



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

CHESTER BOARD OF EDUCATION

Via Google Meet
Dial +1 (617) 675-4444
PIN: 407 114 056 3752#
Mon. Nov. 23, 2020 @ **7:00 p.m.**

AGENDA

To: Members of the Chester Board of Education
Subject: **Chester Board of Education meeting on MONDAY November 23, 2020**
Time: This Board meeting will begin promptly at 7:00 p.m.
Place: **Via Google Meet – To listen remotely please dial (US)+1 (617) 675-4444 PIN: 407 114 056 3752#**
(We kindly ask that you **please mute your phone immediately** upon connecting to the meeting as this will improve the audio quality for all participants. Google Meet may do this automatically, depending on the number of people already connected to the call. If so, pressing ***6** will unmute your phone when it's time to speak)

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.

2. Election of Officers for 1 yr. terms – Supt. White shall open the floor for nominations for the office of chairman

The newly elected Chair shall open the floor for nominations for the following offices:

Vice-Chairman

Secretary

Committee Appointments (Any Standing / Any Ad Hoc Committees as needed)

3. 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.

3.1. Minutes from the special meeting of September 23, 2020 (*encl #1*)

3.2. Accounts Payable report (*encl #2*)

4. Public comment (*In the interest of creating the best remote meeting experience for all participating parties, we would ask that you please keep your phone on mute until such time when the Chair calls for Public Comment. Please continue to keep your phone on mute unless you are requesting to be recognized by the Chair to make a comment. Once you have been recognized by the Chair to make your comment, the following standard public comment guidelines will still apply*): **PLEASE NOTE: Upon dialing in, Google Meet may have shared a message that your phone has been automatically muted due to the number of callers on the line and instructed you to press *6 if you would like to unmute your phone. When you are done speaking, please remember to press *6 (or your phone's mute button) again to reduce background noise.**

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. Reports and Other Items:

5.1. Superintendent's Report – *B. White*

a. District update

b. Information and communication

- 5.2. Assistant Superintendent's Report – *K. Martineau*
 - a. General Update
 - b. Grants Update (*encl #3*)
 - c. Presentation of 2018-19 Performance Profile Report for CES (*encl #4*)
- 5.3. Director of Pupil Services Report (as needed) – *S. Smalley*
- 5.4. Financial Status Report –
 - a. Financial Status Updates
 - o Current Year to Date Financial Status Update (*encl #5*)
 - o Cafeteria Fund Update (*encl #6*)
 - o Medical Reserve Tracking (*encl #7*)
 - b. Update on EAP (*encl #8*)
 - c. ADM Calculation methodology (*encl #9*)
 - d. Update on Action Plan for 2018-19 Audit (*encl #10*)
- 5.5. Principal's Update (as needed) – *T. Stoddard*
 - a. HVAC and Ventilation System Update – *J. Grzybowski*
 - b. Outdoor Learning Space (*encl #11*)
- 5.6. Committee reports (*Chair*)
 - a. Joint PK-12 Committees (*comm. chairs*) – Policy – *TBD*; Curriculum – *J. Stack*; Finance, *R. Daniels*

Finance	Policy	Curriculum
Cancelled – combined w/ Policy for Task Force work Jan. 27, 2020	Cancelled – combined w/ Policy for Task Force work Jan. 27, 2020	Jan.16, 2020
Cancelled - COVID Mar. 16, 2020	Cancelled - COVID Mar. 16, 2020	Cancelled - COVID Mar. 12, 2020
Cancelled - COVID May 18, 2020	Cancelled - COVID May 18, 2020	Cancelled - COVID May 14, 2020
Cancelled - COVID Sept. 21, 2020	Cancelled - COVID Sept. 21, 2020	TBD
Cancelled - COVID Nov. 16, 2020	Cancelled - COVID Nov. 16, 2020	TBD

- b. Supervision District Committee Update – *C. Fearon, D. Fitzgibbons, T. Englert*
- c. LEARN Committee Update – *D. Bernardoni*
- d. Other committee reports
 - d.1 Discussion regarding any Pending Policies – *standing item*

None pending

6. 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.

7. Future Agenda Items

- 7.1 Next Joint BOE meeting is December 03, 2020 @ 7:00 p.m.
- 7.2 Next Chester BOE regular meeting is January 28, 2021 @ 7:00 p.m. (if proposed calendar approved by Joint BOE Dec. 3)

8. Adjournment



Regional School District 4
Chester – Deep River – Essex – Region 4
Boards of Education Committees – School Year 2020-21 (Updates in Progress)

Joint BOE Standing Committees (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee	R4(Sandmann/Clymas) CH(Bernardoni/Scherber) DR(Maikowski/Campbell) ES (Seidman/McCluskey)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Stack) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Johnston/Sweet)		
*Joint PK-12 Finance Sub-Committee	R4 (Clark/Daniels; Stack Alt.) CH (Pollock/Englert) DR (Hallden/Lewis) ES (Seidman/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Sandmann 21 / Cavanaugh 21 / Stack 21) CH (Fearon 21 /Fitzgibbons 21 / Englert 21) DR (Weglarz 21 / Ferretti 21 / Morrissey 21) ES (Fitton 21 /McCluskey 21 / Seidman 21)		
Joint Ad Hoc Committees (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/Clymas/Fitton.) CH (TBD/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson)	Expires 7/2022	6/2021
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2023	9/2022
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2020	3/2020
Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTech/ElemCustodians)	R4 (Daniels/Clymas/Fitton) CH (Fitzgibbons, TBD) DR (Campbell/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(TBD), CH(Englert), ES (Seidman), DR (TBD)		
School Calendar	R4(TBD/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)		
LEARN Joint BOE representative(s)	R4(TBD; Cavanaugh Alt.), CH(Bernardoni), ES(TBD), DR(TBD)		
School Security Advisory Committee	R4(Fitton/Weglarz/Cavanaugh), CH(Greenberg-Ellis, Bibbiani), DR(Weglarz), ES(Fitton)		
Tuition Committee	R4(TBD), CH (TBD), DR (Morrissey), ES (McCluskey/Seidman Alt.))		
RFP Transportation Bid Review	R4(Clymas/Daniels/Fitton), CH (Englert), DR (Weglarz), ES (Seidman/Fitton)		
RFP Legal Bid Review	R4(Clymas/Daniels/Fitton), CH (Bibbiani), DR (Weglarz), ES (Seidman/Fitton)		
Wellness Committee (Food Services)	R4(TBD), CH (Scherber), DR(Weglarz), ES(TBD)		
Individual BOE Ad Hoc Committees (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	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz		
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	Clymas/Daniels/Fitton	Expires 7/2020	3/2020
▪ R4 Custodians	ClymasDaniels/Fitton	Expires 7/2021	3/2021
R4 Audit & Finance	TBD/TBD		
R4 Financial Task Force	Sandmann/Clark/Daniels/Clymas		
School Improvement Team	TBD/TBD/TBD		
R4 Grounds and Buildings Maintenance and Oversight Committee	Sandmann/Weglarz/TBD		
R4 Building Committee	TBD/TBD		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clymas/Fitton/Daniels (only 1 rep needed)		
Public Relations & Outreach	TBD		
R4 Safety	TBD		
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.

Kristin Smith (apptd to complete term) 2021	Tom Englert, Vice Chair 2021	Robert Bibbiani 2021
Kris Pollock (electd to complete term) 2021	Maria Scherber 2021	Dale Bernardoni 2023
Rebecca Greenberg-Ellis, Sec. 2021 (electd to complete term)	Charlene Fearon 2023	David Fitzgibbons, Chair 2023

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:

Brian J. White, Superintendent of Schools, Region 4 – Chester – Deep River - Essex
Kristina Martineau, Ed.D., Assistant Superintendent of Schools
Kelly Sterner, Finance Director
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.

F.O.I. Compliance - Minutes

**CHESTER BOARD of EDUCATION
SPECIAL MEETING**
Subject to approval at future meeting

Date: September 23, 2020 – **REMOTE MEETING held**

(To view a recording of this meeting, please visit our website www.reg4.k12.ct.us and select “Remote Meeting Recordings” under the BOARD OF EDUCATION Heading)

SPECIAL MEETING**Attendance:**

√ = **present**

David Fitzgibbons
Charlene Fearon
Dale Bernardoni
Rob Bibbiani
Kris Pollock
Maria Scherber
Rebecca Greenberg-Ellis
Tom Englert
Kristin Smith

Administration:

√ Brian White
√ Kristina Martineau
√ Kelly Sterner
√ Sarah Smalley
√ Tyson Stoddard
√
√
√

Others: -Call To Order: approx. 7:00 p.m.**Consent Agenda:**

On motion duly made and seconded, the Board VOTED (Yes 7 / No 0 / Abstain 1 - R. Bibbiani = Motion Passed) to approve the Consent Agenda consisting of the minutes from the Special Meetings of June 22nd & August 18th, 2020, and the accounts payable report.

Reports and Other Items**Superintendent’s Report**

Superintendent White shared some brief remarks. He reminded everyone that the reopening of school in hybrid mode included the commitment to a return in full person learning after 6 weeks. He shared that he will be communicating out tomorrow to parents and staff regarding the return to full, in person learning on October 13th and Principals will share more specific information with their parents in the following week. He stated that the majority of information this evening will come in the form of reports from the Finance Office.

Finance Office Report

Finance Director Kelly Sterner reviewed board enclosures #4 - #9 in detail. She answered questions from Board members.

Superintendent White and Ms. Sterner answered questions from Board members. In response to one question, Superintendent White presented slides with more details about the HVAC and ventilation systems at Chester Elementary School (see attached).

Possible Action Items:

There was a discussion regarding the request for additional custodial support due to COVID-19 related enhanced cleaning procedures.

On motion duly made and seconded, the Board unanimously VOTED to approve the transfer of funds (in the amount of \$12,575 from fields trips to substitute custodians), for COVID-19 related expenses as presented in enclosure #10.

Based on the Finance Director's earlier review of enclosure #5 there was a discussion regarding addressing the cafeteria deficit from year end 2019-20.

On motion duly made and seconded, the Board unanimously VOTED to approve the transfer of unexpended 2019-20 funds in the amount of \$31,893

On motion duly made and seconded, the Board unanimously VOTED to accept a donation of \$74.99 from United Way to be used at the discretion of administration.

Public Comment:**ADJOURNMENT:**

On motion duly made and seconded the Board unanimously VOTED to adjourn at approx. 8:14 p.m.

District wide the following measures have been put in place;

- All facilities follow the State of CT Department of Public Health “Guidance for School Systems for the Operation of Central & Non-Central Ventilation Systems during the COVID-19 Pandemic”
- All ventilation systems were operated at full capacity for one week prior to re-opening
- HVAC systems at all facilities have been serviced and filters replaced
- Systems are set to flush the air inside the building for a minimum of 2 hours prior to occupancy and 1 hour after occupancy
- Only facilities team can make adjustments or updates to mechanical system inside schools
- Ventilations systems run at full capacity during all hours that the building is occupied
- Bathroom exhaust systems are running all day , every day (24 hrs a day/ 7 days a week)
- Supplemental filtration systems have been added to isolation rooms. Per guidance, these are appropriately sized portable air cleaners
- Portable/pedestal air fans have been removed from all locations
- As weather and locations permit, windows are opened to enhance air exchange

All facilities are following DPH guidance independent of operating model

Chester Elementary School

- Current System
 - Building originally built in 1961. Classrooms in part of the building designed using positive pressure air exchange system
 - In 1991, additional classroom wing added. Heating systems and unit ventilators were included in each classroom.
 - 12 split A/C units installed in the upstairs and downstairs hallways
 - Offices, Library and gym equipped with HVAC
 - All bathrooms have exhaust fans running continuously
- Improvements since Installation – Coiling coil was added to 1991 HVAC to provide cooling in 1991 hallway wing. Window exhaust fans have been added to the classrooms in the 1961 wing to increase the exchange of air
- Filtration Type – current system uses MERV-8 filters. MERV-13 filters will burn out blower motors. Increased filter changes have been added.
- Programmable Building Management System – multi-brand HVAC system is centrally operated through a Johnson Control system. Currently set to run in “Occupied mode” 24 hours a day. All units have been set to take in the maximum amount of outside air allowable.

Chester Board of Education
FY 2020-2021

Transfer Request 9/24/2020 Temp/Substitute Custodians

FROM

Account #	Object	Description	Amount		Account #	Object	Description	Amount
127005	5515	Field Trips	\$ 12,575		126001	5124	Substitute Custodians	\$12,575
		Total	\$ 12,575				Total	\$12,575

To provide funding for hire of temp full-time (40 hrs/week) through end of December 2020. Requested based on necessary additional cleaning duties related to COVID

Encl #5

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

Brian J. White
Superintendent of Schools
bwhite@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

Kelly Sterner
Finance Director
ksterner@reg4.k12.ct.us

July 28, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director

RE: Chester Cafeteria Fund fiscal year end results

Attachment 1 is the revenue and expenditure report for the Chester cafeteria for the fiscal year July 1, 2019 through June 30, 2020. The net results for the year was a deficit of \$55,065. There are a number of items contributing to the deficit. These include:

- Fixed pricing for meals below breakeven level
- Level of support from Town operating fund
- Closure of schools in March halted café food sales revenue
- Expenditures related to Grab-n-Go food program available at our elementary schools

Attachment 2 shows the participation numbers for the Grab-n-Go program. The Grab-n-Go food support program has been in place since the closure of school in March and will continue through August. State grants provide funding which partially covers the cost of the food. We are seeking funding from other sources such as FEMA, however it remains unknown whether the costs will be considered eligible.

The deficit has been funded through a decrease in cash balances, increased accounts payable, but primarily by an increase in the amount that the café fund owes the Town fund (aka the Due To/Due From accounts). The drawdown of cash balances may require a request for short term funding from the Town which will allow us to keep the Grab-n-Go program going and buy inventory for the start of school in the Fall. Here is the running balance between the café fund and Town fund as of June 30th:

	Balance due from Café to Town Fund
End of year balance as of 6/30/19	\$ 0.00
Fiscal year 2019-2020 deficit	<u>\$31,892.90</u>
End of year balance as of 6/30/20	\$31,892.90

For fiscal year 2020-2021, the cafeteria staff salaries and fringes have been shifted to the Town budget and budgeted appropriately. This should alleviate the growing deficit in the fund particularly when food sales resume. This may provide the opportunity to reimburse the deficit over time. An alternative solution that the Town and Board of Education could consider would be a supplemental appropriation for fiscal year 2019-2020 to offset the balance due.

no lunch or breakfast served on Camp Hazen Field Day = 179 serving days

unpaid lunch balances - monthly value
lunch account balances- monthly value
Month End Checking Account Balance

\$ 4,984 \$ 3,112 \$ 3,465

Lunch Participation
Meals Product Cost
Labor/M Meal

Operating Days
#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!

