



**Regional School District #4
Chester – Deep River – Essex – Region 4**

CHESTER BOARD OF EDUCATION

AGENDA

Corrected copy - to
reflect a “call to order”
time of 7:00 p.m.

To: Members of the Chester Board of Education
Subject: **Board of Education meeting on March 28, 2019**
Time: This Board meeting will begin promptly at **7:00 p.m**
Place: Library, Chester Elementary School

Please contact Jennifer Bryan at Central Office via email jbryan@reg4.k12.ct.us if you are unable to attend.

Mission Statement

We, the communities of Chester, Deep River, Essex and Region 4,
engage all students in a rigorous and collaborative educational program. We prepare our learners to be respectful citizens who are
empowered to contribute in a globalized society.

1. **Call to order 7:00 p.m.** – Chair, David Fitzgibbons
2. **Consent agenda.** The following items are to be handled as combined and by single vote. Any Board member may request that an item be pulled out for further discussion.
 - 2.1. Minutes from the Regular Meeting of January 24, 2019 (*encl #1*)
 - 2.2. Accounts Payable report (*encl #2*)
3. **Student report** – General update by CES students
4. **Public comment.** The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters.
5. **Other items**
 - 5.1. Update on Search for a Superintendent – *D. Fitzgibbons*
 - 5.2. Principal’s Update – *T. Stoddard*
 - a. General update
 - 5.3. Possible VOTE to adopt proposed 2019-20 Chester Elementary Budget for presentation to the Town
6. **Reports**
 - 6.1 **Financial Status Report** – (*K. Allen*)
 - a. Year to Date Budget Status and Cafeteria Status Report (*encl #3*)
 - b. Possible VOTE to approve request for transfer of funds (*encl #4*)

6.2 Committee reports. (Chair)

- a. Joint PK-12 Committees (*comm. chairs*) – Policy – TBD, Curriculum – T. Dickson, , Finance, TBD

Finance	Policy	Curriculum
Sept. 25, 2018 Oct. 16 th added as well	Sept. 17, 2018 Re-set to Oct. 15 th	Sept. 17, 2018
Nov. 27, 2018	Nov. 12, 2018 Re-set to Nov. 27 th	Nov. 12, 2018 Set on 2 nd Mon
Jan. 29, 2019	Jan. 28, 2019 Set on 4 th Mon.	Jan. 29, 2019 Set on 4 th Tues.
Feb. TBD 2019		
Mar. 19, 2019 re-set to Mar. 25 th	Mar. 18, 2019 cancelled	Mar. 26, 2019
Apr. TBD, 2019		
May 28, 2019	May 20, 2019	May 14, 2019 Set on 2 nd Tues.
Sept. 24, 2019	Sept. 16, 2019	Sept. 17, 2019
Nov. 19, 2019 Set on 3 rd Tues.	Nov. 18, 2019	Nov. 19, 2019

- b. Supervision District Committee Update – C. Fearon, D. Fitzgibbons, J. Stack
- c. LEARN Committee Update – C. Fearon
- d. Ad Hoc School Security Advisory Committee

6.3 Assistant Superintendent's report (K. Martineau)

- a. General update

6.4 Superintendent's report. (R. Levy)

- a. District update
 - a.1 Critical Thinking and Creative Problem Solving – *standing item*
- b. Information and Communication
 - b.1 Discussion regarding any pending policies - *standing item*
 - b.1.a. - Discussion of Joint BOE Policy Committee's recommended revisions to the following policies:
 - #3260 Business - Sales and Disposal of Books, Equipment and Supplies (*encl #5*)
 - #5118 Students - Non Resident Attendance AND related policy #3240 Tuition Fees (*encl #6*)
 - #3324 Business – Ordering Goods and Services (Purchase Orders) (*encl #7*)

7. Public Comment

The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters.

8. Executive Session – Personnel – Discuss Superintendent's Recommendations regarding Staff Non-Renewals – Pending Litigation

9. Action Item – VOTE to approve the Superintendent's Recommendations regarding Staff Non-Renewals

10. Future Agenda Items

- 10.1 Next Joint BOE meeting is Thurs., Apr. 04, 2019
- 10.2 Next Chester BOE regular meeting is May 23, 2019

11. Adjournment



Regional School District 4
Chester – Deep River – Essex – Region 4
Boards of Education Committees – School Year 2018-19 (Updates in Progress)

<u>Joint BOE Standing Committees</u> (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee		R4(Sandmann/Clymas/Grow) CH(Iselin/Scherber) DR(Resnisky/Massey) ES (Seidman/McCluskey)	
*Joint PK-12 Curriculum Sub-Comm.		R4(Cavanaugh/Brookhart) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Rotella/McCann)	
*Joint PK-12 Finance Sub-Committee		R4 (Gioco/Clark/Daniels) CH (Stack/Englert) DR (Munawar/Berardis) ES (TBD/Watson)	
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)		R4 (Cavanaugh 19 / Gioco 19 / Clark 19) CH (Fearon 19 /Fitzgibbons 19 / Stack 19) DR (Weglarz 19 / Ferretti 19 / Morrissey 19) ES (Fitton 19 /McCluskey 19 / Seidman 19)	
<u>Joint Ad Hoc Committees</u> (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
- Joint BOE Teacher negotiations		R4 (Daniels/Brookhart Alt.) CH (Stack/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson)	Expires 7/2019 6/2018
- Joint BOE Administrator negotiations		Same as ABOVE for Teacher negotiations	Expires 7/2020 9/2019
- Joint BOE Paraeducator negotiations		Same as BELOW for Net Tech et al.	Expires 7/2020 3/2019
Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians)		R4 (Daniels/Brookhart Alt.) CH (Fitzgibbons, Stack) DR (Massey/Ferretti Alt.) ES (Fitton/Watson)	Expires 7/2021 3/2021
- Cafeteria (all schools)		Expires 7/2020	3/2020
Public Relations & Community Outreach		R4(TBD/TBD), CH (Bibbiani), ES (Seidman), DR (Wegalarz/TBD)	
Technology		R4(Gioco), CH(Englert), ES (Seidman), DR (Munawar)	
School Calendar		R4(Brookhart/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)	
LEARN Joint BOE representative(s)		R4(Cavanaugh), CH(Myers), ES(Rotella), DR(Munawar)	
School Security Advisory Committee		R4(TBD), CH(Greenberg-Ellis), DR(Weglarz), ES(Fitton)	
Tuition Committee		R4(Grow), CH (Stack), DR (Morrissey), ES (McCluskey/Seidman Alt.)	
Transportation RFP Bid Review		R4(TBD), CH (Englert), DR (TBD), ES (TBD)	
Legal RFP Bid Review		R4(TBD), CH (Bibbiani), DR (TBD), ES (TBD)	
<u>Individual BOE Ad Hoc Committees</u> (ad hoc committees meet for a designated period or as needed)			
<u>Chester BOE</u>			
Facilities		Englert	
Internal Marketing		TBD	
PTO		Greenberg-Ellis	
CATV Advisory Council (Cable TV)		For Discussion	
<u>Deep River BOE</u>			
Facilities (Buildings and Grounds)		Morrissey/Ferretti	
PTO		rotating	
School Improvement Team		Weglarz/Ciaglo	
CATV Advisory Council (Cable TV)		TBD	
<u>Essex BOE</u>			
Building		Seidman	
PTO		Rotating	
School Improvement Team		TBD	
Essex Foundation		McCluskey / Fitton	
Communications		Rotating	
CATV Advisory Council (Cable TV)		Fitton	
<u>Region 4 BOE</u>			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
▪ R4 Secretaries/Nurses		Daniels/Brookhart Alt. Expires 7/2020	3/2020
▪ R4 Custodians		Daniels/Brookhart Alt. Expires 7/2021	3/2021
R4 Audit & Finance		Gioco/TBD	
School Improvement Team		TBD/TBD/TBD	
R4 Grounds and Buildings Maintenance and Oversight Committee		Fitton/Gioco/Grow/Clark	
R4 Building Committee		TBD/TBD	
R4 Educational Foundation		TBD	
Region 4 Extra compensation points committee		Clark (only 1 rep needed)	
Public Relations & Outreach		TBD	
R4 Safety		TBD	
R4 Advisory Council (PTO)		For Discussion	
R4 Facilities Study Committee		TBD	

CHESTER BOARD OF EDUCATION

Welcome to tonight's meeting of the Chester Board of Education. We appreciate your interest and attendance.

