

**AGENDA**  
**SHERMAN BOARD OF EDUCATION**  
REGULAR MEETING  
WEDNESDAY - MARCH 3, 2021  
7:00 PM

**ZOOM**  
<https://shermanschool.zoom.us/j/8603553793>  
Dial Into meeting: +1-929-205-6099  
Meeting ID: 860 355 3793

**Vision Statement**

**We enable all Sherman Students to become the best possible version of themselves.  
We provide an environment where our children develop into empathetic, self-directed,  
critical thinkers who don't give up when faced with challenges.**

**1. CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE**

**2. CELEBRATIONS**

2.1 Board of Education Appreciation Month (Special Presentation by the 7th Grade Mallet Percussionists)

**3. PUBLIC COMMENTS**

**4. ADDITIONS TO THE AGENDA**

**5. CONSENT AGENDA**

5.1 Review of Minutes:

Minutes - Board Retreat, March 7, 2020  
Minutes - Special Meeting, April 27, 2020  
Minutes - Executive Session, May 6, 2020  
Minutes - Executive Session, July 21, 2020  
Minutes - Board Retreat, September 19, 2020  
Minutes - Working Session, October 7, 2020  
Minutes - Executive Session, November 4, 2020  
Minutes - Maintenance Meeting, November 17, 2020  
Minutes - Maintenance Meeting, November 30, 2020  
Minutes - Budget Workshop, December 14, 2020  
Minutes - Maintenance Meeting, January 4, 2021  
Minutes - Special Committee on Capital Planning, January 4, 2021  
Minutes - Maintenance Meeting, January 13, 2021  
Minutes - Budget Workshop, January 13, 2021  
Minutes - Special Committee on Capital Planning, January 22, 2021  
Minutes - Executive Session, January 31, 2021  
Minutes - Special Meeting with BOE and BOS, February 2, 2021  
Minutes - Monthly Board of Education Meeting, February 3, 2021  
Minutes - Budget Workshop, February 8, 2021  
Minutes - Budget Workshop, February 17, 2021  
Minutes - Special Committee on Capital Planning, February 23, 2021  
Minutes - Policy Meeting, February 25, 2021

5.2 Personnel Actions

- 5.3 Monthly Enrollment Report
- 5.4 Monthly Budget Report 2020-2021 Budget by Function & Summary of Funds

**6. APPROVAL OF CURRENT BILLS**

- 6.1 Monthly 2020-2021 Current Bills

**7. ORAL REPORTS**

- 7.1 SPTO Update
- 7.2 Sub-Committee
- 7.3 Chair
- 7.4 Superintendent Update

**8. PRESENTATIONS**

- 8.1 Assessment Data Comparison

**9. NEW BUSINESS**

- 9.1 Discussion and Possible Approval of the 2021-2022 School Calendar Enc. 9.1
- 9.2 Discussion and Possible Approval of the 2021-2022 Operational Budget Enc. 9.2
- 9.3 Discussion and Possible Action on Capital Planning Committee's Recommendation to Engage a Communication Consultant Enc. 9.3
- 9.4 Discussion Regarding the Capital Planning Committee's Recommendation to Expand its Membership
- 9.5 First Reading Policy 6111 - School Calendar Enc. 9.5
- 9.6 First Reading Policy 9321 - Time, Place and Notification of Meetings Enc. 9.6

**10. UNFINISHED BUSINESS**

- 10.1 Second Reading Policy 9330 Board/School Records Enc 10.1
- 10.2 Second Reading Policy 9240 Board Member Development Enc 10.2
- 10.3 Review and Possible Approval of an RFQ/P for Playground Site Work and Installation

**11. COMMUNICATIONS**

**12. PUBLIC COMMENTS**

**13. BOARD OF EDUCATION COMMENTS**

**14. FUTURE MEETING AND TOPICS**

- 14.1 Board of Education Meeting - Wednesday, April 7, 2021 at 7:00 PM

**15. ADJOURNMENT**

REMINDER: Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon March 15, 2021. Copies of the agenda enclosure are available for examination at the Superintendent's Office at the Sherman School during business hours: 8:00 AM to 4:00 PM

# Sherman School – 2021-2022 Calendar

Revised (02/24/2021)

August 25	New Teacher Orientation
August 26	Opening Day for Teachers
August 27	Professional Development Day
August 30	First Student Day
September 6	Labor Day (No School)
September 7	Rosh Hashanah (No School)
September 15	Knight of Excellence (Open House)
September 16	Yom Kippur (No School)
September 17	Professional Development Day (No School)
October 11	Columbus Day (No School)
October 20	Evening Conferences
October 21	Early Dismissal 12:30 P.M. (Conferences)
October 22	Early Dismissal 12:30 P.M. (Conferences)
November 2	Election Day/Professional Development (No School)
November 24-26	Thanksgiving Recess
December 7	Early Dismissal 12:30 P.M. (Prof. Dev.)
December 23-January 1	Holiday Recess
January 14	Professional Development Day
January 17	Dr. Martin Luther King, Jr. Birthday (No School)
February 16-18	Early Dismissal 12:30 P.M. (Conferences)
February 21-22	President's Day (No School)
March 1	Early Dismissal 12:30 P.M. (Prof. Dev.)
March 15	Early Dismissal 12:30 P.M. (Prof. Dev.)
April 5	Early Dismissal 12:30 P.M. (Prof. Dev.)
April 11-14	Spring Break
April 15	School Closed (Good Friday)
May 10	Early Dismissal 12:30 P.M. (Prof. Dev.)
May 30	Memorial Day (No School)
June 13	Last Student Day (Early Dismissal 12:30 P.M.)

Any days lost by emergency closing of school will be added to the calendar beginning June 14 through and including June 24, 2022. If needed, additional snow emergency days will be taken from spring recess beginning with April 14, and working backwards.

Graduation date will be set by the BOE at its April meeting  
Approved by the Board of Education on

2 days 2

**August 2021**

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 days 20

**September 2021**

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 days 40

**October 2021**

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 days 58

**November 2021**

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16 days 74

**December 2021**

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 days 93

**January 2022**

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18 days 111

**February 2022**

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

23 days 134

**March 2022**

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 days 150

**April 2022**

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

21 days 171

**May 2022**

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 days 180

**June 2022**

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	Early Dismissal
	Three Hour Delayed Opening
	Teacher work day- no students
	School Closed
	Weather Related Closing

180 -- Instructional Days for Students 185 -- Days for Teachers

# **SHERMAN BOARD OF EDUCATION 2021-2022 BUDGET DETAIL - DRAFT - 2/17/21**

		2018-2019 Actual	2019-2020 Actual	2020-2021 Approved	2020-2021 After Transfers	2021-2022 Proposed	\$ Diff	Change	Description
<b>SECURITY &amp; SAFETY</b>									
1	CROSSING GUARD	3,808	0	0	0	0	0	-	Crossing Guard needed for student dismissal
2	ARMED SECURITY SALARIES	67,737	52,432	52,353	53,829	52,466	(1,363)	-2.53%	Armed Safety Officer Personnel
3	SECURITY SUPPLIES	0	981	100	100	2,800	2700	2700.00%	Supplies, uniforms and training for Armed Safety Officers
4	SECURITY EQUIPMENT	3,836	0	100	100	250	150	150.00%	Equipment for security: cameras, radios, etc.
5	504 SUPPLIES	2,588	7,538	0	0	250	250	(new item)	Supplies to ensure student health and safety
6	<b>SECURITY &amp; SAFETY TOTAL</b>	<b>\$ 77,970</b>	<b>\$ 60,951</b>	<b>\$ 52,553</b>	<b>\$ 54,029</b>	<b>\$ 55,766</b>	<b>1,737</b>	<b>3.22%</b>	
<b>GENERAL</b>									
7	ED. PROGRAMS SUPPLIES	6,387	11,427	11,000	11,000	13,000	2,000	18.18%	General school supplies, paper, graduation, meals for family events
8	CLIMATE & CULTURE	1,977	1,735	3,950	3,950	9,549	5,599	141.75%	SEL Program, climate survey, student orientation
9	XP PROGRAM SUPPLIES	8,518	9,770	5,000	5,000	5,000	0	-	XP program supplies and materials
10	INNOVATION FUND	0	5,794	7,000	7,000	5,000	(2,000)	-28.57%	Innovation Fund
11	K-5TH GRADE SUPPLIES	27	14,712	0	0	0	0	-	Consumable supplies for students, planners
12	SCHOOL DUES & FEES	475	1,049	1,400	1,400	2,150	750	53.57%	Membership in State and Federal organizations, weather alert
13	TRAVEL	6,583	1,292	7,000	7,000	4,500	(2,500)	-35.71%	Travel reimbursement
14	POSTAGE	762	1,352	2,000	2,000	2,000	0	-	Mailings to staff and parents (stamps)
15	<b>GENERAL TOTAL</b>	<b>\$ 24,729</b>	<b>\$ 47,131</b>	<b>\$ 37,350</b>	<b>\$ 37,350</b>	<b>\$ 41,199</b>	<b>3,849</b>	<b>10.31%</b>	
<b>PRIMARY</b>									
16	PRIMARY CLASSROOM TEACHER SALARY (10>10)	938,180	868,135	888,766	888,766	993,191	104,425	11.75%	Certified staff salary
17	PRIMARY SCIENCE / STEAM TEACHER (1>1)	82,935	86,290	93,894	93,894	95,209	1,315	1.40%	Certified staff salary
18	PRIMARY SUPPLIES	5,217	15,467	3,400	3,400	4,000	600	17.65%	Classroom consumable items, paper, pencils, etc.
19	PRIMARY TEXTS & WORKBOOKS	15,718	4,331	11,550	11,550	10,088	(1,462)	-12.66%	Replacement texts and workbooks
20	PRIMARY EQUIPMENT	2,988	5,121	0	0	500	500	(new item)	Non-consumable items, generally >\$200, rugs, tables, etc.
21	<b>PRIMARY TOTAL</b>	<b>\$ 1,045,038</b>	<b>\$ 979,343</b>	<b>\$ 997,610</b>	<b>\$ 997,610</b>	<b>\$ 1,102,988</b>	<b>105,378</b>	<b>10.56%</b>	
<b>ART</b>									
22	ART TEACHER SALARY (1>1)	80,675	84,320	88,835	88,835	96,562	7,727	8.70%	Certified staff salary
23	ART ROOM AIDE (1>0)	0	0	0	0	0	0	-	Non-certified staff salary
24	ART SUPPLIES	1,244	2,485	3,500	3,500	3,500	0	-	Consumable items used in art, paper, paints, etc.
25	ART SHOW SUPPLIES	630	0	0	0	0	0	-	Supplies for the annual school Art Show
26	<b>ART TOTAL</b>	<b>\$ 82,549</b>	<b>\$ 86,805</b>	<b>\$ 92,335</b>	<b>\$ 92,335</b>	<b>\$ 100,062</b>	<b>7,727</b>	<b>8.37%</b>	
<b>MUSIC</b>									
27	MUSIC TEACHER SALARY (2>2)	138,618	143,270	151,344	151,344	162,885	11,541	7.63%	Certified staff salary
28	MUSIC SUPPLIES	1,200	1,383	1,400	1,400	1,400	0	-	Consumable items, paper, pencils, recorders, music, etc.
29	MUSIC EQUIPMENT	88	595	0	0	0	0	-	Repairs and purchase of musical instruments
30	<b>MUSIC TOTAL</b>	<b>\$ 139,906</b>	<b>\$ 145,248</b>	<b>\$ 152,744</b>	<b>\$ 152,744</b>	<b>\$ 164,285</b>	<b>11,541</b>	<b>7.56%</b>	
<b>PHYSICAL EDUCATION</b>									
31	PHYSICAL EDUCATION TEACHER SALARY (1>1)	92,274	93,552	94,894	94,894	96,709	1,815	1.91%	Certified staff salary
32	ATHLETIC COORDINATOR	2,849	3,151	3,183	3,183	3,215	32	1.01%	Stipend to organize games and officials
33	PHYSICAL EDUCATION SUPPLIES	894	1,159	900	900	900	0	-	Consumable items in PE and supplies for recess
34	<b>PHYSICAL EDUCATION TOTAL</b>	<b>\$ 96,017</b>	<b>\$ 97,862</b>	<b>\$ 98,977</b>	<b>\$ 98,977</b>	<b>\$ 100,824</b>	<b>1,847</b>	<b>1.87%</b>	
<b>SCIENCE</b>									
35	SCIENCE TEACHER SALARY (1>1)	100,467	101,548	102,999	102,999	104,420	1,421	1.38%	Certified staff salary
36	SCIENCE SUPPLIES	5,289	3,734	2,500	2,500	2,050	(450)	-18.00%	Consumable items used in science, paper, pencils, etc.
37	SCIENCE TEXTS & WORKBOOKS	649	0	0	0	0	0	-	Online curriculum
38	SCIENCE EQUIPMENT	10,906	0	1,350	1,350	750	(600)	-44.44%	Non-consumable items, furniture
39	<b>SCIENCE TOTAL</b>	<b>\$ 117,310</b>	<b>\$ 105,282</b>	<b>\$ 106,849</b>	<b>\$ 106,849</b>	<b>\$ 107,220</b>	<b>371</b>	<b>0.35%</b>	
<b>MATH</b>									
40	MATH TEACHER SALARIES (2>2)	166,544	127,055	144,504	144,504	152,422	7,918	5.48%	Certified staff salary
41	MATH SUPPLIES	973	950	600	600	800	200	33.33%	Consumable items, paper, pencils, etc.
42	MATH TEXTS & WORKBOOKS	1,602	0	0	0	0	0	-	Replacement texts and workbooks
43	<b>MATH TOTAL</b>	<b>\$ 169,118</b>	<b>\$ 128,005</b>	<b>\$ 145,104</b>	<b>\$ 145,104</b>	<b>\$ 153,222</b>	<b>\$ 8,118</b>	<b>5.59%</b>	
<b>SOCIAL STUDIES</b>									
44	SOCIAL STUDIES TEACHER SALARY (1>1)	80,484	83,943	88,640	88,640	93,414	4,774	5.39%	Certified staff salary
45	SOCIAL STUDIES SUPPLIES	1,202	1,380	850	850	1,540	690	81.18%	Consumable items, paper, pencils, etc.
46	SOCIAL STUDIES TEXTS & WORKBOOKS	4,683	0	2,700	2,700	2,700	0	-	Annual textbook subscription
47	<b>SOCIAL STUDIES TOTAL</b>	<b>\$ 86,369</b>	<b>\$ 85,323</b>	<b>\$ 92,190</b>	<b>\$ 92,190</b>	<b>\$ 97,654</b>	<b>\$ 5,464</b>	<b>5.93%</b>	

		2018-2019 Actual	2019-2020 Actual	2020-2021 Approved	2020-2021 After Transfers	2021-2022 Proposed	\$ Diff	Change	Description
	<b>LANGUAGE ARTS</b>								
48	LANGUAGE ARTS TEACHER SALARIES (3>3)	228,454	234,422	242,530	242,530	250,703	8,173	3.37%	Certified staff salary - MS ELA and Spanish
49	LANGUAGE ART SUPPLIES	7,073	2,510	930	930	1,200	270	29.03%	Consumable items, paper, pencils, etc.
50	LANGUAGE ART TEXTS & WORKBOOKS	818	2,424	2,350	2,350	2,000	(350)	-14.89%	Replace textbooks and workbooks, Readers Workshop
51	<b>LANGUAGE ARTS TOTAL</b>	<b>\$ 236,345</b>	<b>\$ 239,356</b>	<b>\$ 245,810</b>	<b>\$ 245,810</b>	<b>\$ 253,903</b>	<b>\$ 8,093</b>	<b>3.29%</b>	
	<b>HEALTH EDUCATION</b>								
52	HEALTH TEACHER SALARY (5>.5)	26,196	26,072	27,353	27,353	28,130	777	2.84%	Certified staff salary
53	HEALTH SUPPLIES	148	1,180	250	250	400	150	60.00%	Consumable items
54	HEALTH TEXTS & WORKBOOKS	0	0	0	0	0	0	-	Replacement textbooks & workbooks
55	<b>HEALTH EDUCATION TOTAL</b>	<b>\$ 26,344</b>	<b>\$ 27,252</b>	<b>\$ 27,603</b>	<b>\$ 27,603</b>	<b>\$ 28,530</b>	<b>\$ 927</b>	<b>3.36%</b>	
	<b>OTHER REGULAR PROGRAMS</b>								
56	REMEDIAL INTERVENTION LA (1>0)	96,076	97,421	98,834	98,834	0	(98,834)	-100.00%	Certified staff salary
57	REMEDIAL INTERVENTION MATH (2>2)	76,563	180,854	185,751	185,751	192,687	6,936	3.73%	Certified staff salary
58	TUTORS (6>0)	76,860	55,308	0	0	0	0	-	Tutors included in Paraprofessional line
59	READING SPECIALIST (1>1)	99,667	101,048	102,499	102,499	103,920	1,421	1.39%	Certified teacher to support students grades K-8, faculty coaching
60	SUBSTITUTE TEACHERS	96,128	25,859	73,000	73,000	73,000	0	-	Substitute Teachers (includes two permanent substitutes)
61	SUBSTITUTE AIDES - PARAS	11,792	8,265	9,000	9,000	9,000	0	-	Substitute Aides
62	SUBSTITUTE CLERICAL	2,262	232	500	500	0	(500)	-100.00%	Substitute Secretary
63	SUBSTITUTE TUTOR	1,320	0	0	0	0	0	-	Substitute Tutors
64	HOMEBOUND INSTRUCTION	2,019	0	5,000	5,000	2,500	(2,500)	-50.00%	Home instruction for students unable to attend school
65	REMEDIAL SUPPLIES	799	1,969	1,200	1,200	1,200	0	-	Consumable items to support remedial programs
66	REMEDIAL TEXTS & WORKBOOKS	1,766	4,699	1,850	1,850	2,150	300	16.22%	Purchase of materials for remedial math program
67	<b>OTHER REGULAR PROGRAMS TOTAL</b>	<b>\$ 465,251</b>	<b>\$ 475,654</b>	<b>\$ 477,634</b>	<b>\$ 477,634</b>	<b>\$ 384,457</b>	<b>\$ (93,177)</b>	<b>-19.51%</b>	
68	<b>ACADEMIC PROGRAM TOTAL</b>	<b>\$ 2,566,947</b>	<b>\$ 2,478,214</b>	<b>\$ 2,526,759</b>	<b>\$ 2,528,235</b>	<b>\$ 2,590,110</b>	<b>\$ 61,875</b>	<b>2.45%</b>	
	<b>EXCEPTIONAL/SPECIAL EDUCATION</b>								
69	DIRECTOR OF SPECIAL EDUCATION SALARY	135,000	138,847	138,847	138,847	125,000	(13,847)	-9.97%	Certified staff salary
70	SALARY ADJUSTMENT - BENEFITS	7,595	8,170	13,170	13,170	0	(13,170)	-100.00%	Salary reflecting contracted benefits
71	SPED PRIMARY TEACHER SALARIES (2>2)	165,674	174,133	180,851	180,851	185,016	4,165	2.30%	Certified staff salary
72	PSYCHOLOGIST SALARY (1>1)	80,534	102,048	103,499	103,499	103,920	421	0.41%	Certified staff salary
73	SPEECH & LANGUAGE PATHOLOGIST SALARY	99,667	101,048	102,499	102,499	103,920	1,421	1.39%	Certified staff salary
74	SPED SUMMER/EXTRA TIME	12,652	12,434	19,000	19,000	19,500	500	2.63%	Extra time covering summer SPED student needs
75	COUNSELOR SALARY	59,478	59,775	62,964	62,964	65,285	2,321	3.69%	Certified staff salary
76	SPED MIDDLE SCHOOL TEACHER SALARIES (2>2)	97,965	170,498	175,857	175,857	181,641	5,784	3.29%	Certified staff salary
77	PRESCHOOL TEACHER SALARY (2>1.75)	91,722	146,696	157,697	157,697	137,252	(20,445)	-12.96%	Certified staff salary 1.75 FTE
78	PARAPROFESSIONALS (14>12)	295,316	246,628	274,508	274,508	249,796	(24,712)	-9.00%	Non-certified staff
79	SPED SECRETARY SALARY	39,085	38,176	38,176	39,253	39,252	(1)	0.00%	Clerical support for SPED
80	SPED SECRETARY OVERTIME	877	1,856	1,500	1,500	1,500	0	-	Extra clerical support for SPED as needed
81	SPED SUBSTITUTES	7,559	10,686	12,000	12,000	12,000	0	-	Substitutes for SPED teachers
82	IEP TUTORS	0	1,500	5,000	5,000	3,000	(2,000)	-40.00%	Tutors required by SPED evaluations
83	SPED STAFF DEVELOPMENT	8,500	2,344	6,500	6,500	4,500	(2,000)	-30.77%	SPED staff training (CPI)
84	SPED CONSULTANT - ABA	0	0	0	0	0	0	-	Outside contracted SPED services, staff ABA training
85	BCBA SALARY	114,165	115,450	119,000	119,000	90,000	(29,000)	-24.37%	Staff BCBA salary (or contracted agreement)
86	SPED CONTRACTED SERVICES	24,247	18,430	28,000	28,000	28,000	0	-	Professional services and outside evaluations
87	OCCUPATIONAL THERAPIST SALARY	63,130	58,928	60,671	62,381	62,381	0	-	Contracted special education service
88	PHYSICAL THERAPY SERVICES	18,707	18,986	17,000	17,000	17,425	425	2.50%	Contracted special education service
89	IEP DATA SERVICES	8,357	8,775	9,201	9,201	9,661	460	5.00%	IEP Direct
90	SPED LEGAL SERVICES	9,780	12,377	10,000	10,000	10,000	0	-	Legal services
91	SPED POSTAGE	70	103	300	300	300	0	-	Mailings to staff and parents
92	SPED TRAVEL	1,007	554	1,300	1,300	500	(800)	-61.54%	Reimbursement to SPED Director for travel
93	SPED SUPPLIES	4,126	3,034	4,700	4,700	4,700	0	-	Consumable items, paper, pencils, etc.
94	GIFTED & TALENTED SUPPLIES	184	140	260	260	260	0	-	Universal Assessment for Gifted and Talented
95	SPED TESTS & TESTING SUPPLIES	2,951	5,599	4,580	4,580	1,500	(3,080)	-67.25%	Testing materials and forms
96	SPED CURRICULUM MATERIALS	1,433	0	1,560	1,560	750	(810)	-51.92%	Materials to support the special education curriculum
97	SPED TESTING SUBSCRIPTIONS	180	0	0	0	0	0	-	Online testing subscriptions
98	SPED TEXT & WORKBOOKS	0	0	0	0	0	0	-	SPED Textbook Materials
99	SPED EQUIPMENT	0	559	0	0	850	850	(new item)	Purchase and installation of air conditioning units
100	SPED DUES & FEES	180	200	220	220	225	5	2.27%	Membership in education organizations
101	<b>EXCEPTIONAL/ SPECIAL EDUCATION TOTAL</b>	<b>\$ 1,350,139</b>	<b>\$ 1,457,973</b>	<b>\$ 1,548,860</b>	<b>\$ 1,551,647</b>	<b>\$ 1,458,134</b>	<b>\$ (93,513)</b>	<b>-6.03%</b>	
102	<b>ADULT EDUCATION</b>	<b>\$ 3,632</b>	<b>\$ 3,632</b>	<b>\$ 3,632</b>	<b>\$ 3,632</b>	<b>\$ 3,632</b>	<b>\$ -</b>	<b>-</b>	Purchased Instruction to EdAdvance for Adult Ed program

		2018-2019 Actual	2019-2020 Actual	2020-2021 Approved	2020-2021 After Transfers	2021-2022 Proposed	\$ Diff	Change	Description
	<b>MEDICAL SERVICES</b>								
103	NURSES SALARY	41,428	40,091	42,221	42,221	43,278	1,057	2.50%	Staff salary
104	NURSES AIDE	317	0	500	500	0	(500)	-100.00%	Nurse's Aide, part time
105	SUB NURSE	7,648	2,461	5,000	5,000	5,000	0	-	Nurse substitute
106	SCHOOL MEDICAL ADVISOR	0	1,800	1,800	1,800	1,800	0	-	Medical advisor fee
107	NURSE MAINT. OF EQUIPMENT	100	100	150	150	150	0	-	Service required for medical equipment
108	NURSES SUPPLIES	657	1,304	750	750	1,250	500	66.67%	Consumable items, bandages, aspirin, etc.
109	NURSES EQUIPMENT	250	725	100	100	100	0	-	Non-consumable items
110	<b>MEDICAL SERVICES TOTAL</b>	<b>\$ 50,401</b>	<b>\$ 46,480</b>	<b>\$ 50,521</b>	<b>\$ 50,521</b>	<b>\$ 51,578</b>	<b>\$ 1,057</b>	<b>2.09%</b>	
	<b>IMPROVEMENT OF INSTRUCTION</b>								
111	DIRECTOR OF CURR & INSTRUCTION SALARY	135,000	138,847	138,847	142,762	142,762	0	-	Certified staff salary
112	SALARY ADJUSTMENT - BENEFITS	3,524	3,170	3,170	3,859	3,859	0	0.01%	Salary reflecting contracted benefits
113	NIGHT MEETING / OTHER COMP	150	43	500	500	500	0	-	Compensation for teachers attending night meetings
114	CURRICULUM DEVELOPMENT- CERTIFIED	28,222	25,594	23,000	23,000	14,405	(8,595)	-37.37%	Staff stipend for summer work on curr development
115	TUITION REIMBURSEMENT	7,100	8,750	12,000	12,000	12,000	0	-	Reimbursement to staff for pre approved college courses
116	CURRICULUM DEVELOPMENT	9,224	3,990	2,000	2,000	2,500	500	25.00%	Purchase of new curricula
117	CURRICULUM CONSULTANTS	19,900	6,389	9,800	9,800	7,000	(2,800)	-28.57%	Educational Consultants
118	CURRICULUM SUPPLIES	15,127	476	500	500	500	0	-	Consumable items used in curriculum documents
119	STAFF REGISTRATION & FEES	13,897	35,865	27,000	27,000	18,000	(9,000)	-33.33%	PD for Staff & Tri-State Consortium membership
120	CURRICULUM TESTING SERVICES	4,530	4,823	5,925	5,925	5,500	(425)	-7.17%	Benchmarking Assessment K-8 (STAR) and adaptive practice
121	4TH GRADE DC TRIP	15,316	18,500	17,000	17,000	0	(17,000)	-100.00%	Funding for curriculum based field trip to Washington, DC
122	TEAM DISTRICT FACILITATOR	1,424	1,438	1,452	1,452	1,467	15	1.03%	State Mandated: Designated Teacher to organize Mentors
123	TEAM MENTORS	3,081	2,434	2,162	2,162	1,656	(506)	-23.40%	Stipend to staff to assume Team Leader roles w/ new teachers
124	STEERING COMMITTEE			9,500	9,500	5,400			Steering Committee stipend
125	<b>IMPROVEMENT OF INSTRUCTION TOTAL</b>	<b>\$ 256,495</b>	<b>\$ 250,318</b>	<b>\$ 252,856</b>	<b>\$ 257,460</b>	<b>\$ 215,549</b>	<b>\$ (37,811)</b>	<b>-14.69%</b>	
	<b>EDUCATIONAL MEDIA SERVICES</b>								
126	MEDIA SALARY (1>1)	91,274	92,552	93,894	93,894	95,209	1,315	1.40%	Certified staff salary
127	DIRECTOR OF TECHNOLOGY SALARY	82,699	85,056	85,056	87,455	87,455	0	-	Staff salary
128	TECH SUMMER SUPPORT	0	0	0	0	0	0	-	Summer tech support
128	MEDIA AIDE SALARY (1>1)	16,207	18,944	20,525	20,525	21,036	510	2.49%	Non-certified staff supporting Media/Library
129	TECH ASST. SALARY (0>0)	0					0	-	Non-certified staff supporting computers
129	MEDIA/TECH AIDE SUBS	0	0	200	200	0	(200)	-100.00%	Substitutes for media aide
130	TECH SUPPORT MEDIA	0	1,070	1,100	1,100	1,072	(28)	-2.55%	Library software for book checkout
131	TECH SUPPORT SERVICES	934	0	11,900	11,900	5,000	(6,900)	-57.98%	Subscription costs for data dashboard
132	INTERNET SERVICE	5,400	5,400	5,400	5,400	5,400	0	-	Internet Service from the State
133	SUB CALLING SOFTWARE	4,067	4,770	4,480	4,480	4,695	215	4.80%	AESOP
134	STUDENT INFORMATION SYSTEM	3,362	3,463	3,600	3,600	3,819	219	6.08%	PowerSchool
135	TECHNOLOGY MAINT. OF EQUIPMENT	0	0	0	0	0	0	-	Audio-Visual Equipment
135	TELEPHONE	10,724	12,486	11,200	11,200	12,000	800	7.14%	School telephone usage
136	RAPID NOTIFICATION SERVICES	5,500	5,550	5,550	5,550	5,550	0	-	All School Messenger - Communication system to Parents
137	COPIER SERVICE/MAINT	27,576	24,929	26,000	26,000	21,000	(5,000)	-19.23%	Copier leases and maintenance agreement
138	E-MAIL ARCHIVE SEARCH SERVICE	0	0	0	0	0	0	-	E-mail search capability for FOI requests
138	MEDIA SUPPLIES	700	551	300	300	300	0	-	Consumable items; tape, paper, Etc.
139	COMPUTER SUPPLIES	6,540	9,700	5,000	5,000	5,000	0	-	Consumable supplies
140	SUBSCRIPTIONS TO CURR WEBSITES	14,090	56,602	28,500	28,500	47,000	18,500	64.91%	Subscriptions to curriculum websites
141	CHROMEBOOKS	0	56,464	500	500	4,100	3,600	720.00%	Chromebooks for 6th grade and device insurance
142	LIBRARY BOOKS	0	7,307	0	0	4,000	4,000	(new item)	Annual book purchases
143	PERIODICALS	0	0	0	0	0	0	-	Magazine subscriptions
144	EQUIPMENT MEDIA/COMPUTER	66,428	58,195	4,600	4,600	4,500	(100)	-2.17%	Equipment and Makerspace
145	COMPUTER EQUIP LEASE	19,878	0	0	0	0	0	-	Apple lease
146	MEDIA/COMPUTER DUES & FEES	590	4,434	715	715	715	0	-	Membership in education organizations and device insurance
147	<b>EDUCATIONAL MEDIA SERVICES TOTAL</b>	<b>\$ 355,969</b>	<b>\$ 447,475</b>	<b>\$ 308,520</b>	<b>\$ 310,919</b>	<b>\$ 327,851</b>	<b>\$ 16,931</b>	<b>5.45%</b>	
	<b>BOARD OF EDUCATION</b>								
148	BOARD CLERK STIPEND	567	1,091	1,000	1,000	1,000	0	-	Payment for Board of Education minutes
149	LEGAL, MEDIATION, ARBITRATION	50,725	28,427	30,000	30,000	40,000	10,000	33.33%	Legal services
150	POLICY SERVICE	3,820	1,300	1,500	1,500	1,500	0	-	CABE policy service support
151	BOE OTHER	1,460	1,926	750	750	750	0	-	BOE events and recognitions
152	BOE LAP INSURANCE	12,205	12,325	12,695	12,695	13,076	381	3.00%	BOE liability insurance
153	ADVERTISING	634	1,898	1,500	1,500	1,500	0	-	Advertisements
154	PRINTING	1,939	2,206	4,500	4,500	4,500	0	-	Spotlight on Sherman printing
155	BOE SUPPLIES	2,901	2,238	1,250	1,250	1,250	0	-	Consumable items used for BOE; supplies, pre-meeting meals
156	BOE DUES & FEES	2,885	86	2,000	2,000	2,000	0	-	Organization membership and conference attendance
157	<b>BOARD OF EDUCATION TOTAL</b>	<b>\$ 77,136</b>	<b>\$ 51,497</b>	<b>\$ 55,195</b>	<b>\$ 55,195</b>	<b>\$ 65,576</b>	<b>\$ 10,381</b>	<b>18.81%</b>	



		2018-2019 Actual	2019-2020 Actual	2020-2021 Approved	2020-2021 After Transfers	2021-2022 Proposed	\$ Diff	Change	Description
	<b>OFFICE OF SUPERINTENDENT</b>								
158	SUPERINTENDENT SALARY (.5> .5)	111,187	107,080	106,930	109,946	109,946	0	-	School Superintendent salary
159	SALARY ADJUSTMENT - BENEFITS	4,080	16,788	10,885	10,885	11,044	160	1.47%	Salary reflecting contracted benefits
160	SUPERINTENDENT SUPPLIES	3,635	453	250	250	250	0	-	Consumable items; paper, pencils, files etc.
161	ADMINISTRATIVE DUES & FEES	3,765	1,793	2,750	2,750	2,750	0	-	Membership in education organizations
162	<b>OFFICE OF SUPERINTENDENT TOTAL</b>	<b>\$ 122,668</b>	<b>\$ 126,113</b>	<b>\$ 120,815</b>	<b>\$ 123,831</b>	<b>\$ 123,990</b>	<b>\$ 160</b>	<b>0.13%</b>	
	<b>OFFICE OF PRINCIPAL</b>								
163	PRINCIPAL SALARY (.5> .5)	106,829	102,880	103,030	105,935	105,935	0	-	School Principal salary
164	ASST PRINCIPAL SALARY (1>1)	189,410	117,535	125,000	128,525	128,525	0	-	School Assistant Principal salary
165	SALARY ADJUSTMENT - BENEFITS	6,171	4,794	10,458	10,458	11,211	753	7.20%	Salary reflecting contracted benefits
166	SCHOOL SECRETARY SALARY (1>1)	46,012	47,883	51,438	51,438	52,728	1,290	2.51%	Staff salary
167	SUB CALLING STIPEND	1,777	1,277	2,000	2,000	2,250	250	12.50%	Stipend to manage staff absences and arrange for substitutes
168	MAIN OFFICE ASSISTANT SALARY (1>1)	31,557	31,230	31,617	31,617	32,407	789	2.50%	Office Assistant
169	MAIN OFFICE SUPPLIES	1,226	3,653	1,500	1,500	1,500	0	-	Consumable items; Paper, Pencils, files, etc.
170	ASST/PRINCIPAL - DUES, FEES, & CONFERENCES	457	495	700	700	700	0	-	Organization membership
171	<b>OFFICE OF PRINCIPAL TOTAL</b>	<b>\$ 383,440</b>	<b>\$ 309,747</b>	<b>\$ 325,744</b>	<b>\$ 332,174</b>	<b>\$ 335,256</b>	<b>\$ 3,082</b>	<b>0.93%</b>	
	<b>FISCAL SERVICES</b>								
172	DIRECTOR OF FINANCE & OPERATIONS SALARY	79,641	77,352	75,000	77,115	77,115	0	-	Staff salary
173	SALARY ADJUSTMENT - BENEFITS	0	2,075	0	2,361	2,361	0	-	Salary reflecting contracted benefits
174	BUSINESS OFFICE ASSISTANT SALARY	20,835	32,357	29,680	30,517	31,272	755	2.47%	Assistant Business Manager
175	NEGOTIATIONS	0	0	35,000	6,780	30,000	(5,000)	-73.74%	Funds for ongoing contract negotiations; retro salaries
176	SOCIAL SECURITY	126,347	125,453	133,508	133,508	129,383	(4,125)	-3.09%	Social Security paid to IRS
177	RETIREMENT-TOWN PENSION	7,694	6,532	10,301	10,301	10,717	416	4.04%	School portion of non-certified pension plan
178	UNEMPLOYMENT COMPENSATION	4,862	0	6,500	6,500	6,500	0	-	Unemployment claims
179	WORKMEN'S COMPENSATION	21,947	21,287	22,660	22,660	22,660	0	-	Workmen's Compensation insurance
180	BENEFITS	868,380	804,828	814,980	814,980	860,786	45,806	5.62%	Health, Life, Dental, LTD, AD&D
181	FISCAL MANAGEMENT SYSTEM	27,799	32,024	6,600	6,600	7,427	827	12.53%	E finance software
182	AUDIT	10,450	12,000	12,500	12,500	12,625	125	1.00%	Schools share of cost for the town's annual financial audit
183	INVENTORY	0	554	0	0	0	0	-	Inventory services to track equipment and depreciation
184	BUSINESS OFFICE SUPPLIES	905	2,141	1,000	1,000	1,000	0	-	Consumable items; checks, binders, envelopes, tax supplies
185	FISCAL DUES & CONFERENCES	0	700	750	750	750	0	-	Membership in financial organizations
186	<b>FISCAL SERVICES TOTAL</b>	<b>\$ 1,168,860</b>	<b>\$ 1,117,302</b>	<b>\$ 1,148,479</b>	<b>\$ 1,125,571</b>	<b>\$ 1,192,594</b>	<b>38,803</b>	<b>3.45%</b>	
	<b>OPERATION &amp; MAINTENANCE</b>								
187	FACILITY SUPERVISOR SALARY	75,600	79,646	77,868	80,064	80,064	0	-	Facility Supervisor/Technology salary
188	ENTRANCE MONITOR SALARY	0	0	0	0	0	0	-	Employee to monitor school entrance after school hours
189	SALARY ADJUSTMENTS - BENEFITS	0	0	2,378	2,378	2,428	50	2.10%	Salary reflecting contracted benefits
190	ANNUAL CONTRACTS	26,024	29,505	30,555	30,555	30,701	146	0.48%	Mandatory maintenance contracts
191	REFUSE REMOVAL	10,491	12,722	14,000	14,000	14,500	500	3.57%	Refuse pick up; medical waste, document shredding
192	SEPTIC	3,022	2,522	2,600	2,600	2,600	0	-	Grease trap and septic system cleaning
193	CLEANING SERVICE	125,801	174,146	157,290	157,290	160,500	3,210	2.04%	Outsourced cleaning service for the daily upkeep, inc. snow removal
194	ELECTRICITY	94,483	81,212	95,000	95,000	96,000	1,000	1.05%	School electricity usage
195	MAINT BUILDING & GROUNDS	102,974	64,626	71,000	71,000	79,950	8,950	12.61%	Services covering building maintenance
196	BUILDING / MECH. INSURANCE	12,368	22,309	12,695	12,695	13,076	381	3.00%	Building / mechanicals Insurance
197	HEAT- FUEL OIL	44,459	53,484	45,000	45,000	45,000	0	-	Heating and generator fuel usage
198	WATER	9,000	7,600	9,500	9,500	5,000	(4,500)	-47.37%	Water, rental for machines, water cups
199	SUPPLIES	22,000	15,955	13,000	13,000	13,000	0	-	Consumable items, ice melt, nuts and bolts, etc.
200	EQUIPMENT	8,703	3,300	3,000	3,000	1,000	(2,000)	-66.67%	Tools, generally >\$200
201	<b>OPERATIONS AND MAINTENANCE TOTAL</b>	<b>\$ 534,924</b>	<b>\$ 547,028</b>	<b>\$ 533,886</b>	<b>\$ 536,082</b>	<b>\$ 543,819</b>	<b>7,737</b>	<b>1.44%</b>	
	<b>PUPIL TRANSPORTATION</b>								
202	REG. BUS CONTRACT	179,874	161,320	152,496	152,496	157,248	4,752	3.12%	Standard Bussing for K-8
203	SPECIAL BUS CONTRACT	6,582	0	0	0	1,000	1,000	(new item)	Bussing to special activities
204	SPED ELEMENTARY TRANSPORTATION	0	6,288	12,245	12,245	12,612	367	3.00%	Preschool-8th grade SPED transportation
205	<b>PUPIL TRANSPORTATION TOTAL</b>	<b>\$ 186,456</b>	<b>\$ 167,608</b>	<b>\$ 164,741</b>	<b>\$ 164,741</b>	<b>\$ 170,860</b>	<b>6,119</b>	<b>3.71%</b>	

		2018-2019 Actual	2019-2020 Actual	2020-2021 Approved	2020-2021 After Transfers	2021-2022 Proposed	\$ Diff	Change	Description
	<b>STUDENT ACTIVITIES</b>								
206	CERT COACH SALARY	21,871	10,666	19,487	19,487	19,684	197	1.01%	Coaching positions
207	CERT. EXTRA CURR.	18,141	16,730	19,488	19,488	19,652	164	0.84%	Salary for extra curricular events (athletics, concert, art show)
208	INTRAMURAL COACH SALARY	4,250	4,665	9,000	9,000	9,000	0	-	Intramural coaching positions
209	AFTER SCHOOL ENRICHMENT	0	0	0	0	3,000	3,000	(new item)	After school enrichment coordinator stipend
210	NON -CERT. OFFICIALS, ETC.	3,407	2,649	3,000	3,000	3,000	0	-	Referees for games
211	INTERSCHOLASTIC LIABILITY INS.	1,100	0	1,100	1,100	1,100	0	-	Insurance for athletic activities
212	ATHLETIC TRIP TRAVEL	2,800	3,493	5,000	5,000	5,000	0	-	Bus transportation to away games
213	ATHLETIC SUPPLIES	2,127	1,337	2,000	2,000	1,000	(1,000)	-50.00%	Consumable items, balls, etc.
214	INTRAMURAL UNIFORMS/SUPPLIES	1,732	1,291	1,000	1,000	500	(500)	-50.00%	Uniforms and supplies to support Intramural program
215	STUDENT ACT. DUES & FEES	0	108	1,300	1,300	1,300	0	-	WVCSA membership and student award ceremony
216	<b>STUDENT ACTIVITIES TOTAL</b>	<b>\$ 55,427</b>	<b>\$ 40,938</b>	<b>\$ 61,375</b>	<b>\$ 61,375</b>	<b>\$ 63,236</b>	<b>1,861</b>	<b>3.03%</b>	
	<b>OUT OF DISTRICT PLACEMENT</b>								
217	ELEMENTARY (NON -SPED) TUITION IN STATE	0	0	0	0	0	0	-	Tuition to CT school non-special education
218	SPED ELEMENTARY TUITION (PUBLIC SCHOOLS)	0	0	0	0	0	0	-	Tuition for outside public school placements
219	SPED ELEMENTARY TUITION (NON-PUBLIC SCHOOLS)	86,003	68,300	30,000	30,000	0	(30,000)	-100.00%	Tuition for placements
220	SPED SUMMER SCHOOL NON-PUBLIC	-	-	5,000	5,000	0	(5,000)	-100.00%	Additional summer SPED placements
221	<b>OUT OF DISTRICT PLACEMENT TOTAL</b>	<b>\$ 86,003</b>	<b>\$ 68,300</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>(35,000)</b>	<b>-100.00%</b>	
222	<b>PRE K-8TH GRADE BUDGET</b>	<b>\$ 7,198,496</b>	<b>\$ 7,112,626</b>	<b>\$ 7,136,382</b>	<b>\$ 7,136,383</b>	<b>\$ 7,142,186</b>	<b>5,804</b>	<b>0.08%</b>	
	<b>HIGH SCHOOL BUDGET</b>								
	<b>HIGH SCHOOL EXPENDITURES</b>								
223	SPED HIGH SCHOOL AIDE	0	-	0	0	0	0	-	Non-certified salary to support HS student
224	N.MILFORD, N.FAIRFIELD, SVH HIGH SCHOOL TUITION	1,659,519	1,594,983	1,674,015	1,674,015	1,755,504	81,489	4.87%	Tuition to approved high school tuition
225	UNKNOWN HIGH SCHOOL STUDENTS	0	0	0	0	0	0	-	Tuition for unanticipated HS students and non-graduating students
226	AGRISCIENCE HIGH SCHOOL TUITION	13,646	6,823	34,968	34,968	57,352	22,384	64.01%	Tuition for students attending R12 agriscience program
227	SPED PUBLIC HIGH SCHOOL	54,293	37,152	43,515	43,515	62,897	19,382	44.54%	Supplemental high school costs for SPED students, all public HS
228	PROFESSIONAL SERVICES HS PPT	0	0	0	0	0	0	-	Professional services for High school
229	PPT HS EQUIPMENT	0	0	600	600	600	0	-	Equipment for HS PPT
230	SPED POST SECONDARY TUITION	0	59,760	98,792	98,792	40,880	(57,912)	-58.62%	Post-secondary SPED tuition
231	SPED SERVICES PER IEP	1,500	5,000	7,500	7,500	7,500	0	-	Professional services; outside evaluations
232	SPED HIGH SCHOOL TUITION NON PUBLIC	98,000	48,500	397,605	397,605	459,252	61,647	15.50%	Required SPED programs not offered by a local public school
233	HIGH SCHOOL LEGAL FEES	0	0	5,000	5,000	5,000	0	-	Legal Fees Related to HS Students
234	SPED TUITION SUMMER SCHOOL (ESY)	0	4,200	0	0	0	0	-	Required SPED Program for extended school year ESY
235	HIGH SCHOOL HOMEBOUND	0	0	3,000	3,000	3,000	0	-	Homebound tutoring
236	<b>HIGH SCHOOL EXPENDITURES TOTAL</b>	<b>1,826,957</b>	<b>1,756,419</b>	<b>2,264,995</b>	<b>2,264,995</b>	<b>2,391,985</b>	<b>126,990</b>	<b>5.61%</b>	
	<b>HS TRANSPORTATION</b>								
237	NEW MILFORD TRANSPORTATION	119,520	105,992	101,664	101,664	104,904	3,240	3.19%	Transportation to/from New Milford High School
238	SHEPAUG TRANSPORTATION	30,212	27,377	32,123	32,123	40,874	8,751	27.24%	Transportation to/from Shepaug
239	H.A.T.S. TRANSPORTATION	27,390	20,356	32,123	32,123	33,124	1,001	3.12%	Transportation to/from Henry Abbott Technical High School
240	VO AG TRANSPORTATION	33,783	12,563	0	0	0	0	-	Transportation to/from Nonnewaug VO-AG
241	SPED HIGH SCHOOL TRANSPORTATION	0	0	5,300	5,300	0	(5,300)	-100.00%	Transportation for SPED HS students
242	SPED HS TRANSPORTATION NON PUBLIC	0	0	34,200	34,200	30,900	(3,300)	-9.65%	Transportation for SPED HS Non Public
243	SPED POST SECONDARY TRANSPORTATION	0	30,411	38,700	38,700	4,872	(33,828)	-87.41%	Post-secondary SPED transportation
244	NMHS TRANSPORTATION (NO SHERMAN SCHOOL)	198	816	1,352	1,352	1,378	26	1.92%	Sherman is closed and New Milford is open
245	<b>HIGH SCHOOL TRANSPORTATION TOTAL</b>	<b>211,103</b>	<b>197,515</b>	<b>245,462</b>	<b>245,462</b>	<b>216,052</b>	<b>(29,410)</b>	<b>-11.98%</b>	
246	<b>TOTAL HIGH SCHOOL BUDGET</b>	<b>\$ 2,038,060</b>	<b>\$ 1,953,933</b>	<b>\$ 2,510,457</b>	<b>\$ 2,510,457</b>	<b>\$ 2,608,037</b>	<b>97,580</b>	<b>3.89%</b>	
247	<b>TOTAL BUDGET PRE-K - 12</b>	<b>\$ 9,236,556</b>	<b>\$ 9,066,559</b>	<b>\$ 9,646,839</b>	<b>\$ 9,646,839</b>	<b>\$ 9,750,223</b>	<b>103,384</b>	<b>1.07%</b>	
248	GRANTS	(108,026)	(133,806)	(266,249)	(266,249)	(370,058)	(103,809)	38.99%	REAP, Consolidated, IDEA, Student Enrichment
249	<b>Net Budget Request</b>	<b>\$ 9,128,530</b>	<b>\$ 8,932,753</b>	<b>\$ 9,380,590</b>	<b>\$ 9,380,590</b>	<b>\$ 9,380,165</b>	<b>(425)</b>	<b>0.00%</b>	





Ira W. Yellen, APR, Fellow PRSA  
President

### **Overview:**

Sherman had a Facility Survey and Master Plan in 2018 and a Conceptual Design by Tecton that features four options for the Sherman School based upon projected enrollment over the next 20 years.

The goal of the building project is to create a learning environment that reflects the vision statement: *We enable all Sherman Students to become the best possible version of themselves. We provide an environment where our children develop into empathetic, self-directed, critical thinkers who don't give up when faced with challenges.*

The objective of an outreach community relations effort is:

1. To educate Sherman boards, committees, elected representatives and community residents on executive summary of Sherman's facilities study, master plan and conceptual design options.
2. To work cooperatively with the Sherman community in order determine appropriate next steps for Sherman school facility

The conceptual design options were based upon the facility study. These are components/key takeaways for communication planning and messaging (Based upon options from last year).

1. Facilities are well-maintained and community has received solid value on their investment
2. K-Wing deterioration
3. Domestic water concerns
4. Newer portions of the facility provide a solid basis for educational improvements
5. Important upgrades are necessary to bring the building into federal and state compliance

### **Recommended Scope of Services**

We will use the following sequential steps that forms the basis of creating an effective community relations and communication strategy for Sherman Public Schools based upon these objectives:

- Communicate the strengths and advantages of improving and updating the facilities that enhance the children's education and future success as they grow and mature
- Involve members of the school community in developing and supporting cohesive messages that communicates the strengths and advantages of upgrading the facilities
- Identify and prioritize the target audiences who most likely support the plan as presented. Then use of community engagement communication vehicles (direct and indirect) to these audiences in order to sustain support for the plan.



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President

## **A. Community Research and Analysis**

Review internal and external perspectives, perceptions and negative groups by analyzing existing materials (surveys, interviews, media coverage, community and parent involvement, and other relationships). A comprehensive overview finding report that includes a “roadmap” and proactive messaging agenda for a community relations and communication plan.

## **B. Marketing and Communication Plan**

Create and use specific community outreach tools for the future plan of the facility.

### **1. Outreach to Community**

- a. Use of a digital district newsletter, website and social media, e.g., *Facebook*, etc. that highlights of events, activities, initiatives, and other important information
- b. A focus group (smaller group) or charette (larger group) to help measure and evaluate the support and the challenges for approving the referendum

### **2. Communication Tools**

- a. Evaluate all current project communication for readability and impact, e.g., newsletters, websites, social media, etc.
- b. Recommend design and content changes that focus on the project
- c. Communications workshop for board of education or its communication committee, and senior school staff for implementing a plan of action to garner community support

### **3. Create an internal/external communication plan and tactics for long- and short-term planning and outcomes.**

- a. Talking points that the staff, board, and committees can use when presenting or explaining project (should include a one-page handout)
- b. A final live community presentation of the project. It can also be video-taped and posted on website, social media and Facebook (Prior to posting of referendum)
- c. Newsletter incorporates key goals and objectives of the elementary school project
- d. Review website and social media to improve parent and community engagement
- e. Agenda management strategy for keeping communication as transparent as possible

### **4. Next Steps**

- a. Create/distribute newsletter information status of the project and decisions for selecting one of the options
- b. Prep and prepare board communication committee for community engagement
- c. Create a short video or Prezi presentation (on a loop) that can posted at the library and senior center
- d. Create digital and print on demand brochure for community-wide distribution



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President

- **(Optional) Phase II — Communication engagement program to support the selected option up to and including the referendum**
  1. Use communication plan from Phase I to promote the project prior to referendum posting and the quiet period
  2. Identify community members to create a proactive PAC group (independent of the board)
  3. Letters to the editor and other online parent groups (PAC group activity)
  4. Repeat Section 4 from Phase I

### Deliverables and Budget

Given our experience in working with similar types of school district projects, we estimate a savings of time and expense of at least 10% for the district. The following budget is an estimate based upon previous experience. We will work with a given budget but might have to modify if additional services and time are requested or arise that are not apparent as each task is being worked on. We also recommend that the district assign one contact person to work with our team in order to keep the project moving. Any changes to the following, additional costs will be provided for approval. The following scope of work and pricing is based upon 8 to 10 weeks of work.

Phase I — Tasks	Time	Cost
1. General counsel and support of board and superintendent communication efforts (charge per hour)	12 hours	\$1,250
2. Review materials/reports used to date by district about the project	3 hours	325
3. Communication plan based upon review of goals and objectives (talking points)	6 hours	650
4. Deliverables:		0
a. One-page Information brochure (print and digital): copy, graphics, format, proofing and prep for on demand self-printing	6 hours	750
c. 6-page newsletter/survey document; copy, design, editing, proofing, prep for printing (optional: second newsletter recommended for Phase II cost is \$1500)	18 hours	1900
d. Create capital project website and content; schematics, images. Note: Update until posting referendum)	15 hours	1,600
e. Analysis, report, and recommendations of survey responses (est. 200-250)	15 hours	1,750
5. Printing two-color 6-page newsletter and survey. Second one recommended		750
6. Mail Prep and Delivery to PO Distribution Facility zip code 06784		275
7. Postage based upon Sherman having a Non-profit permit		175
8. Mailing List –1,894 Sherman households		160
9. Administrative: Office, copying, travel and project management		250
<b>Total Cost for Phase I</b>		<b>\$9,835.00</b>
Optional: Postage costs: \$360 without non profit permit. Approximately \$200 for survey returns. Phase II costs to be determined based upon Phase I review		



Ira W. Yellen, APR, Fellow PRSA  
President

### **Agreement: Sherman Public Schools (SPS) & Tall Timbers Marketing (TTM)**

This letter serves as an agreement between SPS and TTM. TTM will provide its best professional efforts to create and implement successful marketing strategies and initiatives based upon SPS goals and objectives, and on TTM's experience in developing effective and appropriate programs. Upon the signing of this agreement, TTM will begin rendering services immediately. Our billing structure will be based on fees agreed upon and outlined in this document. We anticipate at least project work up to the silent period.

All marketing and public relations projects, Internet sites and/or appropriate materials will be submitted to SPS for approval before the work or project is final and complete. By endorsing agreed upon marketing plans and programs, MPS agrees to hold TTM, its employees, agents and representatives harmless to accidental errors/mistakes that have been approved by SPS.

All works created by TTM through this agreement, including copy, photographs, artwork, Internet and other printed or electronic materials are considered work made for hire, and, therefore, all copyrights belong to SPS. At such time that our business relationship ends, all copyrighted materials prepared by TTM will be returned to SPS within 10 business days and upon payment in full of outstanding invoices to TTM.

The fee for the scope of work will not exceed \$12,500 for all phases outlined. A payment of \$4,150 for is due 10 days upon signing this agreement with the balance due on completion. TTM takes a number of steps to assure that your proprietary information is protected within and outside of our office. TTM staff is trained to protect confidential information. Once this agreement is signed, we will sign a confidentiality agreement with SPS.

Should SPS want to modify or amend this agreement, it must be done in writing and by mutual consent. Please keep a copy for your files and return the original to TTM. We are eager to work with SPS and look forward to a productive and successful relationship. Thank you for your vote of confidence in using our firm's services.

Sincerely,

Agreed and accepted:

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**DRAFT****P6111****Instruction****School Calendar**

The school calendar shall show the beginning and ending dates of school, legal and local holidays, meeting days, number of teaching days, vacation periods, and other pertinent dates.

The Superintendent shall recommend to the Board of Education a school calendar which meets the requirements of the law as well as the needs of the community, students, and personnel, ~~and which, whenever feasible, is synchronized with the school calendar of the New Milford Public School System, in order to coordinate student transportation services.~~

The Board of Education may declare a holiday in the schools under its jurisdiction when good reason exists.

~~For the school year commencing July 1, 2016, and each school year thereafter, the Board of Education shall use the RESC developed and approved uniform regional school calendar.~~

~~The Board of Education may delay implementation of the uniform regional school calendar until the school year commencing July 1, 2017 because of an existing employee contract that makes the implementation of such calendar impossible.~~

The Sherman Board of Education will conduct graduation ceremonies for eighth grade students upon completion of the mandated 180-day school year. The Board of Education will set the graduation date at the Board meeting in April and in most instances will schedule the ceremony for the Friday following the completion of the mandated 180-day school year. Graduates will wear graduation robes **of a single color representing school unity**, ~~the colors to reflect the established School colors.~~

Legal Reference: Connecticut General Statutes

1-4 Days designated as legal holidays

[10-15](#) Towns to maintain schools

[10-29a](#) Certain days to be proclaimed by governor. Distribution and number of proclamations

[10-261](#) Definitions

[10-16l](#) Establishment of graduation date

[10-233j](#) Student possession and use of telecommunication devices

PA 13-247, An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2015 Concerning General Government, Sections 321-324.

PA 14-38, An Act Concerning the Recommendations of the Uniform Regional School Calendar Task Force.

**Policy adopted: June 1, 2016**

SHERMAN SCHOOL DISTRICT

Sherman, Connecticut

**DRAFT**

9321

**Bylaws of the Board****Time, Place and Notification of Meetings****Regular Meetings**

The Board of Education shall post, no later than January 31st of each year, the schedule of the regular meetings of the Board of Education. No meeting shall be held sooner than thirty days after such filing.

Minutes of all meetings must be kept and made available for public inspection within seven days of the meeting. All votes taken at any meeting must be recorded and within 48 hours be made available for public inspection.

All Regular meetings of the Board of Education shall be videotaped and available on the school website.

**Special Meetings**

Special meetings of the Board of Education may be called by the Chairperson at his discretion, or by the Secretary on the written request of any three members of the Board. Notice of each special meeting shall be filed not less than twenty-four hours in advance of the meeting with the Town Clerk and posted in the office of the Town Clerk, giving the time and place of the special meeting and the business to be transacted. Each member of the Board of Education shall be notified by the Superintendent in writing or email not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place, and ~~agenda business to be transacted~~. Only the business for which the meeting is called shall be transacted at a special meeting.

**Emergency Meetings**

An emergency meeting may be held without the 24 hour notice or the posting of an agenda. However, within 72 hours of the meeting, the minutes of the meeting and the circumstances necessitating the emergency meeting shall be posted on the Sherman School website.

**Electronic Participation**

Provided a quorum of the Board is physically present at a Board meeting, a Board member may attend a meeting by video if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. Therefore, the Board authorizes that the Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good cause why the Board member cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be established. Members who participate in a Board meeting through electronic means may be counted in the quorum.

1. Minutes of all meetings shall specify if a member was physically present or present electronically. Lack of such a specification shall be deemed to indicate that the member in question was physically present.
2. When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/herself by name and be recognized by the Chairperson before speaking.

The Board of Education reserves the right to hold regular, special, and committee meetings virtually when



## **Enclosure 9.6**

in-person participation might not be possible due to inclement weather, or other circumstances as deemed appropriate by the Board Chair. If a meeting is going to be held electronically, instead of in-person, the agenda posted on the school website will be modified to include the link to the virtual meeting no less than one hour before the meeting is scheduled to take place.

When virtual Regular Meetings of the Board take place, members of the Board must have their cameras turned on during comments and votes.

### **Recording of Committee Meetings**

All publicly warned meetings of Board committees shall be audio recorded so that the Board Clerk can transcribe the minutes of each meeting. Meeting Minutes shall be taken using a uniform template for consistency.

### **Notice of Meetings to Persons Filing a Written Request**

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

Legal Reference: Connecticut General Statutes

- [1](#)-206 Denial of access to public records or meetings.
- [1](#)-225 Meetings of government agencies to be public.
- [1](#)-227 Mailing of notice of meetings to persons filing written requests.
- [1](#)-228 Adjournment of meetings. Notice.
- [1](#)-229 Continued hearings. Notice.
- [1](#)-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- [10](#)-218 Officers. Meetings

**Bylaw adopted by the Board: April 2, 2008**

SHERMAN SCHOOL DISTRICT

Sherman, Connecticut

DRAFT

P9330

## **Bylaws of the Board**

### **Board/School District Records**

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the school district, whether handwritten, typed, tape recorded, printed, photostated, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (i.e., audiotapes, videotapes, micro-fiche, computer disk) material. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian of all public records of the district.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes provided by the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).

7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney client relationship.
9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.
10. Records including engineering and architectural drawings; security systems' operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
11. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.
12. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.
13. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

#### **Availability of Records**

Any request made for copying or printing records shall be charged at \$.50 per page / per side. Fees shall be paid in advance via check or money order made payable to Treasurer Town of Sherman.

An individual may use a "hand-held" scanner\* to copy a public record. The Board establishes a fee structure of twenty dollars (\$20) for an individual to pay each time the individual copies records at the Board offices with a hand-held scanner.

The Board considers the use of a "smartphone" as analogous to a hand-held scanner\* and therefore, subject to a twenty dollar (\$20) flat fee.

\*A hand-held scanner is defined by C.G.S. 1-212(g) as a battery-operated electronic scanning device the use of which (1) leaves no mark or impression on the public record, and (2) does not unreasonably interfere with the operation of the public agency.

The Superintendent, on behalf of the Board of Education, shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

**Requests for Public Access to Records**

1. Submission of the FOIA request form requesting inspection of records shall be made at least four (4) working days in advance to the Superintendent..
2. The Superintendent or designee shall respond promptly to a request for records. Except under extraordinary circumstances, the District shall make response no more than four (4) working days after receipt of the request.
3. When completing the FOIA request form, the requester shall describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.
4. If the District does not provide or deny access to the record sought within four (4) business days of receipt of a request, the District shall furnish a written acknowledgement of receipt of the request and statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

**Denial of Access to Records**

1. If the District fails to respond to a request within four (4) business days of receipt of a request, such failure shall be deemed a denial of access by the District.
2. Any person denied access to records may appeal to the State Freedom of Information Commission identifying:
  - a. The date and location of a request for records;
  - b. The records that were denied; and
  - c. The name and return address of the appellant.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records.

1-200 Definitions.

1-210 to 1-213 Access to public records. (as amended by PA 02-113)

1-211 Access to computer stored records.

1-212(g) Copies and scanning of public records

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of public agencies.

Paulsen v. Superintendent of Schools, Bethel Public Schools, #FIC 2015-663 (June 8, 2016)

Federal Rules of Civil Procedure - 2006 Amendments

Bylaw adopted by the Board:

**DRAFT**

**P9240**

## **Bylaws of the Board**

### **Board Member Development**

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's school facility. It is right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of the local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

The Board regards the following as kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by CABA and NSBA.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

Board members are encouraged to attend workshops presented by CABA and NSBA.

Professional journals and books in school professional libraries shall be made available to all Board members.

At the completion of the Board's self-evaluations, the Board Chair shall assess the needs of the Board of Education and may recommend any additional Board retreats, workshops, meetings and training that are recommended for the purpose of ensuring the success of the Board.



### **New Board Member Orientation**

In an effort to fully support and acclimate new Board members, the following Orientation shall be required for all new or returning members:

- individual meetings with Supt and BOE chair
- reading and discussion of selected articles
- review of vision and strategic plan
- development and agreement around behavioral norms and expectations
- understanding of board member and administrative roles and responsibilities
- understanding of Board by-laws
- what it means to be a productive member of a team (preserving independent thought, learning to disagree respectfully, etc.)
- Participation in the CAFE New Board Member Orientation workshop (or similar) in December following their election.

Funds shall be budgeted annually to support the program. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the Board's continuing in-service education and about the program's anticipated short and long range benefits to our schools.

(cf. 1100 - Communication with the Public)

(cf. [4133](#) - Travel Reimbursement)

**Bylaw adopted by the Board:**