38.4%
4.4%
1.91
5.58
7.48

40.9%
5.6%
1.71
5.69
7.41

43.2%
5.9%
1.16
6.52
7.68

44.6%
6.8%
1.33
8.32
9.65

43.5%
7.8%
1.67
6.20
7.86

43.5%
7.1%
1.49
6.28
7.78

19.1%
2.7%
1.95
12.03
13.98

20.3%
2.9%
2.98
6.06
9.04

22.2%
21.3%
1.65
5.73
7.37

26.2%
26.2%
5.56
7.86
13.42

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Chester 2019-2020

July

August

Sept

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

June

Total

Eligible Students - Free

Eligible - Reduced

Eligible - Full Pay

Total Enrollment

Breakfast - Free meals served

Breakfast - Reduced meals served

Breakfast - Full Pay meals served

Lunch - Free meals served

Lunch - Reduced meals served

Lunch - Full Pay meals served

Total Meal Count

4090 Miscellaneous Income

4160 Cafeteria Lunch Cash Sales

4360 State & Fed Grants - Claims breakfast

4360 State & Fed Grants - Claims lunch

4360 State & Fed Grants - 6 Cent

4360 State & Fed Grants - Healthy Foods

4360 State & Fed Grants - CN State Match

4360 State & Fed Grants - State School Breakfast

4361 USDA commodities

4890 Transfer In

Total Revenue

5111 Administrator Salary

5114 Secretary Salary

5118 Food Service Salary

5124 Sub Secryl Cafeteria

5138 OT Cafeteria Salary

Total Salaries

5210 Health Insurance

5214 Life Insurance

5222 Merit

5223 Fica/Medicare

Total Benefits

Total Salary & Benefit Cost

5430 Repairs & Maintenance

5600 All - Supplies / Energy

5601 USDA Donations

5610 General Supplies

5800 All - Other Misc. Expense

5890 Other Objects

Total Product Cost

Total Product, Salary & Benefit Costs

Profit (Loss)

Attachment 2

School Shutdown Meal counts

7810

7834

15644

Meal counts	Chester Breakfast	Chester Lunch	Deep River Breakfast	Deep River Lunch	Essex Breakfast	Essex Lunch	daily breakfast total	daily lunch total	total meals served
Tuesday, March 17, 2020	19	19	31	31	17	17	67	67	134
Wednesday, March 18, 2020	25	25	28	28	23	23	76	76	152
Thursday, March 19, 2020	31	31	33	33	32	32	96	96	192
Friday, March 20, 2020	32	32	31	31	40	40	103	103	206
Monday, March 23, 2020	22	22	30	30	47	47	99	99	198
Tuesday, March 24, 2020	27	27	26	26	49	49	102	102	204
Wednesday, March 25, 2020	37	37	26	26	39	39	102	102	204
Thursday, March 26, 2020	39	39	30	30	44	44	113	113	226
Friday, March 27, 2020	37	37	27	27	55	55	119	119	238
Monday, March 30, 2020	35	35	26	26	33	33	94	94	188
Tuesday, March 31, 2020	37	37	34	34	40	40	111	111	222
MARCH Total	341	341	322	322	419	419	1082	1082	2164
Wednesday, April 1, 2020	43	43	35	35	31	31	109	109	218
Thursday, April 2, 2020	35	35	23	23	42	42	100	100	200
Friday, April 3, 2020	42	42	25	25	45	45	112	112	224
Monday, April 6, 2020	45	45	17	17	26	26	88	88	176
Tuesday, April 7, 2020	31	31	18	18	23	23	72	72	144
Wednesday, April 8, 2020	41	41	15	15	43	43	99	99	198
Thursday, April 9, 2020	41	41	7	7	68	68	116	116	232
Friday, April 10, 2020							0	0	0
Monday, April 13, 2020	16	16	2	2	29	29	47	47	94
Tuesday, April 14, 2020	42	42	25	25	38	38	105	105	210
Wednesday, April 15, 2020	31	31	29	29	36	36	96	96	192
Thursday, April 16, 2020	42	42	20	20	37	37	99	99	198
Friday, April 17, 2020	43	43	3	3	40	40	86	86	172
Monday, April 20, 2020	40	40	18	18	47	47	105	105	210
Tuesday, April 21, 2020	49	49	25	25	47	47	121	121	242
Wednesday, April 22, 2020	33	33	41	41	52	52	126	126	252
Thursday, April 23, 2020	42	42	30	30	61	61	133	133	266
Friday, April 24, 2020	51	51	36	36	56	56	143	143	286
Monday, April 27, 2020	37	37	33	33	55	55	125	125	250
Tuesday, April 28, 2020	36	36	33	33	55	55	124	124	248
Wednesday, April 29, 2020	40	40	39	39	52	52	131	131	262
Thursday, April 30, 2020	23	23	26	26	56	56	105	105	210
APRIL Total	803	803	500	500	939	939	2242	2242	4484
Friday, May 1, 2020	42	42	25	25	61	61	128	128	256
Monday, May 4, 2020	38	38	31	31	52	52	121	121	242
Tuesday, May 5, 2020	40	40	30	30	56	56	126	126	252
Wednesday, May 6, 2020	29	29	38	38	60	60	127	127	254
Thursday, May 7, 2020	44	44	35	35	60	60	139	139	278
Friday, May 8, 2020	48	48	39	39	68	68	155	155	310
Monday, May 11, 2020	32	32	34	34	52	52	118	118	236
Tuesday, May 12, 2020	53	49	26	26	52	52	131	127	258
Wednesday, May 13, 2020	43	43	29	29	46	46	118	118	236
Thursday, May 14, 2020	43	43	29	29	59	59	131	131	262
Friday, May 15, 2020	39	39	28	28	56	56	123	123	246
Monday, May 18, 2020	41	41	41	41	52	52	134	134	268
Tuesday, May 19, 2020	55	55	29	29	45	45	129	129	258
Wednesday, May 20, 2020	47	47	25	25	57	57	129	129	258
Thursday, May 21, 2020	48	48	27	27	50	50	125	125	250
Friday, May 22, 2020	54	54	27	27	72	72	153	153	306
Monday, May 25, 2020	0	0	0	0	0	0	0	0	0
Tuesday, May 26, 2020	21	34	17	17	38	38	76	89	165
Wednesday, May 27, 2020	24	31	21	21	54	54	99	106	205
Thursday, May 28, 2020	27	39	27	27	58	58	112	124	236
Friday, May 29, 2020	34	40	31	31	65	65	130	136	266
MAY Total	802	836	589	589	1113	1113	2504	2538	5042

Attachment 2-continued

Monday, June 1, 2020	38	38	20	20	62	62	120	120	240
Tuesday, June 2, 2020	44	44	23	23	52	52	119	119	238
Wednesday, June 3, 2020	17	17	19	19	44	44	80	80	160
Thursday, June 4, 2020	30	30	24	24	45	45	99	99	198
Friday, June 5, 2020	42	42	19	19	55	55	116	116	232
Monday, June 8, 2020	32	29	18	18	60	60	110	107	217
Tuesday, June 9, 2020	38	31	17	17	56	56	111	104	215
Wednesday, June 10, 2020	26	29	18	18	56	56	100	103	203
Thursday, June 11, 2020	37	40	7	7	45	45	89	92	181
Friday, June 12, 2020	32	36	19	19	60	60	111	115	226
Monday, June 15, 2020	29	29	13	13	48	48	90	90	180
Tuesday, June 16, 2020	28	28	11	1	51	51	90	80	170
Wednesday, June 17, 2020	27	27	14	14	36	36	77	77	154
Thursday, June 18, 2020	32	32	10	10	32	32	74	74	148
Friday, June 19, 2020	22	22	15	15	39	39	76	76	152
Monday, June 22, 2020	29	29	12	12	37	37	78	78	156
Tuesday, June 23, 2020	33	33	14	14	37	37	84	84	168
Wednesday, June 24, 2020	24	24	5	5	41	41	70	70	140
Thursday, June 25, 2020	28	28	15	15	41	41	84	84	168
Friday, June 26, 2020	16	16	16	16	45	45	77	77	154
Monday, June 29, 2020	17	17	8	8	34	34	59	59	118
Tuesday, June 30, 2020	20	20	11	11	37	37	68	68	136
JUNE TOTAL	641	641	328	318	1013	1013	1982	1972	3954

Chester Board of Education
FY 2019-2020

Transfer Request 9/23/2020 Cafeteria fye deficit

FROM

Account #	Object	Description	Amount		Account #	Object	Description	Amount
126001	5115	Custodial Salaries	\$ 16,431		16161001	5118	Food Service/Cafeteria Salaries	\$31,893
111151	5123	Substitute Teachers	\$ 12,147					
111231	5113	Teachers Salaries	\$ 3,315					
		Total	\$ 31,893				Total	\$31,893

Funding necessary to eliminate the Due From deficit between Essex operating budget and the Essex school lunch fund for fy 2019-2020

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
419548	09/18/2020	PRTD	2532 ALARM SYSTEMS	106100	54692	09/17/2020	21100217	CH091720	210.00
Invoice: 54692						ACCESS SYSTEM REPAIR			
						CHECK	419548	TOTAL:	210.00
419549	09/18/2020	PRTD	2836 SYNCB/AMAZON	106078	436739575345	09/17/2020	21100160	CH091720	10.99
Invoice: 436739575345						SIGNAGE			
Invoice: 574787733764						09/17/2020	21100150	CH091720	26.71
						FILE TABS & CALCULATOR			
Invoice: 458364387669						09/17/2020	21100060	CH091720	26.82
						BINDERS			
Invoice: 784559748886						09/17/2020	21100144	CH091720	34.59
						FOLDING DISPLAY EASEL			
Invoice: 878773935838						09/17/2020	21100055	CH091720	49.79
						STORAGE BAGS			
Invoice: 435783443638						09/17/2020	21100094	CH091720	72.14
						BATTERIES FOR GR. 4			
Invoice: 867794797366						09/17/2020	21100042	CH091720	103.80
						CASTER KIT			
Invoice: 938743474335						09/17/2020	21100052	CH091720	171.75
						SPED BOOKS AND SUPPLIES			
Invoice: 584767393546						09/17/2020	21100032	CH091720	147.10
						KG BOOKS			
Invoice: 688464457845						09/17/2020	21100126	CH091720	154.93
						UTILITY CART, FOAM FLOORING			
Invoice: 636999563949						09/17/2020	21100029	CH091720	197.94
						COVID-19: FLOOR MARKING TAPE			
Invoice: 463957873955						09/17/2020	21100046	CH091720	204.58
						BINDERS			
Invoice: 583965696766						09/17/2020	21100028	CH091720	234.66
						SCHOOL PSYCHOLOGIST BOOKS/SUPPLIES			
Invoice: 448793439744						09/17/2020	21100088	CH091720	313.38
						GR. 4 SOC. STUDIES, SCIENCE SUPPLIES			
Invoice: 466974397637						09/17/2020	21100147	CH091720	321.53
						NOTEBOOK & GR. 3 LA, SCIENCE SUPPLIES			
						09/17/2020	21100127	CH091720	381.29

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000		1040	CHESTER CASH		VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
Invoice: 473879483995							GR. 6 SCIENCE, MATH & CONSUMABLE SUPPLIES			
					106095	574.57974956	09/17/2020	21100105	CH091720	435.60
Invoice: 574.57974956							GLOVES, WALL MOUNTED THERMOMETER			
					106096	545889476675	09/17/2020	21100087	CH091720	531.92
Invoice: 545889476675							GR. 4 LA BOOKS/SUPPLIES			
					106097	465845669857	09/17/2020	21100040	CH091720	570.40
Invoice: 465845669857							ATOMIC CLOCKS			
					106098	435347687475	09/17/2020	21100157	CH091720	855.20
Invoice: 435347687475							COVID-19: DUAL WINDOW FANS			
							CHECK	419549	TOTAL:	4,845.12
419550	09/18/2020	PRTD	2836 SYNCB/AMAZON		106099	549398699363	09/17/2020	21100069	CH091720	876.63
Invoice: 549398699363							READING & LA SUPPLIES, BOOKS			
							CHECK	419550	TOTAL:	876.63
419551	09/18/2020	PRTD	3055 B & L CONSTRUCTION,		106101	77139	09/17/2020	21100190	CH091720	263.90
Invoice: 77139							LANDSCAPING STONE			
							CHECK	419551	TOTAL:	263.90
419552	09/18/2020	PRTD	7353 BLICK ART MATERIALS		106102	4526601	09/17/2020	21100192	CH091720	301.17
Invoice: 4526601							ART SUPPLIES			
							CHECK	419552	TOTAL:	301.17
419553	09/18/2020	PRTD	2108 BOOKSOURCE		106103	898618	09/17/2020	21100142	CH091720	371.52
Invoice: 898618							BOOK ROOM BOOKS			
					106104	898619	09/17/2020	21100141	CH091720	493.78
Invoice: 898619							GR. 1 BOOKS			
							CHECK	419553	TOTAL:	865.30
419554	09/18/2020	PRTD	7098 BRAINPOP		106105	US209834	09/17/2020	21100101	CH091720	230.00
Invoice: US209834							GR. 6 SUBSCRIPTION			
							CHECK	419554	TOTAL:	230.00

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A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000		1040	CHESTER CASH		VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME				INVOICE DTL	DESC		
419555	09/18/2020	PRTD	2357 CIRMA		106106	20174	09/17/2020	21100016	CH091720	4,747.80
	Invoice: 20174						W/C PREMIUM #2 OF 4			
					106107	20182	09/17/2020	21100017	CH091720	10,596.14
	Invoice: 20182						LAP INSURANCE PREMIUM #2 OF 4			
							CHECK	419555	TOTAL:	15,343.94
419556	09/18/2020	PRTD	2155 CONNECTICUT WATER CO		106108	083120	09/17/2020	21100211	CH091720	100.00
	Invoice: 083120						TESTING FEE			
					106109	090220	09/17/2020	21100211	CH091720	515.77
	Invoice: 090220						PUBLIC WATER SVC.-5/28-8/31/20			
							CHECK	419556	TOTAL:	615.77
419557	09/18/2020	PRTD	2534 DE LAGE LANDEN		106110	69388365	09/17/2020	21100112	CH091720	203.00
	Invoice: 69388365						SEPT. 2020 OFFICE COPIER LEASE			
							CHECK	419557	TOTAL:	203.00
419558	09/18/2020	PRTD	2197 ESSEX HARDWARE CO		106111	2009-022645	09/17/2020	21100197	CH091720	27.96
	Invoice: 2009-022645						MASONRY BITS			
					106112	2009-022259	09/17/2020	21100197	CH091720	40.45
	Invoice: 2009-022259						MAINT. SUPPLIES			
							CHECK	419558	TOTAL:	68.41
419559	09/18/2020	PRTD	4761 HILARY EVANS		106113	090520	09/17/2020	21100210	CH091720	9.00
	Invoice: 090520						REIMB. FOR BOOK BUCKETS			
							CHECK	419559	TOTAL:	9.00
419560	09/18/2020	PRTD	8165 FLUTE AIR SHIELD		106114	0000130	09/17/2020	21100212	CH091720	90.00
	Invoice: 0000130						COVID-19: FLUTE AIR SHIELDS			
							CHECK	419560	TOTAL:	90.00
419561	09/18/2020	PRTD	6678 FRONTIER		106115	081920	09/17/2020	21100114	CH091720	195.20
	Invoice: 081920						TELEPHONE SVC.-8/19-9/18/20			
							CHECK	419561	TOTAL:	195.20

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000			1040	CHESTER CASH																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000			1040	CHESTER CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT				NET
INVOICE DTL DESC												
Invoice: 308103628192				106128	308103628192	09/17/2020	21100159	CH091720				275.43
						P.E. EQUIPMENT						
						CHECK	419568	TOTAL:				338.44
419569	09/18/2020	PRTD	3342 SHIPMAN'S FIRE EQUIP	106129	337782	09/17/2020	21100179	CH091720				200.30
Invoice: 337782						ANNUAL FIRE EXT. INSPECTION						
						CHECK	419569	TOTAL:				200.30
419570	09/18/2020	PRTD	7031 THE MATH LEARNING CE	106118	BA56697-IN	09/17/2020	21100002	CH091720				2,041.56
Invoice: BA56697-IN						BRIDGES MATH BOOKS						
						CHECK	419570	TOTAL:				2,041.56
419571	09/18/2020	PRTD	2436 TREASURER REGIONAL S	106130	580438	09/17/2020	21100219	CH091720				872.57
Invoice: 580438						JULY 2020 LEGAL FEES						
						CHECK	419571	TOTAL:				872.57
419572	09/18/2020	PRTD	5105 WB MASON	106131	213657943	09/17/2020	21100158	CH091720				161.64
Invoice: 213657943						COVID-19: SIGNAGE						
Invoice: 213462591				106132	213462591	09/17/2020	21100188	CH091720				258.80
						COPY PAPER						
						CHECK	419572	TOTAL:				420.44
419573	09/18/2020	PRTD	6648 WILSON LANGUAGE TRAI	106133	1813062	09/17/2020	21100130	CH091720				645.95
Invoice: 1813062						FOUNDATIONS TEACHER'S KIT 2						
Invoice: 1812977				106134	1812977	09/17/2020	21100110	CH091720				3,365.71
						FUNDATIONS MATERIALS						
						CHECK	419573	TOTAL:				4,011.66

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REGIONAL SCHOOL DIST # 4
 A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS 26 *** CASH ACCOUNT TOTAL *** 36,804.16

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	26	36,804.16

*** GRAND TOTAL *** 36,804.16

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 A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: 9781dpea

YEAR PER	JNL								
SRC ACCOUNT									
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
2021 3 278									
APP 1000-2000					CHESTER ACCOUNTS PAYABLE		36,804.16		
09/18/2020	CH091720 DP				AP CASH DISBURSEMENTS JOURNAL				
APP 1000-1040					CHESTER CASH			36,804.16	
09/18/2020	CH091720 DP				AP CASH DISBURSEMENTS JOURNAL				
					JOURNAL 2021/03/278 TOTAL		36,804.16	36,804.16	

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2021 3	278	09/18/2020	CHESTER CASH CHESTER ACCOUNTS PAYABLE	36,804.16	36,804.16
FUND TOTAL					36,804.16	36,804.16

** 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		1040	CHESTER CASH		VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
419574	10/05/2020	PRTD	2082 ADMIN, UNEMPLOYMENT	106408	091120	10/02/2020	21100226	CH100220		1,512.26
	Invoice: 091120					JULY 2020	UNEMPLOYMENT CHARGES			
						CHECK	419574	TOTAL:		1,512.26
419575	10/05/2020	PRTD	2539 ALL WASTE, INC.	106409	3-58813-2-0920	10/02/2020	21100134	CH100220		318.55
	Invoice: 3-58813-2-0920					SEPT. 2020	WASTE DISPOSAL			
						CHECK	419575	TOTAL:		318.55
419576	10/05/2020	PRTD	2836 SYNCB/AMAZON	106410	837888978549	10/02/2020	21100176	CH100220		17.48
	Invoice: 837888978549					DISPLAY	PORT TO ADAPTER FOR KB			
	Invoice: 837563483863			106411	837563483863	10/02/2020	21100160	CH100220		22.52
						FLOOR	SIGNS			
	Invoice: 985959394755			106412	985959394755	10/02/2020	21100168	CH100220		25.86
						HEALTH	OFFICE SNACKS			
	Invoice: 553954499973			106413	553954499973	10/02/2020	21100147	CH100220		28.47
						GR. 3	SCIENCE SUPPLIES			
	Invoice: 658569883735			106414	658569883735	10/02/2020	21100184	CH100220		28.95
						GR. 2	CLIPBOARDS			
	Invoice: 599866496555			106415	599866496555	10/02/2020	21100162	CH100220		29.61
						GR. 6	BINDERS			
	Invoice: 935457578384			106416	935457578384	10/02/2020	21100186	CH100220		34.99
						LIBRARIAN	HEADSET			
	Invoice: 466699484655			106417	466699484655	10/02/2020	21100181	CH100220		42.94
						2M	CONSUMABLE SUPPLIES			
	Invoice: 936948493543			106419	936948493543	10/02/2020	21100193	CH100220		44.99
						2M	MOBILE LAPTOP CART			
	Invoice: 743953684495			106420	743953684495	10/02/2020	21100171	CH100220		109.36
						REPLACEMENT	TABLE UMBRELLA & STAND			
	Invoice: 485453444387			106421	485453444387	10/02/2020	21100183	CH100220		112.97
						PE	SUPPLIES			
	Invoice: 533699789456			106422	533699789456	10/02/2020	21100182	CH100220		173.74
						SD	BOOK OF THE MONTH-SEPT. 2020			
	Invoice: 467373883573			106423	467373883573	10/02/2020	21100164	CH100220		183.32
						COVID-19:	SIGNAGE			
				106424	458576699773	10/02/2020	21100167	CH100220		298.86

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REGIONAL SCHOOL DIST # 4
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CASH ACCOUNT: 1000		1040	CHESTER CASH		VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
							INVOICE DTL	DESC		
Invoice: 458576699773							GR. 5/6	GLOBAL READ ALOUD BOOKS		
					106425	446349669786	10/02/2020	21100170	CH100220	1,950.97
Invoice: 446349669786							COVID-19:	CANOPY TENTS, STEP GARBAGE CANS		
							CHECK	419576	TOTAL:	3,105.03
419577	10/05/2020	PRTD	2108 BOOKSOURCE		106426	901365	10/02/2020	21100141	CH100220	6.71
Invoice: 901365							GR. 1	BOOK		
							CHECK	419577	TOTAL:	6.71
419578	10/05/2020	PRTD	5835 CITIZENS BANK - HEA	106427	100120		10/02/2020	21100178	CH100220	57,389.00
Invoice: 100120							OCT. 2020	EMPLOYER SELF-INSURANCE		
							CHECK	419578	TOTAL:	57,389.00
419579	10/05/2020	PRTD	6645 COMMON CENTS EMS SUP	106428	21997		10/02/2020	21100262	CH100220	98.00
Invoice: 21997							PEDIATRIC	DEFIB. PADS		
					106429	21981	10/02/2020	21100261	CH100220	359.90
Invoice: 21981							DEFIB. BATTERY AND PADS			
							CHECK	419579	TOTAL:	457.90
419580	10/05/2020	PRTD	6593 CRYSTAL ROCK LLC	106430	17730296	091520	10/02/2020	21100117	CH100220	47.96
Invoice: 17730296 091520							SEPT. 2020	FILTERED WATER SVC.		
							CHECK	419580	TOTAL:	47.96
419581	10/05/2020	PRTD	2534 DE LAGE LANDEN	106431	69662864		10/02/2020	21100112	CH100220	440.00
Invoice: 69662864							SEPT. 2020	DOWNSTAIRS COPIER LEASE		
							CHECK	419581	TOTAL:	440.00
419582	10/05/2020	PRTD	2168 DEEP RIVER HARDWARE	106432	434020/433740		10/02/2020	21100196	CH100220	179.02
Invoice: 434020/433740							MAINT. REPAIR	ITEMS		
							CHECK	419582	TOTAL:	179.02
419583	10/05/2020	PRTD	2197 ESSEX HARDWARE CO	106433	2009-025943		10/02/2020	21100197	CH100220	31.99
Invoice: 2009-025943							FLOOR	LEVELER		

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REGIONAL SCHOOL DIST # 4
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CASH ACCOUNT: 1000		1040	CHESTER CASH				INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL	DESC			
						CHECK	419583 TOTAL:			31.99
419584	10/05/2020	PRTD	6719 EVERSOURCE	106434	091720	10/02/2020 21100118 CH100220	ELECTRICITY SVC.-8/18-9/17/20			2,329.24
			Invoice: 091720			CHECK	419584 TOTAL:			2,329.24
419585	10/05/2020	PRTD	6678 FRONTIER	106435	091920	10/02/2020 21100114 CH100220	TELEPHONE SVC.-9/19-10/18/20			207.13
			Invoice: 091920			CHECK	419585 TOTAL:			207.13
419586	10/05/2020	PRTD	3129 AMY LIPPINCOTT	106436	092220	10/02/2020 21100255 CH100220	REIMB. FOR TPT DAILY LANG. SENTENCES			16.00
			Invoice: 092220			CHECK	419586 TOTAL:			16.00
419587	10/05/2020	PRTD	5686 MARIJANE MANTIE	106437	073020	10/02/2020 21100257 CH100220	REIMB. FOR DOC. CAMERA, TPT MATH RESOURCES			134.49
			Invoice: 073020			CHECK	419587 TOTAL:			134.49
419588	10/05/2020	PRTD	8169 NORTHEAST MEDICAL PR	106438	339641	10/02/2020 21100260 CH100220	COVID-19: NITRILE GLOVES			37.31
			Invoice: 339641			CHECK	419588 TOTAL:			37.31
419589	10/05/2020	PRTD	2267 SCHOOL SPECIALTY	106439	208126001575	10/02/2020 21100185 CH100220	EF CONSUMABLE SUPPLIES			49.96
			Invoice: 208126001575			10/02/2020 21100159 CH100220	P.E. EQUIPMENT			81.18
			Invoice: 208126219817			CHECK	419589 TOTAL:			131.14
419590	10/05/2020	PRTD	8048 [REDACTED]	106441	093020	10/02/2020 21100230 CH100220	SEPT. 2020 OOD TRANS-			35.42
			Invoice: 093020			CHECK	419590 TOTAL:			35.42
419591	10/05/2020	PRTD	5776 THERMOMEDICS, LLC	106442	2716	10/02/2020 21100053 CH100220	MAINT. CONTRACT-10/1-12/31/20			4,785.00
			Invoice: 2716							

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REGIONAL SCHOOL DIST # 4
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CASH ACCOUNT: 1000		1040	CHESTER CASH				INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC				
							CHECK	419591	TOTAL:	4,785.00
419592	10/05/2020	PRTD	7980 TOBII DYNAVOX LLC	106443	INV00231506		10/02/2020	21100048	CH100220	199.00
	Invoice: INV00231506					BOARDMAKER ONLINE SUBSCRIPTION				
							CHECK	419592	TOTAL:	199.00
419593	10/05/2020	PRTD	2518 TREASURER SUPERVISIO	106444	100120		10/02/2020	21100021	CH100220	126,327.75
	Invoice: 100120					OCT. 2020 SHARE OF SUPERV. BUDGET				
							CHECK	419593	TOTAL:	126,327.75
419594	10/05/2020	PRTD	5105 WB MASON	106445	214088146		10/02/2020	21100056	CH100220	98.96
	Invoice: 214088146					PENCILS, FILE FOLDERS				
							CHECK	419594	TOTAL:	98.96
				NUMBER OF CHECKS	21	*** CASH ACCOUNT TOTAL ***				197,789.86
						COUNT	AMOUNT			
				TOTAL PRINTED CHECKS		21	197,789.86			
				*** GRAND TOTAL ***						197,789.86

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JOURNAL ENTRIES TO BE CREATED

CLERK: 9781dpea

YEAR PER	JNL								
SRC ACCOUNT									
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
2021 4 37									
APP 1000-2000					CHESTER ACCOUNTS PAYABLE		197,789.86		
10/05/2020	CH100220 DP				AP CASH DISBURSEMENTS JOURNAL				
APP 1000-1040					CHESTER CASH			197,789.86	
10/05/2020	CH100220 DP				AP CASH DISBURSEMENTS JOURNAL				
					JOURNAL 2021/04/37 TOTAL		197,789.86	197,789.86	

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REGIONAL SCHOOL DIST # 4
 A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2021 4	37	10/05/2020	CHESTER CASH CHESTER ACCOUNTS PAYABLE	197,789.86	197,789.86
FUND TOTAL					197,789.86	197,789.86

** 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		1040	CHESTER CASH		VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
419595	10/19/2020	PRTD	6432 A&A OFFICE SYSTEMS,	106715	INV457645		10/16/2020	21100228	CH101620	513.47
	Invoice: INV457645						COPIER MAINT. CONTRACT-7/1-9/30/20			
							CHECK	419595	TOTAL:	513.47
419596	10/19/2020	PRTD	3634 BARTH REPAIR SERVICE	106716	23251		10/16/2020	21100273	CH101620	568.25
	Invoice: 23251						CAFE OVEN & D/W REPAIRS			
							CHECK	419596	TOTAL:	568.25
419597	10/19/2020	PRTD	6187 CLASSROOM PRODUCTS	106717	137064		10/16/2020	21100259	CH101620	3,297.80
	Invoice: 137064						COVID-19: PRIVACY DESK SHIELDS			
							CHECK	419597	TOTAL:	3,297.80
419598	10/19/2020	PRTD	6593 CRYSTAL ROCK LLC	106718	17730296	101320	10/16/2020	21100117	CH101620	47.96
	Invoice: 17730296		101320				OCT. 2020 FILTERED WATER SVC.			
							CHECK	419598	TOTAL:	47.96
419599	10/19/2020	PRTD	2534 DE LAGE LANDEN	106719	69767874		10/16/2020	21100112	CH101620	203.00
	Invoice: 69767874						OCT. 2020 OFFICE COPIER LEASE			
							CHECK	419599	TOTAL:	203.00
419600	10/19/2020	PRTD	7696 GRE FUND III PROJECT	106720	100220		10/16/2020	21100119	CH101620	711.39
	Invoice: 100220						SEPT. 2020 SOLAR SVC.			
							CHECK	419600	TOTAL:	711.39
419601	10/19/2020	PRTD	6059 GREATMATS	106721	1584585		10/16/2020	21100174	CH101620	471.63
	Invoice: 1584585						SAFETY WALL PADS			
							CHECK	419601	TOTAL:	471.63
419602	10/19/2020	PRTD	6989 LISA HANDFIELD	106722	43316		10/16/2020	21100270	CH101620	67.00
	Invoice: 43316						REIMB. FOR READING PROGRAM CLEARMASKS			
							CHECK	419602	TOTAL:	67.00
419603	10/19/2020	PRTD	8138 KAMI	106723	INVOICE-206755		10/16/2020	21100266	CH101620	99.00
	Invoice: INVOICE-206755						TEACHER PLAN 4C			
				106724	INVOICE-206788		10/16/2020	21100267	CH101620	99.00

