

**WESTPORT BOARD OF EDUCATION**

**\*AGENDA**

(Agenda Subject to Modification in Accordance with Law)

**PUBLIC CALL TO ORDER**

6:00 p.m., Staples High School, Room 1025c

**EXECUTIVE SESSION:** Formative Evaluation of the Superintendent

**RESUME PUBLIC SESSION/PLEDGE OF ALLEGIANCE**

7:30 p.m., Staples High School, Cafeteria B (Room 301)

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)**

**MINUTES:** September 30, 2018, and October 15, 2018, *pages 1-7*

**PRESENTATION**

- |  |   |
|--|---|
| 1. KG&D Architects, PC, Comprehensive Review of Coleytown Middle School Facilities | Dr. Colleen Palmer<br>Mr. Elio Longo<br>Mr. Erik Kaeyer |
|--|---|

**DISCUSSION/ACTION**

- |   |   |
|---|---|
| 1. Approval of FY 2020 Budget Preparation Calendar, <i>page 9</i>   | (Encl.) Mr. Elio Longo  |
| 2. Second Reading of the Following Revised Westport Board of Education policies and regulations: <ul style="list-style-type: none"> <li>• Policy 5142.4, School Resource Officers (New Policy), <i>pages 11-13</i></li> <li>• Policy 5144, Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out (New Policy), <i>pages 15-16</i></li> <li>• Regulation 5144, Administrative Regulations Concerning Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out (New Regulation), <i>pages 17-27</i></li> <li>• Policy 1250, Policy Regarding Visitors and Observations in Schools and Schools and School Facilities (Revised), <i>page 29</i></li> </ul> | (Encl.) Ms. Karen Kleine<br>Dr. Colleen Palmer<br>Dr. Anthony Buono<br>Dr. Tina Mannarino |

**UPDATES**

- |                                   |  |
|-----------------------------------|--|
| 1. CMS Update in Relocated Spaces | Dr. Colleen Palmer<br>Dr. Anthony Buono<br>Mr. James D'Amico<br>Dr. Adam Rosen<br>Ms. Kris Szabo<br>Mr. Elio Longo |
|-----------------------------------|--|

2. Quarterly Financial Report:  
July 1, 2018 – September 30, 2018, pages 31-36

(Encl.) Mr. Elio Longo

3. Finance and Facilities Committee

Ms. Elaine Whitney  
Mr. Neil Phillips

## **ADJOURNMENT**

\*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m.

The meeting can also be viewed on Cablevision on channel 78; Frontier channel 6021 and by video stream @[www.westportps.org](http://www.westportps.org)

### PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

**WESTPORT BOARD OF EDUCATION MINUTES**  
**Special Meeting**

**Board Members Present:**

Mark Mathias           Chair  
Jeannie Smith        Vice Chair  
Elaine Whitney\*      Secretary  
Karen Kleine  
Vik Muktavaram  
Candice Savin  
Neil Phillips

**Administrators Present:**

Colleen Palmer        Superintendent of Schools

\*Arrived at 5:12 p.m.

**PUBLIC CALL TO ORDER:** 5:10 p.m., Town Hall, Room 307/309

**DISCUSSION:**

1. Update and Discussion on District and Strategic Planning

**ADJOURNMENT:** Candice Savin moved to adjourn at 7:53 p.m; seconded by Vik Muktavaram and passed unanimously.

Respectfully submitted,

Elaine Whitney, Secretary  
(Minutes written by Lisa Marriott)

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**WESTPORT BOARD OF EDUCATION MINUTES**

**Board Members Present:**

Mark Mathias	Chair
Jeannie Smith	Vice Chair
Elaine Whitney	Secretary
Karen Kleine	
Vik Muktavaram	
Candice Savin	
Neil Phillips	

**Administrators Present:**

Colleen Palmer	Superintendent of Schools
Anthony Buono	Asst. Superintendent of Teaching and Learning
Tina Mannarino	Asst..Superintendent Pupil Personnel Services
Elio Longo	Chief Financial Officer
John Bayers	Director of Human Resources

**PUBLIC CALL TO ORDER:** 7:03 p.m., Staples High School, Conference Room 333

**EXECUTIVE SESSION:** Discussion of Possible Ratification of the Tentative Agreement with the Westport Education Association

Mark Mathias moved to go into executive session for Discussion of Possible Ratification of the Tentative Agreement with the Westport Education Association; Candice Savin and passed unanimously (6-0). All Board members were present for the executive session; Elaine Whitney arrived at 7:05 p.m. At the invitation of the Board, Dr. Colleen Palmer, Mr. John Bayers, Dr. Anthony Buono, and Mr. Elio Longo were also present. The executive session adjourned at 7:39 p.m.

**RESUME PUBLIC SESSION/PLEDGE OF ALLEGIANCE:** 7:45 p.m., Staples High School, Cafeteria B (Room 301)

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS**

**MINUTES:** October 1, 2018

Mark Mathias moved to approve the minutes of October 1, 2018; seconded by Elaine Whitney and passed unanimously.

**DISCUSSION/ACTION:**

Acceptance of Gifts

**Be it Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation a donation of \$7,664 by the SES PTA for the purchase of a basketball hoop and gaga pit to be added to the Saugatuck Elementary School playground.**

**MOTION:** Jeannie Smith  
**SECOND:** Candice Savin  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

Approval of Tentative Agreement between the Westport Board of Education and the Westport Education Association

**Be it Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves the tentative agreement dated October 3, 2018 between the Westport Board of Education and the Westport Education Association, a copy of which will be appended to the minutes of the Board of Education meeting of October 15, 2018.**

**MOTION:** Candice Savin  
**SECOND:** Elaine Whitney  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

2019-2020 Board of Education Meeting Calendar

**Be it Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves a calendar of scheduled public meetings for the period July 1, 2019 through June 30, 2020, as amended at the meeting of October 15, 2018.**

**MOTION:** Karen Kleine  
**SECOND:** Vik Muktavaram  
**RESULT:** Passed Unanimously  
**VOTE:** 6-0 (Candice Savin was not present in the room at the time of the vote)

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves the continuation of CMS operations at BMS and SHS for the remainder of the 2018 - 2019 school year, whereby 6th and 7th grade CMS students will continue to receive instruction at BMS, and 8th grade CMS students will continue to receive instruction at SHS, as initiated on September 24, 2018.**

**MOTION:** Elaine Whitney  
**SECOND:** Vik Muktavaram  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education requests approval from the Zoning Board of Appeals for six (6) portable classrooms on the grounds of Bedford Middle School for the purpose of accommodating the educational programming needs of the increased student population at BMS due to the relocation of CMS 6th and 7th grade operations to BMS.**

**MOTION:** Elaine Whitney  
**SECOND:** Neil Phillips

**Karen Kleine moved to amend the motion to add the words “the Planning and Zoning Commission and” after the words “approval from” and before the words “the Zoning Board of Appeals”; seconded by Neil Phillips and passed unanimously.**

Vote on motion as amended:

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education requests approval from the Planning and Zoning Commission and the Zoning Board of Appeals for six (6) portable classrooms on the grounds of Bedford Middle School for the purpose of accommodating the educational programming needs of the increased student population at BMS due to the relocation of CMS 6th and 7th grade operations to BMS.**

**RESULT:** Passed Unanimously  
**VOTE:** 7-0

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education requests approval from the Planning and Zoning Commission and the Zoning Board of Appeals for the installation of a temporary flexible cover for the purpose of accommodating the educational programming needs of the increased student population at BMS due to the relocation of CMS 6th and 7th grade operations to BMS.**

**MOTION:** Elaine Whitney  
**SECOND:** Candice Savin  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

Coleytown Middle School - Special Appropriation Request Board of Finance

**Be it Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education requests that the Board of Finance approve a special appropriation to the Board of Education in the amount of \$284,568 for mold remediation, reconstruction and other related professional services at Coleytown Middle School, subject to a list to be provided by the Chief Financial Officer of the Board of Education for verification of said expenditures.**

**MOTION:** Mark Mathias  
**SECOND:** Vik Muktavaram  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

## **DISCUSSION**

First Reading of the Following Revised Westport Board of Education policies and regulations:

Policy 5142.4, School Resource Officers (New Policy)

Policy 5144, Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out (New Policy)

Regulation 5144, Administrative Regulations Concerning Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out (New Regulation)

Policy 1250, Policy Regarding Visitors and Observations in Schools and Schools and School Facilities (Revised)



## UPDATES

September Health and Medical Report

Policy Committee

Finance and Facilities Committee

**ADJOURNMENT:** Candice Savin moved to adjourn at 10:22 p.m.; seconded by Vik Muktavaram and passed unanimously.

Respectfully submitted,  
Elaine Whitney, Secretary  
(Minutes written by Lisa Marriott)

DRAFT

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**WESTPORT PUBLIC SCHOOLS**  
**BUDGET CALENDAR FOR FISCAL YEAR 2019-2020**  
***(DRAFT – MEETING DATES TO BE VERIFIED)***

October 4, 2018	Superintendent holds budget discussion with Principals and distributes forms Administrators (BMS/LMC at 3:30 Leadership meeting)
Oct/Nov 2018	Administrators work with staff to develop budget plan(s)
October 26, 2018	Administrators submit budget plans, Pentamation input and required forms to the Chief Financial Officer. Request Narrative from Administrators
November 5, 6 & 7, 2018	Superintendent and CO Administrators meet with Cost Center Administrators to review budget requests (Agenda in Handbook)
December 3, 2018	Board of Ed meets with Board of Finance and RTM Education and Finance Chairs for preliminary budget discussions, including major budget assumptions (such as enrollment, capital projects etc.)
December 27, 2018	<b>Superintendent’s Proposed Budget distributed to Board of Education</b>
January 2, 2019	Board of Education Meeting – Superintendent presents Executive Summary of Superintendent’s Proposed 2019-2020 Education Budget <b>All administrators attend</b>
January 3, 2019	Board of Education Meeting – Budget Discussions (all day meeting beginning 8:30 am) Auditorium, Westport Town Hall
January 7, 2019	Board of Education (Regular Meeting) – Budget Discussions <ul style="list-style-type: none"> <li>• Invitees include: Board of Finance; RTM Education and Finance Committee Chairs; and Health and Medical Insurance Consultant (For discussion of health and medical insurance) for Discussion of Health Insurance and Capital Projects</li> </ul>
January 14, 2019	Board of Education (Regular Meeting) – Budget Discussions
January 22, 2019	Board of Education (Regular Meeting) – Budget Discussions
January 28, 2019	<b>Board of Education (Regular Meeting) – Board Approves Budget Submission</b>
*February 4, 2019	Board of Education (Special Meeting –Snow Date) – Board Approves Budget Submission
February 8, 2019	Board of Education Submits Budget Request to Town of Westport
March 2019	Board of Finance Meeting <ul style="list-style-type: none"> <li>• Budget Workshops (<i>dates determined by BOF</i>)</li> <li>• Acts on Board of Education Budget (<i>dates determined by BOF</i>)</li> </ul> <b>All administrators attend</b>
April 2019	Representative Town Meeting (RTM) – Budget Workshops with Sub-Committees ( <i>dates determined by RTM</i> )  <b>April 15-19 Spring Recess</b>
May 2019	Representative Town Meeting (RTM) – Adopts Budget ( <i>dates determined by RTM</i> ) <b>All administrators attend</b>
May/June 2019	<b>Board of Education (Regular Meetings) - Adopts 2019-2020 Budget</b>

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## Students

### Safety

#### School Resource Officer

The Board will work in cooperation with the law enforcement agency/police department in the placement of school resource officers in its high/middle/elementary schools. The objectives and qualifications of resource officers will be determined by the police department and shall be subject to approval by the Board.

The Board shall enter into a Memorandum of Understanding (MOU) with the local police department that defines the officer's role and responsibilities. The MOU must address daily interactions among students, school personnel, and police officers, and must include a graduated response model for student discipline.

(cf. [5114](#) - Suspension/Expulsion; Student Due Process)

(cf. [5131](#) - Student Conduct)

(cf. [5131.2](#) - Assault)

(cf. [5131.21](#) - Terrorist Acts/Threats)

(cf. [5131.4](#) - School Grounds Disturbances)

(cf. [5131.41](#) - In-School Disturbances)

(cf. [5131.5](#) - Vandalism)

(cf. [5131.6](#) - Drugs, Tobacco, Alcohol)

(cf. [5131.61](#) - Inhalant Abuse)

(cf. [5131.612](#) - Surrender of Physical Evidenced Obtained from Students)

(cf. [5131.7](#) - Weapons and Dangerous Instruments)

(cf. [5131.8](#) - Off School Grounds Misconduct)

(cf. [5131.9](#) - Gang Activity or Association)

(cf. [5141.6](#) - Crisis Management)

(cf. [5142](#) - Safety)

(cf. [5144](#) - Use of Physical Force)

(cf. [5145.11](#) - Questioning and Apprehension)

(cf. [5145.12](#) - Search and Seizure)

(cf. [5145.121](#) - Vehicle Searches on School Grounds)

Legal Reference: Connecticut General Statutes

[4-176e](#) through [4-180a](#). Contested Cases. Notice. Record.

[10-220](#) Duties of boards of education.

[10-233a](#) through [10-233f](#). Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.

[53a-3](#) Definitions.

[53a-217b](#) Possession of Firearms and Deadly Weapons on School Grounds.

PA 15-168 An Act Concerning Collaboration Between Boards of Education and School Resource Officers and the Collection and Reporting of Data on School-Based Arrests

PA 94-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

**Policy adopted:** \_\_\_\_\_

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## **PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS AND USE OF EXCLUSIONARY TIME OUT**

The Board of Education seeks to foster a safe and positive learning environment for all students. Board of Education employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. The Board also regulates the use of exclusionary time out in accordance with this Policy and accompanying regulations and applicable law.

The Board of Education authorizes the Superintendent or his/her designee to develop and implement Administrative Regulations in accordance with this Policy and applicable law. The Board of Education mandates compliance with this Policy and the associated Administrative Regulations at all times. Violations of this Policy and/or associated Administrative Regulations by a Board of Education staff member or other individual working at the direction of, or under the supervision of, the Board of Education, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within these regulations shall be construed to interfere with the Board's responsibility to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220. Under no circumstances shall employees or individuals under the supervision of the Board use corporal punishment with students or physically manage students for purposes of discipline.

### Legal References:

Public Act 18-51, An Act Implementing the Recommendations of the Department of Education  
Conn. Gen. Stat. § 10-76b  
Conn. Gen. Stat. § 10-76d  
Conn. Gen. Stat. § 10-236b  
Conn. Gen. Stat. §§ 53a-18 to 53a-22  
Reg. Conn. State Agencies. §§ 10-76b-5 to 10-76b-11

### Other References:

Restraint and Seclusion: Resource Document, United States Department of Education, available at <http://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.

Understanding the Laws and Regulations Governing the Use of Restraint and Seclusion, Connecticut State Department of Education (July 2018).

Guidance Related to Recent Legislation Regarding Restraint and Seclusion, Connecticut  
State Department of Education (Revised, July 2018).

APPROVED: \_\_\_\_\_

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

**ADMINISTRATIVE REGULATIONS CONCERNING  
PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS AND USE OF  
EXCLUSIONARY TIME OUT**

The Westport Public Schools (the “District”) seeks to foster a safe and positive learning environment for all students. District employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with these administrative regulations and the associated policy and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. District employees will restrict the use of exclusionary time out with students to those instances permitted by applicable law, as described in these administrative regulations and applicable law.

The following sets forth the procedures for compliance with the relevant state law and regulations concerning the physical restraint and seclusion of, and use of exclusionary time out with, students in the District. The Superintendent mandates compliance with these regulations at all times. Violations of these regulations by a Board of Education staff member or other individual working at the direction of, or under the supervision of, the Board of Education, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within these regulations shall be construed to interfere with the responsibility of the District to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220.

I. Definitions:

- A. Exclusionary Time Out: A temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student’s behavior.
- B. Life Threatening Physical Restraint: Any physical restraint or hold of a person that (1) restricts the flow of air into a person’s lungs, whether by chest compression or any other means, or (2) immobilizes or reduces the free movement of a person’s arms, legs or head while the person is in the prone position.
- C. Psychopharmacological Agent: Any medication that affects the central nervous system, influencing thinking, emotion or behavior;
- D. Physical Restraint: Any mechanical or personal restriction that immobilizes or reduces the free movement of a person’s arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another.

The term does not include: (1) Briefly holding a person in order to calm or comfort the person; (2) restraint involving the minimum contact necessary to safely escort a person from one area to another; (3) medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; (4) helmets or other protective gear used to protect a person from injuries due to a fall; (5) helmets, mitts and similar devices used to prevent self-injury when the device is (i) part of a documented treatment plan or an Individualized Education Program (“IEP”); or (ii) prescribed or recommended by a medical professional, as defined in section 38a-976 of the Connecticut General Statutes, and is the least restrictive means available to prevent such injury; or (6) an exclusionary time out.

- E. School Employee: (1) Any individual employed by the Westport Public Schools who is a teacher, substitute teacher, administrator, superintendent, guidance counselor, psychologist, social worker, nurse, physician, paraprofessional, coach; and (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Westport Public Schools pursuant to a contract with the Westport Public Schools.
  
- F. Seclusion: The confinement of a person in a room from which the student is physically prevented from leaving. Seclusion does not include the following: (i) an exclusionary time out; or (ii) any confinement of a student in which the person is physically able to leave the area of confinement including, but not limited to, in-school suspension.
  
- G. Student: a child who is
  - 1. Enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional board of education;
  - 2. Receiving special education and related services in an institution or facility operating under a contract with a local or regional board of education pursuant to subsection (d) of section 10-76d of the Connecticut General Statutes;
  - 3. Enrolled in a program or school administered by a regional education service center established pursuant to section 10-66a of the Connecticut General Statutes; OR
  - 4. Receiving special education and related services from an approved private special education program.

## II. Life-Threatening Physical Restraint

- A No school employee shall under any circumstance use a life-threatening physical restraint on a student.

- B. Nothing in this section shall be construed as limiting any defense to criminal prosecution for the use of deadly physical force that may be available under sections 53a-18 to 53a-22, inclusive, of the Connecticut General Statutes.

### III. Procedures for Physical Restraint and Seclusion of Students

- A. No school employee shall use physical restraint or seclusion on a student EXCEPT as an emergency intervention to prevent immediate or imminent injury to the student or to others.
- B. Seclusion shall not be used as a planned intervention in a student's behavioral intervention plan, individualized education program or plan pursuant to Section 504 of the Rehabilitation Act.
- C. No school employee shall use physical restraint or seclusion on a student unless the school employee has received training in accordance with state law and/or the District's trainings plans as described in Section X below, upon implementation thereof.
- D. Physical restraint and seclusion of a student shall never be used as a disciplinary measure or as a convenience.
- E. School employees must explore ALL less restrictive alternatives prior to using physical restraint or seclusion for a student.
- F. School employees must comply with all regulations promulgated by the Connecticut State Department of Education in their use of physical restraint and seclusion with a student.
- G. Monitoring
  - 1. Physical restraint: A school employee must continually monitor any student who is physically restrained. The monitoring must be conducted by either:
    - a. direct observation of the student; or
    - b. observation by way of video monitoring within physical proximity sufficient to provide aid as may be needed.
  - 2. Seclusion: A school employee must frequently monitor any student who is placed in seclusion. The monitoring must be conducted by either:
    - a. direct observation of the student; or

- b. observation by way of video monitoring within physical proximity sufficient to provide aid as may be needed.

G. Length

1. Any period of physical restraint or seclusion:
  - a. shall be limited to that time necessary to allow the student to compose him or herself and return to the educational environment; and
  - b. shall not exceed fifteen (15) minutes, except as provided below.
2. If any instance of physical restraint or seclusion of a student used as an emergency intervention exceeds fifteen (15) minutes, one of the following individuals, who have received training in the use of physical restraint or seclusion, will determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others:
  - a. an administrator, or such administrator's designee;
  - b. a school health or mental health personnel; or
  - c. a board certified behavior analyst.
3. The individual identified under subsection 2 (a-c) shall make a new determination every thirty (30) minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

- H. A school employee must regularly evaluate the student being physically restrained or secluded for signs of physical distress. The school employee must record each evaluation in the educational record of the person being physically restrained or secluded.

IV. Seclusion Room Requirements

Seclusion can happen in any location, although a district may designate an area or room for this purpose. Regardless of location, any room used for seclusion must:

- A. be of a size that is appropriate to the chronological and developmental age, size and behavior of the student;
- B. have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which the seclusion room is located;

- C. be equipped with heating, cooling, ventilation and lighting systems that are comparable to the systems that are used in the other rooms of the building in which the seclusion room is located;
- D. be free of any object that poses a danger to the student who is being placed in the seclusion room;
- E. conform to applicable building code requirements.

If the door or doors to a room used for seclusion are to be locked, latched or otherwise secured, a modification from the State Fire Marshal's office shall be secured prior to the installation of a locking mechanism. If a door locking mechanism is used, the student shall be constantly monitored notwithstanding any other provisions of the Connecticut General Statutes or Regulations to the contrary. The locking mechanism to be used shall be a device that shall be readily released by staff as soon as possible but in no case longer than within two minutes of the onset of an emergency and is connected to the fire alarm system so that the locking mechanism is released automatically when a fire alarm is sounded. An "emergency," for purposes of this subsection, includes but is not limited to the following:

- 1. the need to provide direct and immediate medical attention to the student;
  - 2. fire;
  - 3. the need to remove the student to a safe location during a building lockdown; or
  - 4. other critical situations that may require immediate removal of the student from seclusion to a safe location.
- F. have an unbreakable observation window or fixture located in a wall or door, which allows the student a clear line of sight beyond the area of seclusion, to permit frequent visual monitoring of the student and any school employee in such room. The requirement for an unbreakable observation window does not apply if it is necessary to clear and use a classroom or other room in the school building as a seclusion room for a student.

V. Use of Psychopharmacologic Agent

- A. No school employee may use a psychopharmacologic agent on a student without that student's consent and the consent of the student's parent/guardian, except:
  - 1. as an emergency intervention to prevent immediate or imminent injury to the student or to others; or

2. as an integral part of the student's established medical or behavioral support or educational plan, or, if no such plan has been developed, as part of a licensed practitioner's initial orders.
- B. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
  - C. Any administration of a psychopharmacologic agent must **ONLY** be done in accordance with applicable federal and state law and the Board of Education's Administration of Medication Policy.

#### VI. Procedures for Exclusionary Time Out

- A. No school employee may use exclusionary time out as a form of discipline for a student.
- B. At least one school employee must remain with the student, or be immediately available to the student such that the student and the employee are able to communicate verbally, throughout the exclusionary time out.
- C. The space used for an exclusionary time out must be clean, safe, sanitary and appropriate for the purpose of calming the student or deescalating the student's behavior.
- D. The exclusionary time period must end as soon as possible.
- E. Consistent with subsection D above, the exclusionary time out period may vary depending on the student's chronological and developmental age, individual needs and behavior.

