

REGIONAL SCHOOL DISTRICT #19
FINANCE COMMITTEE MEETING
TUESDAY, SEPTEMBER 6, 2011
6:45 P.M.
EDWIN O. SMITH HIGH SCHOOL
LIBRARY MEDIA CENTER
1235 STORRS ROAD
STORRS, CT

AGENDA

1. Approve budget transfers for 2010-11
2. Approve new and revised fees for school facility use
3. Approve Agreement with Town of Mansfield for Ground Maintenance Services
4. Approve Budget Preparation Schedule for 2012-13 Budget
5. Other

INTEROFFICE MEMORANDUM

TO: REGIONAL SCHOOL DISTRICT 19 BOARD OF EDUCATION
FROM: CHERIE TRAHAN
SUBJECT: BUDGET TRANSFERS 2010/11
DATE: SEPTEMBER 6, 2011

The District finished the fiscal year \$152 under budgeted expenditures including a net transfer to the Special Education Reserve account of \$675,250. The attached schedule details the requested transfers for fiscal year 2010/11. A brief description of the significant transfers is detailed below.

- English – Decrease \$6,956 – Certified Instruction – Savings due to faculty member on general leave of absence.
- Career & Technical Education – Decrease \$7,654 – Team fees and non-capitalized equipment purchases were less than anticipated.
- Tech Prep – Decrease \$5,901 – Textbooks, instructional supplies, and non-capitalized equipment needs were less than anticipated.
- Substitute Teachers – Increase \$21,748 – Substitute costs were higher than anticipated in part as result of medical leave.
- Special Ed Instruction – Decrease \$59,713 – This is the result of Special Education Instruction costs being transferred to the Special Education reserve fund where they were offset by tuition revenues.
- Special Ed Summer Program – Increase \$36,361 – The costs for the summer program were offset by tuition revenues received.
- Special Education Tuition Payments – Increase \$97,614 – This reflects the balance of additional tuition payments after \$780,000 of tuition payments were moved to the reserve fund.
- Special Education Management – Decrease \$8,125 – Grant funding was available to offset the cost of professional & technical services and vehicle repairs were less than anticipated.
- Principals' Office Services – Decrease \$7,038 – Expenditures for computer supplies, professional & technical services, and graduation were less than anticipated.

- Business Management – Increase \$6,609 – Primarily the cost of bank service fees, previously netted against interest income.
- Central Services – Decrease \$6,521 – The cost of printing & binding, and postage was reduced by distributing more information via e-mail and the E.O. Smith website.
- Reproduction Center – Increase \$12,087 – Increase primarily due to the cost of toner cartridges.
- Plant Operations – Increase \$39,080 – This is primarily for the year end purchase of two 12 passenger vans and one 8 passenger van replacing vans that are beyond repair.
- Regular Transportation – Increase \$17,737 – Willington – Due to the increase cost of diesel fuel.
- Special Ed Transportation – Decrease \$57,837 – This is the result of Special Education transportation costs being transferred to the Special Education reserve fund where they were offset by tuition revenues.
- Student Activities – Decrease \$8,690 – The cost of coaches/advisors and field trips was less than anticipated
- Athletic Program – Decrease \$9,617 – Athletic Transportation – Due to a new athletic bus contract.
- Employee Benefits – Decrease \$14,308 – Resulted from medical insurance benefits chargeable to grants.

