0%
Phys Ed Supplies	600	1,031	200	4,695	4,495	2247.5%
Health Supplies	250	186	200	1,500	1,300	650.0%
Graduation Supplies	1,400	903	414	400	(14)	-3.4%
Athletic Supplies	2,300	2,072	2,600	2,600	0	0.0%
After School Activities Supplies	0	518	2,400	3,600	1,200	50.0%
SpEd Instructional Supplies	2,000	721	1,455	4,391	2,936	201.8%
Gifted Program Supplies	5,000	0	5,000	5,000	0	0.0%
CORR Life Skills Supplies	1,500	532	358	1,500	1,142	319.0%
Behavior Support Supplies	1,000	94	1,430	2,716	1,286	89.9%
Assessment Supplies	1,000	2,574	862	2,482	1,620	188.0%
Enrichment Supplies	1,250	10,196	5,000	2,004	(2,996)	-59.9%

<u>Object/Account Description</u>	<u>Budget 15-16</u>	<u>Actual 15-16</u>	<u>Budget 16-17</u>	<u>Superintendent's Proposed Budget 17-18</u>	<u>Change \$</u>	<u>Change %</u>
SpEd Remedial Supplies	0	0	520	831	311	59.8%
Medical Supplies	4,000	12,139	3,754	6,980	3,226	85.9%
ELL Supplies	79	0	0	200	200	
SpEd Software/Supplies	2,000	6,724	8,622	2,479	(6,143)	-71.2%
Special Needs Products (SIT)	0	0	0	0	0	0.0%
Administrative Office Supplies	4,000	3,372	2,134	5,409	3,275	153.5%
Report Cards	5,000	0	0	0	0	0.0%
Copier Paper	7,766	3,815	7,747	7,514	(233)	-3.0%
Plant Floor Supplies	5,000	4,115	6,650	6,650	0	0.0%
Plant Cleaning Supplies	2,500	2,168	1,652	1,827	175	10.6%
Plant General Supplies	4,000	6,090	3,501	3,000	(501)	-14.3%
Plant Paper Supplies	10,000	9,454	8,776	9,301	525	6.0%
Plant Lighting Supplies	1,300	981	1,701	1,614	(87)	-5.1%
Plant Tools	500	1,957	1,056	1,201	145	13.7%
Transportation Clean Supplies	150	0	12	12	0	0.0%
Transportation Paper Supplies	200	0	488	488	0	0.0%
Fleet Maintenance Supplies	0	0	21,300	21,817	517	2.4%
Manage Breakfast Program	0	0	0	0	0	0.0%
Technology Elementary Supplies	3,000	4,074	2,198	160	(2,038)	-92.7%
Technology Middle School Suppl	3,000	4,956	1,631	5,220	3,589	220.0%
Technology Arts Supplies	470	0	0	0	0	0.0%
Technology Tech Ed Supplies	500	0	2,017	60	(1,957)	-97.0%
Technology Library Supplies	1,485	0	0	0	0	0.0%
Technology SpEd Supplies	0	0	0	0	0	0.0%
Technology Admin Supplies	3,000	2,399	626	0	(626)	-100.0%
Technology Subscriptions	25,000	21,065	15,263	7,650	(7,613)	-49.9%
TOTAL Supplies	129,018	133,519	159,086	181,533	22,447	14.1%
Plant Fuel	105,000	103,818	67,494	68,499	1,005	1.5%
TOTAL Heating Fuel	105,000	103,818	67,494	68,499	1,005	1.5%
Diesel	35,500	35,103	23,581	24,167	586	2.5%
Gasoline	15,000	5,798	7,900	8,484	584	7.4%
TOTAL Transportation Fuel	50,500	40,901	31,481	32,651	1,170	3.7%

<u>Object/Account Description</u>	<u>Budget 15-16</u>	<u>Actual 15-16</u>	<u>Budget 16-17</u>	<u>Superintendent's Proposed Budget 17-18</u>	<u>Change \$</u>	<u>Change %</u>
Elementary Supplemental Texts	300	0	2,071	878	(1,193)	-57.6%
Elementary Curriculum Upgrade	300	3,614	0	0	0	0.0%
Elementary Replacement Texts	0	0	0	0	0	0.0%
Elementary Periodicals	300	0	1,172	1,560	388	33.1%
Middle School Supplemental Texts	300	0	1,890	250	(1,640)	-86.8%
Middle School Reading Texts	0	0	691	0	(691)	-100.0%
Middle School Periodicals	300	0	534	0	(534)	-100.0%
Middle School Replacment Text	0	0	220	0	(220)	-100.0%
Middle School Curriculum Upgrade	300	4,624	0	0	0	0.0%
Art Textbooks	0	0	0	735	735	
World Language Textbooks	0	458	0	0	0	0.0%
Phys Ed/Health Textbooks	0	0	47	225	178	378.7%
SpEd & Support Textbooks	0	0	0	1,000	1,000	
Specialized Text (NIMAS)	200	0	102	0	(102)	-100.0%
TOTAL Textbooks	2,000	8,695	6,727	4,648	(2,079)	-30.9%
Library Books Grades K-4	0	0	2,000	1,080	(920)	-46.0%
Library Books Grade 5-8	0	0	2,000	0	(2,000)	-100.0%
TOTAL Library Books	0	0	4,000	1,080	(2,920)	-73.0%
Elementary Equipment	350	0	0	0	0	0.0%
Elementary Furniture	0	7,766	0	2,918	2,918	
Middle School Equipment	350	0	0	389	389	
Middle School Furniture	1,000	6,049	0	971	971	
Music Equipment	7,690	15,468	0	999	999	
Band Equipment	0	0	0	502	502	
Library Equip/Furniture	0	8,729	0	0	0	0.0%
Phys Ed Equipment	6,000	1,870	1,693	6,695	5,002	295.4%
Health Equipment	0	0	0	2,500	2,500	
Athletic Equipment	2,000	0	349	0	(349)	-100.0%
AT Technology Equip Purchase		0	0	1,500	1,500	
AT Equipment Rental	3,000	4,012	7,296	7,420	124	1.7%
Adaptive Equipment	3,000	644	2,488	5,000	2,512	101.0%

<u>Object/Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Superintendent's</u> <u>Proposed</u>	<u>Change \$</u>	<u>Change %</u>
	<u>15-16</u>	<u>15-16</u>	<u>16-17</u>	<u>Budget 17-18</u>		
Sp Ed Technology Equipment	2,500	17,550	979	1,000	21	2.1%
Sp Ed Equipment	0	0	523	0	(523)	-100.0%
Copier Lease	33,419	32,055	34,422	22,161	(12,261)	-35.6%
Administrative Equip/Furn	0	450	280	750	470	167.9%
Plant Equipment	6,000	21,947	3,336	2,019	(1,317)	-39.5%
Plant Rentals	0	0	0	0	0	0.0%
Food Service Equipment	0	459	0	0	0	0.0%
Technology Elementary Equip	11,800	42,756	12,715	7,500	(5,215)	-41.0%
Technology Middle School Equip	33,000	95,463	13,820	42,233	28,413	205.6%
Technology Admin Equip	1,500	23,935	0	0	0	0.0%
Technology Tech Ed Equip	0	0	0	5,000	5,000	
Technology Network Equip	3,222	25	3,335	0	(3,335)	-100.0%
Technology SpEd/Support Equip	3,480	0	0	0	0	0.0%
Technology Music Equipment	0	0	0	140	140	
Technology Art Equip	0	0	0	3,904	3,904	
Home Depot Rebate Expense	0	0	0	0	0	0.0%
TOTAL Equipment	118,311	279,177	81,236	113,602	32,366	39.8%
Robotic Competition Fees	2,000	1,894	3,000	2,000	(1,000)	-33.3%
SpEd Dues & Fees	1,000	715	3,719	2,050	(1,669)	-44.9%
SpEd Extra Curricular Fees	0	0	0	0	0	0.0%
Character Dev Train & Material	2,000	0	1,912	3,808	1,896	99.2%
Dues & Fees	9,000	10,535	11,251	7,845	(3,406)	-30.3%
Board of Education Expenses	1,000	721	2,395	2,724	329	13.7%
Professional Development	9,000	14,617	5,320	6,000	680	12.8%
Principal's Discretionary Fund	800	1,018	1,000	1,050	50	5.0%
Medical/Screenings	1,299	1,098	1,275	2,300	1,025	80.4%
Penalty Fees & Interest	0	0	0	0	0	0.0%
Stop Check Payment Fee	0	0	0	0	0	0.0%
TOTAL Dues & Fees	26,099	30,597	29,872	27,777	(2,095)	-7.0%
Miscellaneous	0	0	15,000	0	(15,000)	-100.0%
Operating Transfers Out-Cafe	500	0	500	500	0	0.0%
XFR to 1% Fund	0	0	0	0	0	0.0%

<u>Object/Account Description</u>	<u>Budget 15-16</u>	<u>Actual 15-16</u>	<u>Budget 16-17</u>	<u>Superintendent's Proposed Budget 17-18</u>	<u>Change \$</u>	<u>Change %</u>
Audit Adjustments	0	0	0	0	0	0.0%
TOTAL Audit Adjustments	500	0	15,500	500	(15,000)	-96.8%
Supplemental Appropriation	0			0	0	0.0%
General Fund (01) Totals	7,423,071	7,391,588	7,406,140	7,649,561	243,421	3.3%

FOR BOE USE ONLY - DRAFT 1/19/17

Appendix C

Region #19 Transportation Budget

Decription	Hours	Rate	# Days or Weeks	Total	
3hrs/day x 4.5 runs	13.5	\$23.30	192	\$ 60,393.60	
Late run 1.5hrs x 2runs x 2 days	6	\$23.30	30	\$ 4,194.00	
Sick time 3/hrs day x 4 runs	12	\$23.30	15	\$ 4,194.00	
Transportation Coordinator (0.4FTE)	6	\$25.60	38	\$ 5,836.80	
Driver Benefits				\$ 49,017.44	
TOTAL DRIVER COSTS					\$123,635.84
Mechanic Annual Salary		\$ 57,775	0.2FTE	\$ 11,554.95	
Mechanic Benefits				\$ 6,381.17	
TOTAL MECHANIC COSTS					\$ 17,936.12
Estimated Fuel	Mileage	MPG	#days	Cost/gallon	Total
Run 1	120	7	180	\$ 1.8979	\$ 5,856.38
Run 2	100	7	180	\$ 1.8979	\$ 4,880.31
Run 3	100	7	180	\$ 1.8979	\$ 4,880.31
Run 4	63	7	180	\$ 1.8979	\$ 3,074.60
Late Run	80	7	78	\$ 1.8979	\$ 1,691.84
TOTAL ESTIMATED FUEL					\$ 20,383.45
		Rate	Percentage	Total	
Liability (LAP) Insurance		\$ 28,164.32	40%	\$ 11,265.73	
Fleet Maintenance & Services		\$ 64,715.00	40%	\$ 25,886.00	
COSTA Dues		\$ 465	40%	\$ 186	
Driver Medical Exams/Drug Screenings		\$ 1,700	40%	\$ 680	
Bus Facility Building Usage		\$ 6,000	40%	\$ 2,400	
TOTAL OTHER COSTS					\$ 40,417.73
TOTAL REGION 19 TRANSPORTATION COST FOR FY17-18					\$202,373.13

****Includes Ellis Tech****

Discount rate applied for Diesel Fuel

LAP Insurance capped at 3% increase

Pay rate and benefit cost increases based on collective bargaining agreement

Thank You for your continued support.
If you have any questions regarding this document please forward them to Dr. Longo.
jplongo@ashfordct.org