



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

**REGIONAL SCHOOL DISTRICT NO. 4 BOARD OF EDUCATION**

**AGENDA**

To: Members of the Regional School District No. 4 Board of Education  
Subject: **Board of Education meeting Thursday, May 02, 2019**  
Time: Board meetings begin promptly at 7:00 p.m.  
Place: Library, John Winthrop Middle School

Please contact Jennifer Bryan at Central Office email [jbryan@reg4.k12.ct.us](mailto:jbryan@reg4.k12.ct.us) if you are unable to attend.

**Mission Statement**

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

**1. Call to order 7:00 p.m. – Chair, Jennifer Clark**

**2. Consent agenda**

The following items are to be handled as combined and by single vote. Any Board member may request that an item be pulled out for further discussion

- 2.1. Minutes from Budget Workshop of March 06, 2019(encl #1)
- 2.2. Minutes from regular meeting of March 07, 2019, 2019 encl #2).
- 2.3. Accounts Payable report (encl #3)

**3. 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

**4. Other Items**

- 4.1. Recognition of Top 10% of VRHS Graduating Class of 2019
- 4.2 Recognition of Region 4 Senior Student Representatives
- 4.3 Region 4 Student Representatives Report
  - 4.3.a Middle School Representatives: (rotating)
  - 4.3.b Seniors: Kate Farrell & Cooper McCormick
- 4.4 Report on April 2019 French Class Trip to Paris and D-Day Beaches – *K. Wheaton, R. Cassella, VRHS students*
- 4.5 Presentation and possible VOTE to approve request for Student Exchange Trip to France in November 2019 -  
*K. Wheaton (encl #4)*
- 4.6 Presentation and possible VOTE to approve request for student trip to Quebec Winter Carnival, Feb. 2020 –  
*K. Wheaton (encl #5)*
- 4.7 Presentation and possible VOTE to approve request for Student Exchange Trip to Spain, Spring 2020 –  
*R. Cassella (encl #6)*
- 4.8 Presentation of Region 4 2017-18 audit report – *MahoneySabol / K. Allen*
- 4.9 Discussion and Possible VOTE to approve Superintendent's recommendation for the return of Region 4 surplus funds from FY 2017-18 to the member towns based on 2017-18 contributions (encl #7)

#### 4.10 Principal Updates

##### 4.10.a. Valley Regional High School – *Principal, Mike Barile*

###### a.1 General Update

a.2 Request and possible VOTE to accept donation from Susan Chamie of a double French horn and autoharp

##### 4.10.b. John Winthrop Middle School – *Interim Principal, Charlie Macunas*

###### b.1 General Update

##### 4.10.c. Region 4 Facilities Update – *Region 4 Director of Facilities, Leigh Rankin*

#### 4.11 Report on research into procedure for videotaping Region 4 BOE meetings – *R. Daniels*

### 5. Reports

#### 5.1 Financial Status Report (*K. Allen*)

a. Financial Status and Cafeteria Account Update (*encl #8*)

b. Possible VOTE to approve request for transfer of funds (*encl #9*)

c. Possible VOTE to approve the disposition of records per CGS section 7-109 (*encl #10*)

#### 5.2 Committee reports. (Chair)

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

Finance	Policy	Curriculum
Sept. 25, 2018 Oct. 16 <sup>th</sup> added as well	Sept. 17, 2018 Re-set to Oct. 15 <sup>th</sup>	Sept. 17, 2018
Nov. 27, 2018	Nov. 12, 2018 Re-set to Nov. 27 <sup>th</sup>	Nov. 12, 2018 Set on 2 <sup>nd</sup> Mon
Jan 29, 2019	Jan. 28 2019 Set on 4 <sup>th</sup> Mon.	Jan. 29, 2019 Set on 4 <sup>th</sup> Tues.
Feb. TBD 2019		
Mar. 19, 2019 Re-set to Mar. 25	Mar. 18, 2019 Cancelled	Mar. 26, 2019 Cancelled
May 01, 2019	Apr. 24, 2019 added	
May 28, 2019	May 20, 2019	May 14, 2019 Set on 2 <sup>nd</sup> Tues.
Sept. 24, 2019	Sept. 16, 2019	Sept. 17, 2019
Nov. 19, 2019 Set on 3 <sup>rd</sup> Tues.	Nov. 18, 2019	Nov. 19, 2019

##### b. Other committee reports

b.1 Supervision District Committee update – *J. Clark, J. Cavanaugh, M. Gioco*

b.2 Joint BOE Ad Hoc School Security Advisory Committee – *DG Fitton*

#### 5.3 Superintendent's report – *R. Levy*

##### a. District update

a.1 Critical and Creative Problem Solving – *standing item*

##### b. Information and communication

b.1 Discussion regarding any pending policies – *standing item*

- None to discuss

#### 5.4 Assistant Superintendent's report - *K. Martineau*

a. General update

**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. Executive Session – Personnel – Superintendent's Evaluation and Exit Interview**

**8. Future Agenda Items and Call for New Agenda Items**

8.1 Region 4 BOE Annual Meeting May 06, 2019

8.2 Referendum on the Region 4 2019-20 budget, May 7<sup>th</sup>, 2019 from Noon – 8:00 p.m. @ local polling locations

8.3 Next Region 4 BOE regular BOE meeting is Monday, August 26, 2019 in Central Office @ 6:00 p.m.

**9. Adjournment**



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

<b>Joint BOE Standing Committees</b> (standing committees have regularly scheduled meetings)	
<b>*Joint PK-12 Policy Sub-Committee</b>	R4(Sandmann/Clymas/Grow) CH(Iselin/Scherber) DR (Resnisky/Campbell) ES (Seidman/McCluskey)
<b>*Joint PK-12 Curriculum Sub-Comm.</b>	R4(Cavanaugh/Brookhart) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Rotella/McCann)
<b>*Joint PK-12 Finance Sub-Committee</b>	R4 (Gioco/Clark/Daniels) CH (Stack/Englert) DR (Munawar/Berardis) ES (Fitton/Watson)
<b>Supervision District Committee</b> (2 yr terms end in Nov. of the year listed after each name)	R4 (Cavanaugh 19 / Gioco 19 / Clark 19) CH (Fearon 19 /Fitzgibbons 19 / Stack 19) DR (Weglarz 19 / Ferretti 19 / Morrissey 19) ES (Fitton 19 /McCluskey 19 / Seidman 19)

<b>Joint Ad Hoc Committees</b> (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		Contract duration	Initiate negotiations
- Joint BOE Teacher negotiations	R4 (Daniels/Brookhart Alt.) CH (Stack/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson)	Expires 7/2019	6/2018
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2020	9/2019
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2020	3/2019
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTech/ElemCustodians)	R4 (Daniels/Brookhart Alt.) CH (Fitzgibbons, Stack) DR (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(Gioco), CH(Englert), ES (Seidman), DR (Munawar)		
School Calendar	R4(Brookhart/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Myers), ES(Rotella), DR(Munawar)		
School Security Advisory Committee	R4(TBD), CH(Greenberg-Ellis), DR(Weglarz), ES(Fitton)		
Tuition Committee	R4(Grow), CH (Stack), DR (Morrissey), ES (McCluskey/Seidman Alt.)		
RFP Transportation Bid Review	R4(Cavanaugh), CH (Englert), DR (Weglarz), ES (Seidman/Fitton)		
RFP Legal Bid Review	R4(Daniels), CH (Bibbiani), DR (Weglarz), ES (Seidman/Fitton)		

Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
<b><u>Chester BOE</u></b>			
Facilities	Englert		
Internal Marketing	TBD		
PTO	Greenberg-Ellis		
CATV Advisory Council (Cable TV)	For Discussion		
<b><u>Deep River BOE</u></b>			
Facilities	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz/Ciaglo		
CATV Advisory Council (Cable TV)	TBD		
<b><u>Essex BOE</u></b>			
Building	Seidman		
PTO	Rotating		
School Improvement Team	TBD		
Essex Foundation	McCluskey / Fitton		
Communications	Rotating		
CATV Advisory Council (Cable TV)	Fitton		
<b><u>Region 4 BOE</u></b>			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
▪ R4 Secretaries/Nurses	Daniels/Brookhart Alt.	Expires 7/2020	3/2020
▪ R4 Custodians	Daniels/Brookhart Alt.	Expires 7/2021	3/2021
R4 Audit & Finance	Gioco/TBD		
School Improvement Team	TBD/TBD/TBD		
R4 Grounds and Buildings Maintenance and Oversight Committee	Fitton/Gioco/Grow/Clark		
R4 Building Committee	TBD/TBD		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clark (only 1 rep needed)		
Public Relations & Outreach	TBD		
R4 Safety	TBD		
R4 Advisory Council (PTO)	For Discussion		
R4 Facilities Study Committee	TBD		



## REGIONAL SCHOOL DISTRICT NO. 4 BOARD OF EDUCATION

Welcome to tonight's meeting of the Regional 4 Board of Education. We appreciate your interest and attendance.

### WHO WE ARE:

We are fellow residents of Chester, Deep River and Essex, elected by the communities to serve 6-year terms without compensation. (one from each town, each biennial election)

<b>Trisha Brookhart (CH)</b>	2023	<b>Rick Daniels (DR)</b> , Secretary	2023	<b>Kate Sandmann (ES)</b>	2023
<b>Mario Gioco (CH)</b> , Treasurer	2019	<b>Jane Cavanaugh (DR)</b> , Vice Chair	2019	<b>DG Fitton (ES)</b>	2019
<b>Lori Ann Clymas (CH)</b>	2021	<b>Michelle Grow (DR)</b> (appt until 2019 )	2021	<b>Jennifer Clark, Chair (ES)</b>	2021

Our contact information is listed on the District web site: [www.reg4.k12.ct.us](http://www.reg4.k12.ct.us) Our annual goals are also listed.

We are assisted in the meeting by our school administration:

**Ruth I. Levy, Ed.D.**, Superintendent of Schools  
**Kristina Martineau, Ed.D.**, Assistant Superintendent of Schools  
**Kimberly Allen**, Business Manager

**Sarah Smalley**, Director of Pupil Services  
**Michael Barile**, Principal, VRHS  
**Charles Macunas**, Interim Principal, JWMS

And our student representatives:

Junior Student Representative: **TBD**  
Junior Student Representative: **TBD**

Senior Student Representative: **Kate Farrell**  
Senior Student Representative: **Cooper McCormick**

Our board clerk is **Jennifer Bryan**

### 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 first Thursday of every other month, September through June. 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. Regular Meeting Agendas and Special Meeting Agendas are posted in each of the Town Halls and on the school website ([www.reg4.k12.ct.us](http://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 a minimum of 24 hours advanced notice, to discuss specific items.

We appreciate your attendance this evening and invite your continued interest on behalf of the students and residents of Region 4.

Encl #1

Regional District #4 Board of Education

Budget Workshop      6 March 2019

Minutes

Attendance: Trish Brookhart, Jane Cavanaugh, Dr Jennifer Clark, Dr Rick Daniels, DG Fitton, Lori Ann Clymas and Michelle Grow

Administration: Dr Ruth Levy, Dr Kristina Martineau, Kim Allen, Mike Barile and Leigh Rankin.

This public hearing portion of this budget workshop was called to order at 6:04 pm by Dr. Jennifer Clark

Dr Clark presented a Power Point Presentation highlighting the capital / building maintenance projects which are being proposed. These proposals are the result of the Building and Grounds Committee.

Approximately 15 residents attended to discuss the proposed budget for 2019 – 2010.

At 6:55 pm the public hearing portion of the evening was concluded.

At 7:04 pm the budget workshop was called to order by Dr. Jennifer Clark.

Various options were discussed for proceeding with the budget. Each board member expressed their opinion on the next course. (see attachments)

This budget workshop was adjourned at 8:15 pm.



Richard R. Daniels, Jr  
Secretary BOE

REGION 4 / CENTRAL OFFICE  
2019 - 2020 BUDGET YEAR

DRAFT

School	Capital Project	Project Budget	Future Bond	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Total
John Winthrop	Curbing & Sidewalk Replacement	30,000		30,000					30,000
John Winthrop	HVAC Coil Replacement	41,000		11,000		10,000	10,000	10,000	41,000
John Winthrop	Flooring Replacement	50,000			20,000	10,000	10,000	10,000	50,000
John Winthrop	Soccer Field Irrigation	20,000				20,000			20,000
John Winthrop	Soccer Field Repair	10,000				10,000			10,000
John Winthrop	Chiller Replacement	115,000			75,000	40,000			115,000
John Winthrop	Carpet Replacement	30,000			10,000	10,000	10,000		30,000
John Winthrop	Life Skills Renovation	15,000			15,000				15,000
John Winthrop	Parking Lot Crack Sealing & Repair	25,000			25,000				25,000
John Winthrop	Gym Floor Replacement	150,000				50,000	50,000	50,000	150,000
John Winthrop	Science Lab Renovation		500,000						
	JW Subtotal	486,000	500,000	41,000	145,000	150,000	80,000	70,000	486,000
Valley Regional	330G UGST Tech Ed Remove & Replace	5,000		5,000					5,000
Valley Regional	St. Parking Lot Lighting	50,000		25,000					25,000
Valley Regional	Curbing & Sidewalk Replacement	40,000		40,000					40,000
Valley Regional	Competition Field Irrigation	25,000			25,000				25,000
Valley Regional	Competition Field Repair	10,000			10,000				10,000
Valley Regional	HVAC Coil Replacement	15,000			15,000				15,000
Valley Regional	Flooring Replacement	40,000			10,000	10,000	10,000	10,000	40,000
Valley Regional	Track Resurface	75,000			25,000	25,000	25,000		75,000
Valley Regional	Carpet Replacement	40,000			10,000	10,000	10,000	10,000	40,000
Valley Regional	Chimney Repair	50,000		50,000					50,000
Valley Regional	Life Skills Renovation	60,000			15,000	15,000	15,000	15,000	60,000
Valley Regional	Field Development		660,000						
Valley Regional	Scoreboard	40,000			10,000	15,000	15,000		40,000
Valley Regional	Repave Student Parking Lot	50,000			10,000	25,000	15,000		50,000
Valley Regional	Repave West Side	30,000			10,000	10,000	10,000		30,000
Valley Regional	Chiller	105,000				15,000	25,000	65,000	105,000
Valley Regional	Science Lab Renovation		x						
Valley Regional	Tennis Court Maintenance/Replacement		500,000						
Valley Regional	Tech Ed Connect		x						
	VR Subtotal	635,000	1,160,000	120,000	140,000	125,000	125,000	100,000	610,000
Central Office	CO Subtotal	-		-	-	-	-	-	-
	GRAND TOTAL	1,121,000		161,000	285,000	275,000	205,000	170,000	1,096,000

161,000 Projects to be completed in fiscal year 2019-2020

Funds to be deposited into capital fund for future project completion once total funds available

161,000

Revised 2/20/19

Region 4 School District  
Proposed Budget for School Year 2019-2020  
**CROSSWALK**

	Add/(Remove)	Budget REQUEST	AMOUNT CHANGED	PERCENTAGE CHANGE
<b>Original Request</b>		21,130,855	1,078,174	5.38%
<b>Workshop 1</b>				
<b>Workshop 2 (2/11/19)</b>		21,130,855	1,078,174	5.38%
BOE gave direction for testing fees at Workshop #1 and budget created from their direction				
<b>Workshop 3 (2/20/19)</b>				
BOE directed for 2 items be removed from capital plan				
JWMS "Man Trap" CO 2nd Egress	(50,000.00) (15,000.00)	21,080,855 21,065,855	1,028,174 1,013,174	5.13% 5.05%
Bldgs & Grounds Committee Recommended cuts to Capital Plan	(104,000.00)	20,961,855	909,174	4.66%
Superintendent Cuts to JWMS				
Professional Development	(3,000.00)	20,958,855	906,174	4.64%
Field Trips	(200.00)	20,958,655	905,974	4.64%
Supplies	(3,263.00)	20,955,392	902,711	4.63%
Textbooks	(2,247.00)	20,953,145	900,464	4.62%
Library Books	(2,000.00)	20,951,145	898,464	4.61%
Superintendent Cuts to VRHS				
Professional Services	(2,000.00)	20,949,145	896,464	4.60%
Science Repairs	(3,900.00)	20,945,245	892,564	4.58%
Athletic Repairs	(1,500.00)	20,943,745	891,064	4.57%
Magnet School Tuition	(30,000.00)	20,913,745	861,064	4.42%
Supplies	(13,985.00)	20,899,760	847,079	4.35%
Textbooks	(6,779.00)	20,892,981	840,300	4.32%
Library Books	(1,053.00)	20,891,928	839,247	4.31%
Equipment	(19,555.00)	20,872,373	819,692	4.21%
Removed Contingency Line	(20,000.00)	20,852,373	799,692	4.11%
Updated Salary/Benefit Staff Changes	(91,555.00)	20,760,818	708,137	3.68%
Reduced Dues/Fees	(10,315.00)	20,750,503	697,822	
<b>2019-2020 BUDGET REQUEST</b>		<b>\$20,750,503</b>	<b>\$697,822</b>	<b>3.48%</b>



**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE May 02, 2019 MEETING  
REGIONAL SCHOOL DISTRICT NO. 4 Board of Education**

A regular meeting of the Regional School District No. 4 Board of Education was held on Thursday, March 07, 2019 in the John Winthrop Middle School Library, with the following Board members in attendance:

Jennifer Clark, DG Fitton, Trisha Brookhart, Lori Ann Clymas, Rick Daniels, Kate Sandmann, and Jane Cavanaugh as well as Senior Student Representative Cooper McCormick

Also in attendance:

Administrators: Superintendent Dr. Ruth I. Levy,  
Assistant Superintendent Dr. Kristina Martineau  
Business Manager Kim Allen;  
Valley Regional Principal Mike Barile;  
John Winthrop Associate Principal Peter Foxen

Board Clerk: Jennifer Bryan

**CALL TO ORDER**

Chair Jennifer Clark called the meeting to order at 7:00 p.m.

**CONSENT AGENDA**

On motion duly made and seconded, the Board Unanimously **VOTED** to approve the consent agenda consisting of the Minutes from the regular meeting of January 08, 2019, Minutes from the BOE Workshop on Roles & Responsibilities of Jan. 16, 2019, Minutes from the special meeting of Jan. 23, 2019, Minutes from the Budget Workshop of January 23, 2019, Minutes from the Budget Workshop of Feb. 11, 2019, and the Accounts Payable Report.

**AUDIENCE OF CITIZENS**

2 citizens present at this time.

Jim Carey thanked the Board for posting attachments with the agendas and minutes.

**OTHER ITEMS**

JWMS Associate Principal Peter Foxen introduced two JWMS student leaders, Eileen Russell and Liz Allen. Both students updated the Board on a variety of past, current and future planned activities at JWMS.

**Region 4 Student Representatives Report**

Senior Student Representative Cooper McCormick updated the Board on a variety of activities at VRHS. This year's musical production, *Newsies*, premiers tomorrow evening and runs through the weekend.

The possible VOTE to approve the proposed 2019-20 Regional School District No. 4 Budget to take to Public Hearing on April 01, 2019 was delayed until an additional Region 4 Budget Workshop can be held on March 19<sup>th</sup>.

There was a discussion regarding the possibility of videotaping Region 4 BOE meetings and what that procedure would entail. Member T. Brookhart shared that she has talked with a few other districts, many of whom currently record their meetings, using a variety of methods.

There was a discussion regarding what resources would be available in Region 4, and what could be done without incurring any expense. There was also a discussion regarding the need for permission for students to be videotaped.

Chair Clark asked that it be acknowledged that filming the meetings may deter some citizens from feeling comfortable speaking during the audience of citizens portion; but overall, she and the rest of the Board supported looking into how meetings may be filmed in the interest of increased transparency and accessibility. It was determined that R. Daniels will look into the possibility of procuring free equipment from Comcast and also finding volunteers willing to be responsible for running that equipment. He will report back to the Board at their next regular meeting in May.

### **Principal Updates**

Valley Regional High School Principal Mike Barile updated the Board on VRHS activities during this busy time of year. Teachers have just finished the second round of measuring students results and determining growth and will use this data to determine interventions or enrichments as needed.

He also reported that over 76% of seniors have applied to a 4 year college with most receiving acceptances at this point. The remaining students have plans for technical schools, 2 year schools, or entering the military, showing that Valley is a comprehensive high school adept at meeting the needs of a diverse learning population.

He also reported that there are currently 22 students planning to register for the full IB diploma program starting next year, as well as other students indicating they will plan to take 1 or 2 IB courses next year.

Work has already started on helping to ease the transition of 8<sup>th</sup> graders to Valley next year, and a transition night for students and their parents was re-set to March 13<sup>th</sup> in order to maximize attendance opportunities for everyone.

Principal Barile discussed the rationale for and asked the Board to consider approving a request to hire an additional Assistant Crew Coach at Step III (\$3,381 per teachers contract). He reported that the Crew team has continued to increase in size (there are over 40 rowers signed up so far). The team currently has 1 paid Head Coach and 1 paid Asst. Coach. The number of athletes warrant more coverage for safety's sake and he would hate to have to turn away interested students.

There was a discussion during which the Board learned the coaching addition would be able to be covered under the current Region 4 2018-19 budgeted funds.

On motion duly made and seconded, the Board unanimously VOTED to approve hiring an additional Assistant Crew Coach at Step III (not to exceed \$3,381 per teachers contract)

John Winthrop Middle School Interim Principal Charlie Macunas was unable to attend the meeting.

Region 4 Director of Facilities, Leigh Rankin was not in attendance as there was nothing new to update the Board on since last evening's budget workshop.

On motion duly made and seconded, the Board unanimously VOTED to add a discussion and possible vote to accept a \$500 donation from Global Partners LP / Alliance Energy LLC to be used for STEM related expenses.

Principal Barile indicated his teachers would be able to use the funds as indicated within the current budget year.

On motion duly made and seconded, the Board unanimously VOTED to accept the Donation of \$500 from Global Partners LP, Alliance Energy LLC to be used for STEM expenses to be determined by administration.

The Board requested that the letter from Global Partners be added to the minutes (see attached)

## **REPORTS**

### **Financial Status Updates**

Kim Allen reviewed the financial status reports as well as highlights of the cafeteria account report. Ms. Allen shared that in the future she will be changing how she reports out on the cafeteria to help make status details even more clear.

Ms. Allen introduced a discussion for the Board to designate or earmark for what projects the funds making up the current capital reserve balance (approx. \$73,000), and the funds already budgeted (\$20,000) for contribution in 2018-19 to the capital reserve fund, shall be used based on the Board's request to designate such funds.

There was a discussion.

On motion duly made and seconded, the Board unanimously VOTED to earmark the following funds from the Capital Reserve Fund: \$50,000 for a mantrap at JWMS and \$15,000 for a second egress at Central Office.

On motion duly made and seconded the Board unanimously VOTED to earmark the remaining approx. \$28,000+ in Capital Reserve Funds for the curbing project at JWMS.

### **Committee Reports**

**Joint BOE Policy Committee** – There was nothing new to report. The March 18<sup>th</sup> meeting has been

cancelled due to a conflict with a special Region 4 BOE meeting being held that evening.

**Joint BOE Curriculum Committee** – a detailed update was recently shared at the February 21<sup>st</sup> Joint BOE meeting. The Committee will meet again on March 26<sup>th</sup>.

**Joint BOE Finance Committee** – There was nothing new to report. The scheduled March 19<sup>th</sup> meeting will have to be rescheduled due to a conflict with the newly scheduled Region 4 Budget Workshop.

**Supervision District Committee Update** - The Committee last met on Feb. 21, 2019. Chair Clark reported that the biggest topic that evening was the retirement of Dr. Levy. The Committee has already held one special meeting on February 25<sup>th</sup>, and they will be holding another one March 9<sup>th</sup> to finalize the process to begin searching for a new Superintendent. The Committee's consensus was that a search consultant should be hired. At the March 9<sup>th</sup> meeting the Committee will be reviewing an RFP to distribute in order to find the best firm for the districts. An official search committee will also be formed at that time. It was also reported that the proposed 2019-20 Supervision District budget has been approved by all of the Boards of Education.

BOE representative DG Fitton updated the Board on the work of the Ad Hoc School Security Advisory Committee. They are currently waiting to see what recommendations the individual district's are budgeting to fund moving forward. The Committee's most recent focus has been on training and enrichment for personnel. The Committee's next charge is to determine the forward progression for the Committee in order to continue a proactive approach in security matters. The intention is that it become a standing committee who performs yearly site visit safety audits and the development of a 5 year plan as it pertains to security needs and recommendations. ALICE training has been completed by several personnel who are now certified trainers. Training of other school personnel is now beginning.

#### **Superintendent's Report**

Dr. Levy shared that several VRHS marketing students have been working on a video project to advertise all five of our schools as part of their Capstone projects. The video would be shared with Town Halls, Real Estate agents, and other community entities, as appropriate.

A review of the recommendations on the following policies, that had a first reading at the February 21<sup>st</sup> Joint BOE meeting, was held. These policies will return to the Joint BOE on April 4<sup>th</sup> for a second reading and possible vote per policy and procedure. Time for discussion and questions was provided.

- #3260 Business - Sales and Disposal of Books, Equipment and Supplies
- #5118 Students - Non Resident Attendance AND related policy #3240 Tuition Fees
- #3324 Business – Ordering Goods and Services (Purchase Orders)

Dr. Levy provided a brief update on the status of the FOIA appeal which is still ongoing, but has a hearing



coming up soon. As requested by the Board, she shared the current costs for FOIA requests (going back to 2016), which is approx. \$25,000 for legal fees and a rough estimate of approx. \$15,000 in personnel hours spent responding to requests.

#### **Assistant Superintendent's Report**

Dr. Martineau had nothing new to report since her February 21<sup>st</sup> report made at the Joint BOE meeting. Tomorrow all districts will be holding a full PD day and will be spending time looking at student work assessments, like those mentioned by Principal Barile earlier in the evening

**AUDIENCE OF CITIZENS** - 4 present at this time.

Phil Schaller read a letter from Mike Hammond who was unable to attend the meeting. He asked that the letter be entered into the minutes (see attached).

Jim Carey stated that there was a meeting date of April 4<sup>th</sup> set for the District's FOIA/FOIC appeal. He thanked the Board again for including enclosures with the agenda on the website.