Regional School District # 19
Legal Budget Transfers
FY 2010/11

	<u>Department</u>	<u>Budget</u>	<u>Add'l</u>	<u>Reduction</u>	<u>Approp.</u>	<u>Expenditures</u>	<u>Balance</u>
910 61102 54999	English	1,069,570		(6,956)	1,062,614	1,062,614	-
910 61103 54999	Reading	40,620		(709)	39,911	39,911	-
910 61104 54999	World Languages	705,000		(1,420)	703,580	703,580	-
910 61106 54999	Physical Education	444,370		(668)	443,702	443,702	-
910 61108 54999	Mathematics	919,150		(2,090)	917,060	917,060	-
910 61110 54999	Science	932,010	2,975		934,985	934,985	-
910 61111 54999	Social Studies	989,260		(4,725)	984,535	984,535	-
910 61112 54999	Fine Arts/Art	171,650		(561)	171,089	171,089	-
910 61113 54999	Fine Arts/Music	274,910		261	275,171	275,171	-
910 61115 54999	Information Technology	264,640		(176)	264,464	264,464	-
910 61120 54999	Career & Technical Education	601,830		(7,654)	594,177	594,177	-
910 61125 54999	Tech Prep	8,600		(5,901)	2,699	2,699	-
910 61130 54999	English As 2nd Lang	78,650		(1,149)	77,501	77,501	-
910 61190 54999	Substitute Teachers	104,000	21,748		125,748	125,748	-
910 61199 54999	61199 Non-distributed Costs	19,930		(19,930)	-	-	-
910 61700 54999	Depot Campus	214,130		(1,832)	212,298	212,298	-
910 61201 54999	Special Ed Instruction	1,535,090		(59,713)	1,475,377	1,475,377	-
910 61234 54999	Special Ed Summer Program	40,000	36,361		76,361	76,361	-
910 61310 54999	Remedial Reading/Math	44,380		(536)	43,844	43,844	-
910 61500 54999	Agriculture Education	436,750	1,100		437,850	437,850	-
910 61600 54999	Tuition Payments	207,000	97,614		304,614	304,614	-
910 61900 54999	Central Service-Instr Suppl.	7,620		(2,210)	5,410	5,410	-
910 62102 54999	Guidance Services	586,050		(3,074)	582,976	582,976	-
910 62103 54999	Health Services	140,110		(43)	140,067	140,067	-
910 62107 54999	Psychological Services	233,760		(4)	233,756	233,756	-
910 62201 54999	Curriculum Development	17,800	2,886		20,686	20,686	-
910 62202 54999	Professional Development	24,740		(3,474)	21,266	21,266	-
910 62306 54999	Educational Media - R19	210,910		(2,414)	208,496	208,496	-
910 62401 54999	Board Of Education	47,400	4,046		51,446	51,293	152
910 62402 54999	Superintendent's Office	215,450	790		216,240	216,240	-
910 62406 54999	Special Education Management	356,430		(8,125)	348,305	348,305	-
910 62407 54999	Long Range Planning	1,000		(1,000)	-	-	-
910 62510 54999	Detention Program	18,000		(4,920)	13,080	13,080	-
910 62520 54999	Principals' Office Services	558,670		(7,038)	551,632	551,632	-
910 62601 54999	Business Management	286,650	6,609		293,259	293,259	-
910 62603 54999	Central Services	277,090		(6,521)	270,569	270,569	-
910 62604 54999	Reproduction Center - R19	93,000	12,087		105,087	105,087	-
910 62701 54999	Plant Operation - Buildings	1,268,300	39,080		1,307,380	1,307,380	-
910 62801 54999	Regular Transportation	891,250	17,737		908,987	908,987	-
910 62802 54999	Spec Ed Transportation	245,000		(57,837)	187,164	187,164	-
910 63420 54999	Student Activities	123,190		(8,690)	114,500	114,500	-
910 63440 54999	Athletic Program	594,290		(9,617)	584,673	584,673	-
910 68000 54999	Employee Benefits	2,399,640		(14,308)	2,385,332	2,385,332	-
910 69000 54999	Transfers Out To Other Funds	975,680		-	975,680	975,680	-
Grand Total:		18,673,570	243,034	(243,034)	18,673,570	18,673,418	152

Community Use of School Facilities

The board of education recognizes that school buildings and grounds are community centers and a valuable public resource. The board is committed to making these facilities available to the community under proper supervision. Therefore, the board will make school facilities available to community groups and community service activities either without cost or at as low a cost is consistent with prudent expenditures of public funds. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested use. Facilities use shall be governed by the following rules and procedures, and shall be subject to such restrictions as the superintendent or his/her designee consider necessary and expedient.

A. USE

The use of school facilities for non-school activities will not be permitted before school or during the regular school day. School facilities will not be available non-school use during school vacations or on days school is not in session, unless specific permission is granted by the superintendent or his/her designee. Permission for school use will be granted on a per semester basis. Applications for use of facilities shall be submitted to the E.O. Smith High School Main Office.