WHO WE ARE:

We are fellow residents of Chester, elected by the community to serve 4 years (6-3 rotation) without compensation.

Theresa Myers (on ballot in 2019) 2021	Rebecca Greenberg-Ellis (on ballot in 2019) 2021	Becky Iselin , Co-Secretary 2021
Robert Bibbiani Co-Secretary 2021	Maria Scherber 2021	John Stack , Vice-Chair 2019
Tom Englert 2021	Charlene Fearon 2019	David Fitzgibbons , Chair 2019

Our contact information is listed in the school calendar and the school web site. Our annual goals are also listed on the school web site (www.reg4.k12.ct.us).

We are assisted in the meeting by our school administration:

Ruth I. Levy, Ed.D., Superintendent of Schools, Region 4 – Chester – Deep River - Essex
Kristina Martineau, Ed.D., Assistant Superintendent of Schools
Kimberly Allen, Business Manager
Tyson Stoddard, Principal

Our board clerk is Ms. Kelley Frazier.

HOW YOU CAN CONTRIBUTE AND PARTICIPATE:

We typically have two "audiences of citizens" during the meeting. During this part of the meeting, you can make comments, suggestions and ask questions. We ask you to limit comments to 3 minutes. If you share a common topic with others, we encourage the use of a single spokesperson for the group. As the intention of the audience of citizens is for the Board to listen to you, the Board may not respond immediately since we may not have discussed or taken a position on the topic...please don't take this as a sign of disinterest. Our standard of courtesy and respect for the opinions of others is the same as the one expected of our students.

We encourage written input to the Board to include suggestions on future agenda items. Upon request, letters can be read at the meeting as long as they focus on issues or policies and not people.

While we value your input, please know the Board of Education meeting is a "Meeting in Public" and not a "Public Meeting." We appreciate your helping us accomplish our agenda in a time effective manner.

REGULAR MEETINGS:

Our regular meetings are normally held on the fourth Thursday of every other month, unless there is a conflict with school vacation. In addition we participate in meetings of the Joint Board of Education Committee every other month along with the Boards of Education of Chester, Deep River and Essex. Our agenda is posted at town hall and on the school website (www.reg4.k12.ct.us).

EXECUTIVE SESSION:

The Board may occasionally meet in "Executive Session." This closed-door meeting is for discussing items of a sensitive nature, such as personnel issues or negotiation strategy.

SPECIAL MEETINGS:

Special meetings may be called with 24 hours advanced notice, to discuss specific items. The agenda will be posted on the bulletin board by the cafeteria and the meeting will be limited to those items.

We appreciate your attendance this evening and invite your continued interest on behalf of the children and residents of Chester.

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF EDUCATION MEETING
CHESTER ELEMENTARY SCHOOL
January 24, 2019 6:00pm**

The meeting of the Chester Board of Education was held on Thursday, January 24, 2109. In attendance were Tom Englert, Becky Iselin, John Stack, Charlene Fearon, Theresa Myers and Rob Bibbiani(Arrival 6:57pm). Also in attendance were Dr. Ruth Levy, Superintendent, Kristina Martineau, Assistant Superintendent, Kim Allen, Business Manager, Tyson Stoddard, Principal and Kelley Frazier, Clerk. Absent: David Fitzgibbon, Rob Bibbiani, Rebecca Greenberg-Ellis and Maria Scherber.

CALL TO ORDER

Acting Chairman, John Stack, called the meeting to order at 6:00pm.

CONSENT AGENDA

Upon a motion made by Tom Englert and seconded by Theresa Myers the Chester Board of Education **VOTED** unanimously to approve the minutes from the November 13, 2018 regular meeting and the Accounts Payable report.

STUDENT REPORT

Brian Kalkreuth, Chester Elementary Math Coach discussed Math programs offered at Chester Elementary School. Fourth grade students discussed the math enrichment activities they are participating in.

PUBLIC COMMENT

No Comment

OTHER ITEMS:

Principal's Update

General Update

Mr. Stoddard gave a brief update of the events happening at Chester Elementary. Mr. Stack noted that he would like K-3 students participating in the Invention Convention be allowed to do an experiment as part of their project so that science remains a focus. A service project is being discussed for the students to participate in.

Possible VOTE to Accept Donation from the United Way of Central and Northeastern Connecticut in the amount of \$570.00.

Upon a motion made by Tom Englert and seconded by Theresa Myers the Chester Board of Education unanimously **VOTED** to accept the donation of two checks in the amount of \$285.00 from the United Way of Central and Northeastern Connecticut.

REPORTS

Financial Status Report – Ms. Allen

Ms. Allen gave a brief update on the financial status for Chester Elementary School. Trends indicate a surplus at the end of the year. Ms. Allen will remain vigilant of any

unforeseen circumstances and will keep the Board informed of any developments as they arise.

Cafeteria Report – Ms. Allen

Ms. Allen gave an update on the status of the cafeteria budget. Revenue has been received through November, but the federal government closure could affect this.

Committee Reports

Finance - Next meeting is January 29, 2019.

Curriculum – Next meeting is January 29, 2019.

Policy – Next meeting is January 28, 2019.

Supervision District Committee Update

There have been several budget workshops. This budget will go to Public Hearing on February 4, 2019. Mr. Stack discussed the consolidation of services. A list of consolidated items are being requested by Board members. Efficiencies will be realized if Network Techs are moved into Supervision District. It would also allow having multiple techs tackle big issues. Art, Music and FLES are in Supervision District currently. It is suggested that PE also be moved into Supervision District. Mr. Stack asked members to explain how services are being regionalized to the public. The Supervision District Board agrees that Chester Elementary is not in jeopardy. The FLES curriculum will be reviewed. The Library media specialist is increasing their time to include upper elementary grades. Mr. Stack asked that the Library Media Specialist be called Information Science or Information Technology.

LEARN

No update.

Joint Ad Hoc School Security Advisory Committee

All five schools have been prioritized as to their security needs. Additional training will be done. Central Office updates will be under Region 4 budgets.

Assistant Superintendent's Report

General Update

Ms. Martineau gave a brief update. The language of assessment is being reviewed. K-12 standards for all content areas is also being reviewed and adjusted as to student needs. Progress Reports and Report Cards will better communicate student progress.

Superintendent's Report

District Update

Critical and Creative Problem Solving

On February 25th the Wellness Committee and Tri Town will host the Choose Love program featuring Jessie Lewis. This is from 6:30 until 8:00pm at John Winthrop. Dr. Levy is working with Mr. Seidman and Senator Needleman on legislative issues. Bill 57 and Bill 454 are being researched regarding consolidation of schools. Board members

are invited to the CABE Legislative breakfast on February 1st at 7:30am. The Chester Board would like legislators to voice their opinion on Bill 454 and Bill 457.

Information and Communication

Discussion Regarding any Pending Policies

First Reading of Joint BOE Policy Committee's Recommended Revisions to the Following Policies

Policies were discussed. The second read will be at the Joint Board of Education meeting.

#5141.4 Students – Reporting Suspected Abuse

#5131.81 Students – Use of Private Technology

#3323 Business – Soliciting Prices

PUBLIC COMMENT

No Comment.