Tracy LeMay thanked the Board for their support of the Crew Team and the addition of the second Assistant Crew Coach this evening. She shared that a Crew scholarship will be paying for almost all of her daughter's tuition at college starting next year.

On motion duly made and seconded the Board unanimously VOTED to move into Executive Session at 8:16 p.m. to discuss the Superintendent's recommendations for Staff Non-Renewal. Superintendent Levy, Assistant Superintendent Martineau, and Principal Barile were invited to stay.

The Board moved out of executive session at 8:19 p.m.

On motion duly made and seconded the Board unanimously VOTED to approve the Superintendent's recommendations for Staff Non-Renewal

#### **FUTURE AGENDA ITEMS and Call for New Agenda Items**

Region 4 Public Hearing on 2019-20 budget Monday, April 01, 2019 @ 7:00 p.m.

Next Joint BOE meeting is Thursday, April 04, 2019 @ 7:00 p.m.

Next Region 4 BOE meeting – the Region 4 BOE will stay in session following the April 4<sup>th</sup> Joint BOE meeting

Next Region 4 BOE regular BOE meeting is Thursday, May 02, 2019

Region 4 BOE Annual Meeting May 06, 2019

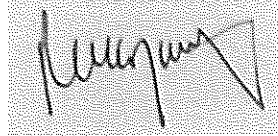
Referendum on the Region 4 2019-20 budget

Evaluation of Superintendent (May)

## **ADJOURNMENT**

On motion duly made and seconded the Board unanimously VOTED to adjourn at 8:22 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jennifer Bryan", is written over a rectangular area with a light gray grid background.

BOE Secretary  
Jennifer Bryan, Clerk



**Global Partners LP will Donate \$228,000 to 456 Schools Across the Northeast  
as Part of the Educational Alliance Program**

**Waltham, MA, December 1, 2018** – Global Partners, LP today announced that it will again participate in the Educational Alliance Program, contributing \$228,000 to 456 schools across the Northeast. Each school will receive \$500 from a local Global-affiliated gas station to apply towards a STEM-related item of their choice, including lab supplies, field trips and more.

“We are proud to partner with the Educational Alliance to foster math and science education for children in the towns we serve,” said Global’s Executive Vice President Andrew Slifka. “By promoting math and science, these grants enrich students’ lives, create future opportunities and strengthen the educational fabric within the schools themselves. These outcomes reflect the commitment of Global to maintain a positive, vital role in our communities.”

Participating Global Partners stations include Alltown convenience stores, dealers and Mobil retail gasoline distributors. Donations will be distributed at the end of 2018 and beginning of 2019. Global has participated in the program since 2000, and contributed over \$1.2 million.

“I want to start by saying how appreciative we are at The High School for Arts & Business to have such wonderful neighbors. It is such an honor for your business to nominate our school. We are a strong community and together we can accomplish great things,” said Ana Zambrano-Burakov, Principal, High School for Arts & Business, Corona New York.

The Educational Alliance Program is a nationwide initiative created by ExxonMobil to enhance math and science learning at K-12 institutions. Since its inception, ExxonMobil has committed over \$34 million to the program.

**About Global Partners LP**

Global Partners delivers the energy, goods and services that make life better. With an extensive network of terminals, gas stations and convenience stores, Global helps people heat their homes, operate their businesses and get where they’re going conveniently and quickly. Centered in the Northeast, the company is a third-generation, family-owned business with operations throughout the U.S. Global is committed to strategic growth and to supports the communities where it works. For more information please visit, [www.globalp.com](http://www.globalp.com).

**About the Educational Alliance Program**

ExxonMobil's Educational Alliance Program supports STEM education in local communities. Since its inception, ExxonMobil has committed over \$34 million to this nationwide initiative, which funds math and science programs at schools with students who strive for excellence. Fueling young minds and helping to create those "aha" moments is what Educational Alliance is all about. For more information please visit, [www.exxon.com/en/educational-alliance](http://www.exxon.com/en/educational-alliance).

March 7, 2019

To: Members of the Board, Regional School District No. 4

From: Michael Hammond, Essex CT

RE: Extended Remarks to Board of Ed at Regular Meeting on March 7, 2019

There are three issues I would like to raise with you tonight: athletics and Title IX, requests for information under FOIA and a counter-narrative regarding working with the public.

(1) The first is that, despite a recent report to the contrary, the R4 Board has not been provided with sufficient information to know if its athletics programs actually comply with Title IX. A report delivered to the Region 4 board in November 2018 said that more money was spent on girls' sports than boys' sports for the 2017-18 school year so, therefore, the district is following Title IX. A closer review of this report shows glaring errors. With a reasonable inference and a clearer presentation of the district's accounting entries, one sees that *the district actually spent over \$26,000 more on boys' sports than it spent on girls' sports.* Based on this report, accounting data requested under the FOIA and the lack of readily available information regarding Title IX compliance in response to information requests, the district does not currently appear to be in a position to say with reasonable assurance that the district's 2017-18 sports programs complied with Title IX and certainly was not able to do so in November.

(2) The second is that FOI issues remain. While the R4 Board's vote to share with the public the information attached to meeting agendas is a good first step toward more open governance, the district should maintain a log of Freedom of Information requests and responses. The board should also invite the Freedom of Information Commission in to provide training (which they will do for free). My recent experience with several requests for information (documented in this letter) shows that a requester will receive either a quick, compliant response or something that seems quite its opposite -- what might be charitably called "malicious compliance" involving delays, stonewalling explanations, evasions and statements that consider value of open government as not part of the district's "regular business". More attention of this board is required or more time and significant sums of money may likely be spent defending FOI complaints. *No one working at a public agency should be surprised when members of the public ask for information about how that agency functions. Not only is it reasonable for public officials to expect that members of the public will seek access to information or copies of records-- it's just part of the job.*

(3) The third is that the board should work with the public, not try to manage the public. Following too closely the advice of a CAFE representative from a January 16<sup>th</sup> workshop will likely result in an attempt to "manage" the public rather than to collaborate with the public, which may prove divisive. If the Board intends to be "all business" with public testimony during board meetings, the Board should insist that presentations by or sponsored by administrative staff are crisp, concise, accurate, relevant and informative. Please don't hold the "amateurs" in the audience to higher standard of concision, preparation and relevance than the paid (and volunteer) "professionals" out front.

Each of these points are explained further below and in the attached supporting materials:

1. **Title IX Athletics Compliance for 2017-18.** As you are no doubt aware, Title IX of the Education Amendments of 1972 states that "No person in the United States shall, on the basis of sex...be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Under Title IX, schools are required to treat male and female athletes equally in all respects including offering equitable facilities and equipment.

Despite a recent report to the contrary, the R4 Board has not been provided with sufficient information to know if its athletics programs actually comply with Title IX.

The minutes of the R4 board meeting on November 13, 2018 state that "*Ms. Allen provided a review of the Region 4 sports programs and the budget breakdown showing Title IX is being followed.*" The minutes do not indicate that any member of this board objected to this report, despite the fact that the report had *no line item expenditures for boys basketball, boys cross country and boys indoor track*. The minutes reflect only a "*short discussion*". Furthermore, at a Supervision District committee meeting on December 3, 2018, Jennifer Clark, presumably relying on this report, said that: "*At their last meeting the Board ... reviewed sports expenditures showing compliance with Title IX requirements, and actually showing most recently that a bit more was spent on girls sports than boys sports.*"

How can this be? Even a quick review of this report reveals that *key information is missing* -- there are no entries for boys' basketball, track and cross-country. Looking at the underlying data (obtained under FOIA) shows that the district's claim of "following Title IX" is unfounded. Someone looking at the data can discover that the missing expenditures for boys' basketball were inexplicably lumped in with the expenditures for boys' baseball. If that were the only error, then, despite sloppy staff work and lax oversight, one might still conclude that more was spent on girls than boys because the totals don't change. However, the data reveals also that a disproportionate amount of the expenses of the boys' and girls' outdoor track program and all of the expenses for the boys' and girls' indoor track and cross country programs were charged to the girls' teams. The 2017-18 schedules for the cross country, indoor and outdoor seasons (on the CIAC website) show that all of the competitive meets for both the boys' teams and girls teams occur on the same days at the same locations. Yet no travel or coaching or participation fees for these competitions are charged to the boys' cross country and indoor track programs.

For years now, these programs operate like a single program. They practice and compete contemporaneously. They travel on the same buses. (Boy's CIAC schedule says travel "w/girls"; girls' CIAC schedule says travel "w/boys").

Expenses associated with these activities are incorrectly allocated. *It would not be unreasonable to total all of the expenses for cross country, indoor track and outdoor track and divide by two.* By reallocating the track and cross country expenses in this manner and then recalculating the total cost of all sports programs, one sees that *the district actually spent over \$26,000 more on boys' sports than it spent on girls' sports.* (See Attachment 2 – last page of this letter.)

The expenditures reported in November 2018 also do not include in-kind support or third party expenditures for teams. If there are contributions from outside parties that are spent on interscholastic sports, by law these must be included with total expenditures. Institutional responsibility dictates that the district cannot use a system of private donors to circumvent civil rights laws. Any benefits provided by booster clubs are viewed under the law as having been provided by the school. If booster clubs provide for a disparity, then the school district is responsible for offsetting that disparity. Thus far, the district has not produced a report in response to an informational request showing the extent of third party support. If one does not exist, it should be created and managed.

It is not clear whether the district is complying with the civil rights laws. If the November report is the extent of the district's Title IX reporting for sports, it seems woefully inadequate. On February 15, 2019, a FOI request was made for information about how the district actually accounts for its track and cross country programs (or any sports program in which girls and boys travel together to athletic competitions). Among other things, it seeks information about how the district accounts for material in-kind support from private donors. As of the writing of this letter, school administration had not provided records responsive to those questions; although this Monday (March 4), in response to a follow up note seeking an update on progress, I did receive an undated, one page, context-free response to *only one* of seven questions that relate to the November 13<sup>th</sup> report. (See last few pages of Attachment 1 for details).

**Based on publicly available information, one can not now conclude that the district is compliant with Title IX. One can only see that the district *does not now know if it is compliant or not*. Regardless of what the board does to further investigate Title IX compliance for 2017-18 athletics, it should be noted that whether reports are the product of inadequate or inexact staff work (including poor vetting of reports before their release) or intentional misdirection, the result appears the same to the board and members of the public – the truth is obscured.**

2. **FOI issues remain.** Openness builds trust – trust that there are capable, competent persons managing the schools; trust that relevant information is being shared appropriately; trust that decisions are based on reasons that accord with the character of the community; and trust that people will do the right thing, even when no one is watching. *No one working at a public agency should be surprised when members of the public ask for information about how that agency functions. Not only is it reasonable for public officials to expect that members of the public will seek access to information or copies of records— it's just part of the job.* Yet, based on my recent experience, members of the public must be exceedingly persistent when making a request for information from central office.

On January 24<sup>th</sup>, I requested an electronic copy of the data used to provide the Region 4 board with a report on expenditures for the 2017-18 interscholastic athletics program. It turns out that this information readily exists in the district's general ledger system, which has the capability to provide the desired report in Excel format. As you can see from the table in Attachment 1, it took 20 days and an exchange of 13 emails in order to produce a report that apparently (according to time stamp information) takes less than 10 minutes to run.

In the 13 emails, you can see that my request was greeted with something that looks like stonewalling, which might charitably be called "malicious compliance". In the course of trying to get a single request fulfilled, I was alternately advised that:

- "we received your request" and are delegating it to the appropriate person,
- "we're working on it" but circumstances prevent us from giving you what you asked for (...or from working on it right now);
- staff would work on the request "as time permits" given the demands of "regular business",
- the software needed to fulfill this request was not functioning properly (even though there was an ongoing audit requiring use of that same software),
- the district could run the report but only provide me with a PDF version (with pages out of order) not an Excel version and that the district thinks this should be adequate to consider the request "fulfilled";
- an excel version did not "exist",
- an excel version was not available (despite that the software vendor advertises that it is),
- the district misunderstood the request as only "preference" (but didn't ask any clarifying questions and just substituted their choice in format for mine) and would provide what I requested, but it may take a while because they're "busy".

Twenty days later, on February 13, 2019, I finally received a satisfactory, compliant copy of the information I requested. The experience was highly bureaucratic, highly inefficient and only marginally compliant with the law. It is exceedingly frustrating for someone who just wants a question answered – a question about the factual basis for a report, which *on its face appeared incomplete* (see item 1 above); a question which this board might have asked on its own.

If the board chooses to, the board can take any number of actions to try to improve the handling of information requests and ensuring compliance. Two ideas immediately present themselves:

First, invite the Connecticut Freedom of Information Commission in for training. They provide this training for free and this is often the remedy that the FOIC grants in the event of a successful complaint and it may just be better to learn how to comply now rather than paying expensive legal fees to respond to complaints, the end result of which is likely to be the same just more expensive.

Second, direct the staff to maintain a public log of Freedom of Information requests, showing the requester, the information requested, the response received and the timeliness of the response. This may have the effect of minimizing duplicate requests or fulfillment of similar requests because a log would answer common questions, since persons requesting information that had already been provided could see the information on the district's website without the further involvement of staff. (Think of it like an FOI response FAQ.) It would also promote accountability for the fulfillment of requests. It would promote openness and would foster the value that sharing information with members of the public within the scope of the freedom of information laws is part of the job of any public agency. It would change the apparent mindset that every delay is a "win".



These matters need not be adversarial. *By taking a cooperative approach, it will fight the inference that the district is hiding something.* You will also empower your board to ask questions and to anticipate the questions that the public will ask.

**3. Please work with the public, don't merely "manage" the public.** On January 16, 2019, members of the Region 4 board met with a representative of the Connecticut Association of Boards of Education (CABE). At this meeting, CABE's representative stressed the importance of limiting public input to three minutes per person, sometimes less. The presenter was not asked about, nor did he offer an opinion about the amount of time spent at board meetings hearing unfocused, unprepared, rambling, sometimes inaccurate or incomplete reports from administrative staff or heavily coached presentations by students. All of us can recognize that student presentations provide an opportunity for students to learn public speaking, to participate more fully in a community of adults, for the board to receive updates regarding student activities from students themselves and for students to be rightfully recognized for their achievements. However, these presentations often do not raise new issues requiring discussion or decisions by the board and are often curated by administrators. If the Board plans to heed CABE's advice and be "all business" with members of the public and limit public input on matters of policy or public sentiment to strict three-minute segments, the board should evaluate whether it is getting actionable information from the "show and tell" portions of the meetings. The board should ask whether sufficient preparation is going into staff reports and presentations (and too much is going into student reports) in order to get the information the board needs to make decisions and ensure proper oversight. *Please don't hold the "amateurs" in the audience to higher standard of concision, preparation and relevance than the paid (and volunteer) "professionals" out front.*

CABE's representative discouraged the board from asking too many questions. The board, however, is entitled to the information necessary to perform its oversight role. While individual board members should not create board projects on their own, discussions at board meetings can fruitfully result in requests for additional information.

CABE's representative also diminished the importance of parental support and involvement a statement (recorded in the January 16 board minutes) putting in direct opposition the value of teachers and professional development with the value of parental involvement. This notion seems exceedingly shortsighted. There must be a means for quality teachers to engage with parental involvement for greater collaboration. We are heading to what will likely be lean budget years. Teachers will need all the help they can get. *The board should rather foster a sense of collaboration with parents and with members of the public. Otherwise, you cut yourselves off from meaningful input and support and force yourselves into a go-it-alone, conflict-based mindset that is inefficient, bureaucratic and frustrating.*

Thank you for reading this letter and for your service to making our community better.

ATTACHED ARE RESPONSES TO OPEN INFORMATION REQUESTS				
#	Date	From	To	Message/Substance of message
Request #1 - Copy of Report indicating Title IX compliance 2017-28				
1	1/22/19 9:16:23	M. Hammond	J. Clark	Summary: Please provide copy of report indicating compliance with Title IX
1	1/23/19 9:9:10	J. Clark	R. Levy	Summary: Please send title IX report to M. Hammond
1	1/23/19 9:10:40	J. Bryan	M. Hammond	Summary: Enclosed is title IX report
Request #2 - Electronic version of 2017-18 Report and supporting data (in Excel format)				
2	1/24/19 11:53	M. Hammond	J. Bryan; cc: R. Levy, J. Clark	Quotation: Please provide "electronic version of the 2017-2018 report (Valley Regional High School Athletic 2017-2018 Actual Expenditures by Sport) in an excel format and also the readily available, existing supporting data (preferably in excel format) from your ERP system and financial management/accounting system or in whatever electronic system it's located that rolls up for each of the line items shown on that report (showing account, sub-account level/object/activity, who was paid what and when and where/how the costs were aggregated and allocated)" Summary: Acknowledgment of receipt and forwarding to business office to gather data
2	1/24/19 12:05	J. Bryan; cc: R. Levy, J. Clark, K. Allen	M. Hammond	"We're on it and getting it to the right person/people"
2	1/31/19 15:03	M. Hammond	J. Bryan; cc: R. Levy, J. Clark, K. Allen	Summary: Seeking update regarding request and stating request only looking for existing information used to generate report. One week: no data, no update.
2	2/1/19 11:35	J. Bryan; cc: R. Levy, J. Clark, K. Allen	M. Hammond	Quotation: "Dr. Levy asked me to let you know that the <b>business office is working on gathering the data</b> you requested. <b>However, our financial software system is currently unable to run the requested reports due to a problem caused by a software upgrade in December.</b> "We have contacted the company, who is aware of the issue and is working on a fix. We hope to have the reports to you before the end of next week."
				Update reply: "we're working on gathering data" "system is down" [so what were they "working on"]

ATTORNEY RESPONSES TO REQUESTS FOR INFORMATION REQUESTS				
#	Date	From	To	Message/Substance of message Annotations /translations /notes /comments /questions

2	2/2/19 14:30	M. Hammond	J. Bryan; cc: R. Levy, K. Allen, R4 board	<p>Quotation: "Thanks for the update regarding my request made over a week ago for copies of information substantiating the report made to the R4BOE in November about the 2017-18 Title IX expenditures. I am willing to be patient for one more week while you resolve the issue preventing you from producing the information requested, though now I am curious: <i>can you or Dr. Levy clarify whether the system been unable to process all financial reports since the December upgrade or just certain ones?</i>"</p>	"Is this constraint for all reports or just certain reports?"
2	2/4/19 11:22	J. Bryan; cc: R. Levy, K. Allen, R4 board	M. Hammond	<p>Quotation: "In response to your question, Dr. Levy asked me to let you know that the reporting glitch caused by the recent software upgrade applies only to the ability to run 2017-18 reports.</p> <p>"The 2018-19 report will be run tomorrow by our Assistant Business Manager who has been delegated the task of fulfilling your request (please note, she normally only works 3 days a week, (on Tues., Wed., &amp; Thurs.) Although your original request came in on Thur., (Jan. 24th), that happened to be a date that she was out of the office. She returned to the office last Wed., Jan. 30th, and was able to first look into processing your request on the afternoon of Thurs., Jan. 31st, as other financial matters took precedence upon her return to the business office. It was at that time that she realized there would be a problem running the 2017-18 report you requested due to the issue caused by the software upgrade.</p> <p>"You should expect to receive at least a partial fulfillment of your request this week, and instructions on how you may view the remaining documentation you have requested should MUNIS be unable to fix the 2017-18 reporting glitch in a timely fashion.</p> <p>"We thank you for your patience"</p>	<p>"Software glitch is for 17-18 reports only.</p> <p>We can provide 18-19 report [which was not requested(?)]] once part time assistant returns to office</p> <p>We're very busy with other financial matters.</p> <p>We didn't know there was a problem until our assistant came in.</p> <p>Warning: Plan on a partial response</p>

MICHAEL HAMMOND - REQUEST FOR INFORMATION REQUEST			
#	Date	From	To
		Message/Substance of message	Annotations /translations /notes /comments /questions

2	2/4/19 12:49	M. Hammond	J. Bryan; cc: R. Levy, K. Allen, R4 board	<p>Quotation: "Thank you for your prompt reply.</p> <p>"My request is for the existing facts on which the November 2018 Title IX report was based. I'm concerned that a (planned) incomplete response will be equivalent to no response. That would be wholly unsatisfactory.</p> <p>"I had understood that the auditors were now in doing the audit for 2017-18 (prior to the state's January 31st deadline, which Ms. Allen said at a recent budget workshop might be delayed), but that may have been a mistaken assumption. Your reply made me wonder how that was progressing without access to the financial system.</p> <p>"Based on the minutes, Ms. Allen presented the report to the BOE in November and Dr. Clark made a presentation to the Supervision District in December in reliance on those numbers. I'm not asking for anyone to do special research or create a custom report. May I see in electronic form what Ms. Allen (or her 2- to 3-day per week assistant) used to generate the report in November or what she or Dr. Levy looked at when she did her diligence to approve the report to go to the Boards? Did anyone ask for back up when the report was initially created? Did anyone keep notes? or exchange emails about this? Is there an Excel spreadsheet?</p> <p>"I want to see the math, including the steps of your work and how you got the answer, not just the answer. (This will be the fourth email for what at the outset seemed like a simple question. Although I can be patient and am prepared to spend the time to follow through, it does seem inefficient to go back and forth like this.)</p> <p>"I do appreciate your efforts and the quick reply today."</p>	<p>A "partial" reply is the same as no reply</p> <p>[Sending information not requested instead of information requested is only a distraction]</p> <p>District is in the middle of 2017-18 audit so how is that going without a 17-records?</p> <p>4 emails and no data.</p> <p>This is inefficient.</p>
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ATTACHMENT - RESPONSE TO REGIONAL INFORMATION REQUEST			
#	Date	From	To
Message/Substance of message			Annotations /translations Notes /comments /questions

2	2/7/19 8:51	J. Bryan; cc: R. Levy, K. Allen, R4 board	M. Hammond	Quotation "Attached please find complete fulfillment of your request for the MUNIS documents and details used to generate the Title IX Report given to the Region 4 BOE at their Nov. 13, 2018 meeting."	"complete fulfillment" (!)  [Documents sent are scanned PDFs, not excel data.]
2	2/7/19 11:36	M. Hammond	J. Bryan; cc: R. Levy, K. Allen, R4 board	Quotation: "Thank you for sending this. It is instructive. I'm grateful to you and your MUNIS team. I had originally asked if the reports are available in Excel format. If so, I would appreciate receiving that as well."	Please send requested data (!).
2	2/7/19 12:16	J. Bryan; cc: R. Levy, K. Allen, R4 board	M. Hammond	Quotation: "The only document that exists in an Excel format is the two page report that Mrs. Allen presented to the Region 4 BOE. That report is attached in Excel format here. None of the backup documents you requested and received are available in Excel format"	Data you want doesn't exist  Documents are not available in Excel format
2	2/7/19 13:58	M. Hammond	J. Bryan; cc: R. Levy, K. Allen, R4 board	Quotation "I understand that your assistant business manager may not have saved a copy of the 2017-18 general ledger report in Excel when she produced it on 2/6/18 as indicated by the document header  02/06/2019 11:54 \$7922405  so in that sense it may not currently exist in Excel format.  "However, it appears that MUNIS advertises that its software generally enables reports to be run in Excel format.  "Their brochure (see attached) says:  Simplifies Data Analysis and Reporting Munis Analytics and Reporting includes several tools that help clients improve data management, analysis, information sharing and report delivery. Dashboards and central program applications	Documents produced were printed in hard copy and scanned over an elapsed period of seven minutes or so. Excel data not provided.  But MUNIS software is advertised to produce data in Excel format.  Statutes say if the systems exist to reasonably produce data in format requested, data must be provided in that format  (Note, however, cases say that if systems do not exist to reasonably produce data in requested format, requests can be fulfilled through existing capability in other format. Requesters can not expect public agencies to make unreasonable efforts or spend unlimited sums.)  Here, the capability exists, so data needs to be provided if it can be.  So please provide Excel or confirm that system doesn't do that.



MUNIS RESPONSES TO REGIONAL FREEDOM OF INFORMATION REQUESTS				
#	Date	From	To	Message/Substance of message
				Annotations /translations /notes /comments /questions

2	2/8/19 10:15	J. Bryan; cc: R. Levy, K. Allen, R4 board	M. Hammond	<p>can be easily converted to Excel) or confirm that your MUNIS system is not capable of exporting GI reports in Excel or a similar format that is convertible into Excel."</p> <p>Quotation: "Dr. Levy asks that you please accept our apology and know that we are working very hard to be very responsive to your requests, while still managing the rest of our day-to-day business office requirements. Please also know that the district made a good faith effort to provide you with the most accurate and <b>verifiable</b> fulfillment of the conglomerate of your requests.</p> <p>"To date, you have been provided with the data you requested. We understand you would like the business office to re-send the same data, but in a different format.</p> <p>"You do mention a preference for Excel in your initial request, but you also make it clear in subsequent requests that you did not trust the veracity of the Excel data previously provided in the Title IX Report to the Region 4 BOE in November. You also requested that the business office "substantiate" the numbers reported and said "I want to see the math". Most importantly, you also requested data directly from our financial management system (MUNIS). Given those parameters, we understood your request to mean that you required proof that any data provided to you had come directly out of our MUNIS system. That requirement cannot be met by simply giving you generic Excel spreadsheets. Therefore, although you did state a preference for Excel, we did not see that as a viable format to accurately fulfill your requests given the specificity of parts of that request. It is not uncommon for us to have to determine the best way in which to fulfill a variety of requests that are made to our office.</p> <p>"Apparently, our understanding and interpretation of your request was incorrect and for that we truly apologize. You are correct that our MUNIS system can drop data into generic Excel spreadsheets, and we now understand that you would, in fact, believe we had fulfilled the spirit of your request with such spreadsheets.</p>	<p>We're sorry.</p> <p>We're working very hard to be very responsive.</p> <p>(Did we tell you that we have other work?)</p> <p>We made a good faith effort.</p> <p>You have been provided with the data you requested.</p> <p>We thought it was just a "preference" (i.e. our choice) but now we understand that you know our systems can produce this data and the format can be provided.</p> <p>We had the ability to do this all along and now we will provide it to you but we're very busy.</p> <p>Warning: it may take lots of time, maybe even a week and at the end of the week you may just get an update instead of the data.</p>
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ATTACHMENT RESPONSE STORE CENTER DONOR INFORMATION REQUESTS				
#	Date	From	To	Message/Substance of message Annotations /translations /notes /comments /questions
2	2/8/19 15:44	M. Hammond	J. Bryan; cc: R. Levy, K. Allen, R4 board	<p>"With that understanding, our business office will work to generate the Excel spreadsheets of the same data previously sent to you. This will begin upon the return of our Assistant Business Manager next Tuesday. You will either be provided with the spreadsheets by the end of next week (time allowing), or you will be given an update on the status at that time."</p> <p>Quotation: "I am confirming receipt of Dr. Levy's message from this morning. Thank you for sending it on her behalf. I may respond in more detail at a future date."</p> <p>"Regarding the notion that I will receive the Excel version of the 2017-18 General Ledger report in a week's time ("time allowing"), it should be noted that the scanned copy of the printed report sent to me was produced in six parts, five of which were printed over a seven-minute period from 11:54 to 12:01 on Wednesday, Feb 6th. The sixth was printed at 12:41 that day, possibly after lunch. Because producing an Excel version will not require printing or scanning or assembling a PDF file for transmittal, I would think that exporting an Excel file can be done in about the same amount of time as it took the assistant business manager to hit print six times. Wouldn't you? An actual, usable file on Tuesday would be better than a status update on Friday"</p> <p>Requested report requires only the pressing of buttons, not printing and scanning so it should take less time than the 10 minutes it took to prepare the PDF originally sent.</p>



ATTACHMENT RESPONSES TO REQUESTED INFORMATION REQUESTS				
#	Date	From	To	Message/Substance of message
2	2/13/19 15:24	J. Bryan; cc: R. Levy, K. Allen, R4 board	M. Hammond	Quotation: "Please see attached the Exoel version of the 2017-18 General Ledger report as requested."
				Data received. Days to complete: 20 Number of emails exchanged: 13 Apparent time for assistant business manager to fulfill request: 10 minutes

ATTACHMENT 1 - RESPONSES TO REQUESTS FOR INFORMATION REQUESTS				
#	Date	From	To	Message/Substance of message Annotations /translations /notes /comments /questions
3	2/14/18 16:36	M. Hammond	J. Bryan	<p>Request #3- Seeking documents regarding Title IX compliance for 2017-18</p> <p>Please provide documents regarding Title IX compliance:</p> <ol style="list-style-type: none"> <li>For the period from 2012 to the present, all records or reports prepared or maintained by the district to account for the frequency with which sports uniforms and athletic equipment for interscholastic sports teams are purchased, replenished, repaired or refreshed, by team and by gender.</li> <li>For the period from June 1, 2016 to the present, (a) all records or reports prepared or maintained by the district to account for any direct payment, reimbursement or in-kind contribution in support of any interscholastic high school sport by a private person, foundation, club or other entity ("Third Party Sources"); and, if no such records or reports exist, (b) all records, including emails, indicating any such payments, reimbursement or contribution from Third Party Sources.</li> <li>For the period from June 1, 2016 to the present, all records documenting any compact or cooperative arrangement between Region 4 or Valley Regional High School and any other district or school for joint participation in interschool athletics, including forms and reports submitted to the CIAC, all in-force agreements between or among districts or schools, memoranda or reports showing rates of participation and agreements, memoranda or understandings indicating method of sharing expenses between and among districts or schools.</li> <li>For the period from June 1, 2016 to the present and except for schedules of contests and rosters of high school athletes that are already available at the CIAC website (or duplicates thereof), all records maintained by the district, whether or not reported to the federal government, state of Connecticut, CAS/CIAC or some other cognizant authority, indicating: (a) the number of individual participants in interscholastic sports by grade, sport and gender, (b) the number of opportunities to play in varsity</li> </ol>

ATTACHMENT 2 - RESPONSES TO REQUEST FOR INFORMATION REQUESTS				
#	Date	From	To	Message/Substance of message
				Annotations/translations Notes /comments /questions

				<p>contests or events by sport and gender; (c) the number of opportunities to play in non-varsity contests or events by sport and gender; and (d) if a team has as its members students who attend school in and outside of the district, the number of players on such team and a breakdown showing the number in-district and out-of-district participants listed by school.</p> <p>5. For the period from June 1, 2016 to the present, all records (including but not limited to contracts, memoranda, interoffice correspondence) showing: (a) the basis by which the district is charged for or pays for or reimburses transportation services and (b) the method by which such expenses are allocated when boys teams and girls teams or teams of different sports travel together by the same manner of conveyance to interscholastic athletic competitions.</p> <p>6. For the 2016-2017 school year, all records showing: (a) the basis by which the district is charged for or pays for or reimburses expenses for coaches stipends, travel and transportation, entry fees, officials fees and participation fees where boys and girls teams compete contemporaneously (e.g., track &amp; field and cross country) and (b) the method by which such expenses are allocated when boys teams and girls teams participate in or at the same tournament, contest or event contemporaneously.</p> <p>7. For the 2016-2017 school year, all records or statements or written direction (a) showing the extent of the athletic director's authority to incur expenses, including expenses that are not specifically allocated to a sport and whether the athletic director has the authority to incur or allocate expenses on behalf of any specific team that are coded on the General Ledger as "Athletic Director" expenses" and (b) that describe the fiscal oversight of expenses incurred in the athletic department, including but not limited to "Athletic Director expenses".</p>
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ATTACHMENT 1 - RESPONSES TO REQUEST FOR INFORMATION REQUESTS				
#	Date	From	To	Message/Substance of message
				Annotations /translations /notes /comments /questions

3	2/15/19 8:34	J. Bryan	M. Hammond	Acknowledging receipt. "Dr. Levy will direct the appropriate personnel to work promptly to fulfill your request, while still competing their other business. However, given the volume of records requested and the time and personnel required to comply with request, we cannot provide a timeline for completion."	
3	2/28/19 13:53	M. Hammond	R. Levy	"We're coming up on two weeks since your acknowledgement of the above referenced FOI request. Would you let me know what progress has been made."	
3	3/5/19 11:30	R. Levy	M. Hammond	"I am writing in response to your request for an update on your FOIA request. Please find the response to question one of your request attached. Our personnel are in the process of responding the remainder of your requests. Please be reminded that due to the volume of records requested and the time and personnel required to comply with this request, while still completing their immediate business, it will reasonably require more time to respond in full.	Document sent responds to the request #1 for "...reports prepared or maintained by the district to account for the frequency with which sports uniforms and athletic equipment for interscholastic sports teams are purchased, replenished, repaired or refreshed, by team and by gender." The response is an undated, one-page table entitled "Athletic Department-Uniform Purchase Cycle" (the file is titled "request #1-in full") showing that uniforms are "anticipated" to be purchased every five years, but does not indicate whether it reflects actual purchases.  Reply is minimally responsive but illustrates that after three weeks and one reminder, the district does not have (or does not produce upon request) ready documentation to indicating "compliance with Title IX".  Of note is that at least two girls teams - field hockey and lacrosse - are expected to share uniforms (two seasons of wear per year) but are anticipated to be refreshed on the same cycle as all other sports. In addition, no boys' teams are apparently required to share uniforms.

**ATTACHMENT 2 - 2017-18 VRHS Athletic Expense by Gender and by Sport (from Excel file rec'd under FOIA)**

Reported Data with sports unaccounted

Total Expenditure all programs

\$375,193.58

Reported data corrected to account for all sports

Total all programs (corrected)

\$375,193.58

Other

AD	12,474.75
Unified	6,342.92
	18,817.67

Other

AD	12,474.75
Unified	6,342.92
	18,817.67

**As Reported\***  
Girls

G Soccer	24,042.78
G XC	12,176.82
G F Hockey	18,016.93
G Vball	14,562.77
G Basketball	23,270.46
G indoor	15,641.05
G gymnast	1,460.26
G softball	19,826.62
G lax	13,456.99
G Crew	17,956.33
G Tennis	6,468.16
G outdoor	13,331.32
	<b>180,210.49</b>

**As Reported\***  
Boys

B Soccer	27,889.71
B XC	0
B Football	56,933.83
B Basketball	27,598.86
B indoor	0
B Wrestling	414.55
B Swim	1,617.00
B Baseball	22,212.45
B lax	13,875.61
B Tennis	4,245.00
B Golf	10,701.61
B outdoor	10,676.80
	<b>176,165.42</b>

**Corrected\*\***  
Girls

G Soccer	24,042.78
G XC**	6,088.41
G F Hockey	18,016.93
G Vball	14,562.77
G Basketball	23,270.46
G indoor**	7,820.53
G gymnast	1,460.26
G softball	19,826.62
G lax	13,456.99
G Crew	17,956.33
G Tennis	6,468.16
G outdoor**	12,004.06
	<b>164,974.30</b>

**Corrected\*\***  
Boys

B Soccer	27,889.71
B XC**	6,088.41
B Football	56,933.83
B Basketball	27,598.86
B indoor**	7,820.52
B Wrestling	414.55
B Swim	1,617.00
B Baseball	22,212.45
B lax	13,875.61
B Tennis	4,245.00
B Golf	10,701.61
B outdoor**	12,004.06
	<b>191,401.62</b>

\* reflects unbundling of combined B basketball and baseball exp.

\*\*reflects even split of XC, ID & OD track exp. betw. boys and girls

**Reported difference: girls more than boys**

**\$4,045.07**

**Corrected difference: girls less than boys**

**\$(26,427.32)**





Regional School District #4  
Bills for Sanction

Fiscal Year  
2019

<i>Check Date</i>	<i>Total</i>
4/10/2019	\$ 18,440.09
4/10/2019	\$ 1,574.41
4/5/2019	\$ 136,212.17
4/3/2019	\$ 1,524.50
4/3/2019	\$ 3,218.38
4/2/2019	\$ 5,250.00
4/1/2019	\$ 12,903.97
3/28/2019	\$ 12,750.00
3/27/2019	\$ 222.81
3/27/2019	\$ 212,198.75
3/22/2019	\$ 2,477.26
3/20/2019	\$ 25,674.21
3/20/2019	\$ 5,935.04
3/19/2019	\$ 9,391.35
3/19/2019	\$ 19,482.19
3/18/2019	\$ 9,959.69
3/15/2019	\$ 5,038.11
3/13/2019	\$ 7,458.27
3/12/2019	\$ 117,805.21
3/12/2019	\$ 1,621.79
3/6/2019	\$ 2,479.42
3/6/2019	\$ 4,685.65
3/1/2019	\$ 2,733.67
2/28/2019	\$ 8,445.58

<b><i>Grand Total</i></b>	<b><i>\$627,482.52</i></b>
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04/17/2019 11:25  
97811j0s

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000  
CHECK NO CHK DATE

1040 REGION 4 CASH  
TYPE VENDOR NAME

Papshdsb1

## TEXT

DOCUMENT	INVOICE DTL.DESC	
42268 04/17/2019 PRTD	7731 ACER GARDENS	
	96379 720460	04/10/2019 19460202 F041019
	77300	
		FIELD REPAIR
		1,720.00

	CHECK	42268 TOTAL:	1,720.00
42269 04/17/2019 PRTD	2550 GIROUX LANDSCAPING,	96385 77306	
Invoice: 26772		04/10/2019 19460129 F041019	550.00
		SNOW REMOVAL.	

Invoice: 26869	96386	26869	04/10/2019	19460129	F041019	4,225.00
	77307					
					SNOW REMOVAL.	

Invoice: 26970  
96387 26970  
77308  
04/10/2019 19460129 F041019  
SNOW REMOVAL  
1,181.25

Invoice: 26782  
96390 26782 04/10/2019 19460129 F041019 2,900.00  
77311 SNOW REMOVAL

42270	04/17/2019	PRTD	5713	NEW ENGLAND INDUSTRI	96382	IN121895	04/10/2019	19460135	F041019	CHECK	42269	TOTAL:	8,856.25
Invoice: IN121895													
77303													

42271	04/17/2019	PRTD	5776 THERMOMEDICS, LLC	96383	2402	CHECK	42270 TOTAL:	374.00
				77304				
						04/10/2019	19460050 F041019	2,617.50

Invoice: 2403	96384 2403	04/10/2019	19460175 F041019	2,875.00
	77305			
		REPAIRS		
		CHECK	42271 TOTAL:	5,492.50

42272	04/17/2019	PRTD	5105	WB	MASON	96380	I64535031	04/10/2019	19460198	F041019	7.74
Invoice: I64535031											
SUPPLIES											
77301											
96381											
I64845046											
04/10/2019											
19460198											
F041019											
1,989.60											

Invoice: I64845046



04/17/2019 11:25  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

CHECK 42272 TOTAL: 1,997.34

NUMBER OF CHECKS 5 \*\*\* CASH ACCOUNT TOTAL \*\*\* 18,440.09

COUNT	AMOUNT
5	18,440.09

TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\* 18,440.09

04/17/2019 11:25 97811jos REGIONAL SCHOOL DIST # 4 JOURNAL ENTRIES TO BE CREATED 3  
97811jos A/P CASH DISBURSEMENTS JOURNAL apcshdsb

CLERK: 97811jos

YEAR PER	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL	REF 1	REF 2	REF 3	LINE DESC			
2019 10	251							
APP 4000-2000					REGION 4 MUNIS ACCT PAYABLE			
04/17/2019	F041019	JL			AP CASH DISBURSEMENTS JOURNAL		18,440.09	
APP 4000-1040					REGION 4 CASH			18,440.09
04/17/2019	F041019	JL			AP CASH DISBURSEMENTS JOURNAL			
					JOURNAL 2019/10/251 TOTAL		18,440.09	18,440.09

04/17/2019 12:28  
97811j05

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000  
CHECK NO CHK DATE

1040	REGION 4 CASH
TYPE	VENDOR NAME

VOUCHER INVOICE

DOCUMENT

42273	04/17/2019	PRTD	3735	CAROLINA BIOLOGICAL	96358	50638000	RI
						77280	
							DOCUMENT

Invoice: 50638000 RI

[illegible]

04/10/2019 19410285 J04109

SCIENCE SUPPLIES

CHECK 42273 TOTAL:

29.00

42274	04/17/2019	PRTD	7147	CIVICS FIRST CT	96359	19~07
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Invoice: 19-07

G&amp;T SUPPLIES

CHECK 42274 TOTAL:

175.00

42275	04/17/2019	PRTD	7536	CONNECTICUT	NURSES A	96360	1837
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Invoice: 1837

PO DUES AND FEES

CHECK 42275 TOTAL:

125.00

42276	04/17/2019	PRTD	2159	CREC	96361	192956
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Invoice: 192956

PO CONFERENCE

CHECK 42276 TOTAL:

300.00

42277 04/17/2019 PRTD 7504 HOUGHTON MIFFLIN HAR 96363 954262228

Invoice: 954262228

SE SUPPLIES

CHECK 42277 TOTAL:

152.04

42278 04/17/2019 PRTD 6567 PETTY CASH- MARY JAN 96364 04012019

Invoice: 04012019

PO SUPPLIES

CHECK 42278 TOTAL:

488

422279	04/17/2019	PRTD	4016	STEWART'S MISTIC I.I.C	96365	31195
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Invoice: 31195

PO REPAIRS

CHECK 42279 TOTAL:

50.00

42280 04/17/2019 PRTD 5105 WB MASON 96366 T65075369

Invoice: I65075369

04/10/2019 19410294 J04109

NETWORK TECH SUPPLIES

162.99

1  
apcshdsb

04/17/2019 12:28  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000  
CHECK NO CHK DATE TYPE VENDOR NAME

1040

REGION 4 CASH

P 2  
apcsbdsb

NET

INVOICE DTL DESC

VOUCHER INVOICE INV DATE PO WARRANT

DOCUMENT

198.96

234.50

596.45

15.96

15.96

82.81

1,574.41

Invoice: I64894673

Invoice: I65122112

42281 04/17/2019 PRD

Invoice: 03262019

42282 04/17/2019 PRD

Invoice: 03272019

Invoice: 04042019

96367 I64894673

77289

198.96

96368 I65122112

77290

234.50

596.45

5013 NICOLE WHALEY

96369 03262019

77291

15.96

2853 WHITE, ROBB

96371 03272019

77292

62.87

Invoice: 04042019

96372 04042019

77293

19.94

82.81

1,574.41

NUMBER OF CHECKS 10 \*\*\* CASH ACCOUNT TOTAL \*\*\*

COUNT AMOUNT

10 1,574.41

TOTAL PRINTED CHECKS

1,574.41

\*\*\* GRAND TOTAL \*\*\*

04/17/2019 12:28  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 97811jos

YEAR PER JNL  
SRC ACCOUNT

EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 10 253								
APP 4000-2000					REGION 4 MUNIS ACCT PAYABLE		1,574.41	
04/17/2019	J04109	JL			AP CASH DISBURSEMENTS JOURNAL			
APP 4000-1040					REGION 4 CASH			1,574.41
04/17/2019	J04109	JL			AP CASH DISBURSEMENTS JOURNAL			
					JOURNAL 2019/10/253 TOTAL		1,574.41	1,574.41

04/17/2019 12:28  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 97811jos

YEAR PER JNL  
SRC ACCOUNT

04/03/2019 12:22	REGIONAL SCHOOL DIST # 4	1
97811jos	A/P CASH DISBURSEMENTS JOURNAL	apcsdshsb
CASH ACCOUNT: 4000	1040 REGION 4 CASH	
CHECK NO	CHK DATE	TYPE VENDOR NAME
42231	04/03/2019	PRTD 6432 A&A OFFICE SYSTEMS, 77073
Invoice: 378717		
42232	04/03/2019	PRTD 7433 CHSCA 77113
Invoice: 378855		
42233	04/03/2019	PRTD 6237 CT PUBLIC SCHOOLS RO 96149 77076
Invoice: 040119		
42234	04/03/2019	PRTD 3451 DANIEL HAND TRACK BO 96151 77078
Invoice: 032819		
42235	04/03/2019	PRTD 7556 DIME OIL, LLC 96152 77079
Invoice: 71534		
42236	04/03/2019	PRTD 4148 DENNIS DIX, JR. 96154 77081
Invoice: 032519		

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
03/26/2019 19400008 R040519				85.50
ENCUMBERED FUNDS				
03/27/2019 19400008 R040519				1,589.25
ENCUMBERED FUNDS				
CHECK 42231 TOTAL:				1,674.75
03/26/2019 19430085 R040519				492.00
CHSCA ALL-STATE BANQUET				
CHECK 42232 TOTAL:				492.00
03/27/2019 19430083 R040519				360.00
CPSRA REGATTA ENTRY FEES				
03/27/2019 19430084 R040519				300.00
CPSRA ANNUAL DUES				
CHECK 42233 TOTAL:				660.00
03/27/2019 19430082 R040519				200.00
ENTRY FEE HAMMONASSEET INVITAT				
CHECK 42234 TOTAL:				200.00
03/27/2019 19400063 R040519				7,995.28
FUEL OIL/REG4C				
CHECK 42235 TOTAL:				7,995.28
03/25/2019 R040519				2,300.00
SECONDARY DISCLOSURE DOC				
CHECK 42236 TOTAL:				2,300.00









04/04/2019 15:11 | REGIONAL SCHOOL DIST # 4 | P 1  
9781lj0s | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 4000 | 1040 | REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

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42265 04/04/2019 PRD 7528 LEIGH RANKIN  
Invoice: 19460205

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42266 04/04/2019 PRD 7605 R.A. PARADY & SONS,  
Invoice: 190327

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42267 04/04/2019 PRD 2761 SUBURBAN PROPANE  
Invoice: 24974

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42265 04/04/2019 PRD 7528 LEIGH RANKIN  
Invoice: 19460205

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42266 04/04/2019 PRD 7605 R.A. PARADY & SONS,  
Invoice: 190327

-----  
42267 04/04/2019 PRD 2761 SUBURBAN PROPANE  
Invoice: 24974

-----  
42265 04/04/2019 PRD 7528 LEIGH RANKIN  
Invoice: 19460205

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42266 04/04/2019 PRD 7605 R.A. PARADY & SONS,  
Invoice: 190327

-----  
42267 04/04/2019 PRD 2761 SUBURBAN PROPANE  
Invoice: 24974

-----  
42265 04/04/2019 PRD 7528 LEIGH RANKIN  
Invoice: 19460205

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42266 04/04/2019 PRD 7605 R.A. PARADY & SONS,  
Invoice: 190327

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42267 04/04/2019 PRD 2761 SUBURBAN PROPANE  
Invoice: 24974

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42265 04/04/2019 PRD 7528 LEIGH RANKIN  
Invoice: 19460205

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42266 04/04/2019 PRD 7605 R.A. PARADY & SONS,  
Invoice: 190327

04/04/2019 15:11 | REGIONAL SCHOOL DIST # 4 | P 2  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: 97811jos

YEAR PER	SRC ACCOUNT	EFF DATE	JNL	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T OB	DEBIT	CREDIT
2019 10	APP 4000-2000	04/04/2019	F040319	JL				REGION 4 MUNIS ACCT PAYABLE			3,218.38	
	APP 4000-1040	04/04/2019	F040319	JL				AP CASH DISBURSEMENTS JOURNAL				3,218.38
								REGION 4 CASH				
								AP CASH DISBURSEMENTS JOURNAL				
								JOURNAL 2019/10/106	TOTAL	3,218.38	3,218.38	

04/02/2019 12:06 REGIONAL SCHOOL DIST # 4  
9781lj0s A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

1  
apcsbdsb

VOUCHER INVOICE INV DATE PO WARRANT NET

DOCUMENT INVOICE DTL DESC

42216 04/02/2019 PRD 2836 SYNCB/AMAZON 96096 458697465784 04/01/2019 19420554 V040119 19.99

Invoice: 458697465784

SUPPLIES

96098 454379495953 04/01/2019 19420556 V040119 79.04

Invoice: 454379495953

SUPPLIES

96101 495569487876 04/01/2019 19420566 V040119 41.38

Invoice: 495569487876

BATTERIES

96103 44785397946 04/01/2019 19420570 V040119 479.94

Invoice: 44785397946

PRINTERS

CHECK 42216 TOTAL: 620.35

42217 04/02/2019 PRD 7461 AMERICAN LIBRARY PRE 96099 1313613 04/01/2019 19420562 V040119 559.44

Invoice: 1313613

BOOKS

CHECK 42217 TOTAL: 559.44

42218 04/02/2019 PRD 7134 APPLE INC 96091 AA08898887 04/01/2019 19420470 V040119 2,149.00

Invoice: AA08898887

MAC

CHECK 42218 TOTAL: 2,149.00

42219 04/02/2019 PRD 7333 BREAKOUT EDU 96092 20861 04/01/2019 19420545 V040119 800.00

Invoice: 20861

KITS

96093 20859 04/01/2019 19420549 V040119 2,275.00

Invoice: 20859

KIT

CHECK 42219 TOTAL: 3,075.00

42220 04/02/2019 PRD 6776 RACHAEL CASELLA 96097 19420555 04/01/2019 19420555 V040119 25.50

Invoice: 19420555

subscription

96106 19420573 04/01/2019 19420573 V040119 100.00

Invoice: 19420573

FEES

04/02/2019 12:06 | REGIONAL SCHOOL DIST # 4  
97811jos | A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

P 2  
|apcsbdsb

VOUCHER INVOICE INV DATE PO WARRANT NET

DOCUMENT INVOICE DTL DESC

96107 19420574 04/01/2019 19420574 V040119 289.00

Invoice: 19420574 READERS

CHECK 42220 TOTAL: 414.50

42221 04/02/2019 PRD 3188 CHRIS GEITH 190201 19420563 V040119 720.00

Invoice: 190201 TUNING

CHECK 42221 TOTAL: 720.00

42222 04/02/2019 PRD 7629 DAVID BERARDIS 19420546 V040119 94.58

Invoice: 19420546 ATHLETIC OFFICIAL

CHECK 42222 TOTAL: 94.58

42223 04/02/2019 PRD 5856 DOWNES & READER HARD 06057221-001, 002 04/01/2019 19420384 V040119 2,583.73

Invoice: 06057221-001, 002 SUPPLIES

CHECK 42223 TOTAL: 2,583.73

42224 04/02/2019 PRD 6988 ELIZABETH SAWYER 19420571 04/01/2019 19420571 V040119 61.49

Invoice: 19420571 SUBSCRIPTION

CHECK 42224 TOTAL: 61.49

42225 04/02/2019 PRD 6919 JESSIE HERMAN 19420553 04/01/2019 19420553 V040119 23.86

Invoice: 19420553 MATERIAL

CHECK 42225 TOTAL: 23.86

42226 04/02/2019 PRD 2851 JOSTENS 22662371 04/01/2019 19420551 V040119 576.74

Invoice: 22662371 DIPLOMAS HONOR

CHECK 42226 TOTAL: 576.74

42227 04/02/2019 PRD 5638 KNOWLEDGE MATTERS, 96108 0003168 04/01/2019 19420520 V040119 1,295.00

Invoice: 0003168 SUPPLIES

04/02/2019 12:06 | REGIONAL SCHOOL DIST # 4 | P 3  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcsbdsb

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

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DOCUMENT INVOICE INVOICE VOUCHER INVOICE INVOICE DATE PO WARRANT NET

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INVOICE DTL DESC

42228 04/02/2019 PRD 7014 NASSP 96102 9001174505 77030 04/01/2019 19420567 V040119 CHECK 42227 TOTAL: 1,295.00

Invoice: 9001174505 DUES 385.00

CHECK 42228 TOTAL: 385.00

42229 04/02/2019 PRD 3176 VIRGINIA KING 96109 19420530 77037 04/01/2019 19420530 V040119 SUPPLIES 57.27

Invoice: 19420530 SUPPLIES 183.06

96110 19420531 77038 04/01/2019 19420531 V040119 SUPPLIES 240.33

Invoice: 19420531

CHECK 42229 TOTAL: 240.33

42230 04/02/2019 PRD 3529 KATE WHEATON 96105 19420572 77033 04/01/2019 19420572 V040119 BOOK 104.95

Invoice: 19420572

CHECK 42230 TOTAL: 104.95

NUMBER OF CHECKS 15 \*\*\* CASH ACCOUNT TOTAL \*\*\* 12,903.97

COUNT AMOUNT

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TOTAL PRINTED CHECKS 15 12,903.97

\*\*\* GRAND TOTAL \*\*\* 12,903.97



04/02/2019 12:06 9781lj0s REGIONAL SCHOOL DIST # 4 JOURNAL ENTRIES TO BE CREATED P 4 apcshdsb