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CASH ACCOUNT: 1000			1040		CHESTER CASH													
CHECK NO	CHK DATE	TYPE	VENDOR NAME		VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET								
											INVOICE DTL DESC							
Invoice: INVOICE-206788							TEACHER PLAN 5L											
							CHECK	419603	TOTAL:	198.00								
419604	10/19/2020	PRTD	2217 KONE INC.		106725	95967022	10/16/2020	21100022	CH101620	877.62								
Invoice: 95967022							ELEVATOR MAINT. CONTRACT-10/1-12/31/20											
							CHECK	419604	TOTAL:	877.62								
419605	10/19/2020	PRTD	5959 LEAF		106726	11094604	10/16/2020	21100113	CH101620	515.00								
Invoice: 11094604							OCT. 2020 WORKROOM COPIER LEASE											
							CHECK	419605	TOTAL:	515.00								
419606	10/19/2020	PRTD	2329 LEARN		106727	20210160	10/16/2020	21100277	CH101620	45.00								
Invoice: 20210160							PRINCIPAL ROUNDTABLE											
							CHECK	419606	TOTAL:	45.00								
419607	10/19/2020	PRTD	8152 RAPID RESPONSE PPE		106728	2338	10/16/2020	21100264	CH101620	3,058.39								
Invoice: 2338							COVID-19: HUMANITY SHIELDS											
							CHECK	419607	TOTAL:	3,058.39								
419608	10/19/2020	PRTD	2264 SCHOOL HEALTH CORPOR		106729	3789169-02	10/16/2020	21100010	CH101620	14.24								
Invoice: 3789169-02							ALCOHOL PREP PADS											
							CHECK	419608	TOTAL:	14.24								
419609	10/19/2020	PRTD	3342 SHIPMAN'S FIRE EQUIP		106730	338236	10/16/2020	21100179	CH101620	54.35								
Invoice: 338236							RECHARGE FIRE EXT.											
							CHECK	419609	TOTAL:	54.35								
419610	10/19/2020	PRTD	5776 THERMOMEDICS, LLC		106732	2723	10/16/2020	21100053	CH101620	534.36								
Invoice: 2723							WALK-IN FREEZER REPAIR											
Invoice: 2725							106733	2725	10/16/2020	21100053	CH101620	4,560.00						
							REPLACED ROOFTOP EXHAUSTER											
							CHECK	419610	TOTAL:	5,094.36								

*** GRAND TOTAL *** 24,066.03

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REGIONAL SCHOOL DIST # 4
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JOURNAL ENTRIES TO BE CREATED

CLERK: 9781dpea

YEAR PER	JNL								
SRC ACCOUNT									
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
2021 4 221									
APP 1000-2000					CHESTER ACCOUNTS PAYABLE		24,066.03		
10/19/2020	CH101620 DP				AP CASH DISBURSEMENTS JOURNAL				
APP 1000-1040					CHESTER CASH			24,066.03	
10/19/2020	CH101620 DP				AP CASH DISBURSEMENTS JOURNAL				
					JOURNAL 2021/04/221 TOTAL		24,066.03	24,066.03	

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 A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2021 4	221	10/19/2020	CHESTER CASH CHESTER ACCOUNTS PAYABLE	24,066.03	24,066.03
FUND TOTAL					24,066.03	24,066.03

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000		1040	CHESTER CASH		VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
419616	10/30/2020	PRTD	2082 ADMIN, UNEMPLOYMENT	106977	100520	10/29/2020	21100226	CH102920		145.83
	Invoice: 100520					AUG. 2020	UNEMPLOYMENT CHARGES			
						CHECK	419616	TOTAL:		145.83
419617	10/30/2020	PRTD	2539 ALL WASTE, INC.	106978	3-58813-2-1020	10/29/2020	21100134	CH102920		318.55
	Invoice: 3-58813-2-1020					OCT. 2020	WASTE DISPOSAL			
						CHECK	419617	TOTAL:		318.55
419618	10/30/2020	PRTD	5993 DIANA AMARA	106979	1333	10/29/2020	21100292	CH102920		85.00
	Invoice: 1333					REIMB. FOR CLINICIANS WEBINAR				
						CHECK	419618	TOTAL:		85.00
419619	10/30/2020	PRTD	2836 SYNCB/AMAZON	106980	755658838839	10/29/2020	21100221	CH102920		12.99
	Invoice: 755658838839					USB C TO MINI DISPLAY CABLE				
	Invoice: 649349889484			106981	649349889484	10/29/2020	21100237	CH102920		23.53
						THERMOMETER PROBE COVERS				
	Invoice: 463889636834			106982	463889636834	10/29/2020	21100213	CH102920		39.94
						COVID-19: STEP ON LID TRASH CANS				
	Invoice: 438684489356			106983	438684489356	10/29/2020	21100224	CH102920		45.30
						TABLE UMBRELLA, STAND, LIGHTS				
	Invoice: 575764636867			106984	575764636867	10/29/2020	21100223	CH102920		63.79
						STORAGE BAGS, SHARPIES, FOLDERS				
	Invoice: 463885686768			106985	463885686768	10/29/2020	21100222	CH102920		111.48
						MINER CONSUMABLE SUPPLIES				
						CHECK	419619	TOTAL:		297.03
419620	10/30/2020	PRTD	5835 CITIZENS BANK - HEA	106986	110120	10/29/2020	21100178	CH102920		57,389.00
	Invoice: 110120					NOV. 2020	EMPLOYER SELF-INSURANCE			
						CHECK	419620	TOTAL:		57,389.00
419621	10/30/2020	PRTD	2534 DE LAGE LANDEN	106987	69955545	10/29/2020	21100112	CH102920		440.00
	Invoice: 69955545					OCT. 2020	DOWNSTAIRS COPIER LEASE			
						CHECK	419621	TOTAL:		440.00

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CASH ACCOUNT: 1000		1040	CHESTER CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET		
INVOICE DTL DESC											
419622	10/30/2020	PRTD	2168 DEEP RIVER HARDWARE	106988	433768	10/29/2020	21100196	CH102920	119.83		
Invoice: 433768						MAINT. REPAIR ITEMS					
							CHECK	419622 TOTAL:	119.83		
419623	10/30/2020	PRTD	7592 DEMCO INC	106989	6864011	10/29/2020	21100254	CH102920	1,142.63		
Invoice: 6864011						BOOK CARTS					
							CHECK	419623 TOTAL:	1,142.63		
419624	10/30/2020	PRTD	2197 ESSEX HARDWARE CO	106990	2010-031630	10/29/2020	21100197	CH102920	1.79		
Invoice: 2010-031630						FASTENERS					
							CHECK	419624 TOTAL:	1.79		
419625	10/30/2020	PRTD	6719 EVERSOURCE	106991	101920	10/29/2020	21100118	CH102920	2,328.91		
Invoice: 101920						ELECTRICITY SVC.-9/17-10/19/20					
							CHECK	419625 TOTAL:	2,328.91		
419626	10/30/2020	PRTD	6678 FRONTIER	106992	101920	10/29/2020	21100114	CH102920	197.62		
Invoice: 101920						TELEPHONE SVC.-10/19-11/18/20					
							CHECK	419626 TOTAL:	197.62		
419627	10/30/2020	PRTD	3273 GRAINGER	106993	9688771121	10/29/2020	21100285	CH102920	336.84		
Invoice: 9688771121						FLUSH VALVES					
							CHECK	419627 TOTAL:	336.84		
419628	10/30/2020	PRTD	7511 K & S DISTRIBUTORS	106994	420833	10/29/2020	21100278	CH102920	138.24		
Invoice: 420833						VACUUM/SCRUBBER SUPPLIES					
							CHECK	419628 TOTAL:	138.24		
419629	10/30/2020	PRTD	6325 LEANNE MCKENNA	106995	102120	10/29/2020	21100294	CH102920	34.30		
Invoice: 102120						REIMB. FOR CONSUMABLE SUPPLIES					
							CHECK	419629 TOTAL:	34.30		
419630	10/30/2020	PRTD	5713 NEW ENGLAND INDUSTRI	106996	IN134696	10/29/2020	21100049	CH102920	249.80		
Invoice: IN134696						TOWEL DISPENSERS					

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000		1040	CHESTER CASH		VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
Invoice: IN134795					106997	IN134795	10/29/2020	21100049	CH102920	249.80
							TOWEL DISPENSERS			
							CHECK	419630	TOTAL:	499.60
419631	10/30/2020	PRTD	6110 PKF O'CONNOR DAVIES,	106998	509418		10/29/2020	21100216	CH102920	3,000.00
Invoice: 509418										
							2020 AUDIT PROGRESS BILLING			
							CHECK	419631	TOTAL:	3,000.00
419632	10/30/2020	PRTD	2267 SCHOOL SPECIALTY	106999	208126400476		10/29/2020	21100279	CH102920	18.27
Invoice: 208126400476										
							GR. 5 COMP. BOOKS, FOLDERS			
Invoice: 208126400465					107000	208126400465	10/29/2020	21100185	CH102920	40.52
							FLEISCHER CONSUMABLE SUPPLIES			
Invoice: 208126415415					107001	208126415415	10/29/2020	21100163	CH102920	63.20
							GR. 6 PENCIL BOXES			
Invoice: 208126374784					107002	208126374784	10/29/2020	21100089	CH102920	119.14
							GR. 4 MARKERS			
							CHECK	419632	TOTAL:	241.13
419633	10/30/2020	PRTD	2287 STENHOUSE PUBLISHERS	107003	01228984		10/29/2020	21100131	CH102920	435.00
Invoice: 01228984										
							TEACHER'S TOOLKIT BUNDLES			
							CHECK	419633	TOTAL:	435.00
419634	10/30/2020	PRTD	2436 TREASURER REGIONAL S	107004	2020-AUGUST		10/29/2020	21100293	CH102920	1,586.37
Invoice: 2020-AUGUST										
							AUG. 2020 CAFE SALARIES/BENEFITS			
Invoice: 2020-SEPTEMBER					107005	2020-SEPTEMBER	10/29/2020	21100293	CH102920	2,127.50
							SEPT. 2020 CAFE SALARIES/BENEFITS			
Invoice: 2020-JULY					107006	2020-JULY	10/29/2020	21100293	CH102920	2,251.49
							JULY 2020 CAFE SALARIES/BENEFITS			
							CHECK	419634	TOTAL:	5,965.36
419635	10/30/2020	PRTD	2518 TREASURER SUPERVISIO	107007	B807A9DD-0002		10/29/2020	21100054	CH102920	449.64
Invoice: B807A9DD-0002										
							REIMB. FOR CATALYST			
Invoice: 110120					107008	110120	10/29/2020	21100021	CH102920	126,327.75
							NOV. 2020 SHARE OF SUPERV. BUDGET			

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 4
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CASH ACCOUNT: 1000		1040	CHESTER CASH		VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
							CHECK	419635	TOTAL:	126,777.39
419636	10/30/2020	PRTD	3456 WINSLOW PLUMBING	107009	3395		10/29/2020	21100256	CH102920	780.00
	Invoice: 3395						REPAIR KG TOILET			
							CHECK	419636	TOTAL:	780.00
						NUMBER OF CHECKS	21	***	CASH ACCOUNT TOTAL ***	200,674.05
							COUNT		AMOUNT	
						TOTAL PRINTED CHECKS	21		200,674.05	
									*** GRAND TOTAL ***	200,674.05

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REGIONAL SCHOOL DIST # 4
 A/P CASH DISBURSEMENTS JOURNAL

P 5
 apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: 9781dpea

YEAR PER	JNL									
SRC ACCOUNT										
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT		
2021 4 395										
APP 1000-2000					CHESTER ACCOUNTS PAYABLE		200,674.05			
10/30/2020	CH102920 DP				AP CASH DISBURSEMENTS JOURNAL					
APP 1000-1040					CHESTER CASH				200,674.05	
10/30/2020	CH102920 DP				AP CASH DISBURSEMENTS JOURNAL					
					JOURNAL 2021/04/395 TOTAL		200,674.05		200,674.05	

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 6
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2021 4	395	10/30/2020	CHESTER CASH CHESTER ACCOUNTS PAYABLE	200,674.05	200,674.05
FUND TOTAL					200,674.05	200,674.05

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

Encl #3

REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

Brian J White
 Superintendent of Schools
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 Finance Director
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TO: Brian J. White, Superintendent of Schools
 FROM: Kristina Martineau, Ed.D., Assistant Superintendent of Schools
 DATE: November 4, 2020
 SUBJECT: Chester School District Grants for 2020-2021

The table below provides information related to the 2020-2021 grant awards for Chester Elementary School, including allocation amounts and expenditure requests approved by the Connecticut State Department of Education.

Grant	Allocation Amount	Allocation Expenditure
Coronavirus Relief Funds	\$73,093 (pending CSDE approval)	*must be expended by 12/30/2020 Academic Personnel: \$15,047 for building substitute Cleaning/PPE/Health/Safety Personnel: \$13,758 for temporary custodian Cleaning/PPE/Health/Safety Non-Personnel: \$44,288 for cleaning equipment and supplies, hand sanitizer stations and sanitizer, water bottle filling stations, desk shields, tents, masks, plexiglass, microphones, etc.
ESSER The Elementary and Secondary School Emergency Relief Fund	\$23,407	Instructional support for students during staff absences related to Covid-19 (building substitute for additional school days beyond December 2020)
Title I	\$26,336	Instructional support (small group and individual instruction) in reading and mathematics for struggling learners, including both in-person and remote, e-learning modes. Two positions: ELA Tutor- up to 15 hours per week (total for year: up to 320 hours) Math Tutor-up to 15 hours per week (total for year: up to 320 hours)
Title II	\$3,996	Professional development services for math coach and elementary teachers K-6 to improve mathematics instruction for students. Professional development services for ELA coach and elementary teachers K-6 to improve reading instruction for students. Professional development to support administrator growth in the area of instructional coaching to improve teaching and learning.
Title III	\$486.27	Supplemental texts, including online texts, to support the language development needs of English language learners in the reading workshop model and with one-on-one reading language instruction with our instructional coaches.
Title IV	\$10,000	Funds will be utilized to purchase online resources to support blended learning and technology integration approaches in grades K-6.
REAP	\$19,739	Funds are utilized to purchase instructional materials for K-6 reading, math, and science to support student growth in grade level standards in these areas.

SCHOOL PROFILE AND PERFORMANCE REPORT FOR SCHOOL YEAR 2018–19



Chester Elementary School Chester School District

860-526-5797 • <http://www.Reg4.k12.ct.us>

School Information

Grade Range
EnrollmentPK-6
194

Community Information

[AdvanceCT Town Profiles](#) provide summary demographic and economic information for Connecticut's municipalities

Contents

Students.....	1
Educators.....	2
Instruction and Resources.....	2
Performance and Accountability.....	3

Notes

Unless otherwise noted, all data are for 2018-19 and include all grades offered by the school.

In most tables, data are displayed only for the three major race/ethnicity categories. For additional race/ethnicity categories, please visit edsight.ct.gov.

For district totals, please see the district profile.

* When an asterisk is displayed, data have been suppressed to safeguard student confidentiality, or to ensure that statistics based on a very small sample size are not interpreted as equally representative as those based on a sufficiently larger sample size.

N/A is displayed when a category is not applicable for a district or school.

Students

October 1, 2018 Enrollment

	Count	School Percent of Total (%)	District Percent of Total (%)
Female	87	44.8	44.8
Male	107	55.2	55.2
American Indian or Alaska Native	0	0.0	0.0
Asian	*	*	*
Black or African American	*	*	*
Hispanic or Latino of any race	14	7.2	7.2
Native Hawaiian or Other Pacific Islander	0	0.0	0.0
Two or More Races	8	4.1	4.1
White	168	86.6	86.6
English Learners	*	*	*
Eligible for Free or Reduced-Price Meals	52	26.8	26.8
Students with Disabilities ¹	28	14.4	14.4

¹Students in this category are students with an individualized education program (IEP) only. This category does not include students with Section 504 plans or services plans.

NOTE: To protect student privacy, gender counts are suppressed () when fewer than 6 students enrolled in the school identify as non-binary.*

Chronic Absenteeism and Suspension/Expulsion

	Chronic Absenteeism ²		Suspension/ Expulsion ³	
	Count	Rate (%)	Count	Rate (%)
Female	*	*	*	*
Male	*	*	*	*
Black or African American	0	*	0	*
Hispanic or Latino of any race	0	*	0	*
White	*	*	*	*
English Learners	0	*	0	*
Eligible for Free or Reduced-Price Meals	*	*	*	*
Students with Disabilities	0	0.0	*	*
School	*	*	*	*
District		*		*

Number of students in 2017-18 qualified as truant under state statute: Fewer than 6

Number of school-based arrests: 0

²A student is chronically absent if they miss ten percent or greater of the total number of days enrolled in the school year for any reason. Pre-Kindergarten students are excluded from this calculation.

³This column displays the count and percentage of students who receive at least one in-school suspension, out-of-school suspension or expulsion.

School Profile and Performance Report for School Year 2018-19

Chester Elementary School

Chester School District

Educators

Full-Time Equivalent (FTE)¹ Staff

	FTE
General Education	
Teachers and Instructors	17.5
Paraprofessional Instructional Assistants	2.1
Special Education	
Teachers and Instructors	4.0
Paraprofessional Instructional Assistants	6.3
Administrators, Coordinators and Department Chairs	
School Level	1.0
Library/Media	
Specialists (Certified)	0.3
Support Staff	0.4
Instructional Specialists Who Support Teachers	2.9
Counselors, Social Workers and School Psychologists	1.5
School Nurses	0.9
Other Staff Providing Non-Instructional Services/Support	8.1

¹In the full-time equivalent count, staff members working part-time in the school are counted as a fraction of full-time. For example, a teacher who works half-time in a school contributes 0.50 to the school's staff count.

Educators by Race/Ethnicity

	Count	School Percent of Total (%)	District Percent of Total (%)
American Indian or Alaska Native	0	0.0	0.0
Asian	0	0.0	0.0
Black or African American	0	0.0	0.0
Hispanic or Latino of any race	1	3.2	2.8
Native Hawaiian or Other Pacific Islander	0	0.0	0.0
Two or More Races	0	0.0	0.0
White	30	96.8	97.2

Classroom Teacher Attendance, 2017-18

	School	District
Average # of FTE Days Absent Due to Illness or Personal Time	8.4	8.4

Instruction and Resources

School Schedule

Days of Instruction	180
Hours of Instruction Per Year	
Grades 1-12 and Full-Day Kindergarten	1019
Half/Extended Day Kindergarten	N/A

School Hours for Students	
Start Time	08:25 AM
End Time	03:00 PM

Students with Disabilities Who Spend 79.1 to 100 Percent of Time with Nondisabled Peers³

	Count	Rate (%)
Autism	*	*
Emotional Disturbance	*	*
Intellectual Disability	N/A	N/A
Learning Disability	11	*
Other Health Impairment	7	*
Other Disabilities	N/A	N/A
Speech/Language Impairment	*	*
School	23	88.5
District		88.5

³This table includes students ages 6-21 with an IEP or services plan.

School Profile and Performance Report for School Year 2018-19

Chester Elementary School

Chester School District

Performance and Accountability

School Performance Index (SPI)

A School Performance Index (SPI) is the average performance of students in a subject area (i.e., ELA, Mathematics or Science) on the state summative assessments. The SPI ranges from 0-100. An SPI is reported for all students tested in a school and for students in each individual student group. Connecticut's ultimate target for an SPI is 75.

	English Language Arts (ELA)		Math		Science	
	Count	SPI	Count	SPI	Count	SPI
American Indian or Alaska Native	0	N/A	0	N/A	0	N/A
Asian	*	*	*	*	0	N/A
Black or African American	*	*	*	*	0	N/A
Hispanic or Latino of any race	8	*	8	*	*	*
Native Hawaiian or Other Pacific Islander	0	N/A	0	N/A	0	N/A
Two or More Races	*	*	*	*	0	N/A
White	87	82.4	87	79.5	*	*
English Learners	*	*	*	*	0	N/A
Non-English Learners	*	*	*	*	24	75.2
Eligible for Free or Reduced-Price Meals	27	78.6	27	71.8	*	*
Not Eligible for Free or Reduced-Price Meals	75	84.1	75	81.3	*	*
Students with Disabilities	20	70.3	20	62.2	6	*
Students without Disabilities	82	85.7	82	82.9	18	*
High Needs	41	74.8	41	67.3	9	*
Non-High Needs	61	87.9	61	86.5	15	*
School	102	82.7	102	78.8	24	75.2

National Assessment of Educational Progress (NAEP): Percent At or Above Proficient¹

	NAEP 2019		NAEP 2013
	Grade 4	Grade 8	Grade 12
READING			
Connecticut	40	41	50
National Public	34	32	36
MATH			
Connecticut	45	39	32
National Public	40	33	25

¹NAEP is often called the "Nation's Report Card." It is sponsored by the U.S. Department of Education. This table compares Connecticut's performance to that of national public school students. Performance standards for state assessments and NAEP are set independently. Therefore, one should not expect performance results to be the same across Smarter Balanced and NAEP. Instead, NAEP results are meant to complement other state assessment data. To view performance on NAEP by student group, [click here](#).

Physical Fitness Tests: Students Reaching Health Standard²

	Percent of Students by Grade ³ (%)				All Tested Grades	
	4	6	8	HS	Count	Rate (%)
Sit & Reach	88.5	70.0	N/A	N/A	56	78.6
Curl Up	92.3	90.0	N/A	N/A	56	91.1
Push Up	80.8	70.0	N/A	N/A	56	75.0
Mile Run/PACER	80.8	76.7	N/A	N/A	56	78.6
All Tests - School	65.4	53.3	N/A	N/A	56	58.9
All Tests - District	65.4	53.3	N/A	N/A		58.9

²The Connecticut Physical Fitness Assessment (CPFA) is administered to students in Grades 4, 6, 8 and High School (HS). The health-related fitness scores gathered through the CPFA should be used to educate and motivate children and their families to increase physical activity and develop lifetime fitness habits.

³Only students assessed in all four areas are included in this calculation.

School Profile and Performance Report for School Year 2018-19

Chester Elementary School

Chester School District

Next Generation Accountability Results

Connecticut's Next Generation Accountability System is a broad set of 12 indicators that help tell the story of how well a district/school is preparing its students for success in college, careers, and life. It moves beyond test scores and graduation rates to provide a more holistic, multifactor perspective of district and school performance.

Indicator		Index/Rate	Target	Points Earned	Max Points	% Points Earned	State Average Index/Rate
ELA Performance Index	All Students	82.7	75	50.0	50	100.0	67.7
	High Needs Students	74.8	75	49.9	50	99.8	58.1
Math Performance Index	All Students	78.8	75	50.0	50	100.0	63.1
	High Needs Students	67.3	75	44.9	50	89.8	52.7
Science Performance Index	All Students	75.2	75	50.0	50	100.0	63.8
	High Needs Students	.	75	.	.	.	54.2
ELA Academic Growth	All Students	78.5%	100%	78.5	100	78.5	59.9%
	High Needs Students	73.0%	100%	73.0	100	73.0	55.1%
Math Academic Growth	All Students	83.2%	100%	83.2	100	83.2	62.5%
	High Needs Students	77.3%	100%	77.3	100	77.3	55.2%
Progress Toward English Proficiency	Literacy	.	100%	.	.	.	60.0%
	Oral	.	100%	.	.	.	52.1%
Chronic Absenteeism	All Students	1.6%	<=5%	50.0	50	100.0	10.4%
	High Needs Students	1.5%	<=5%	50.0	50	100.0	16.1%
Preparation for CCR	% Taking Courses	.	75%	.	.	.	80.0%
	% Passing Exams	.	75%	.	.	.	42.6%
On-track to High School Graduation		.	94%	.	.	.	88.0%
4-year Graduation All Students (2018 Cohort)		.	94%	.	.	.	88.3%
6-year Graduation - High Needs Students (2016 Cohort)		.	94%	.	.	.	83.3%
Postsecondary Entrance (Class of 2018)		.	75%	.	.	.	70.9%
Physical Fitness (estimated part rate) and (fitness rate)		98.2% 58.9%	75%	39.3	50	78.6	96.4% 52.9%
Arts Access		.	60%	.	.	.	51.9%
Accountability Index				696.0	800	87.0	

NOTE: A dot (.) appears in the table above when there are fewer than 20 students in the student group or the indicator is not applicable based on grades served.

Gap Indicators	Non-High Needs Rate ¹	High Needs Rate	Size of Gap	State Gap Mean +1 Stdev ²	Is Gap an Outlier? ²
Achievement Gap Size Outlier?					N
ELA Performance Index Gap	75.0	74.8	0.2	15.3	
Math Performance Index Gap	75.0	67.3	7.7	17.4	
Science Performance Index Gap	.	.	.	16.3	
Graduation Rate Gap	

¹If the Non-High Needs Rate exceeds the ultimate target (75 for Performance Index and 94% for graduation rate), the ultimate target is used for gap calculations.

²If the size of the gap exceeds the state mean gap plus one standard deviation, the gap is an outlier.

NOTE: A dot (.) appears in the table above when there are fewer than 20 students in at least one of the student groups used to calculate the gap measure or the indicator is not applicable based on grades served.

Subject/Student Group		Participation Rate (%) ³
ELA	All Students	100.0
	High Needs Students	100.0
Math	All Students	100.0
	High Needs Students	100.0
Science	All Students	96.0
	High Needs Students	.

³Minimum participation standard is 95%.

Supporting Resources

[Two-page FAQ](#)

[Detailed Presentation](#)

[Using Accountability Results to Guide Improvement](#)

Chester Board of Education
FY 2020-2021 Year-to-Date Report as of November 13, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
OBJECT 100 - SALARIES:							
TOTAL SALARIES		3,081,487	-	3,081,487	958,112	1,863,196	260,179
OBJECT 200 - EMPLOYEE BENEFITS:							
TOTAL EMPLOYEE BENEFITS		1,124,149	-	1,124,149	463,117	592,569	68,463
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:							
TOTAL PURCHASED & TECHNICAL SERVICES		100,088	-	100,088	28,214	54,660	17,214
OBJECT 400 - PURCHASED PROPERTY SERVICES:							
TOTAL PURCHASED PROPERTY SERVICES		209,481	-	209,481	47,816	125,694	35,971
OBJECT 500 - OTHER PURCHASED SERVICES:							
TOTAL OTHER PURCHASED SERVICES		246,987	-	246,987	87,391	120,531	39,065
OBJECT 600 - SUPPLIES:							
TOTAL SUPPLIES		193,464	-	193,464	97,600	36,150	59,715
OBJECT 700 - PROPERTY:							
TOTAL PROPERTY		4,800	-	4,800	1,410	-	3,390
OBJECT 800 - OTHER OBJECTS:							
TOTAL OTHER OBJECTS		3,991	-	3,991	2,948	814	229
	TOTAL	4,964,447	-	4,964,447	1,686,608	2,793,614	484,225

Chester Board of Education
FY 2020-2021 Year-to-Date Report as of November 13, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
OBJECT 100 - SALARIES:							
5111	Administration	154,227	-	154,227	59,318	94,909	-
5113	Teachers' Salaries	1,204,752	-	1,204,752	278,083	926,943	(274)
5114	Secretary Salaries	100,353	-	100,353	32,738	67,196	419
5115	Custodial Salaries	185,470	-	185,470	60,490	124,249	731
5116	Nurse Salary	52,534	-	52,534	12,123	40,411	-
5118	Food Service Dir/Bookkeeper/Cafeteria Salaries	71,053	-	71,053	13,090	20,567	37,396
5119	Para Educators	238,591	-	238,591	53,723	-	184,868
5123	Substitute Teachers	25,000	-	25,000	6,271	-	18,729
5124	Substitute Secretary/Para-Educators/Custodian	9,000	-	9,000	21,616	-	(12,616)
5133	Coaches/Extra-Curricular	24,326	-	24,326	-	-	24,326
5134	Secretary OT	600	-	600	-	-	600
5135	Custodian OT Salary	6,000	-	6,000	-	-	6,000
5198	Supervision District Salary	1,009,581	-	1,009,581	420,659	588,922	-
TOTAL SALARIES		3,081,487	-	3,081,487	958,112	1,863,196	260,179
OBJECT 200 - EMPLOYEE BENEFITS:							
5210	Health Insurance	708,065	-	708,065	306,346	401,719	-
5214	Life Insurance	2,729	-	2,729	681	94	1,954
5223	FICA/Medicare	73,773	-	73,773	18,082	1,594	54,097
5250	Unemployment Compensation	6,500	-	6,500	1,558	4,842	-
5260	Worker's Compensation	21,848	-	21,848	9,496	12,352	-
5290	Other Employee Benefits	12,752	-	12,752	2,217	3,075	7,460
5291	Annuities	8,951	-	8,951	4,000	-	4,951
5298	Supervision District Fringe Benefits	289,531	-	289,531	120,638	168,893	-
TOTAL EMPLOYEE BENEFITS		1,124,149	-	1,124,149	463,117	592,569	68,463

Chester Board of Education
FY 2020-2021 Year-to-Date Report as of November 13, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:							
5322	Professional Development Programs	6,000	-	6,000	-	5,436	564
5330	Other Professional Services						
	Health	450	-	450	-	-	450
	Occupational Therapy	12,622		12,622	-	12,622	-
	Psychiatric Services	16,000		16,000	-	2,500	13,500
	Other Services	25,000	-	25,000	11,541	10,760	2,700
5398	Supervision District Professional Services	40,016	-	40,016	16,673	23,343	-
TOTAL PURCHASED & TECHNICAL SERVICES		100,088	-	100,088	28,214	54,660	17,214
OBJECT 400 - PURCHASED PROPERTY SERVICES:							
5411	Water	3,800	-	3,800	616	3,184	-
5412	Electricity	48,600	-	48,600	8,338	28,662	11,600
5430	Repairs & Maintenance						
	Music	600	-	600	-	600	-
	Physical Ed	1,200		1,200	-	1,200	-
	Computer Education	3,100	-	3,100	-	-	3,100
	Special Education	266	-	266	-	-	266
	Health	660	-	660	75	-	585
	Library	800	-	800	763	-	37
	Principal's Office	8,000	-	8,000	513	7,487	-
	Plant Operations Repairs	72,867	-	72,867	30,125	22,900	19,843
	Security	540	-	540	-	-	540
5440	Leases	64,234	-	64,234	5,381	58,853	-
5498	Supervision District Purchased Services	4,814	-	4,814	2,006	2,808	-
TOTAL PURCHASED PROPERTY SERVICES		209,481	-	209,481	47,816	125,694	35,971

Chester Board of Education
FY 2020-2021 Year-to-Date Report as of November 13, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
OBJECT 500 - OTHER PURCHASED SERVICES:							
5511	Out-of-District Transportation	1,000	-	1,000	35	965	-
5515	Field Trips & School Events	14,121	-	14,121	-	300	13,821
5520	Comprehensive Insurance	44,709	-	44,709	21,194	21,197	2,319
5530	Communications	6,800	-	6,800	1,101	5,619	80
5561	In State Tuition	16,045	-	16,045	-	-	16,045
5580	Travel & Conferences	8,370	-	8,370	85	1,485	6,800
5598	Supervision District Other Purchased Services	155,942	-	155,942	64,976	90,966	-
	TOTAL OTHER PURCHASED SERVICES	246,987	-	246,987	87,391	120,531	39,065
OBJECT 600 - SUPPLIES:							
5610	General Supplies						
	Board of Education	300	-	300	-	-	300
	Principal's Office	7,850	-	7,850	12,003	931	(5,084)
	TOTAL GENERAL SUPPLIES	8,150	-	8,150	12,003	931	(4,784)
5611	Instructional Supplies						
	Art	3,665	-	3,665	2,231	493	941
	Language Arts	7,094	-	7,094	6,008	284	802
	Foreign Language (FLES)	820	-	820	771	-	49
	Kindergarten	1,383	-	1,383	1,001	-	382
	Mathematics	3,327	-	3,327	2,997	-	330
	Music	1,261	-	1,261	130	1,067	64
	Physical Education	997	-	997	531	-	466
	Reading	4,000	-	4,000	3,973	-	27
	Science	6,376	-	6,376	(784)	4,133	3,028
	Social Studies	2,238	-	2,238	1,742	-	496
	Technology Education	3,500	-	3,500	117	-	3,383
	Other Instruction & Testing	15,000	-	15,000	3,486	2,607	8,907
	Social-Wide Enrichment / G&T	12,575	-	12,575	13	201	12,361
	Technology	3,039	-	3,039	299	2,059	681
	Special Education	3,628	-	3,628	3,585	-	43
	Health	4,090	-	4,090	1,694	154	2,242
	Social Development	6,000	-	6,000	283	2,233	3,484
	Speech & Language	1,864	-	1,864	1,139	-	725
	Library	1,200	-	1,200	1,178	-	22
	TOTAL INSTRUCTIONAL SUPPLIES	82,057	-	82,057	30,396	13,229	38,432
5613	Operations Maintenance Supplies	27,000	-	27,000	18,893	2,258	5,850
5624	Heating Fuel	27,600	-	27,600	9,898	2,102	15,600
5626	Gasoline	600	-	600	-	500	100

Chester Board of Education
FY 2020-2021 Year-to-Date Report as of November 13, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
5641	Instructional Materials						
	Language Arts	1,200	-	1,200	802	232	166
	Kindergarten	700	-	700	442	-	258
	Mathematics	3,000	-	3,000	2,943	-	57
	Reading	7,700	-	7,700	6,626	204	870
	Science	1,423	-	1,423	1,071	-	352
	Social Studies	350	-	350	-	-	350
	Software	5,250	-	5,250	3,013	1,125	1,112
	Special Education	3,264	-	3,264	2,875	-	389
	TOTAL INSTRUCTIONAL MATERIALS	22,887	-	22,887	17,772	1,561	3,554
5642	Library & Professional Books	10,067		10,067	2,347	6,758	962
5698	Supervision District Supplies	15,103	-	15,103	6,293	8,810	-
	TOTAL SUPPLIES	193,464	-	193,464	97,600	36,150	59,715
	OBJECT 700 - PROPERTY:						
5730	Equipment	4,800	-	4,800	1,410	-	3,390
	TOTAL PROPERTY	4,800	-	4,800	1,410	-	3,390
	OBJECT 800 - OTHER OBJECTS:						
5810	Dues & Fees						
	Health/Nurse	150	-	150	141	-	9
	Board of Education	1,809	-	1,809	1,809	-	0
	Principal's Office	786	-	786	304	262	220
	Projects	300	-	300	300	-	-
	TOTAL DUES & FEES	3,045	-	3,045	2,554	-	229
5898	Supervision District Dues & Fees	946	-	946	394	552	-
	TOTAL OTHER OBJECTS	3,991	-	3,991	2,948	814	229
	TOTAL	4,964,447	-	4,964,447	1,686,608	2,793,614	484,225

Chester Cafeteria Expense and Revenue Tracking

unpaid lunch balances - monthly value			\$ (229)	\$ (178)
lunch account balances- monthly value			\$ 4,061	\$ 4,236
Month End Checking Account Balance	\$ 582.06	\$ 10,948	\$ 10,763	\$ 10,656

Region 4

Medical Reserve Tracking

2020-2021

Expenses	July	August	Sept.	October	Nov.	Dec.	January	February	March	April	May	June	Total
First Week	66,826	86,057	67,443	95,622									315,947
2nd Week	322,925	218,030	143,857	242,838									927,650
3rd Week	74,341	74,247	80,233	39,791									268,613
4th Week	32,710	94,033	119,007	76,994									322,744
5th week		26,420											26,420
H S A Payments	220,490	29,429	15,876	26,612									292,408
Medicare Supp.	9,186		12,538	14,179									35,903
Miscellaneous exp	1,527	10,000		10,000				10,000			10,000		41,527
Total Expenses	717,292	528,216	438,954	506,037		-	-	-	-		-	-	2,190,498
Monthly Revenue	July	August	Sept.	October	Nov.	Dec.	January	February	March	April	May	June	Total
Supv Dist.	103,364	103,364	103,364	103,364	103,368	103,369	103,370	103,371	103,372	103,373	103,374	103,375	1,240,428
Reg 4	329,834	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	2,952,289
Chest. BOE	76,790	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	631,279
Deep River BOE	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	652,704
Essex BOE	118,784	85,260	85,260	85,260	85,260	85,260	85,260	85,260	85,260	85,260	85,260	85,260	1,056,644
First Pay EE	679		51,794	62,314	67,600	67,600	67,600	67,600	67,600	67,600	67,600	67,600	655,588
Second Pay EE			62,380	67,600	67,600	67,600	67,600	67,600	67,600	67,600	67,600	67,600	670,780
TRB	12,274			14,474									26,748
Retirees	58,363	19,741	23,169	31,505									132,778
Other Rev.													-
Total Revenue	754,480	558,551	676,153	714,704									8,019,238
Net Rev/Exp/Month	37,189	30,335	237,199	208,667	-	-	-	-	-				
Self Insured cash balance at month end	\$ 1,115,568	\$ 1,003,654	\$ 1,250,117	\$ 1,518,673									

Revenue 8,019,238
Expenses 2,190,498
Net Position 5,828,739

Health Savings Account Policy

CGS 10-183 (T) requires that retired/certified employees be given the opportunity to purchase the Health insurance of the last employing BOE at the group rate.

This document is a working projection of medical revenue and expenses as a tool for projecting the District's fiscal position.

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



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Kelly Sterner
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October 28, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director 

RE: Employee Assistance Program (EAP)

While many school districts offer an Employee Assistance Program (EAP) as part of their employee benefits, according to our insurance agent Joe Spurgeon of Lindberg and Ripple who has served as our agent for many years, Regional School District No 4 has never provided such a program.

The increased job stress for employees and their families, due in particular to COVID, has emphasized the need for such a program. Working with Joe Spurgeon, we have identified a robust and economical EAP to offer our employees. Please reference the attached proposal that provides an overview of the services. The program is through Anthem and cost \$1.09 per employee/per month or \$13.08 per employee annually. With a current total workforce of 340 employees, the total cost for the remainder of this fiscal year will total \$2,964.80 and will be funded by our self-insured health benefits account.

The EAP benefits are available not only to the employee, but include all household members. Working closely with Anthem, we plan to roll out the program as of November 1, 2020.

Anthem Employee Assistance Program

Regional School District #4

An Integrated Approach to Care

At Anthem, our philosophy is guided by the knowledge that an integrated approach to care is the most effective way to help an individual. As such, our goal is to create and deliver high quality services that address physical and emotional well-being. Anthem's Employee Assistance Program (EAP) plays a key role in this strategy. Our EAP integrates with our Medical, Clinical, and Behavioral Health programs to provide a suite of services that meet every day needs as well as more complex, co-morbid conditions.

With access to an extensive network of licensed professionals, Anthem EAP offers a broad array of services to assist members with life's challenges, including personal, legal, financial, and dependent care needs. The EAP is available 24/7 by phone or website, providing confidential access to customer care specialists and licensed clinicians at any time. Help is just a call or click away.

In addition to helping members, our EAP offers employer services that strengthen your organization's response to workplace issues. An EAP helps to improve productivity and employee engagement; reduce workplace absenteeism and unplanned absences; and aids in managing the effect of critical events in the workplace.¹ With our EAP your organization will have a suite of tools and resources to help address these important concerns.

Anthem EAP – A History of Excellence

We have provided robust and comprehensive EAP and work-life services combined with superior clinical expertise and account management for more than 30 years to thousands of employers (large and small, public and private, domestic and international) and serving millions of their employees and family members. Our EAP is uniquely positioned to support and enhance Anthem's complete line of behavioral, medical, wellness and life and disability products to help all Anthem members on their journey to total wellbeing. More importantly, our EAP gets results. Anthem Analytics compared members with Anthem medical and our EAP versus those with an external EAP. Our integrated approach to care resulted in a \$7.00 per member per month medical cost savings². In other studies 67% of those using the EAP were able to resolve their concerns without using the behavioral health benefit³ while 90% reported better workplace performance⁴.

Our Proposal

We are pleased to present this proposal to you as a comprehensive overview of our proven program capabilities. Our proposal describes how we can meet the needs of your employees, provide resources for leaders, improve your organization's productivity, and help support your overall approach to health and wellness. Services that are available through our EAP include the following:

- 24/7 telephone accessibility for consultation and referral
- Counseling sessions, in-person or virtually via LiveHealth Online
- Work-life services, including child and elder care resources
- Unlimited access to the EAP website for tools, information and referral
- One legal consultation, up to 30 minutes per issue per benefit year
- Telephone financial consultations
- Identity monitoring
- Printed member material including a brochure, flyers and poster
- myStrength, an online and mobile app to help manage stress, depression and other concerns
- Case management consultation for mandatory referrals and return-to-work cases
- On-site training seminars including supervisor orientations
- Critical Incident Response (CIR) coordination
- EAP utilization report
- A designated EAP client consultant

Always Accessible

Anthem's EAP provides immediate, confidential access to information, referrals and crisis assistance for employees and their household members 24 hours a day, seven days a week. Callers to the EAP never receive a busy signal, ensuring direct access to a customer care representative or clinician. In addition, services may be accessed via the EAP website.

Routine Contacts

Our EAP customer care representatives serve all members with sensitivity as they collect demographic information and refer them to available providers typically located near home or work.

The member may contact one or several providers to determine which one will best meet their needs. Many of our EAP providers offer evening and weekend appointments, and most routine appointments occur within three days.

Counseling Visits: Face-to face or Online

Our EAP has always offered the opportunity to meet with a clinical professional for face-to-face sessions. However, in today's connected world more and more people are interested in receiving health services in innovative formats. As part of our drive to meet this need we are now offering online video EAP counseling sessions via LiveHealth Online. Members can simply call the EAP toll free number and request online counseling, which can be accessed from a computer, tablet, or smartphone.

Emergencies

We offer immediate telephonic consultation 24/7 with a Master's level EAP clinician for individuals in crisis. The EAP clinician de-escalates the caller and connects them with an appropriate resource for in-person services.

Other Languages and Contact Options

We maximize our communications capabilities via CyraCom telephonic translation, which offers translation support for more than 100 different languages. Regardless of language needs, any EAP member may communicate easily with Anthem's associates through this toll-free service. We train all member-facing associates how to communicate with members from diverse backgrounds.

Providing EAP services in a culturally competent manner allows us to ensure members receive the services they need to improve their well-being. Many of our EAP providers speak more than one language, and our EAP customer care representatives are well versed in matching members to providers with whom they are most comfortable communicating. Nationally, nearly 3,500 EAP providers offer clinical services to a multicultural population. In addition, our EAP network includes more than 1,000 providers who speak at least one language other than English.

The EAP has fully navigable versions of the website in English and Spanish. Our representatives and clinicians can assist hearing-impaired members through TDD and TTY services, and provide large-print and Braille print materials upon request.

Nationwide Provider Networks

Our nationwide network of over 23,000 EAP professionals means your employees and their families have a choice, whether at home, away at school or traveling throughout the United States, Puerto Rico or the U.S. Virgin Islands.

Anthem's EAP providers consist of psychologists, social workers, marriage and family therapists, counselors and psychiatric nurses who have successfully completed the network selection and credentialing criteria for participating providers.

In addition, 93% of EAP providers are also members of the BlueCard® PPO network for mental health/substance abuse providers. The remaining providers are EAP experts who choose to specialize in mandated referrals, substance abuse evaluations, return-to-work transitions and other workplace issues.

Continuity of Care

In a given year approximately one in five adults aged 18 or older (43.8 million or 18.6% of the U.S. population) experiences a mental illness and of these only 17.5 million (40%) receive mental health services.⁵ Anthem's integrated approach to care can help address this gap. Our care management teams can easily connect members with EAP services during the course of their interaction, making sure they get the emotional support and practical resources they need.

For members with behavioral health benefits, our EAP associates and providers assist in navigating the system and coordinating care among all available benefits and services. If needed, EAP members may remain in counseling with the same provider through their behavioral health benefit after exhausting their EAP counseling sessions.

Anthem's EAP providers are members of the community who can help members identify appropriate and affordable resources within their local area. This often includes referrals to local service agencies or other resources if an individual does not have health insurance or cannot afford a copayment.

EAP Website – Tools and Resources

Orientation Webcast

Our online orientation introduces employees, managers and family members to EAP services. Viewers learn how the EAP works, and when and how to contact us, all while emphasizing program confidentiality.

Online Resources

Our comprehensive website features highly intuitive navigation of seven content categories: Aging, Balancing, Living, Parenting, Thriving, Working and International. Members can log on at any time to find information on these topics as well as child and elder care resources, convenience services, and more. In addition, the website provides a suite of tools for managers and supervisors to help them support employee productivity.

Online EAP Provider Locator

Members can log on anytime of the day or night to our new EAP Member Center to find an EAP provider who is in both the Anthem EAP and behavioral health networks. Visitors can also review their previous activities, such as provider searches or inquiries to the EAP.

Online Centers

EAP online centers include articles, resource links, calculators, self-assessments, audio and video files, online courses and online seminars, as well as these special areas:

- ❶ Monthly Promotions provides updated articles, resource links and a poll that supports the monthly promotional theme
- ❷ The Legal/Financial/ID Monitoring Center collects financial and legal items into one place for member convenience
- ❸ Critical Event Support materials that can help your organization and your employees cope after a traumatic event
- ❹ An Addiction and Recovery Center with tools and resources to help members address these complex concerns

- Our Savings Center is a discount shopping program offering discounts of up to 25% on name brand, practical and luxury items
- The Let's Talk Depression Center which offers support and education on this important topic

Our Enhanced EAP offers the ability to add customized Centers for topics your organization would like to promote

myStrength

Our EAP offers access to myStrength, a "health club for the mind." myStrength provides a tailored online experience to help members address stress, anxiety, depression, substance abuse and other issues related to emotional wellbeing. It brings together Cognitive Behavioral Therapy applications, mindfulness based techniques and self-help resources to create a sophisticated, technology driven experience. myStrength includes inspirational videos, mood mapping, e-learning modules, and other engagement focused activities, all focused on meeting member needs.

Work-Life Services

More adults report that their stress is increasing rather than decreasing. Significant sources of stress include money (75%), work (70%), the economy (67%), relationships (58%), family responsibilities (57%), family health problems (53%), personal health concerns (53%), job stability (49%), and housing costs (49%).⁶ Our work-life services help address these concerns by providing tangible resources to assist members. We can help with locating legal or financial professionals, finding appropriate care for a loved one, accessing moving and relocation resources, connecting with nearby contractors for home repair, quitting smoking and more. Services include:

Financial Consultations

Members requesting financial services will be warm transferred to qualified financial counselors and educators. Members can receive a telephonic consultation without an appointment Monday through Friday during both day and evening hours with pre-scheduled sessions available on Saturday. Counselors do not sell or endorse specific products and make referrals only to non-profit services. If desired by the caller, an appointment convenient to his or her schedule may be made for a detailed consultation (usually lasting about one hour) regarding the caller's most pressing financial issues. The financial counselor will send the caller any worksheets and educational materials related to the topic of their scheduled conversation and a reminder of the appointment date.

After the appointment is finished, the counselor will e-mail and/or mail a summary of goals and steps to the caller, along with any additional, applicable, educational materials, as well as a quality survey.

The most common financial issues addressed include:

- Bankruptcy
- Budgeting (to cope with reduction in household earnings, to reduce debt, to save, and household budgeting)
- Buying a home for the first time
- Major life event planning (wedding, adoption, divorce)
- College fund planning
- Credit card debt (lowering rates, consolidating debt)
- Retirement planning

- Foreclosure prevention

Additionally, for members requesting financial planning services beyond the initial consultation, Anthem EAP can provide a referral for a meeting with a Certified Financial Planner (CFP). CFPs do not sell any financial products, so any suggestions are offered objectively, with only the individual's financial well-being in mind.

Prior to the appointment, we will mail the individual a comprehensive financial analysis form that the CFP will use to assess the employee's current financial status. With this background information, the CFP is able to maximize the time allotted.

Please note that this is primarily an educational service and the CFP will not advocate for any particular fund or investment. CFP services are provided at an additional cost.

Identity Monitoring

This service helps members quickly recover from identity theft and learn how to avoid it in the future. It is accessed via the EAP website, where members complete a brief, online registration in order to initiate the service. We encourage all members to register once EAP is implemented in order to maximize the effectiveness of this service. Once a member is enrolled the program offers:

- Educational materials to help avoid the pitfalls of identity theft
- An online monitoring feature where the member receives alerts regarding potential threats to their identification, such as applications for loans or credit cards.
- Telephone consultation with a specialist if identification theft does occur. Enrolled members can contact us for services regarding full restoration so their identity is returned to its pre-theft status.

During the consultation, the member may choose to obtain their credit reports online and review them with the specialist to determine if the member is a victim of identity theft. The specialist advises the member of available options, coaches the member on how to report and resolve the situation on his/her own and provides the forms used by the Federal Trade Commission to report identity theft, and those required by credit card companies and credit reporting agencies.

Legal Consultations

As part of our work-life services, we provide access to legal consultations. Members most commonly use the legal service in order to address concerns related to:

- Divorce/custody issues
- Criminal
- Estate planning/wills/trusts
- Real estate
- Landlord/tenant
- Bankruptcy
- Personal injury/malpractice
- Small claims
- Adoption
- Will preparation

We offer two types of legal services to ensure that all of the member's legal needs are addressed in an appropriate manner:

- **Advice:** More than 80% of members requiring legal assistance do not want or need to retain a lawyer. Their concerns can be resolved through a free telephonic advice service. In these situations, the member will be transferred to a qualified attorney for a consultation. The telephonic advice attorney will be located in the state of the member's residence to ensure familiarity with varying state laws.
- **Local Referral:** For members who have an immediate need for in-person legal consultation, we refer to a conveniently located lawyer with the appropriate expertise. Our team contacts the local lawyer first to confirm their availability, their area of expertise and their willingness to accept the case prior to providing the names to the member. This extra step facilitates an easy connection for the member. These local lawyers provide a free half-hour consultation per issue per year, and agree to discount their hourly fees by up to 25% if additional assistance is required.

Please note, matters involving disputes or actions between members and their employer or other work related issues, malpractice issues or issues involving Anthem or its parent company or affiliated companies are specifically excluded from this service. Also excluded are matters that – in the opinion of the attorney – lack merit. Court costs, filing fees, fines and costs incurred beyond the initial consultation are the responsibility of the member. Members are eligible for one legal consultation, up to 30 minutes per issue per benefit year.

Care Consultations

As part of the EAP, members can also speak with a work-life consultant. During the intake process, the care consultant obtains demographic and search criteria. The consultant then searches our database for options or suggests additional resources to meet the member's needs. Our care consultants can offer resources for a variety of issues, including:

- Child Care providers such as licensed day care centers, licensed family day care homes, in-home care (nanny agencies), summer camps, before/after school care, and more.
- Elder Care providers including skilled nursing facilities, assisted living facilities, home health agencies, community resources, Meals-on-Wheels programs, etc.
- Adoption providers including national and international agencies, adoption attorneys, state specialists, support groups, etc.
- Educational providers including public and private elementary and secondary schools, preparatory colleges, colleges, universities, etc.
- Community Resources for daily living such as housing information, pet care, financial assistance, health care, travel, etc.

Employer Services

In addition to services for employees and their families, Anthem's EAP helps equip your organization's managers and Human Resources professionals with the tools and resources to manage their teams.

Online Tools

Our online EAP management resources for managers and supervisors include Webcast management training, employer legal and policy information and a host of articles and information to support employee productivity.

This special site offers an engaging way for your leadership to learn new skills on managing others, how to respond appropriately to typical workplace and employee issues and how the EAP can serve as an advisor. This area also includes such tools as interactive training programs, a manager's library, manager orientation Webcast, sample job performance questionnaires and more tools for managers.

Telephone Consultations

The EAP includes unlimited telephone consultations for supervisors and managers dealing with troubled employees or workplace situations, including management referrals to the EAP. The supervisor or manager simply calls the toll-free EAP number to receive immediate guidance from our EAP clinical professionals.

Management Referrals

Some employers require employees to comply with EAP recommendations as a condition of employment following a positive drug test or other specified employment-related conditions. The EAP has established processes based on our significant experience coordinating and managing formal management referrals. Whenever possible, we request the employer inform us of any mandatory referral and the employee's name prior to intervention.

Trainings and Orientations

Our Enhanced EAP includes a bank of hours that may be used for manager and employee workshops. Additional hours may be purchased on a fee for service basis. Anthem's EAP Client Consultant works with representatives from your organization to coordinate educational opportunities most effectively.

Management Training and Seminars

A comprehensive EAP includes trainings that help managers respond to the needs of employees as well as the workplace. Our Enhanced EAP offers a comprehensive series of seminars and workshops to help with these concerns. We can design and deliver these topics to make efficient use of time and resources, including on-site training, electronic and print materials, webcast seminars and train-the-trainer programs. Understanding the multiple challenges facing society and the workplace, we can help your leadership understand the drivers, the effects and the ways to survive and thrive in an ever-changing, often stressful workplace. They, in turn, help their teams succeed during these times of uncertainty.

Supervisor Orientation

The supervisor orientation offered by the Enhanced EAP focuses on issue prevention by enhancing supervisory skills and offering new approaches to help improve the supervisor/employee relationship. The orientation also teaches managers how to recognize employees experiencing personal or behavioral issues, how to approach the person and how to make a formal or informal referral to the EAP to maximize employee work performance.

Employee Workshops

The Enhanced EAP offers employee workshops focusing on areas that may affect work performance. We conduct hundreds of these workshops annually throughout the U.S. for both public and private employers. Some of our most popular workshops reflect the current economic climate, including stress management, job loss and financial education. Your EAP Client Consultant coordinates these programs with a representative from your organization to ensure proper topical fit, presentation style and scheduling.

Employee Orientations

Our proposal includes employee orientations to introduce our services and provide information on accessing them. Employee Orientations are an important component of an overall plan to ensure the EAP is promoted in the workplace. Your EAP Client Consultant coordinates these programs with a representative from your organization.

Critical Incident Response Coordination

Occasionally an incident – such as an employee death, accident or incident of workplace violence – occurs that affects employees' sense of safety and well-being. During these crises, EAP clinical professionals can provide Critical Incident Response (CIR) recommendations to help leadership respond to the incident and return employees to a firm psychological foundation.

In the case of a devastating incident that negatively affects the entire workforce and/or community, our specialists consult with representatives from your organization to determine the most appropriate response to help assure effective outcomes. This could include crisis phone consultation for individuals or the provision of educational materials and website resources for your organization to distribute to members. In addition we can send trained counselors and professional facilitators on-site for direct intervention and assistance.

We are experts in providing critical incident response services, having responded to high profile tragedies as well as incidents affecting individual companies. We regularly provide counselors on-site who assist employees and management in response to:

- Mergers, company closings or layoffs
- The death of a key employee
- Natural disasters that affect the entire community as well as the employer
- Robberies or other criminal activities
- Incidents of workplace violence

Depending on the incident, the EAP client consultant works with your organization's leadership to develop an effective response plan that can include telephonic and/or on-site counseling, special training for managers, grief counseling and coordination with local service agencies as appropriate. The EAP includes a bank of hours that can be used for on-site CIR services; additional hours may be purchased on a fee for service basis

Substance Abuse Policy Consultation

70% of alcohol and illicit drug users are employed leading to a variety of issues in the workplace including increased rates of injuries, accidents, and absenteeism as well as a decrease in productivity.⁷ As a result we consider the identification and appropriate referral of alcohol and substance abuse problems to be one of the core functions of an EAP. Many employers need to maintain substance abuse policies and potential treatment plans. Through the EAP, your Human Resources professionals can receive assistance in developing such policies and coordinating treatment plans, including return-to-work and treatment referrals.

For employers who need to adhere to federally mandated regulations, such as Department of Transportation regulations, our EAP can provide information and resources related to Substance Abuse Professional (SAP) services. Generally, formal SAP referrals include:

- An initial evaluation by the SAP

- ⦿ Formulation of an appropriate treatment plan
- ⦿ Ongoing contact with subsequent treatment professionals to monitor and document compliance
- ⦿ Follow-up discussion with the SAP
- ⦿ Ongoing follow-up discussions with the designated employer representative as required

We have significant experience customizing our programs according to client policies and procedures. We note all policies in our system, allowing us to provide services consistent with the client's procedures.

Communication Materials

The EAP's success in increasing employee productivity and decreasing absenteeism depends on active promotion to your organization's workforce. To serve diverse work environments the EAP offers many avenues for orientation, education and promotion. We provide introductory communication materials for all employees to one location for distribution, as well as monthly and quarterly electronic communications. The EAP client consultant works closely with representative from your organization to communicate our services most effectively.

We communicate EAP services via the following media:

- ⦿ Each employee receives an introductory brochure to explain the EAP and how to access services.
- ⦿ EAP posters prominently displayed in central locations remind employees of their available EAP services and include the website address and telephonic contact information.
- ⦿ One page fliers on a variety of topics.
- ⦿ To increase awareness and use of online resources, we e-mail a monthly promotion to a designated contact for distribution to employees as part of the EAP. The e-mail reminds employees of EAP services, introduces a new monthly topic and educates employees about the helpful resources, tools and links available on the website.
- ⦿ Our EAP includes an electronic quarterly newsletter sent to a designated contact on topics such as depression, anxiety, culture changes and care giving for distribution to employees.

Quality Assurance

Anthem's EAP strives to exceed your expectations as we provide the highest quality service. To maintain this quality standard, we continually measure our performance in the following ways:

- ⦿ Monitor EAP intake and referral functions at multiple levels. Supervisors monitor answer timeliness, associate availability, hold times and abandonment rates daily. Supervisors share data for these measures with the team weekly, informing and involving them in plans for improvement. We conduct monthly system documentation audits and silent monitoring sessions to ensure quality.
- ⦿ We use an internally developed satisfaction survey to assess the member's experience with our services. EAP associates ask all members if they would be willing to participate in a survey. We mail the surveys monthly and analyze them quarterly.
- ⦿ Every three years the EAP obtains updated licenses, malpractice data and any changes to our network providers' information necessary for referrals.

Confidentiality

Confidentiality is one of our most important standards. Our EAP is HIPAA compliant and adheres to applicable state and federal laws, as well as professional licensure standards pertaining to confidentiality and privilege. All information between the EAP counselor and the member is confidential, consistent with federal and state regulations.

Employees must sign and date a detailed authorization to release confidential information upon referral to formal case management. We maintain secure administrative systems for clinical tracking, EAP claims payment, provider network management, customer billing, reporting and quality assurance. We do not track individual use of our website.

Account Management

Our EAP includes the services of a designated EAP client consultant who assists with all administrative aspects of the program. This EAP subject matter expert serves as a member of the Anthem Account Management team, providing in-depth consultation regarding the program and how we can help your organization achieve its health and wellness goals. The EAP client consultant is an experienced professional who will:

- Serve as a primary point of contact for needs related to the administration of the EAP
- Provide consultation and review of your organization's workplace policies as related to EAP areas (substance abuse, workplace violence and sexual harassment)
- Provide clinical consultation to Supervisors, Managers, Human Resources representatives and other leaders in regards to employee workplace or work performance concerns
- Provide clinical consultation during traumatic workplace incidents; aid in developing an effective response
- Coordinate onsite trainings including EAP orientations, supervisory training and employee wellness seminars
- Coordinate EAP publicity campaigns
- Present EAP utilization reports with data and trend analysis; recommend program strategies based on this analysis including promotional activities

Utilization Reports

Our EAP takes a proactive and preventative stance in identifying trends in the workplace. The EAP client consultant will contact a designated representative from your organization to review and discuss the report, which we deliver via e-mail or hardcopy on a quarterly basis. The report includes an analysis of utilization trends as well as data on the types of services provided. Confidential information or information that may identify an employee is not included in these reports. Utilization reports frequently become the basis of program planning for workshops, special training or serve to alert an employer to areas of concern without violating individual confidentiality. The EAP utilization report also includes comparative data against our overall book of business.

EAP Plan Design

Effective date: 12/1/2020 – 11/30/21
Population: 300 employees

Employer contribution: 100% paid
Participation: 100% (non-voluntary)

Service Description	Comment
Toll-free 24/7 telephone consultation and referral	✓
Counseling visits, face-to-face or online via LiveHealth Online, per employee / household member per issue	Selection of a 4 or 6 session plan design
Legal / Financial consultations	✓
Identity monitoring	✓
Child and Elder care resources	Online self-search Consultation with a work/life specialist
Convenience services	Online self-search Consultation with a work/life specialist
EAP website resources	✓
myStrength	✓
Supervisor / Employee trainings	Annual bank of 6 hours
Critical Incident Responses	Annual bank of 4 hours
Supervisor / Manager telephone consultation	✓
Substance abuse policy consultation	✓
EAP promotional materials – posters, fliers, brochures	✓
Utilization reports (to employer)	Quarterly
Designated EAP client consultant	✓
Pricing (per employee per month)	4 session: \$1.09 pepm 6 session: \$1.55 pepm

- EAP rates are good for 180 days from the date offered. Pricing may be subject to revision should assumptions detailed above change.
- Additional EAP training services (U.S) are available for \$250/hour. Additional CIRs (U.S.) are available at \$300/hour per facilitator and location. Travel billed at cost.
- We can provide separate pricing for international services based on available resources upon request
- We will ship printed materials to a central location for distribution. Shipping to additional locations is available for an additional fee.

Anthem EAP Services do not include the following:

- EAP Service Provider is not responsible for the inclusion or exclusion of any particular service or benefit under an EAP participant's other coverage, such as a group health plan or health benefit/insurance plan
- Evaluations or reports for a legal proceeding
- Fitness-For-Duty Evaluations
- Substance Abuse Professional evaluations and treatment recommendations
- Authorizations for an employee to take a leave of absence or time off from the workplace
- Counseling mandated by a court of law or government agency
- Determinations or reports related to Family Medical Leave Act or Short/Long Term Disability
- Specialized treatment or evaluations required as a condition of parole, probation, custody, visitation or forensic evaluations

References

- ¹ "Work-Life and Employee Assistance Programs," U.S. Office of Personnel Management, www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/
- ² 2018 EAP Program Evaluation
- ³ 2017 EAP Medical/Behavioral Impact Study
- ⁴ 2017 EAP Member Satisfaction Survey
- ⁵ "Mental Health Facts," National Alliance on Mental Illness, www.nami.org/Learn-More/Mental-Health-By-the-Numbers
- ⁶ "Stress in America Survey 2011," American Psychological Association, [/www.apa.org/news/press/releases/stress/2011/](http://www.apa.org/news/press/releases/stress/2011/)
- ⁷ "Drugs and Alcohol in the Workplace," National Council on Alcoholism and Drug Dependence, www.ncadd.org/about-addiction/addiction-update/drugs-and-alcohol-in-the-workplace



Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross and Blue Shield of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc., dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company. In Virginia Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield in Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), which underwrites or administers the PPO and indemnity policies; CompCare Health Services Insurance Corporation (CompCare), which underwrites or administers the HMO policies; and CompCare and BCBSWI collectively, which underwrite or administer the POS policies. Independent licensees of the Blue Cross and Blue Shield Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

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

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Kelly Sterner
Finance Director
ksterner@reg4.k12.ct.us

October 29, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director

A handwritten signature in blue ink, likely belonging to Kelly Sterner, is written over the 'From:' line.

RE: Average Daily Membership (ADM) Methodology

Average daily membership (ADM) reflects resident students of fiscal responsibility to a municipality. It is the allowed method for regional school districts to allocate budgets. Per the State of Connecticut, students attending the Connecticut Technical High School System or state charter schools are not included in ADM. The ADM allocation rates for a given budget year are based on the October 1 student count of the prior year. For example, the ADM rates for fiscal year 2021-2022 are based on the October 1, 2020 student count.

Our methodology to calculate the ADM each year starts with PowerSchool data. A report of student enrollment by school district as of October 1 must be submitted to the CT State Department of Education annually. This same data serves as the primary basis of the ADM calculation. The report to the state counts students by the school district attended. The ADM is based on each student's town of residence so the data is resorted/reallocated by town. The Pre-K is the best example of this. As the program is housed at Essex Elementary, all students are reported to the state as part of the Essex school district. For ADM purposes, Pre-K students are included in their town of residence.

The PowerSchool data includes Out of District (OOD) placements. These are verified with the data from pupil services. Not included in the PowerSchool data are the students attending Magnet schools, Middletown VoAg and Vinal Technical High School. Working with the schools and pupil services, the Magnet school and VoAg students are added to the counts for their respective towns. These final student counts are used to calculate the Region 4 ADM rates and the Supervision District 3-way and 4-way allocation rates.

The ADM results are reviewed and double-checked to ensure accuracy prior to their release.

**AVERAGE DAILY MEMBERSHIP
FOR BUDGET YEAR 2021-2022**

Based on October 1 2020 State Reporting

SUPERVISION DISTRICT

Grade*	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
Pre-K	10	12	11	33
Kindergarten	25	21	32	78
1st	32	28	39	99
2nd	27	30	34	91
3rd	29	25	42	96
4th	33	36	38	107
5th	21	37	47	105
6th	32	44	47	123
PK - 6 ADM TOTAL	<u>209</u>	<u>233</u>	<u>290</u>	<u>732</u>

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
Oct 1 2020 total count	209	233	290	732
2021-2022 ADM 3-way	28.55%	31.83%	39.62%	100.00%
2020-2021 ADM 3-way	25.88%	32.61%	41.51%	100.00%
Change over prior year	2.67%	-0.78%	-1.89%	

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>R4</u>	<u>Total</u>
Oct 1 2020 total count	209	233	290	853	1,585
2021-2022 ADM 4-Way	13.18%	14.70%	18.30%	53.82%	100.00%
2020-2021 ADM 4-way	11.92%	15.02%	19.12%	53.94%	100.00%
Change over prior year	1.26%	-0.32%	-0.82%	-0.12%	

*Grade totals include OOD placements

**AVERAGE DAILY MEMBERSHIP
FOR BUDGET YEAR 2021-2022**

Based on October 1 2020 State Reporting

REGION 4

JWMS

Grade	Chester	Deep River	Essex	Total
7th	23	34	64	121
8th	35	43	45	123
School Total*	58	77	109	244
Magnet	-	-	1	1
JWMS ADM TOTAL	58	77	110	245

Valley

Grade	Chester	Deep River	Essex	Total
9th	29	57	53	139
10th	33	46	51	130
11th	40	59	74	173
12th	38	55	62	155
School Total*	140	217	240	597
Magnet	3	3	1	7
VoAg	1	1	2	4
VALLEY ADM TOTAL	144	221	243	608

R4 ADM GRAND TOTAL	202	298	353	853
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R4 ADM ALLOCATION

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
2021-2022 R4 ADM	23.68%	34.94%	41.38%	100.00%
2020-2021 R4 ADM	24.42%	35.83%	39.75%	100.00%
Change over prior year	-0.74%	-0.89%	1.63%	

*School totals include OOD placements and Transition Academy

Action Plan in Response to the Audit Findings for FY 2018-2019

Town of Chester – Board of Education

Auditors Recommendation to Management – item #5.

During the audit, the following conditions were noted related to the cafeteria fund:

- *The cafeteria fund account balances were not properly reconciled at year-end. The accounts that were not properly reconciled included inventory, accounts payable and due to/due from accounts.*
- *The cafeteria fund prior year audit adjustments were not properly recorded before the trial balance was provided for the audit.*
- *It does not appear that all the cafeteria fund payroll was recorded in the cafeteria fund, but instead was being recorded in the Board of Education budget.*

Response: We agree with the findings and recommendations of the auditors. It will be necessary to make changes and ensure that accounts are reconciled. Additionally, via the budget process for the fiscal year 2020-2021, funding for the cafeteria was increased to reflect the true cost of the staff wages and a proportionate share of the Director and bookkeeper costs for the full fiscal year. We will research the appropriateness of charging the café salaries to the BOE budget.

It should be noted that fiscal year 2019-2020 has been a year of transition in the business office. Early in the fiscal year, the business manager left employment with the School District. Through the remainder of the fiscal year, interim business managers were used. A Finance Director is now in place and will be responsible for addressing the conditions noted by the auditors.

Auditors Recommendation to Management – item #6A.

Currently, the Board of Education records payments to the Supervision District in one expenditure account. This is not adequate for the State Department of Education EFS reporting.

Response: Prior to reporting to EFS, the payments to Supervision District by the three towns and the Regional School are allocated to the appropriate site and categorized as needed by Education Type, Function and Object to ensure proper reporting to the State via EFS. We will explore the idea of incorporating the breakdown as each payment is made rather than after the fiscal year end.

Auditors Recommendation to Management – item #6B.

Currently, the Cafeteria reports an accounts receivable from the Supervision District at year end. The receivable increased from the prior year. It is unclear on what this receivable represents. This is also of concern as the Cafeteria program does not have adequate cash flow.

Response: As recommended by the auditors, we will research the source of the receivable. Please also see notes in response to item 5 above regarding staff changes. Going forward, all receivables will be documented as to their source.

Auditors Recommendation to Management – item #7.

During testing of the State Department of Education EFS form, it was noted that the supporting documentation for the amounts reported on the EFS form was not available in a format that the required agreed upon procedures could be performed.

Response: As recommended by the auditors, we will develop and maintain the supporting documentation for amounts included on the EFS form for the Chester BOE submission as well as our other Boards of Education. Please also see notes in response to item 5 above regarding staff changes.

**Recommendations to Management
For the Year Ended June 30, 2019**

4. Investment and Administrative Expenses

Condition

Currently, the pension plan investment custodians do not properly disclose the amount of investment and administrative expenses for the plans. The information is required by management to review the effectiveness of the investment strategy, for recording in the financial statement and for disclosure of the real rate of return.

Recommendation

We recommend the Town request vendors provide the amount of investment and administrative costs incurred for their plans in order to properly prepare the financial statements and the required disclosures.

Board of Education

*** 5. Cafeteria Fund***

Condition

During our audit, we noted the following conditions related to the cafeteria fund:

- The cafeteria fund account balances were not properly reconciled at year end. The accounts that were not properly reconciled included inventory, accounts payable and due to/due from accounts.
- The cafeteria fund prior year audit adjustment were not properly recorded before the trial balance was provided for the audit.
- It does not appear that all the cafeteria fund payroll was recorded in the cafeteria fund, but instead was being recorded in the Board of Education budget.

Recommendations

We recommend the Board of Education implement the following policies and procedures regarding the cafeteria fund accounting:

- Accounts be reconciled on a monthly basis.
- General ledger account names should be revised to be representative of the account activity.
- Audit adjustments be recorded to ensure that the beginning fund balance amount agrees to the amount reported in the audit.
- Payroll should be properly recorded in the cafeteria fund (with an offset due to general fund) and any support from the general fund should be accounted for as a transfer in.

* 6. **Supervision District***

A. Condition

Currently, the Board of Education records payments to the Supervision District in one expenditure account. This is not adequate for the State Department of Education EFS reporting.

Recommendation

We recommend the Board of Education record the payments to the Supervision District using the uniform chart of accounts required by the State Department of Education. This will allow the proper uploading of the data to the State and provide the necessary detail for audit purposes.

B. Condition

Currently, the Cafeteria Fund reports an accounts receivable from the Supervision District at year end. The receivable increased from the prior year. It is unclear on what this receivable balance represents. This is also of concern as the Cafeteria program does not have adequate cash flow.

Recommendation

We recommend that the nature of the receivable be determined and that the Supervisor District reimburse the Cafeteria Fund on less than on a monthly basis and by June 30 of each fiscal year.

7. **State Department of Education EFS Reporting**

Condition

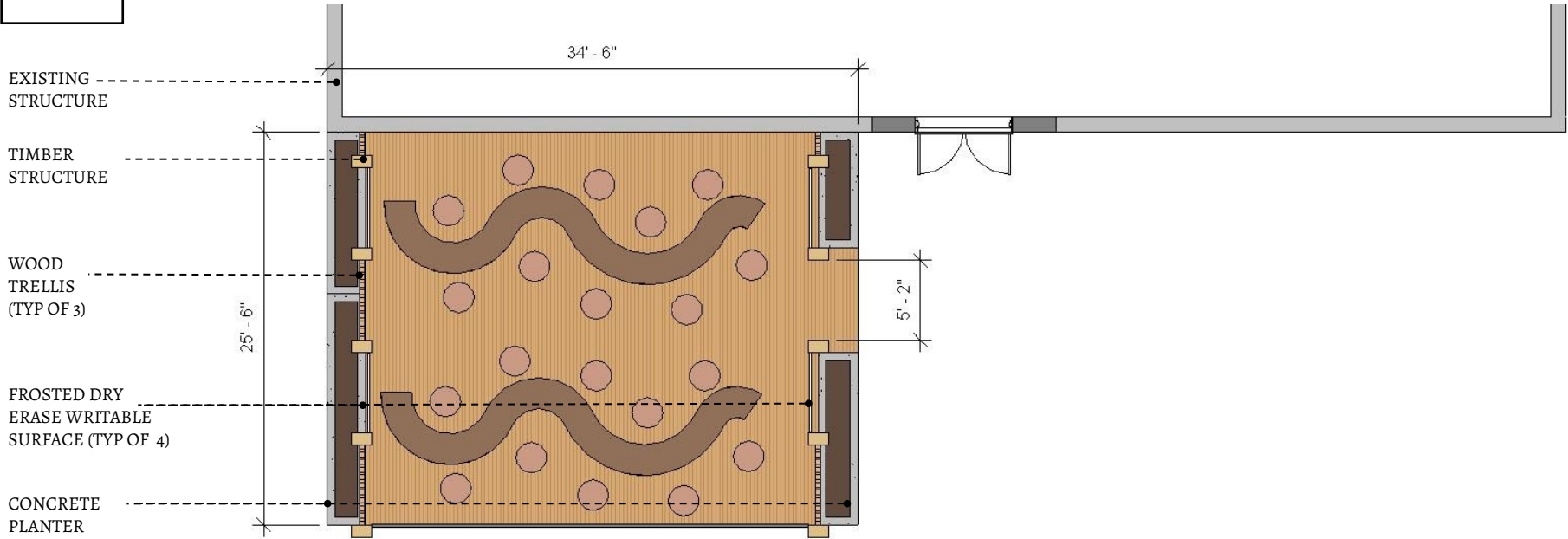
During our testing of the State Department of Education EFS form, we noted that the supporting documentation for the amounts reported on the EFS form was not available in a format that the required agreed upon procedures could be performed.

Recommendation

We recommend that District develop and maintain adequate supporting documentation by schedule for the amounts included on the EFS form.

Chester Elementary School

Encl #11



Chester Elementary School



Chester Elementary School



Cassandra Archer AIA

Exterior View Front

Chester Elementary School



Cassandra Archer AIA

Exterior View Side

Chester Elementary School



Cassandra Archer AIA

Interior View

Chester Elementary School



Cassandra Archer AIA

Interior View