#### VII. Required Meetings

- A. Students not eligible for special education (and not being evaluated for eligibility for special education)
  1. In the event that physical restraint or seclusion is used on a student **four (4) or more times within twenty (20) school days**, a team composed of an administrator, one or more of the student's teachers, a parent or guardian of the student, and, if any, a school mental health professional, shall convene to:
    - a. conduct or revise a behavioral assessment of the student;
    - b. create or revise any applicable behavior intervention plan; and



- c. determine whether such student may require a referral for consideration for special education pursuant to federal and state law.
  2. The requirement to convene this meeting shall not supersede the District's obligation to refer a student to a planning and placement team ("PPT") as may be required in accordance with federal and state law.
- B. Students eligible for special education (and students being evaluated for eligibility for special education)
  1. In the event that physical restraint or seclusion is used on a student **four (4) or more times within twenty (20) school days**, the student's PPT shall convene to:
    - a. conduct or revise a functional behavioral assessment ("FBA");
    - b. create or revise any applicable behavior intervention plan ("BIP"), including but not limited to, such student's individualized education program ("IEP"); and
    - c. review or revise the student's IEP, as appropriate.
  2. In the event that the exclusionary time out process is unsuccessful in addressing a student's problematic behavior, the student's PPT shall convene as soon as practicable to determine alternative interventions or strategies to address the student's behavior.
- C. A District and/or school administrator(s) shall determine the school employee(s) responsible for reviewing the number of occurrences of the use of physical restraint or seclusion on a monthly basis to ensure that the appropriate meeting(s) has been convened following the fourth occurrence of physical restraint or seclusion in a twenty (20) day period.

#### VIII. Crisis Intervention Team

- A. Each school year, each school in the District must identify a crisis intervention team consisting of any teacher, administrator, school paraprofessional or other school employee designated by the school principal (in coordination with other appropriate administrators), and who has direct contact with students.
- B. Members of crisis intervention teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or others.

- C. The District shall maintain a list of the members of the crisis intervention team for each school.

IX. Documentation and Communication

- A. After each incident of physical restraint or seclusion, and no later than the school day following the incident, a school employee must complete the form provided by the Westport Public Schools for reporting incidents of physical restraint and seclusion. The incident form must be included in the educational file of the student who was physically restrained or secluded. The information documented on the form must include the following:
  - 1. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;
  - 2. a detailed description of the nature of the restraint or seclusion;
  - 3. the duration of the restraint or seclusion;
  - 4. the effect of the restraint or seclusion on the student's established behavioral support or educational plan; AND
  - 5. whether the seclusion of a student was conducted pursuant to an IEP.
- B. A school employee must notify the parent or guardian of a student of each incident that the student is physically restrained or secluded.
  - 1. A school employee must make a reasonable attempt to immediately notify a parent or guardian after a student is initially placed in physical restraint or seclusion; in all circumstances, a school employee shall notify the parent or guardian within twenty-four (24) hours after a student is initially placed in physical restraint or seclusion.
  - 2. Notification must be made by telephone, e-mail, or other method which may include, but is not limited to, sending a note home with the student.
  - 3. The parent or guardian of a student who has been physically restrained or placed in seclusion shall be sent a copy of the completed incident report of such action no later than two (2) business days after the use of physical restraint or seclusion, regardless of whether the parent received the notification described in subsections 1 and 2 above.

4. The Assistant Superintendent for Pupil Personnel Services [**or other responsible administrator**] shall determine what school employees shall be permitted to ensure that required parent/guardian notifications are made.
- C. The Assistant Superintendent for Pupil Personnel Services [**or other responsible administrator**], or his or her designee, must, at each initial PPT meeting for a student, inform the child's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, of the laws relating to physical restraint and seclusion as expressed through this regulation, and of the laws and regulations adopted by the Connecticut State Department of Education relating to physical restraint and seclusion.
1. The Assistant Superintendent for Pupil Personnel Services [**or other responsible administrator**], or his or her designee, shall provide to the child's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, at the first PPT meeting following the student's referral to special education the plain language notice of rights regarding physical restraint and seclusion developed by the Connecticut State Department of Education.
  2. The plain language notice developed by the Connecticut State Department of Education shall also be provided to the student's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older at the first PPT meeting at which the use of seclusion as a behavior intervention is included in the student's IEP.
- D. The Assistant Superintendent for Pupil Personnel Services [**or other responsible administrator**], or his or her designee, must be notified of the following:
1. each use of physical restraint or seclusion on a student;
  2. the nature of the emergency that necessitated its use;
  3. whether the seclusion of a student was conducted pursuant to an IEP;  
AND
  3. if the physical restraint or seclusion resulted in physical injury to the student.
- X. Responsibilities of the Assistant Superintendent for Pupil Personnel Services [**or other responsible administrator**]
- A. The Assistant Superintendent for Pupil Personnel Services [**or other responsible administrator**], or his or her designee, must compile annually the instances of physical restraint and seclusion within the District, the nature of each instance of

physical restraint and seclusion, and whether instances of seclusion were conducted pursuant to IEPs.

- B. The Assistant Superintendent for Pupil Personnel Services [**or other responsible administrator**], or his or her designee, must report to the Connecticut State Department of Education within two (2) business days any instance of physical restraint or seclusion that resulted in physical injury (serious and non-serious) to the student.

## XI. Professional Development Plan and Training

- A. The District shall provide training regarding the physical restraint and seclusion of students to the members of the crisis intervention team for each school in the District identified in Section VIII, above. The District may provide such training to any teacher, administrator, school paraprofessional or other school employee, designated by the school principal and who has direct contact with students. The District shall provide such training annually and the training shall include, but not be limited to:
  - 1. Beginning with the school year commencing July 1, 2017, an annual overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students and the proper uses of physical restraint and seclusion. Such overview shall be provided by the Department of Education in a manner and form as prescribed by the Commissioner of Education.
  - 2. The creation of a plan to provide training regarding the prevention of incidents requiring physical restraint or seclusion of students. This plan shall be implemented not later than July 1, 2018.
  - 3. The creation of a plan to provide training regarding the proper means of physical restraint or seclusion of a student, including, but not limited to:
    - a. verbal defusing or de-escalation;
    - b. prevention strategies;
    - c. various types of physical restraint;
    - d. the differences between life-threatening physical restraint and other varying levels of physical restraint;
    - e. the differences between permissible physical restraint and pain compliance techniques;

- f. monitoring methods to prevent harm to a student who is physically restrained or in seclusion; and
- g. recording and reporting procedures on the use of physical restraint and seclusion.

This plan shall be implemented not later than July 1, 2018.

- B. Each member of a crisis intervention team must be recertified in the use of physical restraint and seclusion pursuant to Section XI.A.3, above, on an annual basis.

## XII. Review and Revision of Policies, Regulations and Procedures

- A. The District shall make available policies and procedures regarding the physical restraint and seclusion of students and the use of exclusionary time out on the District's Internet web site and procedures manual.
- B. The District shall update any policies, regulations and/or procedures regarding the physical restraint and seclusion of students and the use of exclusionary time out within sixty (60) days after the State Department of Education's adoption or revision of regulations regarding the same. Any and all such updates shall be made available in accordance with subsection A of this section.

### Legal References:

Public Act 18-51, An Act Implementing the Recommendations of the Department of Education  
Conn. Gen. Stat. § 10-76b  
Conn. Gen. Stat. § 10-76d  
Conn. Gen. Stat. § 10-236b  
Conn. Gen. Stat. §§ 53a-18 to 53a-22  
Conn. Agencies Reg. §§ 10-76b-5 to 10-76b-11

### Other References:

Restraint and Seclusion: Resource Document, United States Department of Education, available at <http://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.

Understanding the Laws and Regulations Governing the Use of Restraint and Seclusion, Connecticut State Department of Education (July 2018).

Guidance Related to Recent Legislation Regarding Restraint and Seclusion, Connecticut State Department of Education (Revised, July 2018). 7/26/18

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**POLICY REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

~~The Board of Education (the “Board”) encourages visits by citizens, taxpayers, and parents to all school buildings.~~ In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building during the school day<sup>[A1]</sup>. The Board, through the administration, reserves the right to **limit visits in grant access to school buildings subject to in accordance with the school’s** prescribed procedure<sup>[A2]</sup> **for scheduling, as applicable, and in accordance with** administrative regulations.

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

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

Legal References:

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

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

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

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## INTEROFFICE MEMORANDUM

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**TO:** DR. COLLEEN PALMER  
SUPERINTENDENT

**FROM:** ELIO LONGO   
CHIEF FINANCIAL OFFICER

**SUBJECT:** SEPTEMBER QUARTERLY REPORT

**DATE:** NOVEMBER 2, 2018

**CC:** P. CROSS, BUDGET FILE

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Attached is the September Quarterly Report (1Q) for the 2018-19 fiscal year which reflects a potential fund balance adjusted shortfall of (\$444,706). The potential fund balance shortfall is NET \$814,674 of CMS remediation work as of 09/30/18. *The adjusted shortfall assumes that the Town of Westport will reimburse the Board of Education for the total expenses incurred related to the CMS remediation work.* The adjusted fund balance shortfall represents a (0.38%) budget variation to the \$116,173,800 Board of Education Adopted 2018-2019 Budget.

The projected adjusted negative fund balance can mainly be attributed to the projected shortfall in Account 210 – Health Insurance in the amount of (\$403,359). Most of the health insurance projected shortfall stems from the first two months of the fiscal year a time when the District remained self-insured.

You will note that we have completed 3 of the 12 months of the fiscal year with nine months of expenditures left in the year. *This means that many of our expenditure projections continue as preliminary.* The differences between the “Adopted Budget” column and the “Adjusted Budget” column reflect the administrative transfers made within each “line item” of the budget as the year has progressed and specific expenditures have been modified. The “Estimated Adjustments” column reflects projected expenditures to June 30, 2019 that were not encumbered as of September 30; some indicative of market forces that have changed since the time the budget was prepared.

We encumber salaries for all full time employees and expenditures for anticipated purchases. Those encumbrances and expenditures account for 94.2% of the total budget. Actual expenditures made to date are 19.1% of total budget with encumbrances representing 75.1% of total budget. The remaining 6.9% of the budget projection represents my best estimate of unencumbered expenditures to be made during the nine months remaining in the fiscal year.

The greatest unknowns at this time are the projected substitute and overtime costs (objects 150 – 156) through the end of the year. It is too early to trend other salary expenditures as only one school month is captured in the 1Q report. Additionally, these accounts have the highest rate of volatility since staff attendance, workers compensation injuries, overtime, illness, and pregnancy cannot be definitively estimated.

The cost of heating fuel (natural gas & oil) and electricity is still an unknown since we have not entered the heating season. We have taken steps to mitigate short-term volatility by purchasing

electricity and leveraging via a consortium purchase (Towns and BOEs). While electricity generation rates are fixed to January 2020 the delivery charges remain subject to market conditions. We will continue to closely monitor all utility accounts as we enter the 2018-19 heating season.

In Total Purchased Services (Object codes 300 – 332) I am projecting an end-of-year shortfall in the amount of (\$95,899), however (\$31,850) of the total amount is related to the CMS remediation efforts for architecture and forensic hygienist services.

In Other Purchased Services (Object codes 510 – 580) I am projecting an end-of-year shortfall in the amount of (\$200,965). The largest variance since budget adoption is the number of special education outplacements with rising tuition costs.

Listed below is a summary of the Line Item projected balances:

<b>LINE ITEM</b>	<b>PROJECTED BALANCE</b>
Total Salaries	\$196,721
Total Benefits	(\$375,299)
Total Purchased Services	(\$95,899)
Total Property Services	(\$752,483)
Total Other Purchased Services	(\$200,965)
Total Supplies and Materials	(\$21,475)
Total Equipment	(\$9,980)
Total Other	-
<b>Projected Balance (Deficit), Gross</b>	<b>(\$1,259,380)</b>
<b>CMS Remediation Work (1Q)</b>	<b><u>\$814,674</u></b>
<b>Projected Balance (Deficit), NET</b>	<b>(\$444,706)</b>

I welcome the opportunity to review this projection with you.

**WESTPORT PUBLIC SCHOOLS**  
**Quarterly Financial Report - 1Q**  
**September 30, 2018**  
Theoretical Expenditure Rate: 25

2015-2016 Year-End Expense	2016-2017 Year-End Expense	2017-2018 Year-End Expense	Object Code	Descriptions	2018-2019 ADOPTED BUDGET	2018-2019 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2018-2019 ENCUMBERED TO DATE	2018-2019 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
5,123,525	5,357,442	5,317,348	100	Certified Administrators	5,444,607	5,444,607	-	4,190,910	1,132,746	21%	120,951	5,444,607	-	0.0%
1,718,389	1,769,108	1,875,276	101	Directors	2,060,874	2,060,874	-	1,534,817	367,896	18%	132,501	2,035,214	25,660	1.2%
21,947,230	22,408,703	22,846,979	102	Reg Ed Teachers	22,968,301	22,968,301	-	21,079,743	2,033,573	9%	-	23,113,316	(145,015)	-0.6%
11,461,883	11,649,873	11,628,676	103	Special Area Teachers	11,989,101	11,989,101	-	10,904,777	1,054,570	9%	-	11,959,347	29,754	0.2%
3,784,443	4,189,360	4,293,239	104	Support Teachers	4,439,530	4,439,530	-	3,999,112	382,579	9%	-	4,381,691	57,839	1.3%
146,684	138,704	79,535	105	Curr/Instr Resource	180,698	180,698	-	84,479	7,680	4%	-	92,159	88,539	49.0%
816,856	916,666	910,798	107	Library/Media Teachers	930,397	930,397	-	846,252	84,145	9%	-	930,397	-	0.0%
1,375,320	1,455,550	1,463,683	108	Guidance	1,488,072	1,488,072	-	1,322,058	167,787	11%	-	1,489,845	(1,773)	-0.1%
4,352,237	4,549,144	4,554,832	109	Special Ed Teachers	4,802,536	4,802,536	-	4,082,774	530,353	11%	-	4,613,127	189,409	3.9%
1,633,519	1,618,793	1,613,902	110	Psychologists	1,705,267	1,705,267	-	1,454,985	152,932	9%	29,857	1,637,773	67,494	4.0%
287,256	255,882	226,362	113	Social Workers	247,897	247,897	-	214,405	20,639	8%	-	235,044	12,853	5.2%
1,286,630	1,342,906	1,307,615	114	Speech/Hearing Therapists	1,433,661	1,433,661	-	1,247,059	157,372	11%	7,500	1,411,931	21,730	1.5%
140,846	116,329	143,903	115	Staff Dev/Leadership	115,609	115,609	-	89,862	8,853	8%	16,894	115,609	-	0.0%
660,281	666,363	661,124	116	Extra-Curricular	714,904	714,904	-	-	-	0%	714,904	714,904	-	0.0%
543,223	569,512	612,237	118	Coaches-Intrmr/Intrschlstic	638,429	638,429	-	-	-	0%	638,429	638,429	-	0.0%
189,423	129,218	112,507	119	Curriculum Work/Other	167,938	167,938	-	-	44,659	27%	123,279	167,938	-	0.0%
<b>\$ 55,467,744</b>	<b>\$ 57,133,554</b>	<b>\$ 57,648,017</b>		<b>Sub-Total Certified Salaries</b>	<b>\$ 59,327,820</b>	<b>\$ 59,327,820</b>	<b>\$ -</b>	<b>\$ 51,051,233</b>	<b>\$ 6,145,783</b>		<b>\$ 1,784,316</b>	<b>\$ 58,981,331</b>	<b>346,489</b>	<b>0.6%</b>
100.0%	3.0%	0.9%			2.9%	2.9%		86.0%	10.4%		3.0%	99.4%	0.6%	
1,391,477	1,277,138	1,254,533	120	Support Supervisors	1,330,436	1,330,436	-	952,084	295,539	22%	82,813	1,330,436	-	0.0%
2,459,950	2,537,172	2,535,495	121	Secretaries	2,602,071	2,602,071	-	1,964,729	587,985	23%	-	2,552,714	49,356	1.9%
1,854,620	1,847,587	1,789,074	122	Paraprofessionals	1,811,654	1,811,654	-	1,652,476	168,084	9%	-	1,820,560	(8,906)	-0.5%
2,500,622	2,707,700	2,750,902	123	Sped Paraprofessionals	2,891,335	2,891,335	-	2,572,884	357,475	12%	-	2,930,359	(39,024)	-1.3%
2,716,638	2,748,852	2,687,981	124	Custodians	2,706,541	2,706,541	-	2,173,651	659,934	24%	(127,044)	2,706,541	-	0.0%
564,720	529,560	594,233	125	Maintainers	606,569	606,569	-	466,592	143,828	24%	-	610,420	(3,851)	-0.6%
858,574	910,681	893,629	126	Nurses	913,400	913,400	-	749,589	96,586	11%	67,225	913,400	-	0.0%
250,962	253,524	260,967	127	Nurses Aides	270,624	270,624	-	240,910	24,761	9%	-	265,671	4,953	1.8%
553,531	571,660	566,911	128	Technology Assistants	594,161	594,161	-	369,320	124,789	21%	100,052	594,161	-	0.0%
205,928	293,164	296,453	129	Security Aides	308,737	308,737	-	277,430	30,721	10%	586	308,737	0	0.0%
232,492	241,574	246,584	130	Bus Monitors	245,000	245,000	-	-	16,688	7%	228,312	245,000	-	0.0%
226,526	245,277	240,183	131	Athletics	226,238	226,238	-	175,728	15,574	7%	34,936	226,238	-	0.0%
146,001	142,160	145,777	133	Other	148,901	148,901	-	118,372	15,686	11%	6,374	140,432	8,469	5.7%
561,861	594,923	612,129	135	Occupational Therapists	666,815	666,815	-	592,287	85,293	13%	-	677,580	(10,765)	-1.6%
170,394	176,085	180,001	136	Physical Therapists	185,629	185,629	-	158,131	23,426	13%	4,072	185,629	-	0.0%
17,401	21,993	22,071	140	Adult Ed Mandated	25,000	25,000	-	-	-	0%	25,000	25,000	-	0.0%
<b>\$ 14,711,797</b>	<b>\$ 15,099,052</b>	<b>\$ 15,076,923</b>		<b>Sub-Total Non-Certified Salaries</b>	<b>\$ 15,533,111</b>	<b>\$ 15,533,111</b>	<b>\$ -</b>	<b>\$ 12,464,183</b>	<b>\$ 2,646,370</b>		<b>\$ 422,326</b>	<b>\$ 15,532,879</b>	<b>232</b>	<b>0.0%</b>
100.0%	2.6%	-0.1%			3.0%	3.0%		80.2%	17.0%		2.7%	100.0%	0.0%	
187,191	171,210	266,732	150	Perm Cert Subs	470,000	470,000	-	302,750	12,050	3%	155,200	470,000	-	0.0%
213,519	199,407	174,810	151	Daily Cert Subs	177,400	177,400	-	17,200	2,656	1%	157,544	177,400	-	0.0%

**WESTPORT PUBLIC SCHOOLS**  
**Quarterly Financial Report - 1Q**  
**September 30, 2018**  
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2015-2016 Year-End Expense	2016-2017 Year-End Expense	2017-2018 Year-End Expense	Object Code	Descriptions	2018-2019 ADOPTED BUDGET	2018-2019 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2018-2019 ENCUMBERED TO DATE	2018-2019 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
45,634	36,834	35,945	152	Staff Training Cert Subs	50,000	50,000	-	-	-	0%	50,000	50,000	-	0.0%
47,945	50,361	55,757	153	PPT Cert Subs	50,000	50,000	-	-	1,350	3%	48,650	50,000	-	0.0%
759,758	711,789	854,334	154	Long Term Subs	700,000	700,000	-	135,107	9,491	1%	705,402	850,000	(150,000)	-21.4%
216,713	267,253	245,870	155	Non-Cert Subs	215,000	215,000	-	19,553	25,093	12%	170,354	215,000	-	0.0%
412,140	473,855	480,645	156	Overtime	375,000	375,000	-	-	188,672	50%	186,328	375,000	-	0.0%
<b>\$ 1,882,900</b>	<b>\$ 1,910,709</b>	<b>\$ 2,114,093</b>		<b>Sub-Total Other Salaries</b>	<b>\$ 2,037,400</b>	<b>\$ 2,037,400</b>	<b>\$ -</b>	<b>\$ 474,609</b>	<b>\$ 239,312</b>		<b>\$ 1,473,479</b>	<b>\$ 2,187,400</b>	<b>(150,000)</b>	<b>-7.4%</b>
100.0%	1.5%	10.6%			-3.6%	-3.6%		23.3%	11.7%		72.3%	107.4%	-7.4%	
<b>\$ 72,062,440</b>	<b>\$ 74,143,314</b>	<b>\$ 74,839,033</b>		<b>TOTAL SALARIES</b>	<b>\$ 76,898,331</b>	<b>\$ 76,898,331</b>	<b>\$ -</b>	<b>\$ 63,990,026</b>	<b>\$ 9,031,464</b>		<b>\$ 3,680,120</b>	<b>\$ 76,701,610</b>	<b>196,721</b>	<b>0.3%</b>
100.0%	2.9%	0.9%			2.8%	2.8%		83.2%	11.7%		4.8%	99.7%	0.3%	
14,247,493	12,956,551	14,145,247	210	Health Insurance	15,203,452	15,203,452	-	10,700,602	4,502,850	30%	403,359	15,606,811	(403,359)	-2.7%
288,098	317,898	336,046	211	Group Life Insurance	320,000	320,000	-	207,043	112,957	35%	-	320,000	-	0.0%
47,000	43,345	45,730	212	Teacher Child Care (WEA)	43,000	43,000	-	-	500	1%	42,500	43,000	-	0.0%
43,500	42,040	42,335	213	Health Insurance Waiver	45,000	45,000	-	28,000	-	0%	17,000	45,000	-	0.0%
1,962,571	2,016,354	2,081,337	220	FICA/Medicare	2,187,646	2,187,646	-	1,718,455	298,923	14%	170,267	2,187,646	-	0.0%
20,840	28,634	20,316	240	Course Reimbursement	50,000	50,000	-	-	6,705	13%	43,295	50,000	-	0.0%
87,866	24,449	42,623	250	Unemployment Compensation	55,000	55,000	-	40,720	7,187	13%	7,093	55,000	-	0.0%
568,206	547,396	444,343	260	Workers Compensation	423,212	423,212	-	207,362	167,298	40%	20,492	395,152	28,060	6.6%
39,355	35,020	36,697	287	Uniform Allowance	45,000	45,000	-	21,785	11,515	26%	11,700	45,000	-	0.0%
23,691	21,923	35,165	290	Other Employee Benefits	42,000	42,000	-	11,376	22,597	54%	8,027	42,000	-	0.0%
<b>\$ 17,328,620</b>	<b>\$ 16,033,609</b>	<b>\$ 17,229,838</b>		<b>TOTAL BENEFITS</b>	<b>\$ 18,414,310</b>	<b>\$ 18,414,310</b>	<b>\$ -</b>	<b>\$ 12,935,343</b>	<b>\$ 5,130,533</b>		<b>\$ 723,733</b>	<b>\$ 18,789,609</b>	<b>(375,299)</b>	<b>-2.0%</b>
100.0%	-7.5%	7.5%			6.9%	6.9%		70.2%	27.9%		3.9%	102.0%	-2.0%	
89,522	121,001	71,652	320	HomeBound	80,000	80,000	-	-	13,062	16%	66,938	80,000	-	0.0%
41,118	20,178	6,188	321	Gifted Activities	25,000	25,000	-	365	1,200	5%	23,435	25,000	-	0.0%
47,610	68,700	-	322	Educational Interns	-	-	-	-	-	0%	-	-	-	0.0%
362,913	437,591	622,986	323	Instr Program Improvements	531,879	531,879	-	263,201	100,537	19%	168,142	531,879	-	0.0%
15,587	11,092	6,827	324	Pupil Services	16,000	16,000	-	425	2,907	18%	12,668	16,000	-	0.0%
164,415	196,439	239,971	325	PPT Consultations	255,350	279,350	24,000	196,820	71,310	26%	11,220	279,350	-	0.0%
85,066	102,500	128,481	327	Student Evaluations-Outside	150,000	126,000	(24,000)	31,013	1,157	1%	93,830	126,000	-	0.0%
22,709	26,839	19,176	328	Medical Advisors	38,000	38,000	-	14,550	450	1%	23,000	38,000	-	0.0%
293,353	329,599	516,831	330	Other Prof/Tech Services	504,470	504,470	-	287,819	40,461	8%	208,040	536,320	(31,850)	-6.3%
348,761	371,748	373,441	331	Legal/Negotiations	360,000	360,000	-	354,707	69,342	19%	-	424,049	(64,049)	-17.8%
<b>\$ 1,471,055</b>	<b>\$ 1,685,687</b>	<b>\$ 1,985,555</b>		<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 1,960,699</b>	<b>\$ 1,960,699</b>	<b>\$ -</b>	<b>\$ 1,148,900</b>	<b>\$ 300,426</b>		<b>\$ 607,272</b>	<b>\$ 2,056,598</b>	<b>(95,899)</b>	<b>-4.9%</b>
100.0%	14.6%	17.8%			-1.3%	-1.3%		58.6%	15.3%		31.0%	104.9%	-4.9%	
97,890	90,839	97,395	411	Water/Sewer	97,105	97,105	-	71,458	25,592	26%	55	97,105	-	0.0%
2,058,317	1,971,458	1,702,294	413	Electricity	1,923,909	1,923,909	-	1,295,655	533,836	28%	94,418	1,923,909	-	0.0%
947,428	745,332	933,868	414	Natural Gas	869,400	869,400	-	765,067	55,427	6%	48,906	869,400	-	0.0%

**WESTPORT PUBLIC SCHOOLS**  
**Quarterly Financial Report - 1Q**  
**September 30, 2018**  
Theoretical Expenditure Rate: 25

2015-2016 Year-End Expense	2016-2017 Year-End Expense	2017-2018 Year-End Expense	Object Code	Descriptions	2018-2019 ADOPTED BUDGET	2018-2019 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2018-2019 ENCUMBERED TO DATE	2018-2019 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
12,062	13,196	14,374	415	Heating Oil	13,500	13,500	-	10,396	1,604	12%	1,500	13,500	-	0.0%
449,416	557,524	529,616	421	Contracted Maintenance	577,155	577,155	-	204,269	289,172	50%	83,715	577,155	-	0.0%
472,140	544,024	799,952	431	Building Maintenance	393,445	393,445	-	88,400	772,333	196%	275,295	1,136,028	(742,583)	-188.7%
214,830	315,436	260,050	432	Grounds Maintenance	299,887	296,087	(3,800)	90,900	84,744	29%	120,443	296,087	-	0.0%
67,596	87,353	99,235	433	Repair Equip (Instructional)	101,400	101,400	-	48,577	16,385	16%	39,639	104,600	(3,200)	-3.2%
59,180	35,536	69,974	434	Repair Equip (Non-Instructional)	138,000	138,000	-	-	13,425	10%	124,575	138,000	-	0.0%
55,511	314,886	352,420	435	Building Projects	148,794	151,994	3,200	-	68,652	45%	83,342	151,994	-	0.0%
55,778	228,432	299,055	436	Grounds Projects	30,000	30,000	-	-	-	0%	30,000	30,000	-	0.0%
441,008	626,838	205,670	437	Restore/Prevent Maintenance	219,675	220,275	600	14,475	58,574	27%	147,226	220,275	-	0.0%
170,845	161,462	171,410	440	Equip Rentals & Copiers	166,139	166,139	-	147,212	20,041	12%	-	167,253	(1,114)	-0.7%
41,599	44,164	45,684	441	Building Rental	47,283	47,283	-	31,568	15,715	33%	-	47,283	-	0.0%
8,852	6,535	8,238	450	Gas/Travel Maintenance	8,500	8,500	-	6,687	1,813	21%	-	8,500	-	0.0%
245,173	194,453	194,871	451	Custodial Supplies	260,000	260,000	-	200,000	43,550	17%	16,450	260,000	-	0.0%
278,649	267,611	186,451	452	Maintenance Supplies	265,800	265,800	-	700	55,340	21%	215,346	271,386	(5,586)	-2.1%
91,935	102,515	106,362	490	School Security	102,000	102,000	-	4,646	61,223	60%	36,131	102,000	-	0.0%
<b>\$ 5,768,207</b>	<b>\$ 6,307,594</b>	<b>\$ 6,076,919</b>		<b>TOTAL PROPERTY SERVICES</b>	<b>\$ 5,661,992</b>	<b>\$ 5,661,992</b>	<b>\$ -</b>	<b>\$ 2,980,009</b>	<b>\$ 2,117,426</b>		<b>\$ 1,317,040</b>	<b>\$ 6,414,475</b>	<b>(752,483)</b>	<b>-13.3%</b>
100.0%	9.4%	-3.7%			-6.8%	-6.8%		52.6%	37.4%		23.3%	113.3%	-13.3%	
3,317,099	3,584,711	3,837,571	510	Transportation - Regular	3,654,182	3,654,182	-	1,851,133	1,795,333	49%	7,715	3,654,182	-	0.0%
734,356	788,293	924,562	511	Trans-Spec Ed-Internal	913,194	913,194	-	452,567	412,567	45%	48,061	913,194	-	0.0%
163,391	182,149	106,736	512	Trans-Spec Ed-Public	150,730	150,730	-	11,880	-	0%	138,850	150,730	-	0.0%
330,884	352,591	304,891	513	Trans-Spec Ed-Private	332,837	332,837	-	9,393	39,708	12%	283,736	332,837	-	0.0%
35,945	37,539	39,629	516	Trans-Field Trips	46,742	46,742	-	12,747	1,561	3%	32,434	46,742	-	0.0%
173,175	157,350	220,077	517	Gasoline-Buses	238,750	238,750	-	90,265	14,735	6%	133,750	238,750	-	0.0%
185,491	146,958	162,255	520	Property Insurance	171,071	171,182	111	93,963	77,219	45%	-	171,182	-	0.0%
15,573	10,489	10,405	521	Flood Insurance	10,405	10,405	-	-	-	0%	10,405	10,405	-	0.0%
308,026	336,798	338,796	523	Liability Insurance	313,991	327,790	13,799	102,613	227,173	69%	-	329,786	(1,996)	-0.6%
104,410	109,106	145,483	529	Athletic Insurance	160,031	146,121	(13,910)	-	146,121	100%	-	146,121	-	0.0%
424,940	479,644	367,000	530	Communication Systems	435,600	435,600	-	247,669	126,056	29%	61,875	435,600	-	0.0%
42,263	36,348	34,118	535	Postage	40,000	40,000	-	26,674	6,825	17%	6,501	40,000	-	0.0%
48,783	21,307	21,497	540	Advertising	40,000	40,000	-	10,119	926	2%	28,955	40,000	-	0.0%
31,172	25,867	27,530	550	Printing	36,340	36,340	-	4,977	4,738	13%	26,625	36,340	-	0.0%
1,513,287	2,003,856	2,218,944	560	Tuition-Public	1,984,000	1,984,000	-	2,041,947	753,485	38%	(655,477)	2,139,955	(155,955)	-7.9%
46,521	39,019	35,714	563	Tuition-Court & Agency Placed	-	-	-	97,911	9,948	0%	(67,004)	40,856	(40,856)	0.0%
29,324	-	-	565	Tuition-Alternative Ed	-	-	-	-	-	0%	-	-	-	0.0%
501,518	571,136	633,506	567	Tuition-Litigation	475,000	475,000	-	168,500	184,915	39%	121,585	475,000	-	0.0%
20,000	11,555	17,523	569	Tuition-Summer Programs	20,000	20,000	-	-	22,158	111%	-	22,158	(2,158)	-10.8%
55,881	36,871	40,323	580	Staff Travel/Mileage	59,400	59,400	-	30,600	6,232	10%	22,568	59,400	-	0.0%
<b>\$ 8,082,039</b>	<b>\$ 8,931,586</b>	<b>\$ 9,486,559</b>		<b>TOTAL OTHER PURCH SERVICES</b>	<b>\$ 9,082,273</b>	<b>\$ 9,082,273</b>	<b>\$ -</b>	<b>\$ 5,252,957</b>	<b>\$ 3,829,701</b>		<b>\$ 200,580</b>	<b>\$ 9,283,238</b>	<b>(200,965)</b>	<b>-2.2%</b>
100.0%	10.5%	6.2%			-4.3%	-4.3%		57.8%	42.2%		2.2%	102.2%	-2.2%	

**WESTPORT PUBLIC SCHOOLS**  
**Quarterly Financial Report - 1Q**  
**September 30, 2018**  
Theoretical Expenditure Rate: 25

2015-2016 Year-End Expense	2016-2017 Year-End Expense	2017-2018 Year-End Expense	Object Code	Descriptions	2018-2019 ADOPTED BUDGET	2018-2019 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2018-2019 ENCUMBERED TO DATE	2018-2019 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
913,069	926,363	908,826	611	Supplies-Instructional	910,382	917,768	7,386	181,794	450,684	49%	306,765	939,243	(21,475)	-2.3%
645,706	681,001	867,583	612	Software	800,262	800,262	-	60,030	588,857	74%	151,375	800,262	-	0.0%
170,135	156,539	155,616	613	Tech Supplies	151,925	151,925	-	14,724	3,121	2%	134,081	151,925	-	0.0%
36,924	37,260	39,616	615	Graduation Expenses	38,856	38,856	-	-	-	0%	38,856	38,856	-	0.0%
633,636	673,153	409,360	641	Textbooks	388,172	381,553	(6,619)	52,789	131,230	34%	197,534	381,553	-	0.0%
118,422	115,487	120,037	642	Library Books & Periodicals	114,757	113,990	(767)	35,405	26,970	24%	51,615	113,990	-	0.0%
14,856	15,750	12,559	643	A/V Materials	17,401	17,401	-	1,341	-	0%	16,060	17,401	-	0.0%
156,056	162,409	165,423	690	Non Instructional Supplies	170,870	170,870	-	64,341	39,270	23%	67,259	170,870	-	0.0%
27,496	19,044	19,269	691	Health Supplies	21,000	21,000	-	2,901	3,065	15%	15,034	21,000	-	0.0%
<b>\$ 2,716,299</b>	<b>\$ 2,787,006</b>	<b>\$ 2,698,290</b>		<b>TOTAL SUPPLIES AND MTLs.</b>	<b>\$ 2,613,625</b>	<b>\$ 2,613,625</b>	<b>\$ -</b>	<b>\$ 413,325</b>	<b>\$ 1,243,197</b>		<b>\$ 978,579</b>	<b>\$ 2,635,100</b>	<b>(21,475)</b>	<b>-0.8%</b>
100.0%	2.6%	-3.2%			-3.1%	-3.1%		15.8%	47.6%		37.4%	100.8%	-0.8%	
109,522	85,358	40,094	731	Equip-New Instructional	37,931	37,931	-	1,630	6,597	17%	29,704	37,931	-	0.0%
285,141	9,477	123,442	732	Equip-New Non Instructional	31,000	31,000	-	16,057	-	0%	14,943	31,000	-	0.0%
150,279	69,530	110,113	733	Equip-Replace Instructional	44,583	44,583	-	41,300	-	0%	9,233	50,533	(5,950)	-13.3%
82,622	20,540	39,015	734	Equip-Replace Non Instructional	25,000	25,000	-	2,726	-	0%	25,000	27,726	(2,726)	-10.9%
122,380	247,426	52,546	735	Furniture	130,863	130,863	-	12,023	28,259	22%	91,885	132,167	(1,304)	-1.0%
1,034,670	998,464	751,531	736	Tech Equip-Instructional	703,881	703,881	-	57,410	347,519	49%	298,953	703,881	-	0.0%
18,151	40,988	44,871	737	Tech Equip-Non Instructional	32,723	32,723	-	16,528	6,021	18%	10,174	32,723	-	0.0%
<b>\$ 1,802,765</b>	<b>\$ 1,471,782</b>	<b>\$ 1,161,611</b>		<b>TOTAL EQUIPMENT</b>	<b>\$ 1,005,981</b>	<b>\$ 1,005,981</b>	<b>\$ -</b>	<b>\$ 147,673</b>	<b>\$ 388,395</b>		<b>\$ 479,893</b>	<b>\$ 1,015,961</b>	<b>(9,980)</b>	<b>-1.0%</b>
100.0%	-18.4%	-21.1%			-13.4%	-13.4%		14.7%	38.6%		47.7%	101.0%	-1.0%	
80,833	86,472	88,751	810	Dues & Fees	100,217	100,217	-	7,340	66,729	67%	26,148	100,217	-	0.0%
29,950	31,743	28,965	811	Student Act & Awards	29,398	29,398	-	18,191	659	2%	10,548	29,398	-	0.0%
395,590	412,017	380,622	812	Student Athletics	406,974	406,974	-	333,898	56,308	14%	16,769	406,974	-	0.0%
<b>\$ 506,373</b>	<b>\$ 530,233</b>	<b>\$ 498,338</b>		<b>TOTAL OTHER</b>	<b>\$ 536,589</b>	<b>\$ 536,589</b>	<b>\$ -</b>	<b>\$ 359,428</b>	<b>\$ 123,696</b>		<b>\$ 53,465</b>	<b>\$ 536,589</b>	<b>-</b>	<b>0.0%</b>
100.0%	4.7%	-6.0%			7.7%	7.7%		67.0%	23.1%		10.0%	100.0%	0.0%	
<b>\$ 109,737,798</b>	<b>\$ 111,890,812</b>	<b>\$ 113,976,141</b>		<b>GRAND TOTAL</b>	<b>\$ 116,173,800</b>	<b>\$ 116,173,800</b>	<b>\$ -</b>	<b>\$ 87,227,661</b>	<b>\$ 22,164,838</b>		<b>\$ 8,040,681</b>	<b>\$ 117,433,180</b>	<b>(1,259,380)</b>	<b>-1.08%</b>
100.0%	2.0%	1.9%			1.9%	1.9%		75.1%	19.1%		6.9%	101.08%	-1.08%	

CMS Remediation Work (as of 1Q)			
BOE	BOF	RTM	Amount
Approved	Approved	Pending	400,000
Approved	Pending	Pending	284,568
Pending	Pending	Pending	130,106
			<b>814,674</b>
			<b>0.70%</b>
Adjusted balance			<b>(444,706)</b>
			<b>-0.38%</b>