CLERK: 9781lj0s A/P CASH DISBURSEMENTS JOURNAL

YEAR PER	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	LINE DESC		
2019 10 32								
APP 4000-2000						REGION 4 MUNIS ACCT PAYABLE		
04/02/2019	V040119	JL				AP CASH DISBURSEMENTS JOURNAL	12,903.97	
APP 4000-1040						REGION 4 CASH		12,903.97
04/02/2019	V040119	JL				AP CASH DISBURSEMENTS JOURNAL		
						JOURNAL 2019/10/32 TOTAL	12,903.97	12,903.97

04/04/2019 15:03  
978111jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

04/04/2013  
97811jjs

CASH ACCOUNT: 4000  
CHECK NO CHK DATE

1040 REGION 4 CASH  
TYPE VENDOR NAME

1040  
TYPE VENT

REGION 4 CASH  
DOR NAME

VOUCHER INVOICE

INV

PO  
WARRANT

NET

NET

DOCUMENT		INVOICE DTL DESC
42258 04/04/2019 PRTD	2836 SYNCB/AMAZON	96177 19420578 04/03/2019 19420578 V040319
		264.13

Invoice: 19420578  
FCS SUPPLIES  
/ / 103

Invoice: 19420578

Invoice: 19420578  
FCS SUPPLIES  
/ / 103

Invoice: 838438633669	96179	838438633669	04/03/2019	19420582	V040319	90.93
	77105					
					SUPPLIES	

Invoice: 838438633669

Invoice: 838438633669  
SUPPLIES

Invoice: 19420416  
96184 19420416 04/03/2019 19420416 V040319  
77110  
MATERIAL. 45.94

Invoice: 19420416

Invoice: 19420416  
MATERTAI,  
/ / 110

Invoice: 793466638369  
96185 793466638369 04/03/2019 19420550 V040319 11.72  
77111 BOOK

Invoice: 793466638369

Invoice: 793455638369  
//TIT BOOK

CHECK	412 72
42258 TOTAL :	412 72

CHECK 42258 TOTAL:

CHECK	412 72
42258 TOTAL :	412 72

Invoice: 19420587

VOICE: 2070507

INVOICE: 15#2038 / ATHLETIC OFFICIAL

CHECK 42259 TOTAL: 83.4

CHECK 42259 TOTAL:

CHECK 42259 TOTAL: 83.4

42260	04/04/2019	PRTD	7224	JENNIFER TALIERCIO	96178	19420579	04/03/2019	19420579	V040319	129	58
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260 04/04/2019 PRT

42260	04/04/2019	PRTD	7224	JENNIFER TALIERCIO	96178	19420579	04/03/2019	19420579	V040319	129	58
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Invoice: 19420579  
FCS SUPPLIES  
//10#

Invoice: 19420579

Invoice: 19420579  
FCS SUPPLIES  
//10#

CHECK	42250	TOTAL.	129 58
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CHECK 42260 TOTAL:

CHECK	42250	TOTAL.	129 58
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[illegible]

04/04/2019 15:03 REGIONAL SCHOOL DIST # 4  
9781ljjos A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000	1040	REGION 4 CASH			
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE
					INV DATE
					PO
					WARRANT
					NET

DOCUMENT	INVOICE DTL DESC	CHECK	42263 TOTAL:	89.47
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42264	04/04/2019	PRTD	6626	EDWARD TURNER	96181	19420585	04/03/2019	19420585	V040319	193.26
					77107					
Invoice: 19420585					SUPPLIES					

CHECK	42264 TOTAL:	193.26
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NUMBER OF CHECKS	7	*** CASH ACCOUNT TOTAL ***	1,524.50
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	7	1,524.50

\*\*\* GRAND TOTAL \*\*\*  
1,524.50

04/04/2019 15:03 | REGIONAL SCHOOL DIST # 4 | P 3  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcsbdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: 97811jos

YEAR PER JNL  
SRC ACCOUNT

EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 10 105	APP 4000-2000					REGION 4 MUNIS ACCT PAYABLE			
04/04/2019	V040319	JL				AP CASH DISBURSEMENTS JOURNAL		1,524.50	
APP 4000-1040						REGION 4 CASH			1,524.50
04/04/2019	V040319	JL				AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2019/10/105 TOTAL		1,524.50	1,524.50

04/04/2019 14:58 | REGIONAL SCHOOL DIST # 4 | P 1  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcsbdsb

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

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42257 04/04/2019 PRD 4627 HINDING TENNIS COURT 96189 23131  
77115

Invoice: 23131

VOUCHER INVOICE INV DATE PO WARRANT NET  
DOCUMENT INVOICE DTL DESC

REPAIRS

CHECK 42257 TOTAL: 5,250.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 5,250.00

COUNT AMOUNT  
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TOTAL PRINTED CHECKS 1 5,250.00

\*\*\* GRAND TOTAL \*\*\* 5,250.00

04/04/2019 14:58  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 97811jos

YEAR PER JNL

SRC ACCOUNT

EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 10 104								
APP 4000-2000					REGION 4 MUNIS ACCT PAYABLE			
04/04/2019	V040219	JL			AP CASH DISBURSEMENTS JOURNAL		5,250.00	
APP 4000-1040					REGION 4 CASH			5,250.00
04/04/2019	V040219	JL			AP CASH DISBURSEMENTS JOURNAL			
					JOURNAL 2019/10/104 TOTAL		5,250.00	5,250.00

P 2  
apcsbdsb

03/27/2019 10:53  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

P 1  
apcshdsb

VOUCHER INVOICE INV DATE PO WARRANT NET

DOCUMENT INVOICE DTL DESC

42185 03/27/2019 PRD 2082 ADMIN, UNEMPLOYMENT 95978 030819/00-011-78 03/08/2019 19400079 R032719 16.00

Invoice: 030819/00-011-78

UNEMP. 00-011-78

CHECK 42185 TOTAL: 16.00

42186 03/27/2019 PRD 2539 ALL WASTE, INC. 96059 3-55803-6-0319 03/08/2019 19400012 R032719 3,131.70

Invoice: 3-55803-6-0319

ENCUMBERED FUNDS

CHECK 42186 TOTAL: 3,131.70

42187 03/27/2019 PRD 2419 FRONTIER COMMUNICATI 96045 031918-JW 03/14/2019 19400009 R032719 99.99

Invoice: 031918-JW

ENCUMBERED FUNDS PHONE

96046 041219-VR 76974 03/14/2019 19400009 R032719 100.36

Invoice: 041219-VR

ENCUMBERED FUNDS PHONE

CHECK 42187 TOTAL: 200.35

42188 03/27/2019 PRD 2920 BENHAVEN 95979 022819 02/28/2019 19400041 R032719 11,934.00

Invoice: 022819

CHECK 42188 TOTAL: 11,934.00

42189 03/27/2019 PRD 7096 BILLINGS SPORTS 95980 112497,112498 02/27/2019 19430071 R032719 557.00

Invoice: 112497,112498

EMBROIDERY FOR COACHES GEAR

CHECK 42189 TOTAL: 557.00

42190 03/27/2019 PRD 3139 CIAC 95983 ENTRY FEES3/12 03/08/2019 19430073 R032719 601.00

Invoice: ENTRY FEES3/12

CIAC TOURNAMENT ENTRY FEES

CHECK 42190 TOTAL: 601.00

42191 03/27/2019 PRD 5985 CONNECTICUT BEHAVIOR 95981 022819 02/28/2019 R032719 2,200.00

Invoice: 022819



03/27/2019 10:53 REGIONAL SCHOOL DIST # 4  
97811jos A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

P 2  
apcshdsb

VOUCHER INVOICE INV DATE PO WARRANT NET

DOCUMENT INVOICE DTL DESC CHECK 42191 TOTAL: 2,200.00

42192 03/27/2019 PRD 2159 CREC 19166202 19166202 03/08/2019 19400091 R032719 163.04  
Invoice: 19166202

42193 03/27/2019 PRD 7556 DIME OIL, LLC 55554/JW 55554/JW 03/13/2019 19400063 R032719 6,126.53  
Invoice: 55554/JW

Invoice: 56078 56078 03/13/2019 19400063 R032719 1,011.69  
Invoice: 56077/VR 56077/VR 03/13/2019 19400063 R032719 8,762.34  
Invoice: 56077/VR

42194 03/27/2019 PRD 6988 ELIZABETH SAWYER 032618 032618 03/26/2019 R032719 780.00  
Invoice: 032618

42195 03/27/2019 PRD 4778 GROVE SCHOOL 25654 25654 03/31/2019 19400058 R032719 7,875.00  
Invoice: 25654

42196 03/27/2019 PRD 5688 MR. AND MRS. DOUGLAS 020119-022819 020119-022819 03/13/2019 19400065 R032719 696.70  
Invoice: 020119-022819

42197 03/27/2019 PRD 5625 JEFFREY SWAN 030619 030619 03/14/2019 19430070 R032719 308.00  
Invoice: 030619

SHORELINE AD MEETING REIMBUR

03/27/2019 10:53  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

P 3  
apcshdsb

VOUCHER INVOICE INV DATE PO WARRANT

DOCUMENT INVOICE DTL DESC

CHECK 42197 TOTAL: 308.00

42198 03/27/2019 PRPD 2329 LEARN 95988 20190244-C 09/26/2018 19400059 R032719 23,437.50

Invoice: 20190244-C

95989 20190245 09/26/2018 19400060 R032719 22,187.50

Invoice: 20190245

CHECK 42198 TOTAL: 45,625.00

42199 03/27/2019 PRPD 7027 LIFESPAN SCHOOL SOLU 96063 19021219 02/26/2019 19400075 R032719 4,216.00

Invoice: 19021219

CHECK 42199 TOTAL: 4,216.00

42200 03/27/2019 PRPD 7027 LIFESPAN SCHOOL SOLU 96064 19021550 02/26/2019 19400076 R032719 4,216.00

Invoice: 19021550

CHECK 42200 TOTAL: 4,216.00

42201 03/27/2019 PRPD 4966 MELIORA ACADEMY, INC 96056 14570 03/06/2019 19400061 R032719 31,876.00

Invoice: 14570

CHECK 42201 TOTAL: 31,876.00

42202 03/27/2019 PRPD 7723 NBHS STUDENT ACTIVIT 95990 030818 09/26/2018 19430074 R032719 74.35

Invoice: 030818

ENTRY FEE WEIGHTLIFTING COMP  
CHECK 42202 TOTAL: 74.35

42203 03/27/2019 PRPD 7721 RANDY NETSCH 95996 030719 03/15/2019 19430072 R032719 55.00

Invoice: 030719

US LACROSSE MEMBERSHIP  
CHECK 42203 TOTAL: 55.00

42204 03/27/2019 PRPD 2165 NORTHEAST UTILITIES 95991 51017903063/031519 03/15/2019 19400007 R032719 464.14

Invoice: 51017903063/031519

ENCUMBERED FUNDS ELEC

03/27/2019 10:53  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000  
CHECK NO CHK DATE

1040 REGION 4 CASH  
TYPE VENDOR NAME

P<sup>4</sup>  
apcshdsb

VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
DOCUMENT	INVOICE DTL DESC				
95992 76921	51508903077-031519	03/15/2019	19400007	R032719	44.00
	ENCUMBERED FUNDS ELEC				
95993 76922	51469234033/031519	03/15/2019	19400007	R032719	45.88
	ENCUMBERED FUNDS ELEC				
95994 76923	51928482058/31519	03/15/2019	19400007	R032719	65.00
	ENCUMBERED FUNDS ELEC				
95995 76924	51090582032/031519	03/15/2019	19400007	R032719	657.41
	ENCUMBERED FUNDS ELEC				
96040 76968	51589903079-031919	03/19/2019	19400007	R032719	8,373.06
	ENCUMBERED FUNDS ELEC				
96041 76969	51359903028-031919	03/19/2019	19400007	R032719	13,581.97
	ENCUMBERED FUNDS ELEC				
96042 76970	51630903045-031919	03/19/2019	19400007	R032719	34.75
	ENCUMBERED FUNDS ELEC				
96043 76971	51490134061-031918	03/14/2019	19400007	R032719	46.15
	ENCUMBERED FUNDS ELEC				
96044 76972	51798815098-031419	03/14/2019	19400007	R032719	103.05
	ENCUMBERED FUNDS ELEC				
	CHECK	42204 TOTAL:			23,415.41
42205 03/27/2019 PRTD	7680 OCKERS COMPANY	02/05/2019		R032719	525.00
	Invoice: 124352			CLEAR TOUCH MOBILE STAND	
		CHECK	42205 TOTAL:		525.00
42206 03/27/2019 PRTD	2743 OLSEN'S SANITATION C	03/12/2019	19400034	R032719	165.00
	Invoice: 39166			ENCUMBERED FUNDS	

03/27/2019 10:53  
9781ljcs

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000  
CHECK NO CHK DATE

1040 REGION 4 CASH  
TYPE VENDOR NAME

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apcshdsb

NET

VOUCHER INVOICE  
DOCUMENT

INV DATE PO WARRANT

INVOICE DTL DESC

165.00

CHECK 42206 TOTAL:

42207 03/27/2019 PRD 2754 PROFESSIONAL FIELD C 95998 APRIL 2019 76927

Invoice: APRIL 2019

FIELD CARE 18-19

9,845.00

9,845.00

CHECK 42207 TOTAL:

42208 03/27/2019 PRD 6093 QUANTUM BEHAVIORAL C 96070 1206 76999

Invoice: 1206

1,449.00

03/26/2019 19400033 R032719

1,449.00

CHECK 42208 TOTAL:

42209 03/27/2019 PRD 6544 SHORELINE READING, I 96049 01021 76977

Invoice: 01021

309.28

03/05/2019 19400077 R032719

SERV/LF

309.28

CHECK 42209 TOTAL:

42210 03/27/2019 PRD 3042 SMALLEY, SARAH 96048 032019 76976

Invoice: 032019

199.99

03/14/2019 R032719

REIMB FOR WORKSHOP

96065 032619 76993

Invoice: 032619

239.37

03/26/2019 R032719

SUPPLIES VR THERAPEUTIC

439.36

CHECK 42210 TOTAL:

42211 03/27/2019 PRD 2276 TOWN OF DEEP RIVER 96057 0222293 76985

Invoice: 0222293

2,971.00

03/21/2019 19400078 R032719

CONSTABLE CHARGES

2,971.00

CHECK 42211 TOTAL:

42212 03/27/2019 PRD 6838 UTICA NATIONAL INS. 96050 031918 76978

Invoice: 031918

18,306.00

03/05/2019 19400015 R032719

18-19 INSURANCE

18,306.00

CHECK 42212 TOTAL:

42213 03/27/2019 PRD 7120 WATERFORD COUNTRY SC 96051 12667 76979

Invoice: 12667

5,430.75

02/28/2019 19400054 R032719

03/27/2019 10:53 REGIONAL SCHOOL DIST # 4  
97811jos A/P CASH DISBURSEMENTS JOURNAL  
CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

P 6  
apcshdsb

VOUCHER	INVOICE	DOCUMENT	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
96052 76980	022819/RD		02/28/2019 19400055 R032719				5,430.75
96053 76981	022818/NL		02/28/2019 19400056 R032719				5,430.75
96054 76982	022819/ET		02/28/2019 19400057 R032719				5,430.75
96055 76983	12681		02/28/2019 19400053 R032719				2,625.00
CHECK 42213 TOTAL:							24,348.00
NUMBER OF CHECKS			29	*** CASH ACCOUNT TOTAL ***			212,198.75

COUNT	AMOUNT
29	212,198.75

\*\*\* GRAND TOTAL \*\*\* 212,198.75

03/27/2019 10:53  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CLERK: 97811jos

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019	9	387									
APP 4000-2000		03/27/2019	R032719		JL			REGION 4 MUNIS ACCT PAYABLE AP CASH DISBURSEMENTS JOURNAL		212,198.75	
APP 4000-1040		03/27/2019	R032719		JL			REGION 4 CASH AP CASH DISBURSEMENTS JOURNAL			212,198.75
JOURNAL 2019/09/387 TOTAL										212,198.75	212,198.75

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apcshdsb

04/04/2019 09:35 REGIONAL SCHOOL DIST # 4  
97811jos A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

				VOUCHER	INVOICE	DOCUMENT	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
-----				INVOICE							
42248	04/04/2019	PRTD	2836 SYNCB/AMAZON	96019 76948	743493768386	76948	03/22/2019 19410265 J03229	03/22/2019	19410265	J03229	100.88
Invoice: 743493768386				SPECIAL ED SUPPLIES							
Invoice: 943979698788				96020 76949	943979698788	76949	03/22/2019 19410261 J03229	03/22/2019	19410261	J03229	14.78
Invoice: 955658999755				96021 76950	955658999755	76950	03/22/2019 19410261 J03229	03/22/2019	19410261	J03229	12.30
Invoice: 778664563544				96080 77008	778664563544	77008	03/22/2019 19410277 J03229	03/22/2019	19410277	J03229	9.99
				SE SUPPLIES							
								CHECK	42248 TOTAL:		137.95
42249	04/04/2019	PRTD	6922 DEB CAMPBELL	96081 77009	03212019	77009	03/22/2019 19410284 J03229	03/22/2019	19410284	J03229	17.52
Invoice: 03212019				SE SUPPLIES							
								CHECK	42249 TOTAL:		17.52
42250	04/04/2019	PRTD	2159 CREC	96023 76952	192656	76952	03/22/2019 19410001 J03229	03/22/2019	19410001	J03229	225.00
Invoice: 192656				PO CONFERENCE							
								CHECK	42250 TOTAL:		225.00
42251	04/04/2019	PRTD	4519 FOLLETT SCHOOL SOLUT	96082 77010	430476A	77010	03/22/2019 19410263 J03229	03/22/2019	19410263	J03229	469.78
Invoice: 430476A				LIBRARY TEXTBOOKS							
				96083 77011	430476	77011	03/22/2019 19410263 J03229	03/22/2019	19410263	J03229	1,016.09
Invoice: 430476				LIBRARY TEXTBOOKS							
								CHECK	42251 TOTAL:		1,485.87
42252	04/04/2019	PRTD	7360 MOORE MEDICAL	96022 76951	46859153	76951	03/22/2019 19410260 J03229	03/22/2019	19410260	J03229	232.00
Invoice: 46859153				NURSE SUPPLIES							
								CHECK	42252 TOTAL:		232.00

P 1  
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04/04/2019 09:35  
97811j05

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

04/04/2015  
97811j05

CASH ACCOUNT: 4000  
CHECK NO CHK DATE

1040  
TYPE VENT

1040	REGION 4 CASH
TYPE	VENDOR NAME

REGION 4 CASH

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Of

INV DATE

VOUCHER INVOICE

INVOICE	DTL	DESC
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DOCUMENT

42253	04/04/2019	PRTD	7559 MITCHELL, LAUREN	96084	03152019	03/22/2019	19410274	J03229	133-52
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Invoice: 03152019

HOME EC SUPPLIES

CHECK 42253 TOTAL: 133.52

Invoice: 03212019

SE SUPPLIES

CHECK 42254 TOTAL: 36.70

Invoice: 208122495750

ART SUPPLIES

CHECK 42255 TOTAL: 82.86

Invoice: 129097

SEE SUPPLIES

CHECK 42256 TOTAL: 125.84

*** CASH ACCOUNT TOTAL ***	9	2,477.26
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TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\*  
2,477.26

04/04/2019 09:35  
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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CLERK: 97811jos

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SRC ACCOUNT	
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CASH ACCT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	1 CB	DEBIT	CREDIT
	2019 10								
	91								
APP 4000-2000	04/04/2019	J03229	JL			REGION 4 MUNIS ACCT PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,477.26	
APP 4000-1040						REGION 4 CASH			2,477.26
	04/04/2019	J03229	JL			AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2019/10/91 TOTAL		2,477.26	2,477.26

03/27/2019 12:08 97811jos REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL P 1 apcshdsb

CASH ACCOUNT: 4000 CHECK NO 4000 CHECK DATE TYPE VENDOR NAME 1040 REGION 4 CASH

42214 03/27/2019 PRTD 2152 CITIZENS BANK 96058 447670 76986 VOUCHER INVOICE DOCUMENT INVOICE DTL DESC INVOICE DTL DESC 03/26/2019 19460200 F032719 222.81

Invoice: 447670 REPAIR CHECK 42214 TOTAL: 222.81

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 222.81

TOTAL PRINTED CHECKS 1 COUNT 1 AMOUNT 222.81

\*\*\* GRAND TOTAL \*\*\* 222.81

03/21/2019 15:15  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000  
CHECK NO CHK DATE

1040  
TYPE VENDOR NAME

VOUCHER INVOICE

DOCUMENT

INV DATE PO

WARRANT

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42180 03/21/2019 PRD 7466 ADVANCED ENVIRONMENT 95975 2019082 2019082  
Invoice: 2019082  
SERVICE  
03/20/2019 19460190 F032019 2,693.73  
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42181 03/21/2019 PRD 3273 GRAINGER 95976 9112964383 2019082 2,693.73  
Invoice: 9112964383  
CHECK 42180 TOTAL:  
Repair Parts & Supplies  
03/20/2019 19460010 F032019 132.14  
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42182 03/21/2019 PRD 5713 NEW ENGLAND INDUSTRI 95970 76899 2019082 611.50  
Invoice: IN121512  
SUPPLIES  
03/20/2019 19460199 F032019  
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Invoice: IN121579 95971 IN121579 76900 1,333.00  
GYM FLOOR  
03/20/2019 19460195 F032019  
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Invoice: IN121018 95973 IN121018 76902 416.00  
GYM FLOOR  
03/20/2019 19460195 F032019  
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Invoice: IN121520 95974 IN121520 76903 52.60  
GYM FLOOR  
03/20/2019 19460195 F032019  
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42183 03/21/2019 PRD 3483 SHOW LIGHTING 95967 55115 2019082 2,413.10  
Invoice: 55115  
REPAIR  
03/20/2019 19460196 F032019 195.56  
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42184 03/21/2019 PRD 5105 WB MASON 95969 164329877 2019082 195.56  
Invoice: I64329877 76898  
SUPPLIES  
03/20/2019 19460198 F032019 500.51  
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Invoice: I64329877 76898  
CHECK 42184 TOTAL:  
500.51  
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03/21/2019 15:15  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

NUMBER OF CHECKS 5 \*\*\* CASH ACCOUNT TOTAL \*\*\* 5,935.04

COUNT	AMOUNT
5	5,935.04

TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\* 5,935.04

03/21/2019 10:55 | REGIONAL SCHOOL DIST # 4 | P 1  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

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42174 03/21/2019 PRD 5719 ALLSTATE FIRE EQUIP 95836 30359, 30360  
76769  
Invoice: 30359, 30360

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42175 03/21/2019 PRD 7636 DUGMORE & DUNCAN, IN 95837 549675  
76770  
Invoice: 549675

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42176 03/21/2019 PRD 3273 GRAINGER 95826 9098652259  
76759  
Invoice: 9098652259

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Invoice: 9098878458  
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Invoice: 9098652242

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42177 03/21/2019 PRD 5713 NEW ENGLAND INDUSTRI 95824 IN121410  
76757  
Invoice: IN121410

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Invoice: IN121409

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42178 03/21/2019 PRD 7605 R.A. PARADY & SONS, 95830 190307  
76763  
Invoice: 190307

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42179 03/21/2019 PRD 5776 THERMOMEDICS, LLC 95841 2392  
76773  
Invoice: 2392

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
03/13/2019 19460192 F031319				541.00
INSPECTION				
CHECK	42174	TOTAL:		541.00
03/13/2019 19460152 F031319				800.00
DOOR HARDWARE				
CHECK	42175	TOTAL:		800.00
03/13/2019 19460010 F031319				79.80
Repair Parts & Supplies				
03/13/2019 19460010 F031319				38.00
Repair Parts & Supplies				
03/13/2019 19460010 F031319				29.38
Repair Parts & Supplies				
CHECK	42176	TOTAL:		147.18
03/13/2019 19460135 F031319				187.20
MAINTENANCE				
03/13/2019 19460135 F031319				133.89
MAINTENANCE				
CHECK	42177	TOTAL:		321.09
03/13/2019 19460193 F031319				4,139.00
REPAIRS				
CHECK	42178	TOTAL:		4,139.00
03/13/2019 19460175 F031319				1,510.00
REPAIRS				

03/21/2019 10:55  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

CHECK 42179 TOTAL: 1,510.00

NUMBER OF CHECKS 6 \*\*\* CASH ACCOUNT TOTAL \*\*\* 7,458.27

COUNT	AMOUNT
6	7,458.27

\*\*\* GRAND TOTAL \*\*\* 7,458.27

03/21/2019 10:55  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

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CLERK: 97811jos

YEAR PER JNL  
SRC ACCOUNT

LINE	DATE	UNL	DESC	REF 1	REF 2	REF 3	LINE DESC	DEBIT	CREDIT
2019	9	302							
APP 4000-2000	03/21/2019	F031319		JL			REGION 4 MUNIS ACCT PAYABLE	7,458.27	
APP 4000-1040	03/21/2019	F031319		JL			AP CASH DISBURSEMENTS JOURNAL		7,458.27
							REGION 4 CASH		
							AP CASH DISBURSEMENTS JOURNAL		
							JOURNAL 2019/09/302 TOTAL	7,458.27	7,458.27



03/20/2019 14:34  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

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42145	03/20/2019	PRTD	2836	SYNCR/AMAZON	VOUCHER	INVOICE	DOCUMENT	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
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Invoice: 19420511					95860	19420511	76791	SUPPLIES	03/18/2019	19420511	V31819	86.00
Invoice: 448737555745					95861	448737555745	76792	SUPPLIES	03/18/2019	19420510	V31819	99.00
Invoice: 449534397553					95862	449534397553	76793	BOOKS	03/18/2019	19420508	V31819	288.75
Invoice: 19420509					95863	19420509	76794	BOOKS	03/18/2019	19420509	V31819	69.17
Invoice: 19420499					95877	19420499	76808	SUPPLIES	03/18/2019	19420499	V31819	191.28
42146 03/20/2019 PRTD					95873	66704332	76804	SUPPLIES	03/18/2019	19420507	V31819	2,035.20
Invoice: 66704332								CHECK	42145 TOTAL:			
42147 03/20/2019 PRTD					95876	19420386	76807	SUPPLIES	03/18/2019	19420386	V31819	800.09
Invoice: 19420386								CHECK	42146 TOTAL:			
42148 03/20/2019 PRTD					95859	2321293	76790	SUPPLIES	03/18/2019	19420506	V31819	2,581.80
Invoice: 2321293								CHECK	42147 TOTAL:			
42149 03/20/2019 PRTD					95874	7014090	76805	MATERIALS	03/18/2019	19420428	V31819	174.45
Invoice: 7014090								CHECK	42148 TOTAL:			
								CHECK	42149 TOTAL:			

