

NORTH STONINGTON BOARD OF EDUCATION
North Stonington Education Center
298 Norwich-Westerly Road
North Stonington, CT 06359

Our Goals: Safe, Valued, Sense of Belonging - Innovative Instruction – Efficient and Transparent Processes

Wednesday, December 13, 2023

6:30 PM

Regular Meeting

Via Hybrid Meeting Platform

<https://us02web.zoom.us/j/85893492974?pwd=bEhMbWNEaDZGblhTcE0rRTFPTXFzUT09>

Via Telephone: 646 558 8656

Meeting ID: 858 9349 2974

Passcode: 872426

AMENDED GENDA

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Comment**
Please be advised that our meeting structure does not allow for two-way dialogue during public comment, but the Board uses this information to guide their decision-making. Depending on the topic, they may ask the Superintendent or another District employee to follow up with you. Likewise, public comment might lead to a topic being added to a future meeting agenda.
5. **Presentations**
 - a. Student Activities - Fall
Ellen Turner, Athletic Director
6. **Administrative**
 - a. Approval of minutes
 - i. September 13, 2023
 - ii. September 27, 2023
7. **Reports**
 - a. Superintendent's Report
 - b. BOE Chair's Report
 - c. Student Ambassador's Report
8. **Old Business**
9. **New Business**
10. **Facility and Finance Discussion**
 - a. Accept the October Finance Report
 - b. Present November Finance Report
 - c. Eversource Electric Bill
 - d. Non-Lapsing
11. **Policy and Advocacy Discussion**
 - a. 112 News Media Relationship
 - b. 4111 Recruitment & Selection
12. **BOE Comments for Future Agenda Items**
13. **Public Comments**
14. **Adjournment**

Board of Education Minutes
September 13, 2023

DRAFT

A Regular Meeting of the Board of Education was held in a hybrid format on September 13, 2023, beginning at 6:30 PM in the North Stonington Education Center. Present were Mr. Bryan Burdick, Mr. Alex Karpinski, Mrs. Stephanie Mastroianni, Mrs. Lisa Mazzella (6:36 p.m.), Mr. Phil Mendolia, Mr. Chet Stefanowicz: Present, Dr. Jaime Towle-Weicksel and Mrs. Christine Wagner. Also present were Superintendent Troy Hopkins, and Business Manager Bill Merrill.

1. Call to Order - Mrs. Wagner called the Regular Board of Education meeting to order at 6:30 p.m.
2. Pledge of Allegiance - The Pledge of Allegiance was recited.
3. Public Comment - No public comment.
4. **Reports**
 - 4.a. Superintendent's Report - Mr. Hopkins announced that Mrs. Kristen St. Germain will be recognized as High School Principal of the Year during an event on October 26, 2023, at St. Clements Castle in Portland CT, and will also be representing CT Washington, D.C.
 - 4.b. BOE Chair's Report

Mrs. Wagner reported that negotiations with the administrator's contract had ended. Also attended the tri-board meeting on Monday, September 11, and had some good discussions.
5. **Old Business**
 - 5.a. Before & After Care Program - Dr. Towle-Weicksel reported on the Before & After Care Program. The Committee will be sending a letter to the public/parents clearly communicating the plan. Questions were asked and answered.
 - 5.b. STEAP Grant - Nothing new to report on the STEAP grant.
6. **New Business**
 - 6.a. Capital Projects – Mrs. Wagner indicated the need of start discussing what will be given over to the town for the October 2nd deadline. Mr. Hopkins, Superintendent of

Schools, reported. The report is attached to the original of these minutes. Questions were asked and answered.

7. Facility and Finance Discussion

7.a. Present August Report – Mr. Merrill, Business Manager, reported. The August report is attached to the original of these minutes.

7.b. Finance Procedures – Mr. Hopkins reported the Finance Procedures Manual is a working draft, of the original request from the auditors. The report is attached to the original of these minutes.

7.c. Signs for leashing of dogs – Mrs. Wagner, Chairman of the Board, reported that Karcher Deshefy, Animal Control Officer, has requested the posting of signs on the fields regarding animals being on the leash.

8. Policy and Advocacy Discussion

8.a. 5132 - Dress and Appearance Policy will be revised and will be presented at the following meeting.

8.b. CABE AI Policy - Mr. Hopkins, Superintendent of Schools, reported. The recommended AI Policy is attached to the original of these minutes.

8.c. 3541 & 5131 Transportation Guidelines – Mr. Stefanowicz reported 3541-Transportation Guidelines is a regulation, not a policy, and 3541.311-Riding Other Than Assigned Bus. The reported policies are attached to the original of these minutes.

8.d. 9000 - 9020 BOE Bylaws - First read for the bylaws. The Bylaws are attached to the original of these minutes.

9. BOE Comments for Future Agenda Items – Dr. Towle-Weicksel requested an update on the playground. Mrs. Mastroianni requested to have non-lapsing. Mr. Stefanowicz requested to have a Capital List.

10. Public Comments - None.

11. Adjournment – Motion made by Mr. Karpinski and seconded by Mrs. Mastroianni to adjourn the regular meeting at 7:54 p.m.

Respectfully submitted by
Irma Wilhelm
Recording Secretary

Board of Education Minutes
September 27, 2023

DRAFT

A Regular Meeting - Hybrid Format of the Board of Education was held in a hybrid format on September 27, 2023, beginning at 6:30 PM in the North Stonington Education Center. Present were Mr. Burdick; Mr. Karpinski; Mrs. Mastroianni, Mr. Stefanowicz, Dr. Towle-Weicksel. Mrs. Wagner arrived at 7:11 p.m. Also, in attendance were: Mr. Hopkins, Superintendent of Schools, and Greg Pont, IT Director.

1. Call to Order

The Regular Board of Education meeting was called to order by Mr. Karpinski at 6:30 p.m.

2. Roll Call

3. Pledge of Allegiance

The pledge of allegiance was recited.

4. Public Comment –

Please be advised that our meeting structure does not allow for two-way dialogue during public comment but the Board uses this information to guide their decision making. Depending on the topic, they may ask the Superintendent or another District employee to follow up with you. Likewise, public comment might lead to a topic being added to a future meeting agenda.

5. **Presentations**

5.a. Technology Presentation, Superintendent Hopkins and Greg Pont, IT Director presented on the North Stonington Public Schools Technology Department. The presentation is attached to the original minutes. Questions were asked and answered.

6. **Administrative**

6.a. **Approval of Minutes**

6.a.i. May 10, 2023 - Regular Meeting

Motion to approve May 10, 2023. This motion, made by Mastroianni and seconded by Burdick, Carried. Mr. Karpinski abstained.

6.a.ii. May 24, 2023 - Regular Meeting

Motion to approve May 24, 2023. This motion was made by Mrs. Mastroianni and seconded by Mr. Burdick. Mrs. Mastroianni withdrew the original motion and made a motion to approve amended minutes with Dr. Towle-Weicksel's comments for 7.b. Carried.

6.a.iii. June 14, 2023 - Special Meeting

Motion to approve June 14, 2023. This motion, made by Mrs. Mastroianni and seconded by Burdick, Carried.

6.a.iv. June 22, 2023 - Special Meeting

Motion to approve June 22, 2023. This motion, made by Mrs. Mastroianni and seconded by Dr. Towle-Weicksel, carried.

Mr. Burdick: Abstained

6.a.v. July 25, 2023 - Special Meeting

Motion to approve July 25, 2024. This motion, made by Mastroianni and seconded by Burdick, carried.

Mr. Karpinski: Abstained

6.b. Correspondence

None.

7. Reports

7.a. Superintendent's Report – Mr. Troy Hopkins, Superintendent of Schools presented his report. The report is attached to the original minutes.

7.b. BOE Chairman's Report – Mrs. Wagner did not have anything to report. Did request to post the schedule of presentation topics on the website.

7.c. Student Ambassador's Report

None.

8. Consent Agenda

8.a. 9000 - BOE Bylaws

Motion to approve to continue the current bylaws 9000 – 9012. This motion, made by Mr. Stefanowicz and seconded by Mrs. Mastroianni, Carried.

9. Old Business

9.a. Capital List Discussion and Approval

Mr. Troy Hopkins, Superintendent presented the draft Capital List. The report is attached to the original minutes.

9.b. Before and After School Program - Dr. Towle-Weicksel, a Before & After Care Program Committee member reported on the Before & After Care Program. Leave it on the agenda for future discussion. Discuss in the Spring.

9.c. Playground Updates – Mr. Troy Hopkins reported on the playground. The report is attached to the minutes.

9.d. Tuition towards Capital – this topic was discussed during the Capital List Discussion.

10. New Business

11. Facilities & Finance

11.a. Accept August Financial Report

Make a motion to accept on August Financial Report. This motion, made by Mr. Karpinski and seconded by Mr. Stefanowicz, Carried.

11.b. Non-lapsing Account – Mr. Troy Hopkins, Superintendent reported that this topic will be presented at the next meeting.

11.c. Acceptance of Financial Procedures Manual

Motion to approve the Financial Procedures. This motion, made by Mr. Karpinski and seconded by Mr. Burdick, Carried.

12. Policy First Read

Approve NOT accept.

12.a. 5132 - Student Dress and Grooming

Motion to postpone discussion of Student Dress and Grooming until the next meeting. This motion, made by Mr. Stefanowicz and seconded by Dr. Towle-Weicksel, Carried.

13. Policy Approval - none

14. Proposed for Executive session

Discussion on Administrator Contract 2024-2027

Out of Executive Session

Motion to move into Executive Session made by Mr. Burdick and Seconded by Mr. Karpinski. Carried. Motion to invite Mr. Bill Merrill, Business Manager made by Mrs. Wagner and seconded by Mr. Karpinski. Carried.

14.a. Approval of Administrators Contract

Motion to approve the administrators contract made by Mr. Burdick and seconded by Mrs. Mastroianni.

15. Public Comment - None

16. Adjournment

Motion to adjourn at 9:02 p.m. made by Mr. Karpinski and seconded by Mr. Burdick.
Carried.

Respectfully submitted by
Irma Wilhelm
Recording Secretary to
The Board of Education

NORTH STONINGTON BOARD OF EDUCATION

298 Norwich-Westerly Rd.

North Stonington, Connecticut

Board of Education Meeting - December 13, 2023

SUPERINTENDENT REPORT

Presented by Troy C. Hopkins

Our Goals: Safe, Valued, Sense of Belonging - Innovative Instruction - Efficient and Transparent Processes

Staffing

We hired a new part-time nurse. Also, we are in need of paraprofessionals.

We are reassigning a first grade teacher to serve as school counselor at Wheeler for the remainder of the school year.

We have an internal, certified paraprofessional who will be assuming the role of first grade teacher.

Safe, Valued, Sense of Belonging

I attended that State Council for Military Children meeting - November 30th, at the Beacon point Homes Community Center in Groton.

Innovative Instruction

NEASC Conference - Boston, MA

We are looking into ACES International, an organization that can assist us with developing global partners for international students who pay tuition, teacher exchanges, and project partnerships.

I led the collaborative conference for Westport Middle High School, MA on December 5-6th.

I will be presenting to the LEARN Board of Directors about North Stonington Public Schools on December 14th. I will talk about the NEASC accreditation process and how it is driving educational improvements.

Efficient and Transparent Processes

School Construction Audity - We are working with the town on gathering all the records for the school construction audit.

Use of School Facilities - Policy 3515 - Implementing this policy has been somewhat challenging recently. As you know, we recently considered not allowing any non-school activities to start before 4:00 p.m. in the schools, in order to help ensure that we were following the statement from the policy, "Community use will be allowed as long as such use does not interfere with school activities." However, there are some established community-based activities that have started before 4:00 p.m. without interference with school activities. Therefore, we will work with each requesting organization to attempt to find a time and location for building use that will not interfere with school activities.

BOE Meeting Dates - All Wednesdays

In order to increase efficiency and predictability, the first monthly BOE meeting will focus on a common, set agenda including a presentation on a predetermined special topic. Committees meet between BOE meetings and report out at BOE meetings.

1st meeting - Committee Discussions (Facilities and Finance, Policy and Advocacy)	2nd meeting - Business and Presentations	Topic Presentation for 2nd meeting
	August 23th	Facilities
September 13	September 27	Technology
October 11	October 25	Student Testing Data
Combined with November 8	November 8	Curriculum Updates
Combined with December 13	December 13	Student Activities - Fall
January 10, 2024	January 24, 2024	Superintendent's Budget
February 14	February 28	Curriculum Proposals/Updates
March 13	March 27	Student Activities - Winter
April 3	April 24	Special Services
May 8	May 22	School Climate/Discipline
June 12	June 26	Student Activities - Spring
July 10	July 24	Goals Review
August 14	August 28	Facilities
September 11	September 25	Student Testing Data
October 9	October 23	Technology
November 6	November 6	Curriculum Updates
Combined with December 11	December 11	Student Activities - Fall

North Stonington Board of Education

General Ledger - BOE Monthly Report

Fiscal Year: 2023-2024 From Date:10/1/2023 To Date:10/31/2023

Account Mask: 100????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
0110 - Salaries, Central Office						
110 - Salaries, Central Office	\$631,386.12	\$49,641.26	\$198,199.51	\$0.00	\$433,186.61	68.61%
0130 - Expenses, Central Office						
250 - Unemployment Compensation	\$15,000.00	\$455.00	\$910.00	\$0.00	\$14,090.00	93.93%
300 - Purchased Professional Services	\$25,000.00	\$480.00	\$4,807.08	\$0.00	\$20,192.92	80.77%
303 - E-Rate	\$2,300.00	\$0.00	\$2,000.00	\$0.00	\$300.00	13.04%
305 - GASB Studies	\$3,500.00	\$0.00	\$1,000.00	\$0.00	\$2,500.00	71.43%
310 - Purchased Administrative Services	\$36,600.00	\$540.00	\$6,188.27	\$0.00	\$30,411.73	83.09%
580 - Travel/Conferences	\$4,500.00	\$608.51	\$787.51	\$30.00	\$3,682.49	81.83%
690 - Other Supplies	\$9,000.00	\$389.13	\$5,728.11	\$1,417.36	\$1,854.53	20.61%
810 - Dues & Fees	\$16,000.00	(\$578.01)	\$20,191.61	\$0.00	(\$4,191.61)	-26.20%
0140 - Negotiations Funds						
300 - Purchased Professional Services	\$39,675.00	\$2,001.58	\$5,173.16	\$0.00	\$34,501.84	86.96%
0211 - Salaries, Administrators						
111 - Salaries, Administrative & Grants	\$607,948.00	\$46,765.24	\$184,514.04	\$0.00	\$423,433.96	69.65%
0213 - Salaries, Teachers						
110 - Salaries, Central Office	\$106,698.68	\$8,168.61	\$13,534.50	\$0.00	\$93,164.18	87.32%
112 - Teacher Salaries	\$6,621,178.60	\$489,731.01	\$1,274,007.92	\$0.00	\$5,347,170.68	80.76%
118 - Salaries, Social Workers	\$120,262.00	\$9,553.30	\$23,883.25	\$0.00	\$96,378.75	80.14%
120 - Other Salaries	\$184,000.00	\$14,403.55	\$28,375.79	\$0.00	\$155,624.21	84.58%
121 - Non-Public Nursing	\$15,061.88	\$2,588.59	\$7,246.33	\$0.00	\$7,815.55	51.89%
208 - Course Reimbursement	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	0.00%
320 - Purchased Professional/Ed. Svcs	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00%
321 - Tutoring Services	\$5,000.00	\$150.00	\$4,721.90	\$0.00	\$278.10	5.56%
560 - Tuition	\$30,705.00	\$0.00	\$0.00	\$0.00	\$30,705.00	100.00%
0214 - Salaries, Guidance						
112 - Teacher Salaries	\$158,324.00	\$11,532.04	\$29,476.29	\$0.00	\$128,847.71	81.38%
0215 - Salaries, Secretarial						
113 - Secretarial Salaries	\$204,232.40	\$15,780.07	\$57,420.54	\$0.00	\$146,811.86	71.88%
0216 - Salaries, Teacher Assistants						
116 - Aides Salaries	\$436,900.37	\$47,591.83	\$86,466.36	\$0.00	\$350,434.01	80.21%
0217 - Salaries, Library/Media						
112 - Teacher Salaries	\$172,463.00	\$14,371.08	\$35,927.70	\$0.00	\$136,535.30	79.17%
0218 - Other Purchased Services						

North Stonington Board of Education

General Ledger - BOE Monthly Report

Fiscal Year: 2023-2024 From Date:10/1/2023 To Date:10/31/2023

Account Mask: 100????????????????

Account Type: EXPENDITURE

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INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
323 - Contracted Student Services	\$150,000.00	\$37,237.89	\$39,667.78	\$268,424.33	(\$158,092.11)	-105.39%
0220 - Textbooks						
641 - Textbooks	\$28,246.10	\$16,916.10	\$36,762.18	\$2,045.55	(\$10,561.63)	-37.39%
0231 - Library Books						
642 - Library Books	\$3,150.00	\$1,660.69	\$3,188.34	\$0.00	(\$38.34)	-1.22%
0240 - Instructional Supplies						
611 - Instructional Supplies	\$129,559.70	\$12,631.92	\$59,847.75	\$7,845.40	\$61,866.55	47.75%
0250 - Other Expenses, Schools						
580 - Travel/Conferences	\$5,500.00	\$495.00	\$620.00	\$3,660.96	\$1,219.04	22.16%
612 - Administrative Supplies	\$7,518.06	\$540.08	\$5,885.41	\$784.00	\$848.65	11.29%
690 - Other Supplies	\$118,980.00	\$34,267.32	\$93,550.21	\$4,642.85	\$20,786.94	17.47%
890 - Other Miscellaneous Expenditures	\$28,611.52	\$2,300.93	\$16,864.97	\$0.00	\$11,746.55	41.06%
0400 - Nursing Supplies						
690 - Other Supplies	\$1,800.00	\$1,129.07	\$1,129.07	\$747.00	(\$76.07)	-4.23%
0500 - Transportation						
331 - Other services	\$20,000.00	\$590.00	\$590.00	\$0.00	\$19,410.00	97.05%
510 - Pupil Transportation	\$895,632.00	\$88,016.23	\$91,179.73	\$0.00	\$804,452.27	89.82%
518 - Special Education Transportation	\$150,000.00	\$21,472.94	\$48,452.50	\$114,806.00	(\$13,258.50)	-8.84%
519 - Purchased Student Transportation	\$63,565.00	\$6,409.93	\$6,409.93	\$0.00	\$57,155.07	89.92%
629 - Fuel for school buses	\$98,000.00	\$0.00	\$11,046.04	\$0.00	\$86,953.96	88.73%
0610 - Salaries, Custodial						
115 - Salaries, Custodial Overtime	\$20,000.00	\$325.38	\$2,770.92	\$0.00	\$17,229.08	86.15%
119 - Custodial Salaries	\$435,319.33	\$31,582.80	\$136,069.15	\$0.00	\$299,250.18	68.74%
0630 - Natural Gas						
400 - Purchased Property Services	\$75,000.00	\$5,833.11	\$14,589.48	\$0.00	\$60,410.52	80.55%
0640 - Utilities						
400 - Purchased Property Services	\$174,000.00	\$2,444.57	\$65,365.63	\$0.00	\$108,634.37	62.43%
530 - Communications	\$32,600.00	\$9,598.88	\$14,073.63	\$0.00	\$18,526.37	56.83%
0650 - Custodial Supplies/Services						
690 - Other Supplies	\$54,900.00	\$9,635.64	\$27,756.95	\$0.00	\$27,143.05	49.44%
0661 - Postage						
530 - Communications	\$3,500.00	\$873.75	\$873.75	\$0.00	\$2,626.25	75.04%
0700 - Maintenance Services						
400 - Purchased Property Services	\$125,000.00	\$11,013.81	\$57,478.56	\$14,796.00	\$52,725.44	42.18%
603 - Athletic Supplies	\$22,500.00	\$3,050.00	\$14,455.50	\$0.00	\$8,044.50	32.85%

North Stonington Board of Education

General Ledger - BOE Monthly Report

Fiscal Year: 2023-2024 From Date:10/1/2023 To Date:10/31/2023

Account Mask: 100????????????????