FUTURE AGENDA ITEMS

- Next Joint BOE meeting February 21, 2019
- Next Chester BOE Meeting is March 21, 2019 @ 7:00pm
- Chester BOE Workshops Jan 31st, Feb 12th, Mar 5th @ 6:00pm at Central Office
- BOE and Community Input for 2019-20 (On-Going)
- BOE Self Evaluation (TBD)

PUBLIC COMMENT

No Comment

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 7:11p.m.

Respectfully Submitted,

Kelley Frazier, Secretary

End #2

01/28/2019 09:06
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CHESTER CASH

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418729	01/28/2019	PRTD	5390 CATHERINE ANOUAR	94752	012419	01/25/2019 19100202	CH012519	REIMB. FOR POSTAGE STAMPS (6 ROLLS)			300.00
			Invoice: 012419					CHECK	418729 TOTAL:		300.00
418730	01/28/2019	PRTD	2146 CITIZENS BANK - HEAL	94753	020119	01/25/2019 19100219	CH012519	FEB 2019 HEALTH INSURANCE CONTRIB.			45,477.00
			Invoice: 020119					CHECK	418730 TOTAL:		45,477.00
418731	01/28/2019	PRTD	7555 COLCHESTER PET SHOP	94754	725037	01/25/2019 19100251	CH012519	AQUARIUM SUPPLIES			39.96
			Invoice: 725037					CHECK	418731 TOTAL:		39.96
418732	01/28/2019	PRTD	2534 DE LAGE LANDEN	94755	62249193	01/25/2019 19100077	CH012519	JAN 2019 DOWNST. COPIER LEASE			440.00
			Invoice: 62249193					CHECK	418732 TOTAL:		440.00
418733	01/28/2019	PRTD	2332 FIRST STUDENTS INC	94756	11543142	01/25/2019 19100263	CH012519	FIELD TRIP BUS TO CAS LDRSHIP CONF			329.53
			Invoice: 11543142					CHECK	418733 TOTAL:		329.53
418734	01/28/2019	PRTD	6678 FRONTIER	94757	011919	01/25/2019 19100141	CH012519	TELEPHONE SVC-1/19-2/18/19			195.11
			Invoice: 011919								

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000
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CHECK 418734 TOTAL: 195.11

418735 01/28/2019 PRD 6989 LISA HANDFIELD 94758 010919
Invoice: 010919

01/25/2019 19100405 CH012519
REIMB. FOR CONF. ROOM DRAPES

CHECK 418735 TOTAL: 26.99

418736 01/28/2019 PRD 2365 INTERSTATE ALL BATTE 94759 1919501010904
Invoice: 1919501010904

01/25/2019 19100389 CH012519
BATTERIES

CHECK 418736 TOTAL: 269.82

418737 01/28/2019 PRD 5959 LEAF 94760 9078280
Invoice: 9078280

01/25/2019 19100125 CH012519
JAN 2019 WORKROOM COPIER LEASE

CHECK 418737 TOTAL: 525.00

418738 01/28/2019 PRD 2373 MATHCOUNTS 94761 180186-180192
Invoice: 180186-180192

01/25/2019 19100404 CH012519
MATHCOUNTS REG.

CHECK 418738 TOTAL: 230.00

418739 01/28/2019 PRD 5535 MINUTEMAN PRESS 94762 33164
Invoice: 33164

01/25/2019 19100413 CH012519
ENUMERATION FORMS

CHECK 418739 TOTAL: 75.00

418740 01/28/2019 PRD 2212 NASCO 94763 254660
Invoice: 254660

01/25/2019 19100362 CH012519
GR 6 WEATHER SUPPLIES

CHECK 418740 TOTAL: 320.90

418741 01/28/2019 PRD 6590 OTC BRANDS, INC. 94764 694296575-01
Invoice: 694296575-01

01/25/2019 19100361 CH012519
#IN-12/4372 (RULER PENCILS)

CHECK 418741 TOTAL: 47.51

418742 01/28/2019 PRD 2267 CLASSROOM DIRECT/SCH 94765 208122286598
Invoice: 208122286598

01/25/2019 19100321 CH012519
FOX WHISTLES

CHECK 418742 TOTAL: 47.12

Invoice: 208122274640

01/25/2019 19100254 CH012519
STEAM FAIR DISPLAY BOARDS

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01/28/2019 09:06 9781dpea REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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418743 01/28/2019 PRD 6323 TYSON STODDARD 94767 121718
Invoice: 121718

MILEAGE REIMB.-7/8-12/17/18

418744 01/28/2019 PRD 2518 TREASURER SUPERVISIO 94768 020119
Invoice: 020119

FEB 2019 SHARE OF SUPERV. BUDGET

418745 01/28/2019 PRD 4765 WB MASON CO., INC 94769 16269843
Invoice: 16269843

STICKY NOTES

418746 01/28/2019 PRD 7659 YUMMYMATH 94771 012319
Invoice: 012319

MATH ENRICHMENT MEMBERSHIP

PENS, MARKERS, INDEX INSERTS

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CLERK: 9781dpea

YEAR PER JNL

SRC ACCOUNT

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2019 7 341

APP 1000-2000

01/28/2019 CH012519 DP

APP 1000-1040

01/28/2019 CH012519 DP

JOURNAL ENTRIES TO BE CREATED

JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
	CHESTER ACCOUNTS PAYABLE						161,873.99	
	AP CASH DISBURSEMENTS JOURNAL							
	CHESTER CASH							161,873.99
	AP CASH DISBURSEMENTS JOURNAL							
	JOURNAL 2019/07/341				TOTAL		161,873.99	161,873.99

01/28/2019 09:06
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 5
apcsbdsb

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER	2019 7	341	01/28/2019	CHESTER CASH		161,873.99
1000-1040				CHESTER ACCOUNTS PAYABLE	161,873.99	
1000-2000				FUND TOTAL	161,873.99	161,873.99

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

1040
CHESTER CASH

VOUCHER INVOICE

INV DATE PO WARRANT

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INVOICE DTL DESC

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CHECK 418754 TOTAL:

418755 02/11/2019 PRD 6719 EVERSOURCE 95129 012519 02/08/2019 19100140 CH020819 3,797.62
Invoice: 012519 ELECTRICITY SVC-DEC 2018/JAN 2019

CHECK 418755 TOTAL: 3,797.62

418756 02/11/2019 PRD 2126 JAMES GRZYBOWSKI 95131 020119 02/08/2019 19100400 CH020819 152.84
Invoice: 020119 REIMB. FOR BLINDS, RECESSED LIGHTS/BULBS, CABINET

CHECK 418756 TOTAL: 152.84

418757 02/11/2019 PRD 2748 LAKESHORE 95132 4687520119 02/08/2019 19100406 CH020819 303.20
Invoice: 4687520119 CLASSROOM CARPET

CHECK 418757 TOTAL: 303.20

418758 02/11/2019 PRD 2267 CLASSROOM DIRECT/SCH 95133 208122340356 02/08/2019 19100321 CH020819 14.80
Invoice: 208122340356 GRAPH PAPER, CORRECTION TAPE

Invoice: 208122349833 208122349833 02/08/2019 19100321 CH020819 285.26

Invoice: 308103254828 308103254828 02/08/2019 19100367 CH020819 524.27
ART SUPPLIES

CHECK 418758 TOTAL: 824.33

418759 02/11/2019 PRD 2518 TREASURER SUPERVISIO 95137 DEC2018 02/08/2019 19100143 CH020819 155.55
Invoice: DEC2018 DEC 2018 CELL PHONE SVC

Invoice: JAN2019 95138 JAN2019 02/08/2019 19100143 CH020819 155.76
JAN 2019 CELL PHONE SVC

CHECK 418759 TOTAL: 311.31

418760 02/11/2019 PRD 4765 WB MASON CO., INC 95139 I63277771 02/08/2019 19100322 CH020819 39.16
Invoice: I63277771 POST IT BIG NOTES

CHECK 418760 TOTAL: 39.16

418761 02/11/2019 PRD 2606 WEST MAIN STREET SER 95140 101759 02/08/2019 19100060 CH020819 67.80
Invoice: 101759 DIESEL FOR EQUIPMENT

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

IP 3
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CHECK	418761	TOTAL:	67.80
NUMBER OF CHECKS	15	*** CASH ACCOUNT TOTAL ***	10,161.29
	COUNT	AMOUNT	
TOTAL PRINTED CHECKS	15	10,161.29	
	*** GRAND TOTAL ***		10,161.29

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CLERK: 9781dpea

YEAR PER JNL
SRC ACCOUNT

EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OR	DEBIT	CREDIT
2019 8 122						CHESTER ACCOUNTS PAYABLE			
APP 1000-2000						AP CASH DISBURSEMENTS JOURNAL		10,161.29	
02/11/2019	CH020819	DP				CHESTER CASH			10,161.29
APP 1000-1040						AP CASH DISBURSEMENTS JOURNAL			
02/11/2019	CH020819	DP				JOURNAL 2019/08/122 TOTAL		10,161.29	10,161.29

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 5
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER	2019 8	122	02/11/2019	CHESTER CASH		10,161.29
1000-1040				CHESTER ACCOUNTS PAYABLE	10,161.29	
1000-2000				FUND TOTAL	10,161.29	10,161.29

** END OF REPORT - Generated by Dawn Pearson **

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNALP 1
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CASH ACCOUNT: 1000 1040

CHECK NO CHK DATE TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INV DATE PO WARRANT

INVOICE DTL DESC

NET

418762	02/26/2019	PRTD	2836	SYNCR/AMAZON	95422	466388738566	02/25/2019	19100392	CH022519	21.27
	Invoice: 466388738566						L.A. TEXT: "A NOVEL APPROACH"			
	Invoice: 558947995794				95423	558947995794	02/25/2019	19100379	CH022519	46.47
	Invoice: 469849338967				95424	469849338967	02/25/2019	19100407	CH022519	59.99
	Invoice: 594873748867				95425	594873748867	02/25/2019	19100386	CH022519	113.51
							CHECK 418762 TOTAL:			241.24
418763	02/26/2019	PRTD	4377	APPLE, INC.	95426	AA03965258	02/25/2019	19100397	CH022519	300.00
	Invoice: AA03965258						APPLE VOUCHER			
							CHECK 418763 TOTAL:			300.00
418764	02/26/2019	PRTD	2146	CITIZENS BANK - HEAL	95427	030119	02/25/2019	19100219	CH022519	45,477.00
	Invoice: 030119						MARCH 2019 HLTH INSUR CONTRIB			
							CHECK 418764 TOTAL:			45,477.00
418765	02/26/2019	PRTD	2159	CREC	95428	PHWEKZQBXSWS	02/25/2019	19100418	CH022519	450.00
	Invoice: PHWEKZQBXSWS						ILLUSTRATIVE MATH PD FOR KALKREUTH			
	Invoice: PCHDGINGJDRC				95430	PCHDGINGJDRC	02/25/2019	19100418	CH022519	450.00
							ILLUSTRATIVE MATH PD FOR MANTIE			
							CHECK 418765 TOTAL:			900.00
418766	02/26/2019	PRTD	2534	DE LAGE LANDEN	95431	62400836	02/25/2019	19100077	CH022519	203.00
	Invoice: 62400836						FEB. 2019 OFFICE COPIER LEASE			
							CHECK 418766 TOTAL:			203.00
418767	02/26/2019	PRTD	2168	DEEP RIVER HARDWARE	95432	406511	02/25/2019	19100177	CH022519	42.29
	Invoice: 406511						BRUSHES, PAINT, ETC.			
							CHECK 418767 TOTAL:			42.29
418768	02/26/2019	PRTD	5731	EDUCATIONAL PRODUCTS	95433	A002202929	02/25/2019	19100255	CH022519	358.37
	Invoice: A002202929						STEAM FAIR TEES			



02/26/2019 08:07 REGIONAL SCHOOL DIST # 4
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CASH ACCOUNT: 1000 1040
CHECK NO CHK DATE TYPE VENDOR NAME

CHESTER CASH VOUCHER INVOICE INVOICE DATE PO WARRANT NET

INVOICE DTL DESC CHECK 418768 TOTAL: 358.37

418769 02/26/2019 PRD 4761 HILARY EVANS 95435 022519
Invoice: 022519

REIMB. FOR SMALL POCKET ENVELOPES
CHECK 418769 TOTAL: 9.99

418770 02/26/2019 PRD 6719 EVERSOURCE 95436 021919
Invoice: 021919

ELECTRICITY SERVICE-1/17-2/15/19
CHECK 418770 TOTAL: 3,709.54

418771 02/26/2019 PRD 2332 FIRST STUDENTS INC 95437 11551884
Invoice: 11551884

BUS TRANSPORT. TO JW MUSIC PROGRAM
CHECK 418771 TOTAL: 100.91

418772 02/26/2019 PRD 6678 FRONTIER 95438 021919
Invoice: 021919

TELEPHONE SERVICE-2/19-3/18/19
CHECK 418772 TOTAL: 183.36

418773 02/26/2019 PRD 6636 GEANE GIORDANO 95439 020919
Invoice: 020919

VGA ADAPTER
CHECK 418773 TOTAL: 39.98

418774 02/26/2019 PRD 7696 GRE FUND III PROJECT 95440 020519
Invoice: 020519

JAN. 2019 SOLAR ENERGY SVC
CHECK 418774 TOTAL: 212.59

418775 02/26/2019 PRD 6614 HZ ELECTRIC SUPPLY 95441 S112407162.001
Invoice: S112407162.001

BULBS & LAMPS
CHECK 418775 TOTAL: 249.07

418776 02/26/2019 PRD 5959 LEAF 95442 9169597
Invoice: 9169597

FEB. 2019 WORKRM COPIER LEASE
CHECK 418776 TOTAL: 525.00



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE

INVOICE DTL DESC

418777 02/26/2019 PRPD 6110 PKF O'CONNOR DAVIES, 95443 399512 NOV. 2018 PROGRESS BILLING FOR AUDIT 4,500.00

Invoice: 399512

418778 02/26/2019 PRPD 2436 TREASURER REGIONAL S 95444 550801 DEC. 2018 LEGAL FEES 173.20

Invoice: 550801

418779 02/26/2019 PRPD 2518 TREASURER SUPERVISIO 95445 030119 MARCH 2019 SHARE OF SUPERV. BUDGET 110,017.00

Invoice: 030119

418780 02/26/2019 PRPD 4765 WB MASON CO., INC 95446 163404875 COPY PAPER 373.05

Invoice: 163404875

418781 02/26/2019 PRPD 7016 WINSUPPLY 95447 407559 01 PLUMBING SUPPLIES 51.96

Invoice: 407559 01

NUMER OF CHECKS 20 *** CASH ACCOUNT TOTAL *** 167,667.55

TOTAL PRINTED CHECKS 20 167,667.55

*** GRAND TOTAL *** 167,667.55

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 4
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CLERK: 9781dpea

YEAR PER JNL
SRC ACCOUNT
EFF DATE

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ACCOUNT DESC
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APP 1000-2000
02/26/2019 CH022519 DP
APP 1000-1040
02/26/2019 CH022519 DP

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JOURNAL 2019/08/286

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 5
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER	2019 8	286	02/26/2019	CHESTER CASH		167,667.55
1000-1040				CHESTER ACCOUNTS PAYABLE	167,667.55	
1000-2000				FUND TOTAL	167,667.55	167,667.55

** END OF REPORT - Generated by Dawn Pearson **

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000
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CHESTER CASH

VOUCHER INVOICE

INVOICE DTL DESC

INV DATE PO WARRANT

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418782	03/11/2019	PRTD	5390 CATHERINE ANOUAR	95718	030119	03/11/2019 19100202	CH031119	REIMB. FOR POSTAGE	CHECK	418782 TOTAL:	20.30
Invoice: 030119											
418783	03/11/2019	PRTD	2357 CIRMA	95719	12496	03/11/2019 19100058	CH031119	W/C POLICY 4 OF 4			5,098.68
Invoice: 12496											
				95720	12508	03/11/2019 19100059	CH031119	LAP POLICY 4 OF 4			10,433.24
Invoice: 12508											
418784	03/11/2019	PRTD	2155 CONNECTICUT WATER CO	95743	030419	03/11/2019 19100231	CH031119	PUBLIC WATER SVC-11/30/18-2/27/19	CHECK	418783 TOTAL:	15,531.92
Invoice: 030419											
418785	03/11/2019	PRTD	6593 CRYSTAL ROCK LLC	95721	17730296	03/11/2019 19100186	CH031119	FEB 2019 FILTERED WATER SVC	CHECK	418784 TOTAL:	910.32
Invoice: 17730296 030519											
418786	03/11/2019	PRTD	2534 DE LAGE LANDEN	95722	62817981	03/11/2019 19100077	CH031119	MAR 2019 OFFICE COPIER LEASE	CHECK	418785 TOTAL:	47.96
Invoice: 62817981											
				95723	62579478	03/11/2019 19100077	CH031119	FEB 2019 DOWNST. COPIER LEASE	CHECK	418786 TOTAL:	203.00
Invoice: 62579478											
418787	03/11/2019	PRTD	7556 DIME OIL, LLC	95724	55335	03/11/2019 19100260	CH031119	HEATING OIL	CHECK	418787 TOTAL:	440.00
Invoice: 55335											
418788	03/11/2019	PRTD	7712 EMERGENCY MEDICAL PR	95726	2054856	03/11/2019 19100422	CH031119	#8600-STB001B CURAPLEX KITS	CHECK	418788 TOTAL:	643.00
Invoice: 2054856											
418789	03/11/2019	PRTD	2197 ESSEX HARDWARE CO	95727	1032135	03/11/2019 19100160	CH031119	MAINT. SUPPLIES FOR 2018-19	CHECK	418789 TOTAL:	9,472.80
Invoice: 1032135 1039230											

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03/11/2019 15:45 REGIONAL SCHOOL DIST # 4 P 3
9781dpea A/P CASH DISBURSEMENTS JOURNAL |apcsbdsb

CASH ACCOUNT: 1000 1040
CHECK NO CHK DATE TYPE VENDOR NAME CHESTER CASH VOUCHER INVOICE

INVOICE DTL DESC

418797 03/11/2019 PRD 2436 TREASURER REGIONAL S 95735 552206 03/11/2019 19100224 CH0311119 367.26
Invoice: 552206 JAN 2019 LEGAL FEES CHECK 418797 TOTAL: 367.26

418798 03/11/2019 PRD 2518 TREASURER SUPERVISIO 95736 FEB2019 03/11/2019 19100143 CH0311119 155.76
Invoice: FEB2019 FEB 2019 CELL PHONE SVC CHECK 418798 TOTAL: 155.76

418799 03/11/2019 PRD 6696 WATCHMINDER3 95737 9361 03/11/2019 19100411 CH0311119 78.00
Invoice: 9361 BLACK WATCHMINDER3 CHECK 418799 TOTAL: 78.00

418800 03/11/2019 PRD 4765 WB MASON CO., INC 95738 163966568 03/11/2019 19100322 CH0311119 351.43
Invoice: 163966568 TEACHER CABINET SUPPLIES

Invoice: 164241078 03/11/2019 19100390 CH0311119 421.95
HEPA VACUUM & BAGS CHECK 418800 TOTAL: 773.38

NUMBER OF CHECKS 19 *** CASH ACCOUNT TOTAL *** 29,087.44

COUNT AMOUNT
TOTAL PRINTED CHECKS 19 29,087.44

*** GRAND TOTAL *** 29,087.44

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 9781dpea

YEAR PER	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC			LINE DESC			
2019 9	115				CHESTER ACCOUNTS PAYABLE			
APP 1000-2000	03/11/2019	CH031119	DP		AP CASH DISBURSEMENTS JOURNAL		29,087.44	
APP 1000-1040	03/11/2019	CH031119	DP		CHESTER CASH			29,087.44
					AP CASH DISBURSEMENTS JOURNAL			
					JOURNAL 2019/09/115	TOTAL	29,087.44	29,087.44

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2019 9	115	03/11/2019	CHESTER CASH		29,087.44
				CHESTER ACCOUNTS PAYABLE	29,087.44	
				FUND TOTAL	29,087.44	29,087.44

** END OF REPORT - Generated by Dawn Pearson **

Encl #3

REGIONAL SCHOOL DISTRICT NO. 4
CHESTER • DEEP RIVER • ESSEX

Ruth I. Levy, Ed.D.
Superintendent of Schools
rlevy@reg4.k12.ct.us

Sarah Smalley
Director of Pupil Services
ssmalley@reg4.k12.ct.us



Kristina Martineau, Ed.D.
Assistant Superintendent of Schools
kmartineau@reg4.k12.ct.us

Kim Allen
Business Manager
kallen@reg4.k12.ct.us

To: Ruth I. Levy, Ed.D., Superintendent
From: Kim Allen, Business Manager
Date: March 28, 2019
Re: Chester Elementary School 2018-2019 Budget Status Report through February 28, 2019

Attached is the 2018-2019 status report through February 28, 2019

Salaries: Overall surplus

Line 5113 Teachers Salary surplus based on staff changes after budget approved.

Line 5115 Custodian Salary surplus based on ratified contract after budget approved.

Benefits: Overall surplus

Line 5250 Unemployment Compensation lower than anticipated due to fewer filings.

Line 5260 Workers' compensation 18-19 renewal rates lower than budgeted.

Purchased Services: Currently expect to expend all allocated funds.

Rentals/Repairs: Currently expect to expend all allocated funds.

Other Outside Services: Overall deficit

Line 5561 In-state Tuition deficit to out placement tuition. Actual 18-19 rates not received until after budget approved.

Supplies: Currently expect to expend all allocated funds.

Equipment: Currently expect to expend all allocated funds.

Other: Currently expect to expend all allocated funds.

CHESTER ELEMENTARY SCHOOL
FY2018-2019 STATUS REPORT
through FEBRUARY 28, 2019

ACCOUNT DESCRIPTION	2018-2019 ORIGINAL BUDGET	2018-2019 YTD EXPENDED	2018-2019 ENCUMBERED	2018-2019 AVAILABLE BUDGET	% USED
5111 ADMINISTRATOR SALARY	149,739	103,175	45,198	1,366	99.09%
5113 TEACHER SALARY	1,288,085	677,710	597,352	13,023	98.99%
5114 SECRETARY SALARY	96,230	64,096	31,665	469	99.51%
5115 CUSTODIAN SALARY	183,328	118,839	57,962	6,527	96.44%
5116 NURSE SALARY	51,735	28,244	23,078	413	99.20%
5118 FOOD SERVICE SALARY	28,000	0	28,000	0	100.00%
5119 PARA-EDUCATOR SALARY	249,676	139,215	93,274	17,187	93.12%
5120 NETWORK TECHNICIAN SALARY	46,597	32,221	12,805	1,571	96.63%
5123 SUBSTITUTE TEACHER SALARY	25,000	14,498	10,502	0	100.00%
5124 SUB SECTY\ PARA-ED\CUST	9,000	6,627	0	2,373	73.64%
5133 COACH\MENTOR\EXTRA-CURRIC	23,788	10,474	13,315	0	100.00%
5134 SECRETARY OT\ BOE CLERK	600	427	173	0	99.99%
5135 CUSTODIAN OVERTIME SALARY	6,000	6,335	0	(335)	105.59%
5198 SUPERVISION DISTRICT SALARY	887,966	665,960	222,006	0	100.00%
Subtotal Salary	3,045,744	1,867,821	1,135,329	42,593	98.60%
5210 HEALTH INSURANCE	545,732	409,293	136,439	0	100.00%
5214 LIFE INSURANCE	2,930	1,890	1,040	0	99.98%
5223 FICA/MEDICARE	73,912	40,352	23,560	10,000	86.47%
5250 UNEMPLOYMENT COMPENSATION	6,500	24	176	6,300	3.08%
5260 WORKER'S COMPENSATION	21,149	16,777	5,100	(728)	103.44%
5291 ANNUITIES	7,500	4,990	2,510	0	100.00%
5298 SUPV DISTRICT FRINGE BENEFITS	246,098	178,780	67,318	0	100.00%
Subtotal Fringe Benefits	903,821	652,106	236,142	15,573	98.28%
5322 PROFESSIONAL DEVELOPMENT	10,881	1,280	7,677	1,925	82.31%
5330 OTHER PROFESSIONAL SERVICES	46,515	20,807	25,708	0	100.00%
5398 SUPV DISTRICT PURCHASED SVCS	32,117	24,090	8,027	0	100.00%
Subtotal Other Purchased Services	89,513	46,176	41,412	1,925	97.85%
5411 WATER	3,200	1,721	2,279	(800)	125.00%
5412 ELECTRICITY	63,928	35,103	28,825	0	100.00%
5430 REPAIRS & MAINTENANCE	72,174	56,719	18,402	(2,946)	104.08%
5440 RENTALS	61,625	9,977	51,648	0	100.00%
5498 SUPV DIST PURCHASED PROPERTY	2,699	2,024	675	0	100.00%
Subtotal Rentals/Repairs	203,626	105,544	101,828	(3,746)	101.84%

CHESTER ELEMENTARY SCHOOL
FY2018-2019 STATUS REPORT
through FEBRUARY 28, 2019

ACCOUNT DESCRIPTION	2018-2019 ORIGINAL BUDGET	2018-2019 YTD EXPENDED	2018-2019 ENCUMBERED	2018-2019 AVAILABLE BUDGET	% USED
5515 FIELD TRIPS	13,245	2,927	10,099	220	98.34%
5520 COMPREHENSIVE INSURANCE	42,487	31,301	10,436	750	98.24%
5530 COMMUNICATIONS	5,700	3,310	2,370	20	99.65%
5540 ADVERTISING	500	0	0	500	0.00%
5561 IN STATE TUITION	13,000	16,045	0	(3,045)	123.42%
5580 TRAVEL & CONFERENCE	8,370	2,934	5,436	0	100.00%
5598 SUPV DIST OTHR PURCH SERVICES	144,274	108,205	36,069	0	100.00%
Subtotal Outside Services	227,576	164,722	64,410	(1,555)	100.68%
5610 GENERAL SUPPLIES	8,290	5,460	2,830	0	100.00%
5611 INSTRUCTIONAL SUPPLIES	79,244	51,380	29,781	(1,917)	102.42%
5613 MAINTENANCE SUPPLIES	23,000	20,139	2,861	0	100.00%
5624 HEATING OIL	27,860	17,137	10,723	0	100.00%
5626 GASOLINE / FUEL OIL	600	149	451	0	100.00%
5641 TEXTBOOKS & WORKBOOKS	24,805	21,319	3,487	0	100.00%
5642 LIBRARY & PROFESSIONAL BOOKS	10,067	6,517	3,550	0	100.00%
5698 SUPERVISION DISTRICT SUPPLIES	13,726	10,301	3,425	0	100.00%
Subtotal Supplies	187,592	132,402	57,107	(1,917)	101.02%
5730 EQUIPMENT	1,800	1,772	0	28	98.46%
Subtotal Equipment	1,800	1,772	0	28	98.46%
5810 DUES & FEES	2,823	2,378	150	295	89.54%
5898 SUPV DISTRICT OTHER OBJECT	1,054	790	264	0	100.00%
Subtotal Other	3,877	3,168	414	295	92.39%
GRAND TOTAL	4,663,549	2,973,712	1,636,642	53,196	98.86%

CHESTER CAFETERIA BUDGET
FY2018-2019 BUDGET STATUS REPORT
through FEBRUARY 28, 2019

ACCOUNT DESCRIPTION	2018-2019 YTD ACTUAL	2018-2019 AVAILABLE BUDGET
4090 MISCELLEANEOUS INCOME	242.79	242.79
4160 CAFE LUNCH CASH SALES	21,531.17	21,531.17
4360 STATE & FED GRANTS	14,796.94	14,796.94
TOTAL REVENUE	36,570.90	36,570.90
5111 ADMINISTRATOR SALARY	1,750.00	(1,750.00)
5114 SECRETARY SALARY	6,769.07	(6,769.07)
5118 FOOD SERVICE SALARY	22,719.53	(36,527.40)
5124 SUB SECTY\ PARA-ED\CUST\C	685.14	(685.14)
5138 OT CAFETERIA SALARY	905.83	(905.83)
5214 LIFE INSURANCE	38.64	(38.64)
5222 MERF	2,618.63	(2,618.63)
5223 FICA/MEDICARE	1,658.06	(1,658.06)
5430 REPAIRS & MAINTENANCE	626.72	(626.72)
5600 ALL - SUPPLIES/ENERGY	1,632.36	(1,632.36)
5610 GENERAL SUPPLIES	13,759.02	(13,759.02)
5800 ALL - OTHER MISC. EXPENSE	520.50	(520.50)
TOTAL EXPENDITURES	53,683.50	(67,491.37)
GRAND TOTAL BALANCE		(30,920.47)

**Expenditures through February 2019*

**Reimbursements/Revenue through January 2019*

REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

Ruth I. Levy, Ed.D.
Superintendent of Schools
rlevy@reg4.k12.ct.us

Kristina J. Martineau, Ed.D.
Assistant Superintendent of Schools
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Sarah Smalley
Director of Pupil Services
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Kim Allen
Business Manager
kallen@reg4.k12.ct.us



Encl #4

To: Ruth Levy, Superintendent
From: Kim Allen, Business Manager
Date: March 5, 2019
Re: Chester Elementary Requested Budget Transfers – 2018-2019

I would like to make the following request to the Board for 2018-2019 budget transfers. Please contact me prior to the next BOE meeting with any questions so that I will be prepared to answer them at the meeting.

Object 100:	Salaries	Decrease	\$2,946
Object 200:	Fringe Benefits		
Object 300:	Purchased Services		
Object 400:	Rentals & Repairs	Increase	\$2,946
Object 500:	Other Outside Services		
Object 600:	Supplies		
Object 700:	Equipment		
Object 800:	Other Miscellaneous		

Total
Transfers 0.00

Explanation:

1. Generator rental to ensure pipes didn't freeze during cold weather.

Encl #5 Both the Joint BOE Policy and Finance Committees recommend the red-lined revisions below. First Reading was held at Feb 21st Joint BOE meeting

3260(a)

Business

Sales & Disposal of Books, Equipment & Supplies

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorize their ~~sale, trade-in or disposal~~ ~~or trade-in~~ in a manner to the district's best advantage.

Disposition of Outdated Books

The Superintendent of Schools may authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.

Disposition of Equipment and Materials

Items with a market value may be traded in or be appropriately advertised to the general public in an attempt to produce a sale at fair market value. The proceeds of the sale shall be deposited to the General Fund.

1. The method of advertising and sale shall be determined by the Superintendent of Schools or his/her representative.
2. The Board shall be notified by the Superintendent of Schools prior to the sales of any item or items having an estimated value in excess of \$500.

Items without market value may be disposed of in such manner as the responsible building principal shall determine, with the prior approval of the Superintendent of Schools or his/her representative.

Disposition of Funds

When books, equipment or materials are sold either to used book vendors or shredders, this money must be returned to the General Fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

Business

Sales & Disposal of Books, Equipment & Supplies (continued)

Legal Reference: Connecticut General Statutes

 10-220 Duties of boards of education.

 10-240 Control of schools.

 10-241 Powers of school districts.

Policy reviewed: May 21, 2018

Revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Encl #6 Both the Joint BOE Finance and Policy Committees recommend that this be removed from the Policy Manual. The Table of Contents for this document [*Ordering Goods and Services (Purchase Orders)*] shall simply reference the current Business Manual (similar to how some policy subjects are covered under current Contract(s) - e.g. look in the Online Policy Manual at the Table of Contents for the 4000 series. See the heading for 4111.2 & the legend at the end of the Table of Contents - there is no written policy for *Vacancies* - you are instead referred to consult current contracts for that topic (T/A = refer to Teachers & Administrators contracts).

3324(a)

First Reading for
removal held at
Feb 21st Joint
BOE meeting

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure

1. Phase 1 - Distribution of Purchase Orders and Record Keeping
 - A. Each location principal will be allotted a reasonable number of purchase orders as often as necessary.
 - B. Purchase orders should be utilized in the numerical sequence in which they are distributed.
 - C. Purchase orders filled out in error, or canceled by an administrator, shall be voided at the location, with this indicated on the voided P.O. Voided purchase orders must be submitted to the Business Office for the void record which will be filed in the closed P.O. file.
2. Phase 2 - Purchase Requisitions shall be completely filled out, including all required Budget Coding Information.
 - A. The requesting agent, (teacher, clerk, custodian, nurse, etc), shall present such request upon the purchase requisition form to the building principal for his/her approval.
 - B. The purchase requisition must include the following:
 - (1) Item and number requested.
 - (2) Unit item (i.e. per dozen, per 100, etc.)
 - (3) Description of item and catalog item number if available.
 - (4) Catalog or list cost of the item.
 - (5) Appropriate vendor with address.
 - (6) Appropriate budget code number.
 - C. Upon approval, the location principal shall verify the code number and also verify that there is ample funding for orders via budget printout. He/she also must verify its being budgeted or its necessity. His/her approval is indicated by his/her signature on the requisition.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

3. Phase 3 - Purchase Orders are to be completely filled out at the school after Phase 2 has been completed.
 - A. The purchase order must be typed and include all the information categorized in Phase 2, item B.
 - B. The principal must approve of the purchase order (this is a re-approval of the requisition).
 - (1) The principal's or authorized administrative person's approval signature must appear in the appropriate location on the completed purchase order.
 - (2) The location principal or administrator is responsible for seeing to it that orders do not exceed budget allocation.
 - C. Principal/administrator must maintain record of the order (this may be done with a purchase order.)
 - D. The order should be complete with four copies and carbons left intact. The fifth copy (yellow) is retained by the school.
4. Phase 4 - Purchase Orders Received at the Business Office
 - A. Purchase order is scrutinized to insure the form is properly completed with appropriate signature (if it is in error, it will be returned to the requestor.)
 - B. Funding verification is made via computer system. If insufficient funds are present, the purchase order will be returned to the requestor.
 - C. Purchase order is then forwarded to the Business Manager or Principal for review and final approval.
 - D. If there are any significant adjustments to be made in price, or change in product specifications, the Business Manager or Principal or his/her designee will notify the appropriate administrator on how to proceed.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

4. Phase 4 - Purchase Orders Received at the Business/Principal's Office (continued)
 - E. If no beneficial adjustments are necessary, the Business Manager or Principal approves the purchase order by affixing his/her signature to the document.
 - F. Purchase order is logged into the computer system.
 - G. Distribution of the five (5) part purchase order is as follows:
 - (1) Page 1 is given to the vendor.
 - (2) Pages 2 (green) and 3 (yellow) are retained by the school.
 - (3) Page 4 (pink) shall be placed in a numerical file.
 - (4) Page 5 (gold) shall be sent to the requesting principal or administrator who shall, upon receipt of goods and/or service, sign it, certifying acceptance of the goods and/or service and return it to the Business Office.
5. Phase 5 - Receipt of Order by Requesting School
 - A. When shipment arrives, the principal or his/her designate will check and verify contents against the original copy of the purchase order.
 - (1) When the order is complete, he/she will write complete, with signature, and attach the packing slip(s) to the copy of the P.O. and send it to the Business Office for payment.
 - (2) When the order is incomplete the principal will check off and initial those items that have arrived. He/she should hold this purchase order and packing slip until the balance of the order is shipped, and then forward the gold copy to the Business Office. A recommendation for payment of partial orders may be requested from the Business Office and approved/denied by the Principal/Administrator for valid reasons.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

5. Phase 5 - Receipt of Order by Requesting School (continued)
 - (3) If the remaining portion of the order is not filled within ninety (90) days then the remaining portion of the unfilled order should be canceled with a letter from the principal to the vendor. A copy of such cancellation notice shall be maintained by the principal and a copy forwarded to the Business Office with the purchase order and packing slip to indicate recommendation of payment for items received. (The principal may re-order these items if he/she wishes.)
 - (4) If anything is received damaged it should be noted on the purchase order and packing slip sent to the Business Office. The principal should contact the trucking company when damage occurs and receive the proper credits or adjustments.
- B. The gold copy should be returned to the Business Office as soon as possible after receiving the order.
6. Phase 6 - Receipt of Invoice and Purchase Order, Copy with Packing Slip from Principal
 - A. Upon receipt of the invoice from the vendor and certification of receipt of goods and/or services from the building principal, the purchase order copies shall be matched and made ready for payment.
 - (1) When paid, the encumbrance record is credited and the expenditure record is debited by the amount.
 - B. Upon acceptance for payment, checks will be produced by computer and signed by check signer.
 - (1) Upon payment to the vendor, page 5 (gold), shall be refiled alphabetically with page 3 (yellow) and all other pertinent information.
 - (2) Page 4 (pink) is already filed numerically - nothing happens.
 - (3) Page 2 (green) shall be forwarded to the requesting principal with an indication of amount of payment and as confirmation to payment.
 - (4) In the case of items eligible for reimbursement from federal funds, page 5 (gold) shall be forwarded to the appropriate authority as evidence of purchase.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

7. Phase 7 - Bills

A. Regular monthly bills shall include the following:

- (1) The appropriate account numbers will be included for such items as utilities, insurance, services, etc.
- (2) Installment payments on services shall be made out on one purchase order with the monthly payments listed for the entire year. This way the entire amount will be encumbered and such encumbrance will be reduced by each payment that is made. Each payment will be made against this one purchase order indicating payment against the appropriate installment. (Expenditure is debited and encumbrance is credited.)

8. Phase 8 - Maintenance, Repairs & Petty Cash

A. When an emergency situation arises whereby a purchase of materials or services is required immediately, the principal shall authorize such purchase to remedy the situation.

- (1) The Superintendent or Business Manager should be notified as soon as possible of such situation, preferably prior to such authorization if possible.
- (2) The building principal shall then complete the required purchase order with costs as soon as possible in conformance with Phase 2 of these regulations and submit it immediately to the Business Office indicating on the purchase order that it was an emergency purchase.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure

8. Phase 8 - Maintenance, Repairs & Petty Cash (continued)
 - (3) The principal shall have authority over this fund and distribute the funds as necessary and request appropriate receipts for purchases made.
 - (4) When the fund is nearly depleted, the principal shall request reimbursement by completing a purchase order with all receipts attached and appropriate account numbers for all such purchases followed by the dollar amounts charged to each account. (Phase 3 through Phase 6 of these regulations shall apply to requests for such reimbursement).

For Removal and referencing only

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Encl #7 The Joint BOE Policy Committee recommends the following red-line revisions for both #5118 (and its related policy #3240 which follows at the end of this enclosure). First Reading was held at Feb 21st Joint BOE meeting

5118(a)

Students

Resident/Non-Resident Attendance

Except as noted below, to be eligible to attend the public schools of Chester, Deep River, Essex, or Region 4 Schools, a student must reside within the legal boundaries of that town with parent(s) or legal guardian(s). In addition, a student may also reside with relatives or non-relatives when it is the intention of such parties and of the children or their parents or guardians that such residence be permanent, provided without pay and not for the sole purpose of obtaining an education. Documentation of residence or the conditions of residence will be required by the Board of Education. Such documentation may include affidavit of residency and/or guardianship papers.

The Board of Education authorizes the Superintendent to accept non-resident students in the public schools of Chester, Deep River, Essex and Region 4 in accordance with the criteria set forth in this policy.

I. General Provisions:

The following terms and conditions are to be used as guidelines when determining eligibility of non-resident students enrolling or continuing in the public schools of Chester, Deep River, Essex and Region 4:

- A. The Superintendent or his/her designee may recommend the initial enrollment or approve the continuation of a non-resident student in attendance if class size and other considerations such as the availability of resources permit. Decisions regarding class size and/or the availability of resources shall be made by the Superintendent. The Superintendent shall make a recommendation to the Board regarding the initial enrollment of a non-resident student. The Board shall vote to approve the initial enrollment of a non-resident student.
- B. The Superintendent or his/her designee shall not hire additional staff to permit enrollment or continuation of non-resident students under this policy.
- C. Non-resident students shall be assigned to ~~whatever~~ whichever class the Superintendent or his/her designee deems appropriate.
- D. Non-resident student attendance shall be for one school year or less.
- E. Non-resident student attendance may be extended from year to year at the discretion of the Superintendent or his/her designee.
- F. This policy does not obligate the Board of Education to provide special education programs or services or create unique programs for students. If a

Students

Resident/Non-Resident Attendance (continued)

non-resident student is enrolled or continued in enrollment in the public schools of Chester, Deep River, Essex or Region 4, and such student is eligible for services under the Individuals with Disabilities Education Act ("IDEA"), the Board of Education shall not act as the local education agency for such child. In instances where special or additional services are provided for a non-resident student, a supplemental tuition or fee will be charged, when allowable, based upon the actual costs associated with providing the special or additional services.

G. Application for initial or continued enrollment of a non-resident student shall be made in writing on a form supplied by the Superintendent or his/her designee.

H. The Superintendent or his/her designee shall review the application and may interview the non-resident student and/or the student's past principal or responsible school personnel for consideration of initial enrollment.

I. Upon recommendation by the Superintendent, the Board shall vote upon the approval of a non-resident student's initial enrollment.

J. Application for continued enrollment shall be made on an annual basis, in writing on a form supplied by the Superintendent or his/her designee.

K. No student applying for enrollment pursuant to subsection G, shall be enrolled in the public schools of Chester, Deep River, Essex or Region 4 until the Board has received tuition payment on behalf of such student in accordance with Section II. below

~~K. L.~~ The Superintendent shall determine approval for continued enrollment on an annual basis, based on class size and other considerations such as the availability of resources and whether or not, in his or her opinion, continuation is in the best interest of the school system or the student.

~~L. M.~~ All non-resident students or their parents or guardians, or the school district of residence, shall provide necessary transportation to and from school.

~~M. N.~~ A non-resident student's continuation in the public schools of Chester, Deep River, Essex or Region 4 will be contingent upon the student's compliance with all applicable rules and regulations of the Board of Education and the individual school, satisfactory academic progress, and the availability of staff and school resources. The Superintendent or his/her designee may terminate the non-resident student's enrollment at any time where, in his or her opinion, continuation is not in the best interest of the school system or the student.

Students

Resident/Non-Resident Attendance

~~N. — Notwithstanding the foregoing, if the application of this non-resident student admission policy conflicts with the Board of Education's obligations under the McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., the Board of Education shall act in a manner consistent with its obligations thereunder.~~

Only non-resident students who meet the criteria set forth in this policy may enroll or continue in enrollment within the public schools of Chester, Deep River, Essex and Region 4.

II. Tuition Students:

A. Tuition ~~or~~ and additional fees, if applicable, ~~must be paid in advance on or before the first day of the school year, and on or before January 1st. must be paid in advance on or before August 15 and January 15 in accordance with a signed tuition agreement.~~ In the event a student withdraws or is terminated from enrollment in the middle of the school year, pro-rata fees will be refunded. Tuition may be paid by the school district of residence or by the parent(s)/guardian(s) of the non-resident student.

B. An annual tuition rate shall be set by the Board of Education, ~~based on the average per pupil cost, of the enrolling district. Students requiring additional educational services will be charged additional fees based on the cost of the services provided. The tuition fee for special education students will be determined based on the annual cost of the regular education program plus the actual cost of special education services provided.~~

~~C. Transportation beyond that normally provided for students living within Chester, Deep River or Essex shall not be provided for non-resident students.~~

III. Waiver of Tuition for Certain Students:

Upon written parental request, if the general conditions above are met, non-resident students may be allowed by the Superintendent of Schools in his/her discretion to attend district schools without tuition under one or more of the following ~~conditions~~ circumstances:

A. A student whose parent or legal guardian purchases or leases property in Chester, Deep River or Essex and expects to occupy such property within sixty (60) days of the student's registration will be allowed to register in the public schools of Chester, Deep River, Essex or Region 4, provided that the sufficient documentation is provided, as determined by the Superintendent or his/her designee.

5118(d)

Students

Resident/Non-Resident Attendance

B. A student whose parent or guardian moves from Chester, Deep River or Essex on or after April 15 of the relevant school year, or a student in the twelfth grade whose parent or guardian moves from Chester, Deep River or Essex on or after February 1 of the relevant school year, will be permitted to finish the school year in the school the student had attended with written permission of the Superintendent of Schools.

C. A student whose parent or guardian has moved from Chester, Deep River or Essex may continue in the public schools of Chester, Deep River or Essex or Region 4, in the school the student had attended, until the end of the current marking period with the written permission of the Superintendent of Schools.

Policy Revised: ~~Oct. 6, 2016~~ TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT No. 4

Business

Tuition Fees

Regular Day School

When an out-of-district pupil is given special Board of Education permission to attend the Chester, Deep River, Essex or Regional School District No. 4 Public Schools, the tuition fee shall be ~~the average cost per pupil of the previous year plus 10%~~ **determined by the Board of Education.**

Semi-annual tuition must be paid in advance on or before August 15 and January 15. In the event a student withdraws from the Chester, Deep River, Essex or Regional School District No. 4 Public Schools, tuition for the semester in progress will not be refunded.

Non-resident students or their parents or guardians shall provide all necessary transportation to and from school. The district will not be responsible for any transportation to and from school.

A non-resident student's continued enrollment in the Chester, Deep River, Essex or Regional School District No. 4 Public Schools will be contingent upon compliance with all academic and disciplinary requirements, satisfactory academic progress, exemplary behavior, and the availability of staff and resources.

Legal Reference: Connecticut General Statutes

10-33 Tuition in towns in which no high school is maintained.

10-35 Notice of discontinuance of high school service to nonresidents.

10-55 Pupils to attend regional school.

10-220 Duties of boards of education.

10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

10-266 Reimbursement for education of pupils residing in state property.

Policy revised:

~~June 07, 2018~~

TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4