03/20/2019 14:34  
97811jcs

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

p 2  
apcshdsb

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO WARRANT  
INVOICE DTL DESC

VOUCHER INVOICE  
DOCUMENT

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42150 03/20/2019 PRD 6919 JESSIE HERMAN 95868 19420519 03/18/2019 19420519 V31819 17.96  
Invoice: 19420519 76799 SUPPLIES CHECK 42150 TOTAL: 17.96

42151 03/20/2019 PRD 6664 MATHBITS 95865 19420514 03/18/2019 19420514 V31819 139.80  
Invoice: 19420514 76796 SUBSCRIPTION CHECK 42151 TOTAL: 139.80

42152 03/20/2019 PRD 4751 MICHAEL BARILE 95866 19420515 03/18/2019 19420515 V31819 99.99  
Invoice: 19420515 76797 DROP BOX CHECK 42152 TOTAL: 99.99

42153 03/20/2019 PRD 5535 MINUTEMAN PRESS 95864 33477 03/18/2019 19420512 V31819 787.60  
Invoice: 33477 76795 BROCHURES CHECK 42153 TOTAL: 787.60

42154 03/20/2019 PRD 5154 DONALD PERREAULT 95867 19420517 03/18/2019 19420517 V31819 255.00  
Invoice: 19420517 76798 IB ONLINE CHECK 42154 TOTAL: 255.00

42155 03/20/2019 PRD 3190 RIGGIO'S GARDEN CENT 95871 3151 03/18/2019 19420523 V31819 54.97  
Invoice: 3151 76802 SUPPLIES CHECK 42155 TOTAL: 54.97

42156 03/20/2019 PRD 3042 SMALLEY, SARAH 95870 19420522 03/18/2019 19420522 V31819 955.30  
Invoice: 19420522 76801 SUPPLIES CHECK 42156 TOTAL: 955.30

03/20/2019 14:34 97811jos REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL P 3 apcshdsb

CASH ACCOUNT: 4000 CHECK NO 4000 1040 REGION 4 CASH TYPE VENDOR NAME

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42157 03/20/2019 PRD 7720 STUKENT INC 95858 3432 76789 03/18/2019 19420516 V31819 800.00  
Invoice: 3432 SUPPLIES

CHECK 42157 TOTAL: 800.00

42158 03/20/2019 PRD 6688 WOODCRAFT OF HARTFOR 95872 372928 76803 03/18/2019 19420387 V31819 523.33  
Invoice: 372928 SUPPLIES

CHECK 42158 TOTAL: 523.33

NUMBER OF CHECKS 14 \*\*\* CASH ACCOUNT TOTAL \*\*\* 9,959.69

TOTAL PRINTED CHECKS 14  
COUNT 14  
AMOUNT 9,959.69

\*\*\* GRAND TOTAL \*\*\* 9,959.69

03/20/2019 14:34	REGIONAL SCHOOL DIST # 4				P 4	
97811jos	A/P CASH DISBURSEMENTS JOURNAL				apcshdsb	
CLERK: 97811jos						
JOURNAL ENTRIES TO BE CREATED						
YEAR PER	JNL				T	OB
SRC ACCOUNT						
EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC
2019 9 299						
APP 4000-2000						
03/20/2019	V31819		JL			REGION 4 MUNIS ACCT PAYABLE AP CASH DISBURSEMENTS JOURNAL
APP 4000-1040						9,959.69
03/20/2019	V31819		JL			REGION 4 CASH AP CASH DISBURSEMENTS JOURNAL
						9,959.69
						TOTAL
						9,959.69
						9,959.69

03/21/2019 10:34  
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000	1040	REGION 4 CASH
CHECK NO	CHK DATE	TYPE VENDOR NAME

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42159	03/21/2019 PRD	2836 SYNCB/AMAZON	95943
			19420526
			76873
			03/20/2019 19420526 V032019
			41.94

Invoice: 19420526	TONER		
95944	19420527	03/20/2019	19420527 V032019
76874			62.76

Invoice: 19420527	BOOKS		
	95948	964648948989	03/20/2019 19420533 V032019
	76878		
			94.06

Invoice: 964648948989	CAMERA	95956 76886	567538676556	03/20/2019	19420540	V032019	219.00
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INVOICE: 5675386/65536		
PRINTER	CHECK	42159 TOTAL: 417.76

42160	03/21/2019	PRTD	3081 B&H PHOTO - VIDEO, I	95951	155632551	03/20/2019	19420359	V032019	272.80
				76881					
Invoice: 155632551									

SUPPLIES	CHECK	42160	TOTAL:	272.80
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42161	03/21/2019	PRTD	7147 CIVICS FIRST CT	95947	19-05	03/20/2019	19420529	V032019	125.00
				76877					

REGISTRATIONS	
CHECK	42161 TOTAL:
	125.00

INVOICE NO.	DATE	DESCRIPTION	AMOUNT
42162	03/21/2019	PRTD 7141 CONNECTICUT COMPUTER 95941	200.00
		76871	
	03/20/2019	INV000158981	200.00
		V032019	

REPAIR	CHECK	42162 TOTAL:	200.00
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42163	03/21/2019	PRTD	4924	CSCA	95959	04346	03/20/2019	19420542	V032019	80.00
Invoice: 04346										
CONFIDENTIAL										

CONFERENCE	CHECK	42163 TOTAL:	80.00
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42164	03/21/2019	PRTD	2323	ESSEX PRINTING	95960	23740	03/20/2019	19420543	V032019	3,085.95
PROGRAMS										
Invoice: 23740										
76890										

03/21/2019 10:34  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

P 2  
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INVOICE DTL DESC

CHECK 42164 TOTAL: 3,085.95

42165 03/21/2019 PRD 7657 EUGENE ROBIDA 95953 19420537 03/20/2019 19420537 V032019 40.00  
Invoice: 19420537 ATHLETIC OFFICIAL CHECK 42165 TOTAL: 40.00

42166 03/21/2019 PRD 7315 FLINN SCIENTIFIC, IN 95950 2322360 03/20/2019 19420506 V032019 88.50  
Invoice: 2322360 SUPPLIES CHECK 42166 TOTAL: 88.50

42167 03/21/2019 PRD 7224 JENNIFER TALIERCIO 95958 19420541 03/20/2019 19420541 V032019 96.25  
Invoice: 19420541 SUPPLIES CHECK 42167 TOTAL: 96.25

42168 03/21/2019 PRD 7641 JOESPH COHEN 95952 19420536 03/20/2019 19420536 V032019 40.00  
Invoice: 19420536 ATHLETIC OFFICIAL CHECK 42168 TOTAL: 40.00

42169 03/21/2019 PRD 7146 LIBRARIAN'S BOOK EXP 95945 1313339 03/20/2019 19420528 V032019 334.41  
Invoice: 1313339 BOOKS CHECK 42169 TOTAL: 334.41

42170 03/21/2019 PRD 2249 REGIONAL SCHOOL DIST 95949 190313 03/20/2019 19420534 V032019 20,000.00  
Invoice: 190313 TRANSFER CHECK 42170 TOTAL: 20,000.00

42171 03/21/2019 PRD 5468 KATHY SCOTT 95940 19420532 03/20/2019 19420532 V032019 71.20  
Invoice: 19420532 SUPPLIES CHECK 42171 TOTAL: 71.20

03/21/2019 10:34  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

P 3  
apcshdsb

VOUCHER INVOICE INV DATE PO WARRANT NET

DOCUMENT INVOICE DTL DESC

42172 03/21/2019 PRD 7644 STEVE KLEIMAN 95954 19420538 03/20/2019 19420538 V032019 350.00  
Invoice: 19420538 76884 ATHLETIC OFFICIAL

CHECK 42172 TOTAL: 350.00

42173 03/21/2019 PRD 2297 W.B.MASON 95942 I63963399,I63921484 03/20/2019 19420525 V032019 306.54  
Invoice: I63963399,I63921484 76872 SUPPLIES

95955 I63790967,I63792784 03/20/2019 19420539 V032019 165.79  
Invoice: I63790967,I63792784 76885 SUPPLIES

CHECK 42173 TOTAL: 472.33

NUMBER OF CHECKS 15 \*\*\* CASH ACCOUNT TOTAL \*\*\* 25,674.20

COUNT AMOUNT  
TOTAL PRINTED CHECKS 15 25,674.20

\*\*\* GRAND TOTAL \*\*\* 25,674.20

03/21/2019 10:34  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 4  
apcsndsb

CLERK: 97811jos

YEAR PER JNL  
SRC ACCOUNT

EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 9 301									
APP 4000-2000						REGION 4 MUNIS ACCT PAYABLE			
03/21/2019	V032019		JL			AP CASH DISBURSEMENTS JOURNAL		25,674.20	
APP 4000-1040						REGION 4 CASH			
03/21/2019	V032019		JL			AP CASH DISBURSEMENTS JOURNAL			25,674.20
JOURNAL 2019/09/301 TOTAL								25,674.20	25,674.20



03/20/2019 09:24	REGIONAL SCHOOL DIST # 4	1
97811jos	A/P CASH DISBURSEMENTS JOURNAL	apcshdsb
CASH ACCOUNT: 4000	1040	
CHECK NO	TYPE VENDOR NAME	
CHK DATE		
42139 03/20/2019 PRD	5159 BONALLI, LAURA	
Invoice: 03112019		
42140 03/20/2019 PRD	5317 CDW GOVERNMENT, INC	
Invoice: QRV3370		
42141 03/20/2019 PRD	7559 MITCHELL, LAUREN	
Invoice: 03112019		
42142 03/20/2019 PRD	6754 PROGRESS PUBLICATION	
Invoice: 48508600		
42143 03/20/2019 PRD	5105 WB MASON	
Invoice: I63919896		
Invoice: I64064427		
Invoice: I64287125		
42144 03/20/2019 PRD	2853 WHITE, ROBB	
Invoice: 03112019		
VOUCHER	INVOICE	
DOCUMENT		
95851	03112019	
76783		
INVOICE DTL DESC	INV DATE	PO
03/11/2019 19410272 J03129		
FEES AND DUES		
CHECK	42139 TOTAL:	121.80
03/11/2019 19410221 J03129		
TECH SERVICES SUPPLIES		
CHECK	42140 TOTAL:	270.80
03/11/2019 19410270 J03129		
LIFE MANAGEMENT SUPPLIES		
CHECK	42141 TOTAL:	16.42
03/11/2019 19410248 J03129		
GUIDANCE SUPPLIES		
CHECK	42142 TOTAL:	594.74
03/11/2019 19410130 J03129		
JW SUPPLIES		
03/11/2019 19410130 J03129		
JW SUPPLIES		
03/11/2019 19410130 J03129		
JW SUPPLIES		
CHECK	42143 TOTAL:	233.68
03/11/2019 19410271 J03129		
TRAVEL/CONFERENCE		
CHECK	42144 TOTAL:	67.26
03/11/2019 19410271 J03129		
TRAVEL/CONFERENCE		
CHECK	42144 TOTAL:	535.44
03/11/2019 19410271 J03129		
TRAVEL/CONFERENCE		
CHECK	42144 TOTAL:	82.59
03/11/2019 19410271 J03129		
TRAVEL/CONFERENCE		
CHECK	42144 TOTAL:	82.59

03/20/2019 09:24  
97811jos.

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

2  
apcshdsb

NUMBER OF CHECKS	6		*** CASH ACCOUNT TOTAL ***	1,621.79
TOTAL PRINTED CHECKS	COUNT	AMOUNT		
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	6	1,621.79		
			*** GRAND TOTAL ***	1,621.79

03/19/2019 15:21 | REGIONAL SCHOOL DIST # 4 | P 1  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

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42130 03/19/2019 PRTD 7466 ADVANCED ENVIRONMENT 95750 2019032 2019032  
Invoice: 2019032

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42131 03/19/2019 PRTD 2197 ESSEX HARDWARE CO 95756 190228 190228  
Invoice: 190228

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42132 03/19/2019 PRTD 2550 GIROUX LANDSCAPING, 95755 26690,26638,26747,18 26690,26638,26747,18  
Invoice: 26690,26638,26747,18

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42133 03/19/2019 PRTD 3273 GRAINGER 95754 9092572297 9092572297  
Invoice: 9092572297

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42134 03/19/2019 PRTD 2175 HOME DEPOT 95748 7348196, 6715469 7348196, 6715469  
Invoice: 7348196, 6715469

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42135 03/19/2019 PRTD 2217 KONE INC. 95751 19460187 19460187  
Invoice: 19460187

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42136 03/19/2019 PRTD 7528 LEIGH RANKIN 95752 19460185 19460185  
Invoice: 19460185

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42137 03/19/2019 PRTD 5342 NEW ENGLAND POWER EQ 95753 61538 61538  
Invoice: 61538

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42138 03/19/2019 PRTD 5342 NEW ENGLAND POWER EQ 95753 61538 61538  
Invoice: 61538

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42139 03/19/2019 PRTD 5342 NEW ENGLAND POWER EQ 95753 61538 61538  
Invoice: 61538

03/19/2019 15:21 | REGIONAL SCHOOL DIST # 4 | P 2  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO WARRANT NET  
DOCUMENT INVOICE DTL DESC

42138 03/19/2019 PRD 6358 TOP NOTCH ELECTRICAL 95749 7033 CHECK 42137 TOTAL: 84.52

76682 REPAIR 03/11/2019 19460181 F031119 533.60

Invoice: 7033

NUMBER OF CHECKS 9 \*\*\* CASH ACCOUNT TOTAL \*\*\* 19,482.19

COUNT AMOUNT

TOTAL PRINTED CHECKS 9 19,482.19

\*\*\* GRAND TOTAL \*\*\* 19,482.19

03/19/2019 15:21 97811j0s REGIONAL SCHOOL DIST # 4 JOURNAL ENTRIES TO BE CREATED P 3 apcshdsb

CLERK: 97811j0s JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC				LINE DESC			
2019 9 270									
APP 4000-2000	03/19/2019	F031119	JL			REGION 4 MUNIS ACCT PAYABLE		19,482.19	
APP 4000-1040	03/19/2019	F031119	JL			AP CASH DISBURSEMENTS JOURNAL			19,482.19
						REGION 4 CASH			
						AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2019/09/270 TOTAL		19,482.19	19,482.19

03/19/2019 13:51  
9781lj0s

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000  
CHECK NO CHK DATE

1040 REGION 4 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE

DOCUMENT

INVOICE DTL DESC

WARRANT

INV DATE PO

NET

42127 03/19/2019 PRTD 4676 FIRE PROTECTION TEST 95878 35077

76809

Invoice: 35077

INSPECTION

791.25

791.25

CHECK 42127 TOTAL:

42128 03/19/2019 PRTD 4627 HINDING TENNIS COURT 95880 23125

76810

Invoice: 23125

TRACK REPAIRS

6,500.00

6,500.00

CHECK 42128 TOTAL:

42129 03/19/2019 PRTD 5776 THERMOMEDICS, LLC 95881 2391

76811

Invoice: 2391

REPAIRS

358.18

1,741.92

03/18/2019 19460175 F031819

Invoice: 2390

95882 2390

REPAIRS

2,100.10

CHECK 42129 TOTAL:

9,391.35

\*\*\* CASH ACCOUNT TOTAL \*\*\*

NUMBER OF CHECKS 3

COUNT AMOUNT

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TOTAL PRINTED CHECKS 3

9,391.35

9,391.35

\*\*\* GRAND TOTAL \*\*\*



03/14/2019 14:44 97811jos REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL 1040 REGION 4 CASH 4000 TYPE VENDOR NAME 6697 NATIONWIDE SECURITY 95855 66743 76786 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

CASH ACCOUNT: 4000 CHECK NO CHK DATE 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

Invoice: 66743

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786

42126 03/14/2019 PRTD 6697 NATIONWIDE SECURITY 95855 66743 76786



03/14/2019 14:44  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CLERK: 97811jos

YEAR PER JNL  
SRC ACCOUNT

EFF DATE	JNL	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 9 223									
APP 4000-2000						REGION 4 MUNIS ACCT PAYABLE			
03/14/2019	R031519		JL			AP CASH DISBURSEMENTS JOURNAL		5,038.11	
APP 4000-1040						REGION 4 CASH			5,038.11
03/14/2019	R031519		JL			AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2019/09/223 TOTAL		5,038.11	5,038.11

03/13/2019 11:45  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000	1040	REGION 4 CASH
CHECK NO	CHK DATE	TYPE VENDOR NAME

1  
apcshdsb

WARRANT

NET

VOUCHER INVOICE

INVOICE	DTL	DESC
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DOCUMENT

42106	03/13/2019	PRTD	6432	A&A	OFFICE SYSTEMS,	95595	373498	02/25/2019	19400008	R031219	123.28
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Invoice: 373498

ENCUMBERED FUNDS

CHECK	42106 TOTAL:	123.28
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42107	03/13/2019	PRTD	6498	BEN BRONZ ACADEMY	95798	3190	03/01/2019	19400023	R031219	5,200.00
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Invoice: 3190

10

CHECK	42107 TOTAL:	5,200.00
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42108	03/13/2019	PRTD	2087	CAS	95597	022019	02/28/2019	19430068	R031219	240	00
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Invoice: 022019

CAS SCHOLAR ATHLETE BANOUET

CHECK	42108 TOTAL:	240.00
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42109	03/13/2019	PRTD	7569	MELISSA COSTA	95822	02419-30119	03/01/2019	19400082	R031219	78	42
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Invoice: 02419-301119

MILEAGE REIMBURSEMENT

CHECK 42109 TOTAL: 78.42

42110	03/13/2019	PRTD	6771	CT SOLAR LEASE 2, LL	955596	01895	02/28/2019	19400070	B031219	906	86
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Invoice: 01895

ENCUMBERED FUNDS LEASE

CHECK 42110 TOTAL: 906.86

42141	03/13/2019	PRTD	2849	CURTIN MOTOR LIVERY.	95799	23236/CS	03/01/2019	19400103	P031219
182	00								

Invoice: 23236/CS

CONFIDENTIAL

95801	23236/CH	03/01/2019	19400044	R031219	1.820.00
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Invoice: 23236/CH

SECRET

95802	23234	03/01/2019	19400043	R031219	3.792.00
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Invoice: 23234

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95803	23229	03/01/2019	19400045	R031219	2.474.00
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Invoice: 232229

100

95805	23231	03/01/2019	19400046	R031219	3.081.00
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03/01/2019 19400046 R031219

03/13/2019 11:45  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

P 2  
apcsbdsb

VOUCHER	INVOICE	DOCUMENT	INV DATE	PO	WARRANT	NET
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Invoice: 23231		76738				
Invoice: 23230		95806 23230 76739	03/01/2019	19400047	R031219	3,268.00
Invoice: 23232/DC		95807 23232/DC 76740	03/01/2019	19400048	R031219	697.20
Invoice: 23232/ET		95808 23232/ET 76741	03/01/2019	19400049	R031219	697.20
Invoice: 23232/NL		95809 23232/NL 76742	03/01/2019	19400050	R031219	697.20
Invoice: 23232/RD		95810 23232/RD 76743	03/01/2019	19400051	R031219	697.20
Invoice: 23243/AH		95811 23243/AH 76744	03/01/2019	19400067	R031219	1,683.00
Invoice: 23243/CM		95812 23243/CM 76745	03/01/2019	19400090	R031219	1,683.00
Invoice: 23225/BD		95813 23225/BD 76746	03/01/2019	19400068	R031219	1,674.50
Invoice: 23225/CS		95814 23225/CS 76747	03/01/2019	19400069	R031219	1,674.50
Invoice: 23241/EJ		95815 23241/EJ 76748	03/01/2019	19400071	R031219	1,479.00
Invoice: 23241/NP		95816 23241/NP 76749	03/01/2019	19400070	R031219	1,479.00
Invoice: 23215		95817 23215 76750	03/01/2019	19400074	R031219	2,366.00
Invoice: 23237		95818 23237	03/01/2019	19400095	R031219	1,504.50

03/13/2019 11:45  
97811jcs

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

P 3  
apcsdshsb

VOUCHER INVOICE INV DATE PO WARRANT NET  
DOCUMENT INVOICE DTL DESC

Invoice: 23237

95819 23247  
76752

Invoice: 23247

03/01/2019 19400098 R031219 2,912.00

CHECK 42111 TOTAL: 33,801.30

42112 03/13/2019 PRD 7026 EILEEN DALLAS 010219-022719 95796 010219-022719 59.97  
76729

Invoice: 010219-022719

CHECK 42112 TOTAL: 59.97

42113 03/13/2019 PRD 7556 DIME OIL, LLC 02/26/2019 19400063 R031219 8,880.75

Invoice: 55398

95604 55398  
76538

CHECK 42113 TOTAL: 8,880.75

42114 03/13/2019 PRD 4148 DENNIS DIX, JR. 02/28/2019 R031219 350.00

Invoice: 022819

95636 022819  
76570

FILLING OF MATERIAL MSRB ENMA

CHECK 42114 TOTAL: 350.00

42115 03/13/2019 PRD 4778 GROVE SCHOOL 03/01/2019 19400058 R031219 7,875.00

Invoice: 25536

95821 25536  
76754

CHECK 42115 TOTAL: 7,875.00

42116 03/13/2019 PRD 5688 MR. AND MRS. DOUGLAS 010219-013119 95607 010219-013119 995.28  
76541

Invoice: 010219-013119

CHECK 42116 TOTAL: 995.28

42117 03/13/2019 PRD 5959 LEAF 02/26/2019 19400002 R031219 810.87

Invoice: 9225644

95620 9225644  
76554

ENCUMBERED/100-1723117-006

95623 9229263 02/28/2019 19400003 R031219 3,832.00  
76557

Invoice: 9229263

ENCUMBERED FUNDS/100-1723117-005

03/13/2019 11:45 | REGIONAL SCHOOL DIST # 4 | P 4  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE  
DOCUMENT INVOICE DTL DESC INV DATE PO WARRANT NET

42118 03/13/2019 PRD 7618 METRO TEAM OUTFITTER 95630 93696 CHECK 42117 TOTAL: 4,642.87

Invoice: 93696 76564  
02/26/2019 19430052 R031219 1,016.40  
BASEBALL HATS

42119 03/13/2019 PRD 3090 MIDDLETOWN BOE/CITY 95626 020119 CHECK 42118 TOTAL: 1,016.40  
Invoice: 020119 76560

42120 03/13/2019 PRD 2828 MT ST JOHN SCHOOL 95627 58/CM 01/31/2019 19400089 R031219 7,875.00  
Invoice: 58/CM 76561

42121 03/13/2019 PRD 7713 NH TAP-OFF CLUB 95631 022819 02/26/2019 19430069 R031219 315.00  
Invoice: 022819 76565  
FEEES FOR NH TAP-OFF CLUB BANQ  
CHECK 42121 TOTAL: 315.00

42122 03/13/2019 PRD 2165 NORTHEAST UTILITIES 95632 51589903079-022219 02/22/2019 19400007 R031219 8,868.98  
Invoice: 51589903079-022219 76566  
ENCUMBERED FUNDS ELEC

42123 03/13/2019 PRD 51359903028-022219 02/22/2019 19400007 R031219 13,802.38  
Invoice: 51359903028-022219 76567  
ENCUMBERED FUNDS ELEC

42124 03/13/2019 PRD 51209582022/ 95634 51209582022/ 03/01/2019 19400007 R031219 16.74  
Invoice: 51209582022/ 76568  
ENCUMBERED FUNDS ELEC  
CHECK 42122 TOTAL: 22,688.10

03/13/2019 11:45 | REGIONAL SCHOOL DIST # 4 | P 5  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

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DOCUMENT INVOICE INVOICE INV DATE PO WARRANT NET

42123 03/13/2019 PRD 6093 QUANTUM BEHAVIORAL C 95779 1167 02/27/2019 19400033 R031219 966.00  
Invoice: 1167

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42124 03/13/2019 PRD 2429 SHIPMAN & GOODWIN 95635 552206 02/28/2019 19400037 R031219 3,752.00  
Invoice: 552206 ENCUMBERED LEGAL FEES

-----  
42125 03/13/2019 PRD 2518 TREASURER SUPERVISIO 95797 76730 02/27/2019 19400083 R031219 726.88  
Invoice: FEB- 19 REIMB FOR CELL PHONE

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NUMBER OF CHECKS 20 \*\*\* CASH ACCOUNT TOTAL \*\*\* 117,805.21  
COUNT AMOUNT  
TOTAL PRINTED CHECKS 20 117,805.21

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\*\*\* GRAND TOTAL \*\*\* 117,805.21

03/13/2019 11:45 | REGIONAL SCHOOL DIST # 4 | P 6  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: 97811jos

YEAR PER	JNL	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019	9	162								
APP 4000-2000							REGION 4 MUNIS ACCT PAYABLE			
03/13/2019	R031219	JL					AP CASH DISBURSEMENTS JOURNAL		117,805.21	
APP 4000-1040							REGION 4 CASH			117,805.21
03/13/2019	R031219	JL					AP CASH DISBURSEMENTS JOURNAL			
							JOURNAL 2019/09/162 TOTAL		117,805.21	117,805.21







03/12/2019 11:04 REGIONAL SCHOOL DIST # 4  
9781lj os A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000	1040	REGION 4 CASH			
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE
					INV DATE
					PO
					WARRANT
					NET

DOCUMENT	INVOICE	DTL	DESC
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42104	03/12/2019	PRTD	3497 SHORELINE ARTS ALLIA	95587	19420433	03/06/2019	19420433	V030619	205.00
					76521				
Invoice: 19420433					FEES				

CHECK	42104	TOTAL:	205.00
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42105 03/12/2019 PRTD	2436 TREASURER REGIONAL S 95583	19420502	03/06/2019 19420502 V030619	1,346.49
		76517		
Invoice: 19420502			REIMB FOR FIRST STUDENT BUS	

CHECK 42105 TOTAL: 1,346.49

NUMBER OF CHECKS	16	*** CASH ACCOUNT TOTAL ***	4,685.65
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	16	4,685.65

\*\*\* GRAND TOTAL \*\*\* 4,685.65

03/12/2019 11:04  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 97811jos

YEAR PER JNL

SRC ACCOUNT

EFF DATE

EFF DATE	2019 9 142
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APP 4000-2000

03/12/2019

APP 4000-1040

03/12/2019 V030619 JL

ACCOUNT	DESC
LINE	DESC

TOB

DEBIT

CREDIT

REGION 4 MUNIS ACCT PAYABLE  
AP CASH DISBURSEMENTS JOURNAL  
REGION 4 CASH  
AP CASH DISBURSEMENTS JOURNAL

4,685.65

4,685.65

JOURNAL 2019/09/142 TOTAL

4,685.65

4,685.65

Papshdsb<sup>4</sup>

03/07/2019 14:24 | REGIONAL SCHOOL DIST # 4 | P 1  
97811jos | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

-----  
42087 03/07/2019 PRD 5713 NEW ENGLAND INDUSTRI 95590 IN121305 INVOICE DTL DESC WARRANT NET  
Invoice: IN121305 76524 03/06/2019 19460135 F030619 299.50

MAINTENANCE  
Invoice: IN121279 95592 IN121279 03/06/2019 19460135 F030619 996.16  
76526 MAINTENANCE

42088 03/07/2019 PRD 5000 SWAN ASSOCIATES INC. 95588 76296 CHECK 42087 TOTAL: 1,295.66  
Invoice: 76296 76522

42089 03/07/2019 PRD 5776 THERMOMEDICS, LLC 95593 2385 CHECK 42088 TOTAL: 235.18  
Invoice: 2385 76527 REPAIR

REPAIRS  
CHECK 42089 TOTAL: 948.58

NUMBER OF CHECKS 3 \*\*\* CASH ACCOUNT TOTAL \*\*\* 2,479.42

COUNT AMOUNT  
TOTAL PRINTED CHECKS 3 2,479.42

\*\*\* GRAND TOTAL \*\*\* 2,479.42

YEAR PER	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC			LINE DESC			
2019 9 90								
APP 4000-2000	03/07/2019	F030619	JL		REGION 4 MUNIS ACCT PAYABLE		2,479.42	
APP 4000-1040	03/07/2019	F030619	JL		AP CASH DISBURSEMENTS JOURNAL			2,479.42
					REGION 4 CASH			
					AP CASH DISBURSEMENTS JOURNAL			
					JOURNAL 2019/09/90	TOTAL	2,479.42	2,479.42

03/07/2019 08:43 97811jos REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 CHECK NO CHK DATE TYPE VENDOR NAME 1040 REGION 4 CASH

42079	03/07/2019	PRTD	3444	CAAD	VOUCHER	INVOICE	DOCUMENT	INV DATE	PO	WARRANT	NET
Invoice: 02202019											
42079	03/07/2019	PRTD	3444	CAAD	95532	02202019	76466	02/28/2019	19410262	J03019	125.00
ATHLETICS DUES AND FEES											
CHECK 42079 TOTAL:											
42080	03/07/2019	PRTD	2159	CREC	95531	192551	76465	02/28/2019	19410002	J03019	300.00
Invoice: 192551											
PO CONFERENCE											
CHECK 42080 TOTAL:											
42081	03/07/2019	PRTD	6567	PETTY CASH- MARY JAN	95533	02252019	76467	02/28/2019	19410266	J03019	129.67
Invoice: 02252019											
PO SUPPLIES											
CHECK 42081 TOTAL:											
42082	03/07/2019	PRTD	3254	PAXTON/PATTERSON	95528	366917	76462	02/28/2019	19410237	J03019	773.32
Invoice: 366917											
TECH ED SUPPLIES											
CHECK 42082 TOTAL:											
42083	03/07/2019	PRTD	6850	PAXTON/PATTERSON	95527	367773	76461	02/28/2019	19410237	J03019	519.38
Invoice: 367773											
TECH ED SUPPLIES											
CHECK 42083 TOTAL:											
42084	03/07/2019	PRTD	7676	QUALITY LOGO PRODUCT	95530	QSI-704778	76464	02/28/2019	19410253	J03019	643.80
Invoice: QSI-704778											
SOCIAL DEVELOPMENT SUPPLIES											
CHECK 42084 TOTAL:											
42085	03/07/2019	PRTD	3190	RIGGIO'S GARDEN CENT	95535	20090	76469	02/28/2019	19410267	J03019	233.96
Invoice: 20090											
SCIENCE SUPPLIES											
CHECK 42085 TOTAL:											
42086	03/07/2019	PRTD	5105	WB MASON	95529	I63622522	76463	02/28/2019	19410130	J03019	8.54
Invoice: I63622522											
JW SUPPLIES											

03/07/2019 08:43 97811jos REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL P 2 apcsbdsb

CASH ACCOUNT: 4000 CHECK NO CHK DATE TYPE VENDOR NAME 1040 REGION 4 CASH

VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
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DOCUMENT	INVOICE DTL DESC
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CHECK	42086	TOTAL:	8.54
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NUMBER OF CHECKS 8 \*\*\* CASH ACCOUNT TOTAL \*\*\* 2,733.67

COUNT	AMOUNT
8	2,733.67

TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\* 2,733.67

03/06/2019 08:59  
97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

42061 03/06/2019 PRD	2836 SYNCB/AMAZON	VOUCHER	INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
Invoice: 449833498594		95509 76443	449833498594	SUPPLY	02/28/2019	19420471	V022819	8.99
Invoice: 763484593766		95510 76444	763484593766	SUPPLIES	02/28/2019	19420472	V022819	122.36
Invoice: 444596789758		95526 76460	444596789758	SUPPLIES	02/28/2019	19420488	V022819	97.84
					CHECK	42061	TOTAL:	229.19
42062 03/06/2019 PRD	7698 CHARLENE SHEPARD	95519 76453	19420481	ATHLETIC OFFICIAL	02/28/2019	19420481	V022819	97.17
Invoice: 19420481					CHECK	42062	TOTAL:	97.17
42063 03/06/2019 PRD	7699 CHRIS KARCHER	95521 76455	19420483	ATHLETIC OFFICIAL	02/28/2019	19420483	V022819	97.17
Invoice: 19420483					CHECK	42063	TOTAL:	97.17
42064 03/06/2019 PRD	7629 DAVID BERARDIS	95524 76458	19420486	ATHLETIC OFFICIAL	02/28/2019	19420486	V022819	63.05
Invoice: 19420486					CHECK	42064	TOTAL:	63.05
42065 03/06/2019 PRD	7273 EDVOTEK	95507 76441	194659	SUPPLIES	02/28/2019	19420427	V022819	104.95
Invoice: 194659					CHECK	42065	TOTAL:	104.95
42066 03/06/2019 PRD	7657 EUGENE ROBIDA	95518 76452	19420480	ATHLETIC OFFICIAL	02/28/2019	19420480	V022819	40.00
Invoice: 19420480					CHECK	42066	TOTAL:	40.00

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CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

		VOUCHER	INVOICE	DOCUMENT	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
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42067	03/06/2019	PRTD	7315 FLINN SCIENTIFIC, IN 95508	2318930		02/28/2019	19420409	V022819	73.75
Invoice: 2318930			76442		SUPPLIES				
						CHECK	42067	TOTAL:	73.75
42068	03/06/2019	PRTD	7621 JAMES HASCH	95523	19420485	02/28/2019	19420485	V022819	63.05
Invoice: 19420485			76457		ATHLETIC OFFICIAL				
						CHECK	42068	TOTAL:	63.05
42069	03/06/2019	PRTD	7684 JERRY WITHINTON	95520	19420482	02/28/2019	19420482	V022819	63.05
Invoice: 19420482			76454		ATHLETIC OFFICIAL				
						CHECK	42069	TOTAL:	63.05
42070	03/06/2019	PRTD	6919 JESSIE HERMAN	95514	19420476	02/28/2019	19420476	V022819	63.32
Invoice: 19420476			76448		SUPPLIES				
						CHECK	42070	TOTAL:	63.32
42071	03/06/2019	PRTD	7700 KEVIN CROCKETT	95522	19420484	02/28/2019	19420484	V022819	97.17
Invoice: 19420484			76456		ATHLETIC OFFICIAL				
						CHECK	42071	TOTAL:	97.17
42072	03/06/2019	PRTD	7266 MCGRAW-HILL SCHOOL E 95505	107332874001		02/28/2019	19420413	V022819	3,199.45
Invoice: 107332874001			76439		BOOKS				
						CHECK	42072	TOTAL:	3,199.45
42073	03/06/2019	PRTD	7638 MCMASTER-CARR	95506	87085250	02/28/2019	19420414	V022819	248.95
Invoice: 87085250			76440		RAIL				
						CHECK	42073	TOTAL:	248.95

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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 4000 1040 REGION 4 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

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VOUCHER INVOICE INV DATE PO WARRANT NET

DOCUMENT INVOICE DTL DESC

42074 03/06/2019 PRD 7156 COLLEGE ENTRANCE EXA 95515 391910552A 02/28/2019 19420477 V022819 1,050.00  
Invoice: 391910552A 76449 FEES

Invoice: 381910520A 95516 381910520A 02/28/2019 19420478 V022819 2,448.00  
76450 FEES

CHECK 42074 TOTAL: 3,498.00

42075 03/06/2019 PRD 4740 THE ROSEN PUBLISHING 95511 RSL1334521 02/28/2019 19420473 V022819 29.65  
Invoice: RSL1334521 76445 SUPPLIES

CHECK 42075 TOTAL: 29.65

42076 03/06/2019 PRD 7695 SHAWN CARLSON 95512 19420474 02/28/2019 19420474 V022819 63.05  
Invoice: 19420474 76446 ATHLETIC OFFICIAL

Invoice: 19420475 95513 19420475 02/28/2019 19420475 V022819 63.05  
76447 ATHLETIC OFFICIAL

CHECK 42076 TOTAL: 126.10

42077 03/06/2019 PRD 7154 STOP & SHOP 95517 19420479 02/28/2019 19420479 V022819 250.00  
Invoice: 19420479 76451 GIFT CARDS

CHECK 42077 TOTAL: 250.00

42078 03/06/2019 PRD 5105 WB MASON 95525 C1024719 02/28/2019 19420487 V022819 101.56  
Invoice: C1024719 76459 SUPPLIES

CHECK 42078 TOTAL: 101.56

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97811jos

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS 18 \*\*\* CASH ACCOUNT TOTAL \*\*\* 8,445.58

COUNT	AMOUNT
18	8,445.58

TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\* 8,445.58

03/06/2019 08:59 97811jos REGIONAL SCHOOL DIST # 4 JOURNAL ENTRIES TO BE CREATED

A/P CASH DISBURSEMENTS JOURNAL

CLERK: 97811jos

YEAR PER	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL	REF 1	REF 2	REF 3	LINE DESC			
2019 9	61							
APP 4000-2000					REGION 4 MUNIS ACCT PAYABLE		8,445.58	
03/06/2019	V022819	JL			AP CASH DISBURSEMENTS JOURNAL			
APP 4000-1040					REGION 4 CASH			8,445.58
03/06/2019	V022819	JL			AP CASH DISBURSEMENTS JOURNAL			
					JOURNAL 2019/09/61	TOTAL	8,445.58	8,445.58

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## Criteria For Trips Abroad

6153

A request for a field trip abroad form should be submitted for Board approval no later than four months prior to planned departure. The travel agency arranging the trip abroad must provide all liability/trip insurance.

1. Trips should be an extension of the curriculum.
  - a. My job is to teach students how to do the following:
    - 1. Communicate in French
    - 2. Gain knowledge and understanding of Francophone cultures
    - 3. Connect with other disciplines and acquire information
    - 4. Develop insight into the nature of language and culture
    - 5. Participate in multilingual communities at home and around the world

This exchange program is definitely part of my curriculum. My students will be living with a French family and attending a French school, immersed in French language and culture for 9 days. They will be speaking French and learning about French culture on a daily basis. An opportunity such as this cannot be duplicated in a classroom. It is the chance of a lifetime.

2. These types of trips should be planned for a scheduled school vacation.
  - a. My trip is planned for Thanksgiving vacation, from November 19 – November 30, 2019. Our exchange school has vacation when we do during April, thus depriving our students of the opportunity to attend a French school during that vacation.
  - b. A proposed itinerary, lists of teacher chaperons and student participants, and an explanation of trip's purpose should be submitted to the Board at least two months prior to planned departure.

### Itinerary:

#### Exchange

Departure from JFK on Friday, 11/22/19

Arrival in Paris on Saturday, 11/23/19

Weekend spent in Paris 11/23 - 11/25/19

Hotel du Palais Bourbon, rue de Bourgogne

Flight from Paris to Toulouse on Monday, 11/25/19

Met at airport by Exchange Students

Homestay in Castres, France from 11/25 - 11/30/19

Flight from Paris to JFK on Saturday, 11/30/19

### **Student Participants and Teacher Chaperones**

#### **Exchange**

I expect to have about 10 students and 1 other teacher.

#### **Explanation of Trip's Purpose**

#### **Exchange**

- This exchange is sponsored through the Connecticut State Department of Education, the French Ministry of Foreign Affairs, the French Ministry of Education and the Academie de Toulouse, in Toulouse, France. It is designed to promote the study of French language and culture in Connecticut schools. One initiative is this exchange program with the Lycee des Metiers Notre Dame, located in Castres, France. This is the seventeenth year of our exchange.
3. The selection of student participants will be left to the discretion of the teacher/sponsor.
    - a. Exchange: These students either hosted students in the fall or replaced seniors who did host students. They realize that they are ambassadors from Valley and they will represent our school and our country proudly.
  4. The students/chaperon ratio shall be in line with those suggested by the agency contracted but not more than 10 total. A ratio of 6 to 1 is recommended. (Maximum: 10 to 1; Recommended: 6 to 1).
    - a. Exchange:: The students/chaperon ratio on this trip is 6 to 1: 10 students, 2 chaperones.
  5. Activities involving unnecessary risk, i.e. skiing, driving, motorcycling, are excluded, as stipulated by the agency and/or school insurance carrier.
    - a. Exchange: There are no activities planned that involve unnecessary risk.
  6. School time absences, if necessitated by any means out of the control of the teacher/sponsor, should result in excused absences from school without penalty for both students and staff, when the trip has received Board approval.
    - a. Exchange: I hope that all students and chaperones will be granted excused absences for the 2 days of school that they will miss (Mon, 11/25; Tues, 11/26).

Regulation approved: April 27, 1998

## **Schedule of Visit**

**11/22/19 - 11/30/19**

### **Friday, November 22**

We leave Valley at 11:00 am.

Air France #7 leaves JFK at 7:05 pm

### **Saturday, November 23**

We arrive at Charles de Gaulle at 8:30 am.

We proceed to the hotel: Hôtel de la Paix - Montparnasse

225, Boulevard Raspail 011-33-1-43-20-35-82

[paris-montparnasse-hotel.com/en](http://paris-montparnasse-hotel.com/en)

Musée Rodin, Tour Eiffel @4:00 pm; Seine Cruise @ 7:30 pm

### **Sunday, November 24**

Musée du Louvre in the morning; Notre Dame in the afternoon.

### **Monday, November 25**

Air France #61112 from Orly to Toulouse at 9:30 am. Arrive Toulouse at 10:40 am. Met by hosts at the airport. Lunch at school with a tour of the school and the convent.. Settle in with family.

### **Tuesday, November 26**

The morning at school with their hosts. Lunch at school. Guided visit of Castres in the afternoon. French students stay in class.

**Wednesday, November 27**

Morning at school and lunch at school. 12:45 pm leave for guided tour of Albi, including the Musée Toulouse-Lautrec and la Cathédrale Sainte Cécile. All students.

**Thursday, November 28**

Morning and lunch at school. 12:45 pm leave for guided tour of Carcassonne. Cécile. French students in class.

**Friday, November 29**

Entire day spent in Toulouse. Both French and American students.

**Saturday, November 30**

Air France #7523 from Toulouse to Paris at 12:20 pm

Air France #10 from Charles de Gaulle to JFK at 3 :35 pm.

Arrive JFK at 6:10 pm. Arrive Valley at around 10:00 pm. Will telephone parents when we are close.



# JourneyBound, LLC Comprehensive Plan

## *Schedule of Coverage and Services*

Trip Cancellation.....	Tour Cost*
Trip Interruption.....	150% of Tour Cost*
Trip Delay (6 hrs) .....	\$750(\$150/day)
Missed Connection.....	\$500(3 or more hrs)
Baggage & Personal Effects.....	\$1,500(\$250 per article)
Baggage Delay.....	\$300
Emergency Accident & Sickness Medical Expense.....	\$25,000
Emergency Evacuation & Repatriation.....	\$100,000
Worldwide Emergency Assistance Services.....	Included

- a) All travelers must participate in plan.
- b) This plan is only available to student, civic and youth organizations with 80% or more travelers  
35 years of age or younger.
- c) A group is defined as 10 or more passengers traveling to the same destination with the same  
departure and return dates.
- d) You must protect the full cost of the group trip. The maximum benefit limit is \$10,000.

### **Part A - TRAVEL PROTECTION**

**Trip Cancellation/ Trip Interruption:** The Insurer will pay a benefit, up to the maximum shown on the Schedule of Coverage and Services, if You are prevented from taking or continuing Your covered Trip due to the following Unforeseen events:

- a) Sickness, Accidental Injury, or death of You, Your Traveling Companion, or Business Partner, or Family Member of You or Your Traveling Companion,; which results in medically imposed restrictions as certified by a Physician at the time of loss preventing Your continued participation in the Trip. A Physician must advise cancellation of the Trip on or before the Scheduled Departure Date;
- b) Strike that causes complete cessation of services for at least 24 consecutive hours;
- c) Weather which causes complete cessation of services of Your Common Carrier for at least 24 consecutive hours;
- d) You or Your Traveling Companion are hijacked, quarantined, required to serve on a jury, required to appear as a witness in a legal action, provided You or a Traveling Companion is not a party to the legal action or appearing as a law enforcement officer, subpoenaed, the victim of felonious assault within 10 days of departure; or having Your or Your Traveling Companion's principal place of residence made uninhabitable by fire, flood, or other Natural Disaster; or burglary of Your principal place of residence within 10 days of departure;
- e) Bankruptcy and/or Default of Your Travel Supplier which occurs more than 14 days following Your Effective Date. Coverage is not provided for the Bankruptcy or Default of the agency from whom You purchased Your Land/Sea Arrangements;
- f) If within 30 days of Your departure, a politically motivated Terrorist Attack occurs within the territorial limits of the City listed on Your itinerary. The Terrorist Attack must occur after the Effective Date of Your Trip Cancellation coverage;
- g) You or Your Traveling Companion who are military personnel, and are called to emergency duty for a disaster other than war;
- h) You or Your Traveling Companion being directly involved in a traffic Accident substantiated by a police report, while en route to departure;
- i) The death or hospitalization of Your Host at Destination;
- j) Natural disaster at the site of Your destination which renders Your destination accommodations uninhabitable;

If Your Travel Supplier cancels Your Trip, You are covered up the cost of the ticket or the reissue fee charged by the airline for the tickets. You must have covered the entire cost of the Trip including the airfare. **"Cancel For Any Reason" Protection:** *Not available for residents of Washington State*

If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You up to the lesser of the limit of coverage for which benefits have been requested and the appropriate plan cost has been paid or 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than two (2) days prior to Your Scheduled Departure Date. All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72-hour period, the Company will not pay for additional charges which would not have been incurred had an Insured notified the Travel Supplier in the specified period. If the event prevents an Insured from reporting the cancellation, the 72-hour notice requirement does not apply; however, an Insured must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period. **Trip Cancellation:** non-refundable cancellation charges imposed by Your Travel Supplier and/or airfare cancellation charges for flights joining or departing Your Land/Sea Arrangements; or the additional costs You may incur as a result of a change in the per-person occupancy rate of prepaid travel arrangements if a person booked to share accommodations with You cancels his/her Trip for a covered reason and You do not cancel. **Trip Interruption:** unused, non-refundable land or sea expenses prepaid to Travel Supplier and/or the airfare paid, to return home or rejoin the original Land/Sea Arrangements (limited to the cost of one-way Economy Fare by scheduled carrier, from the point of destination to the point of origin shown on the original travel tickets) less the value of applied credit from an unused return travel ticket; or the additional costs You may incur as a result of a change in the per-person occupancy rate of prepaid travel arrangements if a person booked to share accommodations with You cancels his/her Trip for a covered reason and You do not cancel. In no event shall the amount reimbursed exceed the lesser of; the amount You pre-paid for Your Trip, or the maximum benefit shown on the Schedule of Coverage and Services. **Trip Delay:** The Insurer will reimburse You for covered expenses on a one time basis, up to the maximum shown in the Schedule of Coverage and Services, if You are delayed en route to or from the covered Trip for 6 or more hours due to a covered reason. Covered expenses include Your additional transportation cost to join the Trip or return home, including up to \$150 per day for reasonable additional expenses incurred for meals and lodging, or any prepaid, unused, non-refundable land and water accommodations. Covered Reasons for travel delay are: Carrier-caused delay (including bad weather); You or Your Traveling Companion being delayed by a traffic Accident while en route to a departure, in which You or Your Traveling Companion is directly or not directly involved; lost or stolen passports, money, or travel documents; quarantine; hijacking, unannounced Strike, Natural Disaster.

**Missed Connection:** Covers missed Cruise or Trip departures which result from cancellation or delay (for three or more hours) of all regularly scheduled airline flights due to inclement weather or any Common Carrier-caused delay. Maximum benefits of up to the amount shown on the Schedule of Coverage and Services are provided to cover additional transportation expenses needed for You to join the departed Cruise or Trip, reasonable accommodations, and meal expenses (up to the per-day amount shown in the Schedule) and non-refundable payments for the unused portion of Your Cruise or Trip. Coverage will not be provided to individuals who are able to meet their scheduled departure but cancel their Trip due to Inclement Weather. **Part B - MEDICAL**

**PROTECTION Emergency Accident and Sickness Medical Expense:** The Insurer will pay benefits up to the maximum shown on the Schedule of Coverage and Services, if You incur Covered Medical Expenses for Emergency Medical Treatment as a result of an Accidental Injury which occurs on the covered Trip or a Sickness which first manifests itself during the covered Trip. Emergency Medical Treatment means necessary medical treatment, including services and supplies, which must be performed during the Covered Trip due to the serious and acute nature of the Accidental Injury or Sickness. Covered Medical Expenses are necessary services and supplies which are recommended by the attending Physician. They include, but are not limited to: the services of a Physician; charges for Hospital confinement and use of operating rooms; charges for anesthetics (including administration); x-ray examinations or treatments, and laboratory tests; ambulance service; and drugs, medicines, prosthetic and therapeutic services and supplies. The Insurer will not pay benefits in excess of the reasonable and customary charges. Reasonable and customary charges means charges commonly used by Physicians in the locality in which care is furnished. The Insurer will not cover any expenses provided by another party at no cost to You or already included within the cost of the Trip. The Insurer will pay benefits, up to \$750.00, for emergency dental treatment for Accidental Injury to sound natural teeth. The Insurer will advance payment to a Hospital, up to the maximum shown on the Schedule, if needed to secure the Insured's admission to a Hospital because of Accidental Injury or Sickness.

**Emergency Evacuation:** The Insurer will pay, subject to the limitations set out herein, for Covered Emergency Evacuation Expenses reasonably incurred if the Insured suffers an Injury or Emergency Sickness that warrants the Insured's Emergency Evacuation while on a Trip. Benefits payable are subject to the Maximum Amount per person shown on the Schedule of Benefits for all Emergency Evacuations due to all Injuries from the same Accident or all Emergency Sicknesses from the same or related causes. A legally licensed Physician, in coordination with the Assistance Company, must order the Emergency Evacuation and must certify that the severity of the Insured's Injury or Emergency Sickness warrants the Insured's Emergency Evacuation to the closest adequate medical facility. In the sole discretion of the Assistance Company, it must be determined that such Emergency Evacuation is required due to the inadequacy of local facilities. The certification and approval for Emergency Evacuation must be coordinated through the most direct and economical conveyance and route possible, such as air or land ambulance, or commercial airline carrier. Covered Emergency Evacuation Expenses are those for Medically Necessary Transportation, including reasonable and customary medical services and supplies incurred in connection with the Insured's Emergency Evacuation. Expenses for Transportation must be: (a) recommended by the attending Physician; (b) required by the standard regulations of the conveyance transporting the Insured and (c) reviewed and pre-approved by the Assistance Company. The Insurer will also pay reasonable and customary charges for escort expenses required by the Insured, if the Insured is disabled during a Trip and an escort is recommended in writing, by the Insured's attending Physician and must be pre-approved by the Assistance Company. If the Insured is hospitalized for more than 7 days following a Covered Emergency Evacuation Expense, the Insurer will pay subject to the limitations set out herein, for expenses to bring one person chosen by the Insured to and from the Hospital or other medical facility

where the Insured is confined if the Insured is alone, not to exceed the cost of one round-trip economy airfare ticket and pay reasonable, additional meals and lodging not to exceed \$200 per day. **Medically Necessary Repatriation:** Following a covered Emergency Evacuation expense or a covered medical expense, the Insurer will pay to return the Insured from the location to which the Insured was evacuated or became sick or injured to the Insured's return destination via Common Carrier within one year from the Insured's original Trip completion date. Commercial airfare costs will be in the same class of service, as the Insured's original airline tickets, or in business or first class as in compliance with the Insured's medical necessities and requirements upon the Insured's discharge, less refunds from the Insured's unused transportation tickets. In addition to the above covered expenses, if the Insurer has previously evacuated the Insured to a medical facility, the Insurer will pay the Insured's airfare costs from that facility to the Insured's primary residence, within one year from the Insured's original Scheduled Return Date, less refunds from the Insured's unused transportation tickets. Airfare costs will be economy, or first class if the Insured's original tickets are first class. This benefit is available only if it is not provided under another coverage in the policy.