Account Type: EXPENDITURE

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INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
703 - Repairs, Instructional Equipment	\$33,475.00	\$240.00	\$2,107.96	\$2,497.90	\$28,869.14	86.24%
704 - Repairs non-instructional equipment	\$50,000.00	\$17,061.43	\$25,882.43	\$10,213.00	\$13,904.57	27.81%
0725 - Lease of Equipment						
442 - Rental of Equipment and Vehicles	\$29,000.00	\$7,354.56	\$11,259.18	\$0.00	\$17,740.82	61.18%
0730 - Replacement Equipment						
702 - Replacement Equipment	\$0.00	\$954.00	\$5,430.19	\$3,978.63	(\$9,408.82)	100.00%
0812 - Social Security - Medicare						
220 - Social Security	\$268,034.39	\$20,375.63	\$59,568.52	\$0.00	\$208,465.87	77.78%
0830 - Employee Benefits						
205 - Insurance Waivers	\$18,000.00	(\$1,792.86)	\$0.00	\$0.00	\$18,000.00	100.00%
260 - Workmen's Comp	\$95,000.00	\$0.00	\$42,692.86	\$0.00	\$52,307.14	55.06%
270 - Health Insurance	\$1,665,375.00	\$127,480.85	\$636,471.55	\$0.00	\$1,028,903.45	61.78%
271 - Dental Insurance	\$94,378.00	\$9,098.48	\$44,870.84	\$0.00	\$49,507.16	52.46%
272 - Eye Wear Reimbursement	\$4,000.00	\$847.80	\$997.80	\$0.00	\$3,002.20	75.06%
274 - HSA Contributions	\$145,800.00	\$0.00	\$69,550.00	\$0.00	\$76,250.00	52.30%
520 - Other Insurance	\$71,950.00	\$3,329.84	\$36,351.45	\$0.00	\$35,598.55	49.48%
0832 - Employee Retirement						
230 - Retirement Contributions	\$80,000.00	\$44,098.93	\$48,422.00	\$0.00	\$31,578.00	39.47%
1000 - Student Activities						
120 - Other Salaries	\$50,000.00	\$6,717.69	\$7,221.06	\$0.00	\$42,778.94	85.56%
441 - Rental of Land & Buildings	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
520 - Other Insurance	\$9,000.00	\$0.00	\$10,172.50	\$0.00	(\$1,172.50)	-13.03%
601 - Medical Supplies	\$2,700.00	\$525.00	\$525.00	\$599.60	\$1,575.40	58.35%
602 - Awards & Banquet Supplies	\$6,030.00	\$55.00	\$207.03	\$0.00	\$5,822.97	96.57%
603 - Athletic Supplies	\$8,500.00	\$77.20	\$1,224.77	\$551.70	\$6,723.53	79.10%
604 - Tournament Fees	\$3,330.00	\$275.00	\$595.00	\$0.00	\$2,735.00	82.13%
610 - General Supplies	\$23,450.00	\$817.76	\$5,602.76	\$1,333.42	\$16,513.82	70.42%
690 - Other Supplies	\$18,570.00	\$1,682.16	\$1,682.16	\$441.85	\$16,445.99	88.56%
1230 - New Equipment						
739 - Other Equipment	\$1,500.00	\$639.98	\$6,869.34	\$0.00	(\$5,369.34)	-357.96%
1400 - Tuition						
560 - Tuition	\$300,000.00	\$34,158.00	\$44,646.00	\$207,548.00	\$47,806.00	15.94%
561 - VO-AG Tuition	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	100.00%
562 - Magnet School Tuition	\$49,875.00	\$48,120.00	\$48,120.00	\$0.00	\$1,755.00	3.52%

North Stonington Board of Education

General Ledger - BOE Monthly Report

Fiscal Year: 2023-2024 From Date:10/1/2023 To Date:10/31/2023

Account Mask: 100????????????????????

Account Type: EXPENDITURE

- Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
Grand Total:	\$15,168,084.15	\$1,334,315.28	\$3,875,657.75	\$646,363.55	\$10,646,062.85	70.19%

End of Report

**North Stonington Public Schools
Business Managers Monthly Report
December 13, 2023**

The total expenses for November were \$1,224,140.43 and the total year to date is \$5,099,788.18. We still have 62.79% of the budget left to spend. The \$28,760.50 under Contracted Student Services (0218-323) is for Special Education costs for physical therapy and RBT/BCBA services from Bloom Consulting. This month we paid the Ledyard VO-Ag tuition, \$27,292 for four students. All the magnet school tuitions have been paid and the total for the year is \$55,881.00 for nine students. Except for electricity, all accounts are on or near budget.

As mentioned last month, we received notification from Eversource that they have been billing us incorrectly for Electricity at the Elementary School since the construction project. They have adjusted our billing and now our electric bill will be around \$7,500 a month instead of the \$2,917 a month we budgeted for the Elementary School. They also said they are allowed to correct the billing going back one year. After working with them on this issue, they are only billing us starting with September of this year, which means they only went back two months instead of twelve. The middle/high school electricity cost is also trending higher than budgeted. We have \$34,502 in contract negotiations that we can use to help cover this overage. We also have some other administrative accounts that will have savings, but we will not have funds for any additional spending that was not budgeted for.

North Stonington Board of Education

General Ledger - BOE Monthly Report

Fiscal Year: 2023-2024 From Date:11/1/2023 To Date:11/30/2023

Account Mask: 100????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
0110 - Salaries, Central Office						
110 - Salaries, Central Office	\$631,386.12	\$49,986.13	\$248,185.64	\$0.00	\$383,200.48	60.69%
0130 - Expenses, Central Office						
250 - Unemployment Compensation	\$15,000.00	\$0.00	\$910.00	\$0.00	\$14,090.00	93.93%
300 - Purchased Professional Services	\$25,000.00	\$0.00	\$4,807.08	\$0.00	\$20,192.92	80.77%
303 - E-Rate	\$2,300.00	\$0.00	\$2,000.00	\$0.00	\$300.00	13.04%
305 - GASB Studies	\$3,500.00	\$0.00	\$1,000.00	\$0.00	\$2,500.00	71.43%
310 - Purchased Administrative Services	\$36,600.00	\$4,000.00	\$10,188.27	\$0.00	\$26,411.73	72.16%
580 - Travel/Conferences	\$4,500.00	\$194.50	\$982.01	\$139.63	\$3,378.36	75.07%
690 - Other Supplies	\$9,000.00	\$376.07	\$6,094.18	\$1,712.36	\$1,193.46	13.26%
810 - Dues & Fees	\$16,000.00	\$1,820.00	\$22,011.61	\$0.00	(\$6,011.61)	-37.57%
0140 - Negotiations Funds						
300 - Purchased Professional Services	\$39,675.00	\$0.00	\$5,173.16	\$0.00	\$34,501.84	86.96%
0211 - Salaries, Administrators						
111 - Salaries, Administrative & Grants	\$607,948.00	\$46,765.24	\$231,279.28	\$0.00	\$376,668.72	61.96%
0213 - Salaries, Teachers						
110 - Salaries, Central Office	\$106,698.68	\$9,949.35	\$23,483.85	\$0.00	\$83,214.83	77.99%
112 - Teacher Salaries	\$6,621,178.60	\$492,737.76	\$1,766,745.68	\$0.00	\$4,854,432.92	73.32%
118 - Salaries, Social Workers	\$120,262.00	\$9,553.30	\$33,436.55	\$0.00	\$86,825.45	72.20%
120 - Other Salaries	\$184,000.00	\$14,618.90	\$42,994.69	\$0.00	\$141,005.31	76.63%
121 - Non-Public Nursing	\$15,061.88	\$0.00	\$7,246.33	\$0.00	\$7,815.55	51.89%
208 - Course Reimbursement	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	0.00%
320 - Purchased Professional/Ed. Svcs	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00%
321 - Tutoring Services	\$5,000.00	\$5,540.52	\$10,262.42	\$0.00	(\$5,262.42)	-105.25%
560 - Tuition	\$30,705.00	\$0.00	\$0.00	\$0.00	\$30,705.00	100.00%
0214 - Salaries, Guidance						
112 - Teacher Salaries	\$158,324.00	\$11,532.04	\$41,008.33	\$0.00	\$117,315.67	74.10%
0215 - Salaries, Secretarial						
113 - Secretarial Salaries	\$204,232.40	\$15,877.30	\$73,297.84	\$0.00	\$130,934.56	64.11%
0216 - Salaries, Teacher Assistants						
116 - Aides Salaries	\$436,900.37	\$43,244.50	\$129,710.86	\$0.00	\$307,189.51	70.31%
0217 - Salaries, Library/Media						
112 - Teacher Salaries	\$172,463.00	\$14,371.08	\$50,298.78	\$0.00	\$122,164.22	70.84%
0218 - Other Purchased Services						

North Stonington Board of Education

General Ledger - BOE Monthly Report

Fiscal Year: 2023-2024 From Date:11/1/2023 To Date:11/30/2023

Account Mask: 100??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
323 - Contracted Student Services	\$150,000.00	\$28,760.50	\$68,428.28	\$208,093.83	(\$126,522.11)	-84.35%
0220 - Textbooks						
641 - Textbooks	\$28,246.10	\$0.00	\$36,762.18	\$2,045.55	(\$10,561.63)	-37.39%
0231 - Library Books						
642 - Library Books	\$3,150.00	\$0.00	\$3,188.34	\$317.13	(\$355.47)	-11.28%
0240 - Instructional Supplies						
611 - Instructional Supplies	\$129,559.70	\$5,368.94	\$65,216.69	\$8,225.77	\$56,117.24	43.31%
0250 - Other Expenses, Schools						
580 - Travel/Conferences	\$5,500.00	\$2,010.68	\$2,630.68	\$1,339.50	\$1,529.82	27.81%
612 - Administrative Supplies	\$7,518.06	\$904.00	\$6,789.41	\$212.17	\$516.48	6.87%
690 - Other Supplies	\$118,980.00	\$2,559.11	\$96,109.32	\$7,464.57	\$15,406.11	12.95%
890 - Other Miscellaneous Expenditures	\$28,611.52	\$375.98	\$17,240.95	\$712.00	\$10,658.57	37.25%
0400 - Nursing Supplies						
690 - Other Supplies	\$1,800.00	\$720.00	\$1,849.07	\$280.93	(\$330.00)	-18.33%
0500 - Transportation						
331 - Other services	\$20,000.00	\$4,056.43	\$4,646.43	\$0.00	\$15,353.57	76.77%
510 - Pupil Transportation	\$895,632.00	\$94,656.42	\$185,836.15	\$0.00	\$709,795.85	79.25%
518 - Special Education Transportation	\$150,000.00	\$12,068.70	\$60,521.20	\$102,737.30	(\$13,258.50)	-8.84%
519 - Purchased Student Transportation	\$63,565.00	\$9,152.61	\$15,562.54	\$0.00	\$48,002.46	75.52%
629 - Fuel for school buses	\$98,000.00	\$0.00	\$11,046.04	\$0.00	\$86,953.96	88.73%
0610 - Salaries, Custodial						
115 - Salaries, Custodial Overtime	\$20,000.00	\$0.00	\$2,770.92	\$0.00	\$17,229.08	86.15%
119 - Custodial Salaries	\$435,319.33	\$31,073.80	\$167,142.95	\$0.00	\$268,176.38	61.60%
0630 - Natural Gas						
400 - Purchased Property Services	\$75,000.00	\$8,703.01	\$23,292.49	\$0.00	\$51,707.51	68.94%
0640 - Utilities						
400 - Purchased Property Services	\$174,000.00	\$26,600.23	\$91,965.86	\$0.00	\$82,034.14	47.15%
530 - Communications	\$32,600.00	\$3,309.63	\$17,383.26	\$0.00	\$15,216.74	46.68%
0650 - Custodial Supplies/Services						
690 - Other Supplies	\$54,900.00	\$125.95	\$27,882.90	\$0.00	\$27,017.10	49.21%
0661 - Postage						
530 - Communications	\$3,500.00	\$1,500.50	\$2,374.25	\$0.00	\$1,125.75	32.16%
0700 - Maintenance Services						
400 - Purchased Property Services	\$125,000.00	\$22,691.04	\$80,169.60	\$14,796.00	\$30,034.40	24.03%
603 - Athletic Supplies	\$22,500.00	\$1,500.00	\$15,955.50	\$0.00	\$6,544.50	29.69%

North Stonington Board of Education

General Ledger - BOE Monthly Report

Fiscal Year: 2023-2024 From Date:11/1/2023 To Date:11/30/2023

Account Mask: 100????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
703 - Repairs, Instructional Equipment	\$33,475.00	\$0.00	\$2,107.96	\$2,497.90	\$28,869.14	86.24%
704 - Repairs non-instructional equipment	\$50,000.00	\$11,423.75	\$37,306.18	\$10,316.00	\$2,377.82	4.76%
0725 - Lease of Equipment						
442 - Rental of Equipment and Vehicles	\$29,000.00	\$2,369.09	\$13,628.27	\$0.00	\$15,371.73	53.01%
0730 - Replacement Equipment						
702 - Replacement Equipment	\$0.00	\$2,501.63	\$7,931.82	\$0.00	(\$7,931.82)	100.00%
0812 - Social Security - Medicare						
220 - Social Security	\$268,034.39	\$20,040.63	\$79,609.15	\$0.00	\$188,425.24	70.30%
0830 - Employee Benefits						
205 - Insurance Waivers	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	100.00%
260 - Workmen's Comp	\$95,000.00	\$0.00	\$42,692.86	\$0.00	\$52,307.14	55.06%
270 - Health Insurance	\$1,665,375.00	\$126,616.28	\$763,087.83	\$0.00	\$902,287.17	54.18%
271 - Dental Insurance	\$94,378.00	\$9,045.14	\$53,915.98	\$0.00	\$40,462.02	42.87%
272 - Eye Wear Reimbursement	\$4,000.00	\$300.00	\$1,297.80	\$0.00	\$2,702.20	67.56%
274 - HSA Contributions	\$145,800.00	\$1,572.05	\$71,122.05	\$0.00	\$74,677.95	51.22%
520 - Other Insurance	\$71,950.00	\$3,329.84	\$39,681.29	\$0.00	\$32,268.71	44.85%
0832 - Employee Retirement						
230 - Retirement Contributions	\$80,000.00	\$1,792.86	\$50,214.86	\$0.00	\$29,785.14	37.23%
1000 - Student Activities						
120 - Other Salaries	\$50,000.00	\$1,604.01	\$8,825.07	\$0.00	\$41,174.93	82.35%
441 - Rental of Land & Buildings	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
520 - Other Insurance	\$9,000.00	\$0.00	\$10,172.50	\$0.00	(\$1,172.50)	-13.03%
601 - Medical Supplies	\$2,700.00	\$490.60	\$1,015.60	\$0.00	\$1,684.40	62.39%
602 - Awards & Banquet Supplies	\$6,030.00	\$864.90	\$1,071.93	\$44.01	\$4,914.06	81.49%
603 - Athletic Supplies	\$8,500.00	\$299.03	\$1,523.80	\$0.00	\$6,976.20	82.07%
604 - Tournament Fees	\$3,330.00	\$1,000.00	\$1,595.00	\$0.00	\$1,735.00	52.10%
610 - General Supplies	\$23,450.00	\$2,497.55	\$8,100.31	\$385.00	\$14,964.69	63.82%
690 - Other Supplies	\$18,570.00	\$1,745.85	\$3,428.01	\$0.00	\$15,141.99	81.54%
1230 - New Equipment						
739 - Other Equipment	\$1,500.00	\$0.00	\$6,869.34	\$0.00	(\$5,369.34)	-357.96%
1400 - Tuition						
560 - Tuition	\$300,000.00	\$24,890.00	\$69,536.00	\$182,658.00	\$47,806.00	15.94%
561 - VO-AG Tuition	\$22,000.00	\$27,292.00	\$27,292.00	\$0.00	(\$5,292.00)	-24.05%
562 - Magnet School Tuition	\$49,875.00	\$7,761.00	\$55,881.00	\$0.00	(\$6,006.00)	-12.04%

North Stonington Board of Education

General Ledger - BOE Monthly Report

Fiscal Year: **2023-2024** From Date:11/1/2023 To Date:11/30/2023

Account Mask: 100????????????????

Account Type: EXPENDITURE

- Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
Grand Total:	\$15,168,084.15	\$1,224,140.43	\$5,099,788.18	\$543,977.65	\$9,524,318.32	62.79%

End of Report

Community Relations

News Media Relationships

Because schools are public institutions serving the educational needs of the community, it is important that information be disseminated concerning programs, activities, and significant school events. To ensure that this publicity be given wide coverage and coordinated with a common effort and purpose, the following procedures shall be followed with news media:

1. The Board of Education Chairperson shall be the official spokesman for the Board. The Superintendent of Schools may report on actions of the Board.
2. News releases of a system-wide nature, or which pertain to established school system policy, are the responsibility of the Superintendent and will be issued through his/her office.
3. News releases which are of concern to only one school, or to an organization of one school, are the responsibility of the Principals through the office of the Superintendent.

Board meetings to which the public has access may be photographed, broadcast, or recorded for broadcast by any newspaper, radio broadcasting company, or television broadcasting company, subject to the following guidelines:

1. News media personnel who intend to photograph, broadcast, or record for broadcast the proceedings of any public meeting of the Board of Education shall provide appropriate identification to the Superintendent of Schools, if requested by the Superintendent, prior to said meeting of the Board.
2. Only news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the proceedings of a Board of Education public meeting shall be permitted to photograph, broadcast, or record for broadcast, such proceedings.
3. If, in the judgment of the Chairperson of the Board of Education, the presence at a Board meeting of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the public business at such meeting becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.

Legal Reference: Connecticut General Statutes

1-226 Recording, broadcasting, or photographing meetings.

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Community Relations

News Media Relations

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

Members of the press, television and radio stations will be directed by the Superintendent of Schools to the administrator directly responsible for the information they seek.

Information released to the media shall be that which is public information as covered by statute. It is recognized that there is information of a confidential nature which shall not be released, such as information concerning personnel, grievances, negotiations, court actions and special placement of students. Information provided to the media should be factual and should not involve speculation or assumptions.

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

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

Regulation approved: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Community Relations

Coverage of Board of Education Meetings

Consistent with state law, it shall be the policy of the Board of Education to permit proceedings of any meeting of the Board to which the public has access to be photographed, broadcast or recorded for broadcast by any person or by any newspaper, radio or television broadcasting company, subject to the following rules:

1. News media personnel who intend to photograph, broadcast, or record for broadcast the proceedings of any public meeting of the Board of Education shall provide appropriate identification to the Superintendent of Schools not less than six (6) hours prior to said meeting of the Board.
2. Any photographer, broadcaster or recorder and any personnel associated with said photographer, broadcaster or recorder shall photograph, broadcast, or record the proceedings of said meeting as inconspicuously as possible and in such manner as not to disturb the proceedings.
3. If, in the judgment of the Chairperson of the Board of Education, the presence at a Board of Education meeting of any photographer, broadcaster, news journalist, recorder or any personnel associated with said photographer, broadcaster, news journalist, or recorder, causes such a disruption that the orderly conduct of the public business at such meeting becomes infeasible, access by any one or more of these individuals to the meeting may be limited to the extent necessary to remedy the disruption.

Legal Reference: Connecticut General Statutes

[1-210](#) Access to public records. Exempt records.

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Community Relations

Media Access to Students

The Board recognizes the important role the media serves in reporting information about the district's program, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

The Superintendent shall be authorized to grant permission and set parameters for media access to students. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals. The school principal will be present at all interviews.

Media representatives shall be required to report to the Superintendent for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events may be published.

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly in writing.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the district's media access to students policy at the time of the student's registration and each fall in the student/parent handbook.

(cf. [5125](#)- Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

[1](#)-213 Access to public records. Exempt records.

[10](#)-209 Records not to be public.

Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec 1232g (1988).

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Community Relations

Videotaping of Staff/Students

Videotaping and filming of school district employees shall have the prior written consent of the Building Principal and the participating employees. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's lawful custodian. Additionally, if a student is disabled or exceptional and if such student will be identifiable as such on the film or videotape, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her Principal.

(cf. - 1112 News Media Relationships)

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Community Relations

Videotaping of Staff/Students

Videotaping and filming of school district employees and/or students is subject to the following procedures:

1. The exclusive rights for any videotape or film and the soundtrack thereof produced by the school district shall be its exclusive property unless other prior written agreements are made.
2. Signed consent forms must be obtained from the Building Principal and participating employees before videotaping or filming is begun. A signed consent/release/waiver must be obtained from the lawful custodian of each disabled or exceptional student who is identifiable as such and from the lawful custodian of all students who are identified or made a primary subject on camera.
3. The consent/release/waiver form is available from the Principal's office. After a form is signed, it should be sent to the Principal and a copy given to any of the participants if requested.
4. Film or videotape of a district employee shall not be used for any purpose other than the purpose set forth.
5. School district productions shall not be duplicated without the consent of the Superintendent or his/her designee.

6. Commercial distribution of videotapes or films produced by the school district is not permitted without an appropriate signed consent/release/waiver and the approval of the Superintendent of Schools and the Board of Education.

(cf. [1112](#) News Media Relationships)

(cf. [1112.5](#) Media Access to Students)

(cf. [5125](#) Student Records)

(cf. [6145.4](#) Student Performances)

Regulation approved: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Dear Parent,

Students must have the permission of their parents or legal guardians before they may be individually interviewed or photographed by representatives from the media. We appreciate your cooperation in this matter. While we like to be as open to the media as possible, we also respect each student’s right to privacy guaranteed by the “Family Education Rights and Privacy Act of 1974.” Please return the form below to your child’s teacher so that it can be kept on file.

Sincerely

Principal

=====

Parental Permission for Interview/Photograph by Media of a Student

Enrolled in the _____ School System.

I do hereby grant permission for my child _____ (*name*)
_____ to be interviewed/photographed by a
journalist/photographer/cameraman from (*news service*) _____ on
_____ (*date*) _____ at
_____ (*location*) _____ School in an
activity that is being coordinated by _____ Schools.

(Parent/Guardian Signature)

(Date)

Community Relations**News Media Relationships**

Schools are public institutions serving the educational needs of the community. Therefore, it is important that information be disseminated concerning programs, activities, and significant school events. The Board recognizes the important role the media serves in reporting information about the District's program, services and activities. Therefore, the District will make reasonable efforts to provide media access to students.

To ensure that publicity is coordinated with a common effort and purpose, the following shall be followed with news media:

1. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.
2. School administrators are authorized to grant permission and set parameters for media access to students in their respective schools.
3. The media may interview and photograph students involved in instructional programs and school activities including athletic events if authorized by the Principal provided that their presence will not be unduly disruptive.
4. If, in the judgment of the administration, the presence of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the activity becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.
5. News media personnel who intend to photograph, broadcast, or record for broadcast student activities shall provide appropriate identification to the school administrator, if requested, prior to access.
6. Only news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the activity shall be permitted to photograph, broadcast, or record for broadcast, such activity.
7. Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well as school administrator permission.
8. In the case of photographs, videotapes, and/or articles referring to students involved in athletic events parental or guardian permission may be provided on an annual basis.
9. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed or photographed by the media should direct their child accordingly.

Legal Reference: Connecticut General Statutes

[1-226](#) Recording, broadcasting or photographing meetings

Policy adopted:

Community Relations**Media Access to Students**

The Board recognizes the important role the media serves in reporting information about the district's program, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Building administrators shall inform the Superintendent any time news media personnel are present at the schools. Such notification shall include the stated purposes of the news media visitor. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. For activities attended by the general public, including school athletes and performing arts events, permission shall not generally be required.

Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic and performing arts events may be published.

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the district's media access to student's policy at the time of the student's registration and each fall in the student/parent handbook. At the time of registration parents will have the option of granting permission for their students to be photographed or videotaped. If the permission form is not completed by the parent/guardian then permission to be photographed or videotaped will not be granted. Parents may change their students' permission at any time.

(cf. [5125](#) - Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

[1-213](#) Access to public records. Exempt records.

[10-209](#) Records not to be public.

Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec 1232g (1988).

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Policy adopted:

Community Relations

Videotaping of Staff/Students

Videotaping and filming of school district employees shall have the prior written consent of the Building Principal and the participating employees. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's lawful custodian. Additionally, if a student is disabled or exceptional and if such student will be identifiable as such on the film or videotape, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her Principal.

(cf. [1112](#) News Media Relationships)

Policy adopted:

Community Relations

Videotaping of Staff/Students

Videotaping and filming of school district employees and/or students is subject to the following procedures:

1. The exclusive rights for any videotape or film and the soundtrack thereof produced by the school district shall be its exclusive property unless other prior written agreements are made.
2. Signed consent forms must be obtained from the Building Principal and participating employees before videotaping or filming is begun. A signed consent/release/waiver must be obtained from the lawful custodian of each disabled or exceptional student who is identifiable as such and from the lawful custodian of all students who are identified or made a primary subject on camera.
3. The consent/release/waiver form is available from the Principal's office. After a form is signed, it should be sent to the Principal and a copy given to any of the participants if requested.
4. Film or videotape of a district employee shall not be used for any purpose other than the purpose set forth.
5. School district productions shall not be duplicated without the consent of the Superintendent or his/her designee.

6. Commercial distribution of videotapes or films produced by the school district is not permitted without an appropriate signed consent/release/waiver and the approval of the Superintendent of Schools and the Board of Education.

7. This policy does not apply to local new media representatives in performance of their routine duties as reporters. The policy also does not apply to employees or students who are filmed or videotaped during voluntary appearances in public or for use in their own classroom.

(cf. [1112](#) News Media Relationships)

(cf. [5125](#) Student Records)

Regulation approved:

Personnel Certified/Non-Certified

Recruitment and Selection

The Board desires the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel who are highly qualified as defined by federal law in the District's schools. All District teachers must meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternate routes to certification.

The school district recognizes the heterogeneity of the people who live in the school district and believes that this characteristic should have an important bearing on all aspects of the school district's activities.

The Board of Education believes it is especially important that this heterogeneity of population be recognized in the recruitment and assignment of personnel.

To this end, the Board of Education shall develop and implement a written plan for minority staff recruitment. The administration is directed to make a serious effort to see that the recruitment procedures of the district produce a total staff representative of the total population of the district and that the assignment procedures of the district bring to each school staff members representative of the population represented by the student membership in each local school.

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

The Superintendent shall insure that the District is in compliance with the provisions of Title I, the Every Student Succeeds Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Notice of professional qualifications shall be provided to parents/guardians of students in Title I schools and staffing pattern reviews as required by law shall be conducted annually.

Hiring of Retired Teachers

A retired teacher receiving benefits from the Teachers Retirement System (TRS) may be reemployed by the Board for up to one full school year in a position (1) designated by the Commissioner of Education as a subject shortage area, or (2) at a school located in a priority school district for the school year in which the teacher is being employed. Such employment may be for up to one full school year. Such reemployment may be extended for an additional school year, provided the Board (a) submits a written request for approval to the Teachers' Retirement Board, (b) certifies that no qualified candidates are available prior to the reemployment of such teacher and (c) indicates the type of assignment to be performed, the anticipated date of rehire and the expected duration of the assignment.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service.

Except as indicated below, and in the first paragraph in this section, a certified educator receiving retirement benefits from the Teachers Retirement System (TRS) may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes except that such educator may be employed in such a position and receive no more than forty-five percent of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess.

Commencing July 1, 2016, to June 30, 2018, the exemption from the limitation on the compensation of a reemployed certified educator apply to an educator who (A) is receiving retirement benefits from TRS based on thirty-four or more years of credited service, (B) is reemployed in a district designated as an alliance district (pursuant to C.G.S. [10-262u](#)), and (C) was serving in the district on July 1, 2015.

On and after July 1, 2016, a certified educator receiving retirement benefits from the system may be employed and receive compensation, health insurance benefits, and other employment benefits provided to active teachers employed by such school system provided such teacher does not receive a retirement income during such employment. Payment of such teacher's retirement income shall resume on the first day of the month following the termination of such employment.

Legal Reference: Connecticut General Statutes

[10](#) 151 Employment of teachers. Notice and hearing on termination of contract.

[10](#) 153 Discrimination on account of marital status.

[10-220](#) Duties of Boards of Education. (as amended by PA 98-252)

[46a](#) 60 Discriminatory employment practices prohibited.

34 C.F.R. 200.55 Federal Regulations.

[10-183v](#) Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut and P.A. 16-91, An Act Making Changes to the Teachers' Retirement System, and P.A.

17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes.

P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56.

Policy adopted: June 6, 2007

Policy revised: November 19, 2016

Policy revised: December 13, 2017

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Personnel Certified/Non-Certified

Recruitment and Selection

In the employment of teachers and other certified personnel, special consideration is given to professional training, teaching experience, and personal characteristics desirable in good teachers.

Each candidate will:

1. Submit evidence of meeting the certification requirements of the state.
2. Submit an official college transcript.
3. Submit a record of teaching and other work experience. Salary increments are based upon years of creditable service.
4. Appear, unless unusual hardship prevents, for a personal interview, when requested.

The Superintendent will ensure that all employee manuals or handbooks are in compliance with federal law and include:

- The education and experience required of all new instructional employees;
- Any credentials that current instructional employees must acquire;
- A timetable for the satisfaction of any new requirements;
- The consequences for employees who fail to comply.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

The Superintendent will ensure that parents/guardians of students in Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained. The Superintendent will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught for 4 or more consecutive weeks by a teacher who is not highly qualified as defined by law.

Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at higher rates than are other children in the district, taught by inexperienced, unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

Legal Reference: Connecticut General Statutes

[10](#) 145 Certificate necessary to employment.

[10](#) 151 Employment of teachers.

[10 153a](#) to [10 153n](#); Rights concerning professional organization and negotiations.

P.A. 94-221 An Act Concerning School Discipline and Security.

20 USCA §6311(h)(6)(A) - No Child Left Behind Act

Regulation approved: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Recruitment and Selection of Employees

R4111

Purpose

The North Stonington Public Schools is committed to providing the highest quality educational program for the district in accordance with the highest aspirations of the community and the staff. This common goal shall be the concern of the administration, the Board of Education and the community at large.

Professionalism

North Stonington Public Schools is dedicated to providing each individual with an opportunity to realize his/her full potential in an educational environment which emphasizes student achievement and success. Innovation and best practices based on research are an important aspect of the North Stonington Public Schools' educational programs.

Recruitment and Selection

It shall be the duty of the superintendent of schools to assure that persons recommended for employment shall meet all qualifications established by law and by the North Stonington Public Schools for the type of position for which the recommendation is made.

All efforts in recruitment shall be directed at attracting the most qualified persons possible and additional effort shall be made to attract persons from diversified backgrounds. Also, efforts will be made to pursue affirmative action through positive and aggressive measures.

To accomplish this requirement, all vacancies will be clearly posted within the school district and, depending on the position, should be advertised on a state or national level, as determined appropriate by the superintendent or his/her their designee. When a position has been determined to be vacant and has not been deemed by Board of Education as a position that should be eliminated, then, that position will be posted and filled as soon as possible. Posting will be for 10 business days, or as specified by contract or in some cases, until filled.

The following procedures shall apply to determining the need for and selection of candidates for new and replacement positions:

1. The Superintendent of Schools shall consult regularly with appropriate administrative staff to determine whether a vacancy exists;
2. The Superintendent of Schools shall consult with appropriate administrative staff to determine job specifications and/or criteria for evaluation of candidates;
3. Files of candidates shall be reviewed by administrators and Central Office and interviews shall be scheduled. All Affirmative Action policies and procedures adopted by the North

Stonington Public Schools shall be adhered to. Candidate files will be reviewed with sensitivity to equity issues such as gender, racial/cultural diversity, disability and other legally protected status;

4. For certified teaching/staff positions to ensure balanced representation the team of interviewers should be selected to include at least one school-based administrator from the school where the teacher will be assigned, at least one teacher (preferably appropriate to the grade level and content area of the teacher sought) and a parent. When possible in interviewing candidates for special education positions, a parent who has a child receiving special education services should be on the interview committee;
5. When interviewing for a paraprofessional position, the interview team, at the very least, shall consist of the building principal to where the paraprofessional position will be assigned and the Associate Principal/Director of Special Services. For students with specific special needs, the interview team may include the special education teacher for which the child will be assigned. The superintendent will meet with the successful candidate(s) prior to the appointment;
6. When interviewing for a custodian, it shall be the responsibility of the Director of Facilities to facilitate the process, including reviewing all applications, selecting perspective candidates, interviewing the candidates and presenting to the superintendent the successful candidate(s). The Superintendent and Business Manager shall meet with the candidates prior to the appointment;
7. When interviewing for a Technical Assistant, it shall be the responsibility of the Director of Technology/MIS to facilitate the process, including reviewing all applications, selecting perspective candidates, developing the questions, interviewing the candidates and presenting to the superintendent the successful candidate(s). The Superintendent and Business Manager shall meet with the candidate(s) prior to the appointment;
8. When interviewing for the Bookkeeper position, it will be the responsibility of the Business Manager to post the position, review all applicants and develop the questions. The interview team shall consist of the Business manager, the Superintendent of Schools, the Administrative Assistant, one building level administrator, The Director of Technology/MIS and Director of facilities. The Superintendent will appoint the successful candidate;
9. When interviewing for a Central Office Administrative Position (Business Manager, Director of Technology/MIS, Director of Facilities, Administrative Assistant to the Superintendent, the interview committee shall consist of those remaining Central Office members, which shall include the Superintendent of Schools, at least one administrator and at least one BOE member of the Chair's choosing. The Superintendent will facilitate the process, create the interview questions, review the perspective candidates' files, assist the interview team in selecting the candidates and schedule the interviews. He will consult with the entire interview team when recommending to the Board of Education a candidate for appointment;

10. When interviewing for a building administrative position, the interview committee shall consist of the Superintendent of Schools, the remaining building administrators, two parents (one representing special education and the other regular education) and at least one member of the Board of Education as selected by the Chair. The purpose of the interview committee is to interview all qualified applicants and to forward to the superintendent for consideration and recommendation the best qualified candidate.
 - a. The interview team will be formed with sensitivity to equity issues;
 - b. Teachers on the interview committee should be a representative of either the grade level or subject matter of the respective position being sought;
 - c. The appropriate administrators(s) will develop a list of interview questions.
 - d. The administrator(s) will review and select candidates to be interviewed based on the job description and written criteria developed by the interview team;
 - e. North Stonington Public Schools' substitutes and/or North Stonington residents who apply for the specific posted position will be considered for an interview;
 - f. The interview team should meet ample time prior to start of the interviews and will be given the opportunity to review applications and résumés on file at the time of the interviews;
 - g. The interview committee will develop questions that are appropriate for the position. The questions asked of the candidates should be consistent in that each candidate will be asked the same questions. Members of the interview team may ask follow-up questions if clarification is needed.
11. Each member of the interview team must attend all interview sessions with prospective candidates for a particular position. If a person is not able to attend all interview sessions, that person has no rating privilege;
12. After a candidate is interviewed, each member of the interview team shall complete a report/scoring rubric without consultation. Results of the interview will be made known to members of the interview team and the results will be confidential;
13. The chairperson or administrator leading the interview team will submit to the superintendent the top candidates in alphabetical order with supporting data, defining characteristics of strengths and weaknesses as related to job specifications and responses to the interview questions;
14. When dealing with large numbers of candidates, the interview teams should include with the interview results, supporting data, defining characteristics, and the strengths and weaknesses of the candidates. Questions should cover a broad spectrum as appropriate to student needs and programs;
15. The interview team will submit all work to the superintendent who has the ultimate responsibility to recommend a candidate to the Board of Education at the next scheduled meeting;

16. An executive session will be held to discuss any candidates to be appointed that by the Board of Education to review the process prior to going into open session to recommend for appointment any employee;
17. For the appointment of an administrator, the superintendent's recommended candidate will meet and greet with the Board of Education in executive session prior to his/her appointment;
18. The interview team must understand that the entire screening and interview process is held in the strictest confidence. Any correspondence with any successful or unsuccessful candidate will be communicated only by the superintendent or his/her designee;
19. Other considerations by the superintendent-
 - a. Experience in the actual job held, including special qualifications that may be required or educationally desirable for a position and must be student focused.
 - b. Certifications held and National Board Certification (if applicable).
 - Any other information in candidates' files
 - work history
 - professional development
 - discipline history
 - degree
 - transcripts
 - test scores (if applicable)
 - recommendations
 - community involvement
 - professional affiliation
 - evaluations
 - any other relevant data; and
20. Unsuccessful applicants may contact the superintendent of schools or his/her designee to discuss their candidacy.

Regulation approved: July 28, 2021