



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

**ESSEX 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 anticipated hybrid meeting.

To: Members of the Essex Board of Education  
Subject: **Essex Board of Education meeting - Thursday, March 09, 2023**  
Time: **7:00 p.m.**  
Place: **Essex Elementary School Media Center** or Dial (339) 788-5750 PIN: 833 888 785#

(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](mailto:jbryan@reg4.k12.ct.us) if you are unable to attend.

**Mission Statement**

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

- 1. Call to order 7:00 p.m. – L. Seidman**
- 2. Verbal roll call for BOE members**
- 3. Consent agenda.** The following items are to be handled as combined and by single vote. Any Board member may request that an item be pulled out for further discussion.
  - 3.1.** Minutes from the regular meeting of January 12, 2023 (*encl #1*)
  - 3.2.** Minutes from Budget Workshop I of January 23, 2023 (*encl #2*)
  - 3.3.** Minutes from Budget Workshop II of February 09, 2023 (*encl #3*)
  - 3.4.** Accounts Payable Report (*encl #4*)
- 4. Public comment**

The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters
- 5. Reports and Other Items:**
  - 5.1. Superintendent's Report – B. White**
    - a. District update
    - b. Information and communication
  - 5.2. Assistant Superintendent's Report – S. Brzozowy**
    - a. General update
  - 5.3. Finance Office Report – R. Grissom**
    - a. Financial Status Updates
      - o Current Year to Date Financial Status Update (*encl #5*)
      - o Cafeteria Fund Update (*encl #6*)
      - o Medical Reserve Tracking (*encl #7*)
      - o Grants update (*as needed*)

**5.4 Principal's Report** (*as needed*) – no report this evening  
Jennifer Tousignant – EES

**5.5 Other Items** (*as needed*)

- a. Discussion and possible VOTE to approve the proposed Essex 2023-24 budget for presentation to the Town of Essex – *B. White/ R. Grissom*
- b. The Science of Reading – *S. Brzozowy*

**5.6 Committee Reports** (*Chair or designated representative of each Comm.*)

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

Curriculum	Finance	Policy
Oct. 19 <sup>th</sup> , 2022 @ Noon	Oct. 19 <sup>th</sup> , 2022 @ Noon	Oct. 20 <sup>th</sup> , 2022 @ Noon
Dec. 14 <sup>th</sup> , 2022 @ Noon	Dec. 14 <sup>th</sup> , 2022 @ Noon	<del>Dec. 15<sup>th</sup></del> Jan. 19 <sup>th</sup> , 2023 @ Noon
Feb. 15 <sup>th</sup> , 2023 @ Noon	Feb. 15 <sup>th</sup> , 2023 @ Noon	Feb. 16 <sup>th</sup> , 2023 @ Noon
Apr. 19 <sup>th</sup> , 2023 @ Noon	Apr. 19 <sup>th</sup> , 2023 @ Noon	Apr. 20 <sup>th</sup> , 2023 @ Noon

- b. Supervision District Committee update – *L. Seidman*

- c. Other committee reports

- c.1 LEARN Committee update – *TBD*

- c.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 6<sup>th</sup> 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 #8*)

Policy #1324 Fundraising (*encl #9*)

Policy #1331 Prohibition Against Smoking (*encl #10*)

Policy #3171.1 Non-lapsing Education Fund (*encl #11*)

Policy #3542 School Lunch Service (*encl #12*)

Policy #4122 Evaluation, Termination, and non-Renewal of Athletic Coaches (*encl #13*)

Policy #5113/5113.2 Attendance / Truancy (*encl #14*)

Policy #5131.6 Drug, Alcohol and Tobacco Use by Students (*encl #15*)

Policy #5131.911 Bullying (*encl #16*)

**Adopt New:**

Policy #3542.22 Food Services Personnel Code of Conduct (*encl #17*)

Policy #3542.41 Food Services Personnel Professional Standards (*encl #18*)

Policy #3542.43 Charging Policy Food Service (*encl #19*)

Policy #4118.234 Psychotropic Drug Use (*encl #20*)

Policy #5131.62 Chemical Health for Student Athletes (*encl #21*)

Policy #5144.4 Physical Exercise and Discipline of Students (*encl #22*)

Policy #5163 Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)  
(*encl #23*)

Policy #6141.51 Enrollment in an Advanced Course or Program and Challenging Curriculum (*encl #24*)

Policy #6172.1 Equitable Identification of Gifted and Talented Students (*encl #25*)

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

**7. Future agenda items**

- 7.1. Present proposed Essex BOE 2023-24 budget to Essex BOF/BOS March 22, 2023 @ 7:00 p.m.
- 7.2. Joint BOE Meeting Thursday, April 06, 2023 @ 7:00 p.m.
- 7.3. Present proposed Essex BOE 2023-24 budget April 30, 2023 at Public Hearing @ 7:30 p.m.
- 7.4. Joint BOE Retreat – Saturday, May 06, 2023 from 9:00 a.m. – Noon @ JWMS Library
- 7.5. Essex Town budget vote May 8, 2023 @ 7:30 p.m.
- 7.6. Essex BOE next regular meeting May 11, 2023 @ 7:00 p.m.

**8. 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(Clark/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		Contract duration	Initiate negotiations
- Joint BOE Teacher negotiations		R4 (Daniels/Sandmann/Strauss) 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/Strauss) 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)			
Chester BOE			
CATV Advisory Council (Cable TV)		For Discussion	
Deep River BOE			
Facilities		Morrissey/Ferretti	
CATV Advisory Council (Cable TV)		TBD	
Essex BOE			
Building		Seidman	
Essex Foundation		TBD	
CATV Advisory Council (Cable TV)		TBD	
Region 4 BOE			
Personnel & Negotiations		Contract duration	Initiate negotiations
▪ R4 Secretaries/Nurses		Daniels/Sandmann/Strauss Expires 7/2022	4/2022
▪ R4 Custodians		Daniels/Sandmann/Strauss 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)	

# ESSEX BOARD OF EDUCATION

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

## WHO WE ARE:

We are fellow residents of Essex, elected by the community to serve 6 years (2 at each biennial election) without compensation.

**Lon Seidman**, Chair 2027

**Cassandra Sweet** 2025

**Marjorie Russell**

(appt. to fill vacancy until Nov. '23 for term ending 2023)

**Justin Pillion** 2027

**Mark Watson**, Vice Chair

**Nancy Johnston**, Secretary

(appt. to fill vacancy until Nov. '23 for term ending 2025)

(appt. to fill vacancy until Nov. '23 for term ending 2023)

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

We are assisted in the meeting by our school administration:

**Brian J. White**, Superintendent of Schools, Region 4

**Jennifer Tousignant**, Principal

**Sarah Brzozowy, Ed.D.**, Assistant Superintendent

**Bob Grissom**, Finance Director

## 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 will 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 second Thursday of every other month, unless there is a conflict with school vacation or a holiday. 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 Region 4. Our agenda is posted a week ahead of time on the bulletin board next to the cafeteria entrance and on the school website at ([www.reg4.k12.ct.us](http://www.reg4.k12.ct.us)).

## EXECUTIVE SESSION:

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

## SPECIAL MEETINGS:

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

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

**`ESSEX ELEMENTARY SCHOOL  
BOARD OF EDUCATION REGULAR MEETING  
EES MEDIA CENTER  
THURSDAY, JANUARY 12, 2023 7:00pm**

**F.O.I. Compliance** – Subject to BOE approval at a future meeting

**CALL TO ORDER**

Mr. Seidman called the meeting to order at 7:00pm.

**VERBAL ROLL CALL FOR BOE MEMBERS**

**Attendance: Essex BOE**

Lon Seidman

Marjorie Russell

Nancy Johnston

Mark Watson

Justin Pillion (7:22 Arrival)

Absent: Cassandra Sweet

Other attendees: Kelley Frazier, Clerk

**Administration:**

Brian White

Jennifer Tousignant

Bob Grissom

Sarah Brzozowy

**CONSENT AGENDA**

Upon a motion duly made by Mark Watson seconded by Marjorie Russell on the Essex Board of Education unanimously **VOTED** to approve the minutes from the regular meeting on November 10, 2022 and the Accounts Payable report as written.

**PUBLIC COMMENT**

No Comment

**Superintendent's Report**

**District Update – Information and Communication**

Mr. White gave a brief update. Illness in our schools has been better since the first of the year. Work is being done on budgets.

**Assistant Superintendent's Report**

**General Update**

Ms. Brzozowy noted that the energy in the buildings is very positive. The K-3 Write to Read legislation is being reviewed. A waiver will be requested.

On January 18<sup>th</sup> there is a Legislative breakfast at JW.

**Financial Status Updates**

**Current Year to Date Financial Status Update**

Mr. Grissom gave an update on the financial status. All financial obligations are expected to be met. The current committed budget is 96.7%. Mr. Grissom noted that a favorable energy rate has been locked in through November 2024.

### **Cafeteria Fund Update**

This report is through November. There have been 14,469 meals serviced. The free meal program will end January 31, 2023. Breakfast will be \$1.25 and lunch is \$3.00.

Paperwork can be submitted for free meals for illegible families. A procedure is being worked on for outstanding balances.

### **Medical Reserve Tracking**

Net favorable results have been realized this year. The reserve is funded adequately. Mr. Grissom and Mr. White met with the insurance representative. The net profit seen is typical at this point of the year. Budget planning is being done at this time.

### **Grants**

No Update

### **Principal's Update**

Ms. Tousignant discussed the events happening at EES. The Winter Concert and the gingerbread contest were in person this year. There was a Cultural event program this week. The PTO is planning events and fundraisers for Spring.

### **Other Items**

These items will be combined into one vote.

### **Discussion and possible VOTE to accept a donation of \$12,500 from the Essex Elementary School Foundation to be used at the discretion of the Administration for STEM lab lessons and materials.**

Upon a motion made by Mark Watson and seconded by Nancy Johnston the Essex Elementary Board of Education unanimously **VOTED** to accept the donations of \$12,500 from the Essex Elementary School Foundation to be used at the discretion of the Administration for STEM lab lessons and materials. They also accepted the donation of \$5,000 worth of gift cards from Ivoryton Illuminations to be used at the discretion of the Administration to assist families in need and the Board also accepted the donation of \$200 gift cards from an anonymous citizen to be used at the discretion of the Administration to assist a family in need.

### **Committee Reports**

#### **Curriculum**

Discussion held regarding the elementary report card. This has been rolled out. I/B Computer Science and Unified Buddy PE is being discussed as courses to be offered at the high school.

#### **Finance**

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

**Policy**

No Update. The next meeting is January 19, 2023.

**Supervision District Committee Updates**

The process of how to handle surplus funds was discussed. The funds should be used to defer the costs for the next year. Legal counsel has developed a plan for how to do this next year. The budget is being worked on. Items being discussed for the budget are an expansion of the hours in the preschool program, a proposal for an additional HR position for the district and a position for a facilities director.

Discussions were held with the Parks and Rec director as to the location of a possible pickle ball court. No decisions have been made at this time. This will continue to be discussed with the Parks and Rec Board.

**Other Committee Reports****LEARN Committee Update**

No Update

**Discussion Regarding any Pending Policy for all BOE's**

None to Discuss

**PUBLIC COMMENT**

None

**FUTURE AGENDA ITEMS**

- Joint BOE Retreat – Saturday January 21, 2023 from 9:00am-Noon @ JWMS
- Essex BOE Budget Workshop I Wednesday, January 23, 2023 @ 6:00pm
- Essex BOE Budget Workshop II, Wednesday, February 9, 2023 @6:00pm
- Joint BOE Meeting Thursday, February 23 2023 @ 7:00pm
- Essex BOE Budget Workshop III, March 6, 2023 @ 6:00pm (if needed)
- Essex BOE next Regular Meeting Thursday, March 9, 2023 @ 7:00pm

**ADJOURNMENT**

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 8:50 p.m.

Respectfully Submitted,

**Kelley Frazier Clerk**



**F.O.I. Compliance** – Subject to Board approval

**ESSEX BOARD of EDUCATION**

**Date:** January 23, 2023

**Budget Workshop I – held in the Essex Elementary Media Center**

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

<b>Attendance:</b>	<u>Board members</u>		<u>Administration:</u>		<u>Others:</u>
	Lon Seidman	√	Brian White	√	
√ = present	Justin Pillion	√	Robert Grissom	√	
	Nancy Johnston	√	Sarah Brzozowy	√	
	Mark Watson	√	Jennifer Tousignant	√	
	Cassandra Sweet	√			
	Marjorie Russell	√			

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

**Items/Discussion:**

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

**Public Comment** – there were no public comments

The next budget workshop will be held remotely on February 09, 2023 @ 6:00 p.m.

**ADJOURNMENT:**

On motion duly made and seconded, the board unanimously VOTED to adjourn at approx. 7:54 p.m.

**F.O.I. Compliance** – Subject to Board approval

**ESSEX BOARD of EDUCATION**

**Date:** February 09, 2023

**Budget Workshop II – held remotely Via Google Meet**

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

<b>Attendance:</b>	<u>Board members</u>		<u>Administration:</u>		<u>Others:</u>
√ = present	Lon Seidman	√	Brian White	√	
	Justin Pillion	√	Robert Grissom	√	
	Nancy Johnston	√	Sarah Brzozowy	√	
	Mark Watson	√			
	Cassandra Sweet	√			
	Marjorie Russell				

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

**Items/Discussion:**

The board continued their review and discussion regarding the proposed Essex Elementary budget document for 2023-24 (see attached).

**Public Comment** – there were no public comments

The next budget workshop will be held remotely, only if needed, on March 06, 2023 @ 6:00 p.m.

**ADJOURNMENT:**

On motion duly made and seconded, the board unanimously VOTED to adjourn at approx. 7:06 p.m.

Encl #4

02/17/2023 15:40  
9781dpea

FOR CASH ACCOUNT: 3000

CHECK # CHECK DATE TYPE

VENDOR NAME

1040

REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

FOR: Uncleared

CLEARED BATCH CLEAR DATE

UNCLEARED

70843	02/22/2023	PRINTED	006153 100Bulbs.com	1,437.66	
70844	02/22/2023	PRINTED	003061 A-DEC COMMUNICATIONS, LLC	59.00	
70845	02/22/2023	PRINTED	008516 ADAPT AND LEARN, LLC	1,687.50	
70846	02/22/2023	PRINTED	002467 ALLSTON SUPPLY CO INC	855.46	
70847	02/22/2023	PRINTED	002836 AMAZON CAPITAL SERVICES	520.99	
70848	02/22/2023	PRINTED	005835 CITIZENS BANK - HEALTH B	88,067.33	
70849	02/22/2023	PRINTED	006771 CT SOLAR LEASE 2, LLC	952.30	
70850	02/22/2023	PRINTED	002849 CURTIN MOTOR LIVELY, INC.	5,960.00	
70851	02/22/2023	PRINTED	002197 ESSEX HARDWARE CO	17.17	
70852	02/22/2023	PRINTED	002323 ESSEX PRINTING	432.98	
70853	02/22/2023	PRINTED	006719 EVERSOURCE	3,487.73	
70854	02/22/2023	PRINTED	008533 FOLLETT CONTENT SOLUTIONS	922.26	
70855	02/22/2023	PRINTED	006678 FRONTIER	311.11	
70856	02/22/2023	PRINTED	002550 GIROUX LANDSCAPING, LLC	4,737.50	
70857	02/22/2023	PRINTED	002506 GRAINGER	210.08	
70858	02/22/2023	PRINTED	005959 LEAF	1,814.71	
70859	02/22/2023	PRINTED	002329 LEARN	20,179.60	
70860	02/22/2023	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	509.00	
70861	02/22/2023	PRINTED	005533 PERMA-BOUND	252.63	
70862	02/22/2023	PRINTED	007180 TREASURER - STATE OF CONN	735.00	
70863	02/22/2023	PRINTED	002991 TOWN OF CHESTER	160.14	
70864	02/22/2023	PRINTED	002436 TREASURER REGIONAL SCHOOL	2,229.36	
70865	02/22/2023	PRINTED	002518 TREASURER SUPERVISION DIS	32,105.80	
70866	02/22/2023	PRINTED	002518 TREASURER SUPERVISION DIS	87.83	
70867	02/22/2023	PRINTED	002518 TREASURER SUPERVISION DIS	198,651.25	
70868	02/22/2023	PRINTED	002297 W.B.MASON	1,532.62	
26 CHECKS CASH ACCOUNT TOTAL				367,917.01	.00

Budget 2022-23

date 2/22/23



P 1  
apchkrn

Budget 2022-23

date 2/15/23

02/08/2023 12:51  
9781dpea

REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

CHECK # CHECK DATE TYPE VENDOR NAME

FOR: Uncleared

CLEARED BATCH CLEAR DATE

UNCLEARED

70839 02/15/2023 PRINTED 002836 AMAZON/SYNCE  
70840 02/15/2023 PRINTED 002197 ESSEX HARDWARE CO  
70841 02/15/2023 PRINTED 003159 HIGH NOON BOOKS  
70842 02/15/2023 PRINTED 008517 PRISM ACADEMY, LLC

4 CHECKS

CASH ACCOUNT TOTAL

12,702.65

.00

189.86  
11.99  
662.20  
11,838.60



P 1  
apchkrcn

Budget 2022-23

date 2/8/23 #1

02/03/2023 10:44  
9781dpea

REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

P 1  
apchkrcc



FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
70818	02/08/2023	PRINTED	006432 A&A OFFICE SYSTEMS, INC	1,380.67			
70819	02/08/2023	PRINTED	002539 ALL WASTE, INC.	961.18			
70820	02/08/2023	PRINTED	002836 AMAZON CAPITAL SERVICES	580.25			
70821	02/08/2023	PRINTED	006913 ATOMIC, C/O JOE KLIMASZEW	140.00			
70822	02/08/2023	PRINTED	002197 ESSEX HARDWARE CO	28.97			
70823	02/08/2023	PRINTED	008533 FOLLETT CONTENT SOLUTIONS	686.96			
70824	02/08/2023	PRINTED	002506 GRAINGER	160.65			
70825	02/08/2023	PRINTED	003086 JW PEPPER & SON, INC	671.35			
70826	02/08/2023	PRINTED	008707 ANN ROUSSEL	8,705.42			
70827	02/08/2023	PRINTED	005508 SCHOOL SPECIALTY LLC	77.48			
70828	02/08/2023	PRINTED	008518 SPEAKOLOGY, LLC	4,500.00			
70829	02/08/2023	PRINTED	005650 SWEETWATER	389.00			
70830	02/08/2023	PRINTED	006817 JENNIFER TOUSIGNANT	115.00			
70831	02/08/2023	PRINTED	002518 TREASURER SUPERVISION DIS	87.87			
70832	02/08/2023	PRINTED	002297 W.B.MASON	2,903.17			
70833	02/08/2023	PRINTED	002587 WALTHAM SERVICES, INC	111.00			
16 CHECKS CASH ACCOUNT TOTAL				21,498.97			
							.00

Budget 8022-23

skate 125/23

01/24/2023 15:48  
9781dpea

REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

CHECK # CHECK DATE TYPE VENDOR NAME

FOR: Uncleared

CLEARED BATCH CLEAR DATE

UNCLEARED

70794	01/25/2023	PRINTED	002467 ALLSTON SUPPLY CO INC	2,725.50		
70795	01/25/2023	PRINTED	002836 AMAZON CAPITAL SERVICES	1,320.87		
70796	01/25/2023	PRINTED	008748 CAMPION, DEB	12.98		
70797	01/25/2023	PRINTED	005835 CITIZENS BANK - HEALTH B	88,067.33		
70798	01/25/2023	PRINTED	007053 ESSEX ELEMENTARY SCHOOL C	131.54		
70799	01/25/2023	PRINTED	002197 ESSEX HARDWARE CO	10.08		
70800	01/25/2023	PRINTED	006719 EVERSOURCE	3,892.57		
70801	01/25/2023	PRINTED	002550 GIROUX LANDSCAPING, LLC	4,737.50		
70802	01/25/2023	PRINTED	002506 GRAINGER	62.64		
70803	01/25/2023	PRINTED	003086 JW PEPPER & SON, INC	174.90		
70804	01/25/2023	PRINTED	005959 LEAF	1,814.71		
70805	01/25/2023	PRINTED	002329 LEARN	21,955.60		
70806	01/25/2023	PRINTED	005080 MCKESSON MEDICAL	473.66		
70807	01/25/2023	PRINTED	008527 NEW ENGLAND CENTER FOR HE	110.00		
70808	01/25/2023	PRINTED	008290 OVERDRIVE	206.46		
70809	01/25/2023	PRINTED	005508 SCHOOL SPECIALTY LLC	476.19		
70810	01/25/2023	PRINTED	006624 SOUTHERN CONNECTICUT GAS	6,398.26		
70811	01/25/2023	PRINTED	005776 THERMOMEDICS, LLC	5,118.00		
70812	01/25/2023	PRINTED	006817 JENNIFER TOUSIGNANT	375.00		
70813	01/25/2023	PRINTED	008420 TRAFERA, LLC	627.93		
70814	01/25/2023	PRINTED	002518 TREASURER SUPERVISION DIS	5,107.27		
70815	01/25/2023	PRINTED	002518 TREASURER SUPERVISION DIS	198,651.25		
70816	01/25/2023	PRINTED	002297 W.B.MASON	515.00		
23 CHECKS CASH ACCOUNT TOTAL				342,965.24		

.00



1  
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Budget 2022-23

date 1/11/23



01/11/2023 09:30  
9781dpea

REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

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lapchkrnc

FOR CASH ACCOUNT: 3000

1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
70768	01/11/2023	PRINTED	003061 A-DEC COMMUNICATIONS, LLC	197.00			
70769	01/11/2023	PRINTED	008516 ADAPT AND LEARN, LLC	2,025.00			
70770	01/11/2023	PRINTED	002539 ALL WASTE, INC.	961.18			
70771	01/11/2023	PRINTED	005719 ALLSTATE FIRE EQUIPMENT	356.00			
70772	01/11/2023	PRINTED	002467 ALLSTON SUPPLY CO INC	247.92			
70773	01/11/2023	PRINTED	002836 AMAZON/SYNCR	32.28			
70774	01/11/2023	PRINTED	002836 AMAZON/SYNCR	2,025.68			
70775	01/11/2023	PRINTED	002836 AMAZON/SYNCR	2,427.49			
70776	01/11/2023	PRINTED	002836 AMAZON CAPITAL SERVICES	512.39			
70777	01/11/2023	PRINTED	002155 CONNECTICUT WATER CO	906.22			
70778	01/11/2023	PRINTED	006771 CT SOLAR LEASE 2, LLC	1,072.39			
70779	01/11/2023	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	4,907.00			
70780	01/11/2023	PRINTED	006719 EVERSOURCE	52.85			
70781	01/11/2023	PRINTED	006678 FRONTIER	295.78			
70782	01/11/2023	PRINTED	002550 GIROUX LANDSCAPING, LLC	466.00			
70783	01/11/2023	PRINTED	002506 GRAINGER	56.10			
70784	01/11/2023	PRINTED	008621 HALF PINT KIDS	316.80			
70785	01/11/2023	PRINTED	006566 SAMANTHA KETCHALE	24.95			
70786	01/11/2023	PRINTED	002743 OLSEN'S SANITATION CO., L	450.00			
70787	01/11/2023	PRINTED	008517 PRISM ACADEMY, LLC	10,062.81			
70788	01/11/2023	PRINTED	003342 SHIPMAN'S FIRE EQUIPMENT	1,062.91			
70789	01/11/2023	PRINTED	002436 TREASURER REGIONAL SCHOOL	686.72			
70790	01/11/2023	PRINTED	002436 TREASURER REGIONAL SCHOOL	3,411.26			
70791	01/11/2023	PRINTED	002518 TREASURER SUPERVISION DIS	297.00			
70792	01/11/2023	PRINTED	002297 W.B.MASON	303.03			
70793	01/11/2023	PRINTED	002587 WALTHAM SERVICES, INC	111.00			
26 CHECKS CASH ACCOUNT TOTAL				33,267.76	.00		

Essex Board of Education  
FY 2022-2023 Year-to-Date Report as of 2-28-2023

Object	Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<b><u>OBJECT 100 - SALARIES:</u></b>							
TOTAL SALARIES		4,766,752	-	4,766,752	3,004,065	1,736,485	26,202
<b><u>OBJECT 200 - EMPLOYEE BENEFITS:</u></b>							
TOTAL EMPLOYEE BENEFITS		1,774,429	-	1,774,429	1,308,753	402,386	63,291
<b><u>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</u></b>							
TOTAL PURCHASED & TECHNICAL SERVICES		173,686	5,100	178,786	106,473	51,714	20,599
<b><u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u></b>							
TOTAL PURCHASED PROPERTY SERVICES		448,424	-	448,424	217,441	213,963	17,020
<b><u>OBJECT 500 - OTHER PURCHASED SERVICES:</u></b>							
TOTAL OTHER PURCHASED SERVICES		727,637	-	727,637	472,816	237,399	17,422
<b><u>OBJECT 600 - SUPPLIES:</u></b>							
TOTAL SUPPLIES		236,926	-	236,926	149,925	58,589	28,412
<b><u>OBJECT 700 - PROPERTY:</u></b>							
TOTAL PROPERTY		11,188	-	11,188	6,660	-	4,528
<b><u>OBJECT 800 - OTHER OBJECTS:</u></b>							
TOTAL OTHER OBJECTS		5,601	-	5,601	4,885	453	263
<b>SUBTOTAL</b>		<b><u>8,144,643</u></b>	<b><u>5,100</u></b>	<b><u>8,149,743</u></b>	<b><u>5,271,017</u></b>	<b><u>2,700,988</u></b>	<b><u>177,738</u></b>



Essex Board of Education  
FY 2022-2023 Year-to-Date Report as of 2-28-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<b>OBJECT 100 - SALARIES:</b>								
5111		Administration	159,543	-	159,543	106,362	53,181	-
5113		Teachers' Salaries	1,954,144	-	1,954,144	1,116,757	942,591	(105,204)
5114		Secretary Salaries	153,239	-	153,239	93,303	61,411	(1,475)
5115		Custodial Salaries	267,205	-	267,205	143,042	75,766	48,397
5116		Nurse Salary	56,355	-	56,355	31,282	25,548	(475)
5118		Food Service Dir/Bookkeeper/Cafeteria Salaries	83,492	-	83,492	43,859	9,417	30,217
5119		Para Educators	436,555	-	436,555	240,886	172,607	23,062
5123		Substitute Teachers	54,000	-	54,000	21,538	-	32,462
5124		Substitute Secretary/Para-Educators	8,385	-	8,385	9,878	-	(1,493)
5125		Sub Custodians	5,241	-	5,241	11,082	-	(5,841)
5126		Summer Part Time Custodian Salary	12,577	-	12,577	11,994	-	583
5133		Coaches/Extra-Curricular	25,672	-	25,672	9,998	9,998	5,676
5134		Secretary OT	1,767	-	1,767	310	-	1,457
5135		Custodian OT	4,716	-	4,716	1,726	-	2,990
5138		Cafeteria OT	-	-	-	4,153	-	(4,153)
5198		Supervision District Salary	1,543,861	-	1,543,861	1,157,896	385,965	-
<b>TOTAL SALARIES</b>			<b>4,766,752</b>	<b>-</b>	<b>4,766,752</b>	<b>3,004,065</b>	<b>1,736,485</b>	<b>26,202</b>
<b>OBJECT 200 - EMPLOYEE BENEFITS:</b>								
5210		Health Insurance	1,056,808	-	1,056,808	792,606	264,202	-
5214		Life Insurance	3,938	-	3,938	2,315	42	1,581
5222		MERF	-	-	-	8,325	1,653	(9,978)
5223		FICA/Medicare	102,034	-	102,034	61,258	796	39,980
5250		Unemployment Compensation	22,500	-	22,500	-	10,009	12,491
5260		Worker's Compensation	31,797	-	31,797	19,570	12,227	-
5290		Other Employee Benefits	88,964	-	88,964	77,140	-	11,824
5291		Annuities	14,562	-	14,562	7,170	-	7,392
5298		Supervision District Fringe Benefits	453,826	-	453,826	340,369	113,457	-
<b>TOTAL EMPLOYEE BENEFITS</b>			<b>1,774,429</b>	<b>-</b>	<b>1,774,429</b>	<b>1,308,753</b>	<b>402,386</b>	<b>63,291</b>

Essex Board of Education  
FY 2022-2023 Year-to-Date Report as of 2-28-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<b><u>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</u></b>								
5300		Building Study	-	5,100	5,100	5,100	-	-
5322		Professional Development Programs	24,000	-	24,000	-	-	24,000
5330		<b><u>Other Professional Services</u></b>						
	1109	Sound Equipment Services	850	-	850	-	-	850
	1215	Special Education	17,000	-	17,000	19,554	9,937	(12,491)
	2134	Health	900	-	900	-	-	900
	2135	Physical Therapy	11,643	-	11,643	5,107	6,536	-
	2139	Testing & Therapy	10,000	-	10,000	2,660	-	7,340
	2310	Other Services	33,440	-	33,440	17,163	16,277	-
		TOTAL OTHER PROF SERVICES	73,833	-	73,833	44,484	32,750	(3,401)
5398		Supervision District Purchased Svcs	75,853		75,853	56,890	18,963	-
<b>TOTAL PURCHASED &amp; TECHNICAL SERVICES</b>			173,686	5,100	178,786	106,473	51,714	20,599
<b><u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u></b>								
5411		Water	9,200	-	9,200	4,670	4,530	-
5412		Electricity	70,000	-	70,000	32,617	37,383	-
5430		<b><u>Repairs &amp; Maintenance</u></b>						
	1101	Art	300	-	300	-	300	-
	1109	Music	2,050	-	2,050	932	1,118	-
	1114	Computer Education	9,000	-	9,000	1,117	-	7,883
	1215	Special Education	3,550	-	3,550	-	-	3,550
	2134	Health	85	-	85	75	-	10
	2223	Audio/Visual	650	-	650	-	-	650
	2410	Contracts	850	-	850	775	-	75
	2600	Plant Operations Repairs	233,950	-	233,950	158,144	73,795	2,011
	3000	Cafeteria	2,500	-	2,500	-	-	2,500
		TOTAL REPAIRS & MAINTENANCE	252,935	-	252,935	161,043	75,212	16,679
5440		Leases	111,505	-	111,505	15,523	95,641	341
5498		Supervision District Purchased Property Services	4,784	-	4,784	3,588	1,196	-
<b>TOTAL PURCHASED PROPERTY SERVICES</b>			448,424	-	448,424	217,441	213,963	17,020

Essex Board of Education  
FY 2022-2023 Year-to-Date Report as of 2-28-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<b>OBJECT 500 - OTHER PURCHASED SERVICES:</b>								
5511		Out-of-District Transportation	115,133	(37,196)	77,937	36,911	28,271	12,755
5515		Field Trips & School Events	4,964	-	4,964	272	3,852	840
5520		Comprehensive Insurance	30,213	-	30,213	20,838	9,375	-
5530		Communications	7,508	-	7,508	4,976	3,092	(560)
5540		Advertising	200	-	200	-	-	200
5561		Out-of-District Tuition	388,835	37,196	426,031	276,662	149,368	1
55611		Excess Cost Reimbursement	(112,000)	-	(112,000)	(79,019)	(26,340)	(6,641)
5580		Travel & Conferences	14,402	-	14,402	3,390	185	10,827
5598		Supervision District Other Purchased Services	278,382	-	278,382	208,787	69,596	-
<b>TOTAL OTHER PURCHASED SERVICES</b>			<b>727,637</b>	<b>-</b>	<b>727,637</b>	<b>472,816</b>	<b>237,399</b>	<b>17,422</b>
<b>OBJECT 600 - SUPPLIES:</b>								
5610		<b>General Supplies</b>						
	1114	Computer Education	8,000	-	8,000	3,710	4,234	56
	2134	Health	1,600	-	1,600	1,265	316	19
	2410	Office Supplies	10,000	-	10,000	7,584	2,300	116
		<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>19,600</b>	<b>-</b>	<b>19,600</b>	<b>12,559</b>	<b>6,850</b>	<b>191</b>
5611		<b>Instructional Supplies</b>						
	1101	Art	5,400	-	5,400	2,156	3,244	-
	1103	Language Arts	6,114	-	6,114	4,038	192	1,884
	1104	Foreign Language (FLES)	918	-	918	-	-	918
	1107	Kindergarten	1,196	-	1,196	1,144	-	52
	1108	Mathematics	6,232	-	6,232	5,810	196	226
	1109	Music	2,194	-	2,194	2,053	54	87
	1110	Physical Education	2,823	-	2,823	2,822	-	1
	1111	Reading	2,834	-	2,834	1,159	-	1,675
	1112	Science	2,726	-	2,726	1,252	100	1,374
	1113	Social Studies	1,354	-	1,354	1,246	-	108
	1190	Testing	3,005	-	3,005	1,561	739	706
	1209	Enrichment Projects	3,201	-	3,201	1,251	335	1,615
	1215	Special Education	2,233	-	2,233	1,342	50	841
	2222	Library	649	-	649	647	-	2
	2223	Audio Visual	7,538	-	7,538	4,715	2,777	46
		<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>48,417</b>	<b>-</b>	<b>48,417</b>	<b>31,197</b>	<b>7,686</b>	<b>9,535</b>

Essex Board of Education  
FY 2022-2023 Year-to-Date Report as of 2-28-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
5613		Operations Maintenance Supplies	20,000	-	20,000	13,590	5,932	478
5624		Heating Fuel Natural Gas	35,360	-	35,360	18,974	16,386	-
5626		Gasoline	50	-	50	-	-	50
5629		General Instructional Supplies	23,230	-	23,230	15,009	7,346	875
5641		<b>Instructional Materials</b>						
	1103	Language Arts	4,940	-	4,940	3,226	-	1,714
	1104	Foreign Language (FLES)	240	-	240	-	-	240
	1107	Kindergarten	1,073	-	1,073	963	-	110
	1108	Mathematics	8,991	-	8,991	8,431	-	560
	1109	Music	1,750	-	1,750	517	-	1,233
	1111	Reading	11,475	-	11,475	5,618	270	5,587
	1112	Science	2,600	-	2,600	1,546	-	1,054
	1113	Social Studies	385	-	385	-	-	385
	1114	Computer Education	20,448	-	20,448	8,695	7,275	4,477
	1116	Study Skill Program	949	-	949	-	-	949
	1209	Enrichment Projects	2,010	-	2,010	2,438	-	(428)
	1215	Special Education	2,765	-	2,765	1,543	-	1,222
	2120	Guidance	805	-	805	406	-	399
	2222	Library	6,540	-	6,540	6,240	519	(218)
		TOTAL INSTRUCTIONAL MATERIALS	64,971	-	64,971	39,623	8,064	17,284
5698		Supervision District Supplies	25,298	-	25,298	18,974	6,324	-
<b>TOTAL SUPPLIES</b>			236,926	-	236,926	149,925	58,589	28,412
<b>OBJECT 700 - PROPERTY:</b>								
5730		Equipment	11,188	-	11,188	6,660	-	4,528
5798		Supervision District Equipment	-	-	-	-	-	-
<b>TOTAL PROPERTY</b>			11,188	-	11,188	6,660	-	4,528
<b>OBJECT 800 - OTHER OBJECTS:</b>								
5810		<b>Dues &amp; Fees</b>						
	2310	Board of Education	3,100	-	3,100	2,948	-	152
	2410	School Dues & Fees	690	-	690	579	-	111
		TOTAL DUES & FEES	3,790	-	3,790	3,527	-	263
5898		Supervision District Other Objects	1,811	-	1,811	1,358	453	-
<b>TOTAL OTHER OBJECTS</b>			5,601	-	5,601	4,885	453	263
<b>SUBTOTAL</b>			<u>8,144,643</u>	<u>5,100</u>	<u>8,149,743</u>	<u>5,271,017</u>	<u>2,700,988</u>	<u>177,738</u>

Essex Cafeteria Expense and Revenue Tracking

Essex 2022-2023		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Eligible Students - Free		307	307	55	55	56	56	58	0	0	0	0	0	894
Eligible Students - Reduced		0	0	14	13	12	12	10	0	0	0	0	0	61
Eligible Students - Full Pay		0	0	231	232	233	233	231	0	0	0	0	0	1,160
Total Enrollment		307	307	300	300	301	301	299	0	0	0	0	0	2,115
Breakfast - Free meals served		179	426	253	349	295	224	321	0	0	0	0	0	2,047
Breakfast - Reduced meals served		0	0	96	67	58	55	54	0	0	0	0	0	330
Breakfast - Full Pay meals served		0	0	599	760	658	551	750	0	0	0	0	0	3,318
Lunch - Free meals served		245	426	689	707	696	575	809	0	0	0	0	0	4,147
Lunch - Reduced meals served		0	0	252	217	182	139	167	0	0	0	0	0	957
Lunch - Full Pay meals served		0	0	2,506	2,418	2,391	1,944	2,417	0	0	0	0	0	11,676
object	Total Meal Count	424	852	4,395	4,518	4,280	3,488	4,518	0	0	0	0	0	22,475
4090	Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132
4160	Café Lunch Cash Sales	\$ -	\$ -	\$ 535	\$ 396	\$ 337	\$ 599	\$ 1,165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,032
4360	State & Fed Grants - Claims breakfast	\$ 466	\$ 1,110	\$ 1,059	\$ 1,300	\$ 1,109	\$ 890	\$ 1,206	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,141
4360	State & Fed Grants - Claims lunch	\$ 1,118	\$ 1,944	\$ 5,903	\$ 5,776	\$ 5,570	\$ 4,533	\$ 6,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,864
4360	State & Fed Grants - 6 Cent	\$ -	\$ -	\$ 276	\$ 267	\$ 262	\$ 213	\$ 271	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,289
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	\$ -	\$ -	\$ 10,105	\$ 10,053	\$ 9,760	\$ 7,963	\$ 10,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,888
4360	State & Fed Grants - Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ 9,983	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,983
4360	State & Fed Grants - Emerg. Oper. Costs Reimb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628
4361	USDA commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue		\$ 1,584	\$ 3,053	\$ 17,879	\$ 17,792	\$ 27,022	\$ 14,197	\$ 19,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,957
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	\$ -	\$ 4,247	\$ -	\$ 3,182	\$ 955	\$ 953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,337
5600	All - Supplies / Energy	\$ -	\$ 763	\$ 1,145	\$ 1,386	\$ 266	\$ 1,580	\$ 953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,094
5601	USDA Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5610	General Supplies	\$ -	\$ 7,293	\$ 10,439	\$ 8,146	\$ 6,089	\$ 8,661	\$ 6,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,958
5800	All - Other Misc. Expense	\$ -	\$ 179	\$ 97	\$ 105	\$ 126	\$ 11	\$ 127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 644
5890	Other Objects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Product Cost		\$ -	\$ 12,482	\$ 11,682	\$ 12,819	\$ 7,436	\$ 11,204	\$ 7,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,033
Total Product, Salary & Benefit Costs		\$ -	\$ 12,482	\$ 11,682	\$ 12,819	\$ 7,436	\$ 11,204	\$ 7,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,033
Profit (Loss)		\$ 1,584	\$ (9,429)	\$ 6,197	\$ 4,973	\$ 19,585	\$ 2,992	\$ 12,019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,923
Operating Days		8	23	20	19	18	16	20	18	22	14	22	10	202
Lunch Participation		10.0%	6.0%	57.5%	58.6%	60.3%	55.2%	56.7%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.9%
Breakfast Participation		7.3%	6.0%	15.8%	20.6%	18.7%	17.2%	18.8%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.3%
Meals Product Cost		\$ -	\$ 14.65	\$ 2.66	\$ 2.84	\$ 1.74	\$ 3.21	\$ 1.64	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Labor/M meal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
		\$ -	\$ 14.65	\$ 2.66	\$ 2.84	\$ 1.74	\$ 3.21	\$ 1.64	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
unpaid lunch balances - monthly value				\$ (241)		\$ (298)	\$ (298)	\$ (271)						
lunch account balances- monthly value				\$ 4,539		\$ 5,016	\$ 5,754	\$ 7,186						
Month End Checking Account Balance		\$ 165,958	\$ 179,957	\$ 172,737	\$ 156,799	\$ 171,645	\$ 182,203	\$ 189,624						

**Medical Reserve Tracking**  
**Chester, Deep River, Essex, Regional School**  
**District No. 4, and the Supervision District**  
As of: 1.31.2023

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.

**5131.6(e)**

- (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](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