B. PERSONNEL

A custodian or other school employee, and for some activities one or more constables, shall be present when school buildings are in use to see that they are used properly and left secure and in good order.

C. PRIORITIES FOR USE

School facilities will be allocated according to there priorities and regulations, with all possible efforts made to adjust schedules for mutual convenience.

- School sponsored programs and activities
- School affiliated organizations (parents association, booster clubs and similar organizations) and activities.
- Member town or agency activities with the primary purpose of serving the residents of Ashford, Mansfield and Willington.
- Activities of non-profit community groups not under the direct control or either schools or town agencies. Such groups are defined as:
 1. Composed primarily (75%) of Region 19 residents
 2. Providing a service to Region 19 residents.
 3. Participation and membership open to anyone who may wish to join.
 4. Sponsored or administered by a volunteer board of directors.

E. RESPONSIBILITY FOR GROUNDS, BUILDINGS AND EQUIPMENT

Individuals or groups using school building, grounds or equipment must agree to assume responsibility for any damages to and/or theft or loss of any school district property arising out of the use of the facilities.

F. ACCESS

In keeping with reasonable public expectations, access will be denied to any group, society, or organization that advocates violence, engages in illegal activities, or transgresses school and community standards. This prohibition extends to any identifiable auxiliary or affiliate of such a group.

G. INSURANCE

The board of education carries insurance covering its own legal liability but assumes no liability for bodily injury and property damage to others. Municipal entities, not-for-profit community groups, and for-profit organizations, upon receiving approval for said use by the superintendent or his/her designee, will be required to provide a "Certificate of Insurance Liability" which includes the period of time of said use, names Regional School District #19 as an additional insured and specifies general liability limits of at least \$1,000,000 each occurrence and \$2,000,000 general aggregate-combined bodily injury and property damage. Notwithstanding the foregoing, not-for-profit community groups may apply to the Board or its designee for waiver of this insurance requirement, which the Board or its designee may grant in its sole discretion. In considering such requests, the Board or its designee shall consider the nature of the proposed use, any special measures the group may take regarding the use (e.g. supervision, police protection), and any special risks associated with the use, the size of the organization, and financial capability of the organization to obtain a certificate of insurance as described above. The decision of the Board or its designee shall be final.

H. ALTERATIONS TO SCHOOL PROPERTY

No alterations or additions to school grounds, facilities or equipment shall be made without the express approval of the board.

The school officials may revoke permission to use the building from any individual or group who fails to adhere to building use policies, rules or regulations.

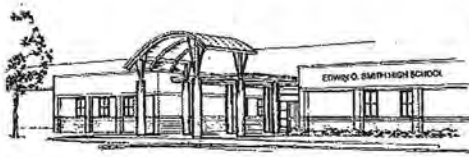
Legal Reference:

Connecticut General Statutes §10-239. Use of School Facilities for Other Purposes

Adopted: July 2, 1987

Revised: March 4, 2003

Revised:



EDWIN O. SMITH HIGH SCHOOL

REGIONAL SCHOOL DISTRICT #19

1235 STORRS ROAD • STORRS, CONNECTICUT 06268

860-487-0877 • WWW.EOSMITH.ORG

APPLICANT INFORMATION	NAME AND ADDRESS OF ORGANIZATION		FORM BL-02 REV. 2011-08		
			APPLICATION FOR BUILDING USE		
	NAME OF REPRESENTATIVE		PRIMARY TELEPHONE ()	ALTERNATE TELEPHONE ()	
	NAME OF EVENT SUPERVISOR		PRIMARY TELEPHONE ()	ALTERNATE TELEPHONE ()	
	NATURE OF ACTIVITY			DATE OF APPLICATION	
	GROUP AFFILIATION: (SELECT ONE)		AREA(S) REQUESTED: (SELECT APPLICABLE)		
	<input type="checkbox"/> SCHOOL SPONSORED PROGRAM <input type="checkbox"/> SCHOOL RELATED ORGANIZATION <input type="checkbox"/> MEMBER TOWN AGENCY/ACTIVITY <input type="checkbox"/> IN-REGION NON-PROFIT GROUP <input type="checkbox"/> IN-REGION FOR-PROFIT GROUP <input type="checkbox"/> OTHER		<input type="checkbox"/> AUDITORIUM <input type="checkbox"/> CAFETERIA <input type="checkbox"/> CLASSROOM # _____ <input type="checkbox"/> RESTAURANT <input type="checkbox"/> FITNESS ROOM <input type="checkbox"/> GYMNASIUM <input type="checkbox"/> LECTURE HALL <input type="checkbox"/> LIBRARY MEDIA CENTER <input type="checkbox"/> EXTERIOR GROUNDS <input type="checkbox"/> TRACK <input type="checkbox"/> MULTI-PURPOSED FIELD <input type="checkbox"/> OTHER		

DATE(S) OF USE FROM TO	TIME(S) OF USE FROM TO	PARKING SPACES NEEDED	RULES OF USE OF SYNTHENIC FIELD ISSUED <input type="checkbox"/>
EQUIPMENT REQUIRED? <input type="checkbox"/> NO <input type="checkbox"/> YES, PLEASE STATE:	SPECIAL NEEDS? <input type="checkbox"/> NO <input type="checkbox"/> YES, PLEASE STATE:		

BILLING		ESTIMATED	ACTUAL	INSURANCE	HAVE YOU PROVIDED A COPY OF YOUR CERTIFICATE OF INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO, PLEASE INDICATE REASON BELOW: ARE YOU REQUESTING AN INSURANCE WAIVER? <input type="checkbox"/> NO <input type="checkbox"/> YES, PLEASE INDICATE REASON BELOW: BY SIGNING BELOW REPRESENTATIVE AGREES TO THE TERMS PRINTED ON THE REVERSE SIDE OF THIS APPLICATION. THE EVENT SUPERVISOR MUST REMAIN WITH THE ORGANIZATION AT ALL TIMES. THE SUPERVISOR MUST BE THE LAST PERSON TO LEAVE THE PREMISES.
	RENTAL FEE	\$	\$		
	CUSTODIAL FEE	\$	\$		
	UTILITIES FEE	\$	\$		
	CONSTABLE FEE	\$	\$		
	OTHER FEE	\$	\$		
	TOTAL	\$	\$		

ALL CHARGES MUST BE PAID WITHIN 60 DAYS, CHECKS PAYABLE TO AND MAIL TO:	EDWIN O. SMITH HIGH SCHOOL BUILDING AND GROUNDS DIRECTOR 1235 STORRS ROAD STORRS, CONNECTICUT 06268		SIGNATURE OF REPRESENTATIVE	DATE
	SIGNATURE OF BUILDING AND GROUNDS DIRECTOR	DATE	SIGNATURE OF SUPERINTENDENT	DATE
			SIGNATURE OF ADMINISTRATOR	DATE

OFFICE USE	APPROVAL GRANTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	INSURANCE REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED FOR: <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER

COMMUNITY USE OF SCHOOL FACILITIES POLICY

The board of education recognizes that school buildings and grounds are community centers and a valuable public resource. The board is committed to making these facilities available to the community under proper supervision. Therefore, the board will make school facilities available to community groups and community service activities either without cost or at as low a cost as is consistent with the prudent expenditure of public funds. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested use. Facilities use shall be governed by as set forth in policy and shall be subject to such restrictions as the superintendent or his/her designee considers necessary and expedient.

RULES AND REGULATIONS

The following rules and regulations will govern the use of school facilities:

1. All building use requests must be submitted in writing a minimum of three weeks in advance. Organizations desiring to use school facilities shall make application to the main school office. The representative of the sponsoring organization shall sign said application. The signing of the application constitutes an acknowledgement by the group or organization of acceptance of responsibility for any damage to the building.
2. Permission for facilities use will be granted on a per season (fall, winter, spring, summer) basis only. In no case shall any organization be permitted access to school facilities without prior written approval.
3. In the case of inclement weather or other unavoidable cancellation event, rescheduling can only be done on a space available basis. No "rain dates" can be guaranteed. Region #19 reserves the right to cancel activities due to inclement weather, emergency conditions or programmatic changes. If there is a question because of the weather, groups should check with the school prior to their arrival.
4. The use of school facilities for non-school activities will not be permitted before school or during the regular school day. School facilities will not be available for non-school use during school vacations or on days school is not in session, unless the superintendent or his/her designee grants permission.
5. A custodian or other school employee, and for some activities one or more constables, shall be present when school facilities are in use to see that they are used properly and left secure and in good order. Custodial service shall include normal cleaning of property used, setting up seats/tables, and the handling of lighting. Custodians shall normally be scheduled to arrive ½ hour before the event and will remain ½ hour after the event. A minimum of four hours of custodial services is required whenever the building is not open for use.
6. All requests for audio/visual equipment and auditorium sound and lighting equipment must be made at the time of the application. Only school trained or approved personnel can operate this equipment. Groups will be expected to pay for personnel to operate needed equipment.
7. Smoking, alcohol or drugs are strictly forbidden on school property.

FEE SCHEDULE

Charges for the use of school facilities shall be in accordance with a fee schedule approved by the board of education.

PAYMENT OF CHARGES

Any organization using school facilities must agree to pay all charges within sixty days of receipt of invoice.

INSURANCE

The district carries insurance covering its own legal liability but assumes no liability for bodily injury and property damage to others. Municipal entities, not-for-profit community groups, and for-profit organizations, upon receiving approval for said use, will be required to provide a 'Certificate of Insurance Liability' which includes the period time of said use, names the Regional School District #19 as an additional insured and specifies general liability limits of at least \$1,000,000 each occurrence and \$2,000,000 general aggregate combined bodily injury and property damage. Not-for-profit community groups may apply to the board or its designee for waiver of this insurance requirement, which the board or its designee may grant in its sole discretion.

REGIONAL SCHOOL DISTRICT #19/E. O. SMITH HIGH SCHOOL SYNTHETIC TURF FIELD

REGIONAL SCHOOL DISTRICT # 19 IS PLEASED TO OPEN THE SYNTHETIC ATHLETIC FIELD AND TRACK ADJACENT TO E. O. SMITH HIGH SCHOOL.

THE FOLLOWING ARE SYNTHETIC FIELD RULES AND REGULATIONS THAT MUST BE FOLLOWED:

1. No food or drinks (except water) permitted on the turf field. No "colored" drinks.
2. No glass bottles or containers allowed on the turf field.
3. No chewing gum, candy or sunflower seeds permitted on the turf field.
4. No spitting.
5. No dogs or other animals permitted on the turf field.
6. No skateboards, roller blades, bicycles, strollers or motorized vehicles permitted on the turf field or track-they must be left outside in the fence area.
7. Golfing is not permitted on the turf field.
8. No chairs of any kind permitted on the turf field. Spectators may view games from the bleachers.
9. No platforms of any kind permitted on the turf field.
10. No open flames or fireworks permitted on the turf field.
11. No smoking in any areas of school grounds.
12. No throwing of discus, javelin or shot put on the turf field.
13. No metal cleats/spikes permitted on turf field. Rubber or plastic cleats/spikes only.
14. Alcoholic beverages are not permitted on school grounds.
15. No stakes, posts, poles or markers of any kind may be driven into the field.
16. Please pick up litter and place all garbage and recyclables in proper containers.

****Use of the synthetic field requires a custodian to be on duty ½ hour before and after scheduled use****

PERMITS ARE REQUIRED FOR ALL GROUPS TO USE THE FIELD, THIS WILL BE STRICTLY ENFORCED.

Thank you for your cooperation. With your help these fields will remain in great condition.

For more information please contact Edwin O. Smith High School, Building & Grounds Department 860-487-0877

_____ Applicant-Signature

_____ Building & Grounds Director-Signature

Community Use of School Facilities Proposed Fee Schedule

- Category 3 Rental Fees (Adult, youth non-profit groups and organizations that include large numbers of non-residents) (Organizations that charge admission and/or participation fees).

Area	First 2 Hours	Each Additional Hour
Atrium	\$25.00	\$13.00
Auditorium	\$50.00	\$25.00
Band Room	\$20.00	\$10.00
Cafeteria (excludes kitchen)	\$30.00	\$15.00
Chorus Room	\$20.00	\$10.00
Classroom	\$15.00	\$8.00
Gymnasium (includes locker & shower rooms)*	\$80.00	\$40.00
LMC	\$45.00	\$23.00
Outdoor Facilities	\$30.00	\$15.00

- Athletic Areas

Grass Fields	\$20.00	\$10.00
Synthetic Field	\$50.00	\$25.00
Track	\$30.00	\$15.00
Tennis Courts	\$25.00	\$13.00

*Per gym or fields. Rental costs for second gym or field, 50% off hourly rate.

** Minimum two hour rental period.

- Category 4 Rental Fees (For profit groups and organizations (clubs and sports camps etc.))

Area	First 2 Hours	Each Additional Hour
Atrium	\$50.00	\$25.00
Auditorium	\$200.00	\$100.00
Band Room	\$40.00	\$20.00
Cafeteria (excludes kitchen)	\$140.00	\$80.00
Chorus Room	\$40.00	\$20.00
Classroom	\$30.00	\$15.00
Gymnasium (includes locker & shower rooms)*	\$175.00	\$80.00
LMC	\$90.00	\$45.00
Outdoor Facilities	\$60.00	\$30.00

- Athletic Areas

Grass Fields	\$40.00	\$20.00
Synthetic Field	\$100.00	\$50.00
Track	\$60.00	\$30.00
Tennis Courts	\$50.00	\$25.00

*Per gym or fields. Rental costs for second gym or field, 50% off hourly rate.

** Minimum two hour rental period.

- Custodial/Maintenance Fee

Type	Hourly
Base Rate	\$25.00
Saturday, Sunday or Holidays	\$40.00

**Minimum four hour maintenance fee

- Other Fees

After 5:00pm on weekdays and all day on Saturday, Sunday and Holidays utilities fees cover lights, ventilation, heating, air-conditioning and general wear.

<u>Utilities</u>	<u>Hourly</u>
Cost for after hour use (5pm to 10pm) including all scheduled hours	
<u>On Saturday, Sundays and Holidays</u>	<u>\$28.00</u>

- Equipment

Requests for special equipment must be submitted one week in advance of event date. Based on requirements, fee will be assessed and noticed given in advance.

- Tech Fees

Requests for Tech services must be submitted one week in advance of event date. Minimum hourly rate will be \$20.00, rate dependent on requirements.

- Constable Fee

Based on the requirements, this is to be scheduled through the local law enforcement department

**Agreement Between
The Town of Mansfield and
Regional School District No. 19
For Parking Lot and Grounds Maintenance Services**

This Agreement made this 1st day of July, 2011 by and between the Town of Mansfield (hereinafter referred to as the Town) and Region 19 School District (hereinafter referred to as the Region), witnesseth that:

Whereas the Region wishes to continue to engage the Town to maintain the roads, parking lots, drainage facilities, athletic fields, large turf areas hereinafter described in connection with the operation of the Edwin O. Smith High School located in Storrs-Mansfield, Connecticut; and,

Whereas the Town has within its means the necessary manpower, equipment and materials to undertake said maintenance activities;

Now therefore the parties do mutually agree as follows:

- A. The Region agrees to engage the Town and the Town agrees to perform the exterior maintenance services hereinafter set forth for the amount set forth herein below.
- B. The Town, working through its Director of Public Works, shall do, perform and carry out in a workmanlike manner the maintenance activities hereinafter described to the satisfaction of the Superintendent of the Region.
- C. Said maintenance services shall be for the period beginning July 1, 2010 and ending June 30, 2013. The annual charge shall be adjusted by the cost of living index for services of this type as published by the US Government.
- D. The Town shall provide the following services:

a. Access Roads and Parking Lot Maintenance

The main bus lot and parking area off Route 195, the parking lot to the south of the school building, the driveway and two small parking areas to the north of the school building and the sidewalks along Route 195 and Bolton Road and Depot School parking area at 85 Depot Rd. will:

- 1. Be plowed and sanded after winter storms
- 2. Be swept in the spring in conjunction with the Town's spring sweeping program
- 3. Have their catch basins cleaned out once a year
- 4. Have the parking lines re-stripped as required
- 5. Be patched with hot bituminous concrete as necessary to fill potholes or depressions, and repair curbs, and,
- 6. Have other minor road maintenance activities performed as required by the Region.

b. Lawn and Grounds Maintenance

The large lawn areas surrounding the school building and along Route 195 including Depot School shall:

- 1. Be mowed in accordance with standard mowing practices (approximately once a week during the growing season)

2. Have worn areas of lawn reseeded as necessary to promote restoration of the area (excepting worn walking paths)
3. Be repaired when damaged by vehicles, vandalism or other unforeseen occurrences.
4. Trim shrubbery, weed and replenish established mulch beds on school grounds on a seasonable basis.
5. Leaf removal (spring and fall).

c. Athletic Field Maintenance

The large turf areas, two soccer fields, field hockey field, softball field, two baseball fields located behind the school building and along Hanks Hill Road (approximately 23 acres) shall:

1. Be laid out once a year
2. Be lined throughout the playing season
3. Be rototilled at the beginning of the season (ball fields)
4. Be raked, dragged, shaped and lined throughout the playing season (ball fields)
5. Have goals assembled and placed at appropriate locations (soccer and field hockey fields)
6. Be mowed in accordance with standard mowing practices (approximately once a week during the growing season)
7. Be fertilized with a standard turf fertilizer twice a year
8. Be aerated twice a year
9. Be overseeded once a year and top-dressed as needed
10. Be repaired when damaged by vehicles, vandalism or other unforeseen occurrences.

- E. The agreed upon priced for these exterior maintenance services to be paid to the Town by the Region for the period given in Section 2 herein above shall be \$77,350, paid to the Town in quarterly installments by the Region within 30 days of the receipt of the Town's invoice.
- F. The Town or the Region may terminate this contract at the end of any given fiscal year. However, notice of such intent to terminate must be given to the affected party in writing at least 180 days prior to the end of the fiscal year so that other service arrangements may be made within fiscal budgetary time constraints.
- G. The Town or the Region may, from time to time, require changes in the scope of services of this Agreement. Such changes, including any increase or decrease in the amount of compensation paid to the Town which is mutually agreed upon by and between the Town and Region shall be incorporated in written amendments to this contract.

In witness whereof, we have hereunto set our hand and seal this ____ day of _____, 20__.

Bruce Silva, Superintendent
(for the Region)

Matthew W. Hart, Town Manager
(for the Town)

Witness

Witness

CALENDAR FOR BUDGET YEAR 2012-2013
BUDGET PREPARATION SCHEDULE

Monday, November 7, 2011	Budget manual to administrators and department heads
Wednesday, November 16, 2011	Budget process reviewed at department head meeting
Tuesday, November 22, 2011	Draft program narratives submitted to principal
Tuesday, December 6, 2011	Department budgets submitted to principal
Tuesday, December 13, 2011	Municipal Budget Meeting*
December 12-16, 2011	Budgets (including narratives) reviewed by principal and forwarded to superintendent
Friday, January 20, 2012	Superintendent's proposed budget sent to publisher
Monday, February 13, 2012	Superintendent's proposed budget distributed to member towns and public

BUDGET REVIEW AND ADOPTION CALENDAR

Tuesday, February 14, 2012	Budget Review Meeting	Media Center – 7:00 p.m.
Tuesday, February 28, 2012	Budget Review Meeting	Media Center – 7:00 p.m.
Tuesday, March 6, 2012	Regular District Board of Education Meeting	Media Center – 7:30 p.m.
Tuesday, March 13, 2012	Budget Review Meeting	Media Center – 7:00 p.m.
Tuesday, March 20, 2012	Public hearing on superintendent's budget	Media Center – 7:00 p.m.
	Finance committee meeting	Media Center - 7:30 p.m.
	Budget review and recommendations	
Tuesday, April 3, 2012	Regular district board of education meeting	Media Center – 7:30 p.m.
	Board adoption of 2011-2012 budget	
Monday, May 7, 2012	Annual meeting on budget	Media Center - 7:00 p.m.
Tuesday, May 8, 2012	Budget referendum held in towns of Ashford, Mansfield and Willington	

Adopted: