

**Brooklyn Board of Education
Meeting Agenda
Virtual & in the BMS Auditorium**

**October 27, 2021
7:00PM**

Please click the link [HERE](#) to join the webinar:

Webinar ID: 895 6331 5056

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Dial(for higher quality, dial a number based on your current location):

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Mission: The Brooklyn Schools will foster a drive for learning within each student to reach his/her greatest potential. To achieve this mission, the school will continually improve its educational programs and services to meet this community's expectations for a quality education for all.

To support public participation the documents will be posted on the
[Town of Brooklyn Website](#) as well as the [Brooklyn Public Schools Website](#).

You are encouraged to send questions or comments to buell@brooklynschools.org prior to the meeting.

1. Attendance, Establishment of a Quorum, Call to Order
2. Public Comment
3. Approval of Minutes
 - a. September 22, 2021
4. Correspondence and Communication
 - a. Introduction of the 8th Grade Class Officers
 - b. Presentation by BES and BMS Instructional Coaches
 - c. Appreciation
 - d. Thank you letter - Walmart
 - e. Thank you letter - Lebanon CT Leo Club
5. Administrative Reports
 - a. Brooklyn Enrollment
 - i. October 1, 2021
 - ii. Current Enrollment
 - b. FY22 Financial Reports
 - c. Transfer Request
 - d. September Data Dashboard
 - e. Brooklyn's Best

6. Board of Education Committee Reports
7. Board Representatives to other Committees
8. Old Business
 - a. Narcan Policy - Second reading
9. New Business
 - a. Information on PowerSchool
 - b. Initial Discussion of 2022-2023 School Calendar
 - c. Solar Panel Projects: Close-out
 - i. BES Photovoltaic Project #019-0031PV
 - ii. BMS Photovoltaic Project #019-0032PV
10. Public Comment
11. Executive Session
 - a. Personnel Matter
12. Adjournment

The Board of Education

Town of Brooklyn
119 Gorman Road
Brooklyn, CT 06234

Mae Lyons, Board Chair
Keith Atchinson, Secretary
Tana Jolley

Melissa Perkins-Banas, Vice-Chair
Justin Phaiah
Nathan Richards

Mission: The Brooklyn Schools will foster a drive for learning within each student to reach his/her greatest potential. To achieve this mission, the school will continually improve its educational programs and services to meet this community's expectations for a quality education for all.

The Brooklyn Board of Education held their monthly meeting in the Brooklyn Middle School Auditorium and virtually on September 22, 2021 via Zoom. In attendance were Mrs. Lyons, Mr. Phaiah, Mr. Richards, Mr. Atchinson, and Mrs. Jolley (joined at 7:08 p.m.). Mrs. Perkins-Banas was absent. Mrs. Buell, Superintendent, Mrs. Tamsin, BMS Principal, Mr. Torchia, BMS Assistant Principal, Mrs. Graef, BES Principal, and Mr. Weaver, BES Assistant Principal, were also present.

Due to the COVID-19 Pandemic, the Brooklyn Board of Education will conduct a virtual meeting in accordance with Governor Lamont's Executive Order 7B.

To support public participation the documents will be posted on the
Town of Brooklyn Website as well as the Brooklyn Public
Schools Website.

You are encouraged to send questions or comments to buell@brooklynschools.org prior to the meeting.

1. Attendance, Establishment of a Quorum, Call to Order

Quorum established. Mrs. Lyons called the meeting to order at 7:06 p.m.

2. Public Comment

None

3. Approval of Minutes

a. August 25, 2021 BOE Regular Meeting Minutes

Motion to approve the Regular Meeting Minutes for August 25, 2021.
(Phaiah/Richards)

No Discussion

Vote Count: 4, 0

Unanimous vote to approve

Mrs. Lyons would like to move agenda items 9d and 9e up to 3b.

Motion to modify the agenda to move items 9d and 9e up to 3b.

Mrs. Buell stated that Mrs. Jolley has joined the Board meeting virtually.

(Richards/Phaiah)

No Discussion

Vote Count: 5, 0

Unanimous vote to approve

b. Advancement Plan Presentation (9d)

Mrs. Buell stated that she would like to thank the administrators at the Brooklyn Middle School, Mrs. Tamsin, Mr. Torchia, and the administrators at the Brooklyn Elementary School, Mrs. Graef, and Mr. Weaver for being present this evening.

Mrs. Buell stated she wanted to discuss the Universal Screen Data to the Board. She stated that the Board has seen this before and discussed the SBAC data as well. She stated that last year was not a normal year and when scores were distributed to districts, the State of Connecticut provided the data with caution. The assessment data is not comparable to a year ago due to not taking the test in 2020, nor can you compare it to two years ago due to everyone being in-person. She stated that some students were at home taking the test and some students were in school taking the test. Brooklyn's data is mostly categorized as hybrid, 25 to 75 percent membership days were in person and the assessment data is not comparable to any other year.

Mrs. Buell shared ELA and Math data from 2017 through 2021 with the Board. The scores are not where we would like them to be. She stated in 2020, students were not assessed and in 2021 students were assessed. Staff is aware that the performance dropped for many students both in person and at home. She stated that we are not going to build everything off this data. This data will be sent home along with a flyer that the State of Connecticut has put together about the data. She stated that the conclusions that were drawn from staff, it was easier to teach remotely and in-person for ELA and more challenging for Math.

Mr Torchia shared state data with comparable numbers with other area districts around Brooklyn. There are different numbers in different districts. Some districts chose to have all in-person, some chose to have hybrid and others were distance learning. Brooklyn's distance learners did have core instruction everyday from teachers that were there for distance learning purposes. Mr. Torchia did state that Brooklyn did a little better than other districts around Brooklyn.

Mrs. Tamsin discussed the Universal Screener that is used in the district, the STAR Assessment. She shared the fifth through eighth grade current fall performance scores. The Reading scores have decreased from pre-covid or pre-pandemic. The Math scores are similar to the SBAC test, there is still a lot of work that needs to be done. She stated that they are getting creative and thinking outside the box using every resource in the building as far as staff.

Mr. Weaver stated the elementary school data cycle is a little different from the middle school, teachers are still working on their universal screenings for STAR Reading and Math and scores listed are from the spring of 2021 and the fall scores will be updated in a few days. He stated that everyone did a good job navigating through the different learning models from last year. He stated that he is happy to have everyone back and their schedule is built around an intervention schedule to help students fill in the gaps and get students caught up.

Mrs. Graef discussed the DRA results from the spring assessment. The fall assessment will be in October. There are some students that have not been in a classroom for the last 18 months. Students are still learning to be students. She explained that the DRA is when you listen to a child read orally and ask them comprehension questions. Teachers believe this is more reliable than a child that cannot type their name on a computer.

Mr. Weaver discussed what the Brooklyn Elementary School Intervention looks like in a classroom. The schedule is built around academic intervention blocks. Each block has 2 classroom teachers, 3 reading interventionists, 1 math interventionist, and 1 Lexia paraprofessional to work on both Math and ELA skills.

Mrs. Graef discussed the students receiving intervention with the model that is in place. For example: Grade 1 has 76% of their students receiving reading intervention everyday; Math has less students. Students are getting targeted skills based on their needs. In the past, students would be pulled out of the classroom and this year intervention teachers are going into the classroom. All staff are learning from one another and they have collected more data in the past three weeks than they had in the past.

Mr. Weaver discussed the reflection process, discussing the data. They looked at last year's data and formed intervention groups. The intervention groups have been going into classrooms and working in small groups and discussing the data. Students will stay in their groups for six week cycles. He stated that teachers are already collaborating with each other.

Mr. Torchia discussed the SRBI Flow Chart for the middle school academically and socially emotionally. Tier 1 is usually where 80% of the students are in this category. Coming out of the pandemic, that is not the case according to the data. He stated that they need to work on closing the gaps from the past 18 months,

which will take possibly two years. Mr. Torchia stated with the Tier 2 intervention, FLEX is already built into the schedule every other day and meets 2 to 3 times a week. Interventions can happen in the classrooms. There is reference to social emotional in Tier 2 as well. There are some students that have not been around big groups in a while and being back with peers can be difficult where some intervention is needed in that area as well. He stated that quarterly, they will be reviewing the data as a team. Tier 3 intervention meets 4 to 5 times a week, which is supported by the math and ELA interventionists and data will be tracked biweekly. If students are not making progress, a referral to a PPT will be recommended.

Mrs. Tamsin shared the middle school's current intervention numbers for Tier 2 and Tier 3 intervention numbers. She stated we have a new full-time math interventionist that has taught mathematics in both middle school and elementary school. She stated that there have been interesting conversations where students are stating they want extra help and kids are advocating for themselves. They are seeing growth already.

Mr. Torchia discussed the middle school Pacing and Monitoring, which is to make sure they are following along with the pacing that was set. He stated pacing has been slower than anticipated due to attention spans being shorter. Mr. Torchia shared the Assessment Calendar on what the first quarter looks like with the Board.

Mrs. Buell thanked the administration teams and asked if there were any questions by the Board.

Mrs. Lyons stated that she couldn't believe her 2nd grader said she had 5 teachers.

Mr. Richards wanted to commend all administrators on the effort being made. A few years ago, they discussed having a plan and the execution until everything came to a halt. He likes the collaboration happening across grade levels. He stated to continue to encourage staff and stay motivated. He knows we will catch up, just keep reinforcing with staff and stay on task.

Mr. Torchia stated that teachers have been working very hard for over a year and a half. Mr. Torchia stated it is not just what they are doing, it is what everyone in the community is doing.

c. Update on Fitness Course at Brooklyn Middle School (9e)

Mrs. Tamsin stated that the Booster Club met on Monday, September 20, 2021 for an update. They raised \$3200 running the lemonade stand for the Lebanon Lions Club at the Brooklyn Fair. Currently, they have raised \$25,000 out of the \$100,000. Mrs. Tamsin reached out to the company and is hoping to have the first station on order. She stated that there are a couple businesses in town that are

interested in purchasing a full station. She is hoping to have 3 out of the 10 stations started and hoping to break ground before winter.

4. Correspondence and Communication

a. Thank You Letter - Staples

Mrs. Buell stated that she sent a thank you letter to Staples for their generous donation of three large boxes of assorted school supplies to the Brooklyn Elementary School.

b. Connecticut State Department of Education Assessment

Mrs. Buell stated that the Connecticut State Department of Education will be sending a letter to parents with the assessment results, "Back Together This Fall." If parents have any questions after receiving the assessment, they are encouraged to reach out to teachers or administrators with their questions.

Mrs. Buell stated that she received the Statewide Summative Assessment Report for the Connecticut State Department of Education, a reference of how to look at the data.

c. 2020-2021 Annual Report - Woodstock Academy

Mrs. Buell stated that she received the annual report from Woodstock Academy and she included it in with the packet of handouts and it has been posted to the Town of Brooklyn's website. The annual report highlights what they do at Woodstock Academy and some of the successes.

5. Administrative Reports

a. Brooklyn Enrollment

Mrs. Buell discussed the enrollment report, numbers are slightly down from August, which could be due to students not returning to in-person learning or have moved out of the district. She stated Brooklyn Elementary School is down by 18 students, Brooklyn Middle Schools is down by 2 students, and homeschooled students are up by 1 in each school. The overall high school enrollment numbers are down by 6 students. She stated that October 1st is the State's cutoff for high school enrollment. Special education students who have come in and left the district are high. Since the beginning of the school year, 6 students have left the district and 18 students are coming into the district.

Mrs. Lyons asked if it is the younger age groups coming in? Mrs. Buell stated that approximately 5 students are high school age, most are in the younger range. She stated that Birth to three numbers are slightly high. If students are turning three

years old and require special education services then the Birth to Three program needs to be in place..

Mrs. Lyons asked if they were talking about raising the age up to five? Mrs. Buell stated there was talk, nothing has come of it as of yet.

b. FY22 Financial Reports

Mrs. Buell shared the expenditure report. She stated that salaries have been encumbered for the school year. It's still very early, Mrs. Buell is projecting that we are on track for this fiscal year.

c. 2020-2021 Budget Report

Mrs. Buell stated that we did close out the 2020-2021 school budget. She stated that \$211,453.76 funds were unexpended and returned to the Town in 2020-2021. This was communicated to the Board of Finance on September 15, 2021. Mrs. Buell stated that there were some cost savings in transportation, heating, and additional grant funding through covid funds.

d. Brooklyn's Best

BES

- Well attended Open House
- Successful Kinder Camp with over 50 students and families
- Intervention is off to a good start
- Instructional coach is getting staff into others classrooms

BMS

- Open House was well attended
- Thank you to United Services for attending Open House and giving out information to families
- High School Choice Fair is September 22, 2021. We have had a great response for attendance by local schools
- Fall sports are off to a great start!
- Booster Club has raised about \$25,000 towards our Community Fitness Course. We are looking to purchase our first station soon! Thank you to the staff members who ran the lemonade stand provided by Lebanon Lions Club at the Brooklyn Fair. \$3200 was raised and donated by the Lions Club.
- We have had a smooth start to the school year!

6. Board of Education Committee Reports

Nothing to report

7. Board Representatives to Other Committees

Mr. Phaiah reached out to Mrs. Trivella in regards to attending the EASTCONN meetings. He stated that the meetings are held the last Tuesday of every month at 5:30 p.m. in Hamden, Connecticut.

8. Old Business

a. Policies - Second Reading

Mrs. Buell stated that this is a second read on the following policies:

- **Policy 0521 - Nondiscrimination Policy**
Mrs. Buell stated this policy is required by CAFE and is in compliance with CAFE's guidance. She recommends the Board approve this policy with legal references and not include the regulation portion of this policy.
- **Policy 4118.11/Policy 4218.11 - Personnel Certified/Non-Certified, Nondiscrimination Policy**
Mrs. Buell stated that this policy is guidance from CAFE and recommends the Board accept and approve this policy and replace the current policy.
- **Policy 1110.1 - Community Relations**
Mrs. Buell stated that this policy is one of our current policies with minor changes, removal of older dates. This policy is about parent involvement with a change with increasing parent conferences, especially with covid situations. Mrs. Buell recommends the Board adopt and approve this policy with changes.
- **Policy 3542.43 - Food Service Policy**
Mrs. Buell stated that the Board adopted this policy a few years ago. She stated that the Brooklyn Public Schools are not charging for meals this year, meals are still free. This policy still needs to be implemented. Mrs. Buell recommends that the Board adopt and replace this policy and include the alternate language in Box 1, do not include Box 2, and remove the section on secondary students.
- **Policy 5113 or 5113.2 - Attendance Policy**
Mrs. Buell recommends that the Board approve Policy 5113 not 5113.2. This policy includes a new category where families can allow mental health days (2) excused, cannot be back-to-back or near a holiday/vacation. She recommends to not include the "Note" in the top box, do include the information in the bottom box page (b).

Mrs. Lyons asked if this is something they allow or recommend or are they just allowing the students if we didn't have a policy, people would still do it? Mrs. Buell stated that people that still do it, it is called an excused

absence by law and we need to adjust our policy. There are only certain reasons for excused absences. There is still a maximum of ten (10) excused absences, two (2) are excused mental health days.

- **Policy 6159 - Special Education Policy**

Mrs. Buell stated that this policy is an update to special education. Prior to last year, students who needed special education services aged out at the age of 21. Now, students are allowed to receive special education services until they are 22 years old.

- **Policy 5131.911 - Students, Hazing, Bullying and Safe School Climate Policy**

Mrs. Buell stated that there is a slight change where the Safe School Climate Committee needs to include school personnel, teachers, medical and mental health personnel from the school. Mrs. Buell redacted the high school student section due to there not being a high school student on our policy. Mrs Buell recommends the Board accept this policy with the changes.

Motion to adopt, approve or update the following policies: Policy 0521, Policy 4118.11, Policy 4218.11, Policy 1110.1, Policy 3542.43 with the alteration accepting the alternate language in Box 1, and omitting language in Box 2, adopting Policy 5113 with updated language, approving Policy 6159, and adopting Policy 5131.911.

(Richards/Phaiah)

No Discussion

Vote Count: 5, 0

Unanimous vote to approve

9. New Business

a. Building Project PMA Proposal and RFP Services Contract

Mrs. Buell stated the Building Committee did not have a quorum to meet last night, Tuesday, September 21, 2021. She stated there is one more outstanding invoice and a change order was missed. The Board will need to revisit the motions from last month.

Mrs. Buell stated that she received a proposal from CSW to contract with them to find a vendor for the operations and maintenance (O&M) provider will protect the Town's investment into the solar array by ensuring the projected ZREC revenue and utility savings are achieved. This is accomplished through remote monitoring of the system, annual inspections and reactive maintenance visits. The O&M provider will monitor the systems production, identify production issues, and analyze site data to determine root causes. Once a year a team of technicians will visit the site to conduct a visual inspection of all components, ensure wiring

connections are secure, and check equipment outputs. Costs are anticipated to be around \$5,000 to \$6,500 per site per year.

Mr. Richards asked if there was anything in the proposal that was a shock or anything that we should think about? Mrs. Buell stated that there was not and stated if the Board was in agreement to move forward, she will reach out to CSW letting them know the Board is ready to move forward.

b. Narcan Policy - First Read

Mrs. Buell stated that she included the Narcan Policy 5141.213 as a first read. She stated that they have spoken with their medical advisor. If there ever is an emergency, we'd be glad to have this policy in place. She hopes to never need or use it. There is no cost to have Narcan.

Mrs. Lyons asked if it is the same as EpiPens, is there a shelf life? Mrs. Buell stated that there is and they will expire.

Mr. Richards asked if it requires specialized training with our nurses? Mrs. Buell stated that the middle school nurse has had training and believes the elementary nurse has had it as well. Mrs. Buell stated she received training through SERAC.

Mr. Richards was concerned about the liability, would it cause more harm if administered incorrectly? Mrs. Buell stated that it won't harm anyone, it reacts only if you have a drug in your system.

c. Boiler discussion at Board of Finance

Mrs. Buell stated after the last Board of Education meeting, she sent letters to the Board of Finance and the Board of Selectman in regards to the HVAC system and the boilers. The Board of Finance discussed that they are aware of the need to replace two boilers at Brooklyn Elementary School and two boilers at Brooklyn Middle School. They are aware that we may need to begin to seek bids for this project prior to next year's budget approval for the Town in order to complete the project next summer.

Mr. Phaiah stated he spoke to the Board of Selectman in regards to the boilers needing to be replaced. He stated they thought they would be able to use ARC funds and they didn't qualify. He stated our capital needs to be put in for the Town Meetings and it was included in time for this year. He believes we will get the boilers come spring when we do our capital budget.

Mrs. Buell stated in order for the boilers to be approved, go out to bid, get contractors and be put on the schedule, it might be too late to wait for voting for a budget in June. The project may not be able to be done next summer.

Mrs. Lyons asked if the boilers are dangerous due to starting a fire or leak, then there would be a town meeting? Is there anyone that has come in to look at them? Mrs. Buell stated that we do have a maintenance contract. When the capital budget was being put together last year, their recommendation was that the boilers will not last much longer. They did not say they were dangerous.

d. District Advancement Plan Presentation

Mrs. Buell discussed the District Advancement Plan, which outlines the District Goals. She stated staff have narrowed their focus and identified what needs to be improved upon based on the data. The data is inconsistent when looking at last year's data. She stated the focus on the advancement plan is to track what the progress is for the year and how we intend to measure it. Mrs. Buell stated there will be a midyear intervention report and an end of year intervention report. She is creating a data dashboard that she is hoping to have updated monthly. The best way to monitor progress is to measure. Everyone has the same focus: what does core instruction look like; how do we administer it; how do we monitor and assess it; how do we adjust when there are struggling students.

Mr. Richards commented on how we have talked about having a plan and now we have a plan. He likes how Mrs. Buell talked about starting to measure it and executing it. Now that the plan is here, we need to execute the plan, see how effective it is and get it to where it needs to be. He knows the math scores are a concern as a district. He stated to continue keeping an on the measuring and pivot or adjust to keep moving forward.

10. Public Comment

None

11. Adjournment

Motion to adjourn at 8:31 p.m.

(Jolley/Phaiah)

No Discussion

Vote Count: 5, 0

Unanimous vote to approve

Respectfully Submitted,

Donna L. DiBenedetto

Donna L. DiBenedetto
Board Clerk

The Brooklyn School

119 Gorman Road
Brooklyn, CT 06234
Phone: (860) 774-9153
Fax: (860) 774-6938

Patricia L. Buell
Superintendent
buell@brooklynschools.org

September 21, 2021

Walmart Supercenter #5777
% Mara Tessier, People Lead
450 Providence Road
Brooklyn, CT 06234

To Ms. Tessier,

On behalf of the Brooklyn Board of Education and the Brooklyn Public Schools I would like to thank you very much for the donation made to the Brooklyn Public Schools. The large boxes of school supplies that we received was very thoughtful of you. We were amazed by the donation. Thank you!

We have distributed the donations to the Brooklyn Elementary School and the Brooklyn Middle School and your donations have already been put to use. Again, we can't thank you enough for reaching out to our Brooklyn PTO President Michelle Parmeter and offering such a generous donation. I am very grateful for your generosity!

This donation will be recognized at the Board of Education meeting on October 27, 2021 at 7:00pm. Thank you for supporting the Brooklyn Public Schools!

Sincerely,



Patricia L. Buell

PB/tm

cc: Keith Atchinson, Board of Education Secretary
Michelle Parmeter, PTO President



The Brooklyn School

119 Gorman Road
Brooklyn, CT 06234
Phone: (860) 774-9153
Fax: (860) 774-6938

Patricia L. Buell
Superintendent
buell@brooklynschools.org

September 21, 2021

Lebanon CT Leo Club
PO Box 13
Lebanon, CT 06249

Dear Lion Mackewicz, Lion Tanger and Lion Wells,

On behalf of the Brooklyn Public Schools I would like to thank you and the Lebanon CT Leo for the generous donation this year. Your support of the Brooklyn Public Schools is very thoughtful and greatly appreciated. The Lebanon CT Leo Club donation of \$3,200 through your fundraising efforts is truly amazing.

This donation will be publicly acknowledged during the October 27, 2021 Board of Education meeting and I would like to assure you that we are grateful to you for thinking of the Brooklyn Public Schools.

Thank you again for your continued support of the Brooklyn Public Schools!

Sincerely,



Patricia L. Buell

PB/tm

cc: Keith Atchinson, Board of Education Secretary

Brooklyn Board of Education

FY22 Budget Expense Summary by Object

From Date: 10/1/2021

To Date: 10/31/2021

Fiscal Year: 2021-2022

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
1010.00000.0000.000.51100	Salaries Administration	\$820,019.00	\$0.00	\$820,019.00	\$74,984.29	\$259,824.73	\$560,194.27	\$595,012.50	(\$34,818.23)	-4.25%
1010.00000.0000.000.51103	Salaries- Substitute Teachers	\$90,000.00	\$0.00	\$90,000.00	\$4,683.19	\$5,060.63	\$84,939.37	\$18,850.16	\$66,089.21	73.43%
1010.00000.0000.000.51104	Salaries-Substitute Instructional Aides	\$21,000.00	\$0.00	\$21,000.00	\$2,449.45	\$3,438.24	\$17,561.76	\$0.00	\$17,561.76	83.63%
1010.00000.0000.000.51110	Salaries-Support Staff	\$979,008.00	\$9,500.00	\$988,508.00	\$84,443.21	\$258,964.47	\$729,543.53	\$761,265.35	(\$31,721.82)	-3.21%
1010.00000.0000.000.51111	Salaries-Teachers	\$5,414,664.00	\$0.00	\$5,414,664.00	\$436,554.30	\$1,091,356.57	\$4,323,307.43	\$4,471,395.55	(\$148,088.12)	-2.73%
1010.00000.0000.000.51112	Salaries-Instructional Aides	\$939,727.00	\$0.00	\$939,727.00	\$109,092.59	\$160,309.70	\$779,417.30	\$931,341.67	(\$151,924.37)	-16.17%
1010.00000.0000.000.51119	ESY Teacher	\$11,292.00	\$0.00	\$11,292.00	\$0.00	\$9,447.35	\$1,844.65	\$0.00	\$1,844.65	16.34%
1010.00000.0000.000.51129	ESY Paraprofessional	\$16,474.00	\$0.00	\$16,474.00	\$0.00	\$25,267.38	(\$8,793.38)	\$0.00	(\$8,793.38)	-53.38%
1010.00000.0000.000.51130	Salaries-Custodial O/T	\$2,000.00	\$0.00	\$2,000.00	\$1,303.54	\$5,783.31	(\$3,783.31)	\$0.00	(\$3,783.31)	-189.17%
1010.00000.0000.000.51131	Salaries Cafe Overtime	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
1010.00000.0000.000.51151	Additional Compensation-Teachers	\$51,253.00	\$0.00	\$51,253.00	\$0.00	\$0.00	\$51,253.00	\$10,132.83	\$41,120.17	80.23%
1010.00000.0000.000.51152	IT Summer Salaries	\$14,500.00	(\$9,500.00)	\$5,000.00	\$0.00	\$2,253.75	\$2,746.25	\$0.00	\$2,746.25	54.93%
1010.00000.0000.000.52110	Cigna health employer	\$1,619,305.00	\$0.00	\$1,619,305.00	\$150,447.61	\$696,815.18	\$922,489.82	\$655,887.29	\$266,602.53	16.46%
1010.00000.0000.000.52115	cigna dental employer	\$83,306.00	\$0.00	\$83,306.00	\$7,649.04	\$18,533.76	\$64,772.24	\$35,612.26	\$29,159.98	35.00%
1010.00000.0000.000.52120	HSA	\$185,000.00	\$0.00	\$185,000.00	\$1,875.00	\$96,250.00	\$88,750.00	\$88,125.00	\$625.00	0.34%
1010.00000.0000.000.52200	Fica/Medicare Employer portion	\$220,000.00	\$0.00	\$220,000.00	\$22,513.66	\$59,241.95	\$160,758.05	\$109,794.16	\$50,963.89	23.17%
1010.00000.0000.000.52300	Pension/Retirement Expenses	\$241,153.00	\$0.00	\$241,153.00	\$0.00	\$241,153.00	\$0.00	\$0.00	\$0.00	0.00%
1010.00000.0000.000.52510	Tuition Reimbursement	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
1010.00000.0000.000.52600	Unemployment	\$35,000.00	\$0.00	\$35,000.00	\$514.85	\$774.90	\$34,225.10	\$29,225.10	\$5,000.00	14.29%
1010.00000.0000.000.52700	Workers Compensation	\$81,850.00	\$0.00	\$81,850.00	\$0.00	\$40,918.23	\$40,931.77	\$40,921.17	\$10.60	0.01%
1010.00000.0000.000.52800	Life Insurance	\$18,731.00	\$0.00	\$18,731.00	\$1,630.88	\$8,316.87	\$10,414.13	\$5,643.20	\$4,770.93	25.47%
1010.00000.0000.000.53020	Legal Services	\$40,000.00	\$0.00	\$40,000.00	\$1,606.00	\$3,092.50	\$36,907.50	\$20,907.50	\$16,000.00	40.00%
1010.00000.0000.000.53040	Nursing Services	\$76,440.00	\$0.00	\$76,440.00	\$0.00	\$0.00	\$76,440.00	\$0.00	\$76,440.00	100.00%
1010.00000.0000.000.53200	Professional Educational Services	\$173,763.00	\$0.00	\$173,763.00	\$1,400.02	\$69,445.65	\$104,317.35	\$143.20	\$104,174.15	59.95%
1010.00000.0000.000.53230	Pupil Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
1010.00000.0000.000.53400	Other Professional Services	\$17,700.00	\$0.00	\$17,700.00	\$1,800.00	\$2,900.00	\$14,800.00	\$9,950.00	\$4,850.00	27.40%
1010.00000.0000.000.53410	Audit	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$2,000.00	\$18,000.00	\$8,675.00	\$9,325.00	46.63%
1010.00000.0000.000.53500	Technical Services	\$41,186.00	\$0.00	\$41,186.00	\$963.00	\$12,508.78	\$28,677.22	\$56,765.90	(\$28,088.68)	-68.20%
1010.00000.0000.000.53520	Other Technical Services	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00	100.00%
1010.00000.0000.000.53540	Sports Officials	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
1010.00000.0000.000.54101	Refuse Removal	\$15,000.00	\$0.00	\$15,000.00	\$900.00	\$3,835.00	\$11,165.00	\$5,200.00	\$5,965.00	39.77%
1010.00000.0000.000.54300	Equipment Repairs	\$22,775.00	\$0.00	\$22,775.00	\$1,268.00	\$7,822.58	\$14,952.42	\$0.00	\$14,952.42	65.65%
1010.00000.0000.000.54301	Building Maintenance	\$55,000.00	\$0.00	\$55,000.00	\$2,592.11	\$9,963.11	\$45,036.89	\$10,466.00	\$34,570.89	62.86%
1010.00000.0000.000.54302	Fire/Security Maintenance	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$6,334.32	\$9,665.68	\$5,097.83	\$4,567.85	28.55%

Brooklyn Board of Education

FY22 Budget Expense Summary by Object

From Date: 10/1/2021

To Date: 10/31/2021

Fiscal Year: 2021-2022

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
1010.00000.0000.000.54303	Grounds Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$2,577.13	\$14,236.93	\$2,763.07	\$2,759.17	\$3.90	0.02%
1010.00000.0000.000.54320	Technology Related Repairs	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
1010.00000.0000.000.54411	Water/Sewer	\$24,205.00	\$0.00	\$24,205.00	\$2,906.10	\$4,811.29	\$19,393.71	\$15,708.71	\$3,685.00	15.22%
1010.00000.0000.000.54430	Rental of Computer Related Equipment	\$58,000.00	\$0.00	\$58,000.00	\$2,880.01	\$2,880.01	\$55,119.99	\$28,767.47	\$26,352.52	45.44%
1010.00000.0000.000.55100	Pupil Transportation-Local/High	\$848,161.00	\$0.00	\$848,161.00	\$0.00	\$221.00	\$847,940.00	\$0.00	\$847,940.00	99.97%
1010.00000.0000.000.55110	Student Transportation-Spec. Ed In-State	\$150,464.00	\$0.00	\$150,464.00	\$0.00	\$0.00	\$150,464.00	\$0.00	\$150,464.00	100.00%
1010.00000.0000.000.55130	TRANS SPECIAL ED - ESY	\$6,875.00	\$0.00	\$6,875.00	\$0.00	\$32,947.50	(\$26,072.50)	\$0.00	(\$26,072.50)	-379.24%
1010.00000.0000.000.55150	Transportation-Athletics/Field Trips	\$23,900.00	\$0.00	\$23,900.00	\$0.00	\$0.00	\$23,900.00	\$0.00	\$23,900.00	100.00%
1010.00000.0000.000.55200	Property & Liability Insurance	\$72,576.00	\$0.00	\$72,576.00	\$0.00	\$36,286.46	\$36,289.54	\$36,290.30	(\$0.76)	0.00%
1010.00000.0000.000.55300	Communications	\$13,400.00	\$0.00	\$13,400.00	\$1,393.46	\$3,376.92	\$10,023.08	\$7,842.20	\$2,180.88	16.28%
1010.00000.0000.000.55301	Postage	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$1,132.08	\$1,367.92	\$246.24	\$1,121.68	44.87%
1010.00000.0000.000.55400	Advertising	\$6,850.00	\$0.00	\$6,850.00	\$0.00	\$615.00	\$6,235.00	\$0.00	\$6,235.00	91.02%
1010.00000.0000.000.55600	Tuition-High School	\$4,487,268.00	\$0.00	\$4,487,268.00	\$282,307.08	\$1,042,810.82	\$3,444,457.18	\$1,997,644.26	\$1,446,812.92	32.24%
1010.00000.0000.000.55610	Tuition-Vo Ag	\$70,982.00	\$0.00	\$70,982.00	\$0.00	\$0.00	\$70,982.00	\$0.00	\$70,982.00	100.00%
1010.00000.0000.000.55630	Tuition-Spec. Ed Private	\$915,136.00	\$0.00	\$915,136.00	\$38,574.93	\$183,953.57	\$731,182.43	\$284,056.85	\$447,125.58	48.86%
1010.00000.0000.000.55640	Tuition-Spec. Ed-In State LEA	\$1,075,159.00	\$0.00	\$1,075,159.00	\$51,145.94	\$159,479.38	\$915,679.62	\$435,894.62	\$479,785.00	44.62%
1010.00000.0000.000.55800	Travel Reimbursement	\$7,000.00	\$0.00	\$7,000.00	\$153.84	\$740.80	\$6,259.20	\$1,384.64	\$4,874.56	69.64%
1010.00000.0000.000.55910	ADULT EDUCATION	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$30,596.00	(\$2,596.00)	\$0.00	(\$2,596.00)	9.27%
1010.00000.0000.000.56100	General Supplies	\$68,346.00	\$0.00	\$68,346.00	\$14,202.56	\$30,157.63	\$38,188.37	\$5,242.18	\$32,946.19	48.21%
1010.00000.0000.000.56110	Instructional Supplies	\$34,410.00	\$0.00	\$34,410.00	\$1,084.54	\$21,810.01	\$12,599.99	\$890.83	\$11,709.16	34.03%
1010.00000.0000.000.56120	Admin Supplies	\$17,696.00	\$0.00	\$17,696.00	\$1,693.96	\$4,251.91	\$13,444.09	\$0.00	\$13,444.09	75.97%
1010.00000.0000.000.56220	Electricity	\$85,000.00	\$0.00	\$85,000.00	\$6,619.81	\$17,620.53	\$67,379.47	\$43,750.95	\$23,628.52	27.80%
1010.00000.0000.000.56230	Propane Gas	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
1010.00000.0000.000.56240	Fuel Oil	\$80,287.00	\$0.00	\$80,287.00	\$0.00	\$6,221.32	\$74,065.68	\$73,778.68	\$287.00	0.36%
1010.00000.0000.000.56260	Gasoline/Diesel	\$73,948.00	\$0.00	\$73,948.00	\$5,411.28	\$10,337.29	\$63,610.71	\$58,417.94	\$5,192.77	7.02%
1010.00000.0000.000.56400	Books	\$5,500.00	\$0.00	\$5,500.00	\$1,649.26	\$3,306.29	\$2,193.71	\$382.47	\$1,811.24	32.93%
1010.00000.0000.000.56410	Textbooks	\$7,486.00	\$0.00	\$7,486.00	\$395.56	\$562.17	\$6,923.83	\$1,207.99	\$5,715.84	76.35%
1010.00000.0000.000.56420	Library Books	\$4,635.00	\$0.00	\$4,635.00	\$169.84	\$280.39	\$4,354.61	\$1,895.81	\$2,458.80	53.05%
1010.00000.0000.000.56430	Periodicals	\$3,123.00	\$0.00	\$3,123.00	\$0.00	\$0.00	\$3,123.00	\$0.00	\$3,123.00	100.00%
1010.00000.0000.000.56500	Supplies - Technology Related	\$900.00	\$0.00	\$900.00	\$0.00	\$60.40	\$839.60	\$0.00	\$839.60	93.29%
1010.00000.0000.000.56900	Other Supplies	\$9,520.00	\$0.00	\$9,520.00	\$63.55	\$527.04	\$8,992.96	\$49.01	\$8,943.95	93.95%
1010.00000.0000.000.57345	Instructional Equipment	\$15,000.00	\$0.00	\$15,000.00	\$396.00	\$10,883.93	\$4,116.07	\$0.00	\$4,116.07	27.44%
1010.00000.0000.000.58100	Dues and Fees	\$28,201.00	\$0.00	\$28,201.00	\$1,529.45	\$14,753.32	\$13,447.68	\$4,903.27	\$8,544.41	30.30%
1010.00000.0000.000.59140	Contingency	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	100.00%

Brooklyn Board of Education

FY22 Budget Expense Summary by Object

From Date: 10/1/2021

To Date: 10/31/2021

Fiscal Year: 2021-2022

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
Grand Total:		\$19,629,374.00	\$0.00	\$19,629,374.00	\$1,323,825.04	\$4,736,471.95	\$14,892,902.05	\$10,871,525.26	\$4,021,376.79	20.49%

End of Report

1010 General Fund BROOKLYN BOE EXPENDITURE REPORT Fiscal Year 2021-2022 YTD Through October 22, 2021

Acct	Account Name	Adopted		Adjusted		Adj. v Expense			
		Budget 21-22	Transfers	Budget 20-21	Ytd Expended	Encumbered	Total Exp/Encum	Balance	% Exp/Encum
1100	ADMINISTRATORS SALARY	\$820,019	\$0	\$820,019	\$259,825	\$595,013	\$854,837	(\$34,818)	104.25%
1103	SUBSTITUTE TEACHERS	\$90,000	\$0	\$90,000	\$5,061	\$18,850	\$23,911	\$66,089	26.57%
1104	SUBSTITUTE PARAPROFESSIONALS	\$21,000	\$0	\$21,000	\$3,438	\$0	\$3,438	\$17,562	16.37%
1110	SUPPORT STAFF (SEC., CUST, NURSE)	\$979,008	\$9,500	\$988,508	\$258,964	\$761,265	\$1,020,230	(\$31,722)	104.21%
1111	TEACHERS	\$5,414,664	\$0	\$5,414,664	\$1,091,357	\$4,471,396	\$5,562,752	(\$148,088)	102.73%
1112	PARAPROFESSIONALS	\$939,727	\$0	\$939,727	\$160,310	\$931,342	\$1,091,651	(\$151,924)	116.17%
1119	ESY TEACHERS	\$11,292	\$0	\$11,292	\$9,447	\$0	\$9,447	\$1,845	83.66%
1129	ESY PARAPROFESSIONALS	\$16,474	\$0	\$16,474	\$25,267	\$0	\$25,267	(\$8,793)	153.38%
1130	CUSTODIAL OVERTIME	\$2,000	\$0	\$2,000	\$5,783	\$0	\$5,783	(\$3,783)	289.17%
1131	CAFETERIA OVERTIME	\$300	\$0	\$300	\$0	\$0	\$0	\$300	0.00%
1151	STIPENDS	\$51,253	\$0	\$51,253	\$0	\$10,133	\$10,133	\$41,120	19.77%
1152	TECHNOLOGY (SUMMER)	\$14,500	-\$9,500	\$5,000	\$2,254	\$0	\$2,254	\$2,746	15.54%
1000	Total Salaries	\$8,360,237	\$0	\$8,360,237	\$1,821,706	\$6,787,998	\$8,609,704	(\$249,467)	102.98%
2110	HEALTH INSURANCE	\$1,619,305	\$0	\$1,619,305	\$696,815	\$655,887	\$1,352,702	\$266,603	83.54%
2115	DENTAL INSURANCE	\$83,306	\$0	\$83,306	\$18,534	\$35,612	\$54,146	\$29,160	65.00%
2120	H.S.A. CONTRIBUTIONS	\$185,000	\$0	\$185,000	\$96,250	\$88,125	\$184,375	\$625	99.66%
2200	FICA/MEDICARE	\$220,000	\$0	\$220,000	\$59,242	\$109,794	\$169,036	\$50,964	76.83%
2300	PENSION/RETIREMENT	\$241,153	\$0	\$241,153	\$241,153	\$0	\$241,153	\$0	100.00%
2510	TUITION REIMBURSEMENT	\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$15,000	0.00%
2600	UNEMPLOYMENT COMPENSATION	\$35,000	\$0	\$35,000	\$775	\$29,225	\$30,000	\$5,000	85.71%
2700	WORKERS COMPENSATION	\$81,850	\$0	\$81,850	\$40,918	\$40,921	\$81,839	\$11	99.99%
2800	LIFE INSURANCE	\$18,731	\$0	\$18,731	\$8,317	\$5,643	\$13,960	\$4,771	74.53%
2000	Total Benefits	\$2,499,345	\$0	\$2,499,345	\$1,162,004	\$965,208	\$2,127,212	\$372,133	85.11%
3020	BOARD OF ED - LEGAL	\$40,000	\$0	\$40,000	\$3,093	\$20,908	\$24,000	\$16,000	60.00%
3040	NURSING SERVICES	\$76,440	\$0	\$76,440	\$0	\$0	\$0	\$76,440	0.00%
3200	PROFESSIONAL ED SERVICES	\$173,763	\$0	\$173,763	\$69,446	\$143	\$69,589	\$104,174	40.05%
3230	PUPIL SERVICES	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$2,500	0.00%
3400	OTHER PROFESSIONAL SERVICES	\$17,700	\$0	\$17,700	\$2,900	\$9,950	\$12,850	\$4,850	72.60%
3410	AUDIT	\$20,000	\$0	\$20,000	\$2,000	\$8,675	\$10,675	\$9,325	53.38%
3500	TECHNICAL SERVICES	\$41,186	\$0	\$41,186	\$12,509	\$56,766	\$69,275	(\$28,089)	0.00%
3520	OTHER TECHNICAL SERVICES	\$2,400	\$0	\$2,400	\$0	\$0	\$0	\$2,400	0.00%
3540	SPORTS OFFICIALS	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$5,000	0.00%
3000	Total Prof. Services	\$378,989	\$0	\$378,989	\$89,947	\$96,442	\$188,389	\$192,600	49.18%
4101	REFUSE REMOVAL	\$15,000	\$0	\$15,000	\$3,835	\$5,200	\$9,035	\$5,965	60.23%
4300	EQUIPMENT REPAIRS	\$22,775	\$0	\$22,775	\$7,823	\$0	\$7,823	\$14,952	34.35%
4301	BUILDING MAINTENANCE	\$55,000	\$0	\$55,000	\$9,963	\$10,466	\$20,429	\$34,571	37.14%
4302	FIRE/SECURITY MAINTENANCE	\$16,000	\$0	\$16,000	\$6,334	\$5,098	\$11,432	\$4,568	71.45%
4303	GROUNDS MAINTENANCE	\$17,000	\$0	\$17,000	\$14,237	\$2,759	\$16,996	\$4	99.98%
4320	TECHNOLOGY RELATED REPAIRS	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$2,500	0.00%
4411	WATER/SEWER	\$24,205	\$0	\$24,205	\$4,811	\$15,709	\$20,520	\$3,685	84.78%
4430	RENTAL OF COMPUTER RELATED EQUIP	\$58,000	\$0	\$58,000	\$2,880	\$28,767	\$31,647	\$26,353	54.56%
4000	Total Contracted Services	\$210,480	\$0	\$210,480	\$49,883	\$67,999	\$117,882	\$92,598	56.01%

1010 General Fund BROOKLYN BOE EXPENDITURE REPORT Fiscal Year 2021-2022 YTD Through October 22, 2021

5100	TRANSPORTATION-REGULAR	\$848,161	\$0	\$848,161	\$221	\$0	\$221	\$847,940	0.03%
5110	TRANSPORTATION-SPECIAL ED	\$150,464	\$0	\$150,464	\$0	\$0	\$0	\$150,464	0.00%
5130	TRANSPORTATION-ESY	\$6,875	\$0	\$6,875	\$32,948	\$0	\$32,948	(\$26,073)	479.24%
5150	TRANSPORTATION-FIELD TRIPS/ATHLETIC	\$23,900	\$0	\$23,900	\$0	\$0	\$0	\$23,900	0.00%
5200	LIABILITY INSURANCE	\$72,576	\$0	\$72,576	\$36,286	\$36,290	\$72,577	(\$1)	100.00%
5300	COMMUNICATIONS	\$13,400	\$0	\$13,400	\$3,377	\$7,842	\$11,219	\$2,181	83.72%
5301	POSTAGE	\$2,500	\$0	\$2,500	\$1,132	\$246	\$1,378	\$1,122	55.13%
5400	ADVERTISING	\$6,850	\$0	\$6,850	\$615	\$0	\$615	\$6,235	8.98%
5600	TUITION-HIGH SCHOOL	\$4,487,268	\$0	\$4,487,268	\$1,042,811	\$1,997,644	\$3,040,455	\$1,446,813	67.76%
5610	TUITION-VO AG	\$70,982	\$0	\$70,982	\$0	\$0	\$0	\$70,982	0.00%
5630	TUITION-SPECIAL ED PRIVATE	\$915,136	\$0	\$915,136	\$183,954	\$284,057	\$468,010	\$447,126	51.14%
5640	TUITION-SPECIAL ED PUBLIC IN STATE	\$1,075,159	\$0	\$1,075,159	\$159,479	\$435,895	\$595,374	\$479,785	55.38%
5800	TRAVEL	\$7,000	\$0	\$7,000	\$741	\$1,395	\$2,125	\$4,875	30.36%
5910	ADULT EDUCATION	\$28,000	\$0	\$28,000	\$30,596	\$0	\$30,596	(\$2,596)	109.27%
5000	Total Other Services	\$7,708,271	\$0	\$7,708,271	\$1,492,160	\$2,763,359	\$4,255,519	\$3,452,752	55.21%
6100	GENERAL SUPPLIES	\$68,346	\$0	\$68,346	\$30,158	\$5,242	\$35,400	\$32,946	51.79%
6110	INSTRUCTIONAL SUPPLIES	\$34,410	\$0	\$34,410	\$21,810	\$891	\$22,701	\$11,709	65.97%
6120	ADMIN SUPPLIES	\$17,696	\$0	\$17,696	\$4,252	\$0	\$4,252	\$13,444	24.03%
6220	ELECTRICITY	\$85,000	\$0	\$85,000	\$17,621	\$43,751	\$61,371	\$23,629	72.20%
6230	PROPANE GAS	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$3,000	0.00%
6240	FUEL OIL	\$80,287	\$0	\$80,287	\$6,221	\$73,779	\$80,000	\$287	99.64%
6260	GASOLINE/DIESEL	\$73,948	\$0	\$73,948	\$10,337	\$58,418	\$68,755	\$5,193	92.98%
6400	BOOKS	\$5,500	\$0	\$5,500	\$3,306	\$382	\$3,689	\$1,811	67.07%
6410	TEXTBOOKS	\$7,486	\$0	\$7,486	\$562	\$1,208	\$1,770	\$5,716	23.65%
6420	LIBRARY BOOKS	\$4,635	\$0	\$4,635	\$280	\$1,896	\$2,176	\$2,459	46.95%
6430	PERIODICALS	\$3,123	\$0	\$3,123	\$0	\$0	\$0	\$3,123	0.00%
6500	TECHNOLOGY SUPPLIES	\$900	\$0	\$900	\$60	\$0	\$60	\$840	0.00%
6900	OTHER SUPPLIES	\$9,520	\$0	\$9,520	\$527	\$49	\$576	\$8,944	6.05%
6000	Total Supplies	\$393,851	\$0	\$393,851	\$95,135	\$185,616	\$280,751	\$113,100	71.28%
7000	EQUIPMENT	\$15,000	\$0	\$15,000	\$10,884	\$0	\$10,884	\$4,116	0.00%
7000	Total Equipment	\$15,000	\$0	\$15,000	\$10,884	\$0	\$10,884	\$4,116	0.00%
8100	DUES & FEES	\$28,201	\$0	\$28,201	\$14,753	\$4,903	\$19,657	\$8,544	69.70%
8000	Total Dues & Fees	\$28,201	\$0	\$28,201	\$14,753	\$4,903	\$19,657	\$8,544	69.70%
9140	CONTINGENCY	\$35,000	\$0	\$35,000	\$0	\$0	\$0	\$35,000	0.00%
9000	Total Other	\$35,000	\$0	\$35,000	\$0	\$0	\$0	\$35,000	0.00%
1010	Total General Fund	\$19,629,374	\$0	\$19,629,374	\$4,736,472	\$10,871,525	\$15,607,997	\$4,021,377	79.51%

Brooklyn Elementary School

District Advancement Plan Monitoring: 9/1/2021-9/30/2021

Assessment: % completed on time NA	udent Intervention: % of students in intervention		Observations: Short classroom observations will occur montly specifically to track pacing of instruction. 6 Observations Reviewed	Learning Objectives: Observations included data on clearly stated learning objectives. 100.00%
	Tier II	Tier III		
% At or above expectation		213	Instructional Pacing On Track	
NA		40.73%	88.33%	

Brooklyn Middle School

Assessment: % completed on time 100.00%	udent Intervention: % of students in intervention		Observations: Short classroom observations will occur montly specifically to track pacing of instruction. 4 Observations Reviewed	Learning Objectives: Observations included data on clearly stated learning objectives. 50.00%
	Tier II	Tier III		
% At or above expectation		57	Instructional Pacing On Track	
38.84%		16.43%	50.00%	

District Attendance: Student Attendance. Staff Attendance 21 Student Days and 21 Staff Days

523 BES Student Attendance		88 BES Staff Attendance			347 BMS Student Attendance		64 BMS Staff Attenance	
		Full Day	Partial Day				Full Day	Partial Day
93.14%		96.48%	96.92%		94.09%		98.29%	96.88%



BROOKLYN PUBLIC SCHOOLS

Brooklyn, Connecticut 06234

Brooklyn's Best

BES

- Grade level data teams are a success. Grade level teams are discussing student data and placing children in appropriate tiered interventions.
- We have hired a few substitutes that will begin working over the next few weeks.
- Our PreK and Kindergarten class have been observed in preparation for our NAEYC accreditation. We have received good feedback from the assessor.
- The PBIS committee has set up common language for the staff and students regarding the expectations around school rules in various locations

BMS

Good Cookie September 2021		
5th	King/DS: Gage Lacasse	Carson/Nault: Asher Jarvis
6th	Ethan Laoroyal	Ella Petersen
7th	Avery Schaefer	Brady Bolton
8th	Elizabeth Ladzinski	Owen Hamilton

- Thank you to staff members that supported our fundraising efforts for the Community Fitness Course at Feargrounds with their time:

Enica Desabota Kelly King
Sarah Kozey
Shanna Pascale

Kristen Schaetzle
Rachel Mackewicz
Diane Wimmer

- We currently have about 50 students signed up for our first session of after school activities
- Boys cross-country has finished their season with a record of 7-1 and the girls, a record of 5-3. The cross-country team will have the Championships this Wednesday, October 27 at Owen Bell. The following week, on November 6th, there will be a few runners from the team heading to the State Championships at Wickham Park.
- Both the girls and boys soccer teams have had a great season. The girls have a record of 5-5, with the possibility of going 6-5 after today's game. This record has ensured that the girls made it to the semi-final round. They are currently ranked third in the conference. The semi-final game will be played against Griswold. Each game against Griswold was a loss of one point. The semi-final game should be intense, with any team making the finals. This year the boys' team has been a competitive team in the conference. The boys' current record is 4-5, placing them in fourth place. After the last game is played their records might improve to 5-5. They will be playing in the semi-finals against Plainfield. Both games are scheduled for November 1, 2021. Girls will be playing at Griswold and boys will be playing at Plainfield. Both games will start at 3:00pm.

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone)

The Board of Education (Board) recognizes that many factors, including the use and misuse of prescription painkillers, can lead to the dependence on and addiction to opioids, and that such dependence and addiction can lead to overdose and death among the general public, including District students and staff. The Board wants to minimize these deaths by the use of opioid overdose prevention measures.

Alternate Language:

The Board of Education (Board) is committed to enhancing the health and safety of individuals within the school environment. The District will identify specific locations for the storage of Naloxone and protocols for its administration in emergency situations to assist individuals suspected to be experiencing an opioid overdose.

Definitions

Drug overdose means an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. The signs of opioid overdose include unresponsiveness; nonconsciousness; shallow breathing with rate less than 10 breaths per minute or not breathing at all; blue or gray face, especially fingernails and lips; and loud, uneven snoring or gurgling noises.

Naloxone (Narcan) means a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid means illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

Delegation of Responsibility

The Superintendent or his/her designee, in consultation with the school nurse(s) and the school physician/School Medical Advisor shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone (Narcan) and related emergency response procedures pursuant to this policy.

The school physician/School Medical Advisor shall be the prescribing and supervising medical professional for the District's stocking and use of Naloxone (Narcan). The Superintendent or his/her designee shall obtain a standing order from the school physician/School Medical Advisor for the administration of Naloxone (Narcan).

Alternate Language:

The school physician/School Medical Advisor shall provide and annually renew a standing order for the administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose on school grounds or at a school-sponsored activity. The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector)
2. Date of issuance
3. Dosage
4. Signature of the school physician/School Medical Advisor

The standing order shall be maintained in the Superintendent's office and copies of the standing order shall be kept in each location where Naloxone is stored.

The school nurse shall be responsible for building-level administration and management of Naloxone and management of Naloxone stocks. Each school nurse and any other individual(s) authorized by the Superintendent

shall be trained in the administration of Naloxone.

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Alternate Language:

The Board directs the school physician/School Medical Advisor to issue a non-patient specific order to District school nurses to administer (***select as per the medical order: intranasal or intramuscular***) Naloxone (also known as Narcan, among other names) for the purpose of emergency first aid to students or staff who do not have a prior written order from a qualified medical professional for the administration of Naloxone. The non-patient specific order shall include a written protocol containing the elements required by the regulations of the Department of Consumer Protection.

The Board permits school nurses to administer Naloxone to any person at school or a school event displaying symptoms of an opioid overdose. The District will store the Naloxone kits in a secure but accessible location consistent with the district's emergency response plan, such as the nurse's office. Naloxone shall be accessible during school hours and during on-site school-sponsored activities.

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof. In accordance with internal procedures, manufacturer's recommendations and any applicable Department of Public Health guidelines.

(cf. [5141](#) - Administering Medications)

Legal Reference: Connecticut General Statutes

[10-212](#) School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

[10-212a](#) Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198, PA 14-176 and PA 15-215)

[17a-714](#) Immunity for prescribing, dispensing or administering an opioid antagonist to treat or prevent a drug overdose.

[21a-279\(g\)](#) Penalty for illegal possession. Alternate sentences. Immunity.

[52-557b](#) Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)

Connecticut Regulations of State Agencies [10-212a-1](#) through [10-212a-10](#), inclusive, as amended.

PA 15-198: An Act Concerning Substance Abuse and Opioid Overdose Prevention

PA 16-43: An Act Concerning Opioids and Access to Overdose Reversal Drugs

Policy adopted:



PowerSchool Group LLC
 150 Parkshore Dr., Folsom, CA 95630
 Quote #: Q-615425 - 1
 Quote Expiration Date: 31-OCT-2021

Prepared By:	Andrew Mills	Customer Contact:	Gabe Bryant
Customer Name:	Brooklyn School District	Title:	Director of Technology
Enrollment:	900	Address:	119 Gorman Rd
Contract Term:	36 Months	City:	Brooklyn
Start Date:	5-OCT-2021	State/Province:	Connecticut
End Date:	4-OCT-2024	Zip Code:	44303
		Phone #:	8609490173

Product Description	Quantity	Unit	Extended Price
Initial Term 5-OCT-2021 - 4-OCT-2022			
License and Subscription Fees			
PowerSchool SIS Hosted Subscription	900.00	Students	USD 8,325.00
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 400.00
PD+ Subscription	900.00	Students	USD 1,500.00
PowerSchool SIS One Time Discount	1.00	Each	USD -4,162.00
PowerPack: Subscription	900.00	Students	USD 2,700.00
PowerSchool Enrollment Express	900.00	Students	USD 3,500.00
PowerSchool Ecollect Forms	900.00	Students	USD 2,025.00

License and Subscription Totals: **USD 14,288.00**

Professional Services and Setup Fees			
PowerSchool SIS Deployment - Advanced	1.00	Each	USD 16,592.00
PowerPack Implementation	1.00	Each	USD 2,000.00
PowerSchool Enrollment Express Standard Implementation	1.00	Each	USD 7,100.00
PowerSchool Ecollect Basic Implementation	1.00	Each	USD 0.00
Enrollment Consultation Remote	4.00	Hours	USD 840.00

Professional Services and Setup Fee Totals: **USD 26,532.00**

Training Services			
SIS Per Person Per Day Training/Certification Remote	30.00	Each	USD 9,000.00
Enrollment Express Per Person Per Day Training Remote	1.00	Each	USD 300.00
Ecollect Per Person Per Day Training Remote	1.00	Each	USD 0.00

Training Services Total: **USD 9,300.00**

Quote Total	
Total Discount:	USD 11,560.00

Initial Term	5-OCT-2021 - 4-OCT-2022
Initial Term Total	USD 50,120.00

Annual Ongoing Fees as of 5-OCT-2022 - Fees subject to an annual uplift, which will be reflected on renewal quote

PowerSchool SIS Hosted Subscription	900.00	Students	USD 8,325.00
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 400.00
PD+ Subscription	900.00	Students	USD 1,500.00
PowerPack: Subscription	900.00	Students	USD 2,700.00
PowerSchool Enrollment Express	900.00	Students	USD 3,500.00
PowerSchool Ecollect Forms	900.00	Students	USD 2,025.00

Annual Ongoing Fees Total: **USD 18,450.00**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: <https://www.powerschool.com/msa/>

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC
Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 6-OCT-2021

Brooklyn School District
Signature:

Printed Name:

Title:

Date:

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: <https://www.powerschool.com/msa/>

POWERSCHOOL GROUP LLC

Data Privacy Rider
(Connecticut)

This Data Privacy Rider ("Rider") amends the terms of the Licensed Product and Services Agreement ("Agreement") entered into by and between PowerSchool Group LLC ("PowerSchool") and the school, school district, or other entity licensing the Licensed Product ("Licensee").

Whereas, the Connecticut General Assembly passed Public Act 16-189 (as amended), "An Act Concerning Student Data Privacy" ("Act") that delineates specific protections of student information in all contracts involving the use of such information; and

Whereas, it is the intent and desire of the parties to comply fully with the Act; and

Whereas, the parties wish to comply with Act by the means least disruptive to existing contractual arrangements;

Therefore, the parties agree as follows:

1. Term

1.1. This Rider is effective as of the executed date below, and shall terminate upon the termination of the Licensed Product and Services Agreement.

2. Definitions

2.1. The terms "directory information," "de-identified information," "personally- identifiable information," "school purposes," "student information," "records," "student-generated content," and "targeted advertising," shall be as defined by Public Act 16-189, as amended.

2.2. The terms "education records" shall be as defined by the Family Educational Rights and Privacy Act of 1974, ("FERPA"), codified at 20 U.S.C § 1232g (as amended); and its implementing regulations, 34 CFR 99.1 -99.67 (as amended).

2.3. Capitalized terms not explicitly defined in this Rider shall retain the definitions provided within the Agreement.

3. Purpose

3.1. The Parties agree that the purpose of this Rider is to detail the obligations of both Parties relative to the safety and confidentiality of student information, student records and student-generated content (collectively, "student data"), which student data may be provided to PowerSchool in connection with PowerSchool's provision of services pursuant to the Agreement.

4. Data Ownership and Control

4.1. All student data provided or accessed pursuant to this Agreement is and remains under the control of the Licensee. All student data are not the property of, or under the control of, PowerSchool.

4.2. The Licensee may request that PowerSchool delete student data in PowerSchool's possession by sending such request to PowerSchool by electronic mail. PowerSchool will delete the requested student data within a reasonable time of receiving such a request.

4.3. During the entire effective period of this Rider, the Licensee shall have control of any and all student data provided to or accessed by PowerSchool. If a student, parent or guardian requests deletion of student data, PowerSchool agrees to notify the Licensee as soon as reasonably possible and agrees to not delete such student data because it is controlled by the Licensee.

4.4. PowerSchool shall not use student data for any purposes other than those authorized in the Agreement, and may not use student data for any targeted advertising.

4.5. If PowerSchool receives a request to review student data in PowerSchool's possession directly from a student, parent, or guardian, PowerSchool agrees to refer that individual to the Licensee and to notify the Licensee as soon as reasonably possible. PowerSchool agrees to work cooperatively with the Licensee to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with PowerSchool, and correct any erroneous information therein.

4.6. PowerSchool shall not sell, rent or trade student data.

4.7. Notwithstanding Paragraph 4.6, PowerSchool shall have the right to assign this Rider or rights hereunder or delegate obligations to any third party that has acquired all or substantially all of its assets or business, whether by merger, acquisition, transfer, reorganization or otherwise; provided that any such assignment or delegation to any affiliate or third party acquirer is conditioned upon assignee's assumption of all obligations and liabilities of PowerSchool hereunder.

5. Data Security

5.1. PowerSchool shall implement and maintain security procedures and practices designed to protect student data from unauthorized access, destruction, use, modification or disclosure that, based on the sensitivity of the data and the risk from unauthorized access,

5.1.1. Use technologies and methodologies that are consistent with the guidance issued pursuant to American Recovery and Reinvestment Act of 2009, Public Law 111-5, § 13402(h)(2), 42 U.S.C. § 17932, as amended from time to time,

5.1.2. Maintain technical safeguards as it relates to the possession of student records in a manner consistent with the provisions of 45 CFR 164.312, as amended from time to time, and

5.1.3. Otherwise meet or exceed industry standards.

5.2. PowerSchool shall not collect, store, or use student data or persistent unique identifiers for purposes other than the furtherance of school purposes, pursuant to the Agreement.

5.3. The Licensee and PowerSchool shall ensure compliance with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended.

6. Data Retention

6.1. PowerSchool shall not retain, and the Licensee shall not otherwise make available, any student data upon completion of the contracted services.

6.2. Subject to the foregoing, upon completion of the contracted services, to be determined mutually by the Licensee and PowerSchool, original student data will be destroyed. By mutual agreement, PowerSchool may keep such de-identified student information or aggregated student information for improvement of PowerSchool's services.

Destruction of original student data will be confirmed with the Licensee upon completion.

7. Data Breach

7.1. A. Upon the discovery by PowerSchool of a breach of security that results in the unauthorized release, disclosure, or acquisition of student data, PowerSchool shall provide notice to the Licensee as soon as reasonably possible, but not more than thirty (30) days after such discovery ("Notice"). The Notice shall be delivered to the Licensee and shall include the following information, to the extent known at the time of notification:

7.1.1. Date and time of the breach;

7.1.2. Names of student(s) whose student data was released, disclosed or acquired; and

7.1.3. The nature and extent of the breach;

7.2. Upon discovery by PowerSchool of a breach, PowerSchool shall conduct an investigation and reasonably restore the integrity of its data systems and, without unreasonable delay, but not later than thirty (30) days after discovery of the breach, shall provide the Licensee with a detailed notice of the breach, including but not limited to:

7.2.1. the date and time of the breach;

7.2.2. name(s) of the student(s) whose student data was released, disclosed or acquired;

7.2.3. nature and extent of the breach; and

7.2.4. measures taken to ensure that such a breach does not occur in the future.

7.3. PowerSchool agrees to cooperate with the Licensee with respect to investigation of the breach and to reimburse the Licensee for costs associated with responding to the breach, including but not limited to the costs relating to notifications as required by Public Act 16-189.

7.4. Notwithstanding the breach notifications required in this Section, PowerSchool shall provide the Licensee with a copy of the notification that it provides to a student or the parents or guardians of such student pursuant to Public Act 16-189. The copy of such notice shall be provided to the Licensee by electronic mail on the same date that it is provided to the student or parents or guardians of such student. The Parties agree that the following information shall be included in PowerSchool's notice of breach to a student or parent or guardian of a student:

7.4.1. Name of the student being notified whose student data was released, disclosed or acquired, which shall not include the names of other students;

7.4.2. Date and time of the breach.

8. Other Provisions

8.1. The laws of the state of Connecticut shall govern this Rider.

8.2. The terms and provisions of this Rider will amend and/or supersede conflicting terms in any other contract between the parties, whether such contract be express or implied, written or unwritten, existing or yet to be formed.

8.3. This Rider shall be interpreted so as to give effect to the parties' mutual intent that all their contractual relationships comply with Connecticut P.A. 16-189, as amended.

8.4. This Rider is not binding unless executed by the Board of Education of the Licensee.

8.5. The individual executing this Rider on behalf of PowerSchool represents that he or she is authorized by PowerSchool to do so.

8.6. If any provision of this Rider or its application is held invalid by a court or other tribunal of competent jurisdiction, such invalidity will not affect other provisions or applications of the Rider that can be given effect without the invalid provision or application.

8.7. The parties understand and agree that pursuant to the Act, notice and a description of this agreement will be provided to the parent(s)/guardian(s) of affected students and, in addition, the contract will be posted on the Licensee's website.

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Rider and quote above on the date set forth below.

POWERSCHOOL GROUP LLC

Brooklyn School District

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 6-OCT-2021

Date:

Statement of Work

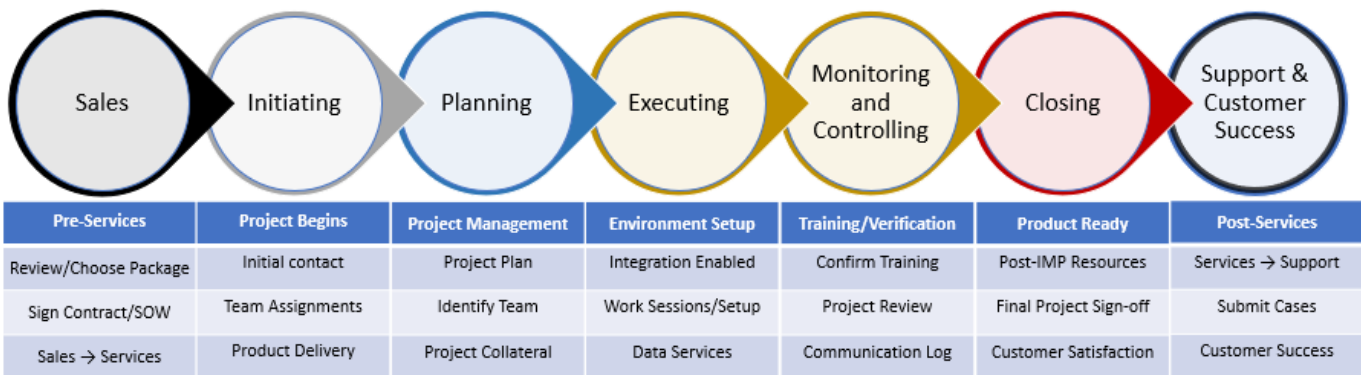
Purpose of Document

The purpose of this Statement of Work (“SOW”) between PowerSchool Group LLC (“PowerSchool”) and Customer (“You”, “Your”) is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



Released January 2021

Document Owner: PowerSchool Group LLC, Product Deployment Solutions

This edition applies to the current PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates. The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected.
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Services identified are for PowerSchool start-up and do not include customizations, including integration layouts, document templates, reports, etc. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. “Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee’s request.”
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the “Customer Responsibilities” included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer’s behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

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Deliverables Acceptance Procedure

Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

Released January 2021

Document Owner: PowerSchool Group LLC, Product Deployment Solutions

This edition applies to the current PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates. The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

Project Change Control and Escalation Procedure

Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – pmleadership@powerschool.com
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

Enrollment Express Standard Statement of Work

Initiating (Pre-requisites before Planning)

PowerSchool Responsibilities

- Send welcome email with Statement of Work and intake survey
- Request Maintenance Access to PowerSchool SIS
- Request Enablement of Custom Web Page Management
- Conduct provisioning steps
- Identify PowerSchool Project Team
 - Project Manager
 - Application Specialist
- Create supporting project collateral

Customer Responsibilities

- Complete intake survey
- Grant PowerSchool Maintenance Access
- Enable Custom Web Page Management
- Conduct script run, if self-hosted
- Identify Customer Project Team
 - Project Manager
 - Subject Matter Expert(s)
- Review Statement of Work

Completion Criteria

This activity will be considered complete when:

- Customer completes intake survey and reviews Statement of Work

Planning

PowerSchool Responsibilities

- Schedule and conduct a Kickoff Meeting
 - The Standard Model is fifty (50) calendar days from the date of the kick-off meeting
- Provide an overview of the implementation process
- Schedule implementation milestones and define project timeline
- Update Project Planner to include implementation timing and resources
- Schedule regular status calls, as needed

Customer Responsibilities

- Attend Kickoff Meeting and all subsequent required meetings
- Confirm access to the online Project Planner
- Review and confirm configuration information pertinent to implementation

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- Manage customer business process change throughout the project
- Review training materials and training scheduling process

Completion Criteria

This activity will be considered complete when:

- The Kickoff Meeting is completed
- The Project Planner is updated based on discussed timelines
- Customer provides forms to Project Manager and Implementation Consultant

Executing

PowerSchool Responsibilities

- Conduct an initial analysis of any pertinent existing solution materials to determine architecture of solution(s)
- Produce draft solution(s) using materials provided
- Schedule and conduct Solution Proposal Meeting
- Capture details to further build solution(s) to meet specifications
- Complete build of final solution materials
- Assign and conduct Product Overview specific to product solution
- Provide overview and guidance on mapping of solution

Enrollment Express Standard includes up to 10 hours of form configuration

Customer Responsibilities

- Attend Solution Proposal Meeting
- Coordinate with Project Manager and Implementation Consultant to communicate details to further build solution(s) to meet specifications
- Complete Pre-Registration Portal Survey
- Complete data mapping Confirm completion of solution build
- Determine a launch plan

Completion Criteria

This activity will be considered complete when:

- The Solution Proposal Meeting is completed
- Solution build is confirmed completed
- Launch plan is discussed and determined

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Monitoring & Controlling

PowerSchool Responsibilities

Ensure solution is functional and adheres to best practices by performing standard quality assurance and testing procedures. *Enrollment Express Standard includes up to 1 hour of end-to-end testing*

Customer Responsibilities

- Perform user acceptance testing on solution to ensure all elements are in place and ready for launch:
 - Form Content
 - Form and Field Structure
 - Form Field Requirements
 - Form Logic
 - Record Approval Process
 - Record Delivery to SIS

Completion Criteria

- Requisite testing has been completed by PowerSchool
- The Customer has completed end-to-end user acceptance testing within five (5) business days of notification of readiness for testing
- User acceptance testing signoff is received

Closing

PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce Customer to support contact methods
- Provide final project sign off to Customer
- Provide Technical Contacts for Customer Confirmation

Customer Responsibilities

- Review completed project deliverables.
- Understand support contact methods
- Complete final project signoff
- Confirm/Provide Additional Technical Contacts
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:

- Customer provides final project signoff
- Confirmation of Technical Contacts

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eCollect Basic Statement of Work

Initiating & Execution

PowerSchool Responsibilities

- Send welcome email with Statement of Work and intake survey
- Request Maintenance Access to PowerSchool SIS
- Request Enablement of Custom Web Page Management
- Conduct provisioning steps
- Inform customer of provisioning completion
- Provide instructions for form template syncing and editing
- Facilitate registration for remote training
- The Basic Model is fourteen (14) calendar days from the date of the kick-off meeting

Customer Responsibilities

- Complete intake survey
- Grant PowerSchool Maintenance Access
- Enable Custom Web Page Management
- Conduct script run, if self-hosted
- Access and view training documentation and collateral
- Conduct syncing steps
- Conduct form editing steps, as needed
- Conduct end-to-end testing
- Register for remote training

Completion Criteria

This activity will be considered complete when:

- Following the completion of PowerSchool's deployment responsibilities, a confirmation communication will be sent to the customer. Customer will be equipped with tools to conduct syncing and form editing steps; PowerSchool Community and Support will be available to the customer for ongoing needs upon the completion of this deployment.



Student Information System Advance Statement of Work

Initiating (Pre-requisites before Planning)

PowerSchool Responsibilities

- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
 - Project Manager
 - Implementation Specialist(s)
- Send Customer access to the following:
 - Project Plan

Completion Criteria

This activity will be considered complete when:

- Customer reviews Statement of Work

Planning

PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
 - Advance Model is nine (9) months from the date of the kick-off meeting
- Provide introduction to the Support site
- Explain the implementation process
- Schedule and Deliver the Business Process Review and Report
- Schedule the PowerSchool implementation and training resources based on project timeline
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

Customer Critical Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and Training Plan throughout the project to stay up to date
- Complete the PowerSchool Intake Survey based on information gathered from key stakeholders, and delivery the following:
 - Supporting documents as required (i.e. location, staff and student count, district info, etc.)
 - Extract and convert required data from Customer legacy system to PowerSchool provided templates and format (Data conversion services are available for additional purchase)
- Plan for training and ensure users attend required training sessions
- Update the Project Plan to indicate client tasks completed
- Manage customer business process change throughout the project
- Notify designated PS point of contact when Your Intake Survey is complete.

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Student Information System Advance Statement of Work

Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines
- The Business Process Review is completed, and report is provided to the Customer

Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO
- Configure AppSwitcher with current and new PowerSchool products

Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

Executing

Customer Critical Responsibilities

- Consult with customer stakeholders and provide answers to follow-up questions regarding configuration elements.
- Extract data from legacy system into PowerSchool provided templates
- Complete IPT Training
- Complete PD+ SIS implementation learning paths

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Student Information System Advance Statement of Work

Completion Criteria

This activity will be considered complete when:

- Configuration collection, associated documentation and data templates are complete and provided to PowerSchool.

System Settings

PowerSchool Configures Critical System Settings:

System-Level Settings		
	Advanced	Comment/Resources
Email Setup (video available)	Best Practice	<p>Hosted Customer: The system will be set up to enable the automatic sending of system-generated emails. The customer will be responsible for setting up the specific From and Reply-to email addresses on the Email Setup screen.</p> <p>Non-Hosted Customers: The customer will be responsible for setting up their email service on the Email Setup screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/system-settings/email-setup</p>
Password Rules Management	Best Practice	<p>By default, PowerSchool best practices will be set up. The customer can edit these rules on the Password Rules Management screen.</p> <p>Best Practice:</p> <ul style="list-style-type: none"> - 8 characters minimum - Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 special character, and 1 numeric character - Passwords expire every 60 days - Passwords can be reused every 5 cycles - Accounts will be locked after 5 incorrect attempts <p>https://docs.powerschool.com/PSHSA/20.4/security/password-rules-management</p>

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Student Information System Advance Statement of Work

District Configuration

PowerSchool Configures District Settings

District-Level Settings		
	Advanced	Comment/Resources
District Info	Best Practice	<p>The district name, address, and ID will be set up for each school based on the information provided by the customer. Additional settings can be configured by the customer on the District Info screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/district-information</p>
Districts of Residence	State or System Defaults Only	<p>If districts of residences are defined by state reporting, they will be set up by default, otherwise they will be left blank, per best practice. Additional entries can be made by the customer on the Districts of Residence screen if they choose to use this feature.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/districts-of-residence</p>
Years & Terms	Best Practice (Configuration Session)	<p>As best practice, the current school year will be set up using default start and end dates</p> <p>Default Year: 20XX-20XX (7/1/20XX - 6/31/20XX)</p> <p>The dates can be adjusted by the customer and additional years can be added on the Years & Terms screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/years-and-terms</p>
Calendar Membership Types	State or System Defaults Only	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Calendar Membership Types screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - Holiday - In Session - Teacher in Services / Professional Development - Vacation - Weather

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Student Information System Advance Statement of Work

		https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar-membership-types
Entry Codes (from state guidelines or config survey)	State Defaults (Configuration Session)	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Entry Codes screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - OE Original Entry - P Promoted - R Retained - RT Returning Student - G Graduated <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/student-and-staff/entry-codes</p>
Exit Codes (from state guidelines or config survey)	State or System Defaults (Configuration Session)	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Exit Codes screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - EX Expulsion - EG Early Graduate - TD Transfer in District - TO Transfer Out of State - TS Transfer in State - GR Graduated - PR Promoted - RE Retained - DE Death <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/student-and-staff/exit-codes</p>
Scheduling/Reporting Ethnicity Codes or Federal Ethnicity and Race Settings	State or System Defaults (Configuration Session)	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Scheduling/Reporting Ethnicity Codes screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - A Asian

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Student Information System Advance Statement of Work

		<ul style="list-style-type: none"> - B African-American - C Caucasian - H Hispanic - I American Indian - O Other - P Pacific Islander <p>https://docs.powerschool.com/PSHSA/20.4/federal-ethnicity-and-race-management/federal-ethnicity-and-race-management-setup/scheduling-reporting-ethnicity-codes</p>
State Special Programs (core module only)	State or System Defaults Only	<p>If required for state compliance, the required values will be entered by default. If not required, the customer can set up their own programs on the Special Programs screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/special-programs/special-program-setup</p>
Grade Scales	Best Practice (Configuration Session)	<p>The system will be configured with several grade scales to choose from. Customers can edit the default grade scales or create their own on the Grade Scales screen.</p> <p>Default Grade Scales:</p> <ul style="list-style-type: none"> - 100 Point Scale - A, B, C, D, F - Default (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/grade-scales</p>
GPA Calculations (system defaults)	Best Practice (Configuration Session)	<p>The system will be configured with several GPA Calculations to choose from. Customers can edit the default calculations or create their own on the GPA Calculations screen.</p> <p>Default GPA Calculations:</p> <ul style="list-style-type: none"> - Added Value - Simple - Simple Percent - Weighted - Weighted Percent <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/gpa-calculations</p>

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Student Information System Advance Statement of Work

Schools/School Info (config survey)	Best Practice (Configuration Session)	<p>School names, school numbers (ID's), and addresses will be set up based on the information provided during the sales process. School numbers (ID's) cannot be changed, so it is very important that these are correct prior to beginning the implementation process.</p> <p>Additional information (principal names, phone numbers, state-required fields, etc.) can be entered by the customer on the Schools/School Info screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/school-information</p>
Log Types/SubTypes (state codes only)	State or System Defaults Only	<p>If required by state compliance, the required log types will be set up. Otherwise, default log types will be set up and can be adjusted by the customer on the Log Types screen.</p> <p>Default Log Types:</p> <ul style="list-style-type: none"> - Discipline - Health - Counselor - Attendance - Parent Contact - Grade Change <p>https://docs.powerschool.com/PSHSA/20.4/log-entries/log-entries-setup/log-types</p>
Log Entry Fields	State or System Defaults Only	<p>If required by state compliance, the required fields will be set up.</p> <p>Otherwise, log entry fields and codes can be adjusted by the customer on the Log Entry Fields screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/log-entries/log-entries-setup/log-entry-fields</p>
Test Scores (ACT, SAT, PSAT defaults only)	Best Practice (Configuration Session)	<p>The following tests and subscores will be set up by default. These tests can be deleted by the customer if they do not apply and additional tests and subscores can be configured by the customer on the Tests screen.</p> <p>Default Tests:</p> <p>ACT (Subscores: Composite, Math, Reading, Science, Social Studies, Writing)</p> <p>SAT (Subscores: Total, EBRW, Math)</p>

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Student Information System Advance Statement of Work

		<p>PSAT (Subscores: Total, Math, Reading, Writing)</p> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/tests</p>
Standards Configuration	Configuration Session	<p>Advanced Tier Only: The process for creating and configuring standards will be reviewed during a configuration session. After the session, the customer will be required to enter and configure their standards.</p>
Graduation Planner	Configuration Session	<p>Advanced Tier Only: The process for configuration the graduation planner tool will be reviewed during a configuration session. After the session, the customer will be required to complete the set up based on their specific graduation requirements.</p>
Immunizations (state immunizations/vaccines only)	State Defaults (Configuration Session)	<p>If required by state compliance, the required state immunizations will be set up by default.</p> <p>All other immunizations can be configured by the customer on the Health -> Immunizations screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/health-management/health-setup/vaccines</p>
Incident Management (only if required by state reporting)	State Defaults (Configuration Session)	<p>Incident Management is only included if the module is required for state compliance, in which case, the state defaults will be set up.</p> <p>If not required by state compliance, the customer can configure this module post-implementation, but it is not considered in-scope for basic or standard tiered implementations.</p> <p>https://docs.powerschool.com/PSHSA/20.4/incident-management</p>

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Student Information System Advance Statement of Work

School Configuration

PowerSchool Configures School Settings

School-Level Settings Must be setup after server is installed		
	Advanced	Comment/Resources
Years & Terms (from config template)	Best Practice (Configuration Session)	<p>The current school year will be set up by default using default start and end dates</p> <p>Default Year: 20XX-20XX (8/1/20XX - 6/31/20XX)</p> <p>The dates can be adjusted by the customer and additional years can be added on the Years & Terms screen. The customer is also responsible for configuring additional scheduling terms (examples: semesters, quarters, trimesters) on the Years and Terms screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/years-and-terms</p>
Days (from config template)	Best Practice (Configuration Session)	<p>By default, 1 cycle day will be set up for each school (Day A).</p> <p>Default Day: Day A (A)</p> <p>If additional cycle days are required, the customer can add additional days on the Years and Terms screen and configure/name the days on the Days screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/scheduling/scheduling-setup/school-parameters#id-.SchoolParametersv19.0.0-EditDays</p>
Periods (from config template)	Best Practice (Configuration Session)	<p>By default, the following periods will be set up for each school. The customer can rename, delete, and add additional periods using the Periods screen.</p> <p>Default Periods: ATT (Attendance) E (Elementary) P1 (Period 1) P2 (Period 2) P3 (Period 3) P4 (Period 4) P5 (Period 5) P6 (Period 6) P7 (Period 7)</p>

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Student Information System Advance Statement of Work

		https://docs.powerschool.com/PSHSA/20.4/scheduling/scheduling-setup/periods
Final Grade Setup (from config template)	Best Practice (Configuration Session)	<p>By default, the following grading terms will be set up for each school. The customer can then adjust the terms and dates using the Final Grade/Reporting Terms screen.</p> <p>Default Terms: Y1 (8/1/20XX - 6/31/20XX) S1 (8/1/20XX - 12/31/20XX) S2 (1/1/20XX - 6/31/20XX) Q1 (8/1/20XX - 9/30/20XX) Q2 (10/1/20XX - 12/31/20XX) Q3 (1/1/20XX - 3/31/20XX) Q4 (4/1/20XX - 6/31/20XX)</p> <p>https://docs.powerschool.com/PSHSA/20.4/summer-school-setup/summer-school-setup/final-grade-reporting-term-setup</p>
Attendance Conversion (video available)	Best Practice (Configuration Session)	<p>By default, the following attendance conversions will be set up for each school. If a different conversion is required, the customer can adjust these on the Attendance Conversions screen.</p> <p>Default Attendance Conversions: Elementary Schools = Code-to-Day conversion - Day Value of 0 for the codes: UA, EA, OSS - Day Value of 1 for the codes: Present, UT, ET, ISS, FT</p> <p>Middle/High Schools = Period-to-Day conversion (change to percent-to-time) - 0% -> 0 - 25% -> .25 - 50% -> .5 - 75% -> 1</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-conversions</p>
Bell Schedules (from config template)	Best Practice (Configuration Session)	<p>By default, the following bell schedule will be created for each school. The customer can then adjust the periods and start/end times to match their operations. The customer can also create additional bell schedules, as needed (ex. late start, early dismissal, etc.).</p> <p>Default Bell Schedule: Name: Regular Day ATT: 7:45 AM - 8:00 AM</p>

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Student Information System Advance Statement of Work

		<p>E: 8:00 AM - 3:00 PM P1: 8:00 AM - 9:00 AM P2: 9:00 AM - 10:00 AM P3: 10:00 AM - 11:00 AM P4: 11:00 AM - 12:00 PM P5: 12:00 PM - 1:00 PM P6: 1:00 PM - 2:00 PM P7: 2:00 PM - 3:00 PM</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar#id-.Calendarv19.0.0-SetUpBellschedules</p>
Calendar Setup (customer sets holidays, etc.)	Best Practice (Configuration Session)	<p>By default, the calendar for each school will be set so Monday-Friday are in-session. The customer will be responsible for adjusting the calendars for holidays, in-service days, etc.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar</p>
Current Grade Display (first term from final grade setup)	Best Practice (Online Guide)	<p>By default, the Q1 (quarter 1) term will be set. The customer can change this setting on the Current Grade Display screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/current-grade-display</p>
Attendance Preferences	Best Practice (Configuration Session)	<p>By default, Meeting Attendance will be enabled for each school (eg. period attendance - allowing teachers to take attendance). Daily attendance and other attendance settings can be configured by the customer on the Preferences screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-preferences</p>
Attendance Code Categories (Unexcused, Excused, Tardy)	Best Practice (Configuration Session)	<p>By default, the following attendance code categories will be set up for each school. These are required for system reports to function, but the customer can add additional categories using the Attendance Code Categories screen.</p> <p>Default Attendance Code Categories: Unexcused Excused Tardy</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-code-categories</p>
Attendance Codes (from config template)	Best Practice (Configuration Session)	<p>By default, the following attendance codes will be set up for each school. These codes can be adjusted by the customer and additional codes can be added (with the exception of Present (Blank), which is required for the system to function).</p>

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Student Information System Advance Statement of Work

		<p>Default Attendance Codes:</p> <p><u>Code Name</u></p> <p>Blank Present</p> <p>UA Unexcused Absent</p> <p>EA Excused Absent</p> <p>UT Unexcused Tardy</p> <p>ET Excused Tardy</p> <p>FT Field Trip</p> <p>OSS Out of School Suspension</p> <p>ISS In School Suspension</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-codes</p>
Full-Time Equivalencies (FTE) (video for editing default)	Best Practice (Configuration Session)	<p>By default, the following FTE will be set up for all schools. The customer can edit this FTE or add additional FTE's as needed (ex. Part Time) on the Full-Time Equivalencies screen.</p> <p>Default FTE:</p> <p>FTE Name: Full Time</p> <p>Conversion Method: Code-to-Day (for elementary schools)</p> <p>Conversion Method: Percent Time-to-Day (for middle/high/combination schools)</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/full-time-equivalencies</p>
Sub Sign-In Settings (implementation setup page)	Best Practice (Configuration Session)	<p>By default, the Sub Sign-in Password for all schools will be set to: subattendance (with current date enabled)</p> <p>Default Sub Sign-In Password:</p> <p>##subattendance</p> <p>(Example password for a sub signing in on October 11 to take attendance: 11subattendance)</p> <p>The customer can then edit this setting on the Sub Sign-In screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/security/security-setup/substitute-sign-in-settings</p>
Class Rank (implementation setup page)	1 Calculation Only (Configuration Session)	Advanced Tier Only: The set up of Class Rank will be reviewed during a configuration session. After the session, the customer will be responsible for completing the set up based on their requirements.
Honor Roll (implementation setup page)	1 Calculation Only (Configuration Session)	Advanced Tier Only: The set up of Honor Roll will be reviewed during a configuration session. After the session, the customer will be responsible for completing the set up based on their requirements.

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Student Information System Advance Statement of Work

GPA Student Screens (implementation setup page)	Best Practice (Configuration Session)	<p>Advanced Tier Only: Defaults will be set up for each school based on PowerSchool best practices. Then, during a configuration session, the set up of GPA Student Screens will be reviewed. After the session, the customer will be responsible for completing the set up based on their requirements.</p> <p>Default: Weighted GPA Simple GPA Total Credit Hours Earned</p> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/gpa-student-screens</p>
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This activity will be considered complete when:

- The standard PowerSchool configuration elements have been configured and reviewed for system, district, and school setup.
- Customer sign off on configuration phase.

Data Migration

PowerSchool Reviews and Consults Customer How to Import Files

During PowerSchool implementation, PowerSchool will work with the customer on the following initial data items:

Data Imports Templates and instructions will be provided to customers. They will own the process of collecting, importing, and validating their data.		
	Advanced	Comment/Resources
Student Demographics (active students only)	Demonstration Session	<p>During the import template overview, an implementation specialist will review the import templates with the customer and demonstrate how to perform the imports using Quick Import (core data) and Data Import Manager (contact data).</p> <p>After the session, it is the customer's responsibility to generate import files with their data, to the exact specifications outlined in the import templates, import the data into PowerSchool, and resolve any errors they encounter due to the condition of their data. Additional import support can be purchased in the form of KTO hours.</p> <p>Import Templates: https://support.powerschool.com/dir/8625</p>

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		Import/Export Guide: https://support.powerschool.com/article/74793
Student Compliance Tables	Demonstration Session	
Staff (active staff/teachers)	Demonstration Session	
Staff Compliance Tables	Demonstration Session	
Courses (active courses)	Demonstration Session	
Course Compliance Tables	Demonstration Session	
Rooms	Documentation Only	
Sections (active school year only)	Demonstration Session	
Section Compliance Tables	Demonstration Session	
Section Enrollments (active school year only)	Demonstration Session	
Section Enrollment Compliance Tables	Documentation Only	
Historical Grades (up to five years for active students)	Demonstration Session	
Historical Grades Compliance Tables	Documentation Only	
Re-enrollments (active students)	Demonstration Session	
Re-enrollments Compliance Tables	Documentation Only	
Additional Compliance Tables	Documentation Only	
Test Scores (ACT/SAT/PSAT only)	Demonstration Session	
District Learning Standards/Outcomes	Demonstration Session	
Historical Logs (up to five log types)	Demonstration Session	
Comment Bank	Demonstration Session	
Incidents (active students) (only if required by state compliance)	Demonstration Session	

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Immunization (active students) (only if required by state compliance)	Demonstration Session	
Student Contacts	Demonstration Session	See import templates for a list of required and recommended fields: https://help.powerschool.com/t5/PowerSchool-SIS-Administrator/Student-Contacts-Import-Template-v12-1-1/ta-p/83916

Customer Critical Responsibilities

- Extract and convert required data from customer legacy system to PowerSchool provided templates and format (*Data conversion services are available for additional purchase.*)
- Customer imports data into PowerSchool using PowerSchool import tools
- **Data Validation** - Once data is imported into PowerSchool, the PowerSchool implementation specialist will provide documentation and best practice for validating data in PowerSchool using reporting and visual methods. The customer will have final responsibility for the validation and confirmation of accuracy of their data.
- Validate data in PowerSchool and obtain concurrence from key school stakeholders.

Completion Criteria

This activity will be considered complete upon:

- PowerSchool has imported all provided data.
- Customer validates new data in PowerSchool.
- Customer signs off on data phase.

Security Setup

PowerSchool Implementation Responsibilities

- Conduct a security functionality and review meeting
- Make best practice recommendations on common security group usage
- Provide an overview of page permission functionality
- Review how to manage User Access and Co-Teaching roles
- Review field level security
- Review Data Validation Rule Status

Customer Critical Responsibilities

- Attend knowledge transfer meeting of security functionality.
- Review security user guides and training.
- Evaluate the hierarchy and functional roles for administrative staff.

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- Align administrative staff to the correct security group and role utilizing best practice recommendations and security documentation.

Completion Criteria

This activity will be considered complete when:

- The security functionality and options review meeting are complete.

Monitoring

PowerSchool Implementation Responsibilities

Customer Session		
	Advanced	Comment/Resources
Pre-Configuration Consultation (items needed)	1	
Gap Analysis	1	
System & District Configuration Consultation	1	
School-Level Configuration Consultation - Elementary (template schools)	1	
School-Level Configuration Consultation - Middle School (template schools)	1	
School-Level Configuration Consultation - High School	1	
Graduation Planner Consultation	1	
School-Level Configuration Copy (copy to other schools & how to adjust configuration exceptions)	1	
Security Configuration Consultation	1	
Import Template Consultation	2	
Import Session #1 (review quick import tool & validation)	2	
Import Session #2 (review data import manager & validation)	2	

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Reports Consultation (review existing report templates available)	2	
Additional Consultation Hours (can be purchased)	1	Can be used for additional consultation on district-level or school-level configuration or data import verification and validation.

Mini Business Process Review

- Up to twelve (12) hour business process review

AutoComm/AutoSend

- AutoComm configuration
- AutoSend configuration

Option 1 PowerScheduler Start (begins in Oct-February)

- PowerSchool implementation specialist will assist customer with the following:
 - New School Year Setup
 - Copy Master Schedule for schools not using PowerScheduler
 - Enrolling students into classes for those schools not using PowerScheduler
 - End of Year process

Option 2 Test Start, Summer Production (begins in January-April)

- PowerSchool implementation specialist will assist customer with the following:
 - Data pump backup in preparation for Test Phase
 - Import of Test data
 - Setting up tracking to record all changes that need to be replicated in Production
 - Data restore in preparation for Production
 - Import of Production data

Closing

PowerSchool Implementation Responsibilities

- Review and track project deliverables.
- Introduce customer to support contact methods.
- Provide final project sign off to customer.

Customer Critical Responsibilities

- Review completed project deliverables prior to implementation completion.
- Understand that support will become primary contact for customer.

Completion Criteria

This activity will be considered complete when PowerSchool:

- Delivers documented final PowerSchool project deliverables.
- Delivery of final deliverable signoff documentation

PowerPack Plugins Statement of Work

Initiating

PowerSchool Responsibilities

- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
 - Project Manager
 - Implementation Specialist(s)
- Send Customer introductory mail, describing the features and list of Plugins to choose from

Planning

PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
 - Implementation Timeline on average is 5 days.
- Provide introduction to the Support site
- Explain the implementation process
- Schedule the PowerSchool implementation and training resources based on project timeline
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

Customer Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and Training Plan throughout the project to stay up to date
- Complete the PowerSchool Intake Survey based on information gathered from key stakeholders, and delivery the following:
 - Supporting documents as required (i.e. location, staff and student count, district info, etc.)
 - Extract and convert required data from Customer legacy system to PowerSchool provided templates and format (Data conversion services are available for additional purchase)
 - Plan for training and ensure users attend required training sessions
 - Update the Project Plan to indicate client tasks completed
 - Manage customer business process change throughout the project
 - Notify designated PS point of contact when the Intake Survey is complete.
 - Identify a Primary Technical Contact that will work with PowerSchool throughout the lifecycle of the issue reported.

Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines

PowerPack Plugins Statement of Work

Execution

PowerSchool Responsibilities

- PowerSchool will run scripts on the customer's installed SQL developer.
- PowerSchool will Import and run the scripts on Oracle APEX.
- In case of any password exchanges, the shared credentials should be changed once the Installation is completed.
- Any additional Customization to the PowerPack plugin is done by our Product Tailoring team.
 - Note – If you would like to customize, you can do so with the understanding that you will have to make the changes with each future update of the PowerPack plugin.

Customer Responsibilities

- Provide PowerSchool with full access to their PowerSchool server(s) for the purpose of troubleshooting and resolving issues with the deliverables outlined herein.
- Install a SQL Developer on server if applicable.
- Provide PowerSchool a backup copy of their PowerSchool database for the purpose of PowerSchool reproducing reported issues in its test environment.
- Provide PowerSchool with a PowerSchool administrative account to perform the services listed within this Statement of Work. This account can be disabled when support services are not being delivered.
- Provide PowerSchool with secure remote access to perform the services listed within this document. This can include Bomgar access, or any Client provided remote access software

PowerPack Plugins Statement of Work

Closing

PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce customer to support contact methods
- Provide introduction to Client Success Manager
- Submit Services to Support Survey
- Provide final project deliverables sign off to customer

Customer Responsibilities

- Review completed project deliverables
- Complete final project deliverables document signoff
- Understand that support will become primary contact for customer
- Complete final project signoff
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:

- Customer completes final project signoff



7989 Agency Administered Project Project Closeout Report

Part I - Agency Information

Agency Name:	
Authorized Representative:	
PM Assigned to Project:	
PM Contact Information:	

Part II - Project Information

DAS Project Number:			
Project Name:			
Project Location:			
Construction Start Date*:	Click or tap to enter a date.	N/A:	<input type="checkbox"/>
Acceptance Date*:	Click or tap to enter a date.	N/A:	<input type="checkbox"/>
Final Project Cost**:			

* If no construction, repair, alteration or addition, then the "Construction Start Date" and "Acceptance Date" may be marked as N/A.
 ** If no construction..., the "Final Project Cost" is equal to the cost of services and deliverables provided by the project consultant(s).

Part III - Consultant / Contractor/ Supplier Information

If more than one Consultant/Contractor/Supplier was used on the above referenced project, please provide the requested information below for each under separate cover and attach a copy to this form with your submission. Subcontractor information is not required.

Consultant/Contractor Name	
On-Call Contract No.:	
On-Call Task No:	
State Contract No:	
PO No.:	

Part IV - Project Closeout Documentation

The following documents shall be completed, signed, & submitted as appendices to this form upon completion of the Project. The required documents can only be marked as N/A if the project scope of work does not include the construction, repair, alteration or addition to any state building or any other public works of the state. With the exception of Form 7995, all documents shall be submitted, via email, to the Director of Construction Support Services at craig.russell@ct.gov within thirty (30) days of project completion. Form 7995 shall be completed by the Client Agency PM at project completion and submitted to the Chief Architect via email at DAS.Technical.Review@ct.gov.

Complete	N/A	Form No.	Form Title	Statutory Reference
<input type="checkbox"/>	<input type="checkbox"/>	7150	Certificate of Compliance, Part II	C.G.S., Section 29-252a (d)(2)
<input type="checkbox"/>	<input type="checkbox"/>	7820	Certificate of Acceptance	C.G.S., Section 4-61
<input type="checkbox"/>	<input type="checkbox"/>	7910	Consultant Performance Evaluation	C.G.S., Section 4b-52
<input type="checkbox"/>	<input type="checkbox"/>	745	Contractor Performance Evaluation	C.G.S., Section 4a-101
<input type="checkbox"/>	<input type="checkbox"/>	7995	Archival Data for Project Documents	N/A