**Emergency Evacuation** means the Insured's medical condition warrants immediate transportation from the place where the Insured is injured or sick to the nearest Hospital where appropriate medical treatment can be obtained. Transportation means any land, sea or air conveyance required to transport the Insured during an Emergency Evacuation. Transportation includes, but is not limited to, Common Carrier, air ambulances, land ambulances and private motor vehicles. **Emergency Sickness** means an illness or disease, diagnosed by a legally licensed Physician, which meets all of the following criteria: (1) there is a present severe or acute symptom requiring immediate care and the failure to obtain such care could reasonably result in serious deterioration of the Insured's condition or place the Insured's life in jeopardy; (2) the severe or acute symptom occurs suddenly and unexpectedly; and (3) the severe or acute symptom occurs while the Insured's coverage is in force and during the Insured's Trip. All transportation must be authorized and arranged by the Assistance Company. **Repatriation of Remains:** The Insurer will pay reasonable Covered Expenses incurred to return Your body to Your primary residence if You die during the covered Trip. This will not exceed the maximum shown on the Schedule of Coverage and Services. Covered Expenses include, but are not limited to, expenses for

embalming, cremation, minimally necessary coffins for transport, and transportation. **Part C - BAGGAGE PROTECTION**  
**Baggage/Personal Effects:** The Insurer will reimburse You up to the maximum shown on the Schedule of Coverage and Services for loss, theft, or damage to Baggage and Personal Effects. The Insurer will pay the lesser of the following: Actual Cash Value at the time of the loss, less depreciation as determined by the Insurer, or the cost of repair or replacement. Per article, there is a limit of \$250. There will also be a combined maximum limit of \$500 for the following: jewelry; watches and cameras, including related equipment; articles consisting in whole or in part of silver, gold, or platinum; furs and articles trimmed with or made mostly of fur. The Insurer will also reimburse You for charges and interest incurred due to unauthorized use of Your credit cards if such use occurs during Your Trip and if You have complied with all credit card conditions imposed by the credit card companies. The Insurer will reimburse You for fees associated with the replacement of Your passport during Your Trip. Receipts are required for reimbursement.

**Baggage Delay (Outward Journey Only):** The Insurer will reimburse You for expenses of necessary Personal Effects, up to the maximum shown in the Schedule of Coverage and Services, if Your checked Baggage is delayed or misdirected by Common Carrier for more than 12 hours from the time You arrive at the destination stated on the ticket, except travel to final destination or Your place

of residence. You must be a ticketed passenger of a Common Carrier. **EXCLUSIONS** The following exclusions apply to Parts A and B: 1) Suicide, attempted suicide, or any intentionally self-inflicted injury while sane or insane (in Missouri, sane only) committed by You or Your Travelling Companion; 2) War, invasion, acts of foreign enemies, hostilities between nations (whether declared or not), civil war; 3) Participation in any military maneuver or training exercise; 4) Participating in bodily contact sports (does not apply to Part A Trip Cancellation); skydiving; hang gliding; parachuting; mountaineering where ropes or guides are normally used; any race; bungee cord jumping; deep sea diving; spelunking or caving, heliskiing, and rock climbing; 5) Participation as a professional in athletics; 6) Piloting or learning to pilot or acting as a member of the crew of any aircraft; 7) Being under the influence of drugs or intoxicants unless prescribed by a Physician; 8) Commission or the attempt to commit a criminal act by You or Your Traveling Companion; 9) Pregnancy and childbirth (except for Complications of Pregnancy); 10) Dental treatment except as a result of Accidental Injury to sound, natural teeth; 11) Pre-Existing Conditions, unless the policy is purchased within 14 days of the initial Trip deposit; the booking for the covered Trip must be the first and only booking for this travel period and destination; You purchase this policy for the full non-refundable cost of Your Trip, and You are not disabled from travel at the time You pay the premium; 12) Mental or emotional disorders, unless hospitalized. The following exclusions apply to Baggage/Personal Effects Coverage only in Part C: ANY LOSS OR DAMAGE TO: animals; automobiles and their equipment; boats; trailers; motors; motorcycles; other conveyances and their equipment (except bicycles while checked as Baggage with a Common Carrier); eyeglasses, sunglasses, and contact lenses; artificial teeth and dental bridges; hearing aids; prosthetic limbs; keys, money, securities, and documents; tickets. ANY LOSS CAUSED BY OR RESULTING FROM: Wear and tear, gradual deterioration; insects or vermin; inherent vice or damage; confiscation or expropriation by order of any government; radioactive contamination; war or any act of war whether declared or not; and property shipped as freight or shipped prior to the Scheduled Departure Date.

## **WORLDWIDE EMERGENCY ASSISTANCE SERVICES**

The Travel Assistance feature provides a variety of travel related services. Services offered include:

• Medical evacuation • Medically necessary repatriation • Repatriation of remains • Medical or legal referral • Hospital admission guarantee • Translation service • Lost Baggage retrieval • Inoculation information • Passport / visa information • Emergency cash advance\* • Prescription drug / eyeglass replacement\* • Bail bond\* \*Payment reimbursement to the Assistance Company is Your responsibility. For Travel Assistance and Medical Emergency Call Toll Free within the United States and Canada 1-888-268-2824 OR CALL COLLECT 1-803-328-1707 Travel assistance services are provided by an independent organization and not by Arch Insurance Company or Travel Insured International. There may be times when circumstances beyond the Assistance Company's control hinder their endeavors to provide travel assistance services. They will, however, make all reasonable efforts to provide travel assistance services and help you resolve your emergency situation. **DEFINITIONS** 1) "Accident" means a sudden, unexpected, unusual, specific event which occurs at an identifiable time and place, but shall also include exposure resulting from a mishap to a conveyance in which You are traveling. 2) "Accidental Injury" means Bodily Injury caused by an Accident (of external origin) being

the direct and independent cause in the loss. 3) "Actual Cash Value" means purchase price less depreciation. 4) "Assistance Company" means the service provider with which the Insurer has contracted to coordinate and deliver emergency travel assistance, medical evacuation, and repatriation. 5) "Baggage" means luggage and personal possessions, whether owned, borrowed, or rented, taken by You on Your Trip. 6) "Bankruptcy" means the filing of a petition for voluntary or involuntary Bankruptcy in a court of competent jurisdiction under Chapter 7 or Chapter 11 of the United States Bankruptcy Code 11 U.S.C. Subsection 101 et seq. 7) "Bodily Injury" means identifiable physical Injury which: (a) is caused by an Accident, and (b) solely and independently of any other cause, except illness resulting from, or medical or surgical treatment rendered necessary by such Injury, is the direct cause of death or dismemberment of You within twelve months from the date of the Accident. 8) "Business Partner" means an individual who: (a) is involved in a legal partnership; and (b) is actively involved in the day-to-day management of the business. 9) "City" means an incorporated municipality having defined borders and does not include the high seas, uninhabited areas, or airspace. 10) "Common Carrier" means any land, sea, and/or air conveyance operating under a license for the transportation of passengers for hire. 11) "Complication of Pregnancy" means a condition whose diagnosis is distinct from pregnancy but is adversely affected or caused by pregnancy. 12) "Cruise" means any prepaid sea arrangements. 13) "Default" means a material failure or inability to provide contracted services due to financial insolvency. 14) "Dependent Child(ren)" means Your child (or children), including an unmarried child, stepchild, legally adopted child or foster child who is: (1) less than age 19 and primarily dependent on You for support and maintenance; or (2) who is at least age 19 but less than age 23 and who regularly attends an accredited school or college; and who is primarily dependent on You for support and maintenance. 15) "Domestic Partner" means a person, at least 18 years of age, with whom You have been living in a spousal relationship with evidence of cohabitation for at least 10 continuous months prior to the Effective Date of coverage. 16) "Economy Fare" means the lowest published rate for a one-way ticket. 17) "Effective Date" means the date and time Your coverage begins, as outlined in the General Provisions section of this policy. 18) "Family Member" means You or Your Traveling Companion's legal or common law spouse, Domestic Partner, parent, legal guardian, step-parent, grandparent, parents-in-law, grandchild, natural or adopted child, foster child, ward, step-child, children-in-law, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew. 19) "Hospital" means a facility that: a) holds a valid license if it is required by the law; b) operates primarily for the care and treatment of sick or injured persons as in-patients; c) has a staff of one or more Physicians available at all times; d) provides 24 hour nursing service and has at least one registered professional nurse on duty or call; e) has organized diagnostic and surgical facilities, either on the premises or in facilities available to the hospital on a pre-arranged basis; and is not, except incidentally, a clinic, nursing home, rest home, or convalescent home for the aged, or similar institution. 20) "Host at Destination" means a person with whom You are sharing pre-arranged overnight accommodations at the host's usual principal place of residence. 21) "Inclement Weather" means any severe weather condition which delays the scheduled arrival or departure of a Common Carrier. 22) "Injury" means Bodily Injury caused by an Accident occurring while this policy is in force, and resulting directly and independently of all other causes in loss covered by the policy. The Injury must be verified by a Physician. 23) "The Insurer" means Arch Insurance Company. 24) "Land/Sea Arrangements" means land and/or sea arrangements booked through the Travel Supplier. 25) "Medically Necessary" means that a treatment, service, or supply: (1) is essential for diagnosis, treatment, or care of the Injury or Sickness for which it is prescribed or performed; (2) meets generally accepted standards of medical practice; and (3) is ordered by a Physician and performed under his or her care, supervision, or order. 26) "Natural Disaster" means flood, fire, hurricane, tornado, earthquake, volcanic eruption, blizzard or avalanche that is due to natural causes. 27) "Pre-Existing Condition" means any Injury, Sickness or condition of Yourself, a Traveling Companion or a Family Member for which medical advice, diagnosis, care or treatment was recommended or received within the 180-day period ending on the Effective Date. Conditions are not considered pre-existing if the condition for which prescribed drugs or medicine is taken remains controlled without any change in the required prescription. 28) "Physician" means a licensed practitioner of medical, surgical, or dental services acting within the scope of his/her license. The treating Physician may not be Yourself, a Traveling Companion, or a Family Member. 29) "Scheduled Departure Date" means the date on which You are originally scheduled to leave on the Trip. 30) "Scheduled Return Date" means the date on which You are originally scheduled to return to the point of origin or to a different final destination. 31) "Sickness" means illness or disease which is diagnosed and treated by a Physician on or after the Effective Date of the protection plan and while You are covered under this plan. 32) "Strike" means any unannounced labor disagreement that interferes with the normal departure and arrival of a Common Carrier. 33) "Terrorist Attack" means an incident deemed an act of terrorism by the U.S. government. 34) "Travel Supplier" means tour operator, Cruise line, hotel, etc., who has made the land and/or sea arrangements. 35) "Traveling Companion" means a person who is sharing travel arrangements with You. Note, a group or tour leader is not considered a Traveling Companion unless You are sharing room accommodations with the group or tour leader. 36) "Trip" means prepaid Land/Sea Arrangements and shall include flight connections to join and depart such Land/Sea Arrangements, provided such flight connections are scheduled to commence within one (1) day of the Land/Sea Arrangements. 37) "Unforeseen" means not anticipated or expected and occurring after the Effective Date of the policy. 38) "Used" means to avail oneself of, to employ, to expend or consume, or to convert to one's service. 39) "You," "Your," or "the Insured" means a person who has purchased a Trip and who has paid the required plan cost for the protection plan provided herein.

**CLAIMS PROCEDURE** To facilitate prompt claims settlement: **TRIP CANCELLATION CLAIMS:** IMMEDIATELY Call Travel Supplier and Travel Insured International to report Your cancellation and avoid non-Covered Expenses due to late reporting. The Claims Administrator will then advise You on how to obtain the appropriate form to be completed by You and the attending Physician.

**INTERRUPTION:** Obtain medical statements from the doctors in attendance in the country where Sickness or Accident occurred. These statements should give complete diagnosis, stating that the Sickness or Accident prevented traveling on dates contracted. Provide all unused transportation tickets, official receipts, etc. **TRIP DELAY:** Obtain any specific dated documentation, which provides proof of the reason for delay (airline or cruise line forms, medical statements, etc). Submit this documentation along with Your Trip itinerary and all receipts from additional expenses incurred. **MEDICAL EXPENSES:** Obtain receipts from the providers of service, etc., stating the amount paid and listing the diagnosis and treatment. **BAGGAGE:** Obtain a statement from the Common Carrier that Your Baggage was delayed or a police report showing Your Baggage was stolen along with copies of receipts for Your purchases. **TO OBTAIN CLAIM FORMS AND ANY ADDITIONAL INFORMATION ON HOW TO REPORT A CLAIM, CALL OR**

WRITE: Travel Insured International, Inc.® P.O. Box 280568 East Hartford, CT 06128-0568 1-888-268-2824 (Weekdays 7:45am – 5:30pm EST) Please contact your travel supplier to report cancellation of travel plans first, prior to calling Travel Insured International to report your claim. **TERM OF COVERAGE** 1. The Trip Cancellation Benefit takes effect at 12:01 a.m. the day after the receipt of the appropriate plan cost that covers the full cost of Your Trip. 2. All other coverage take effect at 12:01 a.m. local time at Your location on the departure date of Your Trip. 3. All coverage shall terminate on the earlier of the following dates: (a) Your return to the origination point as specified in the travel tickets; (b) 11:59 p.m. local time at Your location on the date Your Trip is completed. 4. If You extend the return dates, all coverage will terminate at 11:59 p.m. local time at Your location on the date originally Scheduled Return Date. **EXTENDED COVERAGE.** All coverage under the policy will be extended, if: (a) Your entire Trip is covered by the policy; and (b) Your return is delayed by covered reasons specified under Trip Cancellation and Interruption or Travel Delay. If coverage is extended for the above reasons, coverage will end on the earlier of: (a) the date You reach Your return destination; or (b) seven (7) days after the date the Trip was scheduled to be completed.

**Notice to State of Washington Residents:** This is not Your insurance policy. To obtain Your state-specific insurance policy, call 1-800-243-3174.

**IMPORTANT NOTICE:** Payments for the plan will not be accepted after Your total tour cost has been paid in full. Protection plan fees are non-refundable. **BENEFICIARY** Your estate, unless written notice of a designated beneficiary is provided to Travel Insured International. Plan is designed by Travel Insured International, ® This Insurance, under policy AIC-TRVL-P (2/03) is underwritten by: Arch Insurance Company, with its principal place of business in New York, NY. Policy terms and conditions are briefly outlined in this Description of Coverage. Complete provisions pertaining to this insurance are contained in the Master Policy on file with American Group Travel Trust, Bank Newport as Trustee. In the event of any conflict between this Description of Coverage and the Master Policy, the policy will govern.

A request for a field trip abroad form should be submitted for Board approval no later than four months prior to planned departure. The travel agency arranging the trip abroad must provide all liability/trip insurance.

1. Trips should be an extension of the curriculum.
  - a. My job is to teach students how to do the following:
    - 1. Communicate in French
    - 2. Gain knowledge and understanding of Francophone cultures
    - 3. Connect with other disciplines and acquire information
    - 4. Develop insight into the nature of language and culture
    - 5. Participate in multilingual communities at home and around the world

The trip to Canada is a wonderful opportunity to use their French language skills and to be immersed in French culture.

2. These types of trips should be planned for a scheduled school vacation.

The Quebec trip is planned for the 2/6– 2/9/20. It is essentially a long weekend, Thursday to Sunday.
- a. A proposed itinerary, lists of teacher chaperons and student participants, and an explanation of trip's purpose should be submitted to the Board at least two months prior to planned departure.

**Itinerary:**

Canada

Bus to Quebec on Thursday, 2/6/20

Walking tour of the fortified city; Carnaval activities 2/6/20

Winter Sports Village (tubing!); sugar shack 2/7/20

Dog sledding and snowshoeing; Winter Carnival Parade & activities 2/8/20

Soldat de la tour; Immersion Tours sweepstakes; bus home 2/9/20

**Student Participants and Teacher Chaperones**

Canada

Hopefully I will have about 20 students with 3 chaperones. The trip has not been advertised as of yet.

**Explanation of Trip's Purpose**

Canada

The purpose is to immerse the students in a French-speaking country and

culture. The Winter Carnaval is a huge international event that draws participants and spectators from all over the world. The students will be speaking French and rubbing elbows with visitors from all over the globe, while they learn about the French Canadian culture.

3. The selection of student participants will be left to the discretion of the teacher/sponsor.
  - a. Canada: Any student who has taken French in the past, is currently taking French or that I somehow know may participate. I will not travel with students that I do not know.
4. The students/chaperone ratio shall be in line with those suggested by the agency contracted but not more than 10 total. A ratio of 6 to 1 is recommended. (Maximum: 10 to 1: Recommended: 6 to 1).
  - a. Canada: The ratio will be about 6 to 1/
5. Activities involving unnecessary risk, i.e. skiing, driving, motorcycling, are excluded, as stipulated by the agency and/or school insurance carrier.
  - a. Canada: We will be tube sliding and dog sledding, both of which are covered in the company's insurance policy.
6. School time absences, if necessitated by any means out of the control of the teacher/sponsor, should result in excused absences from school without penalty for both students and staff, when the trip has received Board approval.
  - a. Canada: I hope that the students and chaperones will be granted excused absences for the 2 days of school that they will miss (Thurs, 2/6/20; Fri, 2/7/20)

Regulation approved: April 27, 1998





September 12, 2017  
Sample Itinerary

# Voyages Immersion Tours

## VALLEY REGIONAL HIGH SCHOOL

### Québec City Winter Carnaval

4 days & 3 nights

February 1-4, 2018

<b>Day 1</b>	<b>Thursday February 1</b>
5:30am	Motor coach arrives at your school 256 Kelsey Hill Road, Deep River, CT 06417
6:00am	Board the coach and depart for Quebec City
2:00pm	Approximate time of arrival in Québec City
	Meet you Immersion Tours guide at your hotel
	Stow luggage at your hotel or check in if rooms are ready
3:30pm	Become a <b>Soldat de la tour</b> billeted in one of the Martello Towers. Learn all about 19 <sup>th</sup> century military lifestyle through interactive competitions and games
5:00pm	<b>Walking tour of the fortified city:</b> discover <i>rue St-Jean</i> , <i>rue St-Louis</i> , <i>rue du Trésor</i> , the fortifications, the Dufferin Terrace walkway, the <i>Château Frontenac</i> , and much more!
6:00pm	Dinner in Old Québec
7:30pm	Visit the official <b>Carnaval sites</b> and enjoy the <b>Carnaval activities</b>
9:30pm	Return to the hotel
10:30pm	Night supervision until 4:30 am
<b>Day 2</b>	<b>Friday February 2</b>
8:00am	Breakfast
9:00am	<b>Group picture</b> in front of the Château Frontenac
9:15am	Depart for the next activities
10:00am	Have fun during the ultimate winter experience: <b>dogsledding and snowshoeing</b> in the heart of the Canadian forest
12:30pm	Free time to lunch in the Old City
2:00pm	Enjoy the different <b>Carnaval activities</b>
4:00pm	Return to the hotel to prepare for the evening
5:00pm	Dinner in the Old City
7:00pm	Take in the world-renowned <b>Winter Carnaval Parade</b> OR Enjoy the different <b>Carnaval activities</b>
10:00pm	Return to the hotel
10:30pm	Night supervision until 4:30 am
<b>Day 3</b>	<b>Saturday February 3</b>
8:15am	Breakfast
9:15am	Depart for a day of activities
10:00am	Visit the impressive <b>Ice Hotel</b> , a work of art made entirely of ice and snow
11:15am	At the <b>Winter Sports Village</b> , sit in a tube or raft and slide down the snowy hills of this winter playground
3:30pm	Return to the hotel to prepare for the evening





# Voyages Immersion Tours

6:00pm	Depart for dinner
6:30pm	Dinner at an authentic <b>sugar shack</b>
	Traditional dancing and games
9:00pm	Return to the hotel
10:30pm	Night supervision until 4:30 am

## Day 4      Sunday      February 4

8:00am	Breakfast
	Check out of accommodation
9:15am	<b>Walking tour of Place Royale:</b> admire four centuries of history as you stroll down the narrow and colourful streets of Canada's oldest neighbourhood
10:30am	Free time for lunch and last minute shopping in Old Quebec
1:00pm	<b>Immersion Tours sweepstakes</b>
1:15pm	Depart Québec City for your school
9:15pm	Approximate time of arrival at your school

*Please note :*      - Travel time is approximate and this sample itinerary may change depending on availability



# Voyages Immersion Tours

## Group Trip Proposal

September 12, 2017  
Ms. Kate Wheaton

### VALLEY REGIONAL HIGH SCHOOL

#### Québec City Winter Carnaval

4 days & 3 nights

February 1-4, 2018

#### Are included :

- 3 night accommodation in Québec City
- 3 breakfasts and 3 dinners
- All activities as detailed in this itinerary
- Complimentary chaperone packages according to trip price
- Night supervision from 10:30 pm to 4:30 am
- Full tour guide service
- Deluxe round trip motor coach transportation
- All applicable taxes (GST, PST, FICAV)
- Gratuities on meals, lodging and activities
- Medical, Baggage and Trip Disruption insurance\*
- Carnaval *effigie* which allows access to the Carnaval sites

#### Are not included :

- Lunches, and meals taken en route (+/- \$15 per meal)
- Gratuities for the tour guide (\$3 per person per day)
- Gratuities for the bus driver (\$1.50 per person per day)
- Personal incidentals such as snacks, room service, calls, etc.
- Personal fees associated with obtaining proper ID papers\*\*
- Optional Refund Advantage or Trip Cancellation Insurance (see Protect Your Investment below)

Number of full-paying participants (lodging 4 per room in a room equipped with two double beds)	Number of free chaperones (lodging 2 per room in a room equipped with two double beds)	Price per person in US funds
30 to 34	4	\$805
25 to 29	3	\$855
20 to 24	3	\$945
16 to 19	2	\$1,035

\*See the Included Insurance form for coverage details.

\*\*See the Terms and Conditions form for details on entry and exit requirements

Single occupancy Supplement	\$410
Double occupancy Supplement	\$205
Triple occupancy Supplement	\$145

#### **Conditions:**

- ☒ Prices are approximate and subject to suppliers' availability at the time of trip confirmation with a deposit.
- ☒ Valid for a maximum of 51 total travelers
- ☒ Deposit of \$100 per participant and Reservation Forms are due by **October 15, 2017**
- ☒ Final payment and rooming list are due by **December 1, 2017**
- ☒ Refer to our Trip Organizer Planner for all the forms and the terms and conditions.

### Protect Your Investment

To protect your investment, different options are available when traveling by motor coach: Immersion Tours' Optional Refund Advantage (ORA), a third-party Trip Cancellation Insurance purchased through Immersion Tours or trip cancellation coverage with the company of your choice and purchased on your own.

You are under no obligation to purchase any of these additional protections, but it is strongly recommended.

All must be paid along with the first deposit and the proper registration form must accompany the payment.





# Voyages Immersion Tours

## Optional Refund Advantage (ORA)\*\*\*

Immersion Tours' Optional Refund Advantage (ORA)*** Trip Cost ORA Fee	
\$1 - \$500	\$40
\$501 - \$700	\$60
\$701 - \$900	\$80
\$901 - \$1,100	\$100
\$1,101 - \$1,300	\$120
\$1,301 - \$1,500	\$140

## Third Party Trip Cancellation Insurance\*\*\*

Third Party Trip Cancellation Insurance***		
Trip Cost	Age 0 - 29	Age 30 - 59
\$1 - \$700	\$20	\$65
\$701 - \$1,400	\$26	\$115
\$1,401 - \$2,100	\$33	\$235
\$2,101 - \$2,800	\$43	\$261

\*\*\*See the Optional Refund Advantage (ORA) form or the Optional Trip Cancellation Insurance form for details

## What's the difference?

### Optional Refund Advantage (ORA)\*\*\*

The Optional Refund Advantage (ORA) is a service we offer, not an insurance policy.

With the ORA, you are guaranteed to receive a refund if you ever need to cancel your trip **for any reason, at any time** prior to the beginning of your trip.

The rules are simple:

Pay your ORA fee (PAYABLE TO IMMERSION TOURS) along with your trip deposit and include the ORA registration form.

If you ever need to cancel your participation in the trip, you just need to notify Immersion Tours in writing (email is fine) and you will receive the following refund, **no questions asked**:

#### Cancellation Date<sup>1</sup>

At least **24 hours** prior to the beginning of the trip  
Less than 24 hours prior to the beginning of the trip  
After the beginning of the trip

#### Refund

100% of trip cost less ORA fee  
80%<sup>2</sup> of trip cost less ORA fee  
0%<sup>2</sup> of trip cost

<sup>1</sup>Date Immersion Tours receives written notification of the cancellation

<sup>2</sup>If last minute cancellation is due to illness or injury confirmed by a doctor's note, the refund will be 100% of trip cost

### Third Party Trip Cancellation Insurance\*\*\*

This optional, non-refundable coverage is purchased through Immersion Tours, but is provided by Transat Travel Insurance and underwritten by Manulife Financial.

It is an insurance product. As such, you must make sure you read the complete Travel Insurance Youth Policy for details on terms, insured risks, benefits, conditions, exclusions, limitations and definitions.

Basically, this insurance covers **certain unforeseeable situations** that might cause you to cancel your trip.

The most common situations covered by this insurance are unexpected death, sickness or injury of the traveler (not caused by a pre-existing condition), and weather conditions causing the traveler to be delayed for a period of at least 30% of the insured trip.

The complete list of covered risks is on pages 8- 9 of the Travel Insurance Youth Policy document attached to the Reservation Form document. If you did not receive the Policy, contact Immersion Tours ([julie@immersion-tours.com](mailto:julie@immersion-tours.com)).

Should you need to cancel your trip, you will need to notify Immersion Tours in writing. Then you will have to contact the insurance company to open a claim. The insurance company will assess your request and send you a refund if you are eligible under the terms of the policy.

### Special note on traveling in the winter:

If you, your school or your school board or any other authority decide to cancel your trip because of a snow storm on the day of your scheduled departure, the Cancellation Policy listed in the Terms and Conditions will apply.

You would need to be delayed for at least 30% of the duration of your trip for the third party cancellation insurance to cover a delay/cancellation caused by a winter storm. If your trip lasts 4 days, you need to be delayed at least 29 hours. Storms rarely last that long, and most schools or school boards would cancel a trip before reaching this delay.

It is therefore highly recommended that you purchase the **Optional Refund Advantage (ORA)** if you are traveling in the winter.

## INSURANCE INFORMATION

### INCLUDED INSURANCE

Unless otherwise specified by Group Trip Proposal, the price of your trip includes the following insurance coverage provided by AIG Travel Guard®

#### Coverage and Service Information

##### Coverage Benefit Amount

Trip Interruption 150% of Trip Cost

Trip Interruption – Return Air Only \$750 or 150% of Trip

**Cost** (whichever is greater)

Missed Connection \$250

Trip Delay (\$150 max/day) \$750

Medical Expense \$25,000

Emergency Medical Transportation \$250,000

Baggage & Personal Effects \$1,000

Baggage Delay \$250

Accidental Death and Dismemberment \$25,000

AIG Travel Assist Included

LiveTravel® Included

### OPTIONAL INSURANCE

For a supplement, you may add Cancellation Insurance to the insurance package already included in your trip price.

#### MUST BE PAID FOR AT THE TIME OF INITIAL DEPOSIT

##### Coverage and Service Information

##### Coverage Benefit Amount

Trip Cancellation (Maximum Limit \$25,000 per person) Trip Cost

#### Supplements for Cancellation Insurance

Must be paid for at the time of initial deposit

**Trip Cost Age 0 – 34 Age 35 – 59 Age 60+**

\$1 – \$500 \$13 \$22 \$36

\$501 – \$1,000 \$26 \$34 \$54

\$1,001 – \$1,500 \$35 \$48 \$69

\$1,501 – \$2,000 \$49 \$66 \$85

\$2,001 – \$2,500 \$63 \$84 \$110

\$2,501 – \$3,000 \$76 \$97 \$129

**If you choose to purchase the optional Trip Cancellation Insurance, add the proper supplement to your initial trip deposit.**

#### Details of Coverage

##### Trip Cancellation & Interruption

The insurance company will pay this benefit up to the Maximum Benefit shown on the Schedule of Benefits if a trip is cancelled or interrupted due to any of the following unforeseen circumstances:

☐ Sickness, injury, or death of an Insured, Immediate Family Member, Traveling Companion, or business partner. Cancellation due to an injury or Sickness of an Immediate Family Member must be because their condition is life-threatening, or because the Immediate Family Member requires the Insured's care;

☐ Financial Default of an airline, cruise line or tour operator resulting in the complete cessation of services. Excluded is the organization from which the Insured purchased his or her trip or this coverage. This coverage applies only if the financial default occurs more than 14 days after the Insured's coverage effective date;

☐ Inclement Weather causing cancellation or interruption of travel;

☐ Strike resulting in the complete cessation of travel services;

☐ The Insured's principal residence or destination being made uninhabitable by fire, flood, vandalism, burglary, or natural disaster;

☐ The Insured or a Traveling Companion being subpoenaed, required to serve

on a jury, hijacked, or quarantined;

☐ A Terrorist Incident in a City listed on the Insured's itinerary within 30 days of the Insured's scheduled arrival. "City" means a incorporated municipality having defined borders and does not include the high seas, uninhabited areas, or

airspace;

☐ The Insured being called into active military service or having leave revoked or being reassigned.

**Missed Connection**

☐ The Insurer will reimburse this benefit up to the Maximum Benefit shown on the Schedule of Benefits if inclement weather or common carrier causes cancellation or a delay of all regularly scheduled airline flights for three to less than twelve hours to the Insured's point of departure. The Insured can collect up to \$250 for additional transportation costs to join the trip (must be same class of original tickets purchased). Reasonable accommodations and meals (up to \$150 per day), and/or the non-refundable, unused portion of the prepaid expenses as long as the expense is supported by a proof of purchase and is not reimbursable by another source. Common carrier must certify the delay of the regularly scheduled airline flight.

**Trip Delay**

☐ The Insurer will reimburse up to \$150 a day to the Maximum Benefit shown on the Schedule of Benefits for reasonable, additional accommodations if the Insured's trip is delayed for more than 12 hours.

**Baggage & Personal Effects**

☐ Reimburses the Insured if his or her baggage is lost, stolen or damaged while on his or her trip, subject to the Maximum Benefit. This coverage is in excess of any other coverage or indemnity.

**Baggage Delay**

☐ If the Insured's baggage is delayed more than 24 hours, he or she will be reimbursed for the purchase of essential items, subject to the Maximum Benefit.

**Medical Expense**

☐ The Insurer will pay this benefit, up to the Maximum Benefit shown on the Schedule of Benefits. The Insurer will pay for necessary medical expenses incurred by the Insured within one year from the date of injury or Sickness provided initial treatment was received during the trip. Pays up to \$5,000 for special medical escort if recommended in writing by the attending physician.

**Emergency Medical Transportation**

☐ Covers evacuation and transportation as directed by a physician to the nearest adequate medical facility (home in the event of death or if medically required).

**Accidental Death and Dismemberment**

☐ Pays for loss of life or limb if it occurs within 365 days of an accident during the Insured's trip.

**Worldwide Emergency Assistance Services \***

**AIG Travel Assist\***

- ☐ Advancement of funds to cover on-site medical expenses.
- ☐ Telephone interpretation services in major languages
- ☐ Replacement of lost passport and other incidentals as may be required.
- ☐ Assistance to locate local physicians, dentists, or medical facilities.
- ☐ Professionals will monitor your condition and contact your personal physician.
- ☐ Evacuation to a hospital, treatment facility or back home.
- ☐ 24-hour emergency hotline

**LiveTravel Assistance\***

☐ **LiveTravel** – 24 hour hotline to make emergency changes, such as rebooking flights, hotel reservations, tracking lost luggage and more ! Call 1.800.826.8597 for assistance.

☐ **Live Messaging** – relay of email or phone message to family, friends or business associates.

☐ **Pre-Trip Travel Advice** – around-the-clock access to passport, visa, inoculation and vaccine requirements; travel advisories; weather and currency information – all for your planned destination.

☐ **Emergency Cash Transfer** – assistance in coordinating an emergency cash advance.

\*Non-insurance services provided by AIG Travel Assist

Underwritten by the National Union Fire Insurance Company of Pittsburgh, PA, a member of the AIG Companies®, with its principal place of business at 70 Pine Street, New York, New York 10270. It is currently authorized to transact business in all states and District of Columbia. NAIC No. 19445.

This is only a brief description of the insurance coverage available under policy series T30253NUFIC. The Policy contains reductions, limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the

Immersion Tours, 1001, route de l'Eglise, Suite 205, Québec, QC, Canada G1V 3V7, Tel. : 888-757-7032 Fax : 888-801-7705 [info@immersion-tours.com](mailto:info@immersion-tours.com) 01/09

Criteria for Trips Abroad: Spanish Exchange 2020

1. Trips should be an extension of the curriculum
  - a. In World Languages we are expected to teach students how to do the following:
    - i. Communicate in the target language
    - ii. Gain knowledge and understanding of target cultures
    - iii. Connect with other disciplines and acquire information
    - iv. Develop insight into the nature of language and culture
    - v. Participate in multilingual communities at home and around the world

This 8-day exchange in Spain will provide students with the opportunity to apply the knowledge (linguistic and cultural) that they have gained throughout their years of taking Spanish. The trip includes a weekend in Madrid for cultural sightseeing (visit to El Prado Museum, Retiro Park, Flamenco show), a one-week home-stay with a Spanish family in Salamanca while attending IES Martinez Uribarri (our partner school), as well as cultural sightseeing tours arranged by our hosts during the week. The exchange program provides students with the truly unique experience of linguistic and cultural immersion. It develops confidence within our students while also making them more globally aware.

2. These types of trips should be planned for scheduled school vacations.
  - a. This trip is planned for our April vacation 2018 from April 3<sup>rd</sup>-April 11<sup>th</sup>.
  - b. A proposed itinerary, lists of teacher chaperones and student participants, and an explanation of trip's purpose should be submitted to the Board at least two months prior to planned departure.

**Itinerary:**Schedule of Visit 4/3-4/11**Friday, April 3<sup>rd</sup>**

Leave Valley at 9:00 am with luggage

Bus departs from Valley at 9:15 am

Arrive at JFK between 1-3pm Delta Flight # 415 Terminal 4 Flight

Departure 7:36 pm

**Saturday, April 4<sup>th</sup>**

Land in Madrid at 9:10 am +1, get luggage and go through customs

*\*\*Board bus for Segovia at 10:30 am*

Bus ride- 10:30-11:45

Free time in city 12:00-4:00 (lunch, other)

*\*\*Visit aqueducts and El Alcázar*

The bus ride to Salamanca 4:00-6:00 pm

Meet families 6:00 pm



**Sunday-Wednesday, April 5th-April 8th**

Students with families, attending classes and excursions

Host school: Instituto de Educacion Secundaria Martinez Uribarri:

Avenida Alamedilla, S/N, 37003 Salamanca, Spain

Chaperones staying at Eurostars Las Claras, Marquesa de Almarza s/n, Salamanca

**Thursday, April 9th**

Depart/ Say goodbye to host families 8:00 am

Board bus for Madrid

Bus ride 8:00-10:00

Check into hotel

Hotel Tryp Plaza de España, Calle Gran Vía, 74, 28013 Madrid, Spain

*\*\*Visit the Royal Palace, Plaza Mayor, Puerta del Sol, time to shop and explore*

Dinner and Flamenco show: Torres Bermejas Tablao Flamenco, Calle Mesonero Romanos, 11

**Friday, April 10th**

Breakfast at hotel and head out for the day

El Prado 10:00-2:00pm

Lunchtime on own 2-3:00 pm

Museo Nacional Centro de Arte Reina Sofía 3:00-4:00 pm

Retiro Park 3:00-4:30pm

Back to hotel get ready for dinner

Final dinner as group TBA

**Saturday, April 11th**

Board bus for airport 6:00am

Drive to airport 6:00-7:00am

Go through security 7-10:00am

Board plane 10:00am /Delta #215 / departs 1015a arrives 1234p

Take off 10:15am Arrival at JFK 12:34pm

Board bus to Valley 1:30 pm

Back at Valley between 5-6pm

\*Spain is 6 hours ahead of U.S. ET

**Chaperones:** Rachael Cassella, Elizabeth Sawyer



**Student Participants:** I expect to have about 25 students on this exchange

**Trip's Purpose:** The purpose of this trip is to foster globalized, 21st-century citizens who are actively participating in the world at large. Students will be living with international families, some of whom have already lived with them. They will be attending school in another country and experiencing what it is like to learn in a bilingual school. They will be developing friendships and international contacts while exploring what other parts of the world has to offer. Through it all they will be navigating the landscape of being a visitor, needing to negotiate the meaning of language, culture, and customs they have studied for years.

3. The selection of student participants will be left to the discretion of the teacher/ sponsor.
  - a. These students are upperclassmen who may have hosted students for the past one to two years. Some have not but are familiar with these students who have visited Valley for the past three years consecutively. They are motivated students I have had in class and trust. They recognize that they are ambassadors for Valley Regional High School and will represent our school and country responsibly and proudly.
4. The students/ chaperone ratio shall be in line with those suggested by the agency contracted but not more than 10 total. A ratio of 6 to 1 is recommended. (Maximum: 10 to 1: Recommended: 6 to 1).
  - a. With about 25 students and four chaperones, our ratio should be exactly 6 to 1.
5. Activities involving unnecessary risk, i.e. skiing, driving, motorcycling, are excluded, as stipulated by the agency and/ or school insurance carrier.
  - a. There are no activities planned that involved unnecessary risk.
6. School time absences, if necessitated by any means out of the control of the teacher/sponsor, should result in excused absences from school without penalty for both teacher/sponsor, should result in excused absences from school without penalty for both students and staff, when the trip has received Board approval.
  - a. Students would only miss part of the half day on Friday, April 3rd, 2020.

**REGION 4 SCHOOL DISTRICT**  
**FY2018-2019 BUDGET STATUS REPORT**  
**through APRIL 30, 2019**

ACCOUNT DESCRIPTION	2018-2019 ORIGINAL BUDGET	2018-2019 TRANSFERS	2018-2019 REVISED BUDGET	2018-2019 YTD EXPENDED	2018-2019 ENCUMBERED	2018-2019 AVAILABLE BUDGET	% USED
5111 ADMINISTRATOR SALARY	558,180	(73,582)	484,598	444,234	40,364	0	100.00%
5112 DEPARTMENT COORDINATOR	71,476		71,476	35,392	36,084	0	100.00%
5113 TEACHER SALARY	6,450,546	(30,886)	6,419,660	4,323,194	1,958,808	137,658	97.86%
5114 SECRETARY SALARY	348,716		348,716	284,777	39,649	24,291	93.03%
5115 CUSTODIAN SALARY	655,812		655,812	520,750	101,397	33,665	94.87%
5116 NURSE SALARY	101,452		101,452	79,702	22,203	(453)	100.45%
5119 PARA-EDUCATOR SALARY	635,460		635,460	483,780	151,771	(91)	100.01%
5120 NETWORK TECHNICIAN SALARY	96,808		96,808	69,477	23,699	3,632	96.25%
5121 EXPERT / MASTER TEACHER	30,000	(30,000)	0	0	0	0	#DIV/0!
5123 SUBSTITUTE TEACHER SALARY	120,000		120,000	92,450	27,550	0	100.00%
5124 SUB SECTY\ PARA-ED\CUST	7,000		7,000	1,817	0	5,183	25.95%
5130 ATHLETIC TRAINER	35,658	(35,658)	0	0	0	0	#DIV/0!
5133 COACH\MENTOR\EXTRA-CURRIC	421,996		421,996	270,738	151,258	0	100.00%
5134 SECRETARY OT\ BOE CLERK	1,000		1,000	0	1,000	0	100.00%
5135 CUSTODIAN OVERTIME SALARY	27,000		27,000	9,904	17,096	0	100.00%
5190 BUILDING RENTAL REIMBURSABLE	3,000		3,000	(1,769)	0	4,769	-58.96%
5198 SUPERVISION DISTRICT SALARY	876,726		876,726	657,508	219,218	0	100.00%
<b>SUBTOTAL SALARY</b>	<b>10,440,830</b>	<b>(170,126)</b>	<b>10,270,704</b>	<b>7,271,953</b>	<b>2,790,095</b>	<b>208,656</b>	<b>97.97%</b>
5210 HEALTH INSURANCE	1,917,331	0	1,917,331	1,917,331	0	0	100.00%
5214 LIFE INSURANCE	11,719	0	11,719	848	5,871	5,000	57.34%
5222 MERF	158,913	0	158,913	108,827	50,086	0	100.00%
5223 FICA/MEDICARE	279,891	0	279,891	199,988	74,306	5,597	98.00%
5250 UNEMPLOYMENT COMPENSATION	63,500	0	63,500	19,072	12,792	31,636	50.18%
5260 WORKER'S COMPENSATION	106,030	0	106,030	70,452	35,578	0	100.00%
5291 ANNUITIES	21,180	0	21,180	18,843	2,337	0	100.00%
5298 SUPV DISTRICT FRINGE BENEFITS	268,241	0	268,241	201,216	67,025	0	100.00%
<b>SUBTOTAL BENEFITS</b>	<b>2,826,805</b>	<b>0</b>	<b>2,826,805</b>	<b>2,536,577</b>	<b>247,994</b>	<b>42,234</b>	<b>98.51%</b>

**REGION 4 SCHOOL DISTRICT**  
**FY2018-2019 BUDGET STATUS REPORT**  
**through APRIL 30, 2019**

ACCOUNT DESCRIPTION	2018-2019 ORIGINAL BUDGET	2018-2019 TRANSFERS	2018-2019 REVISED BUDGET	2018-2019 YTD EXPENDED	2018-2019 ENCUMBERED	2018-2019 AVAILABLE BUDGET	% USED
5321 PURCHASED SERVICES	4,650	0	4,650	710	0	3,940	15.27%
5322 PROFESSIONAL DEVELOPMENT	32,000	0	32,000	24,070	0	7,930	75.22%
5330 OTHER PROFESSIONAL SERVICES	161,542	80,860	242,402	172,860	11,130	58,412	75.90%
5340 TECHNICAL SERVICES	114,000	0	114,000	116,932	27,211	(30,143)	126.44%
5398 SUPV DISTRICT PURCHASED SVCS	134,458	0	134,458	100,852	33,606	0	100.00%
<b>SUBTOTAL PURCHASED SERVICES</b>	<b>446,650</b>	<b>80,860</b>	<b>527,510</b>	<b>415,424</b>	<b>71,947</b>	<b>40,139</b>	<b>92.39%</b>
5412 ELECTRICITY	368,000		368,000	255,712	57,286	55,003	85.05%
5422 SNOW PLOWING	24,000		24,000	24,520	0	(520)	102.17%
5430 REPAIRS & MAINTENANCE	356,269	83,859	440,128	352,381	95,731	(7,984)	101.81%
5440 RENTALS	260,465	0	260,465	359,553	10,973	0	142.26%
5498 SUPV DIST PURCHASED PROPERTY	12,363	0	12,363	9,274	3,089	0	100.00%
<b>SUBTOTAL REPAIRS/RENTALS</b>	<b>1,021,097</b>	<b>83,859</b>	<b>1,104,956</b>	<b>1,001,439</b>	<b>167,079</b>	<b>46,499</b>	<b>105.75%</b>
5510 TRANSPORTATION DAILY	52,941	0	52,941	35,616	15,184	2,141	95.96%
5511 IN-STATE TRANSPORTATION	369,338	0	369,338	338,066	137,429	(106,158)	128.74%
5515 FIELD TRIPS	10,650	0	10,650	2,189	6,527	1,933	81.85%
5516 ATHLETICS TRANSPORTATION	51,054	0	51,054	45,770	14,634	(9,350)	118.31%
5517 LATE BUS	32,081	0	32,081	18,282	11,624	2,175	93.22%
5520 COMPREHENSIVE INSURANCE	118,285	0	118,285	111,358	0	6,927	94.14%
5530 COMMUNICATIONS	12,500	0	12,500	7,975	3,525	1,000	92.00%
5540 ADVERTISING	500	0	500	375	35	90	82.00%
5560 ALTERNATIVE EDUCATION TUITION	94,244	0	94,244	59,379	374	34,491	63.40%
5561 IN STATE TUITION	1,565,279	0	1,565,279	1,233,001	262,534	69,744	95.54%
5580 TRAVEL & CONFERENCE	19,306	0	19,306	9,517	344	9,444	51.08%
5598 SUPV DIST OTHR PURCH SERVICES	418,160	0	418,160	313,620	104,540	0	100.00%
<b>SUBTOTAL OUTSIDE SERVICES</b>	<b>2,744,338</b>	<b>0</b>	<b>2,744,338</b>	<b>2,175,149</b>	<b>556,751</b>	<b>12,438</b>	<b>99.55%</b>

**REGION 4 SCHOOL DISTRICT**  
**FY2018-2019 BUDGET STATUS REPORT**  
through APRIL 30, 2019

ACCOUNT DESCRIPTION	2018-2019 ORIGINAL BUDGET	2018-2019 TRANSFERS	2018-2019 REVISED BUDGET	2018-2019 YTD EXPENDED	2018-2019 ENCUMBERED	2018-2019 AVAILABLE BUDGET	% USED
5610 GENERAL SUPPLIES	62,020	0	62,020	52,523	9,497	0	100.00%
5611 INSTRUCTIONAL SUPPLIES	226,617	0	226,617	164,011	62,606	0	100.00%
5613 MAINTENANCE SUPPLIES	38,500	0	38,500	29,940	8,560	0	100.00%
5623 BOTTLED GAS	500	0	500	156	144	200	60.00%
5624 HEATING OIL	159,200		159,200	156,427	4,464	(1,691)	101.06%
5626 GASOLINE / FUEL OIL	1,250	0	1,250	300	0	950	24.00%
5641 TEXTBOOKS & WORKBOOKS	72,325	0	72,325	48,756	23,569	0	100.00%
5642 LIBRARY & PROFESSIONAL BOOKS	20,051	0	20,051	15,861	4,190	0	100.00%
5698 SUPERVISION DISTRICT SUPPLIES	56,655	0	56,655	41,499	15,156	0	100.00%
<b>SUBTOTAL SUPPLIES</b>	<b>637,118</b>	<b>0</b>	<b>637,118</b>	<b>509,472</b>	<b>128,186</b>	<b>(540)</b>	<b>100.08%</b>
5730 EQUIPMENT	39,500	5,407	44,907	40,251	1,817	2,839	93.68%
<b>SUBTOTAL EQUIPMENT</b>	<b>39,500</b>	<b>5,407</b>	<b>44,907</b>	<b>40,251</b>	<b>1,817</b>	<b>2,839</b>	<b>93.68%</b>
5810 DUES & FEES	88,140	0	88,140	72,040	1,189	14,911	83.08%
5812 DEFICIT REDUCTION	109,350	0	109,350	109,350	0	0	100.00%
5830 DEBT SERVICE INTEREST	164,025	0	164,025	164,025	0	0	100.00%
5898 SUPV DISTRICT OTHER OBJECT	4,828	0	4,828	3,622	1,206	0	100.00%
<b>SUBTOTAL OTHER</b>	<b>366,343</b>	<b>0</b>	<b>366,343</b>	<b>349,037</b>	<b>2,395</b>	<b>14,911</b>	<b>95.93%</b>
5910 DEBT SERVICE PRINCIPAL	1,410,000	0	1,410,000	1,410,000	0	0	100.00%
5930 TRANSFERS OUT	120,000	0	120,000	120,000	0	0	100.00%
<b>SUBTOTAL TRANSFERS</b>	<b>1,530,000</b>	<b>0</b>	<b>1,530,000</b>	<b>1,530,000</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>
<b>GRAND TOTAL</b>	<b>20,052,681</b>	<b>0</b>	<b>20,052,681</b>	<b>15,829,302</b>	<b>3,966,265</b>	<b>367,175</b>	<b>98.72%</b>

**REGION 4 CAFETERIA BUDGET  
FY2018-2019 BUDGET STATUS REPORT  
through APRIL 30, 2019**

<b>ACCOUNT DESCRIPTION</b>	<b>2018-2019 YTD ACTUAL</b>
Total Revenue	<b>331,800.77</b>
Expenditures	
Salary/Benefits	500,302.10
Repairs	80,664.00
General Supplies	15,057.49
Food	86,244.03
	<b>682,267.62</b>
Current Year Balance	<b>(350,466.85)</b>

**Multi-Year Fund Summary**

Carryover Deficit	<b>-272,371.48</b>
Payments Paid from Café to Reg4	190,529.50
Carryover Balance	<b>-81,841.98</b>
 GRAND BALANCE	 <b>(432,308.83)</b>



Encl #10

**RECORDS DISPOSITION AUTHORIZATION**  
Connecticut Towns, Municipalities, and Boards of  
Education  
Form RC-075 (Revised 01/2010)



STATE OF CONNECTICUT  
Connecticut State Library  
Office of the Public Records Administrator  
231 Capitol Avenue, Hartford, CT 06106  
<http://cistatelibrary.org/publicrecords/>

**INSTRUCTIONS:**

1. Use this form to obtain approval for disposition (destruction or transfer) of public records pursuant to CGS §7-109.
2. If this form is used for educational records, please ensure that the Superintendent of Schools reviews and signs the form.
3. If necessary, use additional forms. Each form must be signed. Please fill-out the form completely and legibly and submit to the above-listed address at least 20 days prior to the proposed date of disposition.
4. **Volume of Records:** Letter-size drawer = 1.54 cubic ft. / Legal-size drawer = 2.0 cubic ft. / Record carton (standard banker's box) = 1.0 cubic ft
5. After receiving approval, the original signed form must be retained in the Office of the Town Clerk. The originator of this form (custodian of the record) may keep a duplicate copy. Records that cannot be destroyed have been so noted.

<b>LOCAL GOVERNMENT ENTITY:</b> Regional School District #4				<b>DATE:</b> 4-20-19	
<b>CUSTODIAN OF RECORDS:</b> Regional School District #4 Board of Education				<b>PHONE:</b> 860-526-2417	
<b>ADDRESS</b> (form will be returned to this address): P.O. Box 187, Deep River, CT 06417					
I hereby certify that the records listed below have met the retention requirements established by the Office of the Public Records Administrator in the form of approved records retention schedules. No records listed, in our opinion, pertain to any pending case, claim, or action.					
<b>GOVERNMENT AUTHORIZATION</b>	<b>CUSTODIAN OF RECORD</b> (type or print): Jennifer Clark	<b>SIGNATURE</b> (Custodian of Record):		<b>DATE:</b>	
	<b>HEAD OF MUNICIPALITY</b> (type or print): Angus McDonald	<b>SIGNATURE</b> (Head of Municipality):		<b>DATE:</b>	
<b>EDUCATION AUTHORIZATION</b>	<b>SUPERINTENDENT OF SCHOOLS</b> (type or print): Ruth Levy, Ed.D.	<b>SIGNATURE</b> (Superintendent of Schools):		<b>DATE:</b>	
<b>SCHEDULE &amp; SERIES #</b> (e.g., M1-080)	<b>RECORDS SERIES TITLE</b>	<b>INCLUSIVE DATES OF RECORDS</b>		<b>VOLUME OF RECORDS</b> (Indicate cubic ft.)	<b>PROPOSED DATE OF DISPOSITION</b>
		<b>FROM</b>	<b>THRU</b>		
1. M8-480	Assessment / Evaluation Reports	7/1/2008	6/30/2013	21.0	7/1/2019
2. M8-490	Due Process Records	7/1/2008	6/30/2013	4.0	7/1/2019
3. M8-500	Individual Transition Plan	7/1/2008	6/30/2013	18.7	7/1/2019
4. M8-510	IEP Records	7/1/2008	6/30/2013	52.5	7/1/2019
5. M8-520	IFSP Records	7/1/2008	6/30/2013	2.0	7/1/2019
6. M8-540	PPT Records	7/1/2008	6/30/2013	45.0	7/1/2019
7. M8-550	Referral Forms	7/1/2008	6/30/2013	10.0	7/1/2019
8. M8-570	Student Assistance Team Records	7/1/2008	6/30/2013	2.0	7/1/2019
9. M8-410	School Counselor Case Records	7/1/2008	6/30/2013	5.0	7/1/2019
10. M8-430	School Psychologist Case Records	7/1/2008	6/30/2013	6.0	7/1/2019
11. M8-450	School Speech Path Records	7/1/2008	6/30/2013	4.0	7/1/2019
12. M8-105#2	Academic Achievement	7/1/1960	7/1/1969	23.1	7/1/2019
13.					
14.					
<b>PUBLIC RECORDS AUTHORIZATION</b>	<b>APPROVED</b> (Public Records Administrator):			<b>DATE:</b>	
	<b>APPROVED</b> (State Archivist):			<b>DATE:</b>	
<b>PUBLIC RECORDS NOTES:</b>					