

WESTPORT BOARD OF EDUCATION

SPECIAL MEETING

AGENDA *

(Agenda Subject to Modification in Accordance with Law)

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:

Pursuant to the Governor’s Executive Order No. 7B, there will not be a physical location for this meeting. This meeting will be held electronically and live streamed on westportps.org and shown on Optimum Government Access Channel 78 and Frontier Channel 6021. Emails to BOE members can be sent to BOE@westportps.org. Comments to be read during the public comment period must be submitted to the meeting’s GoogleDoc during the submission period. Please see the following link for instructions and guidelines: https://www.westportps.org/uploaded/Procedures_and_Guidelines_for_Public_Participation_in_Remote_Board_Meetings.pdf. We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. Meeting materials will be available at westportps.org along with the meeting notice posted on the Meeting Agenda page.

PUBLIC SESSION/PLEDGE OF ALLEGIANCE

7:00 p.m., Held Remotely Via Zoom Pursuant to Executive Order 7B

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: August 13, 2020

DISCUSSION:

Update from the Coleytown Middle School Building Committee, <i>pages 55-58</i>	(Encl.)	Mr. Don O’Day
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DISCUSSION/ACTION

- | | | |
|---|---------|--|
| 1. Discussion and Possible Vote on School Reopening Recommendation, <i>pages 1-29</i> | (Encl.) | Mr. Thomas Scarice
Dr. Anthony Buono
Mr. John Bayers |
| 2. Discussion and Possible Vote on Changes to the 2020-2021 School Calendar, <i>page 30</i> | (Encl.) | Mr. Thomas Scarice |
| 3. 4Q & FY20 End-of-Year Financial Report and Carryover Account Recommendation | | Mr. Elio Longo |
| 4. Carryover Account, <i>pages 31-54</i> | (Encl.) | Mr. Elio Longo |
| 5. Request of the Board of Finance and Representative Town Meeting a Special Appropriation in the amount of \$593,720.05, for COVID-related FY 2020-21 year-to-date actual and anticipated expenditures | | Ms. Candice Savin
Mr. Thomas Scarice
Mr. Elio Longo |

- | | |
|--|------------------|
| 6. Request of the Board of Finance and Representative Town Meeting a Supplemental Appropriation in the amount of \$100,351.80 for the Rentals and Reimbursement Budget | Mr. Elio Longo |
| 7. Policy 5131.1-C19 "Transportation" | Ms. Karen Kleine |

DISCUSSION

- | | | |
|---|---------|------------------|
| Update from Policy Committee and First Reading of the Following Policies: | (Encl.) | Ms. Karen Kleine |
|---|---------|------------------|
- Policy 4118.112/4218.112, "Sex Discrimination and Sexual Harassment in the Workplace" (Revision), *pages 59-62*
 - Policy 5145.5, "Policy Regarding Sex Discrimination and Sexual Harassment" (Revision), *pages 63-66*
 - Policy 6114.82-C19 "Policy Concerning Health and Safety Protocols Related to the COVID-19 Pandemic" (New), *page 67*
 - Policy 4152.9-C19 "Families First Coronavirus Response Act Leave" (New), *pages 68-71*
 - Policy 3520, "Green Cleaning Programs" (Revision), *pages 72-73*
 - Policy 4110, 4210, "Employment Checks" (Revision), *pages 74-85*
 - Policy 6141.321, "Electronic Resources/Internet Safety" (Revision), *pages 86-87*
 - Policy 5131.81 "Use of Private Technology Devices" (New), *pages 88-91*
 - Bylaw 9324, "Meeting Conduct" (Revision), *pages 92-94*

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

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Public comment will be accepted via a Google doc and the comments will be read aloud at the meeting. A link will be provided on Monday, prior to the meeting.
- There will be no in-person public comment due to public health concerns.
- A maximum of 15 minutes will be provided for public comments.
- Comments on agenda items are limited to 1 minute each.

It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or eflug@westportct.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.



Reopening Our Schools: Elementary Scheduling

August 13, 2020



Guiding Principles in Schedule Development

- Provide ample time for high quality instruction with an emphasis on literacy and mathematics.
- Emphasize schedule to provide consistent contact between children and teachers.
- Create schedules that can transition from hybrid to fully remote learning.
- Maximize instructional time through consistent blocks.
- Emphasize safety and health.

Preparation through:

- National and State Guidance
- Westport Weston Health Department
- School Reopening Committee, working with Central Office and other administrators
- Family and Faculty Surveys and Input
- BOE and Steering Committee

Stepping Stones Preschool

Operating full program

- Class sizes less than 14
- Prioritizing on-site learning

Mitigation Strategies

- Consistent with WPS guidelines
- Cohorting to the extent possible
- Masks

Fully Remote Learning

- Blended synchronous/asynchronous learning
- Individualized

Change in K-5 Hybrid Schedule

- Morning and afternoon schedules of attendance in school.
- In-person emphasis on literacy and mathematics.
- Daily intervention block for special education and response to intervention services.
- Block schedule to ensure consistency across schools.
- Live online specials while students are home.

Distance Learning Activities

- Students will experience one live 30 minute special per day via Zoom.
- P.E. Art, Music, and Spanish will occur once per week. On Wednesdays, each grade level will have a second special.
- Small group instrumental lessons & ensemble (gr. 4 and 5) will be provided virtually.
- At home learning activities will be assigned for literacy and mathematics. Activities fall into two buckets:
 - Preview & Explore - activities to prepare for in-person instruction
 - Reflect & Practice - activities to reinforce in-person instruction.



Full In-Person

Sample Schedule: Grade 1



Period	First	Monday	Tuesday	Wednesday	Thursday	Friday
A	9:00-9:15	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting 9:00-9:15
B	9:20-10:00	Writing	Writing	Writing	Writing	Writing 9:20-9:50
C	10:10-10:50	Reading	Reading	Reading	Reading	Reading 9:55-10:25
D	11:00-11:40	Lunch 10:55-11:25/ Recess 11:30-11:45 (Zone B)				R: 10:30-10:45 L: 10:55-11:25
E	11:50-12:30	Live Special	Live Special	Live Special	Live Special	Intervention 11:30-12:00
						Live Special 12:05-12:35
F	12:40-1:20	Intervention	Intervention	Intervention	Intervention	Math 12:40-1:10
G	1:30-2:10	Math	Math	Math	Math	Closing Circle 1:15-1:30
H	2:20-3:00	Sm.Grp. 2:15-2:35 pm/ Recess 2:45-3:00 pm (Zone A)				
I	3:10-3:40	Closing Circle	Closing Circle	Closing Circle	Closing Circle	

Hybrid Model

Sample Schedule: Grade 1, Cohort A and B, Week 1

First Grade (A-K)

Morning Cohort	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:15	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
9:15-10:30	Literacy	Literacy	Literacy	Literacy	Literacy
10:30-11:15	Math	Math	Math	Math	Math
11:15-11:45	Intervention	Intervention	Intervention	Intervention	Intervention

First Grade (L-Z)

Afternoon Cohort	Monday	Tuesday	Wednesday	Thursday	Friday
1:00-1:15	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
1:15-2:30	Literacy	Literacy	Literacy	Literacy	Literacy
2:30-3:15	Math	Math	Math	Math	Math
3:15-3:45	Intervention	Intervention	Intervention	Intervention	Intervention



Hybrid Model

Sample Schedule:
Grade 1, Cohort A and B,
Week 2



First Grade (A-K)					
Morning Cohort	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:15	Morning Meeting	Morning Meeting		Morning Meeting	Morning Meeting
9:15-10:30	Literacy	Literacy		Literacy	Literacy
10:30-11:15	Math	Math		Math	Math
11:15-11:45	Intervention	Intervention		Intervention	Intervention

First Grade (L-Z)					
Afternoon Cohort	Monday	Tuesday	Wednesday	Thursday	Friday
1:00-1:15	Morning Meeting	Morning Meeting		Morning Meeting	Morning Meeting
1:15-2:30	Literacy	Literacy		Literacy	Literacy
2:30-3:15	Math	Math		Math	Math
3:15-3:45	Intervention	Intervention		Intervention	Intervention



Fully Remote Learning



Special Area Teachers

Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
K	PE	Spanish	Art	Music	Art
First Grade	Art	Music	Art	Spanish	PE
Second Grade	Art	Music	Music	PE	Spanish
Third Grade	Music	Art	Music	PE	Spanish
Fourth Grade	Spanish	PE	Spanish	Art	Music
Fifth Grade	PE	Spanish	PE	Art	Music

Temporary Support Distance Learning

- A distance learning model will be provided for students whose parents choose not to send them to in-person class.
- The distance learning model will be identical to the hybrid schedule.
- Parents are strongly encouraged to opt in or out of this model on a trimester basis. This will ensure better consistency of instruction for their children.
- Online classes for each grade will be formed at the district level.
- Additional teachers may be required to support this model.



Middle School Hybrid Model Updates

Presentation to the Board of Education
7 p.m. 8/13/2020

HYBRID MODEL UPDATE: Guiding Principles

- Address student and staff health and safety including PPE and mitigating measures
- Provide a consistent weekly student schedule for in-school and online learning, i.e. students will come to school on the same days each week;
- Maintain existing academic and non-academic educational programs;
- Design a schedule rotation so all students will see their teachers live;
- Design time for Social-Emotional Learning (RULER)

HYBRID MODEL UPDATE: Guiding Principles (cont.)

- Deploy a schedule that allows for a fluid shift between the hybrid and full distance learning models;
- Provide teachers necessary time to work with all three student populations: 1. Students attending in-school in the hybrid model; 2. Students attending online in the hybrid model; 3. Students attending school through distance learning only;
- Provide time for ongoing teacher professional development;
- Assign all students to 4-teacher teaching teams according to their designated home school: CMS or BMS

HYBRID MODEL UPDATE: BASIC STRUCTURE

- All students will be divided by home school, CMS or BMS, and by alphabet:
 - BMS/CMS Cohort #1: A-K (first letter of last name)
 - BMS/CMS Cohort #2: L-Z (first letter of last name)
- Student cohorts will attend in-school 2 days/week and online 3x/week:
 - BMS/CMS Cohort #1: In school Monday and Thursday (online T, W, F)
 - BMS/CMS Cohort #2: In school Tuesday and Friday (online M, W, Th)
- M, T, Th, F: Instruction runs from 8:30 to dismissal at 2:45 p.m.; teachers hold extra help hours and meet with online learners to 3:30 p.m.
- Online Wednesdays: All students are distance learning 8:30-12:30
 - Teachers will attend to professional responsibilities 12:30-3:15

NEW ADDITION: ROTATING WEEKLY SCHEDULE

- Goal: All students will see all of their teachers live in school
 - Solution: “Let’s rotate the schedule, not our students.”
- Schedule Rotation
 - Monday Schedule=A; Tuesday Schedule=B; Wednesday Schedule=C; Thursday Schedule=D; Friday Schedule=E

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK #1	A	B	C	D	E
WEEK #2	B	C	D	E	A
WEEK #3	C	D	E	A	B
WEEK #4	D	E	A	B	C
WEEK #5	E	A	B	C	D

PARENT OPTION: DISTANCE LEARNING MODEL

- All students will follow the same daily time schedules associated with the hybrid model (8:30-2:45 p.m. on M, T, Th, F; 8:30-12:30 on W)
- Live instruction will be streamed from classrooms
 - There will be a delay getting all classrooms up and running with the live streaming tech
- Teachers hold extra help hours and meet with online learners to 3:30 p.m.

Questions?

Staples High School 2020-2021 Hybrid Schedule Option

August 13, 2020

Thank You SHS Scheduling Committee!

John Wetzel

Dave Willick

Stacey Delmhorst

Luke Rosenberg

Bill Plunkett

Pat Micinilio

Jim Farnen

Hybrid Model

- 2 Cohorts
 - Cohort 1: A-K
 - Cohort 2: L-Z
- A/B period rotation
- 4 classes each day
- 80 minute classes
- All students participate in remote learning on Wednesdays with Connections
- Allows 30 minutes at the end of each full day for teachers to support and connect with remote learners

Hybrid Learning Schedule

M, T, R, F

Time	A-1 Monday Cohort 1 at SHS / Cohort 2 remote	B-1 Tuesday Cohort 1 at SHS / Cohort 2 remote	A-2 Thursday Cohort 2 at SHS / Cohort 1 remote	B-2 Friday Cohort 2 at SHS / Cohort 1 remote
8:00 - 9:20	Period 1	Period 5	Period 4	Period 8
9:25 - 10:45	Period 2	Period 6	Period 3	Period 7
10:50 - 12:45 (Includes Lunch)	Period 3	Period 7	Period 2	Period 6
12:50 - 2:10	Period 4	Period 8	Period 1	Period 5
2:15 - 2:45	FLEX TIME (e.g. teachers holding office hours or meeting w/ remote learners)	FLEX TIME (e.g. teachers holding office hours or meeting w/ remote learners)	FLEX TIME (e.g. teachers holding office hours or meeting w/ remote learners)	FLEX TIME (e.g. teachers holding office hours or meeting w/ remote learners)

Wednesday

Remote Learning Schedule

Alternates A/B Weekly

Time	DL - A	DL - B
8:00 - 8:50	Period 1	Period 5
8:55 - 9: 45	Period 2	Period 6
9:50 - 10:40	Period 3	Period 7
10:45 - 11:35	Period 4	Period 8
11:40 - 12:00	Connections	Connections
12:30 - 2:45	FLEX TIME <i>(e.g. teachers holding office hours, meeting w/ remote learners, PD, etc.)</i>	FLEX TIME <i>(e.g. teachers holding office hours, meeting w/ remote learners, PD, etc.)</i>

Considerations:

- Includes weekly Connections class for Social Emotional Learning
- Allows 30 minutes at the end of each day Monday-Thursday for teachers to support and connect with remote learners
- Meets Connecticut's requirement of 900 hours
- Distance Learning for all students on Wednesdays allows for ventilation and cleaning of the building between cohorts
- Shortened weeks due to holidays will not include a remote learning day and cohort schedule will be adjusted as necessary
- Closely aligned with with the following neighboring districts:
 - [Fairfield Ludlowe & Warde](#)
 - [Guilford High School](#)
 - [Joel Barlow High School](#)
 - [Monroe High School](#)
 - [Newtown High School](#)
 - [Ridgefield High School](#)
 - [Trumbull High School](#)
 - [Wilton High School](#)
 - [Greenwich High School](#)



WESTPORT PUBLIC SCHOOLS 2020-2021 SCHOOL CALENDAR

REVISED DRAFT

- School in Session
- Teacher Professional Development
- Snow Dates

KEY DATES

- Aug 27, 28, 31** Professional Development
- Sept 1-4** Professional Development
- Sept 18** First Day of School
- Sept 7** Labor Day
- Sept 19** Rosh Hashanah
- Sept 28** Yom Kippur
- Nov 3** Election Day – Professional Development
- Nov 25** Early Dismissal
- Nov 26-27** Thanksgiving Recess
- Dec 24-Jan 1** Winter Recess
- Jan 18** Martin Luther King Jr. Day
- ~~**Feb 12** Professional Development~~
- Feb 15** Presidents' Day
- Feb 12-16-19** February Recess
- Apr 2** Good Friday
- April 12-16** Spring Recess
- May 31** Memorial Day
- June 17** Last Day of School/Graduation (Early Release)
- June 18** Professional Development

Students: ~~179~~182 days

Teachers: 188 days

There are 4 snow days built into the calendar: [June 18, 21, 22, and 23 for students and June 21, 22, 23 and 24 for teachers](#). If there are no snow days students' last day will be June 17 and teachers' last day will be June 18. In the event that additional make-up days are needed, District schools will use, in the following order: Monday, April 12; Tuesday, April 13; Wednesday, April 14; Thursday, April 15; Friday, April 16.

July 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24*	25
28	29	30		

*Approved by the Board of Education on: April 22, 2019. Revised January 6, 2020.

INTEROFFICE MEMORANDUM

TO: MR. THOMAS SCARICE
SUPERINTENDENT OF SCHOOLS

FROM: ELIO LONGO
CHIEF FINANCIAL OFFICER

SUBJECT: 2019-2020 END-OF-YEAR FINANCIAL REPORT (UNAUDITED)

DATE: AUGUST 12, 2020

CC: R. MCARDLE, BUDGET FILE

DRAFT

The 2019-2020 fiscal year has been closed and reconciled preliminarily with the Town of Westport's records. The year ended having spent \$116,442,837 or 98.47% of the \$118,250,464 budget with a \$1,807,627 fund balance.

The following are the final general fund balances in the designated line items (see *Exhibit A for detailed references*):

ACCOUNT CATEGORY	AMOUNT
100s – Salaries	\$987,580
200s - Employee Benefits	117,489
300s - Purchased Services	18,580
400s - Purchased Property Services	272,088
500s - Other Purchased Services	335,571
600s - Supplies and Materials	177,988
700s – Equipment	(222,095)
800s - Other Expenses	120,427
Net Surplus/Deficit	\$1,807,627

The Board of Education traditionally approves final transfer of funds to enable the Administration to make a final adjustment to budgeted line items so that actual expenditures are reflected for the year. The adopted budget remains as adopted which will allow for an appropriate comparison between budget and final expenditures should the need arise. Therefore, we are requesting the following:

I. ADMINISTRATIVE RECOMMENDATION:

It is requested that the Board approve the following transfers:

Transfer from:

600s – Supplies and Materials	(177,988)
800s – Other Expenses	(44,107)
	<u>(\$222,095)</u>

Transfer to:

700s – Equipment	\$222,095
	<u>\$222,095</u>

Included in this report are several exhibits that help to explain the activities of the fiscal year as follows:

- Exhibit A General Fund Operating Expenditures by Object**
 This report details the financial records by object, i.e. what types of goods and services were purchased during the year.
- Exhibit B Tuition Based Budgets**
 This report represents expenditures supported by tuition payments received from other school districts and Preschool participants. No expenditures are made from this fund without the corresponding revenue to support the payments. Comparison to budget is merely a reference and does not generate “turnback” funds to the town.
- Exhibit C Private School Services**
 This report represents mandated program expenditures such as a school nurse and transportation for Greens Farms Academy.
- Exhibit D State & Federal School Grants – DELAYED**
 This report details the total state and federal grants received and expended during the fiscal year. The largest grant received is IDEA Part B to support special education children. Most federal grants are of a two year duration which allows funds to be “carried over” to the following fiscal year.
- Exhibit E Rentals & Reimbursements Summary**
 This report summarizes the activity indicating the source of the revenue (Activity Code) and the total expenditures made for each activity. The

Board of Finance and RTM use this report to appropriate the funds expended as part of the Town's year end closing process.

Exhibit F

Project Summary

A summary report of maintenance projects that were either completed or work-in-process during the 2019-2020 fiscal year.

**II. ADMINISTRATIVE RECOMMENDATION:
It is requested that the Board approve the End of Year Financial Report as presented.**

INTEROFFICE MEMORANDUM

TO: GARY CONRAD
TOWN FINANCE DIRECTOR

FROM: ELIO LONGO
CHIEF FINANCIAL OFFICER, WESTPORT PUBLIC SCHOOLS

SUBJECT: 2019-2020 END-OF-YEAR CLOSE OUT - UNAUDITED

DATE: AUGUST 18, 2020

CC: T. SCARICE, R. MCARTLE, AND S. CAREY

DRAFT

The status of the Westport Public Schools **2019-2020 General Fund 01** as of June 30, 2020 (UNAUDITED) is as follows:

Adopted Budget:	\$118,250,464.00	(101-06-60-650-00000-586100)
Expended through 6/30/20	<u>(115,256,864.80)</u>	
Balance Available	\$ 2,993,599.20	
Less Accounts Payable	(556,547.69)	
Less Payroll Payable	<u>(53,722.47)</u>	
Balance Available	\$ 2,383,329.04	
Less Continued Appropriation	<u>\$ (575,701.96)</u>	
Balance Less Cont. App.	\$ 1,807,627.08	
Chargeback Fund 04	(21,291.31)	
Chargeback Fund 07	(10,111.08)	
BOE Carryover Acct Request	<u>(1,776,224.69)</u>	
Return to Town	\$ 0.00	

The detail of the appropriation unexpended at 6/30/2020 (cash) includes:

2019-20 Accounts Payable:	\$ 556,547.69
2019-20 Payroll Payable:	\$ 53,722.47
2019-20 Outstanding Encumbrances:	<u>\$ 575,701.96</u>
Total cash unexpended at 6/30/2020:	\$ 1,185,972.12

The status of other **2019-2020** Board of Education funds is as follows:

Fund 04 – Tuition Based Budgets

Revenue Received	\$ 101,733.91	
Accounts Receivable	<u>0.00</u>	
Total Revenue	\$ 101,733.91	(101-30-00-650-00000-431100)
Expended through 6/30/20	<u>(123,025.22)</u>	(101-06-60-650-00000-588000)
Net Funds Available	\$ (21,291.31)	
Charge to Fund 01	21,291.31	
Continued Appropriation	<u>0.00</u>	
Return to Town	\$ 0.00	

Fund 07 – Private Schools Budget

Adopted Budget:	\$ 393,800.00	(101-06-60-652-00000-588000)
Expended through 6/30/20:	<u>(403,911.08)</u>	
Balance Available	\$ (10,111.08)	
Charge to Fund 01	10,111.08	
Continued Appropriation	<u>0.00</u>	
Return to Town	\$ 0.00	

Fund 08 – Grants – PRELIMINARY

Revenue Received from 7/1/19 to 6/30/20	\$1,353,125.00
Less:	
Expended through 6/30/20	(1,502,321.56)
Accounts Payable	0.00
Payroll Payable	0.00
Encumbrances	<u>(27,629.19)</u>
Subtotal	\$ (176,825.75)
Carry Forward from FY19	209,457.59
Refunded to State of CT	<u>0.00</u>
Subtotal	\$ 32,631.84

Fund 12 – Rentals & Reimbursements Budget

Revenue Received:	\$ 100,351.80	(101-70-00-651-00000-479023)
Expended through 6/30/20:	<u>(78,638.82)</u>	(101-06-60-651-00000-588000)
Balance Available	\$ 21,712.98	
Accounts Payable	<u>\$ (21,712.98)</u>	
Return to Town	\$ 0.00	

The status of the Westport Public Schools **2018-2019 General Fund 01** as of June 30, 2020 is as follows:

Continued Appropriation to FY20	\$ 218,494.64
Total Expenditures made: 6/30/20	<u>(175,450.78)</u>
Balance Available	\$ 43,043.86
Continued Appropriation	<u>0.00</u>
Return to Town	\$ 43,043.86

I would like to thank you and the Town Finance Office staff for your assistance throughout the past year.

WESTPORT PUBLIC SCHOOLS
 Quarterly Financial Report - 4Q and Fiscal Year End Results
 June 30, 2020 - UNAUDITED
 Theoretical Expenditure Rate: 100%

EXHIBIT A

2016-2017 Year-End Expense	2017-2018 Year-End Expense	2018-2019 Year-End Expense	Object Code	Descriptions	2019-2020 ADOPTED BUDGET	2019-2020 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2019-2020 ENCUMBERED TO DATE	2019-2020 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
5,357,442	5,317,348	5,403,166	100	Certified Administrators	5,223,447	5,223,447	-	-	5,323,764	102%	-	5,323,764	(100,317)	-1.9%
1,769,108	1,875,276	2,076,448	101	Directors	2,261,191	2,274,475	13,284	-	2,055,637	90%	-	2,055,637	218,838	9.6%
22,408,703	22,846,979	23,188,723	102	Reg Ed Teachers	23,143,153	23,143,153	-	-	23,180,329	100%	-	23,180,329	(37,176)	-0.2%
11,649,873	11,628,676	11,778,849	103	Special Area Teachers	12,215,141	12,215,141	-	-	11,847,837	97%	-	11,847,837	367,304	3.0%
4,189,360	4,293,239	4,246,724	104	Support Teachers	4,191,210	4,191,210	-	-	4,444,203	106%	-	4,444,203	(252,993)	-6.0%
138,704	79,535	104,021	105	Curr/Instr Resource	95,927	95,927	-	-	114,424	119%	-	114,424	(18,497)	-19.3%
916,666	910,798	930,297	107	Library/Media Teachers	884,495	884,495	-	-	804,517	91%	-	804,517	79,978	9.0%
1,455,550	1,463,683	1,500,395	108	Guidance	1,542,499	1,529,215	(13,284)	-	1,467,460	96%	-	1,467,460	61,755	4.0%
4,549,144	4,554,832	4,695,295	109	Special Ed Teachers	4,875,116	4,875,116	-	-	4,732,128	97%	-	4,732,128	142,988	2.9%
1,618,793	1,613,902	1,614,249	110	Psychologists	1,829,597	1,829,597	-	-	1,678,766	92%	-	1,678,766	150,831	8.2%
255,882	226,362	237,067	113	Social Workers	256,126	256,126	-	-	323,943	126%	-	323,943	(67,817)	-26.5%
1,342,906	1,307,615	1,412,585	114	Speech/Hearing Therapists	1,457,417	1,454,367	(3,050)	-	1,489,732	102%	-	1,489,732	(35,365)	-2.4%
116,329	143,903	115,609	115	Staff Dev/Leadership	103,474	103,474	-	-	116,768	113%	-	116,768	(13,294)	-12.8%
666,363	661,124	686,315	116	Extra-Curricular	700,214	700,214	-	-	671,535	96%	-	671,535	28,679	4.1%
569,512	612,237	629,105	118	Coaches-Intrmr/Intrschlstic	644,817	644,817	-	-	624,598	97%	-	624,598	20,219	3.1%
129,218	112,507	122,098	119	Curriculum Work/Other	125,000	125,000	-	-	102,768	82%	-	102,768	22,232	17.8%
\$ 57,133,554	\$ 57,648,017	\$ 58,740,945		Sub-Total Certified Salaries	\$ 59,548,824	\$ 59,545,774	\$ (3,050)	\$ -	\$ 58,978,409		\$ -	\$ 58,978,409	567,365	1.0%
100.0%	0.9%	1.9%			1.4%	1.4%		0.0%	99.0%		0.0%	99.0%	1.0%	
1,277,138	1,254,533	1,254,230	120	Support Supervisors	1,365,368	1,365,368	-	-	1,267,806	93%	-	1,267,806	97,562	7.1%
2,537,172	2,535,495	2,514,948	121	Secretaries	2,650,823	2,650,823	-	-	2,531,919	96%	-	2,531,919	118,904	4.5%
1,847,587	1,789,074	1,859,305	122	Paraprofessionals	1,864,280	1,864,280	-	-	1,780,276	95%	-	1,780,276	84,004	4.5%
2,707,700	2,750,902	2,952,375	123	Sped Paraprofessionals	3,056,506	3,059,556	3,050	-	3,374,723	110%	-	3,374,723	(315,168)	-10.3%
2,748,852	2,687,981	2,670,997	124	Custodians	2,665,156	2,665,156	-	-	2,523,226	95%	-	2,523,226	141,930	5.3%
529,560	594,233	615,592	125	Maintainers	626,494	626,494	-	-	607,512	97%	-	607,512	18,982	3.0%
910,681	893,629	899,444	126	Nurses	928,486	928,486	-	-	894,330	96%	-	894,330	34,156	3.7%
253,524	260,967	244,894	127	Nurses Aides	239,662	239,662	-	-	239,771	100%	-	239,771	(109)	0.0%
571,660	566,911	565,164	128	Technology Assistants	606,095	606,095	-	-	603,220	100%	-	603,220	2,875	0.5%
293,154	296,453	308,685	129	Security Aides	345,930	345,930	-	-	344,467	100%	-	344,467	1,463	0.4%
241,574	246,584	267,840	130	Bus Monitors	250,513	250,513	-	-	201,756	81%	-	201,756	48,756	19.5%
245,277	240,183	240,703	131	Athletics	233,967	233,967	-	-	215,044	92%	-	215,044	18,923	8.1%
142,160	145,777	138,945	133	Other	149,887	149,887	-	-	135,724	91%	-	135,724	14,163	9.4%
594,923	612,129	679,019	135	Occupational Therapists	694,267	694,267	-	-	739,121	106%	-	739,121	(44,854)	-6.5%
176,085	180,001	182,087	136	Physical Therapists	187,213	187,213	-	-	185,053	99%	-	185,053	2,160	1.2%
21,993	22,071	21,992	140	Adult Ed Mandated	25,000	25,000	-	-	21,375	86%	-	21,375	3,625	14.5%
\$ 15,099,052	\$ 15,076,923	\$ 15,416,219		Sub-Total Non-Certified Salaries	\$ 15,889,646	\$ 15,892,696	\$ 3,050	\$ -	\$ 15,665,323		\$ -	\$ 15,665,323	227,373	1.4%
100.0%	-0.1%	2.3%			3.1%	3.1%		0.0%	98.6%		0.0%	98.6%	1.4%	
171,210	266,732	292,731	150	Perm Cert Subs	455,600	455,600	-	-	267,768	59%	-	267,768	187,832	41.2%
199,407	174,810	151,712	151	Daily Cert Subs	177,400	177,400	-	-	105,245	59%	-	105,245	72,155	40.7%
36,834	35,945	36,150	152	Staff Training Cert Subs	45,000	45,000	-	-	23,050	51%	-	23,050	21,950	48.8%
50,361	55,757	56,600	153	PPT Cert Subs	55,000	55,000	-	-	26,638	48%	-	26,638	28,362	51.6%
711,789	854,334	782,155	154	Long Term Subs	775,000	775,000	-	-	837,185	108%	-	837,185	(62,185)	-8.0%
267,253	245,870	276,387	155	Non-Cert Subs	245,000	245,000	-	-	202,012	82%	-	202,012	42,988	17.5%

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473,855	480,645	633,328	156	Overtime	455,000	455,000	-	-	553,260	122%	-	553,260	(98,260)	-21.6%
\$ 1,910,709	\$ 2,114,093	\$ 2,229,063		Sub-Total Other Salaries	\$ 2,208,000	\$ 2,208,000	\$ -	\$ -	\$ 2,015,158		\$ -	\$ 2,015,158	192,842	8.7%
100.0%	10.6%	5.4%			-0.9%	-0.9%		0.0%	91.3%		0.0%	91.3%	8.7%	
\$ 74,143,314	\$ 74,839,033	\$ 76,386,228		TOTAL SALARIES	\$ 77,646,470	\$ 77,646,470	\$ -	\$ -	\$ 76,658,890		\$ -	\$ 76,658,890	987,580	1.3%
100.0%	0.9%	2.1%			1.6%	1.6%		0.0%	98.7%		0.0%	98.7%	1.3%	
12,956,551	14,145,247	15,415,241	210	Health Insurance	15,371,307	15,371,307	-	1,393	15,429,727	100%	-	15,431,120	(59,813)	-0.4%
317,898	336,046	341,468	211	Group Life Insurance	339,742	339,742	-	-	357,089	105%	-	357,089	(17,347)	-5.1%
43,345	45,730	44,556	212	Teacher Child Care (WEA)	43,000	43,000	-	-	35,310	82%	-	35,310	7,690	17.9%
42,040	42,335	30,602	213	Health Insurance Waiver	32,000	32,000	-	-	21,552	67%	-	21,552	10,448	32.6%
2,016,354	2,081,337	2,173,235	220	FICA/Medicare	2,264,214	2,264,214	-	-	2,136,239	94%	-	2,136,239	127,974	5.7%
28,634	20,316	18,736	240	Course Reimbursement	50,000	50,000	-	-	18,559	37%	-	18,559	31,441	62.9%
24,449	42,623	38,764	250	Unemployment Compensation	50,000	50,000	-	-	94,997	190%	-	94,997	(44,997)	-90.0%
547,396	444,343	374,654	260	Workers Compensation	415,712	415,712	-	12,000	356,687	86%	-	368,687	47,025	11.3%
35,020	36,697	35,703	287	Uniform Allowance	45,000	45,000	-	-	32,918	73%	-	32,918	12,082	26.8%
21,923	35,165	34,543	290	Other Employee Benefits	40,000	40,000	-	-	37,014	93%	-	37,014	2,986	7.5%
\$ 16,033,609	\$ 17,229,838	\$ 18,507,501		TOTAL BENEFITS	\$ 18,650,975	\$ 18,650,975	\$ -	\$ 13,393	\$ 18,520,093		\$ -	\$ 18,533,486	117,489	0.6%
100.0%	7.5%	7.4%			0.8%	0.8%		0.1%	99.3%		0.0%	99.4%	0.6%	
121,001	71,652	103,391	320	HomeBound	80,000	81,030	1,030	-	83,894	104%	-	83,894	(2,865)	-3.5%
20,178	6,188	6,809	321	Gifted Activities	25,000	25,000	-	-	9,341	37%	-	9,341	15,659	62.6%
68,700	-	-	322	Educational Interns	-	-	-	-	-	0%	-	-	-	0.0%
437,591	622,986	438,823	323	Instr Program Improvements	452,680	469,078	16,398	1,851	330,585	70%	-	332,436	136,642	29.1%
11,092	6,827	12,350	324	Pupil Services	11,000	11,000	-	279	7,343	67%	-	7,622	3,378	30.7%
196,439	239,971	260,020	325	PPT Consultations	274,700	274,700	-	-	258,180	94%	-	258,180	16,520	6.0%
102,500	128,481	117,292	327	Student Evaluations-Outside	135,000	115,965	(19,035)	-	38,707	33%	-	38,707	77,259	66.6%
26,839	19,176	19,345	328	Medical Advisors	25,000	25,000	-	-	9,625	39%	-	9,625	15,375	61.5%
329,599	516,831	674,702	330	Other Prof/Tech Services	522,390	523,997	1,607	550	510,568	97%	-	511,118	12,879	2.5%
371,748	373,441	501,302	331	Legal/Negotiations	414,000	414,000	-	-	670,267	162%	-	670,267	(256,267)	-61.9%
\$ 1,685,687	\$ 1,985,555	\$ 2,134,035		TOTAL PURCHASED SERVICES	\$ 1,939,770	\$ 1,939,770	\$ -	\$ 2,680	\$ 1,918,510		\$ -	\$ 1,921,190	18,580	1.0%
100.0%	17.8%	7.5%			-9.1%	-9.1%		0.1%	98.9%		0.0%	99.0%	1.0%	
90,839	97,395	94,450	411	Water/Sewer	93,801	93,801	-	-	87,604	93%	-	87,604	6,197	6.6%
1,971,458	1,702,294	1,839,161	413	Electricity	1,920,583	1,920,583	-	-	2,022,719	105%	-	2,022,719	(102,136)	-5.3%
745,332	933,868	866,075	414	Natural Gas	869,400	869,400	-	-	725,514	83%	-	725,514	143,886	16.6%
13,196	14,374	14,094	415	Heating Oil	14,500	14,500	-	-	11,461	79%	-	11,461	3,039	21.0%
557,524	529,616	519,970	421	Contracted Maintenance	607,605	541,717	(65,888)	17,802	507,376	94%	-	525,178	16,540	3.1%
544,024	799,952	825,625	431	Building Maintenance	420,178	701,573	281,395	104,074	587,591	84%	-	691,665	9,908	1.4%
315,436	260,050	226,030	432	Grounds Maintenance	284,887	238,710	(46,177)	10,715	216,136	91%	-	226,851	11,859	5.0%
87,353	99,235	68,637	433	Repair Equip (Instructional)	106,475	107,993	1,518	-	77,148	71%	-	77,148	30,845	28.6%
35,536	69,974	127,507	434	Repair Equip (Non-Instructional)	71,500	46,589	(24,911)	-	39,138	84%	-	39,138	7,451	16.0%
314,886	352,420	130,679	435	Building Projects	289,461	249,076	(40,385)	7,296	231,102	93%	-	238,398	10,678	4.3%

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228,432	299,055	6,988	436	Grounds Projects	104,000	81,000	(23,000)	8,725	40,527	50%	49,252	31,748	39.2%	
626,838	205,670	142,110	437	Restore/Prevent Maintenance	370,000	364,875	(5,125)	-	263,335	72%	263,335	101,540	27.8%	
161,462	171,410	169,701	440	Equip Rentals & Copiers	169,539	169,539	-	7,423	158,583	94%	166,005	3,534	2.1%	
44,164	45,684	47,283	441	Building Rental	48,928	48,939	11	-	48,938	100%	48,938	1	0.0%	
6,535	8,238	10,558	450	Gas/Travel Maintenance	9,000	9,000	-	1,569	7,431	83%	9,000	-	0.0%	
194,453	194,871	149,226	451	Custodial Supplies	260,000	255,049	(4,951)	2,181	264,627	104%	266,808	(11,759)	-4.6%	
267,611	186,451	252,835	452	Maintenance Supplies	251,823	236,312	(15,511)	600	241,432	102%	242,032	(5,720)	-2.4%	
102,515	106,362	83,746	490	School Security	152,000	95,024	(56,976)	-	80,548	85%	80,548	14,476	15.2%	
\$ 6,307,594	\$ 6,076,919	\$ 5,574,675		TOTAL PROPERTY SERVICES	\$ 6,043,680	\$ 6,043,680	\$ -	\$ 160,384	\$ 5,611,208		\$ 5,771,592	272,088	4.5%	
100.0%	-3.7%	-8.3%			8.4%	8.4%		2.7%	92.8%		0.0%	95.5%	4.5%	
3,584,711	3,837,571	3,651,000	510	Transportation - Regular	3,886,350	3,886,350	-	-	3,413,467	88%	3,413,467	472,883	12.2%	
788,293	924,562	925,593	511	Trans-Spec Ed-Internal	996,783	996,783	-	-	858,706	86%	858,706	138,077	13.9%	
182,149	106,736	69,406	512	Trans-Spec Ed-Public	158,267	158,267	-	-	56,384	36%	56,384	101,883	64.4%	
352,591	304,891	405,562	513	Trans-Spec Ed-Private	304,479	304,479	-	-	489,144	161%	489,144	(184,665)	-60.6%	
37,539	39,629	44,512	516	Trans-Field Trips	63,304	63,474	170	-	19,123	30%	19,123	44,351	69.9%	
157,350	220,077	228,674	517	Gasoline-Buses	262,625	262,625	-	-	125,394	48%	125,394	137,231	52.3%	
146,958	162,255	171,541	520	Property Insurance	181,322	181,322	-	-	177,474	98%	177,474	3,848	2.1%	
10,489	10,405	9,889	521	Flood Insurance	10,186	10,186	-	-	9,313	91%	9,313	873	8.6%	
336,798	338,796	333,866	523	Liability Insurance	362,256	362,256	-	-	347,707	96%	347,707	14,549	4.0%	
109,106	145,483	146,121	529	Athletic Insurance	150,505	149,639	(866)	269	125,731	84%	126,000	23,639	15.8%	
479,644	367,000	412,424	530	Communication Systems	395,476	395,476	-	-	306,274	77%	306,274	89,202	22.6%	
36,348	34,118	35,581	535	Postage	35,000	35,866	866	-	21,585	60%	21,585	14,281	39.8%	
21,307	21,497	14,629	540	Advertising	23,000	23,000	-	-	24,794	108%	24,794	(1,794)	-7.8%	
25,867	27,530	22,125	550	Printing	36,540	36,590	50	1,800	19,091	52%	20,891	15,699	42.9%	
2,003,856	2,218,944	2,385,787	560	Tuition-Public	2,081,000	2,081,000	-	45,644	2,113,650	102%	2,159,295	(78,295)	-3.8%	
39,019	35,714	43,621	563	Tuition-Court & Agency Placed	42,860	42,860	-	-	-	0%	-	42,860	100.0%	
571,136	633,506	675,415	567	Tuition-Litigation	600,000	600,000	-	21,859	1,114,884	186%	1,136,743	(536,743)	-89.5%	
11,555	17,523	22,158	569	Tuition-Summer Programs	23,000	23,000	-	-	26,014	113%	26,014	(3,014)	-13.1%	
36,871	40,323	44,328	580	Staff Travel/Mileage	71,900	71,680	(220)	-	30,974	43%	30,974	40,706	56.8%	
\$ 8,931,586	\$ 9,486,559	\$ 9,642,231		TOTAL OTHER PURCH SERVICES	\$ 9,684,853	\$ 9,684,853	\$ -	\$ 69,572	\$ 9,279,710		\$ 9,349,282	335,571	3.5%	
100.0%	6.2%	1.6%			0.4%	0.4%		0.7%	95.8%		0.0%	96.5%	3.5%	
926,363	908,826	863,292	611	Supplies-Instructional	914,143	921,709	7,566	619	822,730	89%	823,349	98,361	10.7%	
681,001	867,583	773,338	612	Software	809,672	792,322	(17,350)	-	772,895	98%	772,895	19,427	2.5%	
156,539	155,616	135,374	613	Tech Supplies	151,925	171,275	19,350	52,476	118,782	69%	171,258	17	0.0%	
37,260	39,616	40,669	615	Graduation Expenses	39,060	39,060	-	300	28,789	74%	29,089	9,972	25.5%	
673,153	409,360	330,517	641	Textbooks	460,782	438,313	(22,469)	1,625	401,482	92%	403,108	35,205	8.0%	
115,487	120,037	104,791	642	Library Books & Periodicals	99,627	107,364	7,737	505	100,198	93%	100,703	6,660	6.2%	
15,750	12,559	12,075	643	A/V Materials	15,950	15,300	(650)	-	15,070	98%	15,070	230	1.5%	
162,409	165,423	139,377	690	Non Instructional Supplies	183,930	189,746	5,816	20,397	132,212	70%	152,610	37,136	19.6%	
19,044	19,269	18,831	691	Health Supplies	19,950	19,950	-	12,547	36,423	183%	48,970	(29,020)	-145.5%	
\$ 2,787,006	\$ 2,698,290	\$ 2,418,264		TOTAL SUPPLIES AND MTLs.	\$ 2,695,039	\$ 2,695,039	\$ (0)	\$ 88,469	\$ 2,428,581		\$ 2,517,050	177,988	6.6%	

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100.0%	-3.2%	-10.4%			11.4%	11.4%		3.3%	90.1%		0.0%	93.4%	6.6%	
85,358	40,094	38,674	731	Equip-New Instructional	29,315	26,111	(3,204)	-	17,680	68%	-	17,680	8,431	32.3%
9,477	123,442	45,290	732	Equip-New Non Instructional	-	-	-	-	5,251	0%	-	5,251	(5,251)	#DIV/0!
69,530	110,113	42,751	733	Equip-Replace Instructional	93,751	92,562	(1,189)	-	91,659	99%	-	91,659	903	1.0%
20,540	39,015	2,184	734	Equip-Replace Non Instructional	-	-	-	-	(676)	#DIV/0!	-	(676)	676	#DIV/0!
247,426	52,546	75,017	735	Furniture	101,567	105,960	4,393	3,350	71,478	67%	-	74,827	31,133	29.4%
998,464	751,531	692,475	736	Tech Equip-Instructional	704,812	707,719	2,907	237,853	728,289	103%	-	966,142	(258,423)	-36.5%
40,988	44,871	27,510	737	Tech Equip-Non Instructional	31,872	28,965	(2,907)	-	28,529	98%	-	28,529	436	1.5%
\$ 1,471,782	\$ 1,161,611	\$ 923,902		TOTAL EQUIPMENT	\$ 961,317	\$ 961,317	\$ -	\$ 241,203	\$ 942,209		\$ -	\$ 1,183,412	(222,095)	-23.1%
100.0%	-21.1%	-20.5%			4.0%	4.0%		25.1%	98.0%		0.0%	123.1%	-23.1%	
86,472	88,751	86,212	810	Dues & Fees	107,912	107,912	-	-	85,901	80%	-	85,901	22,011	20.4%
31,743	28,965	29,124	811	Student Act & Awards	31,598	31,598	-	-	15,424	49%	-	15,424	16,174	51.2%
412,017	380,622	401,429	812	Student Athletics	488,850	488,850	-	-	406,608	83%	-	406,608	82,242	16.8%
\$ 530,233	\$ 498,338	\$ 516,764		TOTAL OTHER	\$ 628,360	\$ 628,360	\$ -	\$ -	\$ 507,933		\$ -	\$ 507,933	120,427	19.2%
100.0%	-6.0%	3.7%			21.6%	21.6%		0.0%	80.8%		0.0%	80.8%	19.2%	
\$ 111,890,812	\$ 113,976,141	\$ 116,103,600		GRAND TOTAL	\$ 118,250,464	\$ 118,250,464	\$ (0)	\$ 575,701.96	\$ 115,867,134.96		\$ -	\$ 116,442,836.92	\$ 1,807,627.08	1.5%
100.0%	1.9%	1.9%			1.8%	1.8%		0.5%	98.0%		0.0%	98.47%	1.53%	

**WESTPORT PUBLIC SCHOOLS
2019-2020 REVENUE OFFSET BUDGETS**

		# Students	Project Return & Special Ed	# Students	Pre-School	Total Revenue Offset Budgets
PROJECTED REVENUE			\$ -		\$ 140,713	\$ 140,713
Tuition Type	Est. Tuition					
Project Return/Special Ed						
Partial Self Contained			\$ -			\$ -
PRE-SCHOOL						
5 days per week	\$ 6,692	11		\$ 73,614	\$ 73,614	
Extended Day	\$ 10,323	6		\$ 61,937	\$ 61,937	
Employee Extended Day	\$ 2,581	2		\$ 5,162	\$ 5,162	
APPROPRIATION REQUESTED		0	\$ -	19	\$ 140,713	\$ 140,713
ACTUAL REVENUE					\$ 101,734	\$ 101,734
ACTUAL EXPENDITURES						
CERTIFIED STAFF						
Sped Teacher					\$ 22,378	\$ 22,378
NON-CERTIFIED STAFF						
Paraprofessionals					\$ 36,584	\$ 36,584
BENEFITS						
Health					\$ 25,458	\$ 25,458
Social Security/Medicare					\$ 2,960	\$ 2,960
CONTRACTED SERVICES						
(OT/PT, Consultations, Evals, Other)					\$ 35,645	\$ 35,645
CHARGE TO FUND 01					\$ (21,291)	\$ (21,291)
ACTUAL EXPENDITURES			\$ -		\$ 101,734	\$ 101,734
Revenue generated but no appropriation requested for:						
Employee Tuition - Fund 81	\$ 233,363					

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EXHIBIT C


WESTPORT PUBLIC SCHOOLS
PRIVATE SCHOOL BUDGET

Object Code	Description	2015-2016 Year-End Expenditures	2016-2017 Year-End Expenditures	2017-2018 Year-End Expenditures	2018-2019 Year-End Expenditures	2019-2020 Adopted Budget	2019-2020 Expended & Encumbered	Account Balance
109	Special Ed Teacher	54,063	51,057	51,823	52,601	53,390	55,945	(2,555)
126	Nurses	46,525	48,640	49,613	50,605	51,870	51,617	253
155	Non-Certified Subs	-	-			-		-
210	Health Insurance	14,628	14,628	15,374	17,357	19,440	18,901	539
220	FICA/Med	4,222	4,312	4,385	4,463	4,742	4,622	120
510	Pupil Transportation	195,449	213,038	223,691	223,691	238,233	248,941	(10,708)
517	Pupil Transp - Fuel, Buses	27,528	25,663	23,750	23,750	26,125	23,885	2,240
	Charge to Fund 01							10,111
	TOTAL	\$ 342,415	\$ 357,338	\$ 368,636	\$ 372,467	\$ 393,800	\$ 403,911	(0)

INTEROFFICE MEMORANDUM

EXHIBIT E

TO: MR. THOMAS SCARICE
SUPERINTENDENT OF SCHOOLS

FROM: ELIO LONGO 
CHIEF FINANCIAL OFFICER

SUBJECT: REQUEST FOR APPROPRIATION – RENTALS &
REIMBURSEMENTS

DATE: August 12, 2020

Cc: G. Conrad, R. McArdle, Rentals File

The Board of Education, in accordance with the policy approved by the Board of Education (based on an agreement with the Board of Finance), has authorized the Superintendent to provide written accounting to the Board of Finance regarding revenues and expenditures associated with rentals and reimbursements.

I am now submitting the final report on the Rentals and Reimbursement account. The final Rentals and Reimbursements statement provides the summary of activity for the rental fees received for the use of school facilities by outside organizations.

We are, therefore, requesting that the Board of Finance accept the report and make net appropriation adjustments to the Board of Education budget in the amount of \$0.00 as follows:

Final action requested:

Total funds received (07/01/19 – 06/30/20)	\$100,351.80
Funds deemed appropriated per CGS 10-222a (07/01/19 – 06/30/20)	<u>\$100,351.80</u>
Net appropriation request (07/01/19 – 06/30/20)	\$0.00

This request for appropriation complies with the Fund Accounting Procedure agreed to in 2001 by the Board of Education and the Board of Finance.

**WESTPORT PUBLIC SCHOOLS
RENTALS & REIMBURSEMENTS
as of June 30, 2020**

EXHIBIT E

	Revenues Received	Expenditure Detail	Expenditures as of 06/30/20	Balance to Town
Account 852				
Outside Activities & School Use	\$ 100,351.80			
Payroll				
BOE staff		\$ 30,872.18		
FICA/Medicare		\$ 2,278.38		
		\$ 33,150.56	\$ 33,150.56	
Non Payroll Expenditures			\$ 67,201.24	
TOTAL	\$ 100,351.80		\$ 100,351.80	\$ -

Revenue & Expense Detail

Revenues

Camp Gan Israel	\$ 74,580.00
Westport Academy of Dance	\$ 6,682.41
Westport Young Women's League	\$ 4,890.67
All Other (Under \$5,000)	\$ 14,198.72
	\$ 100,351.80

Expenditures

Payroll (including FICA/Med)	\$ 33,150.56
Electricity	\$ 54,832.38
Refund to Camp Gan Israel (sec. deposit)	\$ 10,000.00
Fingerprinting	\$ 2,368.86
Misc. reimbursements	\$ -
	\$ 100,351.80

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EXHIBIT F

2019/2020 COMPLETED PROJECTS - COLEYTOWN ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
CES-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
CES-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
CES-ASBESTOS 6 MONTH INSPECTION	\$ 550.00	HYGENIX INC	330	PROFESSIONAL SERVICES
CES-REPLACE WINDOWS, GLASS	\$ 850.00	CLEARVIEW INC	431	BUILDING MAINTENANCE
CES-ANNUAL BURNER SERVICE	\$ 1,890.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
CES-HVAC REPAIRS	\$ 3,037.50	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
CES-MOLD/BACTERIA TREATMENT TEST	\$ 620.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
CES-REPLACE OUTDATED GAUGE	\$ 36.00	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
CES-REPAIRS: INTERCOMS/FIRE ALARM	\$ 1,367.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
CES-PIPE INSULATION	\$ 2,150.00	KMK INSULATION INC	431	BUILDING MAINTENANCE
CES-REPAIRS: EMERGENCY LIGHTS	\$ 1,839.00	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
CES-EMERGENCY UNDER GROUND HEATING PIPE	\$ 4,296.07	MODERN MECHANICAL SYSTEMS INC.	431	BUILDING MAINTENANCE
CES-ROOF REPAIRS	\$ 1,495.79	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
CES-HVAC REPAIRS	\$ 3,324.05	PALMER'S ELECTRIC MOTORS & PUMPS	431	BUILDING MAINTENANCE
CES-SNAKE OUT SEWER LINE	\$ 2,620.00	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
CES-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
CES-CUT BACK BRANCHES, TREE REMOVAL	\$ 3,500.00	KNAPP TREE INC	432	GROUNDS MAINTENANCE
CES-GROUNDS MAINTENANCE NOT UNDER CONTRACT	\$ 720.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
CES-CONTRACT GROUNDS MAINTENANCE	\$ 9,315.02	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
CES-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
CES-MASONARY WORK, ETC.	\$ 750.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	432	GROUNDS MAINTENANCE
CES-EMERGENCY EXCAVATION	\$ 5,000.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	432	GROUNDS MAINTENANCE
CES-CONTROLLER FOR ROOF TOP UNIT	\$ 9,196.00	ESC / ENVIRONMENTAL SYSTEMS CORP	435 / 2001	BUILDING PROJECTS
CES-REFURBISHMENT PAINTING	\$ 4,300.00	FERRARO'S PAINTING & RESTORATION	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
CES-PAINTING	\$ 2,500.00	FERRARO'S PAINTING & RESTORATION	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 67,454.76</u>			

2019/2020 COMPLETED PROJECTS- GREENS FARMS ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
GFS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
GFS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
GFS-A/C REPAIRS	\$ 7,440.33	DAIKIN APPLIED AMERICAS INC./MCQUAY	431	BUILDING MAINTENANCE
GFS-ANNUAL BURNER SERVICE	\$ 2,940.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
GFS-HVAC REPAIRS	\$ 2,089.50	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
GFS-MOLD/BACTERIA TREATME	\$ 310.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
GFS-FIRE SPRINKLER REPAIR	\$ 1,061.00	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
GFS-HVAC REPAIRS	\$ 3,153.00	FLOW TECH INC	431	BUILDING MAINTENANCE
GFS-ELEVATOR REPAIRS	\$ 1,614.66	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
GFS-REPAIRS: INTERCOMS/FIRE ALARM	\$ 3,383.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
GFS-EMERGENCY CALL BOILERS	\$ 350.00	JOHNSON CONTROL/TYCO FIRE	431	BUILDING MAINTENANCE
GFS-REPAIRS: EMERGENCY LIGHTS	\$ 925.00	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
GFS-ROOF REPAIRS	\$ 2,390.22	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
GFS-ANIMAL REMOVAL	\$ 710.00	ALL ABOUT BATS & WILDLIFE	432	GROUNDS MAINTENANCE
GFS-DOOR # 22 THRESHOLD MASONRY	\$ 8,970.00	CAPASSO G.L.	432	GROUNDS MAINTENANCE
GFS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
GFS-CUT BACK BRANCHES, TREE REMOVAL	\$ 2,368.75	KNAPP TREE INC	432	GROUNDS MAINTENANCE
GFS-GROUNDS MAINTENANCE NOT UNDER CONTRACT	\$ 200.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
GFS-CONTRACT GROUNDS MAINTENANCE	\$ 6,715.01	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
GFS-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
GFS-REFURBISHMENT BLINDS	\$ 1,272.00	AEROWS WINDOW TREATMENT/NIWINSKI	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
GFS-PAINTING -REFURBISHING	\$ 2,500.00	FERRARO'S PAINTING & RESTORATION	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
GFS-REPLACE NEW TREADS LOWER STAIR CASE	\$ 12,781.00	NORTH HAVEN CERAMIC TILE & FLOOR	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 69,521.80</u>			

2019/2020 COMPLETED PROJECTS-KINGS HIGHWAY ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
KHS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
KHS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
KHS-ASBESTOS 6 MONTH INSPECTION	\$ 550.00	HYGENIX INC	330	PROFESSIONAL SERVICES
KHS-ASBESTOS LEAD TESTING	\$ 1,055.00	HYGENIX INC	330	PROFESSIONAL SERVICES
KHS-ASBESTOS TESTING ART ROOM	\$ 450.00	HYGENIX INC	330	PROFESSIONAL SERVICES
KHS-ASBESTOS TESTING	\$ 510.00	HYGENIX INC	330	PROFESSIONAL SERVICES
KHS-ADDITIONAL INSULATION	\$ 3,617.58	AAIS CORPORATION	431	BUILDING MAINTENANCE
KHS-LEAD REMOVAL ROOM 26	\$ 4,430.00	ABATEMENT/AIG/PRISM RESPONSE LLC	431	BUILDING MAINTENANCE
KHS-HVAC REPAIRS	\$ 500.50	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
KHS-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
KHS-MOLD/BACTERIA TREATMENT	\$ 620.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
KHS-FIRE SPRINKLER REPAIRS	\$ 135.00	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
KHS-REMOVE OLD STEAM TRAP	\$ 1,362.25	FLANAGAN RAY	431	BUILDING MAINTENANCE
KHS-ELEVATOR REPAIRS	\$ 522.25	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
KHS-REPAIRS: INTERCOMS/FIRE ALARM	\$ 1,121.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
KHS-PIPE INSULATION	\$ 1,039.00	KMK INSULATION INC	431	BUILDING MAINTENANCE
KHS-REPAIRS: EMERGENCY LIGHT REPAIRS	\$ 5,785.00	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
KHS-REPLACE 38 LEAKING LOWER DRUM BOILER PUSH NIPPLES	\$ 7,300.00	MAC INDUSTRIAL SERVICES LLC	431	BUILDING MAINTENANCE
KHS-ROOF REPAIRS	\$ 4,595.59	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
KHS-REPLACE GYM SPEAKER	\$ 306.00	PERFORMANCE AUDIO	431	BUILDING MAINTENANCE
KHS-CHANGE OUT LEAKING FLANGES, REPIPE CONDENSATE RETURN	\$ 7,560.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
KHS-REPAIRS BOILER/WELDING	\$ 1,840.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
KHS-PIPE INSULATION	\$ 440.00	SUPERIOR MECHANICAL INSULATION LLC	431	BUILDING MAINTENANCE
KHS-HVAC REPAIRS	\$ 440.00	SUPERIOR MECHANICAL SYSTEMS INC.	431	BUILDING MAINTENANCE
KHS-CHILLER REPAIRS AS NEEDED	\$ 4,652.60	TRANE COMPANY	431	BUILDING MAINTENANCE
KHS-SNAKE OUT SEWER LINES	\$ 295.00	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
KHS-LABOR TO PRE PROGRAM & REPLACEMENT	\$ 550.00	UTILITY COMMUNICATIONS INC	431	BUILDING MAINTENANCE
KHS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
KHS-CUT BACK BRANCHES, TREE REMOVAL	\$ 3,468.75	KNAPP TREE INC	432	GROUNDS MAINTENANCE
KHS-GROUNDS MAINTENANCE	\$ 200.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
KHS-CONTRACT GROUNDS MAINTENANCE	\$ 6,480.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
KHS-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
KHS- AWNING FRONT AND REAR	\$ 7,296.00	B AND G ENTERPRISE/NEW HAVEN AWNING	435/2002	BUILDING PROJECTS
KHS - ROOM DIVISION FOR SPECIAL ED ROOM	\$ 17,935.00	TITAN ENTERPRISES INC.	435/2021	BUILDING PROJECTS
KHS - REFURBISHING PAINTING	\$ 16,025.00	FERRARO'S PAINTING & RESTORATION	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 110,599.85</u>			

2019/2020 COMPLETED PROJECTS-LONG LOTS ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
LLS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
LLS-USLD OIL BACTERIA TEST SEMI ANNUAL	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
LLS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
LLS-ASBESTOS 6 MONTH INSPECTION	\$ 550.00	HYGENIX INC	330	PROFESSIONAL SERVICES
LLS-ABATEMENT ASBESTOS TESTING	\$ 2,650.00	HYGENIX INC	330	PROFESSIONAL SERVICES
LLS-BOILER ROOM ASBESTOS	\$ 6,800.00	ABATEMENT/AIG/PRISM RESPONSE LLC	431	BUILDING MAINTENANCE
LLS-DUCT CLEANING	\$ 787.00	DUCT CLEAN CORP	431	BUILDING MAINTENANCE
LLS-(2) COMPRESSORS CHECKED, REPAIR, REPLACEMENT	\$ 16,926.20	ELLIS GEORGE COMPANY	431	BUILDING MAINTENANCE
LLS-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
LLS-HVAC REPAIRS	\$ 2,860.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
LLS-FIRE SPRINKLER REPAIRS NOT COVERED UNDER QUOTE	\$ 2,297.00	FIRE PROTECTION / FAIRFIELD COUNTY SPRINKLER	431	BUILDING MAINTENANCE
LLS-PLUMBING AND INSULATION	\$ 1,080.50	FLANAGAN RAY	431	BUILDING MAINTENANCE
LLS-ELEVATOR REPAIRS	\$ 661.65	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
LLS-REPAIRS: INTERCOMS/FIRE ALARM	\$ 235.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
LLS-REPAIRS: EMERGENCY LIGHTS	\$ 1,788.89	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
LLS-ROOF REPAIRS	\$ 5,582.79	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
LLS-PIPE INSULATION	\$ 375.00	SUPERIOR MECHANICAL INSULATION LLC	431	BUILDING MAINTENANCE
LLS-HVAC REPAIRS	\$ 375.00	SUPERIOR MECHANICAL SYSTEMS INC.	431	BUILDING MAINTENANCE
LLS-REPLACE GAS WATER HEATING	\$ 4,879.07	TORRCO/TORRINGTON SUPPLY	431	BUILDING MAINTENANCE
LLS-CHILLER REPAIRS AS NEEDED, EXPANSION VALVE REPLACEMENT	\$ 5,961.00	TRANE COMPANY	431	BUILDING MAINTENANCE
LLS-SNAKE OUT SEWER LINE	\$ 420.00	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
LLS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
LLS-CUT BACK BRANCHES, TREE REMOVAL	\$ 4,668.75	KNAPP TREE INC	432	GROUNDS MAINTENANCE
LLS-GROUNDS MAINTENANCE	\$ 720.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
LLS-CONTRACT GROUNDS MAINTENANCE	\$ 9,760.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
LLS-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
LLS-ZONE MANAGER CONTROLLER FOR 200 WING AND LOWER LEVEL	\$ 31,966.00	ESC / ENVIRONMENTAL SYSTEMS CORP	435/2004	BUILDING PROJECTS
LLS-CYLINDER JACK REPLACEMENT	\$ 44,135.00	GREAT NORTHERN ELEVATOR/JOHNSTON	437/2016	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 155,247.18</u>			

2019/2020 COMPLETED PROJECTS- SAUGATUCK ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
SES-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SES-USLD BACTERIA TESTING SEMI ANNUAL	\$ 870.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SES-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SES-WINDOW REPAIRS	\$ 650.00	CLEARVIEW INC	431	BUILDING MAINTENANCE
SES-ELECTRICAL REPAIR	\$ 300.00	ELITE ELECTRICAL CONTRACTORS LLC	431	BUILDING MAINTENANCE
SES-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SES-HVAC REPAIRS	\$ 4,361.50	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SES-REPLACEMENT COOLING	\$ 8,555.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SES-REPLACE XL 50 CONTROLLER	\$ 5,460.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SES-FIRE SPRINKLER REPAIR	\$ 633.92	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
SES-ELEVATOR REPAIRS	\$ 413.53	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
SES-REPAIRS: INTERCOMS/FIRE ALARM	\$ 1,184.20	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
SES REPAIRS: EMERGENCY LIGHTS	\$ 253.60	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
SES-GENERATOR REPAIRS	\$ 1,276.63	NORTHEAST GENERATOR	431	BUILDING MAINTENANCE
SES-ROOF REPAIRS	\$ 13,200.51	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
SES-REPAIR PIPE LEAKING IN HALLWAY	\$ 2,100.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
SES-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
SES-CUT BACK BRANCHES, TREE REMOVAL	\$ 1,968.75	KNAPP TREE INC	432	GROUNDS MAINTENANCE
SES-SLIDE PANEL FOR SLIDE PLAYGROUND	\$ 1,915.82	KOMPAN INC	432	GROUNDS MAINTENANCE
SES-GROUNDS MAINTENANCE	\$ 200.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
SES-CONTRACT GROUNDS MAINTENANCE	\$ 9,370.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
SES-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
SES-FIRE ALARM CONTROL	\$ 16,798.00	INTEGRATED TECHNICAL/AMANO	435/2006	BUILDING PROJECTS
SES-REFURBISHING - PAINT ROOM 222	\$ 800.00	FERRARO'S PAINTING & RESTORATION	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
SES-REFURBISHING INSTALL NEW CARPET TILE MAIN HALLWAY	\$ 13,575.00	NORTH HAVEN CERAMIC TILE & FLOOR	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 93,404.79</u>			

2019/2020 COMPLETED PROJECTS- BEDFORD MIDDLE SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
BMS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
BMS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
BMS-IAQ TESTING	\$ 200.00	HYGENIX INC	330	PROFESSIONAL SERVICES
BMS-SYSTEM WIDE MOVE ITEMS GOING TO BMS	\$ 1,665.00	MEYER WILLIAM B	330	PROFESSIONAL SERVICES
BMS-INTERIOR RENOVATIONS	\$ 1,730.00	PHILIP H. CERRONE ARCHITECT	330	PROFESSIONAL SERVICES
BMS-INSULATION HALLWAYS, CLASSROOMS	\$ 1,815.04	AAIS CORPORATION	431	BUILDING MAINTENANCE
BMS-REPAIR BLINDS	\$ 2,838.00	AEROWS WINDOW TREATMENT/NIWINSKI	431	BUILDING MAINTENANCE
BMS-OIL TANK REPAIRS	\$ 6,246.00	DIGERTT JOHN INC	431	BUILDING MAINTENANCE
BMS-20' STORAGE CONTAINER	\$ 6,036.00	EAGLE LEASING COMPANY	431	BUILDING MAINTENANCE
BMS-RUN WIRING FOR CHILLER, BOILER	\$ 3,606.74	ELITE ELECTRICAL CONTRACTORS LLC	431	BUILDING MAINTENANCE
BMS-RELOCATE AIR PHONE	\$ 749.00	ELITE ELECTRICAL CONTRACTORS LLC	431	BUILDING MAINTENANCE
BMS-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
BMS-HVAC REPAIRS	\$ 8,514.63	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
BMS-HEATING COIL REPLACEMENT	\$ 4,663.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
BMS-MOLD/BACTERIA TREATMENT FOR OIL TANK	\$ 620.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
BMS-FIRE SPRINKLER REPAIRS	\$ 750.50	FIRE PROTECTION / FAIRFIELD COUNTY SPRINKLER	431	BUILDING MAINTENANCE
BMS-PLUMBING AND INSULATION	\$ 450.00	FLANAGAN RAY	431	BUILDING MAINTENANCE
BMS-ELEVATOR REPAIRS	\$ 413.53	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
BMS-REPAIRS: INTERCOMS/FIRE ALARM, INSTALLATION NEW BEAM	\$ 14,328.62	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
BMS-REPAIRS: EMERGENCY LIGHTS	\$ 1,507.28	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
BMS-STAGE LIGHTING REPAIRS	\$ 2,632.84	LITE-TROL SERVICES CO. INC.	431	BUILDING MAINTENANCE
BMS-RELOCATE CONTENTS IN SCHOOL	\$ 350.00	MEYER WILLIAM B	431	BUILDING MAINTENANCE
BMS-ROOF REPAIRS	\$ 3,346.83	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
BMS-CHILLER REPAIRS AS NEEDED	\$ 1,666.00	TRANE COMPANY	431	BUILDING MAINTENANCE
BMS-REPLACE PURGE ON CHILLER	\$ 12,372.00	TRANE COMPANY	431	BUILDING MAINTENANCE
BMS-SNAKE OUT SEWER LINE	\$ 420.00	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
BMS-REPAIRS ON OPERABLE WALLS	\$ 495.00	WILLCO SALES & SERVICE INC	431	BUILDING MAINTENANCE
BMS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
BMS-CUT BACK BRANCHES, TREE REMOVAL	\$ 1,500.00	KNAPP TREE INC	432	GROUNDS MAINTENANCE
BMS-GROUNDS MAINTENANCE	\$ 2,000.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
BMS-CONTRACT GROUNDS MAINTANCE	\$ 21,560.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
BMS-MASONARY WORK, ETC.	\$ 1,200.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	432	GROUNDS MAINTENANCE
BMS-FIRE ALARM CONTROL PANEL UPGRADES	\$ 18,820.00	INTEGRATED TECHNICAL/AMANO	435/2008	BUILDING PROJECTS
BMS-SEVEN CLASSROOM OPERABLE WALLS	\$ 55,889.00	WILLCO SALES & SERVICE INC	435/2007	BUILDING PROJECTS
BMS-HVAC DUCT CLEANING MEDIA CENTER, ART ROOM	\$ 15,272.00	DUCT CLEAN CORP	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
BMS-PAINTING -REFURBISHING	\$ 2,400.00	FERRARO'S PAINTING & RESTORATION	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
BMS-CARPET ROOM 231	\$ 4,083.00	NORTH HAVEN CERAMIC TILE & FLOOR	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
BMS - LOCKS AND CLOSERS FOR MODULARS	\$ 19,996.20	CALVERT SAFE & LOCK		MODULAR PROJECT
BMS - PURCHASE,DELIVERY,INSTALLATION JERSEY BARRIER MODULARS	\$ 7,500.00	D.P.S. SERVICES		MODULAR PROJECT
BMS - EXTENSION OF FIRE ALARMS MASS NOTIFICATION SYSTEM TO MODULARS	\$ 9,785.00	INTEGRATED TECHNICAL SERVICES		MODULAR PROJECT
BMS - FLOORING SUPPLIES FOR MODULARS	\$ 2,164.70	K&S DISTRIBUTORS		MODULAR PROJECT
BMS - DESIGN, FABRICATE AND INSTALLATION CANOPY FOR MODULARS	\$ 65,835.00	NEW HAVEN AWNING CO.		MODULAR PROJECT
BMS - CABLE ADDS TO MODULARS	\$ 4,436.97	NORTHEAST COMMUNICATION & ELECTRICAL		MODULAR PROJECT
BMS - CHAIN LINK FENCING FOR MODULARS	\$ 37,866.00	ORANGE FENCE & SUPPLY		MODULAR PROJECT
BMS - INTERCOM INSTALLATION MODULARS	\$ 19,877.13	STANLEY CONVERGENT SECURITY		MODULAR PROJECT
BMS - SECURITY SYSTEM FOR MODULARS CLASSROOMS	\$ 23,644.27	STANLEY CONVERGENT SECURITY		MODULAR PROJECT
BMS - CAMERAS AND SOFTWARE FOR MODULARS	\$ 27,490.41	UTILITY COMMUNICATIONS		MODULAR PROJECT
BMS - MOVING BOXES AND FURNITURE FROM CMS TO BMS	\$ 4,684.00	WILLIAM MEYERS INC		MODULAR PROJECT
	<u>\$ 430,464.69</u>			

2019/2020 COMPLETED PROJECTS - COLEYTOWN MIDDLE SCHOOL

DESCRIPTION	TOTAL	COMPANY		ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
CMS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	012600053000	330	PROFESSIONAL SERVICES
CMS-DEENERGIZED & DISCONNECT	\$ 372.00	ELITE ELECTRICAL CONTRACTORS LLC	012600053000	431	BUILDING MAINTENANCE
CMS-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	012600053000	431	BUILDING MAINTENANCE
CMS-HVAC REPAIRS	\$ 1,144.00	ESC / ENVIRONMENTAL SYSTEMS CORP	012600053000	431	BUILDING MAINTENANCE
CMS-ELEVATOR REPAIRS	\$ 827.06	GREAT NORTHERN ELEVATOR/JOHNSTON	012600053000	431	BUILDING MAINTENANCE
CMS-REPAIRS: INTERCOMS/FIRE ALARM	\$ 1,035.00	INTEGRATED TECHNICAL/AMANO	012600053000	431	BUILDING MAINTENANCE
CMS-REPAIRS EMERGENCY LIGHTS	\$ 191.00	LIGHTING SERVICES INC	012600053000	431	BUILDING MAINTENANCE
CMS-SNAKE OUT SEWER LINE	\$ 295.00	UNITED SEWER & DRAIN CLEANING INC	012600053000	431	BUILDING MAINTENANCE
CMS-DEHUMIFICATION RENTAL	\$ 97,146.66	ACCUSPEC INC	012600053000	431/2005	BUILDING MAINTENANCE
CMS- RE INSTALL GLASS THAT WAS REMOVED	\$ 2,735.00	CLEARVIEW INC	012600053000	431/2005	BUILDING MAINTENANCE
CMS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	012600053000	432	GROUNDS MAINTENANCE
BMS-CUT BACK BRANCHES, TREE REMOVAL	\$ 2,150.00	KNAPP TREE INC	012600053000	432	GROUNDS MAINTENANCE
CMS-GROUNDS MAINTENANCE	\$ 650.00	PRO-TURF LANDSCAPE MANAGEMENT	012600053000	432	GROUNDS MAINTENANCE
CMS-CONTRACT GROUNDS MAINTENANCE	\$ 8,080.00	PRO-TURF LANDSCAPE MANAGEMENT	012600053000	432	GROUNDS MAINTENANCE
CMS- MASONARY WORK, ETC.	\$ 800.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	012600053000	432	GROUNDS MAINTENANCE
	<u>\$ 121,470.72</u>				

2019/2020 COMPLETED PROJECTS -STAPLES HIGH SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
SHS-GPLPE APPLICATION- PREPARATION	\$ 1,685.00	ENSAFE INC	330	PROFESSIONAL SERVICES
SHS-UNDERGROUND FUEL TANK REGISTRATION	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SHS-USLD OIL TESTING FOR BACTERIA	\$ 500.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SHS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 3,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SHS-ASBESTOS 6 MONTH INSPECTION	\$ 550.00	HYGENIX INC	330	PROFESSIONAL SERVICES
SHS-IAQ TESTING	\$ 2,065.00	HYGENIX INC	330	PROFESSIONAL SERVICES
SHS-IAQ TESTING	\$ 400.00	HYGENIX INC	330	PROFESSIONAL SERVICES
SHS-CATWALK NETTING SITE SURVEY	\$ 3,885.00	INCORD/INTERNATIONAL CORDAGE	330	PROFESSIONAL SERVICES
SHS-REPAIR BLINDS	\$ 165.00	AEROWS WINDOW TREATMENT/NIWINSKI	431	BUILDING MAINTENANCE
SHS-RENT: POOL COATED BULK CO2 TANK	\$ 1,092.83	AIRGAS NATIONAL WELDERS	431	BUILDING MAINTENANCE
SHS-CO2 DELIVERY ESTIMATED 400 LB PER MONTH	\$ 2,466.20	AIRGAS NATIONAL WELDERS	431	BUILDING MAINTENANCE
SHS-MOLD REMEDIATION	\$ 9,710.45	ALL PRO CLEANING AND RESTORATION	431	BUILDING MAINTENANCE
SHS-WINDOW REPAIRS	\$ 1,138.78	CLEARVIEW INC	431	BUILDING MAINTENANCE
SHS-GARAGE DOOR REPAIRS	\$ 6,958	CRAWFORD DOOR OF STRATFORD	431	BUILDING MAINTENANCE
SHS-POOL SUPPLIES	\$ 4,124.50	CUSTOM AQUATICS/MACMILLEN	431	BUILDING MAINTENANCE
SHS-REPAIR WALLS IN (2)	\$ 7,204.75	EAGLE RIDGE CONSTRUCTION	431	BUILDING MAINTENANCE
SHS-WIRE INSTALLATION	\$ 1,976.29	ELITE ELECTRICAL CONTRACTORS LLC	431	BUILDING MAINTENANCE
SHS-ANNUAL BURNER SERVIC	\$ 4,670.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SHS-HVAC REPAIRS	\$ 11,380.39	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SHS-MOLD/BACTERIA TREATMENT (JO, POOL, DO)	\$ 3,100.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
SHS-FIRE SPRINKLER REPAIRS, EMERGENCY REPAIRS	\$ 7,897.00	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
SHS-REPAIRS TO HVAC	\$ 1,484.00	FLOW TECH INC	431	BUILDING MAINTENANCE
SHS-ABB VARIABLE FREQUENCY DRIVE	\$ 8,220.00	FLOW TECH INC	431	BUILDING MAINTENANCE
SHS-ELEVATOR REPAIRS	\$ 4,335.33	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
SHS REPAIRS: INTERCOMS/FIRE ALARM	\$ 5,661.56	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
SHS-(4) INTERCOM HANDSET	\$ 3,286.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
SHS-ELECTRICAL REPAIRS	\$ 1,873.95	KINSELLA ELECTRIC	431	BUILDING MAINTENANCE
SHS-REPAIRS EMERGENCY LIGHT EXIT, REPLACE BATTERIES	\$ 10,491.00	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
SHS-ELEVATOR PIT PUMPING	\$ 1,995.00	MCVAC ENVIRONMENTAL SERVICES INC.	431	BUILDING MAINTENANCE
SHS-LOADING DOCK BASEMENT & UNDER POOL GENERATORS REPAIR	\$ 3,477.00	NORTHEAST GENERATOR	431	BUILDING MAINTENANCE
SHS-ROOF REPAIRS	\$ 950.41	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
SHS-HVAC REPAIRS	\$ 4,407.02	PALMER'S ELECTRIC MOTORS & PUMPS	431	BUILDING MAINTENANCE
SHS-HAZARDOUS WASTE REMOVAL	\$ 486.00	SAFETY KLEEN SYSTEMS	431	BUILDING MAINTENANCE
SHS-GENERAL BOILER/WELDING REPAIRS, REPAIR GASKET BOILER	\$ 43,040.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
SHS-REMOVE HOT WATER HEATER	\$ 6,500.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
SHS-CHILLER REPAIRS	\$ 1,729.94	TRANE COMPANY	431	BUILDING MAINTENANCE
SHS-REPAIR LEAKING REFRIGERANT GASKETS	\$ 94,435.13	TRANE COMPANY	431	BUILDING MAINTENANCE
SHS-CULINARY KITCHEN WALL AREA CLEANING	\$ 4,400.00	TRANS-CLEAN CORPORATION	431	BUILDING MAINTENANCE
SHS-SNAKE OUT SEWER LINE	\$ 787.95	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
SHS-POOL LICENSE RENEWAL	\$ 400.00	WESTPORT/WESTON HEALTH DISTRICT	431	BUILDING MAINTENANCE
SHS-RECTANGULAR EROSION SAFETY MATS	\$ 767.43	GOPHER/GENESIS APPAREL/PROPHET	432	GROUNDS MAINTENANCE
SHS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
SHS-CUT BACK BRANCHES, TREE REMOVAL	\$ 5,250.00	KNAPP TREE INC	432	GROUNDS MAINTENANCE
SHS-REPAIR GATES AND FENCES	\$ 200.00	ORANGE FENCE & SUPPLY CO INC	432	GROUNDS MAINTENANCE
SHS-GROUNDS MAINTENANCE NOT COVERED UNDER CONTRACT	\$ 5,000.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
SHS-CONTRACT GROUNDS MAINTENANCE	\$ 24,700.01	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
SHS-PLAYGROUND FIBER	\$ 2,473.35	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
SHS-EMERGENCY SEWER LATERAL REPAIR	\$ 3,750.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	432	GROUNDS MAINTENANCE
SHS-EMERGENCY SEWER LATERAL CLEAN OUT	\$ 7,757.50	UNITED SEWER & DRAIN CLEANING INC	432	GROUNDS MAINTENANCE

SHS-FIRE ALARM CONTROL	\$ 56,542.00	INTEGRATED TECHNICAL/AMANO	2009 / 435	BUILDING PROJECTS
SHS-BLEND PUMP UPGRADE	\$ 4,870.00	SHORELINE BOILER & WELDING LLC	2010 / 435	BUILDING PROJECTS
SHS-REFURBISHMENT BLINDS	\$ 1,982.00	AEROWS WINDOW TREATMENT/NIWINSKI	2015 / 437	RESTORATIVE/PREVENTATIVE MAINTENANCE
SHS-PAINT (13) CLASSROOMS	\$ 12,475.00	FERRARO'S PAINTING & RESTORATION	2015 / 437	RESTORATIVE/PREVENTATIVE MAINTENANCE
SHS-REFURBISHING - PROJECT SUMMER	\$ 8,350.00	FERRARO'S PAINTING & RESTORATION	2015 / 437	RESTORATIVE/PREVENTATIVE MAINTENANCE
SHS-PATCH & PAINT PRINCIPAL OFFICE	\$ 600.00	FERRARO'S PAINTING & RESTORATION	2015 / 437	RESTORATIVE/PREVENTATIVE MAINTENANCE
SHS-BATHROOM PARTITION PAINTING	\$ 4,000.00	FERRARO'S PAINTING & RESTORATION	2015 / 437	RESTORATIVE/PREVENTATIVE MAINTENANCE
SHS-INTERIOR REPAIRS AND PAINTING	\$ 550.00	FERRARO'S PAINTING & RESTORATION	2015 / 437	RESTORATIVE/PREVENTATIVE MAINTENANCE
SHS-REFURBISHMENT PAINTING AUDITORIUM	\$ 8,425.00	FERRARO'S PAINTING & RESTORATION	2015 / 437	RESTORATIVE/PREVENTATIVE MAINTENANCE
SHS-CYLINDER JACK REPLACEMENT	\$ 61,275.00	GREAT NORTHERN ELEVATOR/JOHNSTON	2016 / 437	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 485,521.77</u>			

2019/2020 - COMPLETED PROJECTS-SYSTEM WIDE

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
SYSTEM WIDE - ARCHITECTURE	\$ 18,050.00	CUSATO ARCHITECTURE LLC	330	PROFESSIONAL SERVICES
ANNUAL CUSTODIAL/ MAINTENANCE TRAINING	\$ 2,000.00	HYGENIX INC	330	PROFESSIONAL SERVICES
SHS- POOL TRAINING COURSE	\$ 1,700.00	MACE MATTHEW J.	330	PROFESSIONAL SERVICES
SYSTEM WIDE MOVE ITEMS GOING TO BMS	\$ 2,045.00	MEYER WILLIAM B	330	PROFESSIONAL SERVICES
BMS INTERIOR RENOVATIONS	\$ 2,054.00	PHILIP H. CERRONE ARCHITECT	330	PROFESSIONAL SERVICES
SYSTEM WIDE PARKING LOT SCAN	\$ 8,725.00	STREETSCAN INC.	330	PROFESSIONAL SERVICES
BMS- 35 NEW AMERICAN TIME	\$ 6,596.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
STAPLES 20 PRIMEX CLOCKS	\$ 4,130.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
REMOVE OUT-DATED COMPUTERS	\$ 2,350.00	ISG/PHENIX TECHNOLOGIES LLC	431	BUILDING MAINTENANCE
SYSTEM WIDE - PARKING LOT LINING/NUMBERS	\$ 16,600	ARROW LINE/SHILLING	436/2012	GROUNDS PROJECTS
SYSTEM WIDE -FIRE LANE LINE COMPLIANCE	\$ 17,640	ARROW LINE/SHILLING	436/2012	GROUNDS PROJECTS
SHS- POT HOLE REPAIRS	\$ 1,000	RAMOS'S AFFORDABLE CONSTRUCTION LLC	436/2011	GROUNDS PROJECTS
	<u>\$ 82,890.00</u>			

WESTPORT PUBLIC SCHOOLS
PROJECT SUMMARY SUMMER OF 2020
Fiscal Year 2020/2021

<u>SCHOOL</u>	<u>PROJECT DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>	<u>ACCOUNT NUMBER</u>		<u>ACCOUNT DESCRIPTION</u>
CES	PRE-SCHOOL CLASSROOM HVAC	\$ 21,248.00		01260003000	431	BUILDING MAINTENANCE
	PRE-SCHOOL CLASSROOM RENOVATION	\$ 23,600.00		01260003000	431	BUILDING MAINTENANCE
	ISOLATION ROOM (COVID-19)	\$ 5,800.00		01260003000	431/2129	BUILDING MAINTENANCE
	LIBRARY/COMPUTER ROOM REPLACEMENT COOLING UNIT	\$ 13,000.00		01260003PRO	435/2103	BUILDING PROJECTS
			<u>\$ 63,648.00</u>			
GFS	ROOM 201 COOLING UNIT UPGRADE	\$ 11,000.00		01260004PRO	435/2106	BUILDING PROJECTS
	STONE RETAINING WALL REPAIRS	\$ 9,680.00		01260004PRO	436/2117	GROUPS PROJECTS
	STAIR #5, REMOVE AND INSTALL NEW TREADS (Upper stairs)	\$ 11,142.00		01260004PRO	437/2123	RESTORATIVE/PREVENTATIVE MAINTENANCE
			<u>\$ 31,822.00</u>			
KHS	KHS- GYM EMERGENCY FLOOR REPAIR	\$ 57,258.00		01260005000	431	BUILDING MAINTENANCE
	KHS- CAFÉ FLOOR	\$ 33,216.00		01260005PRO	435/2107	BUILDING PROJECTS
	KHS- CYLINDER JACK REPLACEMENT	\$ 36,220.00		01260005PRO	437/2016	RESTORATIVE/PREVENTATIVE MAINTENANCE
			<u>\$ 126,694.00</u>			
LLS	PNEUMATIC ZONE CONTROL UPGRADE	\$ 9,646.00		01260007PRO	435/2108	BUILDING PROJECTS
			<u>\$ 9,646.00</u>			
SES	SES- EMERGENCY HEATING VALVE REPLACEMENT	\$ 36,980.00		01260008000	431	BUILDING MAINTENANCE
	CHILLER CONTROL PANEL ADAPTIVE UPGRADES	\$ 56,870.00		01260008PRO	435/2109	BUILDING PROJECT
			<u>\$ 93,850.00</u>			
BMS	SPLIT SYSTEM ROOM 238 (Replacement cooling unit)	\$ 13,450.00		012600051PRO	435/2110	BUILDING PROJECTS
	DELUXE CLEANING AND RESTORACION BOYS & GIRLS LOCKER ROOMS	\$ 16,450.00		012600051PRO	437/2125	RESTORATIVE/PREVENTATIVE MAINTENANCE
			<u>\$ 29,900.00</u>			
SYSTEM WIDE	FENCE REPAIRS	\$ 10,287.00		012600333000PRO	436/2013	GROUPS PROJECTS
			<u>\$ 10,287.00</u>			
SHS	AHU CONTROLS UPGRADE POOL BOILER ROOM	\$ 9,000.00		012600061PRO	435/2112	BUILDING PROJECTS
			<u>\$ 9,000.00</u>			
TOTAL ALL SCHOOLS						
			<u>\$ 374,847.00</u>			

Coleytown Middle School Building Committee



Project Update

Coleytown Middle School Building Committee

Objectives for this Evening:

- Review the CMS project schedule with the BOE and the Administration.
- Define when CMS can be handed over to the BOE.
- Define what material and information will be presented to the BOE and the community regarding the Industrial Hygienist findings and the efficacy of the new HVAC system prior to hand-off.
- Outline the collaborative steps between the CMSBC and the BOE that must occur before and after the hand-off.

Coleytown Middle School Building Committee

Current Coleytown Middle School Project Schedule

	As of 6/24	as of 7/30	Additional Days
Site Work	1-Sep	25-Sep	24
Interior Work - Finishes/Furnishings	15-Oct	6-Nov	22
Roof	1-Sep	8-Sep	7
Windows	2-Oct	28-Oct	26
HVAC Finishes	11-Sep	2-Oct	21
Testing & Commissioning	16-Oct	11-Nov	26
Cladding	11-Dec	11-Dec	0
Final Cleaning	3-Nov	12-Nov	9
Final Industrial Hygienist Sign-off (CMS is handed back to the BOE)*	5-Nov	18-Nov	13

The project schedule dated 6/24 from Newfield Construction showed a final sign-off of 11/5 from our Industrial Hygienist. The revised schedule now targets an 11/18 final sign-off.

What caused the 13 day delay from the prior schedule?

- Required structural repairs on the roof were more time consuming than expected. After a number of meetings, the Engineer, with CMSBC's approval, selected the most conservative approach which added time to the schedule.
- Window delivery and installation time slipped due to manufacturing and delivery delays.

* *In addition to the final Industrial Hygienist sign-off, all Town approvals for occupancy will be secured prior to 11/18*

Coleytown Middle School Building Committee

Next Steps

- BOE to ensure all electronic equipment intended for CMS, and stored off site by the BOE, is operational.
- BOE to ensure all items earmarked for CMS currently in use at other schools is boxed and ready for pick-up (CMSBC will handle moving).
- CMSBC will ensure approved CMS supplies and equipment stored off site are identified, cleaned and tested by the Industrial Hygienist.
- CMSBC to clean all furniture for CMS that is stored in trailers and remote storage is cleaned, tested and returned to the classroom.
- BOE, will arrange for all Covid related enhancements to the CMS classrooms and common areas. CMSBC will support, where possible.
- BOE to determine the date staff can begin to return to CMS to set up classrooms, the cafeteria and all other areas
- BOE to determine the date students may return to CMS.

Personnel -- Certified/Non-Certified

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

It is the policy of the Westport Board of Education (the “Board”) for the Westport Public Schools that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex ~~which that~~ has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

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

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

Discrimination

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

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

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

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the

Board on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);
(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
(3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Reporting Sex Discrimination or Sexual Harassment

~~Sexual harassment is a form of sex discrimination. While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:~~

- ~~1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;~~
- ~~2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or~~
- ~~3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.~~

~~Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:~~

- ~~1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;~~
- ~~2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;~~
- ~~3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;~~

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

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

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

The Westport Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal

resolution process (as set forth in the Administrative Regulations). Such training will include information on the definition of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

- ~~4. — The threat or suggestion that continued employment, advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;~~

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

110 Myrtle Avenue
Westport, CT 06880
jbayers@wesportps.org
203-341-1004

- ~~5. — Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;~~
- ~~6. — Using computer systems, including email, instant messaging, text messaging, blogging or the use of social media websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.~~

Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-514-3400).

~~Any infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator, the Superintendent, or his/her designee in accordance with the district's sex discrimination and sexual harassment grievance procedure. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.~~

Legal References:

~~United States Constitution, Amendment XIV~~

~~Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).~~

~~Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.~~

~~Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.~~

Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

~~Constitution of the State of Connecticut, Article I, Section 20~~

Conn. Gen. Stat. § 46a-54 - Commission powers

Connecticut General Statutes § 46a-60 Discriminatory employment practices prohibited.

Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination: Employment

Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender

identity or expression or marital status prohibited

Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

Policy adopted: June 23, 1995

REVISED: January 22, 2018

REVISED:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

Students

Policy Regarding Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment

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

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

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

Definitions

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

Sexual harassment: means conduct on the basis of sex that satisfies one or more of the following:~~In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from a school’s educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student’s ability to participate in or benefit from the school’s program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:~~

- ~~1. — Statements or other conduct indicating that a student’s submission to, or rejection of, sexual overtures or advances will affect the student’s grades and/or other academic progress.~~

- ~~2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.~~
- ~~3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.~~
- ~~4. Touching of a sexual nature or telling sexual or dirty jokes.~~
- ~~5. Transmitting or displaying emails or websites of a sexual nature.~~
- ~~6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social media websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.~~

~~**Sexual Violence:** Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.~~

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Procedure Reporting Sex Discrimination or Sexual Harassment

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

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

The Westport Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations) on the definitions of sex discrimination and sexual harassment, the scope of the Board's education program and

activity, how to conduct an investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to staff, students and parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

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

110 Myrtle Ave
Westport, CT 06880
jbayers@westportps.org
203-341-1004

~~The school district will periodically provide staff development for district administrators, and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.~~

~~Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the Schools Policy.~~ Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone 617-289-0111).

Legal Reference:

~~United States Constitution, Amendment XIV~~

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

~~Office for Civil Rights, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 66 Fed. Reg. 5512 (Jan. 19, 2001).~~

~~Office for Civil Rights, U.S. Department of Education Dear Colleague Letter: Sexual Violence (April 4, 2011).~~

~~Constitution of the State of Connecticut, Article I, Section 20.~~

Policy adopted: June 23, 1993
REVISED: January 22, 2018
[REVISED:](#)

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Instruction

Policy Concerning Health and Safety Protocols Related to the COVID-19 Pandemic

The Westport Board of Education (the “Board”) recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during the COVID-19 pandemic. The Board thus directs the administration of the Westport Public Schools (the “Administration”) to develop health and safety protocols consistent with applicable laws, rules, regulations and requirements, and to consider current guidance in the development of such protocols.

Compliance with such health and safety protocols shall be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action for students and staff, and exclusion from school property or the school-sponsored activity for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The Administration shall provide appropriate notice of such health and safety protocols. Notice may be provided by way of electronic mail, regular mail, website posting, student handbooks, employee handbooks, and/or any other appropriate methods.

Legal Reference:

Connecticut General Statutes § 10-221
Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together, Connecticut State Department of Education (June 29, 2020)

Personnel – Certified/Non-Certified

Families First Coronavirus Response Act Leave

STATEMENT OF POLICY

In light of the global pandemic, and pursuant to the recently passed Families First Coronavirus Response Act (“FFCRA”), the Westport Board of Education (the “Board”) is amending its policy on FMLA and adopting a sick leave policy as explained below. These amendments relate to the Emergency Paid Sick Leave Act (“EPSLA”) and the Emergency Family and Medical Leave Expansion Act (“EFMLEA”), and are effective from April 1, 2020 through December 31, 2020, or until further notice from the Board.

EPSLA & EFMLEA LEAVES

Qualifying Reasons for EPSLA and EFMLEA Leaves

Under the FFCRA, an employee qualifies for leave under the EPSLA if the employee is unable to work (**or unable to telework**) because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms *and* is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. The first two (2) weeks of EFMLEA leave are unpaid, while the remaining ten (10) weeks are paid as set forth below.

Duration of EPSLA and EFMLEA Leaves

For Qualifying Reasons (1)-(4) and (6): A full-time employee (individual working forty (40) hours per week) is eligible for eighty (80) hours of EPSLA leave. A part-time employee is eligible for the number of hours of EPSLA leave that the employee works on average over a two (2) week period.

For Qualifying Reason (5): A full-time employee (individual working forty (40) hours per week) is eligible for an aggregate total of up to twelve (12) weeks of EFMLEA leave, so long as the childcare need exists for the duration of leave. A part-time employee is eligible for such leave for the number of hours that the employee is normally scheduled to work over that period. Employees may use their EPSLA leave concurrently with the first two (2) weeks of unpaid EFMLEA leave.

Calculation of Pay for of EPSLA and EFMLEA Leaves

For EPSLA Leave Reasons (1), (2), or (3): Employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate.

For EPSLA Leave Reasons (4) or (6): Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.

For EPSLA leave reason (5) and EFMLEA leave: Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate. While the first two (2) weeks of EFMLEA leave is unpaid, an employee may use paid EPSLA **leave** to receive compensation during that period. If the employee opts *not* to use EPSLA leave for this purpose, the employee would be eligible to receive \$200 per day and \$10,000 in the aggregate for weeks 3 through 12 of EFMLEA leave.

Determination of Eligibility Under a Qualifying Reason

Determination of an employee's eligibility for leave, including intermittent leave, will be made on a case-by-case basis and in accordance with the FFCRA, implementing regulations, and additional guidance provided by the United States Department of Labor.

EPSLA & EFMLEA COORDINATION WITH OTHER LEAVE

Sequence of Available Leaves

An employee may, but is not required to, use EPSLA leave during the first two (2) weeks of the unpaid portion of the EFMLEA leave period.

EPSLA Leave Adds to Existing Leave Benefits

EPSLA leave is in addition to other accrued leave provided pursuant to the relevant collective bargaining agreement or Board policy.

Effect of Use of Prior Federal FMLA Qualifying Leave on Eligibility for EFMLEA Leave

An employee's eligibility for EFMLEA leave depends on how much FMLA leave the employee has already taken during the twelve (12) months immediately preceding the start of EFMLEA. Any employee employed by the Board for at least thirty (30) days may take a total of 12 workweeks for EFMLEA leave during the applicable period. If an eligible employee has taken some, but not all, of twelve (12) workweeks under the federal FMLA during the 12-month period immediately preceding a request for EFMLEA, the employee may take the remaining portion of leave available. If the eligible employee has already taken twelve (12) workweeks of federal FMLA leave during this 12-month period, the employee may not take additional EFMLEA leave.

REQUIRED DOCUMENTATION FOR EPSLA, EFMLEA, AND FMLA LEAVES

EPSLA Leave

- All employees seeking EPSLA leave must provide the following:
 - Employee's name;
 - Date(s) for which leave is requested;
 - Qualifying reason for leave; and
 - A statement that the employee is unable to work because of the qualified reason for leave. This statement may be oral or written.

- In addition, employees must provide the following depending on the reason for taking EPSLA leave:
 - If an employee is taking EPSLA leave due to a quarantine or isolation order, the employee must identify the governmental entity that issued the order.
 - If an employee is taking EPSLA leave because a health care provider advised the employee to self-quarantine, the employee must identify the health care provider.
 - If an employee is taking EPSLA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

EFMLEA Leave

- If an employee is taking EFMLEA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

Other FMLA Qualifying Leave

All existing certification requirements under the federal FMLA remain in effect if an employee is taking leave for one of the existing qualifying reasons under the federal FMLA. For example, if an employee is taking leave beyond the two (2) weeks of EPSLA leave because the employee's medical condition for COVID-19-related reasons rises to the level of a serious health condition, the employee must continue to provide medical certifications under the federal FMLA as required by the Board.

Legal Reference:

Families First Coronavirus Response Act, Pub. L. 116-127 §§3102, 5102, 134 Stat. 178 (2020).

Paid Leave Under the Families First Coronavirus Response Act, 29 CFR § 826 (2020).

Policy adopted:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Business/Non-Instructional Operations

Buildings

Green Cleaning Programs

It is the policy of the Westport Board of Education, on or before July 1, 2011, to implement a green cleaning program in which the Board procures and properly uses in school buildings and facilities environmentally preferable cleaning products that comply with guidelines and directives approved by the United States Environmental Protection Agency (EPA), Department of Energy (DOE), and Department of Agriculture (USDA).

The Westport Board of Education shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Westport Board of Education.

The Westport Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the general statutes (i.e. required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction.

Legal References: Connecticut General Statutes:

§10-220(a)

§10-231(g)

Public Act 09-81 An Act Concerning Green Cleaning Products in Schools

"Guidance Regarding 'Green Cleaning' Requirements and Coronavirus/COVID 19," Department of Administrative Services (March 5, 2020), available at <https://portal.ct.gov/-/media/SDE/Digest/2019-20/2020-COVID-19-Green-Cleaning-Guidance.pdf>

Personnel – Certified/Non-Certified

Employment Checks

As set forth below, each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her and whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state. Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

“Sexual misconduct means” any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

- A. The district shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:
 1. Requiring the applicant:
 - a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) during any of the previous twenty years), if:

- (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
 - (ii) the applicant's employment with such current or former employer caused the applicant to have contact with children.
 - b. to submit a written authorization that
 - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
 - (ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and
 - (iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
 - c. to submit a written statement of whether the applicant
 - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
 - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
 - (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
2. Conducting a review of the employment history of the applicant by contacting those

employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:

- a. the employment dates of the applicant, and
 - b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or
 - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.
3. Requesting information from the Department of Education concerning:
- a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
 - b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
 - c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

- B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.
- C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the district's review of information received under this section, provided:
 - 1. The applicant complied with paragraph I.A.1 of this policy;
 - 2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and
 - 3. The applicant affirms that the applicant is not disqualified from employment with the district.
- E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
 - 1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 - 2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
 - 3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.
- F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.1 of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of

this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

- H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include
 - 1. denial of employment, or
 - 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.
- I. If the district provides information in accordance with paragraph I.A.2 or I.G of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to

have contact with children in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

- L. The district shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the district, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

- D. If notification is received by the Superintendent or designee that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

III. Criminal Records Check Procedure

- A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each person otherwise placed within a school under any public assistance employment program, employed by a provider of supplemental services pursuant to federal law or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) calendar days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure, except as noted in paragraph III.C. of this policy.*
1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Westport Police Department or another police department in the State of Connecticut. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement, all contained in the appendix to this policy.
 2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Westport Police Department. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
 3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
 4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected

applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.

5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Notwithstanding anything in paragraph III.A.5 of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this Policy, above.

B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

C. Criminal Records Check During the COVID-19 Pandemic

The timelines regarding state and national criminal record checks identified in paragraph III.A. and III.A.2 may be modified by the district in accordance with any executive order issued by the Governor or any order issued by the Commissioner of Education that is related to the COVID-19 pandemic or public health emergency and in effect at the time a person is offered a position or

hired by the district or a student teacher is offered a position or begins to perform his or her student teaching experience within the district. Notwithstanding any such modifications, the provisions of paragraphs III.A.3, III.A.4 and III.A.5 of this policy remain in effect. If any timelines are so extended or deferred, the district will continue to perform background checks to the greatest extent practicable and in accordance with applicable law.

IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee. Registration as a sexual offender constitutes grounds for denial of employment opportunities.

V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to take an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the Board of Education receives notice of a conviction of a crime by (1) a person holding a certificate, authorization or permit issued by the State Board of Education, or (2) a person employed by a provider of supplemental services, the Board shall send such notice to the State Board of Education.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the Board of Education shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of these Administrative Regulations, “personal online account” means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to, electronic mail, social media and retail-based Internet web sites. “Personal online account” does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the Board.

A. During the course of an employment check, the Board may not:

1. request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing a personal online account;
2. request or require that an applicant authenticate or access a personal online account in the presence of the Board; or
3. require that an applicant invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the Board to join a group affiliated with any personal online account of the applicant.

B. The Board may request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing:

1. any account or service provided by Board or by virtue of the applicant’s employment relationship with the Board or that the applicant uses for the Board’s business purposes, or
2. any electronic communications device supplied or paid for, in whole or in part, by the Board.

C. In accordance with applicable law, the Board maintains the right to require an applicant to allow the Board to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or
2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the Board's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Students Employed by the School District

- A. This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

X. Falsification of Records.

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References:

Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act 17-68, "An Act Concerning Various Revisions and Additions to the Education Statutes."

Public Act 17-220, "An Act Concerning Education Mandate Relief."

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

ADOPTED: May 21, 2018

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Instruction

Electronic Resources/Internet Safety

~~The Board of Education has installed electronic resources including but not limited to computers, a computer network, Internet access, and an e-mail system (referred collectively as “the computer systems”), in order to enhance both the educational opportunities for our students and the business operations of the district. Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides has installed computers, and a computer network, including Internet access and an e-mail system, on Board premises and may provide as well as other electronic devices that can access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing etc. (including, but not limited to, laptops, Kindles, radios, I-Pads or other tablet computers);. The Board’s computers, computer network, electronic devices, Internet access, and e-mail are referred to collectively as “the computer systems”; and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.~~

These computer systems are business and educational tools. As such, they are available to students and staff in the district for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students and staff solely for education related purposes.

The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Additionally, the Board will implement a technology protection measure to block ~~or~~ and filter Internet access to visual depictions that contain ~~obscene~~ material ~~that is obscene or obscene as to minors or contains, contain~~ child pornography, ~~or are harmful to minors~~ and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district’s computers and computer systems.

~~Information about the Board of Education Policy on use of Electronic Resources and Internet Safety will be disseminated annually to students and parents through the distribution of the parent handbook. It will also be posted on the district website.~~

~~The principals are responsible for assuring that this policy has been publicized and disseminated to new enrollees during the school year.~~

~~Parental and administrative permission is required before students are given the privilege of using electronic information and communication resources including but not limited to websites, databases, interactive media sites, and online collaboration and publishing tools.~~

~~Students themselves, as well as parents of students under 18, are required to sign the attached Acceptable Use Agreement.~~

P-6141.321(a)

~~Principals are responsible for securing permission forms and agreements prior to granting students independent access to electronic resources.~~

~~The agreements are to be renewed as students enter grades three, middle school, and high school. The agreements are in effect for use of computers systems and electronic resources provided by the Westport Public Schools and for use of privately owned resources while on school properties.~~

~~Electronic resources of all formats including text, images, audio, and video are considered an extension of the classroom, and the same standards of acceptable behavior apply. Student use of electronic information and communication resources is essential for academic achievement. Abuse of these resources will result in disciplinary action.~~

P-6141.321(b)

Instruction

Electronic Resources/Internet Safety

~~**Students are prohibited from using the Internet or other electronic technology whether on or off campus, to interfere with educational process in any way.** Abuses and violations should be reported to the administration. In accordance with the Board of Education policies and the school's disciplinary procedures, the administrator may invoke consequences, up to and including permanent revocation of electronic resource use, additional disciplinary measures, or legal action.~~

Legal References:

[Conn. Gen. Stat. § 10-221](#)

[Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250](#)

[Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18 U.S.C. §§ 2510 through 2520](#)

[Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254\(h\)](#)

[No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777](#)

[Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254\(h\)\(5\)\(B\)\(iii\)](#)

Policy adopted: 1997
Policy amended: October 5, 2009
Revised:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Students

Use of Private Technology Devices by Students

Students may possess privately-owned technological devices on school property and/or during school-sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, “Board Technology Resources” refers to the Board’s computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, “Privately Owned Technological Devices” refers to privately owned **desktop computers**, wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, **desktops**, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, personal audio players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices.

Use of Privately-Owned Technological Devices

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the **district’s digital learning platform** or otherwise engage in remote learning during the **COVID-19 pandemic**.

On school property, at a school-sponsored activity, while in use for a **remote learning activity**, or while being used to access or utilize the Board’s technology resources, the use **Use** of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- **Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);**
- **Gaining or seeking to gain unauthorized access to Board technology resources;**
- **Damaging Board technology resources;**
- **Accessing or attempting to access any material that is obscene or contains pornography;**

- Cyberbullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

Search of Privately Owned Technological Devices

A student's privately owned technological device may be searched if the device is on Board property or in a student's possession at a school-sponsored activity and if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, while the device is on school property or during a school-sponsored activity, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately-owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

Access to Board Technology Resources

It is the policy of The Westport Board of Education to may permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately-owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. ~~The Board considers access to its technology resources to be a privilege and not a right.~~ Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures for using school accounts. No user may deviate from these log-on/access procedures. Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately-owned technological devices while they are logged on to the network. Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and any privately-owned technological devices that access the same.

Harm to Board Technology Resources

Any act by a student using a privately-owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

Legal References:

Conn. Gen. Stat. § 10-233j

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250, et seq.

Policy adopted:

[WESTPORT PUBLIC SCHOOLS](#)
[Westport, Connecticut](#)

Bylaws of the Board

MEETING CONDUCT

1. Meeting Conduct

- A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act ~~and the~~ adopted bylaws of the Board, and any applicable laws, rules, executive orders, and/or public health advisories pertaining to the COVID-19 pandemic.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

2. Smoking, Vaping, and Use of Electronic Nicotine Delivery Systems

- A. Use of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), or vapor products will not be permitted in any ~~room~~ physical location in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.
- B. When applicable, A sign notifying the public that no smoking is allowed in the ~~place~~ physical location designated for the meeting will be prominently posted.

3. Procedures for Participation By Means of Electronic Equipment

- A. Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

C. Notwithstanding any provisions to the contrary set forth in Sections 3.A and 3.B above, Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) or any other remote platform as permitted by, and subject to any conditions set forth in, any applicable law, rule, executive order, and/or public health advisory related to the COVID-19 pandemic.

34. Public Address

- A. The Board may permit any town resident or employee to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.
 - (1) Two (2) minutes may be allotted to each speaker on non-agenda items and three (3) minutes on agenda items with a maximum of fifteen (15) minutes on non-agenda items. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
 - (2) A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
 - (3) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
 - (4) All speakers must identify themselves by name and address.

B. Notwithstanding any provisions to the contrary set forth in Section 4.A above or in any other bylaw of the Board, the Board may modify the procedures for, or eliminate, public address if Board meetings are conducted remotely due to the COVID-19 pandemic. The Board authorizes the administration to develop procedures for public address during Board meetings that are conducted remotely.

Legal References:

Connecticut General Statutes

- 1-200 Definitions
- 1-206 Denial of access of public records or meeting. Notice. Appeal.
- 1-225 Meetings of government agencies to be public.
- 1-232 Conduct of meetings. (re: disturbances)

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Bylaw adopted by the Board: November 11, 2019

Revised:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut