



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

Agenda

Public - please Note:

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

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

To: Members of the Regional School District No. 4 Board of Education
Subject: **Region 4 BOE Regular Meeting – Thursday, May 04, 2023**
Time: **7:00 p.m.**
Place: **John Winthrop Middle School Library or Dial (503) 673-9166 PIN: 790 528 929#**

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

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

Mission Statement

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

AGENDA

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

2. Verbal roll call for BOE members

3. Public Comment

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

4. Consent Agenda

- 4.1 Minutes from Budget Workshop III of February 27, 2023 (*encl #1*)
- 4.2 Minutes from the Regular Meeting of March 02, 2023 (*encl #2*)
- 4.3 Minutes from the District Meeting / Public Hearing and Special Meeting on March 29, 2023 (*encl #3*)
- 4.4 Minutes from the Public Budget Hearing on April 03, 2023 (*encl #4*)
- 4.5 Accounts Payable Report (*encl #5*)

5. Reports and Other Items

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

5.4 Finance Office Report – *R. Grissom*

a. Financial Status Updates

- Current Year to Date Financial Status Update (*encl #6*)
- Cafeteria Fund Update (*encl #7*)
- Medical Reserve Tracking (*encl #8*)
- Grants update (*as needed*)
- Cafeteria Equipment Update

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

5.6 Principals' Reports (*as needed*)

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

5.7 Other Items

- a. Summary of Key Provisions of the Region 4 Secretaries and Nurses Contract negotiated for July 01, 2022 – June 30, 2025 – *B. White*
- b. Possible **VOTE** to approve *Agreement between The Regional School District No. 4 Board of Education and Local 1303-419 of Council 4 American Federation of State, County and Municipal Employees, AFL-CIO effective for July 01, 2022 – June 30, 2025*, as presented
- c. Possible VOTE to accept a donation of \$50.00 from Alberta Martucci to VRHS, to be used at the discretion of administration – *M. Barile*
- d. Possible VOTE to accept a donation of \$750.00 from Essex Community Fund to VRHS, to be used at the discretion of administration to benefit Valley TV – *M. Barile*
- e. Discussion and possible VOTE to approve a World Language trip to France Wed., April 3rd – Sat., April 13th, 2024 - *S. Brzozowy (Encl #9)*
- f. Discussion and possible VOTE to approve a World Language trip to Spain Thurs., April 4th – Sun., April 14th, 2024 *S. Brozowy (Encl #10)*
- g. Discussion regarding general process for superintendent contract negotiations – *L. Seidman*

6. Committee Reports

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

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

Curriculum	Finance	Policy
Oct. 18 th , 2023 @ Noon	Oct. 18 th , 2023 @ Noon	Oct. 19 th , 2023 @ Noon
Dec. 13 th , 2023 @ Noon	Dec. 13 th , 2023 @ Noon	Dec. 14 th , 2023 @ Noon
Feb. 14 th , 2024 @ Noon	Feb. 14 th , 2024 @ Noon	Feb. 15 th , 2024 @ Noon
Apr. 17 th , 2024 @ Noon	Apr. 17 th , 2024 @ Noon	Apr. 18 th , 2024 @ Noon

a. Other committee reports

- a.1 Supervision District Committee update – *K. Sandmann, J. Cavanaugh, J. Stack*

a.2 Discussion regarding any **pending policies for all BOEs** – *standing item*

The First Reading on these policies was held at the April 06, 2023 Joint BOE meeting – (the Second Reading and possible Vote to approve will be at the June 1st Joint BOE meeting). (existing policies may be viewed in our online [Policy Manual](#) – click for access)

Update Existing with the following:

Policy #3160 Transfer of Funds between Categories (Fund Balance Section) (*encl #11*)

Policy #4118.231/4218.231 Alcohol, Tobacco and Drug Free Workplace (*encl # 12*)

Policy #5114 Suspension and Expulsion / Due Process (*encl # 13*)

Policy #5132 Dress Code (*encl #14*)

Policy #6162.4 Volunteers (*encl #15*)

Policy / Bylaw #9221 (*encl #16*)

7. Public Comment

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

8. Executive Session – Personnel

Evaluation of Superintendent

9. Future Agenda Items

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

9.2 Joint BOE Meeting Thursday, June 01, 2023 @ 7:00 p.m.

9.3 Regular Region 4 BOE Meeting Thursday, August 03, 2023 @ 4:00 p.m. @ JWMS Library (only if needed)

9.4 Regular Region 4 BOE Meeting Thursday, September 07, 2023 @ 7:00 p.m. @ JWMS Library

10. 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		<u>Contract duration</u>	<u>Initiate negotiations</u>
- Joint BOE Teacher negotiations	R4 (Daniels/Sandmann) CH (Taigen) DR (Morrissey) ES (Watson/Pillion)	Expires 7/2025	6/2024
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2023	9/2022
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2023	3/2023
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians)	R4 (Daniels/Sandmann) CH (Fitzgibbons) DR (Maikowski/Ferretti) ES (Watson/Pillion)	Expires 7/2023	3/2023
- Cafeteria (all schools)		Expires 7/2022	4/2022
Technology	R4(Seidman), CH(TBD), ES (Seidman), DR (TBD)		
School Calendar	R4(Sandmann/Daniels), CH (TBD), ES (TBD), DR (Morrissey)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Bernardoni), ES(TBD), DR(TBD)		
School Safety Committee	R4(Cavanaugh, Daniels), CH(Greenberg-Ellis), DR(TBD), ES(TBD)		
Tuition Committee	R4(Cavanaugh/Sandmann/Daniels), CH (TBD), DR (Morrissey), ES (Seidman Alt.)		
RFP Review	R4(Cavanaugh/Daniels), CH (Scherber), DR (Morrissey), ES (Seidman/Johnston)		
Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
<u>Chester BOE</u>			
CATV Advisory Council (Cable TV)	For Discussion		
<u>Deep River BOE</u>			
Facilities	Morrissey/Ferretti		
CATV Advisory Council (Cable TV)	TBD		
<u>Essex BOE</u>			
Building	Seidman		
Essex Foundation	TBD		
CATV Advisory Council (Cable TV)	TBD		
<u>Region 4 BOE</u>			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
▪ R4 Secretaries/Nurses	Daniels/Sandmann	Expires 7/2022	4/2022
▪ R4 Custodians	Daniels/Sandmann	Expires 7/2024	3/2024
R4 Grounds and Buildings Maintenance & Oversight Committee	Stack/Seidman/Strauss (alt. Sandmann)		
JWMS Security Project Building Committee	Daniels/ Cavanaugh/ Sandmann / Stack		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clark/Daniels/Sandmann (only 1 rep needed)		

REGIONAL SCHOOL DISTRICT NO. 4 BOARD OF EDUCATION

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

WHO WE ARE:

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

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

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

We are assisted in the meeting by our school administration:

Brian J. White, Superintendent of Schools

Sarah Brzozowy, Ed.D, Assistant Superintendent of Schools

Robert Grissom, Finance Director

Michael Barile, Principal, VRHS

Melissa Morgan-Hostetler, Principal, JWMS

And our student representatives:

Senior Student Representative: **Jack Finnegan**

Senior Student Representative: **Emily Mezick**

Our BOE Clerk is: **Kelley Frazier**

HOW YOU CAN CONTRIBUTE AND PARTICIPATE:

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

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

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

REGULAR MEETINGS:

Our regular meetings are normally held on the first Thursday of every other month, September through June. In addition we participate in meetings of the Joint Board of Education Committee every other month along with the Boards of Education of Chester, Deep River and Essex. Regular Meeting Agendas and Special Meeting Agendas are posted in each of the Town Halls and on the school website (www.reg4.k12.ct.us).

EXECUTIVE SESSION:

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

SPECIAL MEETINGS:

Special meetings may be called with a minimum of 24 hours advanced notice, to discuss specific items.

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

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

REGION 4 BOARD of EDUCATION

Date: February 27, 2023

Budget Workshop III held in the JWMS Library

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

Attendance:	<u>Board members</u>		<u>Administration:</u>		<u>Others:</u>
	Kate Sandmann	√	Brian White	√	
√ = present	Lon Seidman	√	Robert Grissom	√	
	Richard Strauss	√	Sarah Brzozowy	√	
	Jennifer Clark	√			
	Alex Silva (joined at 6:02 p.m.)	√			
	Lol Fearon	√			
	Rick Daniels	√			
	Jane Cavanaugh				
	John Stack				

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

Items/Discussion:

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

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

The Board will move this proposed budget forward to their March 2nd regular BOE meeting for discussion and possible vote to present it at a public hearing scheduled for April 3rd @ 7:00 p.m.

ADJOURNMENT:

On motion duly made and seconded, the board unanimously VOTED to adjourn at approx. 6:11 p.m.

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
REGIONAL SCHOOL DISTRICT NO. 4 Board of Education Regular Meeting
John Winthrop Middle School Library
March 2, 2023 at 7:00pm**

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

A regular meeting of the Regional School District No. 4 Board of Education was held on Thursday, March 2, 2023 at 7:00pm in the John Winthrop Middle School Library.

CALL TO ORDER

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

VERBAL ROLL CALL

Region 4 BOE

Lol Fearon

John Stack

Richard Strauss

Jennifer Clark

Kate Sandmann

Lon Seidman

Rick Daniels

Jane Cavanaugh

Absent: Alex Silva

Administration

Brian White

Bob Grissom

Sarah Brzozowy

Mike Barile

Melissa Morgan-Hostetler

Lew Pappariella

Also in attendance: Board Clerk Kelley Frazier, Senior Student Representatives Jack Finnegan and Emily Mezick. Luke Beighau and Cierra Thompson, John Winthrop Student Representatives.

PUBLIC COMMENT

Ms. Sandmann read a letter from Juliana Pisanzio discussing the need for field and tennis court improvements.

Mr. Nate Siegel submitted a letter discussing the discussed the poor condition of the fields and tennis courts and the need for improvements.

Dr. Mike Baldwin read a letter regarding his support of the proposed upgrades to the fields.

Michelle Grow asked that this bond be put to referendum to fix the problem of the fields and the buildings. She would like the Board to campaign to the residents to vote for this. This could help draw more families to this area. This will also be beneficial to not only the students but the community as well.

(See attachment of letters to minutes)

CONSENT AGENDA

On motion made by Jennifer Clark and seconded by Lon Seidman the Board **VOTED** to approve the Minutes of the Regular meeting of January 5, 2023, Special Combined Meeting of Region 4 BOE and Supervision District Committee meeting of January 24, 2023, Minutes from Budget Workshop I January 30, 2023, Minutes from Special Meeting on February 6, 2023 and Minutes from Budget Workshop II of February 8, 2023 and the accounts payable report. Jane Cavanaugh abstained.

REPORTS AND OTHER ITEMS

Region 4 Student Representatives Report

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

JWMS Middle School Student Report

Luke Beighau and Cierra Thompson gave the student report. They discussed events happening at John Winthrop Middle School.

Superintendent's Report

District Update

Mr. White no additional report.

Assistant Superintendent's Report

General Update

Ms. Brzozowy gave a brief update.

Financial Status Report

Financial Status Update

Current Year to Date Financial Status Update

All financial obligations are expected to be met. Committed balance of the budget is 96%. This is through February 2023.

Cafeteria Fund Update

This report is through January 2023. The free breakfast and lunch program will return on March 1, 2023. Repairs and possible upgrades to cafeteria equipment are being discussed. Ala cart was discussed. Students can use there account balance for Ala cart items.

Medical Reserve Tracking

Things are favorable. No significant problems with claims are anticipated.

Grants Update

No update

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

The pre-bid review from the state is awaiting approval. Mr. Grissom discussed the process. (Transfer document included in minutes)

Upon a motion made by Lon Seidman and seconded by Jane Cavanaugh the Region 4 Board of Education unanimously **VOTED** to approve, as presented, a transfer of funds (\$15,578) related to the payment of a building permit fee for the JWMS Security Project, as required by the Town.

Dr. Clark discussed an amendment to the motion. Mr. Seidman and Ms. Cavanaugh agreed to amend the motion to include the amendment.

Upon a motion made by Lon Seidman and seconded by Jane Cavanaugh the Region 4 Board of Education unanimously **VOTED** to approve, as presented, a transfer of funds (\$15,578) related to the payment of a building permit fee for the JWMS Security Project, as required by the Town. Funds will be transferred from Consulting Services 4126003 to Dues and Fees 5810.

BOE TREASURER REPORT

Mr. Stack no update.

Discussion and Possible VOTE to move the Regional School District 4 Proposed 2023-24 budget to Public Hearing on April 3, 2023.

Mr. White discussed the budget. Mr. Daniels is not in support of this budget and feels reductions could have been made in this difficult economic climate.

Upon a motion made by duly made and seconded the Region 4 Board of Education **VOTED** to move the Regional School District 4 Proposed 2023-24 budget in the amount of \$22,254,390 to Public Hearing on April 3, 2023.
Ayes: Lol Fearon, John Stack, Richard Strauss, Jane Cavanaugh, Lon Seidman, Jennifer Clark and Kate Sandmann.
Nays: Rick Daniels

PRINCIPAL'S REPORT

M. Morgan-Hostetler – JWMS

No update.

M. Barile - VRHS

The bathrooms are now open after several problems.

OTHER ITEMS

Discussion and possible VOTE to schedule a District Meeting/Public Hearing for Wednesday, March 29, 2023 at 7:00pm, and direct Administration to publish the following legal warning in the next available edition of the Valley Courier (no less than 5 days prior before the day of the meeting). See Attachment.

Superintendent White read the Warning of Public Hearing Warning which will be published in the Valley Courier. It was suggested that the venue for the public hearing be the auditorium.

Upon a motion duly and seconded the Region 4 Board of Education unanimously **VOTED** to move the venue for the public hearing to the auditorium at Valley Regional High School.

Mr. White discussed the Bonding Timeline. If there is significant feedback the Board will be able to make changes. The Administration will engage the community to make citizens well informed. The Board members are asked to help inform residents and attend events to support this proposal. Mr. White will send the calendar of events to members. Discussion ensued. Mr. Daniels noted that the Board had discussed having the Towns help with the undeveloped property upgrades by raising money or in kind services. He feels the proposal has items that may not be a high priority and this may be irresponsible and hasty. Mr. Fearon is concerned about the proposal for this property being included may jeopardize approval. He stated that there has been negative perception about this in the past. It was noted that the additional fields will be community fields and address some of the equity shortfalls. Additional information regarding the stadium field indicates that artificial turf is not recommended because of the septic system location. A detailed study would be required to move forward with artificial turf. Five or Six key points will be given to Board members so they can discuss this proposal easily with the public. It was suggested that the feedback from the public be on the website. A backup plan will be researched if additional time is needed. Donations were discussed and how to handle this will be researched.

Upon a motion duly made and seconded the Region 4 Board of Education unanimously **VOTED** to schedule a District Meeting/Public Hearing for Wednesday, March 29, 2023 at 7:00pm, and direct Administration to publish the following legal warning in the next available edition of the Valley Courier (no less than 5 days prior before the day of the meeting) as presented by Superintendent White. (Document Attached)

Ayes: Lol Fearon, John Stack, Richard Strauss, Jane Cavanaugh, Lon Seidman, Jennifer Clark and Kate Sandmann.
Nays: Rick Daniels

Discussion and possible VOTE to approve the following courses at VRHS: IB Environmental Systems and Societies, Sports and Entertainment Marketing, Social Media Marketing

The process of adding courses was discussed.

Upon a motion duly made and seconded the Region 4 Board of Education unanimously **VOTED** to approve the following courses at VRHS: IB Environmental Systems and Societies, Sports and Entertainment Marketing, Social Media Marketing.

Discussion and possible VOTE to accept the following donations to VRHS.

Donation of \$1,000 from John and Kim Stack to be used at the discretion of the administration to benefit VRMP Musical

Donation of photography equipment valued at approximately \$100 from Mr. Skip Hubbard to be used at the discretion of the administration

Donation of \$2,000 from Whelen Engineering to be used at the discretion of the administration to benefit the VRHS Robotics Program

Donation of \$1,000 from Connecticut Interscholastic Athletic Conference (CIAC) to be used at the discretion of administration to host a unified prom.

Upon a motion made by Lon Seidman and seconded by Jennifer Clark the Region 4 Board of Education unanimously **VOTED** to accept the donation of \$1,000 from John and Kim Stack to be used at the discretion of the administration to benefit VRMP Musical, donation of photography equipment valued at approximately \$100 from Mr. Skip Hubbard to be used at the discretion of the administration, a donation of \$2,000 from Whelen Engineering to be used at the discretion of the administration to benefit the VRHS Robotics Program, Donation of \$1,000 from Connecticut Interscholastic Athletic Conference (CIAC) to be used at the discretion of administration to host a unified prom.

Committee Reports

Curriculum

New course options discussed.

Finance

No Update.

Policy

No Update

Other Committee Reports

Supervision District Committee Updates

Budget is finalized.

Discussion Regarding any Pending Policy for all BOE's

No Action taken.

PUBLIC COMMENT

None

FUTURE AGENDA ITEMS

- Region 4 BOE Budget Public Hearing& Special Meeting April 3, 2023 @ 7:00pm
- Joint BOE Meeting Thursday, April 6, 2023 @ 7:00pm
- Region 4 Annual Meeting Monday May 1, 2023 @7:00pm
- Region 4 BOE Budget Referendum Tuesday, May 2, 2023 – Town Polling Location
- Regular Region 4 BOE Meeting Thursday, May 4, 2023 @ 7:00pm
- Joint BOE Retreat – Saturday, May 6, 2023 9:00am-Noon @ JWMS Library

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 8:46p.m.

Respectfully Submitted,

Kelley Frazier Clerk

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

REGION 4 BOARD OF EDUCATION

Date: March 29, 2023

Public Hearing and Special Meeting – JWMS Auditorium

Attendance:	<u>Region 4 BOE</u>	<u>Administration:</u>	<u>Other:</u>
(√ = attended)	Kate Sandmann √	Brian White √	Tom Englert, Moderator √
	Richard Strauss √	Sarah Brzozowy √	Matt Ritter, Esq. √
	Lon Seidman √	Bob Grissom √	Barry Bernabe, Municipal Bond Advisor √
	Lol Fearon √	Mike Barile √	Jesse Harris, BSC Group √
	Jane Cavanaugh √	Melissa Morgan-Hostetler √	
	Jennifer Clark √	Lew Pappariella √	
	Rick Daniels √		
	John Stack √		
	Alex Silva		

The Public Hearing began at approx. 7:00 p.m.

Moderator, Tom Englert read the call of the meeting (see attached).

The public was offered the opportunity to make statements and ask questions regarding the proposal for various improvements to athletic facilities and fields at VRHS and JWMS.

The Public Hearing concluded at approx. 9:55 p.m.

Chair Sandmann called the special meeting to order at: approx. 10:00 p.m.

A motion was made by R Daniels to remove the development of the “Mislick” property from the request. The motion was not seconded.

The Board reviewed enclosures #1 and #2, the resolutions regarding proposed athletic facilities projects and associated bonding costs.

On motion duly made and seconded, the Board VOTED (7 Yes / 1 No – R. Daniels / 0 Abstentions = motion passed) to approve both resolutions, in full, as follows:

RESOLUTION TO APPROPRIATE \$9,966,000 FOR VARIOUS IMPROVEMENTS TO ATHLETIC FACILITIES AND FIELDS AT VALLEY REGIONAL HIGH SCHOOL AND JOHN WINTHROP MIDDLE SCHOOL AND TO AUTHORIZE THE ISSUANCE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$9,966,000 TO FINANCE THE APPROPRIATION

BE IT RESOLVED:

SECTION 1. That Regional School District No. 4 (the “District”) appropriate \$9,966,000 for the following projects (collectively, referred to herein as the “Projects”).

Stadium Complex - Reconstruction of running track at Valley Regional High School	\$769,000
Reconstruction of natural grass or conversion to Artificial Turf at the Stadium Complex, Upper Field and Practice Field at Valley Regional High School	4,605,000

Baseball Field - Reconstruction of infield at Valley Regional High School	223,000
Softball Field - Reconstruction of infield at Valley Regional High School	291,000
Tennis Courts - Construction of Post Tension Concrete Courts at Valley Regional High School	881,000
John Winthrop Middle School Soccer Field 1 - Reconstruction of natural grass	566,000
John Winthrop Middle School Soccer Field 3 - Reconstruction of natural grass	461,000
Construction of two (2) new natural grass fields and the development of property	2,020,000
Administrative, Financing and Bond Issuance Costs	<u>150,000</u>
TOTAL:	\$9,966,000

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

SECTION 2. That the District finance the Projects by issuing the District's bonds or notes in an amount not to exceed \$9,966,000, which bonds or notes shall be issued pursuant to the Connecticut General Statutes, as amended. The bonds or notes may be sold as a single issue or consolidated with any other authorized issues of bonds or notes of the District. The bonds or notes shall bear the District seal or a facsimile thereof. The bonds or notes shall each recite that every requirement of law relating to its issue has been fully complied with, that such bond or note is within every debt and other limit prescribed by law, and that the full faith and credit of the District and the towns of Chester, Deep River and Essex (the "Member Towns") are pledged to the payment of the principal thereof and the interest thereon. The Chairman and Treasurer of the District Board of Education are hereby authorized to determine the amount, date, interest rates, maturities, form and other details of the bonds or notes; to designate a bank or trust company to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to designate the persons to sign such bonds or notes by their manual or facsimile signatures in the name or on behalf of the District; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

SECTION 3. That the District is authorized to issue temporary notes in anticipation of the receipt of the proceeds of said bonds or notes. The temporary notes shall be issued with maturity dates in accordance with the Connecticut General Statutes, as amended. The temporary notes shall each recite that every requirement of law relating to its issue has been fully complied with, that such note is within every debt and other limit prescribed by law, and that the full faith

and credit of the District and its Member Towns are pledged to the payment of the principal thereof and the interest thereon. The Chairman and Treasurer of the District Board of Education are authorized to determine the amounts, dates, interest rates, maturities, form, and other details of the notes; to sell the notes at public or private sale; to designate the persons to execute and deliver the notes; and to perform all other acts which are necessary or appropriate to issue the notes. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing, and marketing such notes, to the extent paid from the proceeds from the issuance of bonds or notes, shall be included as a cost of the appropriation.

SECTION 4. That the District hereby declares its official intent under Treasury Regulation Section 1.150-2 of the Internal Revenue Code of 1986, as amended, that the project costs may be paid from temporary advances of available funds and that the District reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized for the Projects; that the Chairman and Treasurer of the District Board of Education are authorized to bind the District pursuant to such representations and agreements as they deem necessary or advisable in order to ensure and maintain the continued exemption from Federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years; and that the Chairman and Treasurer of the District Board of Education are authorized to make representations and agreements for the benefit of the holders of the bonds, notes or temporary notes to provide secondary market disclosure information and to execute and deliver on behalf of the District an agreement to provide such information with such terms and conditions as they, with the advice of bond counsel, deem necessary and appropriate.

SECTION 5. That the bonds, notes or temporary notes authorized above, or any portion thereof, may bear interest which is includable in the gross income of holders thereof for Federal income tax purposes pursuant to the Internal Revenue Code of 1986, as amended, as the issuance of such taxable bonds, notes or temporary notes is hereby determined to be in the public interest.

SECTION 6. That the Superintendent of Schools, Finance Director and other District officials are authorized to apply for and accept or reject grants-in-aid for the Projects.

SECTION 7. That the Superintendent of Schools, Finance Director and other District officials are authorized to execute agreements and other documents on behalf of the District for the Projects; and that other District officials and employees are authorized to take all actions necessary and proper to carry out the Projects and to issue the bonds, notes or temporary notes to finance the appropriation.

SECTION 8. That the Board of Education is authorized to prepare a concise, explanatory text of this appropriation and bonding resolution which has been submitted to a referendum vote on the voting tabulators in each of the Member Towns. Subject to the approval of the Board of Education's Attorney, the Board of Education is authorized to prepare and print explanatory materials regarding this resolution, such explanatory text and explanatory materials to be prepared in accordance with Connecticut General Statutes Section 9-369b.

RESOLUTION TO SUBMIT TO REFERENDUM THE RESOLUTION TO APPROPRIATE \$9,966,000 FOR VARIOUS IMPROVEMENTS TO ATHLETIC FACILITIES AND FIELDS AT VALLEY REGIONAL HIGH SCHOOL AND JOHN WINTHROP MIDDLE SCHOOL AND TO AUTHORIZE THE ISSUANCE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$9,966,000 TO FINANCE THE APPROPRIATION

RESOLVED:

Section 1. The appropriation and bonding resolution approved by the Regional School District No. 4 Board of Education concurrently herewith shall be submitted to a referendum vote on voting tabulators by persons qualified to vote in town meetings in the Towns of Chester, Deep River and Essex on Tuesday, May 2, 2023 between the hours of 6:00 a.m. and 8:00 p.m. (Eastern Time) and placed on the ballot labels as the following question:

“Shall Regional School District No. 4, comprised of the Towns of Chester, Deep River and Essex, appropriate \$9,966,000 for various improvements to athletic facilities and fields at Valley Regional High School and John Winthrop Middle School and authorize the issuance of bonds, notes or temporary notes in an amount not to exceed \$9,966,000 to finance the appropriation?

YES NO”

Voters approving the resolution shall vote “Yes” and those opposing the resolution shall vote “No”.

Section 2. The following polling places shall be utilized for purposes of the referendum vote on the voting tabulators:

Chester Town Hall
203 Middlesex Avenue
Chester, Connecticut 06412

Deep River Community Meeting Room at the Deep River Public Library
150 Main Street
Deep River, Connecticut 06417

Essex Town Hall
29 West Avenue
Essex, Connecticut 06426

Section 3. Warnings of the referendum vote shall be published in newspapers having a general circulation within the Towns of Chester, Deep River and Essex, respectively, not less than fifteen (15) days before the date of said referendum, and not more than five (5) days before the date of said referendum, which warnings shall be in substantially the following forms:

**WARNING
REFERENDUM VOTE
Regional School District No. 4
Town of Chester
May 2, 2023**

A referendum vote of the electors and citizens qualified to vote in town meetings of the Town of Chester, Connecticut will be held in the Town of Chester at the following place:

Chester Town Hall
203 Middlesex Avenue
Chester, Connecticut 06412

and simultaneously in Deep River and Essex, Connecticut on Tuesday, May 2, 2023, between the hours of 6:00 a.m. and 8:00 p.m. pursuant to Section 10-56 of the General Statutes of the State of Connecticut, as amended, upon a resolution adopted by the Regional School District No. 4 Board of Education at a meeting held on March 29, 2023.

The resolution will be placed on the ballot labels as the following question:

“Shall Regional School District No. 4, comprised of the Towns of Chester, Deep River and Essex, appropriate \$9,966,000 for various improvements to athletic facilities and fields at Valley Regional High School and John Winthrop Middle School and authorize the issuance of bonds, notes or temporary notes in an amount not to exceed \$9,966,000 to finance the appropriation?

YES NO”

Voters approving the resolution shall vote “Yes” and those opposing the resolution shall vote “No”.

A copy of the full text of the resolution is on file and available for public inspection at the Town Clerk’s Office. Absentee ballots will be available from the Town Clerk’s office.

Dated in Chester, Connecticut this ____ day of _____, 2023.

Kathryn Hair
Chester Town Clerk

**WARNING
REFERENDUM VOTE
Regional School District No. 4
Town of Deep River
May 2, 2023**

A referendum vote of the electors and citizens qualified to vote in town meetings of the Town of Deep River, Connecticut will be held in the Town of Deep River at the following place:

Deep River Community Meeting Room at the Deep River Public Library
150 Main Street
Deep River, Connecticut 06417

and simultaneously in Chester and Essex, Connecticut on Tuesday, May 2, 2023, between the hours of 6:00 a.m. and 8:00 p.m. pursuant to Section 10-56 of the General Statutes of the State of Connecticut, as amended, upon a resolution adopted by the Regional School District No. 4 Board of Education at a meeting held on March 29, 2023.

The resolution will be placed on the ballot labels as the following question:

“Shall Regional School District No. 4, comprised of the Towns of Chester, Deep River and Essex, appropriate \$9,966,000 for various improvements to athletic facilities and fields at Valley Regional High School and John Winthrop Middle School and authorize the issuance of bonds, notes or temporary notes in an amount not to exceed \$9,966,000 to finance the appropriation?

YES NO”

Voters approving the resolution shall vote “Yes” and those opposing the resolution shall vote “No”.

A copy of the full text of the resolution is on file and available for public inspection at the Town Clerk’s Office. Absentee ballots will be available from the Town Clerk’s office.

Dated in Deep River, Connecticut this _ day of _____, 2023.

Amy Winchell
Deep River Town Clerk

**WARNING
REFERENDUM VOTE
Regional School District No. 4
Town of Essex
May 2, 2023**

A referendum vote of the electors and citizens qualified to vote in town meetings of the Town of Essex, Connecticut will be held in the Town of Essex at the following place:

Essex Town Hall
29 West Avenue
Essex, Connecticut 06426

and simultaneously in Chester and Deep River, Connecticut on Tuesday, May 2, 2023, between the hours of 6:00 a.m. and 8:00 p.m. pursuant to Section 10-56 of the General Statutes of the State of Connecticut, as amended, upon a resolution adopted by the Regional School District No. 4 Board of Education at a meeting held on March 29, 2023.

The resolution will be placed on the ballot labels as the following question:

“Shall Regional School District No. 4, comprised of the Towns of Chester, Deep River and Essex, appropriate \$9,966,000 for various improvements to athletic facilities and fields at Valley Regional High School and John Winthrop Middle School and authorize the issuance of bonds, notes or temporary notes in an amount not to exceed \$9,966,000 to finance the appropriation?

YES NO”

Voters approving the resolution shall vote “Yes” and those opposing the resolution shall vote “No”.

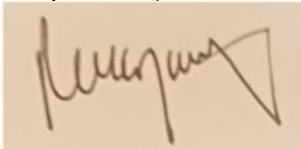
A copy of the full text of the resolution is on file and available for public inspection at the Town Clerk’s Office. Absentee ballots will be available from the Town Clerk’s office.

Dated in Essex, Connecticut this _____ day of _____, 2023.

Joel Marzi
Essex Town Clerk

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 10:35 p.m.

Respectfully submitted,

A handwritten signature in brown ink, appearing to read "Rick Daniels", is written over a light brown rectangular background.

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

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

REGION 4 BOARD OF EDUCATION

Date: April 03, 2023

Public Hearing and Special Meeting – REMOTE MEETING held

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

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

Public Hearing

Chair Sandmann called the Public Hearing to order at: 7:00 p.m.

Superintendent White presented the Board’s proposed 2023-24 budget for Region 4.

Comments: Several questions were asked by 3 citizens in attendance, Sheryl Serviss of Deep River; Terry Stewart of Essex; and another citizen from Deep River whose name was not audible in the recording.

There being no more comments or questions, the Public Hearing ended at approx. 7:54 p.m.

Special Meeting

Chair Sandmann called to order the Special Meeting, immediately following Public Hearing, at approx. 7:54 p.m.

On motion duly made and seconded, the Board unanimously VOTED to move their recommended Region 4 Budget for 2023-24 in the amount of \$22,254,390 to the Annual Meeting on May 01, 2023 at 7:00 p.m.

ADJOURNMENT: On motion duly made and seconded, the Board unanimously VOTED to adjourn at 7:56 p.m.

04/27/2023 15:20
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AP CHECK RECONCILIATION REGISTERP 1
apchkrcn

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
48973	02/27/2023	PRINTED	002539 ALL WASTE, INC.		749.35	8476	04/13/2023
48974	02/27/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		1,188.23	8476	04/13/2023
48975	02/27/2023	PRINTED	002506 GRAINGER		353.13	8476	04/13/2023
48976	02/27/2023	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU		203.90	8476	04/13/2023
48977	02/27/2023	PRINTED	007978 SPARKFUN ELECTRONICS		189.36	8476	04/13/2023
48978	02/27/2023	PRINTED	004016 STEWART'S MUSIC LLC		43.90	8476	04/13/2023
48979	02/27/2023	PRINTED	005105 WB MASON		330.38	8476	04/13/2023
48980	02/27/2023	PRINTED	008121 ENCORE FIRE PROTECTION		2,066.20	8476	04/13/2023
48981	02/27/2023	PRINTED	008563 REGIONAL RESTROOMS INC		88.00	8476	04/13/2023
48982	02/27/2023	PRINTED	008762 ANDREW YERMENSON		80.00	8476	04/13/2023
48983	02/27/2023	PRINTED	007365 MATT ARINIELLO		200.00	8476	04/13/2023
48984	02/27/2023	PRINTED	002920 BENHAVEN		12,417.00	8476	04/13/2023
48985	02/27/2023	PRINTED	002087 CAS		270.00	8476	04/13/2023
48986	02/27/2023	PRINTED	005835 CITIZENS BANK - HEALTH B		238,405.00	8476	04/13/2023
48987	02/27/2023	PRINTED	007556 DIME OIL, LLC		12,001.62	8476	04/13/2023
48988	02/27/2023	PRINTED	007657 EUGENE ROBIDA		230.00	8476	04/13/2023
48989	02/27/2023	PRINTED	006719 EVERSOURCE		796.08	8476	04/13/2023
48990	02/27/2023	PRINTED	002332 FIRST STUDENTS INC		7,251.19	8476	04/13/2023
48991	02/27/2023	PRINTED	006678 FRONTIER		220.92	8476	04/13/2023
48992	02/27/2023	PRINTED	008765 GROTON BOWLING CENTER		108.00	8476	04/13/2023
48993	02/27/2023	PRINTED	004778 GROVE SCHOOL		700.00	8476	04/13/2023
48994	02/27/2023	PRINTED	002851 JOSTENS, INC.		15.75	8476	04/13/2023
48995	02/27/2023	PRINTED	008523 A LITTLE COMPASSION INC.		1,250.00	8476	04/13/2023
48996	02/27/2023	PRINTED	005185 ODYSSEY ADVISORS, INC.		6,550.00	8476	04/13/2023
48997	02/27/2023	PRINTED	008643 LEWIS PAPPARIELLA		27.51	8476	04/13/2023
48998	02/27/2023	PRINTED	002754 PROFESSIONAL FIELD CARE		10,142.50	8476	04/13/2023
48999	02/27/2023	PRINTED	008761 REILLY MARRINAN		120.00	8476	04/13/2023
49000	02/27/2023	PRINTED	003042 SMALLEY, SARAH		415.11	8476	04/13/2023
49001	02/27/2023	PRINTED	004646 STADIUM SYSTEMS, INC		1,254.35	8476	04/13/2023
49002	02/27/2023	PRINTED	002276 TOWN OF DEEP RIVER		2,594.82	8476	04/13/2023
49003	02/27/2023	PRINTED	006838 UTICA NATIONAL INS. GROUP		19,803.00	8476	04/13/2023
49004	02/27/2023	PRINTED	008637 VISTA LIFE INNOVATIONS, I		7,935.00	8476	04/13/2023
49005	02/27/2023	PRINTED	008763 WALTER CAMP FOOTBALL FOUN		275.00	8476	04/13/2023
49006	02/27/2023	PRINTED	007605 R.A. PARADY & SONS, INC		330.00	8476	04/13/2023
49007	03/02/2023	PRINTED	008752 ALLISON SAFRAN		110.00	8476	04/13/2023
49008	03/02/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		2,806.61	8476	04/13/2023
49009	03/02/2023	PRINTED	005317 CDW GOVERNMENT, INC		2,500.00	8476	04/13/2023
49010	03/02/2023	PRINTED	004324 CT SCHOOL COUNSELOR ASSOC		60.00	8476	04/13/2023
49011	03/02/2023	PRINTED	002385 BLICK ART MATERIALS		881.29	8476	04/13/2023
49012	03/02/2023	PRINTED	008121 ENCORE FIRE PROTECTION		1,332.98	8476	04/13/2023
49013	03/02/2023	PRINTED	002197 ESSEX HARDWARE CO		869.20	8476	04/13/2023
49014	03/02/2023	PRINTED	002323 ESSEX PRINTING		414.75	8476	04/13/2023
49015	03/02/2023	PRINTED	002986 FREESTYLE PHOTO		187.97	8476	04/13/2023
49016	03/02/2023	PRINTED	005940 GULL ASSOCIATES		314.50	8476	04/13/2023
49017	03/02/2023	PRINTED	007223 INTERNATIONAL BACCALAUREA		6,412.00	8476	04/13/2023
49018	03/02/2023	PRINTED	008758 KATELYN ELY		185.76	8476	04/13/2023
49019	03/02/2023	PRINTED	008239 LESLIE FAZZUOLI		101.34	8476	04/13/2023
49020	03/02/2023	PRINTED	002237 LIGHTHOUSE PRINTING		110.00	8476	04/13/2023
49021	03/02/2023	PRINTED	008757 MARK FOSTER		72.71	8476	04/13/2023
49022	03/02/2023	PRINTED	002805 NEW ENGLAND DOOR CLOSER,		1,236.00	8476	04/13/2023
49023	03/02/2023	PRINTED	002743 OLSEN'S SANITATION CO., L		1,265.00	8476	04/13/2023
49024	03/02/2023	PRINTED	002411 PITNEY BOWES GLOBAL FINAN		205.15	8476	04/13/2023

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

P 2
apchkrcn

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
49025	03/02/2023	PRINTED	005407 REGION 4 CAFETERIA		289.60	8476	04/13/2023
49026	03/02/2023	PRINTED	006439 ROSETTA STONE LTD		600.00	8476	04/13/2023
49028	03/02/2023	PRINTED	003042 SMALLEY, SARAH		45.46	8476	04/13/2023
49029	03/02/2023	PRINTED	006358 TOP NOTCH ELECTRICAL SERV		1,081.00	8476	04/13/2023
49030	03/02/2023	PRINTED	003332 INGRID WALSH		76.25	8476	04/13/2023
49031	03/02/2023	PRINTED	005105 WB MASON		160.10	8476	04/13/2023
49032	03/02/2023	PRINTED	002539 ALL WASTE, INC.		749.35	8476	04/13/2023
49033	03/02/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		370.77	8476	04/13/2023
49034	03/02/2023	PRINTED	006412 ASHLEIGH'S GARDEN		60.00	8476	04/13/2023
49035	03/02/2023	PRINTED	008766 CONNECTICUT BAR ASSOCIATI		250.00	8476	04/13/2023
49036	03/02/2023	PRINTED	007351 ENVIRONMENTAL SYSTEMS COR		1,171.00	8476	04/13/2023
49037	03/02/2023	PRINTED	003631 ESSEX FLOWER SHOP		122.00	8476	04/13/2023
49038	03/02/2023	PRINTED	002506 GRAINGER		772.37	8476	04/13/2023
49039	03/02/2023	PRINTED	005450 JOHN WINTHROP CAFETERIA		173.73	8476	04/13/2023
49040	03/02/2023	PRINTED	006589 JUNIOR LIBRARY GUILD		2,716.22	8476	04/13/2023
49041	03/02/2023	PRINTED	006234 MHS, INC.		291.10	8476	04/13/2023
49042	03/02/2023	PRINTED	005977 DINA MONACO		12.99	8476	04/13/2023
49043	03/02/2023	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU		1,462.15	8476	04/13/2023
49044	03/02/2023	PRINTED	003151 O'DELL-PIPER, COURTNEY		49.37	8476	04/13/2023
49045	03/02/2023	PRINTED	008290 OVERDRIVE		286.24	8476	04/13/2023
49046	03/02/2023	PRINTED	008000 PETTY CASH- CINDY SADLWS		212.81	8476	04/13/2023
49047	03/02/2023	PRINTED	004016 STEWART'S MUSIC LLC		322.95	8476	04/13/2023
49048	03/02/2023	PRINTED	008406 THE AUTISM HELPER, INC.		330.00	8476	04/13/2023
49049	03/02/2023	PRINTED	008420 TRAFERA		282.97	8476	04/13/2023
49050	03/02/2023	PRINTED	008759 VIVI LLC		567.00	8476	04/13/2023
49051	03/02/2023	PRINTED	005105 WB MASON		33.99	8476	04/13/2023
49052	03/02/2023	PRINTED	006678 FRONTIER		536.62	8476	04/13/2023
49053	03/02/2023	PRINTED	005394 THE DAY PUBLISHING COMPAN		1,620.00	8476	04/13/2023
49054	03/02/2023	PRINTED	007240 WEX BANK		68.38	8476	04/13/2023
49055	03/14/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		90.97	8476	04/13/2023
49056	03/14/2023	PRINTED	002168 DEEP RIVER HARDWARE CO.		110.77	8476	04/13/2023
49057	03/14/2023	PRINTED	002197 ESSEX HARDWARE CO		4.49	8476	04/13/2023
49058	03/14/2023	PRINTED	003273 GRAINGER		122.40	8476	04/13/2023
49059	03/14/2023	PRINTED	002992 WESTERN PSYCHOLOGICAL SER		254.00	8476	04/13/2023
49060	03/14/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		1,458.37	8476	04/13/2023
49061	03/14/2023	PRINTED	002197 ESSEX HARDWARE CO		52.58	8476	04/13/2023
49062	03/14/2023	PRINTED	002217 KONE INC.		2,608.80	8476	04/13/2023
49063	03/14/2023	PRINTED	006432 UBEO LLC		203.84	8476	04/13/2023
49064	03/14/2023	PRINTED	008770 AIR TEMP MECHANICAL SERVI		2,193.06	8476	04/13/2023
49065	03/14/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		1,279.84	8476	04/13/2023
49066	03/14/2023	PRINTED	002087 CAS		288.00	8476	04/13/2023
49067	03/14/2023	PRINTED	003487 CMEA		1,125.00	8476	04/13/2023
49068	03/14/2023	PRINTED	005407 REGION 4 CAFETERIA		447.87	8476	04/13/2023
49069	03/14/2023	PRINTED	008771 SACRED HEART UNIVERSITY		150.00	8476	04/13/2023
49070	03/14/2023	PRINTED	008020 JENNIFER TALIERCIO		417.77	8476	04/13/2023
49071	03/14/2023	PRINTED	004004 VRHS MUSIC DEPT.		1,179.00	8476	04/13/2023
49072	03/14/2023	PRINTED	005105 WB MASON		378.86	8476	04/13/2023
49073	03/14/2023	PRINTED	002539 ALL WASTE, INC.		1,214.65	8476	04/13/2023
49074	03/14/2023	PRINTED	002175 HOME DEPOT		374.55	8476	04/13/2023
49075	03/14/2023	PRINTED	002851 JOSTENS, INC.		2,448.00	8476	04/13/2023
49076	03/14/2023	PRINTED	008563 REGIONAL RESTROOMS INC		534.00	8476	04/13/2023
49077	03/14/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		1,839.66	8476	04/13/2023

04/27/2023 15:20
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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

P 3
apchkrcn

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
49078	03/14/2023	PRINTED	006412 ASHLEIGH'S GARDEN		35.00	8476	04/13/2023
49079	03/14/2023	PRINTED	002168 DEEP RIVER HARDWARE CO.		163.31	8476	04/13/2023
49080	03/14/2023	PRINTED	008138 NOTABLE, INC. (KAMI)		99.00	8476	04/13/2023
49081	03/14/2023	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU		302.25	8476	04/13/2023
49082	03/14/2023	PRINTED	008000 PETTY CASH- CINDY SADLOWS		203.33	8476	04/13/2023
49083	03/14/2023	PRINTED	006294 USI LAMINATE		129.03	8476	04/13/2023
49084	03/14/2023	PRINTED	007351 ENVIRONMENTAL SYSTEMS COR		1,171.00	8476	04/13/2023
49085	03/14/2023	PRINTED	008000 PETTY CASH- CINDY SADLOWS		109.54	8476	04/13/2023
49086	03/14/2023	PRINTED	008563 REGIONAL RESTROOMS INC		104.00	8476	04/13/2023
49087	03/16/2023	PRINTED	006432 A&A OFFICE SYSTEMS, INC		1,343.20	8476	04/13/2023
49088	03/16/2023	PRINTED	002919 ACES		17,925.80	8476	04/13/2023
49089	03/16/2023	PRINTED	008752 ALLISON SAFRAN		110.00	8476	04/13/2023
49090	03/16/2023	PRINTED	007893 MONICA BAUER		110.00	8476	04/13/2023
49091	03/16/2023	PRINTED	006498 BEN BRONZ ACADEMY		6,375.60	8476	04/13/2023
49092	03/16/2023	PRINTED	002920 BENHAVEN		12,417.00	8476	04/13/2023
49093	03/16/2023	PRINTED	008772 BRAYDEN SHEA		60.00	8476	04/13/2023
49094	03/16/2023	PRINTED	008127 BSC GROUP INC.		960.00	8476	04/13/2023
49095	03/16/2023	PRINTED	006771 CT SOLAR LEASE 2, LLC		1,458.22	8476	04/13/2023
49096	03/16/2023	PRINTED	007885 CONNECTICUT COASTAL ACADE		7,395.00	8476	04/13/2023
49097	03/16/2023	PRINTED	002849 CURTIN MOTOR LIVERY, INC.		149.50	8476	04/13/2023
49098	03/16/2023	PRINTED	007556 DIME OIL, LLC		11,726.78	8476	04/13/2023
49099	03/16/2023	PRINTED	008730 ERICA REMBISZ		215.22	8476	04/13/2023
49100	03/16/2023	PRINTED	006719 EVERSOURCE		10,405.34	8476	04/13/2023
49101	03/16/2023	PRINTED	006678 FRONTIER		241.24	8476	04/13/2023
49102	03/16/2023	PRINTED	002550 GIROUX LANDSCAPING, LLC		27,000.00	8476	04/13/2023
49103	03/16/2023	PRINTED	004778 GROVE SCHOOL		27,450.00	8476	04/13/2023
49104	03/16/2023	PRINTED	005688 MR. AND MRS. DOUGLAS GUYE		955.38	8476	04/13/2023
49105	03/16/2023	PRINTED	002166 HIGH HOPES		1,350.00	8476	04/13/2023
49106	03/16/2023	PRINTED	008073 INTENSIVE EDUCATION ACADE		12,703.78	8476	04/13/2023
49107	03/16/2023	PRINTED	008755 LAX.COM		405.00	8476	04/13/2023
49108	03/16/2023	PRINTED	005959 LEAF		5,169.00	8476	04/13/2023
49109	03/16/2023	PRINTED	005097 NATCHAUG HOSPITAL		15,355.00	8476	04/13/2023
49110	03/16/2023	PRINTED	005372 PMT ASSOCIATES, INC		305.00	8476	04/13/2023
49111	03/16/2023	PRINTED	002429 SHIPMAN & GOODWIN		13,695.00	8476	04/13/2023
49112	03/16/2023	PRINTED	003042 SMALLEY, SARAH		559.23	8476	04/13/2023
49113	03/16/2023	PRINTED	004646 STADIUM SYSTEMS, INC		250.00	8476	04/13/2023
49114	03/16/2023	PRINTED	006542 THE FOUNDATION SCHOOL		7,850.00	8476	04/13/2023
49115	03/16/2023	PRINTED	008681 TRACY GEARY		750.00	8476	04/13/2023
49116	03/16/2023	PRINTED	002518 TREASURER SUPERVISION DIS		203,301.07	8476	04/13/2023
49117	03/16/2023	PRINTED	005186 UCP OF EASTERN CT, INC		3,900.00	8476	04/13/2023
49118	03/16/2023	PRINTED	006838 UTICA NATIONAL INS. GROUP		350.00	8476	04/13/2023
49119	03/16/2023	PRINTED	006838 UTICA MUTUAL INSURANCE CO		75.00	8476	04/13/2023
49120	03/16/2023	PRINTED	007120 WATERFORD COUNTRY SCHOOL		13,020.00	8476	04/13/2023
49121	03/16/2023	PRINTED	008793 H GUARD SERVICES LLC		7,639.20	8476	04/13/2023
49122	03/16/2023	PRINTED	008793 H GUARD SERVICES LLC		5,092.80	8476	04/13/2023
49123	03/21/2023	PRINTED	006432 UBEO LLC		101.92	8476	04/13/2023
49124	03/21/2023	PRINTED	002532 ALARM SYSTEMS		220.00	8476	04/13/2023
49125	03/21/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		343.12	8476	04/13/2023
49126	03/21/2023	PRINTED	008766 CONNECTICUT BAR ASSOCIATI		250.00	8476	04/13/2023
49127	03/21/2023	PRINTED	002506 GRAINGER		311.94	8476	04/13/2023
49128	03/21/2023	PRINTED	002217 KONE INC.		5,217.60	8476	04/13/2023
49129	03/21/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		196.93	8476	04/13/2023

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

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FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
49130	03/21/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		912.20	8476	04/13/2023
49131	03/21/2023	PRINTED	002385 BLICK ART MATERIALS		200.60	8476	04/13/2023
49132	03/21/2023	PRINTED	006877 DOGHOUSE PIANOS		405.00	8476	04/13/2023
49133	03/21/2023	PRINTED	005940 GULL ASSOCIATES		240.00	8476	04/13/2023
49134	03/21/2023	PRINTED	003007 VAL KROPIWNICKI		29.76	8476	04/13/2023
49135	03/21/2023	PRINTED	005981 MARINO, JENNIFER		60.00	8476	04/13/2023
49136	03/21/2023	PRINTED	002805 NEW ENGLAND DOOR CLOSER,		732.50	8476	04/13/2023
49137	03/21/2023	PRINTED	005905 PAUL C BUFF INC. ALIENBE		655.96	8476	04/13/2023
49138	03/21/2023	PRINTED	003343 RACKLIFFE LOCK AND SAFE C		1,660.00	8476	04/13/2023
49139	03/21/2023	PRINTED	008776 STERLING PRESS REPAIR		540.00	8476	04/13/2023
49140	03/21/2023	PRINTED	003134 CONCETTA STODDARD		89.86	8476	04/13/2023
49141	03/21/2023	PRINTED	007157 VICTOR-ROOTER		420.00	8476	04/13/2023
49142	03/21/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		1,258.64	8476	04/13/2023
49143	03/21/2023	PRINTED	002518 TREASURER SUPERVISION DIS		1,302.87	8476	04/13/2023
49144	03/30/2023	PRINTED	007764 ADA SPORTS & RACKETS LLC		218.00	8476	04/13/2023
49145	03/30/2023	PRINTED	002168 DEEP RIVER HARDWARE CO.		41.36	8476	04/13/2023
49146	03/30/2023	PRINTED	002385 BLICK ART MATERIALS		18.00	8476	04/13/2023
49147	03/30/2023	PRINTED	003273 GRAINGER		312.24	8476	04/13/2023
49148	03/30/2023	PRINTED	002851 JOSTENS, INC.		26.25	8476	04/13/2023
49149	03/30/2023	PRINTED	006664 MATHBITS		159.80	8476	04/13/2023
49150	03/30/2023	PRINTED	003620 PEARSON EDUCATION		59.40	8476	04/13/2023
49151	03/30/2023	PRINTED	008563 REGIONAL RESTROOMS INC		104.00	8476	04/13/2023
49152	03/30/2023	PRINTED	008769 SUBLIMATION 101		583.59	8476	04/13/2023
49153	03/30/2023	PRINTED	005650 SWEETWATER		574.99	8476	04/13/2023
49154	03/30/2023	PRINTED	005105 WB MASON		1,850.33	8476	04/13/2023
49155	03/30/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		89.97	8476	04/13/2023
49156	03/30/2023	PRINTED	008794 ANTHEM SPORTS		89.82	8476	04/13/2023
49157	03/30/2023	PRINTED	006412 ASHLEIGH'S GARDEN		59.50	8476	04/13/2023
49158	03/30/2023	PRINTED	008642 CATY MULLIGAN		500.00	8476	04/13/2023
49159	03/30/2023	PRINTED	003139 CIAC		540.00	8476	04/13/2023
49160	03/30/2023	PRINTED	005835 CITIZENS BANK - HEALTH B		238,405.00	8476	04/13/2023
49161	03/30/2023	PRINTED	008400 DEEP RIVER AMBULANCE ASSO		1,200.00	8476	04/13/2023
49162	03/30/2023	PRINTED	007556 DIME OIL, LLC		17,366.07	8476	04/13/2023
49163	03/30/2023	PRINTED	002812 EASTERN ANALYTICAL LAB IN		245.00	8476	04/13/2023
49164	03/30/2023	PRINTED	006719 EVERSOURCE		65.00	8476	04/13/2023
49165	03/30/2023	PRINTED	006719 EVERSOURCE		820.59	8476	04/13/2023
49166	03/30/2023	PRINTED	006678 FRONTIER		320.93	8476	04/13/2023
49167	03/30/2023	PRINTED	004778 GROVE SCHOOL		30,075.00	8476	04/13/2023
49168	03/30/2023	PRINTED	008800 NANCY BORDICK		55.00	8476	04/13/2023
49169	03/30/2023	PRINTED	007721 RANDY NETSCH		39.94	8476	04/13/2023
49170	03/30/2023	PRINTED	008643 LEWIS PAPPARIELLA		402.37	8476	04/13/2023
49171	03/30/2023	PRINTED	008807 ELLA PITMAN		105.00	8476	04/13/2023
49172	03/30/2023	PRINTED	002754 PROFESSIONAL FIELD CARE		10,142.50	8476	04/13/2023
49173	03/30/2023	PRINTED	004646 STADIUM SYSTEMS, INC		5,865.25	8476	04/13/2023
49174	03/30/2023	PRINTED	002991 TOWN OF CHESTER		360.00	8476	04/13/2023
49175	03/30/2023	PRINTED	002276 TOWN OF DEEP RIVER		2,032.00	8476	04/13/2023
49176	03/30/2023	PRINTED	002518 TREASURER SUPERVISION DIS		515.22	8476	04/13/2023
49177	03/30/2023	PRINTED	006838 UTICA NATIONAL INS. GROUP		39,583.00	8476	04/13/2023
49178	03/30/2023	PRINTED	008637 VISTA LIFE INNOVATIONS, I		15,870.00	8476	04/13/2023
49179	04/06/2023	PRINTED	008563 REGIONAL RESTROOMS INC		156.89	8476	04/13/2023
49180	04/06/2023	PRINTED	008105 SIGNS ON THE CHEAP		417.50	8476	04/13/2023
49181	04/06/2023	PRINTED	006432 UBEO LLC		149.17	8476	04/13/2023

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

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FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
49182	04/06/2023	PRINTED	008770 AIR TEMP MECHANICAL SERVI		1,773.24	8476	04/13/2023
49183	04/06/2023	PRINTED	002539 ALL WASTE, INC.		1,214.65	8476	04/13/2023
49184	04/06/2023	PRINTED	002467 ALLSTON SUPPLY CO INC		553.84	8476	04/13/2023
49185	04/06/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		590.55	8476	04/13/2023
49186	04/06/2023	PRINTED	002385 BLICK ART MATERIALS		202.29	8476	04/13/2023
49187	04/06/2023	PRINTED	003273 GRAINGER		154.84	8476	04/13/2023
49188	04/06/2023	PRINTED	006111 MEG KIMMETT		30.87	8476	04/13/2023
49189	04/06/2023	PRINTED	002382 RUSTY KILN POTTERY		192.00	8476	04/13/2023
49190	04/06/2023	PRINTED	003497 SHORELINE ARTS ALLIANCE		308.00	8476	04/13/2023
49191	04/06/2023	PRINTED	007720 STUKENT INC		4,000.00	8476	04/13/2023
49192	04/06/2023	PRINTED	005105 WB MASON		140.91	8476	04/13/2023
49193	04/06/2023	PRINTED	002836 SYNCB/AMAZON		730.58	8476	04/13/2023
49194	04/06/2023	PRINTED	002175 HOME DEPOT		25.90	8476	04/13/2023
49195	04/06/2023	PRINTED	008138 NOTABLE, INC. (KAMI)		50.00	8476	04/13/2023
49196	04/06/2023	PRINTED	007715 NEW ENGLAND TURF MANAGEME		1,975.11	8476	04/13/2023
49197	04/06/2023	PRINTED	005776 THERMOMEDICS, LLC		8,201.00	8476	04/13/2023
49198	04/06/2023	PRINTED	005105 WB MASON		315.59	8476	04/13/2023
49199	04/06/2023	PRINTED	005105 WB MASON		263.93	8476	04/13/2023
49200	04/06/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		240.56	8476	04/13/2023
49201	04/06/2023	PRINTED	007351 ENVIRONMENTAL SYSTEMS COR		1,239.08	8476	04/13/2023
49202	04/06/2023	PRINTED	002506 GRAINGER		131.80	8476	04/13/2023
49203	04/06/2023	PRINTED	008418 GROWING LEADERS, INC		85.98	8476	04/13/2023
49204	04/06/2023	PRINTED	008000 PETTY CASH- CINDY SADLOWS		636.91	8476	04/13/2023
49205	04/06/2023	PRINTED	006145 PITSCO		650.52	8476	04/13/2023
49206	04/06/2023	PRINTED	008420 TRAFERA		948.61	8476	04/13/2023
49207	04/06/2023	PRINTED	005105 WB MASON		518.44	8476	04/13/2023
49208	04/06/2023	PRINTED	005013 NICOLE WHALEY		17.58	8476	04/13/2023
49209	04/06/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		522.84	8476	04/13/2023
49210	04/06/2023	PRINTED	002173 DEMCO, INC.		89.00	8476	04/13/2023
49211	04/06/2023	PRINTED	002197 ESSEX HARDWARE CO		7.80	8476	04/13/2023
49212	04/06/2023	PRINTED	008746 NEALON ENERGY SOLUTIONS		1,055.00	8476	04/13/2023
49213	04/06/2023	PRINTED	005105 WB MASON		1,139.85	8476	04/13/2023
49214	04/10/2023	PRINTED	004340 SERVICEMASTER		53,495.44	8476	04/13/2023
49215	04/14/2023	PRINTED	008698 AMAZON CAPITAL SERVICES		1,930.45		04/14/2023
49216	04/14/2023	PRINTED	007353 BLICK ART MATERIALS		447.69		04/14/2023
49217	04/14/2023	PRINTED	008808 CALIFORNIA STAINLESS MFG		1,460.00		04/14/2023
49218	04/14/2023	PRINTED	008806 P.L. CANESTRI PLBG. & HTG		5,450.00		04/14/2023
49219	04/14/2023	PRINTED	005642 MODEL UNITED NATIONS AT C		710.00		04/14/2023
49220	04/14/2023	PRINTED	004324 CT SCHOOL COUNSELOR ASSOC		160.00		04/14/2023
49221	04/14/2023	PRINTED	002168 DEEP RIVER HARDWARE CO.		17.88		04/14/2023
49222	04/14/2023	PRINTED	008121 ENCORE FIRE PROTECTION		2,098.20		04/14/2023
49223	04/14/2023	PRINTED	002197 ESSEX HARDWARE CO		97.93		04/14/2023
49224	04/14/2023	PRINTED	008022 IBSOURCE INC.		399.60		04/14/2023
49225	04/14/2023	PRINTED	008809 INTERNATIONAL ASSOCIATION		55.00		04/14/2023
49226	04/14/2023	PRINTED	007223 INTERNATIONAL BACCALAUREA		1,350.00		04/14/2023
49227	04/14/2023	PRINTED	002851 JOSTENS, INC.		37.15		04/14/2023
49228	04/14/2023	PRINTED	003086 JW PEPPER & SON, INC		236.03		04/14/2023
49229	04/14/2023	PRINTED	005844 KEVIN LAM		299.00		04/14/2023
49230	04/14/2023	PRINTED	008810 MATHENA, KELLY		72.50		04/14/2023
49231	04/14/2023	PRINTED	008663 OLD LYME HARDWARE		65.97		04/14/2023
49232	04/14/2023	PRINTED	002743 OLSEN'S SANITATION CO., L		360.00		04/14/2023
49233	04/14/2023	PRINTED	008563 REGIONAL RESTROOMS INC		100.00		04/14/2023

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

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FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
49234	04/14/2023	PRINTED	008804 RYONET		239.85		04/14/2023
49235	04/14/2023	PRINTED	002761 SUBURBAN PROPANE		167.97		04/14/2023
49236	04/14/2023	PRINTED	008020 JENNIFER TALIERCIO		460.53		04/14/2023
49237	04/14/2023	PRINTED	008420 TRAFERA		195.65		04/14/2023
49238	04/14/2023	PRINTED	005105 WB MASON		286.38		04/14/2023
49239	04/14/2023	PRINTED	005105 WB MASON		864.81		04/14/2023
49240	04/18/2023	PRINTED	008642 CATY MULLIGAN	150.00			
49242	04/18/2023	PRINTED	008812 NORWICH FREE ACADEMY	60.00			
49243	04/18/2023	PRINTED	006498 BEN BRONZ ACADEMY	6,375.60			
49244	04/18/2023	PRINTED	006771 CT SOLAR LEASE 2, LLC	2,225.43			
49245	04/18/2023	PRINTED	007885 CONNECTICUT COASTAL ACADE	9,570.00			
49246	04/18/2023	PRINTED	007556 DIME OIL, LLC	17,246.43			
49247	04/18/2023	PRINTED	006719 EVERSOURCE	27,390.86			
49248	04/18/2023	PRINTED	002332 FIRST STUDENTS INC	14,479.58			
49249	04/18/2023	PRINTED	006678 FRONTIER	447.27			
49250	04/18/2023	PRINTED	005688 MR. AND MRS. DOUGLAS GUYE	1,236.38			
49251	04/18/2023	PRINTED	008073 INTENSIVE EDUCATION ACADE	11,924.31			
49252	04/18/2023	PRINTED	005959 LEAF	5,169.00			
49253	04/18/2023	PRINTED	008803 NEW BEGINNINGS FOR LIFE L	962.40			
49254	04/18/2023	PRINTED	002227 PATHWAYS CENTER FOR LEARN	900.00			
49255	04/18/2023	PRINTED	002429 SHIPMAN & GOODWIN	9,516.00			
49256	04/18/2023	PRINTED	006542 THE FOUNDATION SCHOOL	7,850.00			
49257	04/18/2023	PRINTED	002276 TOWN OF DEEP RIVER	1,708.00			
49258	04/18/2023	PRINTED	008681 TRACY GEARY	1,350.00			
49259	04/18/2023	PRINTED	002518 TREASURER SUPERVISION DIS	664.56			
49260	04/18/2023	PRINTED	007120 WATERFORD COUNTRY SCHOOL	21,390.00			
49261	04/18/2023	PRINTED	002539 ALL WASTE, INC.	749.35			
49262	04/18/2023	PRINTED	008698 AMAZON CAPITAL SERVICES	794.29			
49263	04/18/2023	PRINTED	008121 ENCORE FIRE PROTECTION	322.20			
49264	04/18/2023	PRINTED	007351 ENVIRONMENTAL SYSTEMS COR	438.00			
49265	04/18/2023	PRINTED	005537 HM RECEIVABLES CO LLC	72.00			
49266	04/18/2023	PRINTED	003086 JW PEPPER & SON, INC	75.24			
49267	04/18/2023	PRINTED	007715 NEW ENGLAND TURF MANAGEME	620.00			
49268	04/18/2023	PRINTED	006425 NEW ENGLAND JOINERY WORKS	150.00			
49269	04/18/2023	PRINTED	008000 PETTY CASH- CINDY SADLOWS	43.18			
49270	04/18/2023	PRINTED	004016 STEWART'S MUSIC LLC	51.20			
49271	04/18/2023	PRINTED	008411 CHSCA	220.00			
49272	04/18/2023	PRINTED	003139 CIAC	270.00			
49273	04/18/2023	PRINTED	003451 DANIEL HAND TRACK BOOSTER	280.00			
49274	04/18/2023	PRINTED	008811 NETS OF AMERICA	1,254.00			
49275	04/18/2023	PRINTED	004646 STADIUM SYSTEMS, INC	2,804.78			
49279	04/24/2023	PRINTED	002141 CHESTER ELEMENTARY SCHOOL		1,143.40		04/24/2023
302 CHECKS CASH ACCOUNT TOTAL				148,760.06	1,286,322.56		

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REGIONAL SCHOOL DIST # 4
 AP CHECK RECONCILIATION REGISTER

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		UNCLEARED	CLEARED
302 CHECKS	FINAL TOTAL	148,760.06	1,286,322.56

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

Regional School District 4
FY 2022-2023 Year-to-Date Report as of 4.27.2023

Object	Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<u>OBJECT 100 - SALARIES:</u>							
	TOTAL SALARIES	11,264,217	-	11,264,217	7,882,572	2,886,136	495,509
<u>OBJECT 200 - EMPLOYEE BENEFITS:</u>							
	TOTAL EMPLOYEE BENEFITS	4,085,648	-	4,085,648	3,051,356	1,003,041	31,251
<u>OBJECT 300 - PURCHASED & TECHNICAL SERVICES:</u>							
	TOTAL PURCHASED & TECHNICAL SERVICES	580,242	37,760	618,002	458,853	148,950	10,200
<u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u>							
	TOTAL PURCHASED PROPERTY SERVICES	1,110,663	-	1,110,663	931,748	153,677	25,238
<u>OBJECT 500 - OTHER PURCHASED SERVICES:</u>							
	TOTAL OTHER PURCHASED SERVICES	2,873,375	-	2,873,375	2,245,020	611,344	17,011
<u>OBJECT 600 - SUPPLIES:</u>							
	TOTAL SUPPLIES	746,256	-	746,256	591,560	75,459	79,236
<u>OBJECT 700 - PROPERTY:</u>							
	TOTAL PROPERTY	75,309	-	75,309	67,995	4,789	2,525
<u>OBJECT 800 - OTHER OBJECTS:</u>							
	TOTAL OTHER OBJECTS	155,729	15,578	171,307	140,106	3,158	28,043
	SUBTOTAL	20,891,439	53,338	20,944,777	15,369,210	4,886,554	689,013
	DEBT SERVICE	793,800	-	793,800	793,800	-	-
	TOTAL EXPENDITURES	21,685,239	53,338	21,738,577	16,163,010	4,886,554	689,013

Regional School District 4
FY 2022-2023 Year-to-Date Report as of 4.27.2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 100 - SALARIES:								
5111		Administration	718,433	-	718,433	601,656	165,404	(48,627)
5112		Department Coordinators Salary	83,321	-	83,321	37,591	38,306	7,425
5113		Teachers	6,516,703	-	6,516,703	4,330,104	1,856,900	329,700
5114		Secretary Salary	410,572	-	410,572	301,147	75,837	33,588
5115		Custodial Service	600,684	-	600,684	489,607	128,178	(17,101)
5116		Nurse Salary	113,029	-	113,029	94,051	27,375	(8,397)
5118		Cafeteria Salary	152,784	-	152,784	99,626	31,450	21,709
5119		Para Educators	825,885	-	825,885	466,454	189,961	169,469
5123		Substitute Teachers	144,000	-	144,000	166,519	-	(22,519)
5124		Substitute Secretary/Para-ed	7,500	-	7,500	30,601	-	(23,101)
5133		Extra-Curricular	428,789	-	428,789	298,482	62,221	68,086
5134		Secretary OT/ BOE Clerk Salary	1,000	-	1,000	300	-	700
5135		Custodian OT	15,000	-	15,000	7,682	-	7,318
5138		Cafeteria OT	2,000	-	2,000	19,647	-	(17,647)
5141		Early Retirement	2,500	-	2,500	-	-	2,500
5190		Building Rental - Reimbursable	-	-	-	7,594	-	(7,594)
5198		Supervision District Salary	1,242,017	-	1,242,017	931,513	310,504	-
TOTAL SALARIES			11,264,217	-	11,264,217	7,882,572	2,886,136	495,509
OBJECT 200 - EMPLOYEE BENEFITS:								
5210		Health Insurance	2,860,860	-	2,860,860	2,145,644	715,215	1
5214		Life Insurance	12,200	-	12,200	9,150	-	3,050
5222		MERF	238,705	-	238,705	187,833	50,872	(0)
5223		FICA/Medicare	309,726	-	309,726	214,560	95,166	(0)
5250		Unemployment Compensation	45,000	-	45,000	1,085	14,428	29,487
5260		Worker's Compensation	78,200	-	78,200	95,958	-	(17,758)
5291		Annuities	31,516	-	31,516	15,045	-	16,471
5298		Supervision District Fringe Benefits	509,441	-	509,441	382,081	127,360	-
TOTAL EMPLOYEE BENEFITS			4,085,648	-	4,085,648	3,051,356	1,003,041	31,251

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Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:								
5300		Building Study	-	14,600	14,600	14,600	-	-
5321		<u>Purchased Services</u>						
	1109	Music	650	-	650	325	-	325
	2410	Principal's Office	2,250	-	2,250	541	1,459	250
	2904	National Honor Society	2,000	-	2,000	3,176	-	(1,176)
		TOTAL PURCHASED SERVICES	4,900	-	4,900	4,043	1,459	(601)
5322		<u>Instructional Program Improvement</u>						
	1103	English	1,850	-	1,850	-	-	1,850
	1190	After School Program & Assembly Speakers	9,250	-	9,250	2,666	-	6,584
	2120	Assembly Program (Substance Abuse)	1,000	-	1,000	-	-	1,000
	2213	Staff Training	-	-	-	-	-	-
	2310	Teacher Course Reimbursement	43,074	-	43,074	14,737	-	28,337
		TOTAL INSTR. PROGRAM IMPROVE	55,174	-	55,174	17,403	-	37,771
5330		<u>Other Professional Services</u>						
	1203	Homebound Instruction	33,000	-	33,000	5,736	-	27,264
	1215	Special Education	55,960	-	55,960	23,365	15,435	17,160
	2134	Health	1,000	-	1,000	-	-	1,000
	2135	Occ/Phys Therapy	3,316	-	3,316	1,290	710	1,316
	2310	Purchased Services	36,591	-	36,591	14,131	22,200	260
	2901	Athletics	64,846	-	64,846	47,624	1,168	16,053
		TOTAL OTHER PROF SERVICES	194,713	-	194,713	92,146	39,514	63,053
5340		<u>Technical Services</u>						
	2310	Board of Education / Legal	116,740	-	116,740	123,801	41,790	(48,851)
	2600	Plant Services	30,400	23,160	53,560	73,123	21,609	(41,172)
		TOTAL TECHNICAL SERVICES	147,140	23,160	170,300	196,924	63,399	(90,023)
5398		Supervision District Purchased Svcs	178,315		178,315	133,736	44,579	-
TOTAL PURCHASED & TECHNICAL SERVICES			580,242	37,760	618,002	458,853	148,950	10,200

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Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 400 - PURCHASED PROPERTY SERVICES:								
5412		Electricity	339,000	-	339,000	256,097	82,903	-
5422		Snow Plowing	28,000	-	28,000	54,000	-	(26,000)
5430		<u>Repairs & Maintenance</u>						
	1101	Art	1,800	-	1,800	277	1,523	-
	1105	Life Management	900	-	900	90	-	810
	1106	Technical Education	5,100	-	5,100	2,969	-	2,131
	1109	Music	3,000	-	3,000	1,788	153	1,059
	1112	Science	5,000	-	5,000	-	-	5,000
	1207	Technology	10,000	-	10,000	2,408	-	7,592
	2410	Principal's Office	16,135	-	16,135	2,053	372	13,710
	2600	Plant Operations/Security	372,850	-	372,850	322,092	51,355	(598)
	2901	Athletics	37,500	-	37,500	36,665	400	435
		TOTAL REPAIRS & MAINTENANCE	452,285	-	452,285	368,342	53,804	30,139
5440		<u>Rentals</u>						
	1190	Copiers	69,000	-	69,000	59,260	7,781	1,959
	1207	Technology Lease	193,997	-	193,997	180,057	-	13,940
	2410	Principal's Office	7,800	-	7,800	2,610	490	4,700
	2600	Plant Operations	1,500	-	1,500	822	178	500
	2903	Graduation	5,000	-	5,000	-	5,000	-
		TOTAL LEASES	277,297	-	277,297	242,749	13,449	21,099
5498		Supervision District Purchased Property Services	14,081		14,081	10,561	3,520	-
TOTAL PURCHASED PROPERTY SERVICES			1,110,663	-	1,110,663	931,748	153,677	25,238
OBJECT 500 - OTHER PURCHASED SERVICES:								
5510		Transportation Voc Ed	55,218	-	55,218	37,857	17,361	-
5511		Out-of-District Transportation	496,864	-	496,864	383,990	123,768	(10,894)
5515		Field Trips	12,200	-	12,200	23,146	177	(11,123)
5516		Athletic Transportation	90,865	-	90,865	69,441	21,424	0
5517		Late Bus	33,380	-	33,380	9,085	2,295	22,000
5520		Comprehensive Insurance	112,000	-	112,000	122,029	-	(10,029)
5530		Communications	12,500	-	12,500	15,313	5,687	(8,500)
5540		Advertising	2,500	-	2,500	3,574	284	(1,358)
5560		Magnet & VoAg Tuition	45,424	-	45,424	33,173	-	12,251
5561		Out-of-District Tuition	1,553,476	-	1,553,476	1,213,920	330,508	9,048
5580		Travel & Conferences	25,280	-	25,280	8,242	1,422	15,616
5598		Supervision District Other Purchased Services	433,668	-	433,668	325,251	108,417	-
TOTAL OTHER PURCHASED SERVICES			2,873,375	-	2,873,375	2,245,020	611,344	17,011

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Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 600 - SUPPLIES:								
5610		General Supplies	81,020	-	81,020	55,819	13,838	11,363
5611		<u>Instructional Supplies</u>						
	1101	Art	20,855	-	20,855	18,268	1,070	1,517
	1102	Business	5,038	-	5,038	1,432	5	3,600
	1103	English	1,110	-	1,110	620	138	352
	1104	World Languages	781	-	781	775	-	6
	1105	Life Management	12,858	-	12,858	10,384	1,538	935
	1106	Technical Education	39,070	(1,250)	37,820	26,426	2,230	9,164
	1108	Math	2,210	-	2,210	1,683	509	18
	1109	Music	7,300	-	7,300	5,513	1,590	197
	1110	Physical Ed/Health	1,917	-	1,917	1,037	-	880
	1111	Reading	2,500	-	2,500	945	1,555	-
	1112	Science	11,965	-	11,965	7,715	1,449	2,801
	1113	Social Studies	619	-	619	481	321	(183)
	1114	Computer Education	1,004	-	1,004	1,373	-	(369)
	1190	Other Education	31,915	-	31,915	10,381	5,018	16,516
	1207	Technology Services	24,500	-	24,500	29,678	1,630	(6,808)
	1210	Gifted & Talented	1,713	-	1,713	748	-	965
	1215	Special Ed	25,940	-	25,940	17,803	2,898	5,239
	1220	Social Development	1,000	-	1,000	631	31	338
	2113	Social Worker	200	-	200	-	-	200
	2120	Guidance & Testing (AP Exams / IB Exams / Guidance Supp)	23,180	-	23,180	10,823	821	11,536
	2134	Health	168	-	168	-	-	168
	2222	Library	10,658	-	10,658	8,822	-	1,836
	2223	Audio/Visual/ Tech Services	8,290	-	8,290	3,981	491	3,818
	2410	Principal's Office	2,600	-	2,600	497	163	1,940
	2901	Athletics	53,413	-	53,413	51,323	520	1,570
		TOTAL GENERAL SUPPLIES	290,804	(1,250)	289,554	211,340	21,979	56,235
5613		Maintenance Supplies	54,500	-	54,500	48,926	9,506	(3,932)
5623		Bottled Gas	750	-	750	168	-	582
5624		Heating Fuel	192,404	-	192,404	182,663	9,741	-
5626		Gasoline	1,340	-	1,340	390	950	-

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Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
5641		<u>Textbooks & Workbooks</u>						
	1101	Art	600	-	600	385	215	-
	1102	Business	7,030	-	7,030	5,864	-	1,166
	1103	English	5,856	-	5,856	3,631	67	2,158
	1104	World Languages	1,000	-	1,000	683	121	196
	1105	Life Management	210	-	210	-	-	210
	1106	Technical Education	263	-	263	-	-	263
	1108	Math	7,998	-	7,998	2,349	-	5,649
	1109	Music	1,645	-	1,645	760	270	614
	1110	Physical Ed/Health	370	-	370	-	-	370
	1112	Science	4,135	-	4,135	-	-	4,135
	1113	Social Studies	9,076	-	9,076	8,857	28	191
	1114	Computer Education	-	1,250	1,250	-	-	1,250
	1190	Other Education	12,810	-	12,810	18,387	2,926	(8,503)
	1210	Gifted & Talented	525	-	525	-	-	525
	1215	Special Ed	8,859	-	8,859	4,399	1,357	3,104
	2120	Guidance & Testing	368	-	368	-	-	368
		TOTAL TEXTBOOK & WORKBOOKS	60,745	1,250	61,995	45,316	4,984	11,696
5642		Library & Professional Books	17,689	-	17,689	11,686	2,710	3,293
5698		Supervision District Supplies	47,004	-	47,004	35,253	11,751	-
TOTAL SUPPLIES			746,256	-	746,256	591,560	75,459	79,236
OBJECT 700 - PROPERTY:								
5730		<u>Equipment</u>						
	1101	Art	-	-	-	-	-	-
	1105	Life Management	1,500	-	1,500	78	-	1,422
	1106	Technical Education	7,100	-	7,100	7,061	-	39
	1109	Music	8,470	-	8,470	8,632	398	(560)
	1110	Physical Education	4,339	-	4,339	-	4,339	-
	1112	Science	3,900	-	3,900	3,060	-	840
	1113	Social Studies	-	-	-	-	-	-
	1215	Special Ed	1,000	-	1,000	150	-	850
	2120	Guidance	-	-	-	-	-	-
	2600	Plant Operations	49,000	-	49,000	49,013	52	(66)
	2901	Athletics	-	-	-	-	-	-
		TOTAL EQUIPMENT	75,309	-	75,309	67,995	4,789	2,525
5798		Supervision District Equipment	-	-	-	-	-	-
TOTAL PROPERTY			75,309	-	75,309	67,995	4,789	2,525

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Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 800 - OTHER OBJECTS:								
5810		<u>Dues & Fees</u>						
	1101	Art	1,440	-	1,440	448	557	435
	1102	Business	-	-	-	-	-	-
	1103	English	350	-	350	-	-	350
	1104	World Languages	775	-	775	60	-	715
	1105	Home Economics	145	-	145	-	-	145
	1106	Technical Education	375	-	375	-	-	375
	1108	Math	300	-	300	208	90	3
	1109	Music	9,420	-	9,420	6,588	-	2,832
	1111	Reading	-	-	-	-	-	-
	1112	Science	3,000	-	3,000	-	-	3,000
	1113	Social Studies	940	-	940	265	-	675
	1210	Gifted & Talented	7,428	-	7,428	2,415	-	5,013
	1215	Special Ed	1,400	-	1,400	-	-	1,400
	2120	Guidance	1,429	-	1,429	689	-	740
	2122	Naviance	-	-	-	-	-	-
	2222	Library	16,094	-	16,094	16,205	-	(111)
	2310	BOE	4,542	-	4,542	5,164	-	(622)
	2410	Principal's Office	20,587	-	20,587	19,106	54	1,427
	2600	Plant Operations	1,650	15,578	17,228	15,868	-	1,360
	2901	Athletics	16,030	-	16,030	22,766	1,125	(7,861)
	2908	Virtual High School/IB Program	29,498	-	29,498	11,331	-	18,167
		TOTAL DUES & FEES	115,403	15,578	130,981	101,112	1,826	28,043
5930		<u>Transfers Out</u>						
	3100	Capital Projects	-	-	-	-	-	-
	3200	Capital Reserve Fund	35,000	-	35,000	35,000	-	-
		TOTAL DUES & FEES	35,000	-	35,000	35,000	-	-
5898		Supervision District Other Objects	5,326	-	5,326	3,995	1,331	-
TOTAL OTHER OBJECTS			155,729	15,578	171,307	140,106	3,158	28,043
		SUBTOTAL	20,891,439	53,338	20,944,777	15,369,210	4,886,554	689,013
		DEBT SERVICE	793,800	-	793,800	793,800	-	-
		TOTAL EXPENDITURES	<u>21,685,239</u>	<u>53,338</u>	<u>21,738,577</u>	<u>16,163,010</u>	<u>4,886,554</u>	<u>689,013</u>

Region 4 Cafeteria Expense and Revenue Tracking

Reg 4 2022-2023		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Eligible Students - Free		0	0	137	131	131	134	139	142	142	0	0	0	956
Eligible Students - Reduced		0	0	55	48	47	48	45	44	45	0	0	0	332
Eligible Students - Full Pay		0	0	535	548	550	544	543	540	545	0	0	0	3,805
Total Enrollment		0	0	727	727	728	726	727	726	732	0	0	0	5,093
Breakfast - Free meals served		0	0	655	744	794	643	644	663	944	0	0	0	5,087
Breakfast - Reduced meals served		0	0	295	338	287	223	199	163	279	0	0	0	1,784
Breakfast - Full Pay meals served		0	0	2429	2,594	2,568	1,980	1,316	1,228	2,519	0	0	0	14,634
Lunch - Free meals served		0	0	1,588	1,553	1,476	1,264	1,364	1,405	2,030	0	0	0	10,680
Lunch - Reduced meals served		0	0	643	601	543	471	422	422	637	0	0	0	3,739
Lunch - Full Pay meals served		0	0	5,408	5,274	5,353	4,586	3,657	3,567	5,951	0	0	0	33,796
object	Total Meal Count	0	0	11,018	11,104	11,021	9,167	7,602	7,448	12,360	0	0	0	69,720
4090	Miscellaneous Income	\$ 6	\$ -	\$ 755	\$ 1,074	\$ 684	\$ 3,145	\$ 730	\$ 825	\$ 868	\$ -	\$ -	\$ -	\$ 8,087
4160	Café Lunch Cash Sales	\$ -	\$ 355	\$ 3,686	\$ 1,327	\$ 3,353	\$ 4,160	\$ 16,146	\$ 12,514	\$ 5,690	\$ -	\$ -	\$ -	\$ 47,230
4360	State & Fed Grants - Claims breakfast	\$ -	\$ -	\$ 3,273	\$ 3,641	\$ 3,641	\$ 2,880	\$ 2,503	\$ 2,431	\$ 3,940	\$ -	\$ -	\$ -	\$ 22,310
4360	State & Fed Grants - Claims lunch	\$ -	\$ -	\$ 13,567	\$ 13,147	\$ 12,647	\$ 10,855	\$ 10,380	\$ 10,489	\$ 15,876	\$ -	\$ -	\$ -	\$ 86,962
4360	State & Fed Grants - 6 Cent	\$ -	\$ -	\$ 611	\$ 594	\$ 590	\$ 506	\$ 435	\$ 432	\$ 689	\$ -	\$ -	\$ -	\$ 3,857
4360	State & Fed Grants - Healthy Foods	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	State & Fed Grants - CN State Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	State & Fed Grants - State School Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	State & Fed Grants - Smart Funds	\$ -	\$ -	\$ 23,873	\$ 23,683	\$ 23,880	\$ 20,066	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,502
4360	State & Fed Grants - Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ 18,129	\$ -	\$ -	\$ -	\$ 10,337	\$ -	\$ -	\$ -	\$ 28,466
4360	State & Fed Grants - Emerg. Oper. Costs Assist.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,256
4361	USDA commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue		\$ 6	\$ 355	\$ 45,765	\$ 43,466	\$ 62,922	\$ 41,612	\$ 31,452	\$ 26,690	\$ 37,401	\$ -	\$ -	\$ -	\$ 289,669
5111	Administrator Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5114	Secretary Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5118	Food Service Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5124	Sub Secty\ Café	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5138	OT Cafeteria Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5210	Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5214	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5222	MERF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5223	Fica/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Salary & Benefit Cost		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5430	Repairs & Maintenance	\$ -	\$ 1,847	\$ -	\$ -	\$ 2,462	\$ 786	\$ 775	\$ 939	\$ -	\$ -	\$ -	\$ -	\$ 6,808
5600	All - General Supplies	\$ -	\$ -	\$ 4,640	\$ 2,653	\$ 898	\$ 3,384	\$ 3,113	\$ 1,276	\$ 1,484	\$ -	\$ -	\$ -	\$ 17,448
5601	USDA Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5610	General Supplies	\$ -	\$ 13,024	\$ 19,442	\$ 22,987	\$ 16,455	\$ 17,786	\$ 15,650	\$ 14,028	\$ 24,585	\$ -	\$ -	\$ -	\$ 143,956
5800	All - Other Misc. Expense	\$ 10	\$ 129	\$ 730	\$ 267	\$ 474	\$ 279	\$ 927	\$ 480	\$ 523	\$ -	\$ -	\$ -	\$ 3,818
5890	Other Objects-Dues & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Product Cost		\$ 10	\$ 15,001	\$ 24,812	\$ 25,907	\$ 20,288	\$ 22,234	\$ 20,465	\$ 16,722	\$ 26,592	\$ -	\$ -	\$ -	\$ 172,030
Total Product, Salary & Benefit Costs		\$ 10	\$ 15,001	\$ 24,812	\$ 25,907	\$ 20,288	\$ 22,234	\$ 20,465	\$ 16,722	\$ 26,592	\$ -	\$ -	\$ -	\$ 172,030
Profit (Loss)		\$ (4)	\$ (14,646)	\$ 20,953	\$ 17,560	\$ 42,634	\$ 19,378	\$ 10,987	\$ 9,968	\$ 10,809	\$ -	\$ -	\$ -	\$ 117,639
Operating Days			0	20	19	18	17	20	17	23	14	22	10	180
Lunch Participation			0.0%	52.5%	53.8%	56.3%	51.2%	37.4%	43.7%	51.2%	#DIV/0!	#DIV/0!	#DIV/0!	5.3%
Breakfast Participation			0.0%	23.2%	26.6%	27.8%	23.1%	14.8%	16.6%	22.2%	#DIV/0!	#DIV/0!	#DIV/0!	2.3%
Meals Product Cost			\$ -	\$ 2.25	\$ 2.33	\$ 1.84	\$ 2.43	\$ 2.69	\$ 2.25	\$ 2.15	#DIV/0!	#DIV/0!	#DIV/0!	
Labor/M meal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	
			\$ -	\$ 2.25	\$ 2.33	\$ 1.84	\$ 2.43	\$ 2.69	\$ 2.25	\$ 2.15	#DIV/0!	#DIV/0!	#DIV/0!	
unpaid lunch balances - monthly value				\$ (3,081)		\$ (3,408)	\$ (4,105)	\$ (5,625)	\$ (7,908)	\$ (6,093)				
lunch account balances- monthly value				\$ 15,263		\$ 14,466	\$ 18,249	\$ 16,024	\$ 13,902	\$ 14,180				
Month End Checking Account Balance				\$ 436,533	\$ 413,333	\$ 451,136	\$ 479,002	\$ 515,658	\$ 543,613	\$ 557,364				

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

2022-2023

As of: 04.27.2023

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	152,792	117,184	37,192			1,226,103
2nd Week	58,050	67,339	154,801	153,284	240,912	95,135	152,930	173,687	221,639	175,526			1,493,303
3rd Week	118,954	33,037	68,542	59,805	86,916	139,887	243,227	209,018	224,928	102,033			1,286,347
4th Week		90,522	119,859	61,403	95,135	77,165	80,557	128,065	141,782	90,079			884,568
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	39,210	33,398	32,198			646,424
Medicare Supp.	7,654	7,527	7,527	3,700	11,354	7,642	7,642	7,754	7,746				68,545
Miscellaneous exp	4,092	8,816	504		11,049	1,058			10,527				36,045
Total Expenses	768,504	475,336	564,976	392,855	564,161	403,339	725,144	710,526	757,204	437,028	-	-	5,799,073
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	101,470	101,470	101,470			1,014,704
Reg 4	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405			2,384,050
Chest. BOE	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389			573,889
Deep River BOE	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392			543,921
Essex BOE	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067			880,673
First Pay EE			50,940	58,873	58,018	58,069	58,537	57,554	57,619	57,426			457,037
Second Pay EE	12,771		59,355	58,232	58,099	58,534	59,670	57,554	57,546	57,426			479,188
TRB	19,289		28,639	(1,100)		25,119			21,819				93,768
Retirees	40,150	23,005	29,807	24,402	26,647	13,112	33,414	18,462	23,219	20,456			252,675
Other Rev.													-
													-
Total Revenue	611,934	562,729	708,464	680,130	682,488	694,559	691,345	673,294	699,928	675,033	-	-	6,679,905
Net Rev/Exp/Month	(156,569)	87,392	143,488	287,275	118,328	291,220	(33,799)	(37,233)	(57,276)	238,004	-	-	
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	6,590,486	6,724,340				

Revenue (Full Year Projection) 6,679,905
Expenses (YTD) 5,799,073
Net Position 880,831

REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

Brian J. White
Superintendent of Schools
bwhite@reg4.k12.ct.us

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



Dr. Sarah Brzozowy
Assistant Superintendent of Schools
sbrzozowy@reg4.k12.ct.us

Robert Grissom
Finance Director
rgrissom@reg4.k12.ct.us

MEMORANDUM

To: Brian White, Superintendent
From: Dr. Sarah Brzozowy, Assistant Superintendent
RE: World Language Trip to France Proposal: Valley Regional High School, Spring 2024
Date: April 27, 2023

The following proposal outlines the request for a study abroad opportunity for students at Valley Regional High School in grades 11 and 12 during the 2023-2024 school year.

In alignment with BOE Policy 6153: Criteria For Trips Abroad

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

1. Trips should be an extension of the curriculum.
2. These types of trips should be planned for a scheduled school vacation.
3. A proposed itinerary, lists of teacher chaperons and student participants, and an explanation of trip's purpose should be submitted to the Board at least two months prior to planned departure.
4. The selection of student participants will be left to the discretion of the teacher/sponsor.
5. The students/chaperon ratio shall be in line with those suggested by the agency contracted but not more than 10 total. A ratio of 6 to 1 is recommended. (Maximum: 10 to 1: Recommended: 6 to 1).
6. Activities involving unnecessary risk, i.e. skiing, driving, motorcycling, are excluded, as stipulated by the agency and/or school insurance carrier.
7. School time absences, if necessitated by any means out of the control of the teacher/sponsor, should result in excused absences from school without penalty for both students and staff, when the trip has received Board approval.

Curriculum Alignment and Extension

- In World Languages we are expected to teach students how to do the following:
 - Communicate in the target language

- Gain knowledge and understanding of target cultures
- Connect with other disciplines and acquire information
- Develop insight into the nature of language and culture
- Participate in multilingual communities at home and around the world

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

France Exchange:

This 10 day exchange to Paris, France will provide students with the opportunity to apply the knowledge (linguistic and cultural) that they have gained throughout their years of taking French. The trip includes 10 days in Paris living with host families with our partner school Lycée Teilhard de Chardin and attending classes at the school. This trip will also include cultural sightseeing tours arranged by our travel agents and hosts during the week. The exchange program provides students with the truly unique experience of linguistic and cultural immersion. It develops confidence within our students while also making them more globally aware.

Chaperones: Jennifer Whelan, Kevin Lam, Rachael Rose, Additional Chaperones TBD

Student Participants: Approximately 25 students on this exchange

Trip Planning and Timeline

- These types of trips should be planned for a scheduled school vacation.
 - This trip is planned for 2024
 - A proposed itinerary, lists of teacher chaperones and student participants, and an explanation of trip's purpose should be submitted to the Board at least two months prior to planned departure.

France Trip Timeline: April 3, 2024- April 13, 2024

Spring Break is April 8-12, 2023

Day 1, Wednesday: (School Day)

Meet in the Auditorium with luggage in the morning 7:40 a.m.

Students go to class and luggage is searched by the school nurse and administration

All students meet with staff and administration in the auditorium to take a photo and move luggage to the bus

Bus depart from Valley at 9:15am

Arrive at JFK between 1-3pm

Departure TBD based on tickets

Day 2, Thursday: (School Day)

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

Bus ride- 10:30-11:45

Arrive at school to meet host students, welcome meeting, and tour

Store luggage at school until students are picked up

Welcome potluck dinner

Day 3, Friday (School Day)

Full day at school, evening with host family

Day 4, Saturday

Day with host families, plans on your own

Day 5, Sunday

American and French student visit to Paris: Tour Eiffel, Arc de Triomphe, Place de la Concorde, Champs Elysée, Rue Cler

Day 6, Monday

Morning day at school, afternoon American students will go to Les Invalides, Military Museum, and Musée Rodin, snacks, and head back to school for pick up

Dinner and evening with families

Day 7, Tuesday

Morning day at school, afternoon American students will go to the Louvre and have dinner on their own, and return to school for pick-up by families

Day 8, Wednesday

Morning day at school, afternoon American students will go to the Musée D'Orsay, L'Orangerie, Jardin des Tuileries

Day 9, Thursday

No school, Left Bank, La Sorbonne, Latin Quarter, Centre Pompidou, Jardin Luxembourg, La Marie, Place de Vosges, Hotel de Ville, Dinner on Bateau Mouche

Day 10, Friday

French and American students day trip to Versailles

Evening with families, pack and prepare to leave the next day

Day 11, Saturday

Board bus for airport TBD

Drive to airport TBD

Go through security TBD

Board plane =

Take off TBD Arrival at JFK TBD

Board bus to Valley

Back at Valley

*France is 6 hours ahead of U.S. ET

- School time absences, if necessitated by any means out of the control of the teacher/sponsor, should result in excused absences from school without penalty for both teacher/sponsor and student travelers, when the trip has received Board approval.
 - Students would miss school at the start of the trip to accommodate travel. This absence would be considered excused as it is for a school sponsored trip.

Selection Process:***France Exchange:***

- The selection of student participants will be subject to an application process.
 - These students are upperclassmen (Grades 11 and 12) who have taken French for two to three years. They must be in good academic standing, have not violated any serious school rules or policies, and have consistently demonstrated maturity and responsibility in the classroom. As chaperones taking responsibility for these students, we retain the right to determine which students are eligible for the trip. They recognize that they are ambassadors for Valley Regional High School and will represent our school and country responsibly and proudly.
 - A formal application process will include:
 - i. Teacher recommendation
 - ii. Character reference
 - iii. Formal interview
 - iv. Required letter written in target language to host family
 - v. Letter of information including any pertinent medical information
 - vi. Copy of passport or application
 - vii. Online application
 - Additional information will be provided to eligible students and families regarding specific requirements of eligibility

Chaperone Selection

- The students/ chaperone ratio shall be in line with those suggested by the agency contracted. A ratio of 6 to 1 is recommended with a maximum: 10 to 1.
 - If 25 students travel we would aim to have 3 chaperones, in order to have a ratio of around 8 to 1. If less students travel, the number for chaperones would decrease in order to maintain 8 to 1.

- The smallest group we would travel with is 5 students and 2 chaperones.
- Chaperones will have all trip and food costs covered by student fees.

Activities Involving Unnecessary Risk

- Activities involving unnecessary risk, i.e. skiing, driving, motorcycling, are excluded, as stipulated by the agency and/ or school insurance carrier.
 - There are no activities planned that involve unnecessary risk.
 - If students participate in drug or alcohol use or break any school rules, all school rules and consequences apply. Additionally they may be penalized by missing out on in-country activities and experiences.
 - In case of a health or safety emergency we will follow our Valley Regional High School Emergency Action Protocol plan and contact all necessary stakeholders.
 - Any and all official Covid protocols that may be country specific need to be followed.
- a. When staying at hotels chaperones will do bed checks each evening at curfew and tape doors overnight.
- b. All student luggage will be searched prior to departure. All personal items may be subject to search at the airport.

Agent, Liability, and Insurance

It is the recommendation of the district's insurance agent to use a travel agency but students are covered through normal insurance policies anywhere in the world. Following the advice of the insurance agent, a travel agent has been identified to manage the trips, Sundial Travel <https://www.sundialtravel.net/> Sundial Travel manages many local trips including large districts like New Haven Public Schools and is located in North Branford Connecticut.

Trip Cancellation Cost and Procedure

Additionally, trip insurance is also offered through [Travel Gard](#) which can cover costs in the event the trip is canceled. Travel Gard also provides options for additional medical insurance if a family is interested. It is important to note, the district may cancel the trip in the event of an emergency, global concern, or unforeseen circumstance.

The School

The high school in Paris that we will be visiting is the [Lycée Teilhard de Chardin](#). In June of 2022, as a result of thorough research and our Fund for Teachers grant, Valley staff was able to visit and spend the day there meeting their staff and administration and touring the school and grounds. It is located just to the east of Paris and is easily accessible to the city center via RER. Their student population is similar in many ways to the Region 4 school system. In addition, students and teachers have been conducting a successful pen pal program with their English students all year, with many students becoming good friends with their pen pals. Some even communicate daily via technology. It has been a meaningful connection where students can use their French in a real-life application and learn about French culture in a way that they can't in the classroom.

Verification Process of Host Families

Similar to the process when Valley students host families from another country, the school is an instrumental partner in securing host families. It is important to note, students will only be with host families for a couple of days while the rest of the trip will be at a hotel. The documentation is on the following pages. In many cases, students will stay with their pen pal family as described above.

Homestay Vetting Guidelines:

We are working in conjunction with the administration of the hosting institutions in France. Naturally, the safety of all participants is first and foremost. To manage risk, host families and homes must be reviewed by the staff of the hosting institutions to ensure that host families are prepared to welcome guests and assume the responsibilities of what it means to be a host family. Students must also be prepared to be responsible guests when staying with others.

Once on the site abroad, chaperones are required to check in with each student once they get to the house in which they will be staying, and verify that students feel comfortable and welcome in their houses. Staff must certify that all the students were properly set up in their homes, the house rules were discussed with them, the medical and dietary requirements were reviewed, and the house matches the expectations. All chaperones must maintain copies of the Homestay List to know where all students have been assigned.

Daily check-ins will be completed. All chaperones must have access to international cell phone service to ensure the ability to communicate with students.

Families of students will receive plans regarding the following:

- a. When and how often chaperones will check in with their child, and how their child can contact chaperones in the event of an emergency or sensitive need.
- b. How parents can contact their child during the homestay.
- c. Transportation information related to travel to and from field trip activities, and host family's residence.
- d. In the event that the student can no longer stay with their host family, alternative arrangements will be made.

Homestay Checklist

All host families are required to fill out a checklist to ensure a safe environment for the international student.

Bedroom	<input type="checkbox"/> Single Room <input type="checkbox"/> Bed with linens, pillow, blanket(s)
Bathroom	<input type="checkbox"/> Private <input type="checkbox"/> Shared (note with whom): <input type="checkbox"/> shower <input type="checkbox"/> Tub <input type="checkbox"/> Both
Smoke	<input type="checkbox"/> non-smoking <input type="checkbox"/> smoker in household
Pets	List here:
General Safety	<input type="checkbox"/> main door locks properly <input type="checkbox"/> bedroom has a proper door for privacy

Signature of host family member _____

Print name _____

Hosting Family Information Form

Hosting Information Has your family ever hosted an international student?

☐ Yes ☐ No

If yes, when?

How was that experience for you and your family?

Why would you like to host a student?

What is the primary language spoken in your household?

What other languages are spoken in your household?

Hobbies/Activities What activities is your family interested in?

What are you most excited or proud to share about your city/town, school or home with an exchange student?

Do any household members smoke? ☐ Yes ☐ No

Are there any pets in the home? ☐ Yes ☐ No

List all pets:

Students must have a private bedroom. Can you provide one.? ☐ Yes ☐ No

Describe the exchange student's sleeping arrangement:

Will at least one parent/guardian of the host student be home each of the evenings during the exchange student's stay? If the answer is "no," please identify who will be supervising the exchange student (name, gender, age, relationship to family) and when:

List specific household customs and values, including religious traditions, dietary restrictions, etc.:

References:

Please provide the information one non- relative reference.:

Reference 1: Name

Relationship to Family:

Email Address: _____

Reference 2 will be provided by the staff of the hosting high school.

REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

Brian J. White
Superintendent of Schools
bwhite@reg4.k12.ct.us

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



Dr. Sarah Brzozowy
Assistant Superintendent of Schools
sbrzozowy@reg4.k12.ct.us

Robert Grissom
Finance Director
rgrissom@reg4.k12.ct.us

MEMORANDUM

To: Brian White, Superintendent
From: Dr. Sarah Brzozowy, Assistant Superintendent
RE: World Language Trip to Spain Proposal: Valley Regional High School, Spring 2024
Date: April 27, 2023

The following proposal outlines the request for a study abroad opportunity for students at Valley Regional High School in grades 11 and 12 during the 2023-2024 school year.

In alignment with BOE Policy 6153: Criteria For Trips Abroad

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

1. Trips should be an extension of the curriculum.
2. These types of trips should be planned for a scheduled school vacation.
3. A proposed itinerary, lists of teacher chaperons and student participants, and an explanation of trip's purpose should be submitted to the Board at least two months prior to planned departure.
4. The selection of student participants will be left to the discretion of the teacher/sponsor.
5. The students/chaperon ratio shall be in line with those suggested by the agency contracted but not more than 10 total. A ratio of 6 to 1 is recommended. (Maximum: 10 to 1: Recommended: 6 to 1).
6. Activities involving unnecessary risk, i.e. skiing, driving, motorcycling, are excluded, as stipulated by the agency and/or school insurance carrier.
7. School time absences, if necessitated by any means out of the control of the teacher/sponsor, should result in excused absences from school without penalty for both students and staff, when the trip has received Board approval.

Curriculum Alignment and Extension

- In World Languages we are expected to teach students how to do the following:
 - Communicate in the target language
 - Gain knowledge and understanding of target cultures

- Connect with other disciplines and acquire information
- Develop insight into the nature of language and culture
- Participate in multilingual communities at home and around the world

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

Spain Exchange:

This 10 day exchange to Salamanca, Spain will provide students with the opportunity to apply the knowledge (linguistic and cultural) that they have gained throughout their years of taking Spanish. The trip includes a weekend in Madrid for cultural sightseeing (visit to El Prado Museum, Retiro Park, Flamenco show), a one week home-stay with a Spanish family in Salamanca while attending IES Martinez Uribarri (our partner school), as well as cultural sightseeing tours arranged by our hosts during the week. The exchange program provides students with the truly unique experience of linguistic and cultural immersion. It develops confidence within our students while also making them more globally aware.

Chaperones: Kayte Wheeler, Heather Cassidy, Additional Chaperones TBD

Student Participants: Approximately 25 students on this exchange

Trip Planning and Timeline

- These types of trips should be planned for a scheduled school vacation.
 - This trip is planned for 2024
 - A proposed itinerary, lists of teacher chaperones and student participants, and an explanation of trip's purpose should be submitted to the Board at least two months prior to planned departure.

Spain Trip Timeline: April 4, 2024- April 14, 2024

Spring Break is April 8-12, 2023

Thursday, April 4th (School Day)

Leave Valley at 9:00am with luggage

Bus depart from Valley at 9:15am

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

Flight Departure 7:36 pm

Friday, April 5th (School Day)

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

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

Bus ride- 10:30-11:45

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

*****Visit aqueducts and El Alcázar***

Bus ride to Salamanca 4:00-6:00pm

Meet families 6:00pm

Saturday, April 6th

Free time with families and local guides as a group- American & Spanish students

Visita al catedral viejo y nuevo, Casa de las conchas, Casa Lis, Universidad de Salamanca

Sunday, April 7th

Free time with families possible soccer game

Monday, April 8th- Thursday, April 11th

Welcome to the school with tour

Students with families, attending classes and excursions

Host school: Instituto de Educacion Secundaria Martinez Uribarri:

Avenida Alamedilla, S/N, 37003 Salamanca, Spain

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

Friday, April 12th

Depart/ Say goodbye to host families 8:00am

Board bus for Madrid

Bus ride 8:00-10:00

Check into hotel

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

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

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

Saturday, April 13th

Breakfast at hotel and head out for day

El Prado 10:00-2:00pm

Lunch time on own 2-3:00pm

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

Retiro Park 3:00-4:30pm

Back to hotel get ready for dinner

Final dinner as group TBA

Sunday, April 14th

Board bus for airport 6:00am

Drive to airport 6:00-7:00am

Go through security 7-10:00am

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

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

Board bus to Valley 1:30 pm

Back at Valley between 5-6pm

- School time absences, if necessitated by any means out of the control of the teacher/sponsor, should result in excused absences from school without penalty for both teacher/sponsor and student travelers, when the trip has received Board approval.
 - Students would miss school at the start of the trip to accommodate travel. This absence would be considered excused as it is for a school sponsored trip.

Selection Process:

Spanish Exchange:

- The selection of student participants will be subject to an application process.
 - These students are upperclassmen (Grades 11 and 12) who have taken French for two to three years. They must be in good academic standing, have not violated any serious school rules or policies, and have consistently demonstrated maturity and responsibility in the classroom. As chaperones taking responsibility for these students, we retain the right to determine which students are eligible for the trip. They recognize that they are ambassadors for Valley Regional High School and will represent our school and country responsibly and proudly.
 - A formal application process will include:
 - Teacher recommendation
 - Character reference
 - Formal interview
 - Required letter written in target language to host family
 - Letter of information including any pertinent medical information
 - Copy of passport or application
 - Online application
- Additional information will be provided to eligible students and families regarding specific requirements of eligibility
- It is important to note, this is a trip that has happened in the past for students at Valley Regional High School.

Chaperone Selection

- The students/ chaperone ratio shall be in line with those suggested by the agency contracted. A ratio of 6 to 1 is recommended with a maximum: 10 to 1.
 - If 25 students travel we would aim to have 3 chaperones, in order to have a ratio of around 8 to 1. If less students travel, the number for chaperones would decrease in order to maintain 8 to 1.
 - The smallest group we would travel with is 5 students and 2 chaperones.
 - Chaperones will have all trip and food costs covered by student fees.

Activities Involving Unnecessary Risk

- Activities involving unnecessary risk, i.e. skiing, driving, motorcycling, are excluded, as stipulated by the agency and/ or school insurance carrier.
 - There are no activities planned that involve unnecessary risk.
 - If students participate in drug or alcohol use or break any school rules, all school rules and consequences apply. Additionally they may be penalized by missing out on in-country activities and experiences.
 - In case of a health or safety emergency we will follow our Valley Regional High School Emergency Action Protocol plan and contact all necessary stakeholders.
 - Any and all official Covid protocols that may be country specific need to be followed.
 - a. When staying at hotels chaperones will do bed checks each evening at curfew and tape doors overnight.
 - b. All student luggage will be searched prior to departure. All personal items may be subject to search at the airport.

Agent, Liability, and Insurance

It is the recommendation of the district's insurance agent to use a travel agency but students are covered through normal insurance policies anywhere in the world. Following the advice of the insurance agent, a travel agent has been identified to manage the trips, Sundial Travel <https://www.sundialtravel.net/> Sundial Travel manages many local trips including large districts like New Haven Public Schools and is located in North Branford Connecticut.

Trip Cancellation Cost and Procedure

Additionally, trip insurance is also offered through [Travel Gard](#) which can cover costs in the event the trip is canceled. Travel Gard also provides options for additional medical insurance if a family is interested. It is important to note, the district may cancel the trip in the event of an emergency, global concern, or unforeseen circumstance.

The School

The high school in Spain that we will be visiting is the I.E.S Martínez Uribarri Salamanca. In June of 2022, as a result of thorough research and our Fund for Teachers grant, Valley staff was able to visit and spend the day there meeting their staff and administration and touring the school and grounds. Their student population is similar in many ways to the Region 4 school system. In addition, students and teachers have been conducting a successful pen pal program with their English students all year, with many students becoming good friends with their pen pals. Some even communicate daily via technology. It has been a meaningful connection where

students can use their Spanish in a real-life application and learn about Spanish culture in a way that they can't in the classroom.

Verification Process of Host Families

Similar to the process when Valley students host families from another country, the school is an instrumental partner in securing host families. It is important to note, students will only be with host families for a couple of days while the rest of the trip will be at a hotel. The documentation is on the following pages. In many cases, students will stay with their pen pal family as described above.

Homestay Vetting Guidelines:

We are working in conjunction with the administration of the hosting institutions in Spain and France. Naturally, the safety of all participants is first and foremost. To manage risk, host families and homes must be reviewed by the staff of the hosting institutions to ensure that host families are prepared to welcome guests and assume the responsibilities of what it means to be a host family. Students must also be prepared to be responsible guests when staying with others.

Once on the site abroad, chaperones are required to check in with each student once they get to the house in which they will be staying, and verify that students feel comfortable and welcome in their houses. Staff must certify that all the students were properly set up in their homes, the house rules were discussed with them, the medical and dietary requirements were reviewed, and the house matches the expectations. All chaperones must maintain copies of the Homestay List to know where all students have been assigned.

Daily check-ins will be completed. All chaperones must have access to international cell phone service to ensure the ability to communicate with students.

Families of students will receive plans regarding the following:

- a. When and how often chaperones will check in with their child, and how their child can contact chaperones in the event of an emergency or sensitive need.
- b. How parents can contact their child during the homestay.
- c. Transportation information related to travel to and from field trip activities, and host family's residence.
- d. In the event that the student can no longer stay with their host family, alternative arrangements will be made.

Homestay Checklist

All host families are required to fill out a checklist to ensure a safe environment for the international student.

Bedroom	_____ Single Room _____ Bed with linens, pillow, blanket(s)
Bathroom	_____ Private _____ Shared (note with whom): _____ shower _____ Tub _____ Both
Smoke	_____ non-smoking _____ smoker in household
Pets	List here:
General Safety	_____ main door locks properly _____ bedroom has a proper door for privacy

Signature of host family member _____

Print name _____

Hosting Family Information Form

Hosting Information Has your family ever hosted an international student?

☐ Yes ☐ No

If yes, when?

How was that experience for you and your family?

Why would you like to host a student?

What is the primary language spoken in your household?

What other languages are spoken in your household?

Hobbies/Activities What activities is your family interested in?

What are you most excited or proud to share about your city/town, school or home with an exchange student?

Do any household members smoke? ☐ Yes ☐ No

Are there any pets in the home? ☐ Yes ☐ No

List all pets:

Students must have a private bedroom. Can you provide one.? ☐ Yes ☐ No

Describe the exchange student's sleeping arrangement:

Will at least one parent/guardian of the host student be home each of the evenings during the exchange student's stay? If the answer is "no," please identify who will be supervising the exchange student (name, gender, age, relationship to family) and when:

List specific household customs and values, including religious traditions, dietary restrictions, etc.:

References:

Please provide the information one non- relative reference::

Reference 1: Name

Relationship to Family:

Email Address: _____

Reference 2 will be provided by the staff of the hosting high school.

Business

Transfer of Funds between Categories; Amendments

The Board of Education may transfer any unexpended or unobligated portion of any appropriation for school purposes to any other item of such itemized estimate, but expenditures shall not exceed the total appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes, i.e., grants, reimbursements, etc.

The Superintendent is authorized to reallocate funds within the budget categories listed below. Reallocations, which result in an increase in staff, shall be approved in advance by the Board of Education. An exception is an increase in staff required by the Planning and Placement Team for special education purposes. An increase in staff required by the Planning and Placement Team shall be reported to the Board of Education.

All requests for reallocation of funds between budget line items shall be in writing from the staff to the Superintendent with sufficient justification to assess the need. The intention of this policy is to encourage school staff to operate within the adopted budget line items and categories, however, it is understood that a condition may arise which would necessitate the reallocation of funds. Any such transfer shall be subsequently reported to the Board of Education in the financial status report.

The Superintendent is authorized to transfer funds in an amount not to exceed \$25,000 from any budget category, under emergency conditions, if the urgent need for the transfer prevents the Board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board. If the Board is not scheduled to meet within 30 days, the Board Chair will be notified in writing.

The budget categories applicable to this policy are as follows:

- Personal Services - Salary and Employee Benefits (Object Codes 100 and 200)
- Purchased Professional and Technical Services (Object Code 300)
- Purchased Property Services (Object Code 400)
- Other Purchased Services (Object Code 500)
- Supplies, Textbooks and Library Books (Object Code 600)
- Property (Object Code 700)
- Other Goods and Services (Object Code 800)
- Debt Service and Transfers In/Out (Object Code 900)

The Superintendent will notify the Board of Education when expenditures are expected to exceed any budgeted category by five (5%) percent or \$5,000, whichever is greater. Board approval of transfer is required prior to the budget line item being over expended except under emergency conditions.

Business

Transfer of Funds between Categories; Amendments

Fund Balances (applies to Regional School District 4 and Supervision District only, referred to herein each as "District")

The ~~Board of Education- District~~ shall record any audited, unexpended funds ("surplus"), less any amount appropriated by the Region 4 Board of Education to their Reserve Fund for Capital and Nonrecurring Expenditures per Policy 3171.1 in accordance with Conn. Gen. Statute 10-51(d)(2), as an anticipated revenue line in the proposed budget document for the year following confirmation by audit - use any budget appropriation which has not been expended by the end of the fiscal year, once confirmed by the Annual Audit, to reduce the net expenses of the district for the following fiscal year (defined as "the year following confirmation by audit"), as required by Conn. Gen. Statute 10-51 subsection (c). The anticipated revenue line shall indicate a reduction in the net expenses by check issued to each town on the basis of ADM allocation from the year in which the surplus was incurred. The ~~Board of Education- District~~ must maintain expenses within limits of the approved budget. However, it is possible that the district may operate in a deficit in a given year due to unforeseen circumstances.

In the case of the ~~Board of Education- District~~ confronting a deficit due to unanticipated expenses in the current school year, the ~~Board- District~~ must make every effort to reduce spending to assure that projected expenditures are maintained within the appropriated budget. Where additional funds are necessary beyond the appropriated budget, the board must secure approval of a supplementary budget for expenditures in excess of the appropriated budget through the procedures that apply to the annual budget process.

The Regional Board of Education may establish reserve funds for accrued liabilities for employee sick leave and severance benefits and for capital and non-recurring expenses, subject to specified conditions. The total of such appropriation may not exceed the actuarially recommended contribution for accrued liability or ~~one~~ two percent of the operating budget for the capital reserve fund.

It is the intent of this policy to comply with state regulations as amended from time to time.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget (as amended by Public Act No. 98-141)

Financial Accounting for Local and State School Systems 2003 Mooney

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

June Special Session, Public Act No. 212

Policy revised: August 27, 2009

Policy reviewed: November 12, 2018

Policy revised: TBD

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

Personnel -- Certified/Non-Certified**Alcohol, Tobacco and Drug-Free Workplace****PURPOSE**

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board of Education (the "Board") also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, a controlled substance, or alcohol, and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs, a controlled substance, or alcohol on school property shall notify the Superintendent or the Superintendent's designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours. Employees may use over-the-counter or non-prescription medication provided that the medication has been legally obtained, is being used for the purpose for which it is intended and in accordance with recommended dosage limits and other conditions noted on the label.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, and the use of tobacco products in any area of a school building, on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity.

While Connecticut law allows for the legal use of marijuana under certain circumstances, because marijuana use is still prohibited under federal law, the use of marijuana at work, or outside of work if it impairs an employee's ability to perform their job, constitutes a violation of this policy.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

“Any area” means 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” means marijuana, as defined in Conn. Gen. Stat. § 21a-240.

“Controlled substance” means a controlled substance in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 ([21 U.S.C. 812](#)), including marijuana.

“Electronic cannabis delivery system” means 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” means 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 property” means any land and all temporary and permanent structures comprising the district's school and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

“School-sponsored activity” means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property.

“Smoke” or “smoking” means 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” means 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.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

Employees who feel they have developed an addiction to, dependence upon, or other problem with alcohol or drugs are encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program that requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

June Special Session, Public Act No. 21-1

United States Code:

Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95, § 4001

Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

Policy approved:	June 04, 1997
Policy revised:	October 04, 2018
Policy revised:	TBD

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

Students

Suspension and Expulsion/Due Process

I. Definitions

- A. **Cannabis** means marijuana, as defined by Conn. Gen. Stat. § 21a-240.
- B. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- C. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g., hunting); type of projectile; force and velocity of discharge; method of discharge (e.g., spring v. CO2 cartridge) and potential for serious bodily harm or death.
- D. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- E. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- F. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- G. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- H. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in

this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

- I. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- J. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- K. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- L. **School Days** shall mean days when school is in session for students.
- M. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board of Education (the "Board") and includes activities conducted on or off school property.
- N. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- O. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

- P. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.
- Q. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- R. For purposes of this policy, references to “school”, “school grounds” and “classroom” shall include physical educational environments, as well as environments in which students are engaged in remote learning, which means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

II. Scope of the Student Discipline Policy

A. *Conduct on School Grounds, on School Transportation, or at a School-Sponsored Activity:*

1. Suspension. Students may be **suspended** for conduct on school grounds, on school transportation, or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.**
2. Expulsion. Students may be **expelled** for conduct on school grounds, on school transportation, or at any school-sponsored activity that either **(1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.**

B. *Conduct off School Grounds:*

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**

C. *Seriously Disruptive of the Educational Process:*

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school;** (2) **whether other students from the school were involved or whether there was any gang involvement;** (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon,** as defined in Section 29-38 of the Connecticut General Statutes, and **whether any injuries occurred;** and (4) **whether the conduct involved the use of alcohol.** The Administration and/or the Board of Education may also consider (5) **whether the off-campus conduct involved the illegal use of drugs.**

- D. On and after January 1, 2022, a student shall not have 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.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, member of the school staff or other person(s).
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.

6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, alienage, ancestry, gender identity or expression, marital status, age, pregnancy, veteran status or any other characteristic protected by law.
7. Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument including pepper spray. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in Paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs,

narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances 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. For purposes of Paragraph 15, the term “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. For the purposes of Paragraph 15, the term “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 and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including cannabis.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Paragraph 15 above. For purposes of this policy, drug paraphernalia includes 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 controlled drugs or controlled substances into the human body, including but not limited to items such as “bongs,” pipes, “roach clips,” vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing,

concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds, on school transportation, or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds, on school transportation, or at a school-sponsored activity without the written permission of the principal or designee.
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.

30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:
 - a. causes physical or emotional harm to an individual;
 - b. places an individual in reasonable fear of physical or emotional harm; or
 - c. infringes on the rights or opportunities of an individual at school; or

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 or 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.

33. Cyberbullying, defined as 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.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. Using computer systems, including email, remote learning

platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where the principal has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the Administration has reason to believe:
 1. was in **possession on school grounds, on school transportation, or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
 2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument or a martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
 3. was engaged **on or off school grounds or school transportation in offering for sale or distribution a controlled substance** (as defined in 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 terms “**dangerous instrument**,” “**deadly weapon**,” “**electronic defense weapon**,” “**firearm**,” and “**martial arts weapon**,” are defined above in Section I.

- C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no **student enrolled in such a preschool program** shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the Administration has reason to believe that that a student enrolled in such preschool program was in **possession of a firearm** as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds, on school transportation, or at a preschool program-sponsored event. The term “**firearm**” is defined above in Section I.

- D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or designee determines that a student should or must be expelled, the Superintendent or designee shall forward such recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

- E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV.B(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV.C. For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if the student deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send the student to a designated area and notify the principal or the principal’s designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred

to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
 - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 - 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
 - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or she should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
 - b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds or on school transportation is of a violent or sexual nature that endangers persons.

3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or designee of the name of the student being suspended and the reason for the suspension.
8. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.
9. The school Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the

student completes the Administration-specified program and meets any other conditions required by the Administration.

11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
 12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
 13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.

- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

A. ***Emergency Exception:***

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. ***Hearing Panel:***

1. Expulsion hearings will be conducted by an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter. No member of the board may serve on such an impartial hearing board.

Each member of an impartial hearing board shall be a current or former attorney who does not have an interest in the outcome of the proceeding.

2. The expulsion hearing procedures shall be conducted in accordance with Regulation 5114.

C. ***Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):***

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to the student's parent(s) or guardian(s) at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to the student's

parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.

3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
 - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
 - c. A short, plain description of the conduct alleged by the Administration.
 - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
 - e. The student may cross-examine witnesses called by the Administration.
 - f. The student may be represented by an attorney or other advocate of the student's choice at the student's expense or at the expense of the student's parent(s) or guardian(s).
 - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or the student's parent(s) or guardian(s) requires the services of an interpreter because they do not speak the English language or are disabled.
 - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
 - i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and about free or reduced-rate legal services and how to access such services.
 - j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to

allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. *Hearing Procedures:*

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or designee.
7. Each witness for the Administration will be called and sworn. After a witness has finished testifying, the witness will be subject to cross-examination by the opposite party or the witness' legal counsel, by the Presiding Officer and by Board members.
8. The student shall not be compelled to testify at the hearing.
9. After the Administration has presented its case, the student will be asked if the student has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning

by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, the student will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or the student's representative.

10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems that have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.

16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
18. The hearing may be conducted virtually, via video conference, at the direction of the Board, in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health emergency. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

E. *Presence on School Grounds, on School Transportation, and Participation in School-Sponsored Activities During Expulsion:*

During the period of expulsion, the student shall not be permitted to be on school property or on school transportation, and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property or school transportation for a specified purpose or to participate in a particular school-sponsored activity.

F. *Stipulated Agreements:*

In lieu of the procedures used in this Section, the Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject

the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on the student's own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Alternative Educational Opportunities for Expelled Students

A. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

B. *Students sixteen (16) to eighteen (18) years of age:*

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if the student requests it and if the student agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to participation in the adult education program.
2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent, time.
3. The Board of Education shall count the expulsion of a pupil when the student was under sixteen (16) years of age for purposes of

determining whether an alternative educational opportunity is required for such pupil when the student is between the ages of sixteen and eighteen.

C. ***Students eighteen (18) years of age or older:***

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

D. **Content of Alternative Educational Opportunity**

1. For the purposes of Section IX, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.
2. The Superintendent, or designee, shall develop administrative regulations concerning alternative educational opportunities, which administrative regulations shall be in compliance with the standards adopted by the State Board of Education. Such administrative regulations shall include, but are not limited to, provisions to address student placement in alternative education; individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

E. ***Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):***

Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.

F. ***Students for whom an alternative educational opportunity is not required:***

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not

required by law or as described in this policy. In such cases, the Board, or if delegated by the Board, the Administration, shall determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

X. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D(16), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student's period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt

the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the Administration

recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).
2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of the student's disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. *Removal of Special Education Students for Certain Offenses:*

1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
 - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds, on school transportation, or at a school-sponsored activity, or
 - b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school, on school transportation, or at a school-sponsored activity; or
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, on school transportation, or at a school function.
2. The following definitions shall be used for this subsection XII.C.:
 - a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
 - b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
 - c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
 - d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

- A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:
 - 1. The parents of the student must be notified of the decision to recommend the student for expulsion.
 - 2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of the student’s disability.
 - 3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.
 - 4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship between the student’s disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or other residential placement.
- B. If a student who committed an expellable offense seeks to return to a

school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent.

Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Documentation and Reporting Requirements

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or

martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation to the local police.

Legal References:

Connecticut General Statutes:

- § 10-16 Length of school year
- § 10-74j Alternative education
- §§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act
- § 10-222d Safe school climate plans. Definitions. Safe school climate assessments
- §§ 10-233a through 10-233f Suspension and expulsion of students
- § 10-233l Expulsion and suspension of children in preschool programs
- § 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
- § 19a-342a Use of electronic nicotine delivery system or vapor product prohibited. Exceptions. Signage required. Penalties
- § 21a-240 Definitions
- § 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing
- § 21a-278 Penalty for illegal manufacture, distribution, sale, prescription, or administration by non-drug-dependent person
- §§ 21a-408a through 408p Palliative Use of Marijuana
- § 29-35 Carrying of pistol or revolver without permit prohibited. Exceptions
- § 29-38 Weapons in vehicles
- § 53a-3 Definitions
- § 53-206 Carrying of dangerous weapons prohibited
- § 53-344 Sale or delivery of cigarettes or tobacco products to persons under twenty-one.
- § 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to persons under twenty-one years or age

Public Act No. 21-46, “An Act Concerning Social Equity and the Health, Safety and Education of Children.”

Packer v. Board of Educ. of the Town of Thomaston, 717 A.2d 117 (Conn. 1998).
State v. Hardy, 896 A.2d 755 (Conn. 2006).
State v. Guzman, 955 A.2d 72 (Conn. App. Ct. 2008).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018.

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

18 U.S.C. § 921 (definition of “firearm”)

18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)

18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)

21 U.S.C. § 812(c) (identifying “controlled substances”)

34 C.F.R. § 300.530 (defining “illegal drugs”)

Gun-Free Schools Act, 20 U.S.C. § 7961

Honig v. Doe, 484 U.S. 305 (1988)

Policy Approved: May 1999

Policy Revised: June 2006

Policy Revised: December 2009

Policy Revised: October 2014

Policy Revised: February 2020

Policy Revised: TBD

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

Students

Dress Code

The Chester, Deep River, Essex and Regional School District No. 4 Boards of Education encourage students to dress appropriately and to be neatly groomed while at school. The Board does not dictate to students and parents as to grooming or what clothing may or may not be worn, but it expects each student's clothing and appearance to meet generally accepted standards of taste and common sense.

Garments with obscenities or drug/alcohol related print and attachments will not be allowed. Students wearing modes of dress which are unsafe either to the students or those around the students or whose dress or appearance is disruptive to school operations and the educational process will be prohibited from attending class.

Prohibited attire in the public schools during the academic school day shall include:

1. Coats, jackets or other attire normally worn as outerwear.
2. Head coverings of any kind, including but not limited to scarves, bandannas, masks, kerchiefs, athletic headbands, caps, hats or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy.
Nothing in this policy shall be construed to prohibit protective hairstyles.
"Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

In specific instances, the building principal shall be the sole judge as to the suitability of a student's clothing, grooming and/or appearance. Subsequently, the student or the student's parents may appeal the Principal's decision to the Superintendent of Schools. Parents dissatisfied by the decision of the Superintendent of Schools may appeal to the Board of Education at the next regularly scheduled board meeting. Such an appeal must be first presented in writing prior to the meeting of the Chairperson of the Board.

Connecticut General Statutes § 46a-51 (definition of protective hairstyles)

Policy adopted: November 10, 1997

Policy revised: February 22, 2018

Policy revised: TBD

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

Instruction

School Volunteers, Student Interns and Other Non-Employees

The Chester, Deep River, Essex and Region 4 Boards of Education (the “Board”) recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school’s educational environment and ultimately enrich students’ school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools (“volunteers”) must work under the supervision of Chester, Deep River, Essex or Region 4 Public Schools (“District”) staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

No employee of the District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal References: Connecticut General Statutes § 10-4g Parental and community involvement in schools; model program; school-based teams.

Connecticut General Statutes § 10-220 Duties of boards of education.

Connecticut General Statutes § 10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

Policy adopted: November 10, 1997

Policy revised: TBD

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

Bylaws of the Board

Filling Vacancies

Any vacancy occurring on the Board, unless otherwise provided by charter or special act, shall be filled by a vote of the remaining members of the Board until the next regular election.

As soon as possible after a vacancy on the Board arises, the Chairperson shall cause an announcement of the vacancy to be sent to appropriate individuals and organizations, including but not limited to local political organizations and local news media.

Thereafter, the Board may interview candidates for the vacancy, in executive session if appropriate, at a meeting of the Board held within 30 days after the vacancy arises. The vacancy may be filled at that meeting by a majority vote of all members of the Board of Education, and the action shall be recorded in the minutes of the meeting.

Legal Reference: Connecticut General Statutes

7-107 Vacancy appointments by selectmen.

9-204 Minority representation on boards of education.

10-219 Procedure for filling vacancy on board of education.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-232 Restriction on employment of members of the board of education.

Bylaw adopted by the Boards: April 26, 1999
Revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS

Bylaws of the Board

Filling Vacancies – Regional School Board

If a vacancy occurs in the office of any member of the regional board of education, the ~~Legislative Body~~ **Board of Selectmen** of the town affected shall elect a successor to serve until the next general election, at which time a successor shall be elected to serve any unexpired portion of such term.

Legal Reference: Connecticut General Statutes

SP. No. 199 An Act Concerning the Election of the Board of Education of Regional School District 4 at Town Elections

7-107 Vacancy appointments by selectmen

9-204 Minority representation on boards of education

10-46 c) Procedure for filling vacancy on regional boards of education

10-156 e) Employees of boards of education permitted to serve as elected officials; exception

1-232 Restriction on employment of members of boards of education