



REVISED

Regional School District #4
Chester – Deep River – Essex – Region 4
Regional School District No. 4 Board of Education

Agenda

Public - please Note:

We anticipate being able to provide a hybrid option for this meeting.

If desired, please use dial-in information to join the hybrid meeting.

To: Members of the Regional School District No. 4 Board of Education
Subject: **Region 4 BOE Regular Meeting – Thursday, March 02, 2023**
Time: **7:00 p.m.**
Place: **John Winthrop Middle School Library or Dial (503) 673-9166 PIN: 790 528 929#**

(We kindly ask that if participating remotely, you **please mute your phone immediately** upon connecting to the meeting as this will improve the audio quality for all participants. Google Meet may do this automatically, depending on the number of people already connected to the call. If so, pressing *6 will unmute your phone when it's time to speak)

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

Mission Statement

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

AGENDA

1. Call to order 7:00 p.m. – K. Sandmann, Chair

2. Verbal roll call for BOE members

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. Consent Agenda

- 4.1 Minutes from the Regular Meeting of January 05, 2023 (*encl #1*)
- 4.2 Minutes from the Special Combined Meeting of Region 4 BOE & Supv. Dist. Comm. of January 24, 2023 (*encl #2*)
- 4.3 Minutes from Budget Workshop I of January 30, 2023 (*encl #3*)
- 4.4 Minutes from the Special Meeting of February 06, 2023 (*encl #4*)
- 4.5 Minutes from Budget Workshop II of February 08, 2023 (*encl #5*)
- 4.6 Accounts Payable Report (*encl #6*)

5. Reports and Other Items

- 5.1 Region 4 Student Representatives
 - a. Middle School Representatives (rotating)
 - b. VRHS Seniors: (Jack Finnegan & Emily Mezick)
- 5.2 Superintendent's Report – *B. White*
 - a. District Update
 - b. Information and Communication
- 5.3 Assistant Superintendent's Report – *S. Brzozowy*
 - a. General Update

5.4 Finance Office Report – *R. Grissom*

a. Financial Status Updates

- Current Year to Date Financial Status Update (*encl #7*)
- Cafeteria Fund Update (*encl #8*)
- Medical Reserve Tracking (*encl #9*)
- Grants update (*as needed*)

- b. Discussion and possible VOTE to approve, as presented, a transfer of funds (\$15,578) related to the payment of a building permit fee for the JWMS Security Project, as required by the Town of Deep River

5.5 BOE Treasurer Report – *J. Stack (as needed)*

5.6 Principals' Reports (*as needed*) - no reports this evening

- a. M. Morgan-Hostetler – JWMS
b. M. Barile – VRHS

5.7 Other Items

- a. Discussion and possible VOTE to move the Regional School District No. 4 proposed 2023-24 budget to Public Hearing on April 03, 2023, as presented – *B. White/ R. Grissom*
- b. Discussion and Possible VOTE to schedule a District Meeting/Public Hearing for Wednesday, March 29th, 2023 at 7:00 p.m., and direct Administration to publish the following legal warning in the next available edition of the Valley Courier (*no less than 5 days before the day of the meeting*) – *B. White*

**WARNING
DISTRICT MEETING - PUBLIC HEARING
REGIONAL SCHOOL DISTRICT NO. 4
TOWNS OF CHESTER, DEEP RIVER AND ESSEX
WEDNESDAY, MARCH 29, 2023**

The electors and citizens qualified to vote in town meetings of the Towns of Chester, Deep River and Essex (the “Member Towns”) are hereby warned that a District Meeting of Regional School District No. 4 (the “District”) will be held on Wednesday, March 29, 2023 at 7:00 P.M. at the John Winthrop Middle School Library, located at 1 Winthrop Road, Deep River, CT 06417, for the purpose of conducting a public hearing on the following recommendation of the District Board of Education:

1. That \$9,966,000 be appropriated for the following projects:

| | |
|--|----------------|
| Stadium Complex - Reconstruction of running track at Valley Regional High School | \$769,000 |
| Reconstruction of natural grass or conversion to Artificial Turf at the Stadium Complex, Upper Field and Practice Field at Valley Regional High School | 4,605,000 |
| Baseball Field - Reconstruction of infield at Valley Regional High School | 223,000 |
| Softball Field - Reconstruction of infield at Valley Regional High School | 291,000 |
| Tennis Courts - Construction of Post Tension Concrete Courts at Valley Regional High School | 881,000 |
| John Winthrop Middle School Soccer Field 1 - Reconstruction of natural grass | 566,000 |
| John Winthrop Middle School Soccer Field 3 - Reconstruction of natural grass | 461,000 |
| Construction of two (2) new natural grass fields and the development of property | 2,020,000 |
| Administrative, Financing and Bond Issuance Costs | <u>150,000</u> |

TOTAL:

\$9,966,000

The projects shall be referred to herein collectively as the “Projects”. The appropriation may be expended for design, construction, renovation and installation costs, engineering and professional fees, materials, equipment, purchase costs, legal fees, financing costs, interest expense on temporary borrowings, and other costs related to the Projects. The appropriation shall include any federal or state grants received for the Projects. The amount authorized to be expended for each purpose shall not exceed the amount set forth opposite each purpose, provided that the Regional School District No. 4 Board of Education may, by resolution, transfer funds among purposes, so long as the total appropriation and bond authorization is not increased. The Regional School District No. 4 Board of Education shall be authorized to determine the scope and particulars of the Projects and may reduce or modify the scope of the Projects as desirable, and the entire appropriation may be spent on the Projects as so reduced or modified.

2. That \$9,966,000 of bonds, notes or temporary notes of the District be authorized to finance the appropriation. The amount of the bonds authorized shall be reduced by the amount of any federal or state grants received by the District for the Projects.
3. That the Chair of the District Board of Education and the District Treasurer, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.
4. That the Superintendent of Schools and the Finance Director be authorized to contract with architects, engineers, contractors and others in the name and on behalf of the District with respect to the Projects, to approve design and construction expenditures for the Projects, and to exercise such others powers as are necessary or appropriate to complete the Projects.
5. That the authorization of the issuance of bonds, notes or temporary notes shall be submitted to a referendum vote by the electors and citizens qualified to vote in town meetings of the Member Towns of the District.

Dated at Deep River, Connecticut this 2nd day of March, 2023.

c. Discussion and Possible VOTE to approve the following courses at VRHS: - *S. Brzozowy*

- c.1 IB Environmental Systems and Societies
- c.2 Sports and Entertainment Marketing
- c.3 Social Media Marketing

d. Discussion and possible VOTE to accept the following donations to VRHS – *M. Barile*

- d.1. Donation of \$1,000 from John and Kim Stack to be used at the discretion of administration to benefit VRMP Musical
- d.2. Donation of photography equipment valued at approximately \$100 from Mr. Skip Hubbard to be used at the discretion of administration
- d.3. Donation of \$2,000 from Whelen Engineering to be used at the discretion of administration to benefit the VRHS Robotics Program
- d.4. Donation of \$1,000 from Connecticut Association of Schools (CAS) Connecticut Interscholastic Athletic Conference (CIAC) to be used at the discretion of administration to host a Unified Prom

6. Committee Reports

6.1 Committee reports. (*Chair or designated representative of each Comm.*)

Joint PK-12 Committees – Policy- *L. Seidman*; Curriculum – *N. Johnston*; Finance – *R. Daniels*

| Curriculum | Finance | Policy |
|--|--|--|
| Oct. 19 th , 2022 @ Noon | Oct. 19 th , 2022 @ Noon | Oct. 20 th , 2022 @ Noon |
| Dec. 14 th , 2022 @ Noon | Dec. 14 th , 2022 @ Noon | Dec. 15 th Jan. 19 th , 2023 @ Noon |
| Feb. 15 th , 2023 @ Noon | Feb. 15 th , 2023 @ Noon | Feb. 16 th , 2023 @ Noon |
| Apr. 19 th , 2023 @ Noon | Apr. 19 th , 2023 @ Noon | Apr. 20 th , 2023 @ Noon |

- a. Other committee reports
 - a.1 Supervision District Committee update – *K. Sandmann, J. Cavanaugh, J. Stack*
 - a.2 Discussion regarding any **pending policies for all BOEs** – *standing item*

The First Reading on these policies was held at the February 23, 2023 Joint BOE meeting –
(the Second Reading and possible Vote to approve will be at the April 6th Joint BOE meeting)

(existing policies may be viewed in our online [Policy Manual](#) – click for access)

Update Existing with the following:

Policy #1110.1 Communication – Parent Involvement (*encl #10*)

Policy #1324 Fundraising (*encl #11*)

Policy #1331 Prohibition Against Smoking (*encl #12*)

Policy #3171.1 Non-lapsing Education Fund (*encl #13*)

Policy #3542 School Lunch Service (*encl #14*)

Policy #4122 Evaluation, Termination, and non-Renewal of Athletic Coaches (*encl #15*)

Policy #5113/5113.2 Attendance / Truancy (*encl #16*)

Policy #5131.6 Drug, Alcohol and Tobacco Use by Students (*encl #17*)

Policy #5131.911 Bullying (*encl #18*)

Adopt New:

Policy #3542.22 Food Services Personnel Code of Conduct (*encl #19*)

Policy #3542.41 Food Services Personnel Professional Standards (*encl #20*)

Policy #3542.43 Charging Policy Food Service (*encl #21*)

Policy #4118.234 Psychotropic Drug Use (*encl #22*)

Policy #5131.62 Chemical Health for Student Athletes (*encl #23*)

Policy #5144.4 Physical Exercise and Discipline of Students (*encl #24*)

Policy #5163 Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)
(*encl #25*)

Policy #6141.51 Enrollment in an Advanced Course or Program and Challenging Curriculum (*encl #26*)

Policy #6172.1 Equitable Identification of Gifted and Talented Students (*encl #27*)

7. Public Comment

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

8. Future Agenda Items

8.1 Region 4 BOE Budget Public Hearing & Special Meeting, April 03, 2023 @ 7:00 p.m.

8.2 Joint BOE Meeting Thursday, April 06, 2023 @ 7:00 p.m. (R4 stays in session at end, only if needed)

8.3 Region 4 BOE Annual Meeting, Monday, May 01, 2023 @ 7:00 p.m. (to move budget to referendum)

8.4 Region 4 BOE Budget Referendum, Tuesday, May 02, 2023 – Town Polling Locations

8.5 Regular Region 4 BOE Meeting Thursday, May 04, 2023 @ 7:00 p.m.

8.6 Joint BOE Retreat – Saturday, May 06, 2023 from 9:00 a.m. – Noon @ JWMS Library

9. Adjournment



Regional School District 4
Chester – Deep River – Essex – Region 4
Boards of Education Committees – School Year 2022-23 (Updates in Progress)

| | | | |
|---|--|---|------------------------------|
| Joint BOE Standing Committees (standing committees have regularly scheduled meetings) | | | |
| *Joint PK-12 Policy Sub-Committee | | R4(Sandmann/Strauss) CH(Taigen/Scherber) DR(Maikowski/Grunko) ES (Seidman/TBD) | |
| *Joint PK-12 Curriculum Sub-Comm. | | R4(Cavanaugh/Silva) CH(Bernardoni/Johnson) DR(McIntyre/Whelan) ES (Johnston/Pillion) | |
| *Joint PK-12 Finance Sub-Committee | | R4 (Clark/Daniels/Fearon) CH (Rice/TBD) DR (Rioux/Scholfield) ES (Seidman/Watson) | |
| Supervision District Committee (2 yr terms end in Nov. of the year listed after each name) | | R4 (Sandmann 23 / Cavanaugh 23 / Stack 23) CH (Fitzgibbons 23 / Bernardoni 23 / Greenberg-Ellis 23) DR (Morrissey 23 / Ferretti 23 / Maikowski 23) ES (Seidman 23 /Pillion 23 / Johnston 23) | |
| | | | |
| Joint Ad Hoc Committees (ad hoc committees meet for a designated period or as needed) | | | |
| Personnel & Negotiations | | <u>Contract duration</u> | <u>Initiate negotiations</u> |
| - Joint BOE Teacher negotiations | | R4 (Daniels/Sandmann) CH (Taigen) DR (Morrissey) ES (Watson/Pillion) Expires 7/2025 | 6/2024 |
| - Joint BOE Administrator negotiations | | Same as ABOVE for Teacher negotiations Expires 7/2026 | 9/2025 |
| - Joint BOE Paraeducator negotiations | | Same as BELOW for Net Tech et al. Expires 7/2023 | 3/2023 |
| - Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians) | | R4 (Daniels/Sandmann) CH (Fitzgibbons) DR (Maikowski/Ferretti) ES (Watson/Pillion) Expires 7/2023 | 3/2023 |
| - Cafeteria (all schools) | | Expires 7/2022 | 4/2022 |
| Technology | | R4(Seidman), CH(TBD), ES (Seidman), DR (TBD) | |
| School Calendar | | R4(Sandmann/Daniels), CH (TBD), ES (TBD), DR (Morrissey) | |
| LEARN Joint BOE representative(s) | | R4(Cavanaugh), CH(Bernardoni), ES(TBD), DR(TBD) | |
| School Safety Committee | | R4(Cavanaugh, Daniels), CH(Greenberg-Ellis), DR(TBD), ES(TBD) | |
| Tuition Committee | | R4(Cavanaugh/Sandmann/Daniels), CH (TBD), DR (Morrissey), ES (Seidman Alt.) | |
| RFP Review | | R4(Cavanaugh/Daniels), CH (Scherber), DR (Morrissey), ES (Seidman/Johnston) | |
| | | | |
| Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed) | | | |
| <u>Chester BOE</u> | | | |
| CATV Advisory Council (Cable TV) | | For Discussion | |
| <u>Deep River BOE</u> | | | |
| Facilities | | Morrissey/Ferretti | |
| CATV Advisory Council (Cable TV) | | TBD | |
| <u>Essex BOE</u> | | | |
| Building | | Seidman | |
| Essex Foundation | | TBD | |
| CATV Advisory Council (Cable TV) | | TBD | |
| <u>Region 4 BOE</u> | | | |
| Personnel & Negotiations | | <u>Contract duration</u> | <u>Initiate negotiations</u> |
| ▪ R4 Secretaries/Nurses | | Daniels/Sandmann Expires 7/2022 | 4/2022 |
| ▪ R4 Custodians | | Daniels/Sandmann Expires 7/2024 | 3/2024 |
| R4 Grounds and Buildings Maintenance & Oversight Committee | | Stack/Seidman/Strauss (alt. Sandmann) | |
| JWMS Security Project Building Committee | | Daniels/ Cavanaugh/ Sandmann / Stack | |
| R4 Educational Foundation | | TBD | |
| Region 4 Extra compensation points committee | | Clark/Daniels/Sandmann (only 1 rep needed) | |

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)

| | | | | | |
|---|------|------------------------------------|------|---------------------------------|------|
| Lol Fearon (CH) Vice-Chair | 2023 | Rick Daniels (DR) Secretary | 2023 | Kate Sandmann (ES) Chair | 2023 |
| John Stack (CH) Treasurer | 2025 | Jane Cavanaugh (DR) | 2025 | Lon Seidman (ES) | 2025 |
| Richard Strauss (CH) apptd. until Nov '23 of 2027 term | | Alex Silva (DR) | 2027 | Jennifer Clark (ES) | 2027 |

Our contact information is listed on the District web site: www.reg4.k12.ct.us Our annual goals are also listed.

We are assisted in the meeting by our school administration:

Brian J. White, Superintendent of Schools

Sarah Brzozowy, Ed.D., Assistant Superintendent of Schools

Robert Grissom, Finance Director

Michael Barile, Principal, VRHS

Melissa Morgan-Hostetler, Principal, JWMS

And our student representatives:

Senior Student Representative: **Jack Finnegan**

Senior Student Representative: **Emily Mezick**

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).

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.

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
REGIONAL SCHOOL DISTRICT NO. 4 Board of Education Regular Meeting
John Winthrop Middle School Library
January 5, 2023 at 7:00pm**

A regular meeting of the Regional School District No. 4 Board of Education was held on Thursday, January 5, 2023 at 7:00pm in the John Winthrop Middle School Library.

CALL TO ORDER

The meeting was called to order at 7:08pm.

VERBAL ROLL CALL

Region 4 BOE

Lol Fearon

John Stack

Richard Strauss

Jennifer Clark

Kate Sandmann

Rick Daniels

Administration

Brian White

Bob Grissom

Sarah Brzozowy

Mike Barile

Melissa Morgan-Hostetler

Absent: Jane Cavanaugh, Alex Silva, Lon Seidman

Also in attendance: Board Clerk Kelley Frazier, Senior Student Representatives Jack Finnegan and John Winthrop Representatives Scout Kornacki and Jonah Morrissey.

PUBLIC COMMENT

No comments

CONSENT AGENDA

On motion made by Jennifer Clark and seconded by Richard Strauss the Board **VOTED** to approve the Minutes of the Regular meeting of November 3, 2022, minutes of the Special Meeting of November 7, 2023 and the minutes from the Special Combined Meeting of Region 4 BOE and Supervision District Committee meeting of December 12, 2022 and the accounts payable report. Abstentions: Rick Daniels

REPORTS AND OTHER ITEMS

Region 4 Student Representatives Report

Mr. Finnegan gave an update on the events happening at Valley Regional High School.

JWMS Middle School Student Report

Jonah Morrissey and Scout Kornacki gave the student report. They discussed events happening at John Winthrop Middle School for the winter.

Superintendent's Report

District Update

Mr. White gave a brief update. A meeting with each Town's Local Sustainability Committees will occur on January 19th. The schools would like to support these efforts and are finding ways to do this.

Information and Communication

A vendor has been selected for repair of the tennis courts. Region 4 and Ti-Town Youth Services are in discussion on finding ways to support students and families. Tri-town will establish an office at John Winthrop to talk and meet with students and families. An Inland Wetlands meeting for the Kelsey Landing property is being held tonight. An update will be given. The union contract for the Administration has been ratified. Contracts to be reviewed this year are cafeteria workers, secretaries, nurses, para educators, net techs and all other non-certified staff.

Assistant Superintendent's Report

General Update

Ms. Brzozowy working with the strategic plan and the metrics. The energy in the buildings is very positive. Mr. Stack asked for the Board and parents to be updated on discipline trends.

Financial Status Report

Financial Status Update

Current Year to Date Financial Status Update

All financial obligations are expected to be met. This report is thru December 2022. 94.5% of the budget funds have been encumbered for the year.

Cafeteria Fund Update

This report is through November. Revenues are driven by the free school lunch program from the State of Connecticut. Free meals ended at the end of December. Breakfast is \$1.25 lunch at JW is \$3.25 and \$3.50 at Valley.

Medical Reserve Tracking

Things are favorable. A \$852,730 net profit has been realized. The Insurance Consultant presented to the Finance Committee. The reserve is at a healthy level.

Grants Update

No update

BOE TREASURER REPORT

Mr. Stack noted that historical financial reports during COVID may not be a normal year for budget review. A normalized year should be considered rather than a year over year. He requested that this be given to each Board for consideration.

PRINCIPAL'S REPORT

M. Morgan-Hostetler – JWMS

No update.

M. Barile - VRHS

No update.

OTHER ITEMS

Presentation of Recommendations of the Region 4 Grounds and Buildings Maintenance & Over site Committee Regarding Bonding for R4 Athletic Grounds and Facilities Projects

Recommendations from the Committee were discussed. This report is to support our athletic programs. A number of community organizations use the fields and grounds. There has not been a decline of interest in our athletic programs. A 20 year bond is being considered. Mr. Stack has asked for a report on the return on investment for maintenance costs, etc. Mr. Strauss asked what the life cycle of the fields are if maintained properly. Both grass and turf. It was noted that this is a community project and outside use should be discussed. Mr. Fearon noted that the conditions of our playing fields is a safety issue. It is in dire need of attention and needs to be addressed. Maintenance costs need to be built in to the operating budget. The capital work for buildings occur in 5-8 years. This will be require significant investment. Mr. White discussed the timeline. It was suggested an informational meeting be held before the Public Hearing on March 29th. Mr. White will confirm details with Legal Counsel. Mr. Daniels noted that the timeline is not giving BOE enough time to plan for meetings. Board members discussed concerns.

Discussion and Possible VOTE to Direct the Superintendent to Proceed with having Counsel prepare necessary language for future meetings and votes regarding the bonding process in accordance with the recommendation of the Grounds and Building Committee or as revised by the BOE.

Upon a motion made by Kate Sandmann and seconded by Lol Fearon the Regional 4 Board of Education **VOTED** to direct the Superintendent proceed with having Counsel prepare necessary language for future meetings and votes regarding the bonding process in accordance with the recommendation of the Grounds and Building Committee or as revised by the BOE. Ayes: Kate Sandmann, Lol Fearon, Richard Strauss, Jennifer Clark, John Stack. Nays: Rick Daniels. Motion passed.

Discussion and Possible VOTE to Direct the Superintendent have Established a Capital Reserve Bank Account in Accordance with Guidance from Region 4 Auditors, Legal Counsel and BOE Policy 3171.1.

Mr. Daniels discussed concerns about the use of this account. Mr. White noted that it is the management of the fund and the Board over site which will allow for this to be properly managed at this time.

Upon a motion made by Jennifer Clark and seconded by Lol Fearon the Regional 4 Board of Education unanimously **VOTED** to direct the Superintendent to establish a Capital Reserve bank account in accordance with guidance from Region 4 auditors, legal counsel and BOE Policy 3171.1. Ayes: Kate Sandmann, Lol Fearon, Richard Strauss, Jennifer Clark, John Stack. Nays: Rick Daniels. Motion passed.

Process and Timeline for securing lending to finance the approved JWMS Security Project

Mr. Grissom discussed the draft RFP which will be published in January to close sometime in February and allow BOE to review the responses at the March Region 4 meeting. Mr. White discussed the timeline.

JWMS Scheduling Presentation

Discussion held regarding the scheduling plan for JWMS. This is for fall implementation.

Discussion and possible VOTE to accept a donation of \$250 from Morrissey Engineering, LLC to be used at the discretion of administration to benefit VRHS Robotics Club

Upon a motion made by Rick Daniels and seconded Kate Sandmann the Region 4 Board of Education unanimously **VOTED** to accept a donation of \$250 from Morrissey Engineering, LLC to be used at the discretion of administration to benefit VRHS Robotics Club. The Board also voted to accept a donation of \$500 from Norman Needleman and Jacqueline Hubbard to be used at the discretion of administration to benefit the VRHS Robotics Club and to also accept a donation of \$1000 from W. Hudson Campbell III and the Max Showalter Foundation, Inc. to be used at the discretion of administration to benefit the Valley Regional High School Musical Production

Committee Reports

Curriculum

Discussion held regarding Write to Read literacy instruction K-3. The district will be asking for a waiver. This is informational for this Board only. I/B Computer Science and a Unified Buddy PE is being discussed.

Finance

The Insurance Consultant for medical insurance presented at this meeting. Bonding efforts were discussed and capital spending for the Town of Essex. Budget Workshop planning was also discussed.

Policy

No Update

Other Committee Reports

Supervision District Committee Updates

No Update

Discussion Regarding any Pending Policy for all BOE's

None to Discuss

Discussion and possible VOTE to approve the recommendation of the Joint BOE Curriculum Committee to approve the course offerings at Valley Regional High School as presented

Dr. Brzozowy discussed the curriculum recommendations. This is for I/B Computer Science and the cost is already part of the operating budget. Update of standards would be done. Unified PE course will give students an opportunity with their mentor to participate.

Upon a motion made by Jennifer Clark and seconded by Rick Daniels the Region 4 Board of Education unanimously **VOTED** to approve the recommendation of the Joint BOE Curriculum Committee to approve the course offerings at Valley Regional High School as presented

PUBLIC COMMENT

None

FUTURE AGENDA ITEMS

- Joint BOE Retreat – Saturday January 21, 2023 from 9:00am-Noon @ JWMS
- Region 4 Budget Workshop I Wednesday, January 25, 2023 @ 6:00pm
- Region 4 Budget Workshop II, Wednesday, February 8, 2023 @6:00pm
- Joint BOE Meeting Thursday, February 23 2023 @ 7:00pm
- Region 4 BOE Budget Workshop III, Monday, February 27, 2023 @ 6:00pm (only if needed)
- Regular Region 4 BOE Meeting Thursday, March 2, 2023 @ 7:00pm

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 9:46p.m.

Respectfully Submitted,

Kelley Frazier Clerk



Rick Daniels, Secretary
Regional District #4 – Board of Education

F.O.I. Compliance – Subject to Committee and Board approval

**COMBINED SPECIAL MEETINGS OF THE
SUPERVISION DISTRICT COMMITTEE
AND
THE REGION 4 BOARD OF EDUCATION**

Date: January 24, 2023

Location: John Winthrop Middle School Library

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

| | | | |
|--------------------|---|---|--|
| Attendance: | <u>Supervision District Comm.</u> Lon Seidman ✓ Nancy Johnston Justin Pillion ✓ Kate Sandmann ✓ Jane Cavanaugh John Stack ✓ David Fitzgibbons ✓ Dale Bernardoni Rebecca Greenberg-Ellis Miriam Morrissey ✓ Pat Maikowski ✓ Bob Ferretti ✓ | <u>Administration:</u> Brian White ✓ Sarah Brzozowy ✓ Robert Grissom ✓ | <u>Region 4 BOE</u> Kate Sandmann ✓ Lol Fearon ✓ John Stack ✓ Rick Daniels ✓ Jane Cavanaugh Lon Seidman ✓ Richard Strauss ✓ Jennifer Clark ✓ Alex Silva ✓ |
|--------------------|---|---|--|

(✓ = attended)

Supervision District Committee Chair Lon Seidman and Region 4 BOE Chair Kate Sandmann called their respective groups to order at approx. 6:00 p.m.,

Items / Discussion

Superintendent White reminded the Boards of the issue at hand, as first presented and discussed at the December 12th meeting. He introduced Matt Ritter, the boards’ legal counsel who is here this evening to provide the board with guidance as to the return of audited unexpended surplus Regional School District No. 4 and Supervision District funds from FY 2021-22.

There was a lengthy discussion and question period regarding the current state statute and what it requires of regional school districts. There was also a discussion regarding the process by which the region 4 member towns generally develop their budgets.

Superintendent White shared that our auditor, as a means of providing member towns adequate time to plan, has said they would support a two-step procedure for getting the region into compliance with statute.

The first step would allow for allocating the FY 2021-22 surplus funds in a method that would move the boards closer in compliance with Conn. Gen. Statute 10-51, but would not be too dissimilar to the current method of cutting the towns a check for any unexpended funds. Specifically, the auditor would support, for this year only, the allocation of FY

2021-22 surplus funds to be shown as a credit to the member towns on the remaining billings for the current school year through June 30, 2023.

The second step would require that the boards allocate FY 2022-23, and all future year audited surplus funds in a manner that would bring the Boards into full compliance with Conn. Gen. Statute 10-51 as it is currently written.

Specifically, that the boards would direct future audited surplus funds (*e.g. FY 2022-23 audited surplus funds*) to be shown as a known revenue line in the proposed budget documents for the year following their confirmation by audit (*e.g. in the 2024-25 budget*) **to reduce the net expenses of the district for the following fiscal year as required by Conn. Gen. Statute 10-51, subsection (c).** (i.e. the billings to the towns for the 2024-25 budget appropriation would be reduced by the amount of the FY 22-23 listed surplus revenue, per the ADM calculation from the year the audited surplus was realized, which in this example, would be per the 22-23 ADM)

(Additional Clarifying note: in alignment with legal counsel's advice, the FY 2022-23 funds will not be audited until halfway through FY 2023-24, so any audited 2022-23 surplus funds must go into the budget development for the year following their confirmed existence, via the audit, that being the 24-25 budget)

Chair Seidman read a written statement from the districts' auditing firm regarding what BOE action would be acceptable for this year and then what would be appropriate and expected of the Board to do in future years.

Region 4 Treasurer John Stack asked Attorney Ritter what legal risk might come from the Board voting to take the proposed first step, as a half-measure, to allow the towns to have more time to plan for the future permanent change in the process.

Attorney Ritter said that this approach would put the Board in substantial compliance with the statute, and certainly they would be more in compliance with the statute than they have been with their past practice, in the sense that they are no longer just writing a check to the towns. But, he stated that there is no question that this approach doesn't strictly comply with Conn. Gen. Statute 10-51. However, the only risk during this time period would be that someone could file a lawsuit charging that the district is not complying with the statute. If such a lawsuit were to be filed, he believes it likely that a judge would rule that Region 4 must comply going forward, which the Board would plan to do anyway, as advised by the written legal opinion provided to the Board, and as also supported by their auditor.

There was more discussion and time for members to ask additional questions.

On motion duly made and seconded, the Supervision District Committee unanimously VOTED to direct the Superintendent to appropriate the audited unexpended surplus Supervision District funds from FY 2021-22, per the 2021-22 ADM calculation, as a credit to the member towns for the remaining billings for the current school year (22-23) in the amounts of \$85,264 to the Town of Chester; \$109,787 to the Town of Deep River; and \$124,588 to the Town of Essex for a total of \$319,639, and to additionally direct the Joint BOE Policy Committee to adjust BOE policy to align with current state statute.

On motion duly made and seconded, the Supervision District Committee unanimously VOTED to adjourn at approx.. 7:10 p.m.

Supervision District Committee Member and Deep River BOE Chair, Miriam Morrissey, thanked Superintendent White and Finance Director Grissom for all of the great work they did to receive such a wonderful audit for the districts.

The Region 4 Board continued their discussion.

On motion duly made and seconded, the Region 4 Board of Education unanimously VOTED to direct the Superintendent to appropriate an amount of \$218,112 from the total of \$876,536 audited unexpended surplus Regional School District No. 4 funds from FY 2021-22 to the nonrecurring capital reserve fund and to appropriate the remaining balance of the surplus funds (\$658,424) to be given as a credit to the member towns for the remaining billings for the current school year (22-23) in the amounts, per the 2021-22 ADM calculation, of \$155,922 to the Town of Chester; \$230,024 to the Town of Deep River; and \$272,478 to the Town of Essex, and to additionally direct the Joint BOE Policy Committee to adjust BOE policy to align with current state statute.

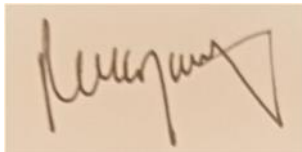
On motion duly made and seconded, the Region 4 BOE unanimously VOTED to direct the Secretary of the Board to write a letter to the State Legislature asking for an amendment to Conn. Gen. Statute 10-51 as it pertains to the distribution of surplus funds by a regional school district, that would allow for the Region 4 Board's past practice to be in compliance with statute moving forward.

Public Comment: No comments were made.

ADJOURNMENT:

On motion duly made and seconded, the Region 4 Board unanimously VOTED to adjourn at approx. 7:43 p.m.

Respectfully submitted,

A handwritten signature in brown ink on a light brown rectangular background. The signature is cursive and appears to read 'Rick Daniels'.

Rick Daniels, Secretary
Regional District #4 Board of Education

F.O.I. Compliance – Subject to board approval

REGION 4 BOARD of EDUCATION

Date: January 30, 2023 (meeting was postponed from 01/25 due to weather)

Budget Workshop I held in the JWMS Library

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

| Attendance: | <u>Board members</u> | | <u>Administration:</u> | | <u>Others:</u> |
|--------------------|----------------------|---|------------------------|---|----------------|
| √ = present | Kate Sandmann | √ | Brian White | √ | |
| | Lon Seidman | √ | Robert Grissom | √ | |
| | Jane Cavanaugh | √ | Sarah Brzozowy | √ | |
| | Jennifer Clark | √ | Mike Barile | √ | |
| | Alex Silva | √ | Mel Morgan-Hostetler | √ | |
| | John Stack | | | | |
| | Lol Fearon | √ | | | |
| | Rick Daniels | √ | | | |
| | Richard Strauss | √ | | | |

Call To Order: approx. 6:08 p.m.

Items/Discussion:

The board reviewed and discussed the proposed Region 4 budget document for 2023-24 (see attached).

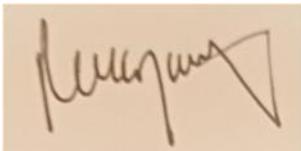
PUBLIC COMMENT - No comments were made.

The next budget workshop will be held February 08, 2023 @ 6:00 p.m.

ADJOURNMENT:

On motion duly made and seconded, the board unanimously VOTED to adjourn at approx. 8:26 p.m.

Respectfully submitted,



Rick Daniels, Secretary
Regional District #4 – Board of Education

F.O.I. Compliance – Subject to BOE approval

REGION 4 BOARD OF EDUCATION

Date: February 06, 2023

Special Meeting – JWMS Library

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

| Attendance: | <u>Region 4 BOE</u> | | <u>Administration:</u> | | <u>Other:</u> |
|--------------------|---------------------|---|------------------------|---|---------------|
| (√ = attended) | Kate Sandmann | √ | Brian White | √ | |
| | Richard Strauss | √ | Sarah Brzozowy | √ | |
| | Lon Seidman | √ | Bob Grissom | √ | |
| | Lol Fearon | √ | | | |
| | Alex Silva | √ | | | |
| | Jennifer Clark | √ | | | |
| | Rick Daniels | √ | | | |
| | John Stack | | | | |
| | Jane Cavanaugh | | | | |

Chair Sandmann called the special meeting to order at: approx. 7:06 p.m.

A verbal roll call was held.

The Board reviewed enclosure #1, the draft resolutions regarding proposed athletic facilities projects and associated bonding costs, that they will be considering for a vote on March 2nd.

Administration shared information regarding current and future outstanding Region 4 debt obligations, current field usage data, the useful life of the proposed projects - along with their anticipated future general maintenance, and the need for appropriate long range capital planning and budgeting for maintenance needs (see attached).

Public Comment: John O’Hare, Chester BOF Chair, shared thoughts about the proposals and voiced support for artificial turf playing surfaces and for utilizing community fundraising efforts to offset some project costs.

On motion duly made and seconded, the Board VOTED (6 Yes / 1 No – R. Daniels / 0 Abstentions = motion passed) to direct the Superintendent to have the resolutions placed on the agenda of the March 2nd Region 4 BOE Regular Meeting as presented this evening (also see attached).

On motion duly made and seconded, the Board VOTED to adjourn at approx. 8:28 p.m.

F.O.I. Compliance – Subject to board approval

REGION 4 BOARD of EDUCATION

Date: February 08, 2023

Budget Workshop II held in the JWMS Library

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

| Attendance: | <u>Board members</u> | | <u>Administration:</u> | | <u>Others:</u> |
|--------------------|----------------------|---|------------------------|---|----------------|
| | Kate Sandmann | √ | Brian White | √ | |
| √ = present | Lon Seidman | √ | Robert Grissom | √ | |
| | Jane Cavanaugh | √ | Sarah Brzozowy | √ | |
| | Jennifer Clark | √ | | | |
| | Alex Silva | | | | |
| | John Stack | √ | | | |
| | Lol Fearon | √ | | | |
| | Rick Daniels | √ | | | |
| | Richard Strauss | √ | | | |

Call To Order: approx. 6:00 p.m.

Items/Discussion:

The board reviewed and discussed the proposed Region 4 budget document for 2023-24 (see attached).

PUBLIC COMMENT - No comments were made during the Public Comment portion of the agenda.

The next budget workshop is scheduled for February 27, 2023 @ 6:00 p.m.

ADJOURNMENT:

On motion duly made and seconded, the board unanimously VOTED to adjourn at approx. 8:51 p.m.

02/23/2023 11:07
 9781rgri

 REGIONAL SCHOOL DIST # 4
 AP CHECK RECONCILIATION REGISTER

 P 1
 apchkrcn

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

| CHECK # | CHECK DATE | TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
|---------|------------|---------|----------------------------------|-----------|----------|-------|------------|
| 48690 | 12/22/2022 | PRINTED | 008734 CACHE VALLEY BANK TRUSTEE | | 3,000.00 | | 12/31/2022 |
| 48691 | 12/22/2022 | PRINTED | 002836 SYNCB/AMAZON | 1,168.70 | | | |
| 48692 | 12/22/2022 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 940.19 | | | |
| 48693 | 12/22/2022 | PRINTED | 006412 ASHLEIGH'S GARDEN | 35.00 | | | |
| 48694 | 12/22/2022 | PRINTED | 002506 GRAINGER | 104.63 | | | |
| 48695 | 12/22/2022 | PRINTED | 008000 PETTY CASH- CINDY SADLOWS | 354.43 | | | |
| 48696 | 12/22/2022 | PRINTED | 008563 REGIONAL RESTROOMS INC | 109.08 | | | |
| 48697 | 12/22/2022 | PRINTED | 008720 NICK STANFORD | 325.00 | | | |
| 48698 | 12/22/2022 | PRINTED | 006358 TOP NOTCH ELECTRICAL SERV | 267.10 | | | |
| 48699 | 12/22/2022 | PRINTED | 008420 TRAFERA | 77.99 | | | |
| 48700 | 12/22/2022 | PRINTED | 005105 WB MASON | 30.94 | | | |
| 48701 | 12/28/2022 | PRINTED | 005532 ABDO PUBLISHING COMPANY | 677.05 | | | |
| 48702 | 12/28/2022 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 2,220.25 | | | |
| 48703 | 12/28/2022 | PRINTED | 002385 BLICK ART MATERIALS | 164.93 | | | |
| 48705 | 12/28/2022 | PRINTED | 002988 EPES SOFTWARE C.A.P. INC. | 176.00 | | | |
| 48706 | 12/28/2022 | PRINTED | 002323 ESSEX PRINTING | 433.50 | | | |
| 48707 | 12/28/2022 | PRINTED | 003273 GRAINGER | 308.40 | | | |
| 48708 | 12/28/2022 | PRINTED | 002851 JOSTENS, INC. | 775.05 | | | |
| 48709 | 12/28/2022 | PRINTED | 005613 MELISSA SCARFO | 23.97 | | | |
| 48710 | 12/28/2022 | PRINTED | 006697 NATIONWIDE SECURITY CORPO | 160.00 | | | |
| 48712 | 12/28/2022 | PRINTED | 005533 PERMA-BOUND | 1,303.70 | | | |
| 48713 | 12/28/2022 | PRINTED | 002411 PITNEY BOWES GLOBAL FINAN | 315.84 | | | |
| 48714 | 12/28/2022 | PRINTED | 008725 SCHLAGER GROUP INC | 1,152.00 | | | |
| 48715 | 12/28/2022 | PRINTED | 008723 SHELLEY BROTHERS INC | 300.00 | | | |
| 48716 | 12/28/2022 | PRINTED | 008724 THE MEMORY PROJECT | 525.00 | | | |
| 48717 | 12/28/2022 | PRINTED | 008420 TRAFERA | 380.96 | | | |
| 48718 | 12/28/2022 | PRINTED | 005105 WB MASON | 811.20 | | | |
| 48719 | 12/28/2022 | PRINTED | 006678 FRONTIER | 524.79 | | | |
| 48720 | 12/28/2022 | PRINTED | 005479 TD EQUIPMENT FINANCE, INC | 84,435.20 | | | |
| 48721 | 12/28/2022 | PRINTED | 007240 WEX BANK | 50.83 | | | |
| 48722 | 01/03/2023 | PRINTED | 006432 UBEO LLC | 101.92 | | | |
| 48723 | 01/03/2023 | PRINTED | 002539 ALL WASTE, INC. | 749.35 | | | |
| 48724 | 01/03/2023 | PRINTED | 002836 SYNCB/AMAZON | 458.15 | | | |
| 48725 | 01/03/2023 | PRINTED | 007974 JENNIFER BLALOCK | 56.38 | | | |
| 48726 | 01/03/2023 | PRINTED | 008731 BLOOKLET LLC | 250.00 | | | |
| 48727 | 01/03/2023 | PRINTED | 008315 CINDY SADLOWSKI | 55.51 | | | |
| 48728 | 01/03/2023 | PRINTED | 003487 CMEA | 735.00 | | | |
| 48729 | 01/03/2023 | PRINTED | 007351 ENVIRONMENTAL SYSTEMS COR | 2,096.14 | | | |
| 48730 | 01/03/2023 | PRINTED | 008000 PETTY CASH- CINDY SADLOWS | 417.82 | | | |
| 48731 | 01/03/2023 | PRINTED | 006748 VOYAGER SOPRIS LEARNING | 888.80 | | | |
| 48732 | 01/05/2023 | PRINTED | 006412 ASHLEIGH'S GARDEN | 108.00 | | | |
| 48733 | 01/05/2023 | PRINTED | 008732 CHRISTOPHER DUBY | 101.21 | | | |
| 48734 | 01/05/2023 | PRINTED | 007178 CSCA | 330.00 | | | |
| 48735 | 01/05/2023 | PRINTED | 007556 DIME OIL, LLC | 12,043.35 | | | |
| 48736 | 01/05/2023 | PRINTED | 008730 ERICA REMBISZ | 492.11 | | | |
| 48737 | 01/05/2023 | PRINTED | 007657 EUGENE ROBIDA | 230.00 | | | |
| 48738 | 01/05/2023 | PRINTED | 002332 FIRST STUDENTS INC | 10,996.27 | | | |
| 48739 | 01/05/2023 | PRINTED | 004728 HENRY SCHEIN, INC. | 53.85 | | | |
| 48740 | 01/05/2023 | PRINTED | 008728 LEVONTE' PALMER | 248.24 | | | |
| 48741 | 01/05/2023 | PRINTED | 008210 SHELIA ROBIDA | 54.25 | | | |
| 48742 | 01/05/2023 | PRINTED | 003042 SMALLEY, SARAH | 491.10 | | | |
| 48743 | 01/05/2023 | PRINTED | 004646 STADIUM SYSTEMS, INC | 419.00 | | | |

02/23/2023 11:07
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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

P 2
apchkrcn

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

| CHECK # | CHECK DATE | TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
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| 48744 | 01/05/2023 | PRINTED | 002518 TREASURER SUPERVISION DIS | 202,487.67 | | | |
| 48745 | 01/05/2023 | PRINTED | 006838 UTICA NATIONAL INS. GROUP | 19,526.00 | | | |
| 48746 | 01/05/2023 | PRINTED | 008733 WATERFORD AMUBLANCE | 250.00 | | | |
| 48747 | 01/05/2023 | PRINTED | 008704 COLIN CASSIDY | 101.21 | | | |
| 48748 | 01/05/2023 | PRINTED | 005977 DINA MONACO | 29.50 | | | |
| 48749 | 01/09/2023 | PRINTED | 002836 SYNCB/AMAZON | 1,258.64 | | | |
| 48750 | 01/09/2023 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 561.24 | | | |
| 48751 | 01/09/2023 | PRINTED | 002506 GRAINGER | 54.34 | | | |
| 48752 | 01/09/2023 | PRINTED | 004016 STEWART'S MUSIC LLC | 170.90 | | | |
| 48753 | 01/09/2023 | PRINTED | 008420 TRAFERA | 1,328.86 | | | |
| 48754 | 01/09/2023 | PRINTED | 005983 TRAVER, LAURA | 35.00 | | | |
| 48755 | 01/09/2023 | PRINTED | 005105 WB MASON | 1,155.16 | | | |
| 48756 | 01/12/2023 | PRINTED | 002991 TOWN OF CHESTER | 6,750.00 | | | |
| 48757 | 01/12/2023 | PRINTED | 002539 ALL WASTE, INC. | 1,214.65 | | | |
| 48758 | 01/12/2023 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 192.58 | | | |
| 48759 | 01/12/2023 | PRINTED | 003081 B&H PHOTO - VIDEO, INC. | 6,439.32 | | | |
| 48760 | 01/12/2023 | PRINTED | 007351 ENVIRONMENTAL SYSTEMS COR | 584.00 | | | |
| 48761 | 01/12/2023 | PRINTED | 008692 LESLIE-ANN FAZZUOLI | 110.41 | | | |
| 48762 | 01/12/2023 | PRINTED | 006177 GARSTON | 179.41 | | | |
| 48763 | 01/12/2023 | PRINTED | 003273 GRAINGER | 281.16 | | | |
| 48764 | 01/12/2023 | PRINTED | 005713 NEW ENGLAND INDUSTRIAL SU | 3,735.25 | | | |
| 48765 | 01/12/2023 | PRINTED | 008015 SCHOOL PUBLICATIONS CO | 514.00 | | | |
| 48766 | 01/12/2023 | PRINTED | 003061 A-DEC COMMUNICATIONS, LLC | 100.00 | | | |
| 48767 | 01/12/2023 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 4,325.22 | | | |
| 48768 | 01/12/2023 | PRINTED | 003487 CMEA | 540.00 | | | |
| 48769 | 01/12/2023 | PRINTED | 008481 COLIN MCGRATH | 1,699.48 | | | |
| 48770 | 01/12/2023 | PRINTED | 002385 BLICK ART MATERIALS | 480.05 | | | |
| 48771 | 01/12/2023 | PRINTED | 006877 DOGHOUSE PIANOS | 225.00 | | | |
| 48772 | 01/12/2023 | PRINTED | 002365 INTERSTATE BATTERY SYSTEM | 188.95 | | | |
| 48773 | 01/12/2023 | PRINTED | 002851 JOSTENS, INC. | 540.65 | | | |
| 48774 | 01/12/2023 | PRINTED | 003007 VAL KROPIWNICKI | 385.29 | | | |
| 48775 | 01/12/2023 | PRINTED | 002949 LEQUIRE, CHRIS | 546.60 | | | |
| 48776 | 01/12/2023 | PRINTED | 002237 LIGHTHOUSE PRINTING | 60.00 | | | |
| 48777 | 01/12/2023 | PRINTED | 003391 NEMFA | 2,475.00 | | | |
| 48778 | 01/12/2023 | PRINTED | 002754 PROFESSIONAL FIELD CARE | 5,510.00 | | | |
| 48779 | 01/12/2023 | PRINTED | 005407 REGION 4 CAFETERIA | 730.05 | | | |
| 48780 | 01/12/2023 | PRINTED | 008020 JENNIFER TALIERCIO | 1,081.24 | | | |
| 48781 | 01/12/2023 | PRINTED | 008216 TEMPLE FREY | 127.43 | | | |
| 48782 | 01/12/2023 | PRINTED | 005105 WB MASON | 209.53 | | | |
| 48783 | 01/13/2023 | PRINTED | 003136 CHAMBER THEATER PRODUCTI | 2,546.20 | | | |
| 48784 | 01/13/2023 | PRINTED | 006130 DONNA DICKERMAN | 30.85 | | | |
| 48785 | 01/13/2023 | PRINTED | 002506 GRAINGER | 7.04 | | | |
| 48786 | 01/13/2023 | PRINTED | 002175 HOME DEPOT | 588.13 | | | |
| 48787 | 01/13/2023 | PRINTED | 006498 BEN BRONZ ACADEMY | 6,015.60 | | | |
| 48788 | 01/13/2023 | PRINTED | 008633 ROBERT BIBBIANI | 37.52 | | | |
| 48789 | 01/13/2023 | PRINTED | 008127 BSC GROUP INC. | 5,040.00 | | | |
| 48790 | 01/13/2023 | PRINTED | 008739 CAROLINO MONTEIRO | 101.21 | | | |
| 48791 | 01/13/2023 | PRINTED | 008411 CHSCA | 550.00 | | | |
| 48792 | 01/13/2023 | PRINTED | 006771 CT SOLAR LEASE 2, LLC | 947.44 | | | |
| 48793 | 01/13/2023 | PRINTED | 007885 CONNECTICUT COASTAL ACADE | 6,960.00 | | | |
| 48794 | 01/13/2023 | PRINTED | 002849 CURTIN MOTOR LIVERY, INC. | 38,625.00 | | | |
| 48795 | 01/13/2023 | PRINTED | 007556 DIME OIL, LLC | 10,624.12 | | | |

02/23/2023 11:07
9781rgri

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

P 3
apchkrcn

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

| CHECK # | CHECK DATE | TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
|---------|------------|---------|----------------------------------|-----------|---------|-------|------------|
| 48796 | 01/13/2023 | PRINTED | 002812 EASTERN ANALYTICAL LAB IN | 1,030.00 | | | |
| 48797 | 01/13/2023 | PRINTED | 006719 EVERSOURCE | 22,758.20 | | | |
| 48798 | 01/13/2023 | PRINTED | 002332 FIRST STUDENTS INC | 12,036.12 | | | |
| 48799 | 01/13/2023 | PRINTED | 006678 FRONTIER | 223.72 | | | |
| 48800 | 01/13/2023 | PRINTED | 004778 GROVE SCHOOL | 9,150.00 | | | |
| 48801 | 01/13/2023 | PRINTED | 005688 MR. AND MRS. DOUGLAS GUYE | 804.37 | | | |
| 48802 | 01/13/2023 | PRINTED | 008073 INTENSIVE EDUCATION ACADE | 12,314.04 | | | |
| 48803 | 01/13/2023 | PRINTED | 008510 ERIC LATRONICA | 3,030.00 | | | |
| 48804 | 01/13/2023 | PRINTED | 005959 LEAF | 5,169.00 | | | |
| 48805 | 01/13/2023 | PRINTED | 002329 LEARN | 9,551.70 | | | |
| 48806 | 01/13/2023 | PRINTED | 006353 MAHONEY SABOL & COMPANY, | 24,000.00 | | | |
| 48807 | 01/13/2023 | PRINTED | 005097 RUSHFORD CENTER | 7,055.00 | | | |
| 48808 | 01/13/2023 | PRINTED | 002227 PATHWAYS CENTER FOR LEARN | 450.00 | | | |
| 48809 | 01/13/2023 | PRINTED | 006571 PEDIATRIC AND ADOLESCENT | 300.00 | | | |
| 48810 | 01/13/2023 | PRINTED | 008729 RALPH ZINGARELLA | 65.82 | | | |
| 48811 | 01/13/2023 | PRINTED | 007305 RENEE' FRAGOLA | 2,312.00 | | | |
| 48812 | 01/13/2023 | PRINTED | 005604 SHARP TRAINING, INC | 2,040.00 | | | |
| 48813 | 01/13/2023 | PRINTED | 002429 SHIPMAN & GOODWIN | 16,942.00 | | | |
| 48814 | 01/13/2023 | PRINTED | 005026 SHORELINE PEDIATRIC NEROP | 3,800.00 | | | |
| 48815 | 01/13/2023 | PRINTED | 004646 STADIUM SYSTEMS, INC | 94.00 | | | |
| 48816 | 01/13/2023 | PRINTED | 006838 UTICA NATIONAL INS. GROUP | 725.00 | | | |
| 48817 | 01/13/2023 | PRINTED | 007120 WATERFORD COUNTRY SCHOOL | 15,810.00 | | | |
| 48818 | 01/20/2023 | PRINTED | 004880 BER | 279.00 | | | |
| 48819 | 01/20/2023 | PRINTED | 002108 BOOKSOURCE | 534.97 | | | |
| 48821 | 01/20/2023 | PRINTED | 002197 ESSEX HARDWARE CO | 17.67 | | | |
| 48822 | 01/20/2023 | PRINTED | 004519 FOLLETT SCHOOL SOLUTIONS, | 796.56 | | | |
| 48823 | 01/20/2023 | PRINTED | 005105 WB MASON | 32.72 | | | |
| 48824 | 01/20/2023 | PRINTED | 005105 WB MASON | 51.44 | | | |
| 48825 | 01/20/2023 | PRINTED | 002920 BENHAVEN | 12,417.00 | | | |
| 48826 | 01/20/2023 | PRINTED | 008742 BENJAMIN PURCELL | 67.23 | | | |
| 48827 | 01/20/2023 | PRINTED | 008734 CACHE VALLEY BANK TRUSTEE | 4,600.00 | | | |
| 48828 | 01/20/2023 | PRINTED | 007948 DANIEL MILLER | 97.76 | | | |
| 48829 | 01/20/2023 | PRINTED | 007556 DIME OIL, LLC | 22,719.43 | | | |
| 48830 | 01/20/2023 | PRINTED | 007657 EUGENE ROBIDA | 230.00 | | | |
| 48831 | 01/20/2023 | PRINTED | 002332 FIRST STUDENTS INC | 10,485.62 | | | |
| 48832 | 01/20/2023 | PRINTED | 002550 GIROUX LANDSCAPING, LLC | 27,000.00 | | | |
| 48833 | 01/20/2023 | PRINTED | 005097 NATCHAUG HOSPITAL | 8,300.00 | | | |
| 48835 | 01/20/2023 | PRINTED | 008210 SHELIA ROBIDA | 41.96 | | | |
| 48836 | 01/20/2023 | PRINTED | 002429 SHIPMAN & GOODWIN | 3,160.00 | | | |
| 48837 | 01/20/2023 | PRINTED | 007188 SHORELINE PRINCIPALS | 500.00 | | | |
| 48838 | 01/20/2023 | PRINTED | 004646 STADIUM SYSTEMS, INC | 96.65 | | | |
| 48839 | 01/20/2023 | PRINTED | 006542 THE FOUNDATION SCHOOL | 7,850.00 | | | |
| 48840 | 01/20/2023 | PRINTED | 002518 TREASURER SUPERVISION DIS | 774.33 | | | |
| 48841 | 01/20/2023 | PRINTED | 008637 VISTA LIFE INNOVATIONS, I | 15,870.00 | | | |
| 48842 | 01/20/2023 | PRINTED | 002836 SYNCB/AMAZON | 249.00 | | | |
| 48843 | 01/20/2023 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 1,534.28 | | | |
| 48844 | 01/20/2023 | PRINTED | 006412 ASHLEIGH'S GARDEN | 80.00 | | | |
| 48845 | 01/20/2023 | PRINTED | 002385 BLICK ART MATERIALS | 921.04 | | | |
| 48846 | 01/20/2023 | PRINTED | 007351 ENVIRONMENTAL SYSTEMS COR | 1,171.00 | | | |
| 48847 | 01/20/2023 | PRINTED | 005365 ELECTRICAL WHOLESALERS, i | 13.47 | | | |
| 48848 | 01/20/2023 | PRINTED | 008692 LESLIE-ANN FAZZUOLI | 175.98 | | | |
| 48849 | 01/20/2023 | PRINTED | 003273 GRAINGER | 69.65 | | | |

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

P 4
apchkrcn

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

| CHECK # | CHECK DATE | TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
|---------|------------|---------|----------------------------------|------------|---------|-------|------------|
| 48850 | 01/20/2023 | PRINTED | 003083 LAURA HILTON | 100.00 | | | |
| 48851 | 01/20/2023 | PRINTED | 008520 IMAGINE LEARNING | 2,665.00 | | | |
| 48852 | 01/20/2023 | PRINTED | 008735 JESSICA CORMIER | 40.00 | | | |
| 48853 | 01/20/2023 | PRINTED | 007909 NATIONWIDE SECURITY CORPO | 427.25 | | | |
| 48854 | 01/20/2023 | PRINTED | 008737 NYSSMA | 1,390.00 | | | |
| 48855 | 01/20/2023 | PRINTED | 002743 OLSEN'S SANITATION CO., L | 325.00 | | | |
| 48856 | 01/20/2023 | PRINTED | 008736 OSPREY, LLC | 2,120.41 | | | |
| 48857 | 01/20/2023 | PRINTED | 003343 RACKLIFFE LOCK AND SAFE C | 570.00 | | | |
| 48858 | 01/20/2023 | PRINTED | 008563 REGIONAL RESTROOMS INC | 104.00 | | | |
| 48859 | 01/20/2023 | PRINTED | 002821 STERICYCLE, INC. | 195.41 | | | |
| 48860 | 01/20/2023 | PRINTED | 008020 JENNIFER TALIERCIO | 25.00 | | | |
| 48861 | 01/20/2023 | PRINTED | 008744 THE PLASTIC FACTORY | 168.75 | | | |
| 48862 | 01/20/2023 | PRINTED | 005105 WB MASON | 628.02 | | | |
| 48863 | 01/25/2023 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 42.58 | | | |
| 48864 | 01/25/2023 | PRINTED | 002197 ESSEX HARDWARE CO | 55.95 | | | |
| 48865 | 01/25/2023 | PRINTED | 003273 GRAINGER | 116.24 | | | |
| 48866 | 01/25/2023 | PRINTED | 002417 SCHOOL OUTFITTERS | 1,345.81 | | | |
| 48867 | 01/25/2023 | PRINTED | 002919 ACES | 17,925.80 | | | |
| 48868 | 01/25/2023 | PRINTED | 003444 CAAD | 130.00 | | | |
| 48869 | 01/25/2023 | PRINTED | 005835 CITIZENS BANK - HEALTH B | 238,405.00 | | | |
| 48870 | 01/25/2023 | PRINTED | 007556 DIME OIL, LLC | 10,653.98 | | | |
| 48871 | 01/25/2023 | PRINTED | 002332 FIRST STUDENTS INC | 11,380.49 | | | |
| 48872 | 01/25/2023 | PRINTED | 006678 FRONTIER | 532.04 | | | |
| 48873 | 01/25/2023 | PRINTED | 004778 GROVE SCHOOL | 9,850.00 | | | |
| 48874 | 01/25/2023 | PRINTED | 002754 PROFESSIONAL FIELD CARE | 10,142.50 | | | |
| 48875 | 01/25/2023 | PRINTED | 008128 QA & M ARCHITECTS | 40,270.15 | | | |
| 48876 | 01/25/2023 | PRINTED | 004646 STADIUM SYSTEMS, INC | 5,655.00 | | | |
| 48877 | 01/25/2023 | PRINTED | 002276 TOWN OF DEEP RIVER | 2,794.00 | | | |
| 48878 | 01/25/2023 | PRINTED | 006838 UTICA NATIONAL INS. GROUP | 19,526.00 | | | |
| 48879 | 01/27/2023 | PRINTED | 005776 THERMOMEDICS, LLC | 3,303.00 | | | |
| 48880 | 01/27/2023 | PRINTED | 002276 TOWN OF DEEP RIVER | 15,578.00 | | | |
| 48881 | 02/02/2023 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 5,380.47 | | | |
| 48882 | 02/02/2023 | PRINTED | 002385 BLICK ART MATERIALS | 441.55 | | | |
| 48883 | 02/02/2023 | PRINTED | 007892 GIBS NORTHEAST | 75.00 | | | |
| 48884 | 02/02/2023 | PRINTED | 003273 GRAINGER | 103.10 | | | |
| 48885 | 02/02/2023 | PRINTED | 007224 JENNIFER TALIERCIO | 500.21 | | | |
| 48886 | 02/02/2023 | PRINTED | 008750 KELLY HUNT | 21.03 | | | |
| 48887 | 02/02/2023 | PRINTED | 008747 LXXIX PROJECT LAB LLC | 1,000.00 | | | |
| 48888 | 02/02/2023 | PRINTED | 008746 NEALON ENERGY SOLUTIONS | 1,055.00 | | | |
| 48889 | 02/02/2023 | PRINTED | 002411 PITNEY BOWES GLOBAL FINAN | 41.58 | | | |
| 48890 | 02/02/2023 | PRINTED | 007605 R.A. PARADY & SONS, INC | 330.00 | | | |
| 48891 | 02/02/2023 | PRINTED | 002761 SUBURBAN PROPANE | 33.44 | | | |
| 48892 | 02/02/2023 | PRINTED | 008420 TRAFERA | 1,413.85 | | | |
| 48893 | 02/02/2023 | PRINTED | 005105 WB MASON | 42.88 | | | |
| 48894 | 02/02/2023 | PRINTED | 008734 CACHE VALLEY BANK TRUSTEE | 11,000.00 | | | |
| 48895 | 02/09/2023 | PRINTED | 002539 ALL WASTE, INC. | 1,214.65 | | | |
| 48896 | 02/09/2023 | PRINTED | 008752 ALLISON SAFRAN | 125.00 | | | |
| 48897 | 02/09/2023 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 257.02 | | | |
| 48898 | 02/09/2023 | PRINTED | 006009 COUGHLAN COMPANIES LLC | 719.40 | | | |
| 48899 | 02/09/2023 | PRINTED | 002986 FREESTYLE PHOTO | 2,221.99 | | | |
| 48900 | 02/09/2023 | PRINTED | 003273 GRAINGER | 57.38 | | | |
| 48901 | 02/09/2023 | PRINTED | 003083 LAURA HILTON | 256.50 | | | |

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

P 5
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FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

| CHECK # | CHECK DATE | TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
|---------|------------|---------|----------------------------------|-----------|---------|-------|------------|
| 48902 | 02/09/2023 | PRINTED | 002851 JOSTENS, INC. | 2,677.50 | | | |
| 48903 | 02/09/2023 | PRINTED | 005525 MUSIC THEATRE INTERNATION | 300.00 | | | |
| 48904 | 02/09/2023 | PRINTED | 008663 OLD LYME HARDWARE | 50.97 | | | |
| 48905 | 02/09/2023 | PRINTED | 002411 PITNEY BOWES GLOBAL FINAN | 577.65 | | | |
| 48906 | 02/09/2023 | PRINTED | 007156 COLLEGE ENTRANCE EXAMINAT | 4,577.40 | | | |
| 48907 | 02/09/2023 | PRINTED | 008563 REGIONAL RESTROOMS INC | 16.00 | | | |
| 48908 | 02/09/2023 | PRINTED | 008690 TEXTHELP | 2,310.00 | | | |
| 48909 | 02/09/2023 | PRINTED | 005105 WB MASON | 106.48 | | | |
| 48910 | 02/09/2023 | PRINTED | 003767 AIREX FILTER CORP | 162.23 | | | |
| 48911 | 02/09/2023 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 1,116.30 | | | |
| 48912 | 02/09/2023 | PRINTED | 002385 BLICK ART MATERIALS | 261.95 | | | |
| 48913 | 02/09/2023 | PRINTED | 002197 ESSEX HARDWARE CO | 29.46 | | | |
| 48914 | 02/09/2023 | PRINTED | 008533 FOLLETT CONTENT SOLUTIONS | 640.49 | | | |
| 48915 | 02/09/2023 | PRINTED | 003086 JW PEPPER & SON, INC | 143.00 | | | |
| 48916 | 02/09/2023 | PRINTED | 007822 RAPTOR TECHNOLOGIES, LLC | 110.00 | | | |
| 48917 | 02/09/2023 | PRINTED | 005650 SWEETWATER | 923.79 | | | |
| 48918 | 02/09/2023 | PRINTED | 008420 TRAFERA | 223.98 | | | |
| 48919 | 02/09/2023 | PRINTED | 006739 UNIVERSITY OF CONNECTICUT | 2,000.00 | | | |
| 48920 | 02/09/2023 | PRINTED | 005105 WB MASON | 714.30 | | | |
| 48922 | 02/10/2023 | PRINTED | 008411 CHSCA | 140.00 | | | |
| 48923 | 02/10/2023 | PRINTED | 008756 MIDDLETOWN HS ATHLETIC DE | 206.82 | | | |
| 48924 | 02/10/2023 | PRINTED | 005963 NEIRA | 300.00 | | | |
| 48925 | 02/10/2023 | PRINTED | 008643 LEWIS PAPPARIELLA | 43.75 | | | |
| 48926 | 02/10/2023 | PRINTED | 005407 REGION 4 CAFETERIA | 16.78 | | | |
| 48927 | 02/10/2023 | PRINTED | 004646 STADIUM SYSTEMS, INC | 11,498.78 | | | |
| 48930 | 02/10/2023 | PRINTED | 008698 AMAZON CAPITAL SERVICES | 510.76 | | | |
| 48931 | 02/10/2023 | PRINTED | 007354 DEMCO | 5,006.09 | | | |
| 48932 | 02/10/2023 | PRINTED | 003086 JW PEPPER & SON, INC | 362.76 | | | |
| 48933 | 02/10/2023 | PRINTED | 008000 PETTY CASH- CINDY SADLOWS | 630.51 | | | |
| 48934 | 02/10/2023 | PRINTED | 002266 SCHOOL NURSE SUPPLY, INC. | 1,138.11 | | | |
| 48935 | 02/10/2023 | PRINTED | 004016 STEWART'S MUSIC LLC | 189.65 | | | |
| 48936 | 02/10/2023 | PRINTED | 005776 THERMOMEDICS, LLC | 2,729.17 | | | |
| 48937 | 02/14/2023 | PRINTED | 002919 ACES | 17,925.80 | | | |
| 48938 | 02/14/2023 | PRINTED | 006498 BEN BRONZ ACADEMY | 6,375.60 | | | |
| 48939 | 02/14/2023 | PRINTED | 007885 CONNECTICUT COASTAL ACADE | 8,700.00 | | | |
| 48940 | 02/14/2023 | PRINTED | 002849 CURTIN MOTOR LIVERY, INC. | 43,665.00 | | | |
| 48941 | 02/14/2023 | PRINTED | 004778 GROVE SCHOOL | 36,600.00 | | | |
| 48942 | 02/14/2023 | PRINTED | 005688 MR. AND MRS. DOUGLAS GUYE | 1,123.98 | | | |
| 48943 | 02/14/2023 | PRINTED | 008073 INTENSIVE EDUCATION ACADE | 12,314.04 | | | |
| 48944 | 02/14/2023 | PRINTED | 005097 RUSHFORD CENTER | 8,300.00 | | | |
| 48945 | 02/14/2023 | PRINTED | 002227 PATHWAYS CENTER FOR LEARN | 300.00 | | | |
| 48946 | 02/14/2023 | PRINTED | 006571 PEDIATRIC AND ADOLESCENT | 200.00 | | | |
| 48947 | 02/14/2023 | PRINTED | 006542 THE FOUNDATION SCHOOL | 7,850.00 | | | |
| 48948 | 02/14/2023 | PRINTED | 008681 TRACY GEARY | 975.00 | | | |
| 48949 | 02/14/2023 | PRINTED | 005186 UCP OF EASTERN CT, INC | 2,700.00 | | | |
| 48950 | 02/14/2023 | PRINTED | 003296 VALLEY SHORE YMCA | 1,315.00 | | | |
| 48951 | 02/14/2023 | PRINTED | 003326 VRHS CAFETERIA | 32.00 | | | |
| 48952 | 02/14/2023 | PRINTED | 007120 WATERFORD COUNTRY SCHOOL | 18,600.00 | | | |
| 48953 | 02/16/2023 | PRINTED | 006498 BEN BRONZ ACADEMY | 6,375.60 | | | |
| 48954 | 02/16/2023 | PRINTED | 006771 CT SOLAR LEASE 2, LLC | 860.82 | | | |
| 48955 | 02/16/2023 | PRINTED | 007556 DIME OIL, LLC | 22,706.74 | | | |
| 48956 | 02/16/2023 | PRINTED | 006719 EVERSOURCE | 22,351.58 | | | |

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

P 6
apchkrcn

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

| CHECK # | CHECK DATE | TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
|-------------------------------|------------|---------|----------------------------------|--------------|----------|-------|------------|
| 48957 | 02/16/2023 | PRINTED | 002332 FIRST STUDENTS INC | 9,523.85 | | | |
| 48958 | 02/16/2023 | PRINTED | 005959 LEAF | 5,169.00 | | | |
| 48959 | 02/16/2023 | PRINTED | 008128 QA & M ARCHITECTS | 2,300.00 | | | |
| 48960 | 02/16/2023 | PRINTED | 003042 SMALLEY, SARAH | 250.00 | | | |
| 48961 | 02/16/2023 | PRINTED | 007180 TREASURER - STATE OF CONN | 4,830.00 | | | |
| 48962 | 02/16/2023 | PRINTED | 002518 TREASURER SUPERVISION DIS | 203,945.52 | | | |
| 48963 | 02/22/2023 | PRINTED | 002836 AMAZON CAPITAL SERVICES | 81.20 | | | |
| 48964 | 02/22/2023 | PRINTED | 008121 ENCORE FIRE PROTECTION | 168.55 | | | |
| 48965 | 02/22/2023 | PRINTED | 002197 ESSEX HARDWARE CO | 14.99 | | | |
| 48966 | 02/22/2023 | PRINTED | 002352 FLINN SCIENTIFIC | 270.86 | | | |
| 48967 | 02/22/2023 | PRINTED | 003273 GRAINGER | 282.68 | | | |
| 48968 | 02/22/2023 | PRINTED | 002365 INTERSTATE BATTERY SYSTEM | 756.00 | | | |
| 48969 | 02/22/2023 | PRINTED | 002851 JOSTENS, INC. | 630.00 | | | |
| 48970 | 02/22/2023 | PRINTED | 008563 REGIONAL RESTROOMS INC | 88.00 | | | |
| 48971 | 02/22/2023 | PRINTED | 006358 TOP NOTCH ELECTRICAL SERV | 210.20 | | | |
| 48972 | 02/22/2023 | PRINTED | 005105 WB MASON | 880.24 | | | |
| 276 CHECKS CASH ACCOUNT TOTAL | | | | 1,648,725.17 | 3,000.00 | | |

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REGIONAL SCHOOL DIST # 4
 AP CHECK RECONCILIATION REGISTER

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| | | UNCLEARED | CLEARED |
|------------|-------------|--------------|----------|
| 276 CHECKS | FINAL TOTAL | 1,648,725.17 | 3,000.00 |

** END OF REPORT - Generated by Robert Grissom **

Regional School District 4
FY 2022-2023 Year-to-Date Report as of 2.22.2023

| Object | Description | 2022-2023 Original Budget | 2022-2023 Transfers | 2022-2023 Revised Budget | 2022-2023 Actual Expense YTD | 2022-2023 Encumbrances | 2022-2023 Available |
|--|-------------|------------------------------|------------------------|--------------------------------|------------------------------------|---------------------------|------------------------|
| <u>OBJECT 100 - SALARIES:</u> | | | | | | | |
| TOTAL SALARIES | | 11,264,217 | - | 11,264,217 | 5,898,540 | 4,873,155 | 492,522 |
| <u>OBJECT 200 - EMPLOYEE BENEFITS:</u> | | | | | | | |
| TOTAL EMPLOYEE BENEFITS | | 4,085,648 | - | 4,085,648 | 2,396,535 | 1,614,777 | 74,336 |
| <u>OBJECT 300 - PURCHASED & TECHNICAL SERVICES:</u> | | | | | | | |
| TOTAL PURCHASED & TECHNICAL SERVICES | | 580,242 | 53,338 | 633,580 | 363,441 | 207,066 | 63,074 |
| <u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u> | | | | | | | |
| TOTAL PURCHASED PROPERTY SERVICES | | 1,110,663 | - | 1,110,663 | 695,845 | 411,317 | 3,501 |
| <u>OBJECT 500 - OTHER PURCHASED SERVICES:</u> | | | | | | | |
| TOTAL OTHER PURCHASED SERVICES | | 2,873,375 | - | 2,873,375 | 1,727,343 | 1,142,393 | 3,639 |
| <u>OBJECT 600 - SUPPLIES:</u> | | | | | | | |
| TOTAL SUPPLIES | | 746,256 | - | 746,256 | 419,595 | 165,941 | 160,720 |
| <u>OBJECT 700 - PROPERTY:</u> | | | | | | | |
| TOTAL PROPERTY | | 75,309 | - | 75,309 | 67,995 | 3,568 | 3,746 |
| <u>OBJECT 800 - OTHER OBJECTS:</u> | | | | | | | |
| TOTAL OTHER OBJECTS | | 155,729 | - | 155,729 | 81,788 | 37,833 | 36,109 |
| SUBTOTAL | | 20,891,439 | 53,338 | 20,944,777 | 11,651,080 | 8,456,049 | 837,648 |
| DEBT SERVICE | | 793,800 | - | 793,800 | 793,800 | - | - |
| TOTAL EXPENDITURES | | <u>21,685,239</u> | <u>53,338</u> | <u>21,738,577</u> | <u>12,444,880</u> | <u>8,456,049</u> | <u>837,648</u> |
| | | | | | | | |
| | | | | | | | |

Regional School District 4
FY 2022-2023 Year-to-Date Report as of 2.22.2023

| Object | | Description | 2022-2023 Original Budget | 2022-2023 Transfers | 2022-2023 Revised Budget | 2022-2023 Actual Expense YTD | 2022-2023 Encumbrances | 2022-2023 Available |
|--|--|--------------------------------------|---------------------------------|------------------------|--------------------------------|------------------------------------|---------------------------|------------------------|
| OBJECT 100 - SALARIES: | | | | | | | | |
| 5111 | | Administration | 718,433 | - | 718,433 | 457,291 | 320,662 | (59,519) |
| 5112 | | Department Coordinators Salary | 83,321 | - | 83,321 | 37,591 | 38,306 | 7,425 |
| 5113 | | Teachers | 6,516,703 | - | 6,516,703 | 3,126,089 | 3,052,405 | 338,209 |
| 5114 | | Secretary Salary | 410,572 | - | 410,572 | 226,122 | 165,509 | 18,941 |
| 5115 | | Custodial Service | 600,684 | - | 600,684 | 373,858 | 243,927 | (17,101) |
| 5116 | | Nurse Salary | 113,029 | - | 113,029 | 69,214 | 50,851 | (7,036) |
| 5118 | | Cafeteria Salary | 152,784 | - | 152,784 | 70,261 | 63,994 | 18,529 |
| 5119 | | Para Educators | 825,885 | - | 825,885 | 337,629 | 323,151 | 165,105 |
| 5123 | | Substitute Teachers | 144,000 | - | 144,000 | 116,975 | - | 27,025 |
| 5124 | | Substitute Secretary/Para-ed | 7,500 | - | 7,500 | 21,201 | 958 | (14,659) |
| 5133 | | Extra-Curricular | 428,789 | - | 428,789 | 209,089 | 199,276 | 20,424 |
| 5134 | | Secretary OT/ BOE Clerk Salary | 1,000 | - | 1,000 | 200 | - | 800 |
| 5135 | | Custodian OT | 15,000 | - | 15,000 | 4,371 | - | 10,629 |
| 5138 | | Cafeteria OT | 2,000 | - | 2,000 | 15,787 | - | (13,787) |
| 5141 | | Early Retirement | 2,500 | - | 2,500 | - | - | 2,500 |
| 5190 | | Building Rental - Reimbursable | - | - | - | 4,853 | 110 | (4,963) |
| 5198 | | Supervision District Salary | 1,242,017 | - | 1,242,017 | 828,011 | 414,006 | - |
| TOTAL SALARIES | | | 11,264,217 | - | 11,264,217 | 5,898,540 | 4,873,155 | 492,522 |
| OBJECT 200 - EMPLOYEE BENEFITS: | | | | | | | | |
| 5210 | | Health Insurance | 2,860,860 | - | 2,860,860 | 1,668,834 | 1,192,025 | 1 |
| 5214 | | Life Insurance | 12,200 | - | 12,200 | 6,293 | - | 5,907 |
| 5222 | | MERF | 238,705 | - | 238,705 | 142,653 | 88,257 | 7,795 |
| 5223 | | FICA/Medicare | 309,726 | - | 309,726 | 156,922 | 142,163 | 10,641 |
| 5250 | | Unemployment Compensation | 45,000 | - | 45,000 | 1,085 | 14,428 | 29,487 |
| 5260 | | Worker's Compensation | 78,200 | - | 78,200 | 66,076 | 8,090 | 4,034 |
| 5291 | | Annuities | 31,516 | - | 31,516 | 15,045 | - | 16,471 |
| 5298 | | Supervision District Fringe Benefits | 509,441 | - | 509,441 | 339,627 | 169,814 | - |
| TOTAL EMPLOYEE BENEFITS | | | 4,085,648 | - | 4,085,648 | 2,396,535 | 1,614,777 | 74,336 |

Regional School District 4
FY 2022-2023 Year-to-Date Report as of 2.22.2023

| Object | | Description | 2022-2023 Original Budget | 2022-2023 Transfers | 2022-2023 Revised Budget | 2022-2023 Actual Expense YTD | 2022-2023 Encumbrances | 2022-2023 Available |
|---|------|--|---------------------------------|------------------------|--------------------------------|------------------------------------|---------------------------|------------------------|
| OBJECT 300 - PURCHASED & TECHNICAL SERVICES: | | | | | | | | |
| 5300 | | Building Study | - | 14,600 | 14,600 | 14,600 | - | - |
| 5321 | | Purchased Services | | | | | | |
| | 1109 | Music | 650 | - | 650 | 325 | - | 325 |
| | 2410 | Principal's Office | 2,250 | - | 2,250 | - | 2,000 | 250 |
| | 2904 | National Honor Society | 2,000 | - | 2,000 | 2,729 | - | (729) |
| | | TOTAL PURCHASED SERVICES | 4,900 | - | 4,900 | 3,054 | 2,000 | (154) |
| 5322 | | Instructional Program Improvement | | | | | | |
| | 1103 | English | 1,850 | - | 1,850 | - | - | 1,850 |
| | 1190 | After School Program & Assembly Speakers | 9,250 | - | 9,250 | 1,164 | - | 8,086 |
| | 2120 | Assembly Program (Substance Abuse) | 1,000 | - | 1,000 | - | - | 1,000 |
| | 2213 | Staff Training | - | - | - | - | - | - |
| | 2310 | Teacher Course Reimbursement | 43,074 | - | 43,074 | 14,432 | - | 28,642 |
| | | TOTAL INSTR. PROGRAM IMPROVE | 55,174 | - | 55,174 | 15,596 | - | 39,578 |
| 5330 | | Other Professional Services | | | | | | |
| | 1203 | Homebound Instruction | 33,000 | - | 33,000 | 5,581 | - | 27,419 |
| | 1215 | Special Education | 55,960 | - | 55,960 | 20,365 | 18,435 | 17,160 |
| | 2134 | Health | 1,000 | - | 1,000 | - | - | 1,000 |
| | 2135 | Occ/Phys Therapy | 3,316 | - | 3,316 | 774 | 1,226 | 1,316 |
| | 2310 | Purchased Services | 36,591 | - | 36,591 | 10,824 | 23,760 | 2,007 |
| | 2901 | Athletics | 64,846 | - | 64,846 | 38,134 | 3,290 | 23,422 |
| | | TOTAL OTHER PROF SERVICES | 194,713 | - | 194,713 | 75,678 | 46,710 | 72,324 |
| 5340 | | Technical Services | | | | | | |
| | 2310 | Board of Education / Legal | 116,740 | - | 116,740 | 97,054 | 69,831 | (50,145) |
| | 2600 | Plant Services | 30,400 | 38,738 | 69,138 | 38,582 | 29,086 | 1,470 |
| | | TOTAL TECHNICAL SERVICES | 147,140 | 38,738 | 185,878 | 135,636 | 98,917 | (48,674) |
| 5398 | | Supervision District Purchased Svcs | 178,315 | | 178,315 | 118,877 | 59,438 | - |
| TOTAL PURCHASED & TECHNICAL SERVICES | | | 580,242 | 53,338 | 633,580 | 363,441 | 207,066 | 63,074 |

Regional School District 4
FY 2022-2023 Year-to-Date Report as of 2.22.2023

| Object | | Description | 2022-2023 Original Budget | 2022-2023 Transfers | 2022-2023 Revised Budget | 2022-2023 Actual Expense YTD | 2022-2023 Encumbrances | 2022-2023 Available |
|--|------|--|---------------------------------|------------------------|--------------------------------|------------------------------------|---------------------------|------------------------|
| OBJECT 400 - PURCHASED PROPERTY SERVICES: | | | | | | | | |
| 5412 | | Electricity | 339,000 | - | 339,000 | 195,026 | 143,974 | - |
| 5422 | | Snow Plowing | 28,000 | - | 28,000 | 27,000 | 27,000 | (26,000) |
| | | | | | | | | |
| 5430 | | <u>Repairs & Maintenance</u> | | | | | | |
| | 1101 | Art | 1,800 | - | 1,800 | 85 | 125 | 1,590 |
| | 1105 | Life Management | 900 | - | 900 | 90 | - | 810 |
| | 1106 | Technical Education | 5,100 | - | 5,100 | 2,059 | 188 | 2,853 |
| | 1109 | Music | 3,000 | - | 3,000 | 840 | - | 2,160 |
| | 1112 | Science | 5,000 | - | 5,000 | - | - | 5,000 |
| | 1207 | Technology | 10,000 | - | 10,000 | 2,155 | - | 7,845 |
| | 2410 | Principal's Office | 16,135 | - | 16,135 | 1,730 | 695 | 13,710 |
| | 2600 | Plant Operations/Security | 372,850 | - | 372,850 | 242,516 | 134,602 | (4,268) |
| | 2901 | Athletics | 37,500 | - | 37,500 | 34,239 | 1,750 | 1,511 |
| | | TOTAL REPAIRS & MAINTENANCE | 452,285 | - | 452,285 | 283,715 | 137,360 | 31,210 |
| | | | | | | | | |
| 5440 | | <u>Rentals</u> | | | | | | |
| | 1190 | Copiers | 69,000 | - | 69,000 | 47,579 | 18,209 | 3,212 |
| | 1207 | Technology Lease | 193,997 | - | 193,997 | 130,015 | 74,103 | (10,121) |
| | 2410 | Principal's Office | 7,800 | - | 7,800 | 2,405 | 695 | 4,700 |
| | 2600 | Plant Operations | 1,500 | - | 1,500 | 718 | 282 | 500 |
| | 2903 | Graduation | 5,000 | - | 5,000 | - | 5,000 | - |
| | | TOTAL LEASES | 277,297 | - | 277,297 | 180,716 | 98,290 | (1,709) |
| | | | | | | | | |
| 5498 | | Supervision District Purchased Property Services | 14,081 | | 14,081 | 9,387 | 4,694 | - |
| TOTAL PURCHASED PROPERTY SERVICES | | | 1,110,663 | - | 1,110,663 | 695,845 | 411,317 | 3,501 |
| | | | | | | | | |
| OBJECT 500 - OTHER PURCHASED SERVICES: | | | | | | | | |
| 5510 | | Transportation Voc Ed | 55,218 | - | 55,218 | 25,452 | 29,766 | - |
| 5511 | | Out-of-District Transportation | 496,864 | - | 496,864 | 287,476 | 194,662 | 14,725 |
| 5515 | | Field Trips | 12,200 | - | 12,200 | 10,992 | 2,225 | (1,017) |
| 5516 | | Athletic Transportation | 90,865 | - | 90,865 | 44,340 | 46,525 | 0 |
| 5517 | | Late Bus | 33,380 | - | 33,380 | 5,879 | 27,501 | - |
| 5520 | | Comprehensive Insurance | 112,000 | - | 112,000 | 102,896 | 20,461 | (11,357) |
| 5530 | | Communications | 12,500 | - | 12,500 | 11,691 | 9,309 | (8,500) |
| 5540 | | Advertising | 2,500 | - | 2,500 | 1,814 | 284 | 402 |
| 5560 | | Magnet & VoAg Tuition | 45,424 | - | 45,424 | 33,173 | - | 12,251 |
| 5561 | | Out-of-District Tuition | 1,553,476 | - | 1,553,476 | 909,533 | 665,604 | (21,661) |
| 5580 | | Travel & Conferences | 25,280 | - | 25,280 | 4,985 | 1,499 | 18,796 |
| 5598 | | Supervision District Other Purchased Services | 433,668 | - | 433,668 | 289,112 | 144,556 | - |
| TOTAL OTHER PURCHASED SERVICES | | | 2,873,375 | - | 2,873,375 | 1,727,343 | 1,142,393 | 3,639 |

Regional School District 4
FY 2022-2023 Year-to-Date Report as of 2.22.2023

| Object | | Description | 2022-2023 Original Budget | 2022-2023 Transfers | 2022-2023 Revised Budget | 2022-2023 Actual Expense YTD | 2022-2023 Encumbrances | 2022-2023 Available |
|-------------|------|--|---------------------------------|------------------------|--------------------------------|------------------------------------|---------------------------|------------------------|
| | | | | | | | | |
| | | OBJECT 600 - SUPPLIES: | | | | | | |
| 5610 | | General Supplies | 81,020 | - | 81,020 | 43,469 | 15,271 | 22,279 |
| | | | | | | | | |
| 5611 | | <u>Instructional Supplies</u> | | | | | | |
| | 1101 | Art | 20,855 | - | 20,855 | 15,667 | 1,735 | 3,453 |
| | 1102 | Business | 5,038 | - | 5,038 | 645 | 254 | 4,139 |
| | 1103 | English | 1,110 | - | 1,110 | 620 | 138 | 352 |
| | 1104 | World Languages | 781 | - | 781 | 775 | - | 6 |
| | 1105 | Life Management | 12,858 | - | 12,858 | 8,163 | 1,858 | 2,837 |
| | 1106 | Technical Education | 39,070 | (1,250) | 37,820 | 19,290 | 4,938 | 13,592 |
| | 1108 | Math | 2,210 | - | 2,210 | 1,054 | 1,135 | 21 |
| | 1109 | Music | 7,300 | - | 7,300 | 3,859 | 853 | 2,589 |
| | 1110 | Physical Ed/Health | 1,917 | - | 1,917 | 819 | - | 1,098 |
| | 1111 | Reading | 2,500 | - | 2,500 | 945 | 1,000 | 555 |
| | 1112 | Science | 11,965 | - | 11,965 | 7,508 | 1,492 | 2,965 |
| | 1113 | Social Studies | 619 | - | 619 | 481 | 321 | (183) |
| | 1114 | Computer Education | 1,004 | - | 1,004 | 1,373 | - | (369) |
| | 1190 | Other Education | 31,915 | - | 31,915 | 8,516 | 6,640 | 16,760 |
| | 1207 | Technology Services | 24,500 | - | 24,500 | 5,260 | 3,331 | 15,909 |
| | 1210 | Gifted & Talented | 1,713 | - | 1,713 | 248 | 250 | 1,215 |
| | 1215 | Special Ed | 25,940 | - | 25,940 | 13,210 | 3,478 | 9,252 |
| | 1220 | Social Development | 1,000 | - | 1,000 | 12 | 49 | 939 |
| | 2113 | Social Worker | 200 | - | 200 | - | - | 200 |
| | 2120 | Guidance & Testing (AP Exams / IB Exams / Guidance Supp) | 23,180 | - | 23,180 | 4,861 | 6,783 | 11,536 |
| | 2134 | Health | 168 | - | 168 | - | - | 168 |
| | 2222 | Library | 10,658 | - | 10,658 | 6,185 | 4,105 | 368 |
| | 2223 | Audio/Visual/ Tech Services | 8,290 | - | 8,290 | 2,862 | 720 | 4,708 |
| | 2410 | Principal's Office | 2,600 | - | 2,600 | 413 | - | 2,187 |
| | 2901 | Athletics | 53,413 | - | 53,413 | 39,084 | 1,675 | 12,654 |
| | | TOTAL GENERAL SUPPLIES | 290,804 | (1,250) | 289,554 | 141,851 | 40,754 | 106,949 |
| | | | | | | | | |
| 5613 | | Maintenance Supplies | 54,500 | - | 54,500 | 32,539 | 14,763 | 7,198 |
| 5623 | | Bottled Gas | 750 | - | 750 | - | - | 750 |
| 5624 | | Heating Fuel | 192,404 | - | 192,404 | 124,322 | 68,082 | - |
| 5626 | | Gasoline | 1,340 | - | 1,340 | 322 | 1,018 | - |
| | | | | | | | | |

Regional School District 4
FY 2022-2023 Year-to-Date Report as of 2.22.2023

| Object | | Description | 2022-2023 Original Budget | 2022-2023 Transfers | 2022-2023 Revised Budget | 2022-2023 Actual Expense YTD | 2022-2023 Encumbrances | 2022-2023 Available |
|-------------------------------|------|---|---------------------------------|------------------------|--------------------------------|------------------------------------|---------------------------|------------------------|
| 5641 | | <u>Textbooks & Workbooks</u> | | | | | | |
| | 1101 | Art | 600 | - | 600 | 385 | - | 215 |
| | 1102 | Business | 7,030 | - | 7,030 | 1,777 | - | 5,253 |
| | 1103 | English | 5,856 | - | 5,856 | 1,304 | 2,050 | 2,503 |
| | 1104 | World Languages | 1,000 | - | 1,000 | 683 | - | 317 |
| | 1105 | Life Management | 210 | - | 210 | - | - | 210 |
| | 1106 | Technical Education | 263 | - | 263 | - | - | 263 |
| | 1108 | Math | 7,998 | - | 7,998 | 2,349 | - | 5,649 |
| | 1109 | Music | 1,645 | - | 1,645 | 366 | 665 | 614 |
| | 1110 | Physical Ed/Health | 370 | - | 370 | - | - | 370 |
| | 1112 | Science | 4,135 | - | 4,135 | - | - | 4,135 |
| | 1113 | Social Studies | 9,076 | - | 9,076 | 8,785 | 100 | 191 |
| | 1114 | Computer Education | - | 1,250 | 1,250 | - | 1,263 | (13) |
| | 1190 | Other Education | 12,810 | - | 12,810 | 17,307 | 600 | (5,097) |
| | 1210 | Gifted & Talented | 525 | - | 525 | - | - | 525 |
| | 1215 | Special Ed | 8,859 | - | 8,859 | 3,058 | 1,439 | 4,362 |
| | 2120 | Guidance & Testing | 368 | - | 368 | - | - | 368 |
| | | TOTAL TEXTBOOK & WORKBOOKS | 60,745 | 1,250 | 61,995 | 36,014 | 6,116 | 19,865 |
| 5642 | | Library & Professional Books | 17,689 | - | 17,689 | 9,740 | 4,270 | 3,679 |
| 5698 | | Supervision District Supplies | 47,004 | - | 47,004 | 31,336 | 15,668 | - |
| TOTAL SUPPLIES | | | 746,256 | - | 746,256 | 419,595 | 165,941 | 160,720 |
| OBJECT 700 - PROPERTY: | | | | | | | | |
| 5730 | | <u>Equipment</u> | | | | | | |
| | 1101 | Art | - | - | - | - | - | - |
| | 1105 | Life Management | 1,500 | - | 1,500 | 78 | - | 1,422 |
| | 1106 | Technical Education | 7,100 | - | 7,100 | 7,061 | - | 39 |
| | 1109 | Music | 8,470 | - | 8,470 | 8,632 | 398 | (560) |
| | 1110 | Physical Education | 4,339 | - | 4,339 | - | - | 4,339 |
| | 1112 | Science | 3,900 | - | 3,900 | 3,060 | - | 840 |
| | 1113 | Social Studies | - | - | - | - | - | - |
| | 1215 | Special Ed | 1,000 | - | 1,000 | 150 | - | 850 |
| | 2120 | Guidance | - | - | - | - | - | - |
| | 2600 | Plant Operations | 49,000 | - | 49,000 | 49,013 | 3,170 | (3,183) |
| | 2901 | Athletics | - | - | - | - | - | - |
| | | TOTAL EQUIPMENT | 75,309 | - | 75,309 | 67,995 | 3,568 | 3,746 |
| 5798 | | Supervision District Equipment | - | - | - | - | - | - |
| TOTAL PROPERTY | | | 75,309 | - | 75,309 | 67,995 | 3,568 | 3,746 |

Regional School District 4
FY 2022-2023 Year-to-Date Report as of 2.22.2023

| Object | | Description | 2022-2023 Original Budget | 2022-2023 Transfers | 2022-2023 Revised Budget | 2022-2023 Actual Expense YTD | 2022-2023 Encumbrances | 2022-2023 Available |
|------------------------------------|------|------------------------------------|---------------------------------|------------------------|--------------------------------|------------------------------------|---------------------------|------------------------|
| OBJECT 800 - OTHER OBJECTS: | | | | | | | | |
| 5810 | | Dues & Fees | | | | | | |
| | 1101 | Art | 1,440 | - | 1,440 | 140 | - | 1,300 |
| | 1102 | Business | - | - | - | - | - | - |
| | 1103 | English | 350 | - | 350 | - | - | 350 |
| | 1104 | World Languages | 775 | - | 775 | 60 | - | 715 |
| | 1105 | Home Economics | 145 | - | 145 | - | - | 145 |
| | 1106 | Technical Education | 375 | - | 375 | - | - | 375 |
| | 1108 | Math | 300 | - | 300 | 208 | 90 | 3 |
| | 1109 | Music | 9,420 | - | 9,420 | 5,025 | - | 4,395 |
| | 1111 | Reading | - | - | - | - | - | - |
| | 1112 | Science | 3,000 | - | 3,000 | - | - | 3,000 |
| | 1113 | Social Studies | 940 | - | 940 | 265 | - | 675 |
| | 1210 | Gifted & Talented | 7,428 | - | 7,428 | 1,355 | - | 6,073 |
| | 1215 | Special Ed | 1,400 | - | 1,400 | - | - | 1,400 |
| | 2120 | Guidance | 1,429 | - | 1,429 | 574 | 60 | 795 |
| | 2122 | Naviance | - | - | - | - | - | - |
| | 2222 | Library | 16,094 | - | 16,094 | 16,205 | - | (111) |
| | 2310 | BOE | 4,542 | - | 4,542 | 5,164 | - | (622) |
| | 2410 | Principal's Office | 20,587 | - | 20,587 | 18,977 | 54 | 1,556 |
| | 2600 | Plant Operations | 1,650 | - | 1,650 | 290 | - | 1,360 |
| | 2901 | Athletics | 16,030 | - | 16,030 | 18,644 | 853 | (3,467) |
| | 2908 | Virtual High School/IB Program | 29,498 | - | 29,498 | 11,331 | - | 18,167 |
| | | TOTAL DUES & FEES | 115,403 | - | 115,403 | 78,237 | 1,057 | 36,109 |
| 5930 | | Transfers Out | | | | | | |
| | 3100 | Capital Projects | - | - | - | - | - | - |
| | 3200 | Capital Reserve Fund | 35,000 | - | 35,000 | - | 35,000 | - |
| | | TOTAL DUES & FEES | 35,000 | - | 35,000 | - | 35,000 | - |
| | | | | | | | | |
| 5898 | | Supervision District Other Objects | 5,326 | - | 5,326 | 3,551 | 1,775 | - |
| TOTAL OTHER OBJECTS | | | 155,729 | - | 155,729 | 81,788 | 37,833 | 36,109 |
| | | SUBTOTAL | 20,891,439 | 53,338 | 20,944,777 | 11,651,080 | 8,456,049 | 837,648 |
| | | | | | | | | |
| | | DEBT SERVICE | 793,800 | - | 793,800 | 793,800 | - | - |
| | | TOTAL EXPENDITURES | <u>21,685,239</u> | <u>53,338</u> | <u>21,738,577</u> | <u>12,444,880</u> | <u>8,456,049</u> | <u>837,648</u> |

Region 4 Cafeteria Expense and Revenue Tracking

| Reg 4 2022-2023 | | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|--|---|---------------|--------------------|------------------|------------------|------------------|------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| Eligible Students - Free | | 0 | 0 | 137 | 131 | 131 | 134 | 139 | 0 | 0 | 0 | 0 | 0 | 672 |
| Eligible Students - Reduced | | 0 | 0 | 55 | 48 | 47 | 48 | 45 | 0 | 0 | 0 | 0 | 0 | 243 |
| Eligible Students - Full Pay | | 0 | 0 | 535 | 548 | 550 | 544 | 543 | 0 | 0 | 0 | 0 | 0 | 2,720 |
| Total Enrollment | | 0 | 0 | 727 | 727 | 728 | 726 | 727 | 0 | 0 | 0 | 0 | 0 | 3,635 |
| Breakfast - Free meals served | | 0 | 0 | 655 | 744 | 794 | 643 | 644 | 0 | 0 | 0 | 0 | 0 | 3,480 |
| Breakfast - Reduced meals served | | 0 | 0 | 295 | 338 | 287 | 223 | 199 | 0 | 0 | 0 | 0 | 0 | 1,342 |
| Breakfast - Full Pay meals served | | 0 | 0 | 2429 | 2,594 | 2,568 | 1,980 | 1,316 | 0 | 0 | 0 | 0 | 0 | 10,887 |
| Lunch - Free meals served | | 0 | 0 | 1,588 | 1,553 | 1,476 | 1,264 | 1,364 | 0 | 0 | 0 | 0 | 0 | 7,245 |
| Lunch - Reduced meals served | | 0 | 0 | 643 | 601 | 543 | 471 | 422 | 0 | 0 | 0 | 0 | 0 | 2,680 |
| Lunch - Full Pay meals served | | 0 | 0 | 5,408 | 5,274 | 5,353 | 4,586 | 3,657 | 0 | 0 | 0 | 0 | 0 | 24,278 |
| object | Total Meal Count | 0 | 0 | 11,018 | 11,104 | 11,021 | 9,167 | 7,602 | 0 | 0 | 0 | 0 | 0 | 49,912 |
| 4090 | Miscellaneous Income | \$ 6 | \$ - | \$ 755 | \$ 1,074 | \$ 684 | \$ 3,145 | \$ 730 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,394 |
| 4160 | Café Lunch Cash Sales | \$ - | \$ 355 | \$ 3,686 | \$ 1,327 | \$ 3,353 | \$ 4,160 | \$ 16,146 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 29,026 |
| 4360 | State & Fed Grants - Claims breakfast | \$ - | \$ - | \$ 3,273 | \$ 3,641 | \$ 3,641 | \$ 2,880 | \$ 2,503 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 15,939 |
| 4360 | State & Fed Grants - Claims lunch | \$ - | \$ - | \$ 13,567 | \$ 13,147 | \$ 12,647 | \$ 10,855 | \$ 10,380 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 60,597 |
| 4360 | State & Fed Grants - 6 Cent | \$ - | \$ - | \$ 611 | \$ 594 | \$ 590 | \$ 506 | \$ 435 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,736 |
| 4360 | State & Fed Grants - Healthy Foods | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 4360 | State & Fed Grants - CN State Match | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 4360 | State & Fed Grants - State School Breakfast | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 4360 | State & Fed Grants - Smart Funds | \$ - | \$ - | \$ 23,873 | \$ 23,683 | \$ 23,880 | \$ 20,066 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 91,502 |
| 4360 | State & Fed Grants - Supply Chain Assistance | \$ - | \$ - | \$ - | \$ - | \$ 18,129 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 18,129 |
| 4360 | State & Fed Grants - Emerg. Oper. Costs Assist. | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,256 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,256 |
| 4361 | USDA commodities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Revenue | | \$ 6 | \$ 355 | \$ 45,765 | \$ 43,466 | \$ 62,922 | \$ 41,612 | \$ 31,452 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 225,578 |
| 5111 | Administrator Salary | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5114 | Secretary Salary | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5118 | Food Service Salary | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5124 | Sub Secty\ Café | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5138 | OT Cafeteria Salary | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Salaries | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5210 | Health Insurance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5214 | Life Insurance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5222 | MERF | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5223 | Fica/Medicare | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Benefits | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Salary & Benefit Cost | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5430 | Repairs & Maintenance | \$ - | \$ 1,847 | \$ - | \$ - | \$ 2,462 | \$ 786 | \$ 775 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,869 |
| 5600 | All - General Supplies | \$ - | \$ - | \$ 4,640 | \$ 2,653 | \$ 898 | \$ 3,384 | \$ 3,113 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 14,688 |
| 5601 | USDA Donations | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5610 | General Supplies | \$ - | \$ 13,024 | \$ 19,442 | \$ 22,987 | \$ 16,455 | \$ 17,786 | \$ 15,650 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 105,344 |
| 5800 | All - Other Misc. Expense | \$ 10 | \$ 129 | \$ 730 | \$ 267 | \$ 474 | \$ 279 | \$ 927 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,815 |
| 5890 | Other Objects-Dues & Fees | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Product Cost | | \$ 10 | \$ 15,001 | \$ 24,812 | \$ 25,907 | \$ 20,288 | \$ 22,234 | \$ 20,465 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 128,716 |
| Total Product, Salary & Benefit Costs | | \$ 10 | \$ 15,001 | \$ 24,812 | \$ 25,907 | \$ 20,288 | \$ 22,234 | \$ 20,465 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 128,716 |
| Profit (Loss) | | \$ (4) | \$ (14,646) | \$ 20,953 | \$ 17,560 | \$ 42,634 | \$ 19,378 | \$ 10,987 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 96,862 |
| Operating Days | | | 0 | 20 | 19 | 18 | 17 | 20 | 18 | 22 | 14 | 22 | 9 | 179 |
| Lunch Participation | | | 0.0% | 52.5% | 53.8% | 56.3% | 51.2% | 37.4% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 5.3% |
| Breakfast Participation | | | 0.0% | 23.2% | 26.6% | 27.8% | 23.1% | 14.8% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 2.4% |
| Meals Product Cost | | \$ - | \$ 2.25 | \$ 2.33 | \$ 1.84 | \$ 2.43 | \$ 2.69 | \$ 2.69 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | |
| Labor/M meal | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | |
| | | \$ - | \$ 2.25 | \$ 2.33 | \$ 1.84 | \$ 2.43 | \$ 2.69 | \$ 2.69 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | |
| unpaid lunch balances - monthly value | | | | \$ (3,081) | | \$ (3,408) | \$ (4,105) | \$ (5,625) | | | | | | |
| lunch account balances- monthly value | | | | \$ 15,263 | | \$ 14,466 | \$ 18,249 | \$ 16,024 | | | | | | |
| Month End Checking Account Balance | | | | \$ 436,533 | \$ 413,333 | \$ 451,136 | \$ 479,002 | \$ 515,658 | | | | | | |

Medical Reserve Tracking
Chester, Deep River, Essex, Regional School
District No. 4, and the Supervision District
As of: 02.21.2023

2022-2023

| Monthly Revenue | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|-------|-------|-----|------|-----------|
| First Week | 391,669 | 250,148 | 89,039 | 3,088 | 87,111 | 42,853 | 55,028 | | | | | | 918,936 |
| 2nd Week | 58,050 | 67,339 | 154,801 | 153,284 | 240,912 | 95,135 | 152,930 | | | | | | 922,451 |
| 3rd Week | 118,954 | 33,037 | 68,542 | 59,805 | 86,916 | 139,887 | 243,227 | | | | | | 750,367 |
| 4th Week | | 90,522 | 119,859 | 61,403 | 95,135 | 77,165 | 80,557 | | | | | | 524,641 |
| 5th week | | | | 78,324 | | 10,939 | 68,476 | | | | | | 157,739 |
| H S A Payments | 188,086 | 17,946 | 124,704 | 33,251 | 31,685 | 28,660 | 117,285 | | | | | | 541,617 |
| Medicare Supp. | 7,654 | 7,527 | 7,527 | 3,700 | 11,354 | 7,642 | 7,642 | | | | | | 53,045 |
| Miscellaneous exp | 4,092 | 8,816 | 504 | | 11,049 | 1,058 | | | | | | | 25,518 |
| Total Expenses | 768,504 | 475,336 | 564,976 | 392,855 | 564,161 | 403,339 | 725,144 | - | - | - | - | - | 3,894,315 |
| Monthly Revenue | July | August | September | October | November | December | January | February | March | April | May | June | Total |
| Supv Dist. | 101,470 | 101,470 | 101,470 | 101,470 | 101,470 | 101,470 | 101,470 | | | | | | 710,293 |
| Reg 4 | 238,405 | 238,405 | 238,405 | 238,405 | 238,405 | 238,405 | 238,405 | | | | | | 1,668,835 |
| Chest. BOE | 57,389 | 57,389 | 57,389 | 57,389 | 57,389 | 57,389 | 57,389 | | | | | | 401,722 |
| Deep River BOE | 54,392 | 54,392 | 54,392 | 54,392 | 54,392 | 54,392 | 54,392 | | | | | | 380,745 |
| Essex BOE | 88,067 | 88,067 | 88,067 | 88,067 | 88,067 | 88,067 | 88,067 | | | | | | 616,471 |
| First Pay EE | | | 50,940 | 58,873 | 58,018 | 58,069 | 58,537 | | | | | | 284,438 |
| Second Pay EE | 12,771 | | 59,355 | 58,232 | 58,099 | 58,534 | 59,670 | | | | | | 306,661 |
| TRB | 19,289 | | 28,639 | (1,100) | | 25,119 | | | | | | | 71,948 |
| Retirees | 40,150 | 23,005 | 29,807 | 24,402 | 26,647 | 13,112 | 33,414 | | | | | | 190,537 |
| Other Rev. | | | | | | | | | | | | | - |
| | | | | | | | | | | | | | - |
| Total Revenue | 611,934 | 562,729 | 708,464 | 680,130 | 682,488 | 694,559 | 691,345 | - | - | - | - | - | 4,631,650 |
| Net Rev/Exp/Month | (156,569) | 87,392 | 143,488 | 287,275 | 118,328 | 291,220 | (33,799) | - | - | - | - | - | |
| Self Insured cash | | | | | | | | | | | | | |
| balance at month end | \$ 5,551,360 | \$ 5,548,978 | \$ 6,149,273 | \$ 6,357,672 | \$ 6,579,550 | \$ 6,718,992 | \$ 6,913,254 | | | | | | |

Revenue (Full Year Projection) 4,631,650
Expenses (YTD) 3,894,315
Net Position 737,335

Community Relations

1110.1

Communications with the Public

Parent-Teacher Communication

The Board of Education (the “Board”) believes that parents should be knowledgeable about the education that the Public Schools (the “District”) provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board to encourage parent-teacher communication. The Superintendent or designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental involvement and actions taken to improve parental involvement in the strategic school profile that is submitted annually to the Board and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

The procedures developed in furtherance of this policy may include monthly newsletters, required regular contact with all parents, drop-in hours for parents, home visits, and the use of technology such as homework hot lines to allow parents to check on their children’s assignments and students to receive assistance if needed.

Such procedures shall require the District to conduct two flexible parent-teacher conferences for each school year. In addition, the procedures shall require the District to:

- A. offer parents the option of attending parent-teacher conferences by telephonic, video, or other conferencing platform,
- B. conduct one parent-teacher conference, in addition to the two flexible parent-teacher conferences described above, during periods when the District provides remote learning for more than three consecutive weeks, and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning (for purposes of this policy, and in accordance with applicable law, “remote learning” means instruction by means of one or more Internet-based software platforms as part of a remote learning model), and
- C. request from each student’s parent the name and contact information of an emergency contact person who may be contacted if the student’s parent cannot be reached to schedule a parent-teacher conference required during periods of District-provided remote learning.

The procedures must also require a teacher conducting a parent-teacher conference that is required in section (B) above to provide a copy of the document, to be developed by the Department of Education, to provide information concerning educational, safety, mental health, and food insecurity resources and programs available for students and their families, to the

1110.1(b)

parent prior to the parent-teacher conference. If, after making three attempts, a teacher is unable to make contact with a student's parent in order to schedule a parent-teacher conference required in section (B) above, the teacher shall report such inability to the school principal or designee. Such principal or designee shall contact any emergency contact person designated by the student's parent to ascertain such student's and family's health and safety.

Legal reference:

Connecticut General Statutes:

§ 10-220(c) Duties of Boards of Education

§ 10-221(g) Boards of Education to prescribe rules, policies and procedures

Policy adopted: December 4, 2008

Policy revised: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Community Relations

Fundraising Activities

Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent. No such fund-raising activities may involve door-to-door solicitation in the community by students.

The Board of Education will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Any fundraising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

Legal References:

Conn. Gen. Stat. § 10-215f Certification that food meets nutrition standards

Policy adopted: February 24, 1997
Policy reviewed: August 14, 2012
Policy revised: TBD

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

Community Relations

Smoking in School Facilities

Prohibition Against Smoking

The Board of Education (the “Board”) prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, within any of its schools, including in any area of a school building, including but not limited to any indoor facility owned or leased or contracted for, and utilized by the Board for the provision of routine or regular preschool, kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity.

The following definitions shall apply to this policy:

“Any area” shall mean the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

“Cannabis” shall mean marijuana, as defined in Conn. Gen. Stat. § 21a-240.

“Electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.

“Electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid or synthetic nicotine.

“School-sponsored activity” shall mean any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

“Smoke” or “smoking” shall mean the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

“Vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product.

The Board further prohibits smoking including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product on the real property of any administrative office building. Real property means the land and all temporary and permanent structures comprising the district’s administrative office building(s) and includes, but is not limited to storage facilities and parking lots.

Legal References:

Conn. Gen. Stat. § 10-233a(h)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-415

Conn. Gen. Stat. § 53-344b

June Special Session, Public Act No. 21-1

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

Policy adopted: February 24, 1997

Policy Revised: TBD

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

Business and Non-Instructional Operations**Non-Lapsing Education Fund
(Reserve Fund for Capital and Nonrecurring Expenditures)**

On Oct 03, 2019 the Regional School District #4 Board of Education (the “Board”) approved a resolution to create a reserve fund for capital and nonrecurring expenditures pursuant to Section 10-51(d)(2) of the Connecticut General Statutes (the “Capital Reserve Fund”).

The following policy will govern the Capital Reserve Fund:

1. *The aggregate amount of annual and supplemental appropriations to the Capital Reserve Fund shall not exceed ~~one-two~~ percent ± 2% of the annual district budget in any given fiscal year. Annual appropriations to the Capital Reserve Fund shall be included in the share of net expenses paid by each member town. In addition, supplemental appropriations to the Capital Reserve Fund shall be approved by a vote of the Board and may be made from any estimated fiscal year end surplus in operating funds as allowed by state statute and Region 4 policy.*
2. *Interest and investment earnings received with respect to amounts held in the Capital Reserve Fund shall be credited to the Capital Reserve Fund. The Capital Reserve Fund shall be a separate, non-lapsing account and such funds shall be held in a separate account from operating funds.*
3. *Unanticipated non-emergency expenditures of more than \$250,000, such as an opportunity to make a purchase not previously anticipated, shall be presented to the public in a regional public hearing, prior to Board action. Expenditures over \$500,000 shall be presented to the public in a regional public hearing, followed by a district meeting or referendum.*
4. *No later than October 1 of each year, the Board shall submit a complete and detailed report of the condition of the Capital Reserve Fund to the First Selectman, Finance Director (or equivalent), and the Chairperson of the Board of Finance of each member town. Such report shall contain: (i) the total dollar amount of the Capital Reserve Fund at the end of the prior fiscal year; (ii) the total amount of interest or investment earnings deposited into the Capital Reserve Fund in the prior fiscal year; (iii) a list of all projects that are being financed in whole or in part by the Capital Reserve Fund and that are not yet completed; and (iv) any additional information that the Board approves for inclusion in the report. Additional information may include expenditures by project, original appropriations, approved expenditures, expenditures incurred by year to date or project to date, and remaining balance.*

5. *Upon the recommendation and approval of the Board, any part or the whole of the Capital Reserve Fund may be used for capital and nonrecurring expenditures, but such use shall be restricted to the funding of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment. Upon the approval of any such expenditure, an appropriation shall be set up, plainly designated for the project or acquisition for which it has been authorized, and such unexpended appropriation may be continued until such project or acquisition is completed. Notice of approval of expenditures shall be communicated electronically to the First Selectmen, the Chair of the Board of Finance and the Finance Director (or equivalent) of each member town within five business days of such approval. Any unexpended portion of such appropriation remaining after such completion shall remain in the Capital Reserve Fund.*
6. *If any authorized appropriation is set up pursuant to this policy and through unforeseen circumstances the completion of the project or acquisition for which such appropriation has been designated is impossible to attain or is no longer in the best interests of the District, the Board, by a majority vote of its entire membership, may terminate such appropriation which then shall no longer be in effect. Any remaining funds for such project or acquisition shall remain in the Capital Reserve Fund for reallocation.*
7. The Capital Reserve Fund may be discontinued, after the recommendation and approval by a majority vote of the entire membership of the Board, and any amounts held in the Capital Reserve Fund shall be transferred to the general fund of the District.
8. This policy shall be reviewed by a committee of the Region 4 Board at least once every five years. Said committee shall include Town officials from each member town.

Legal Reference:

Connecticut General Statute:

Section 10-51(d)(2) of the Connecticut General Statutes

[June Special Session, Public Act No. 212](#)

Policy Approved: January 07, 2020

Policy Revised: TBD

Non-Instructional Operations

School Lunch Service

The Board of Education, in accordance with local, state, and Federal regulations, shall direct the Superintendent to operate and maintain a Cafeteria Lunch Program.

~~S.N. With the exception of Chester.~~

Policy adopted: April 30, 1997

Policy revised: TBD

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

Personnel --- Certified

Temporary and Part-Time Personnel

Evaluation, Termination And Non-Renewal Of Athletic Coaches

It is the policy of the Board of Education (the “Board”) that an athletic coach employed by the Board shall:

- 1) adhere to all Board policies, rules and regulations;
- 2) conduct himself or herself in a professional manner;
- 3) serve as a role model for students; and
- 4) demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term “**athletic coach**” means any person holding (and required to hold) a coaching permit issued by the Connecticut State Board of Education who is hired by the Board to act as a coach for a sport season. The term “athletic coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches if they serve as a coach to another team (*e.g.*, JV)), and the term shall not include other assistant coaches and volunteer coaches.

For purposes of this policy, the term “**athletic director**” means an individual responsible for administering the athletic program of a school or school district under the jurisdiction of the Board, and who is responsible for the supervision of athletic coaches.

The Superintendent may adopt administrative regulations in accordance with this policy.

I. Evaluations

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the athletic director or the coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

II. Employment of an Athletic Coach

- A. Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching positions (*e.g.*, basketball, golf) may be non-renewed or terminated at any time, subject to the provisions set forth below which apply to athletic coaches who have served in the same coaching position for three or more consecutive school years.
- B. If the Superintendent non-renews or terminates the coaching contract of an athletic coach who has served in the same coaching position for three or more consecutive school years, the Superintendent shall inform such coach of the decision within ninety (90) calendar days of the

end of the athletic season covered by the contract. In such cases, the athletic coach will have an opportunity to appeal the decision of the Superintendent in accordance with the procedures set forth below in Section III.

- C. Notwithstanding any rights an athletic coach may have to a hearing, nothing prohibits a Superintendent from terminating the employment contract of any athletic coach at any time, including an athletic coach who has served in the same coaching position for three or more consecutive school years:
 - 1) for reasons of moral misconduct, insubordination, failure to comply with the Board's policies, rules and regulations; or
 - 2) because the sport has been canceled by the Board.
- D. If a decision to terminate a coach's employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

III. Hearing Procedures:

An athletic coach who has served in the same coaching position for three or more consecutive school years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
- D. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.
- E. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not

to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References:

Conn. Gen. Stat. § 10-222e Policy on evaluation and termination of athletic coaches.

Conn. Gen. Stat. § 10-149d Athletic directors. Definitions, Qualifications and hiring. Duties.

Policy adopted: September 22, 2005

Policy revised: TBD

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

Students**Attendance/Truancy/Chronic Absenteeism**

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education (the “Board”), through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Public Act No. 22-47

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Connecticut General Statutes § 10-198f

Connecticut State Department of Education, *Guidelines for Reporting Student Attendance in the Public School Information System* (January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence*

Prevention and Intervention (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

Connecticut State Department of Education Memorandum, *Mental Health Wellness Days* (January 24, 2022)

Policy Approved: November 10, 1997

Policy Revised: June 06, 2013

Policy Revised: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT NO. 4 BOARD OF EDUCATION

Students**Drug, Alcohol and Tobacco Use by Students**Policy Statement

The Board of Education (the "Board") is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in Connecticut General Statutes Section 21a-240, or alcohol on or off school property or during any school-sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).
- (3) Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).
- (4) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).
- (5) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or

5131.6(b)

injecting, ingesting, inhaling or otherwise introducing any controlled substance into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, cocaine vials, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled substances. C.G.S. Section 21a-240(20)(A).

Procedures

(1) Emergencies.

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

(2) Prescribed Medications.

Students may possess and/or self-administer medications in school in accordance with the Board's policy concerning the administration of medication in school.

Students taking improper amounts of a prescribed medication, or otherwise taking medication contrary to the provisions of the Board's policy on the administration of medication, will be subject to the procedures for improper drug or alcohol use outlined in this policy.

(3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

(a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).

(b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to

5131.6(c)

disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).

- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was **not** obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must **immediately** report such suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if the administrator or designee has

5131.6(d)

reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.

- (a) Any student in the Chester, Deep River, Essex or Region 4 Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. On and after January 1, 2022, a student shall not face greater discipline, punishment or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.
- (b) In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
- (c) If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with Conn. Gen. Stat. § 10-233d(a)(2) and the Board's student discipline policy.

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- (d) Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (e) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
- (f) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Legal References:

Connecticut General Statutes:

June Special Session, Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Section 10-154a

Section 10-212a

Section 10-221

Sections 10-233a through 10-233f

Section 21a-240

Section 21a-243

Section 21a-408a through 408q

Policy approved: November 10, 1997

Policy revised: October 04, 2018

Policy revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGION 4 SCHOOLS

Students

Bullying Prevention and Intervention

The Board of Education (the “Board”) is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board’s Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, “**Bullying**” means an act that is direct or indirect and severe, persistent or pervasive, which:

- (1) causes physical or emotional harm to an individual;
- (2) places an individual in reasonable fear of physical or emotional harm; or
- (3) infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, “**Cyberbullying**” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, “**Teen Dating Violence**” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the Board authorizes the Superintendent or designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in subdivision (4), above (A) of the results of such investigation, and (B) verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Section 10-4a and 10-4b published on the Internet website of the Board;

- (9) require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
- (10) require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
- (11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (12) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (13) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (14) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (15) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (16) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (17) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (18) require that all school employees annually complete the training described in Conn. Gen. Stat. §§ 10-220a or 10-222j related to the identification, prevention and response to bullying.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Board shall submit its Safe School Climate Plan to the State Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

As required by state law, the Board, after consultation with the Connecticut Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative, shall provide on the Board's website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

As required by state law, the Board shall post on its website the plain language explanation of rights and remedies under Connecticut General Statutes §§ 10-4a and 10-4b, as developed and provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative.

Legal References:

Public Act 19-166

Public Act 21-95

Conn. Gen. Stat. § 10-145a

Conn. Gen. Stat. § 10-145o

Conn. Gen. Stat. § 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. § 10-222g

Conn. Gen. Stat. § 10-222h

Conn. Gen. Stat. § 10-222j

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222l

Conn. Gen. Stat. § 10-222q

Conn. Gen. Stat. § 10-222r

Conn. Gen. Stat. §§ 10-233a through 10-233f

Policy adopted: December 2, 2002

Policy revised: December 1, 2011

Policy revised: TBD

Chester Board of Education
Deep River Board of Education
Essex Board of Education
Regional School District 4 Board of Education

Business and Non Instructional Operations**Food Services****Food Service Personnel - Code of Conduct**

The following conduct is expected of all persons who are engaged in the award and administration of contracts supported by the Child Nutrition Program (CNP) funds. These programs include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program.

No employee, officer or agent of the School District shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

To ensure objective contractor performance and eliminate unfair competitive advantage, a person that develops or drafts specifications, requirements, statements of work, invitations, for bids, requests for proposals, contract terms and conditions of other documents for use by the child nutrition program in conducting procurement shall be excluded from competing for such procurements. Such persons are ineligible for such procurements regardless of the procurement method used.

Conflicts of interest arise when a school district employee:

1. Has a financial or other interest in the firm selected for the award;
2. Is an employee, officer, or agent of the firm selected for the award;
3. Has a member of the immediate family who is an employee, officer or agent of the firm selected for the award;
4. Is about to be employed by the firm selected for the award; or
5. Has a member of the immediate family who is about to be employed by the firm selected for the award.

The School District employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors or parties to sub-agreements.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

The Board of Education employees, officers and agents shall be governed by the following rules:

1. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
2. The removal of any food, supplies, equipment or school property, such as official records, recipe books, and the like is prohibited unless express permission of the Director of Food Services/Finance Director /Cafeteria Supervisor has been granted.

3. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the School District and the outside agency.
4. Individual sales by any school person to an outside agency or other school person are prohibited.

Failure of any employee to abide by this Code of Conduct could result in a fine, suspension or dismissal.

Resolution of Controversies

Any actual or proposed supplier who is aggrieved in connection with a proposed purchase may protest to the Superintendent or his/her designee.

1. The protest shall be in writing.
2. The protest shall be delivered within 10 days of the action which is being aggrieved.
3. A hearing will be scheduled within 15 days of receipt of protest.
4. The proposed purchase will be delayed until the protest is resolved unless the delay will result in disruption of meal service to children. In the event it is determined that the purchase is necessary, an emergency shall be declared by the Superintendent/Finance Director/purchasing agent and emergency purchase procedures will be followed until protest resolution.
5. The decision of the hearing officer shall be in writing and shall be delivered to the aggrieved supplier with proof of delivery required.
6. The aggrieved supplier shall be notified that an appeal of the hearing officer's decision is possible. The appeal request should be written and addressed to the Board of Education.

Public Access to Procurement Information

1. Procurement information shall be a public record to the extent provided in Connecticut's Freedom of Information law.
2. All bid/offers shall be taken under advisement. Between the time an IFB/RFP is opened and awarded it may be viewed by any company or individual who entered a response, to the proposed intent to purchase.
 - a. Any supplier providing information, as a part of a proposal or offer shall stamp each page or sealed envelope, which they consider proprietary information, "not for public release."
 - b. Should the school district receive a request to release this marked information the supplier shall be notified within 24 hours and given 10 working days to obtain a court order to stop release.
 - c. In 10 working days the party requesting the information shall be provided a copy of the court order or instructions on when the information may be reviewed.
3. After acceptance, procurement information is available to the general public except as noted above.

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

State Board of Education Regulations

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[10-215b-12](#) Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7 CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities

Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A- 102, Attachment 0 FNS Instruction 796-1 Revision 2.

2 CFR 200.318 General Procurement Standards

Policy adopted: TBD

Chester Board of Education
Deep River Board of Education
Essex Board of Education
Regional School District 4 Board of Education

Business/Non-Instructional Operations**Food Service****School Lunch Service****Professional Standards for Food Service Personnel**

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. Therefore the Board provides a food service program for school breakfasts and school lunches that meet the dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010, as periodically amended, and applicable state laws and regulations.

This service shall be under the supervision of the Food Services Director who shall be responsible to the Assistant Superintendent. The Food Services Director shall be hired under specific job specifications and approved by the Board.

The Board shall comply with the minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs which are contained in the regulations to the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296. These regulations, effective July 1, 2015, as amended, effective April 30, 2019, establish hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

The Board believes that the fulfillment of these professional standards for food service personnel will result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently. Requiring proper qualifications to serve in the District's Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

Flexibility for districts with 2,499 students or less, subject to the prior approval of the Connecticut State Department of Education (CSDE), allows such districts to accept food service experience as a substitute for school nutrition experience when hiring new school nutrition program directors. This shall include volunteer or unpaid work as relevant food service experience.

The Superintendent is directed to develop administrative regulations which detail the required hiring standards and continuing education training for all District food service personnel.

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

[10-217](#) State Board of Education Regulations.

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[10-215b-12](#) Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

Federal Register (80 Fed No 40) Professional Standards for State and Local Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, as amended effective 4/30/19.

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751.

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001).

U.S. Department of Agriculture (USDA) Final Rule 84 FR6953

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Business and Non-Instructional Operations**Food Service****Charging Policy**

The Boards of Education of Chester, Deep River, Essex, and Regional School District 4 ("Board") are sponsors of the United States Department of Agriculture (USDA) Food and Nutrition Services' Child Nutrition Programs, including the National School Lunch Program (NSLP) in order to provide nutritious foods to students in the Chester, Deep River, Essex, and Regional School District 4 Public School Districts (District).

Charging Meals

The District uses an automated prepayment system for student meal accounts, which allows parents/ guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits to their child's school meal account. The District Food Service Department or the school Principal will verbally inform a student when they have a low account balance, or when they have begun charging meals. Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the District's Finance Office and/or the applicable school Principal for information regarding an application for free or reduced price meals.

Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge meals and will be informed of their right to purchase a meal, which excludes a la carte items, for any school breakfast, lunch or other feeding. No student shall be deprived a reimbursable meal due to forgotten or lost meal money or insufficient funds.

The Board prohibits publicly identifying or shaming a student for any unpaid meal charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student; or
- Designating a specific meal option for the student; or
- Otherwise taking any disciplinary action against the student.

Parents/guardians of students who charge lunches will receive a notification letter through the U.S. mail or via electronic mail, or they will be contacted via telephone. Communications with parents/ guardians regarding collection of a student's unpaid meal charges shall include information on local food pantries, an application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program, and a link to the District's or town's website that lists any community services available to town residents.

In the event a student's unpaid meal charges are equal to or more than the cost of thirty (30) meals the parents/guardians of such student will be referred to the District's homeless education liaison.

The Board may accept gifts, donations or grants from any public or private sources for the purpose of paying off any unpaid charges for school lunches, breakfasts or other such feeding in accordance with Board Policy 3280: Gifts, Grant and Bequests.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid during the school year.

Collection of Debt

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The District shall consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt", as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2022-2023 school year.

"Bad Debt" occurs when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using non-federal funds. The school Principal will be responsible for maintaining a fund of money to loan to students without meal money or to absorb the charges related to Bad Debt. The pool of money may be established from school operating or PTA/PTO funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. This policy shall be provided to all District staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contracted by families with unpaid meal charges shall be informed of this policy.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

The District shall maintain, to the extent required by law, documentation of the methods used to communicate this policy to households and District staff responsible for policy enforcement.

Non-Lapsing Cafeteria Reserve Balances

The District shall be permitted to maintain, to the extent allowable by law, a cafeteria reserve balance in the non-profit school food service account. This balance shall be used for the express purpose of future planned expenditures for equipment, supplies, or program expansions and enhancement of offerings. This balance cannot be used to subsidize the cost of unpaid student paid meal charges or adult meals.

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

ADOPTED: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Personnel -- Certified/Non-Certified**Psychotropic Drug Use****PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS**

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. § 801 *et seq.*) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3) receive special education and related services. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parent(s) or guardian(s) of such child, in accordance with the procedures outlined below.

I. Definitions

For purposes of this policy, the following definitions apply:

- A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medication and antidepressants.
- B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.
- C. School health or mental health personnel means:
 - 1. school nurses or nurse practitioners appointed pursuant to Conn. Gen. Stat. § 10-212;
 - 2. school medical advisors appointed pursuant to Conn. Gen. Stat. § 10-205;
 - 3. school psychologists;
 - 4. school social workers;
 - 5. school counselors;
 - 6. school administrators;
 - 7. other school personnel (such as a teacher designated as a child's Case Manager) who have been identified by a Planning and Placement Team, Section 504 team, Student Assistance Team or similar group of district professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;

8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.

II. Procedures

- A. A school health or mental health personnel, as defined above, may communicate with other school personnel about a child who may require a recommendation for a medical evaluation, provided that 1) there is a legitimate educational interest in sharing such information; and 2) such communication shall remain confidential, to the extent required by law.
- B. A school health or mental health personnel, as defined above, may communicate a recommendation to a parent or guardian that a child be evaluated by a medical practitioner provided that 1) based on such person's professional experience, objective factors indicate that a medical evaluation may be necessary to address concerns relating to the child's education and overall mental health; and 2) any communication includes the basis for the recommendation.
- C. If a parent or guardian determines that it is necessary to share medical information, including results of any medical evaluation, with school personnel, he or she may do so at any time. School personnel who receive such information directly from a parent must maintain the confidentiality of such information, to the extent required by law.
- D. Any school personnel with a legitimate educational interest in obtaining information from a child's medical practitioner outside the school who is not a school employee must obtain prior, written consent from the child's parent or guardian to communicate with such outside medical practitioners. Any school health or mental health personnel, as defined above, may request written consent from the parent or guardian. To be valid, the written consent must: 1) be signed by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4) provide the name of the medical practitioner and relevant contact information, to the extent known; and 5) indicate the scope of the consent.

Nothing in this policy shall be construed to prevent school personnel from consulting with a medical practitioner who has information concerning a child, as long as the school district has obtained consent from the parent(s) or guardian(s) of the child, in accordance with Section II.D., above. Nothing in this policy shall prevent a Planning and Placement Team from recommending a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine a child's (i) eligibility for special education and related services, or (ii) educational needs for an individualized education program.

Legal References:

- Conn. Gen. Stat. § 10-76d Duties and powers of boards of education to provide special education programs and services.
- Conn. Gen. Stat. § 10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel.
- 34 C.F.R. § 300.174 Prohibition on mandatory medication.

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students

Chemical Health Policy for Student Athletes

The Board of Education (the “Board”) participates in the Connecticut Interscholastic Athletic Conference (“CIAC”). In accordance with CIAC participation rules and the Board’s obligation under state and federal law, the Board prohibits the unauthorized use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school-sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance-enhancing substances. This policy applies to all student athletes participating in school-sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, 21 U.S.C. § 801 *et seq.*, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Connecticut General Statutes Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).
- (3) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing any controlled substance into the human body, including but not limited to all items specified in Connecticut General Statutes Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, cocaine vials, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled substances. Connecticut General Statutes Section 21a-240(20)(A).
- (4) Performance Enhancing Substances: means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student’s performance in athletic competition, except when used under the care and direction of a licensed medical

professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.

- (5) Professional Communication: means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a)(4).
- (6) Professional Employee: means a person employed by a school who (A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school. Connecticut General Statutes Section 10-154a(a)(2).
- (7) Student Athlete: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.

Procedures

- (1) Discretionary Nature of Student Athletics.

The Board sponsors athletic programs as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student athletics is a privilege, not a right. The Board may remove students from participation in athletics activities in its discretion.

- (2) Emergencies.

If an emergency situation results from the use of drugs, performance enhancing substances or alcohol, the student athlete shall be sent to the school nurse or medical advisor immediately, or emergency medical personnel will be notified. The parent or designated responsible person will also be notified as soon as possible.

- (3) Prescribed Medications.

The parent or guardian of any student athlete who is required to take any prescribed medication during student athletic activities shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student athlete under the supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration, except as provided below.

Student athletes taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee, will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Student athletes with a documented medical history demonstrating the need for regular use of performance enhancing substances for therapeutic purposes shall not be considered to be in violation of this policy when such substances are properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes with a documented medical history demonstrating the need for regular, palliative use of marijuana shall not be considered to be in violation of this policy when such substance is properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Sections 21a-408a through 408q. Under no circumstances shall the school nurse or designee administer to the student, or permit the palliative use of marijuana by the student, on a school bus, school grounds or property, in public places or in the presence of persons under the age of eighteen.

(4) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student athlete privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student athlete. In no event, however, will they be required to do so. Connecticut General Statutes Section 10-154a(b).
- (b) Any physical evidence obtained from such student athlete through a professional communication indicating that a crime has been or is being committed by the student athlete must be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student athlete from whom the evidence was obtained. Connecticut General Statutes Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student athlete may obtain advice and information concerning appropriate resources and refer the student athlete accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student athlete consents to disclosure of a professional communication concerning the student athlete's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student athlete's name and problem to the school's building

administrator or designee who shall refer the student athlete to appropriate school staff members for intervention and counseling.

(5) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When any school staff member, or a coach or volunteer responsible for or involved in student athletic programs, obtains information related to a student athlete *from a source other than the student athlete's confidential disclosure*, that the student athlete, on or off school grounds or at a school-sponsored activity, is unlawfully under the influence of, or unlawfully possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia, performance enhancing substances or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The staff member, coach or volunteer will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student athlete to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs, drug paraphernalia or performance enhancing substances) obtained from a student athlete indicating that a crime has been or is being committed by the student athlete must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(b). The name of the student athlete must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A staff member, coach or volunteer who reasonably suspects that a student athlete is violating a state/federal law, school substance abuse policy or this chemical health policy must **immediately** report such suspicion to the building administrator or designee. The building administrator or designee may then search a student athlete's person or possessions connected to that person, in accordance with the Board's policies and regulations if such employee has reasonable suspicion from the inception of the search that the student athlete has violated or is violating either the law, a school substance abuse policy, or this chemical health policy.

Any physical evidence obtained in the search of a student athlete, or a student athlete's possessions, indicating that the student athlete is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(6) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia, Performance Enhancing Substances or Alcohol.

- (a) Any student athlete in the Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol, either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes Sections 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. On and after January 1, 2022, a student shall not face greater discipline, punishment or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.
- (b) Student athletes found to be in violation this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (c) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy and this chemical health policy with the student athlete and parent or guardian.
- (d) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol.
- (e) A student athlete found by the administration to have violated this policy may, in the discretion of school administrators, be suspended from play for short or long term periods, or may have student athletic participation privileges revoked.
- (f) A student athlete found by the administration to have used performance enhancing substances shall receive a minimum penalty of revocation of athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.
- (f) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.

(7) Prohibition on the Promotion or Dispensing of Performance Enhancing Substances by School Staff Members, Coaches or Volunteers.

- (a) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or non-prescription), or food supplement to any student athlete except under the

supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.

- (b) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.
 - (c) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly permit student athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing their athletic performance.
 - (d) A school staff member, or coach responsible for or involved in student athletic programs, who violates the terms of this policy shall be subject to discipline, up to and including termination of employment. The Board may also report violations of this policy by employees to parents of student athletes and/or state and local authorities.
 - (e) The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may also report violations of this policy by volunteers to parents of student athletes and/or state and local authorities.
- (8) Publication of Chemical Health Policy to School Staff Members, Coaches, Volunteers and Student Athletes.
- (a) The Board shall publish this chemical health policy to all school staff members, coaches and volunteers responsible for or involved in student athletic programs.
 - (b) The Board shall publish this chemical health policy to all student athletes and their parents/guardians.

Legal References:

Connecticut General Statutes:

June Special Session, Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Section 10-154a

Section 10-212a

Section 10-221

Section 21a-240

Section 21a-243

Sections 21a-408a through 408q

2021-2022 CIAC Handbook, Section 4.12.E (Chemical Health Policy and Regulations),
available at https://www.casciac.org/pdfs/ciachandbook_2122.pdf

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students

Physical Exercise and Discipline of Students

PHYSICAL ACTIVITY, UNDIRECTED PLAY AND STUDENT DISCIPLINE

It is the policy of the Board of Education (the “Board”) to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

For the purposes of this policy, a “school employee” is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

I. Deprivation of Physical Exercise Period or Undirected Play Period as a Form of Discipline

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team (“PPT”) may develop a different schedule for students requiring special education and related services.

The administration may include additional time, beyond the twenty minutes required for physical exercise, devoted to undirected play during the regular school day for elementary school students.

In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full 20 minutes of time devoted to physical exercise or additional time devoted to undirected play during the regular school day, except in accordance with this policy or as determined by a student’s Section 504 team or PPT.

A. Physical Exercise Period

School employees may prevent or otherwise restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline only under the following circumstances:

- 1) When a student poses a danger to the health or safety of other students or school personnel; or
- 2) If there are two or more periods devoted to physical exercise in a school day, then when the prevention or restriction of physical exercise is limited to the period devoted to physical exercise that is the shortest in duration, provided that the student still participates in at least twenty minutes of physical exercise in a school day.

School employees may prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline, in accordance with this policy, only one time during a school week, unless the student is a danger to the health or safety of other students or school personnel.

School employees may not prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day if such prevention or restriction is related to the student's failure to complete school work on time or to the student's academic performance.

This policy distinguishes between a) discipline that is imposed before the time devoted to physical exercise begins and b) discipline imposed during such time devoted to physical exercise or methods used to redirect a student's behavior during such time. School personnel may impose discipline during time devoted to physical exercise as a result of student's behavior during such time, if such discipline is in accordance with Board policies and procedures. School personnel may also use methods to redirect a student's behavior, in the event such behavior warrants redirection, during the time devoted to physical exercise. For clarity, the prohibition against preventing or restricting a student's participation in the time devoted to physical exercise shall apply to student conduct that occurs prior to the physical exercise time, rather than during the physical exercise time.

B. Undirected Play Period

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to undirected play, if any, during the regular school day, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student's Section 504 team or PPT.

II. Prohibition on Compulsion of Physical Activity as a Form of Discipline

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

III. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having the individual's contract for services suspended by the district.

Legal References:

Connecticut General Statutes:

§ 10-221o Lunch periods. Recess. Boards to adopt policies addressing limitation of physical exercise

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

Public Act No. 22-81 “An Act Expanding Preschool and Mental and Behavioral Services for Children”

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students**Improving Completion Rates of the Free Application for Federal Student Aid (FAFSA)**

The Board of Education (the “Board”) understands that completion of the Free Application for Federal Student Aid (“FAFSA”) is an important step in the path to postsecondary education and is associated with higher rates of college enrollment. The Board is committed to improving the completion rates of the FAFSA for students enrolled in the Public Schools (the “District”).

In order to improve the completion rates of the FAFSA by students enrolled in grade twelve in the District, the District shall develop a systematic program through which such students are educated about the purpose and content of the FAFSA, encouraged to complete the FAFSA, and assisted in the completion of the FAFSA, as may be necessary and appropriate. The Board directs the Superintendent or designee to develop administrative regulations in furtherance of this policy. The Board further directs the Superintendent or designee to conduct periodic assessments of such regulations, at least annually, to determine effectiveness in improving completion rates of the FAFSA.

Any information contained in a FAFSA, held by the Board, shall not be a public record for purposes of the Freedom of Information Act and thus shall not be subject to disclosure under the provisions of section 1-210 of the Connecticut General Statutes.

Each year, the Superintendent or designee will report to the Board the FAFSA completion rate for each high school in the District.

The Board may accept gifts, grants and donations, including in-kind donations, to implement the provisions of this policy.

Legal Reference:

Conn. Gen. Stat. § 10a-11i
Conn. Gen. Stat. § 10-223m

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students**Instruction****Enrollment in an Advance Course or Program and Challenging Curriculum**

The Board of Education (the “Board”) understands the importance of providing opportunities for students to enroll in an advanced course or program and offering students challenging curriculum in the Public Schools (the “District”). In accordance with Connecticut law, this policy shall explain the manner in which the District determines eligibility for enrollment in advanced courses or programs and creates academic plans for students in the District.

I. Definitions

For purposes of this policy:

"Advanced course or program" means an honors class, advanced placement class, International Baccalaureate program, Cambridge International program, dual enrollment, dual credit, early college or any other advanced or accelerated course or program offered by the Board in grades nine to twelve, inclusive.

“Advanced placement” program is a program authorized by the College Board that offers college-level courses and exams that students take in high school.

“Cambridge International program” is an internationally recognized academic program for students aged five (5) to nineteen (19). High school level courses, available only through approved Cambridge International Schools, provide students the opportunity to earn postsecondary credit that is accepted by colleges in the United States and abroad.

“Dual credit/Dual enrollment” courses are college courses offered by high schools in partnership with a college or university. Students taking these courses in high school are simultaneously enrolled with the partner higher education institution. Students who successfully complete a dual credit/dual enrollment course earn credit toward high school graduation as well as college course credit that appears on a student transcript issued by a college or university.

“International Baccalaureate (“IB”) program” is a program that offers international education through four programs for students aged three (3) to nineteen (19). The four programs are: Primary Years, Middle Years, Diploma Program, and Career-related Program. Schools must be authorized to teach IB programs. Every authorized school is known as an IB World School.

"Prior academic performance" means the course or courses that a student has taken, the grades received for such course or courses and a student's grade point average.

II. Eligibility Criteria

Consistent with state law, the District will identify students in grades eight and nine who may be eligible to take or enroll in an advanced course or program. Students will be eligible to enroll in advanced courses or programs throughout their high school career, even if they are not identified as eligible in grades eight or nine.

Eligibility for enrollment in an advanced course or program shall not be based exclusively on a student's prior academic performance. There are multiple methods by which a student may satisfy the eligibility criteria for enrollment in an advanced course or program, including:

- Recommendations from teachers, administrators, school counselors or other school personnel.
- A student's prior academic performance, as determined by evidence-based indicators of how a student will perform in an advanced course or program.
- The District administration may, in its discretion, identify and publicize additional criteria, including but not limited to student or parent request. Any such criteria shall be established prior to the commencement of an academic term.

III. Creation of an Academic Plan/Challenging Curriculum

The District will create an academic plan for each student who is identified in grade eight or nine as eligible for enrollment in an advanced course or program. Such plan will be designed to enroll the student in one or more advanced courses or programs and allow the student to earn college credit or result in career readiness. Such academic plan will also be aligned with:

- The courses or programs offered by the Board,
- The student's student success plan, created pursuant to Conn. Gen. Stat. § 10-221a(j),
- High school graduation requirements, and
- Any other policies or standards adopted by the Board relating to the eligibility for student enrollment in advanced courses or programs.

The academic plan may be part of the student's success plan, which plan is required for each student by Conn. Gen. Stat. §10-221a.

A student, or the student's parent or guardian, may decline to implement the provisions of an academic plan created for such student.

IV. Guiding Principles and Implementation

The Board recognizes that course access and academic planning should be guided by considerations beyond traditional course eligibility criteria. Specifically, the Board recognizes that academic achievement and engagement in middle school are

strong precursors to high school success. In addition, the Board recognizes the importance of engaging with a student's parents and/or guardians throughout the student's educational experience, reducing barriers to opportunities for advanced courses and programs, and providing a wide range of advanced courses that appeal to students with various interests.

The Superintendent or designee shall be responsible for implementing this policy and developing procedures in furtherance of this policy and in accordance with guidance provided by the Connecticut Department of Education.

Legal Reference:

Connecticut General Statutes § 10-221a

Connecticut General Statutes § 10-221w

Connecticut General Statutes § 10-221x

Connecticut State Department of Education, *District Guidance for Developing an Advanced Course Participation Policy* (April 2022)

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students

Instruction

Equitable Identification of Gifted and Talented Students

The Board of Education (the “Board”) will use equitable methods to identify students enrolled in the Public Schools (the “District”) that have an extraordinary learning ability and/or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in regular school programs. Such students will be identified as gifted and/or talented.

I. Definitions

For purposes of this policy:

“Extraordinary learning ability” means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.

“Gifted and talented” means a child identified by the planning and placement team as (A) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (B) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child’s intellectual, creative or specific academic potential. The term includes children with extraordinary learning ability (“gifted”) and children with outstanding talent in the creative arts (“talented”).

“Outstanding talent in the creative arts” means a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts.

“Planning and placement team (“PPT”),” for purposes of the evaluation, identification or determination of the specific educational needs of a child who may be gifted or talented, means a group of certified or licensed professionals who represent each of the teaching, administrative, and pupil personnel staffs, and who participate equally in the decision making process.

II. Referral

Any student enrolled in grades kindergarten through twelve, inclusive, in a District school may be referred to the PPT to determine eligibility as gifted and talented. A referral may come from any source, including the student’s teacher, an administrator, the student’s parent/guardian, or the student.

III. Evaluation and Identification

The PPT shall be responsible for conducting evaluations and identifying whether students are eligible as gifted and talented, and shall meet, as needed during the school year to determine the eligibility of groups of children for whom evaluation and identification as gifted and talented are planned. When a child has been individually referred to the PPT for consideration as a gifted and talented child, the PPT shall provide the student's parent(s)/guardian(s) with written notice of the referral.

The Board requires the use of multiple methods of identification of gifted and talented students. The PPT will use the following methods of evaluation in determining whether a student is eligible as gifted and talented:

Group Assessment. The PPT may use an appropriate standardized test administered to all students in a particular grade. In administering standardized tests, the PPT will use a locally normed cut score to identify students for consideration for gifted and talented classification. Parent/guardian consent is not required prior to the administration of a group assessment.

Individual Evaluation. Individual evaluations may be recommended by the PPT in appropriate circumstances, such as when there is a possibility of identifying the student as gifted and talented in areas that are not typically addressed by large-scale standardized tests, such as social studies, a technical discipline, music, creative arts, or performing arts. The PPT may also recommend an individual assessment for a student referred to the PPT for an evaluation when the student is in a grade level in which group assessments are not administered. Before a student is individually evaluated for identification as gifted or talented, the PPT must secure the written consent from a parent/guardian.

After the PPT has determined from an individual or group assessment that a student has potential for or has demonstrated extraordinary learning ability or outstanding talent in the creative arts, the student will be identified as gifted and talented only if the PPT determines that the child requires differentiated instruction or services beyond those provided in the general education program in order to realize the child's intellectual, creative or specific academic potential.

The results of the PPT meeting concerning a determination of the child's identification as gifted or talented shall be provided to the parent or guardian electronically or, if the District does not have the parent or guardian's e-mail address on file, in writing. Such notice shall include, but is not limited to, (1) an explanation of how such student was identified as gifted and talented; and (2) the contact information for (A) the District employee in charge of the provision of services to gifted and talented students, or, if there is no such employee, the District employee in charge of the provision of special education and related services, (B) the employee at the Connecticut State Department of Education who has been designated as responsible for providing information and assistance to boards of education and parents or guardians of students related to gifted and talented students and, (C) any associations in the state that provide support to gifted and talented students.

If a parent/guardian disagrees with the results of the evaluation conducted by the PPT, the parent/guardian has a right to a hearing.

The District may identify up to ten (10) percent of the total student population for the District as gifted and talented.

IV. Provision of Services

The provision of services for gifted and talented students by the Board is discretionary.

Legal Reference:

Conn. Gen. Stat. § 10-76a
Conn. Gen. Stat. § 10-76xx

Conn. Agencies Regs. § 10-76a-1
Conn. Agencies Regs. § 10-76a-2
Conn. Agencies Regs. § 10-76d-1
Conn. Agencies Regs. § 10-76d-9(c)

Connecticut State Department of Education, *Gifted and Talented Education: Guidance Regarding Identification and Service* (March 2019), available at <https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf>

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION