



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

**DEEP RIVER BOARD OF EDUCATION**

**AGENDA**

**Public – please note:**  
We anticipate being able to provide a hybrid option for this meeting.

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

**REVISED**  
**05/16/23**

To: Members of the Deep River Board of Education  
Subject: **Deep River Board of Education meeting Thursday, May 18, 2023**  
Time: **7:00 p.m.**  
Place: **Deep River Elementary School Media Center** or Dial (561) 614-1404 PIN: 911 703 228#

(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)

**Mission Statement**

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

**1. Call to order 7:00 p.m. – M. Morrissey - Chair**

**2. Verbal roll call for BOE members**

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

**3.1.** Minutes from the Regular Meeting of March 16, 2023 (*encl #1*)

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

**4. Public comment**

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

**5. Reports and Other Items:**

**5.1. Deep River Elementary Student Representatives**

**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. Financial Status Report – R. Grissom**

- a. Financial Status Updates
  - o Current Year to Date Financial Status Update (*encl #3*)
  - o Cafeteria Fund Update (*encl #4*)
  - o Medical Reserve Tracking (*encl #5*)
  - o Grants Update (*as needed*)
  - o Cafeteria Equipment Update

## 5.5. Principal's Report (as needed) - none needed

– Josh Torchia, DRES

## 5.6. Other Items (as needed)

- a. Discussion and possible VOTE to approve a revised Deep River Elementary 2023-24 operating budget in the amount of \$5,814,047 as approved by vote at the Deep River Town Meeting on May 15, 2023
- b. Discussion regarding general process for superintendent contract negotiations (encl #6)

## 5.7 Committee Reports (Chair or designated representative of each Comm.

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

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

- b. Supervision District Committee Update – Chair
- c. DRES Facilities (Buildings and Grounds) Committee – M. Morrissey, R. Ferretti
- d. Other committee reports (as needed)

### d.1 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 1<sup>st</sup> 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 #7)  
Policy #4118.231/4218.231 Alcohol, Tobacco and Drug Free Workplace (encl #8)  
Policy #5114 Suspension and Expulsion / Due Process (encl #9)  
Policy #5132 Dress Code (encl #10)  
Policy #6162.4 Volunteers (encl #11)  
Policy / Bylaw #9221 (encl #12)

## 6. Public Comment

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

## 7. Executive Session – Personnel

Evaluation of the Superintendent

## 8. Future Agenda Items

- 8.1 Joint BOE Meeting Thurs., June, 01 @ 7:00 p.m. @ JWMS Library
- 8.2 Deep River BOE Regular Meeting Thur., Sept. 21, 2023 @ 7:00 p.m. @ DRES Media Center

## 9. Adjournment



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

<b>Joint BOE Standing Committees</b> (standing committees have regularly scheduled meetings)			
<b>*Joint PK-12 Policy Sub-Committee</b>	R4(Clark/Strauss) CH(Taigen/Scherber) DR(Maikowski/Grunko) ES (Seidman/TBD)		
<b>*Joint PK-12 Curriculum Sub-Comm.</b>	R4(Cavanaugh/Silva) CH(Bernardoni/Johnson) DR(McIntyre/Whelan) ES (Johnston/Pillion/Russell)		
<b>*Joint PK-12 Finance Sub-Committee</b>	R4 (Clark/Daniels/Fearon) CH (Rice/TBD) DR (Rioux/Scholfield) ES (Seidman/Watson)		
<b>Supervision District Committee</b> (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)		
<b>Joint Ad Hoc Committees</b> (ad hoc committees meet for a designated period or as needed)			
<b>Personnel &amp; Negotiations</b>		<u>Contract duration</u>	<u>Initiate negotiations</u>
- Joint BOE Teacher negotiations	R4 (Daniels/Sandmann/Strauss) CH (Taigen) DR (Morrissey) ES (Watson/Pillion)	Expires 7/2025	6/2024
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2026	9/2025
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Techs et al.	Expires 7/2023	3/2023
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTech/ElemCustodians)	R4 (Daniels/Sandmann/Strauss) CH (Fitzgibbons) DR (Maikowski/Ferretti) ES (Watson/Pillion)	Expires 7/2023	3/2023
- Cafeteria (all schools)		Expires 7/2022	4/2022
Technology	R4(Seidman), CH(TBD), ES (Seidman), DR (TBD)		
School Calendar	R4(Sandmann/Daniels), CH (TBD), ES (TBD), DR (Morrissey)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Bernardoni), ES(TBD), DR(TBD)		
School Safety Committee	R4(Cavanaugh, Daniels), CH(Greenberg-Ellis), DR(TBD), ES(TBD)		
Tuition Committee	R4(Cavanaugh/Sandmann/Daniels), CH (TBD), DR (Morrissey), ES (Seidman Alt.)		
RFP Review	R4(Cavanaugh/Daniels), CH (Scherber), DR (Morrissey), ES (Seidman/Johnston)		
<b>Individual BOE Ad Hoc Committees</b> (ad hoc committees meet for a designated period or as needed)			
<b><u>Chester BOE</u></b>			
CATV Advisory Council (Cable TV)	For Discussion		
<b><u>Deep River BOE</u></b>			
Facilities	Morrissey/Ferretti		
CATV Advisory Council (Cable TV)	TBD		
<b><u>Essex BOE</u></b>			
Building	Seidman		
Essex Foundation	TBD		
CATV Advisory Council (Cable TV)	TBD		
<b><u>Region 4 BOE</u></b>			
<b>Personnel &amp; Negotiations</b>		<u>Contract duration</u>	<u>Initiate negotiations</u>
▪ R4 Secretaries/Nurses	Daniels/Sandmann/Strauss	Expires 7/2025	4/2025
▪ R4 Custodians	Daniels/Sandmann/Strauss	Expires 7/2024	3/2024
R4 Grounds and Buildings Maintenance & Oversight Committee	Stack/Seidman (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)		

# DEEP RIVER BOARD OF EDUCATION

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

## WHO WE ARE:

We are fellow residents of Deep River, elected by the community to serve 4 years (5-4 rotation) without compensation.

<b>Miriam Morrissey</b> - Chair	2023	<b>Lenore Grunko</b>	2023	<b>Robert Ferretti</b> – Vice-Chair	2025
<b>Nick Rioux</b>	2023	<b>Pat Maikowski</b> – Sec.	2023	<b>Alyson Whelan</b>	2025
<b>Betsy Scholfield</b>	2023	<b>Melissa McIntyre</b>	Apptd. 'til Nov. 23 of term ending 2025	<b>Scott Hallden</b>	2025

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

We are assisted in the meeting by our school administration:

**Brian J. White**, Superintendent of Schools  
**Sarah Brzozowy, Ed.D.**, Assistant Superintendent

**Josh Torchia**, Principal  
**Robert Grissom**, Finance Director

Our Board 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 third Thursday of every other month, unless there is a conflict with school vacation. In addition we participate in meetings of the Joint Board of Education Committee every other month along with the Boards of Education of Chester, Deep River and Essex. Our agenda is posted at the town hall and on the school website ([www.reg4.k12.ct.us](http://www.reg4.k12.ct.us)).

## EXECUTIVE SESSION:

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

## SPECIAL MEETINGS:

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

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

**DEEP RIVER ELEMENTARY SCHOOL  
BOARD OF EDUCATION REGULAR MEETING  
DRES LIBRARY  
THURSDAY, MARCH 16, 2023 7:00pm**

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

**CALL TO ORDER**

Mr. White called the meeting to order at 7:07pm.

**VERBAL ROLL CALL FOR BOE MEMBERS**

<b>Deep River BOE</b>	<b>Administration</b>
Miriam Morrissey	Brian White
Pat Maikowski	Josh Torchia
Bob Ferretti	
Alyson Whelan	
Lenore Grunko	
Melissa McIntyre	
Nick Rioux	
Betsy Scholfield	
<b>Absent:</b> Scott Halden	
Other Attendees:	Kelley Frazier, Clerk

**CONSENT AGENDA**

Upon a motion duly made by Pat Maikowski seconded by Lenore Grunko the Deep River Board of Education unanimously **VOTED** to approve the minutes from the regular meeting on January 19, 2023, from the Budget Workshop I of February 1, 2023 and the Budget Workshop II of February 15, 2023 and the Accounts Payable report as written.

**PUBLIC COMMENT**

No Comment

**REPORTS AND OTHER ITEMS:**

**Deep River Elementary Student Representatives**

Johnathan Shomo and Jahnne Maignan discussed the events happening at DRES.

**Superintendent's Report**

**District Update – Information and Communication**

Mr. White noted that work is being done to finalize all of the budgets. A presentation regarding the Valley Regional bonding project was held last night. The next step is a public hearing on March 29<sup>th</sup>.

**Assistant Superintendent's Report**

**General Update**

Dr. Brzozowy was not present.

## **Financial Status Updates**

### **Current Year to Date Financial Status Update**

Mr. Grissom was not present.

### **Principal's Update**

Mr. Torchia discussed the events happening at DRES.

### **Other Items**

#### **Discussion and possible VOTE to approve the proposed 2023-24 budget for presentation to the Town of Deep River**

Upon a motion made by Robert Ferretti and seconded by Lenore Grunko the Deep River Elementary Board of Education **VOTED** (7 Yes / 0 No / 1 abstention – Maikowski = Motion Passed) to approve the proposed 2023-24 budget in the amount of \$5,838,047 for presentation to the Town of Deep River.

### **The Science of Reading**

Dr. Brzozowy will discuss at next meeting.

### **Committee Reports**

#### **Curriculum**

New course options discussed.

#### **Finance**

No Update.

#### **Policy**

Several Policies are in the initial stages of review.

### **Supervision District Committee Updates**

Budget is finalized. A search for the replacement for the Director of Pupil Services is underway. A committee will be formed for interviewing with feedback and input from Board members and parents.

### **DRES Facilities (Buildings and Grounds)Committee**

Flooring replacement quotes are being received for two areas. Fencing will be repaired or replaced. A contract with Game Time is being developed for the playground equipment.

### **Other Committee Reports**

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

No Action taken.

### **PUBLIC COMMENT**

None

**FUTURE AGENDA ITEMS**

- Present Proposed Deep River Essex BOE 2023-24 Budget to Deep River BOF/BOS April 4, 2023 @ 7:00pm
- Joint BOE Meeting Thursday, April 6, 2023 @ 7:00pm
- Present proposed Deep River BOE 2023-24 Budget date TBD @ Public Hearing@ 7:30pm
- Joint BOE Retreat Saturday May 6, 2023 from 9:00am-Noon JWMS Library
- Deep River Town Budget Vote May 15, 2023 @ 7:30pm.
- Deep River BOE Regular Meeting May 18, 2023 @ 7:00pm

**ADJOURNMENT**

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 7:45p.m.

Respectfully Submitted,

**Kelley Frazier Clerk**

05/02/2023 10:59  
9781rgri

REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

P 1  
apchkrcn

FOR CASH ACCOUNT: 2000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
80151	03/06/2023	PRINTED	002539 ALL WASTE, INC.	459.54			
80152	03/06/2023	PRINTED	002467 ALLSTON SUPPLY CO INC	135.02			
80153	03/06/2023	PRINTED	002836 AMAZON CAPITAL SERVICES	1,298.27			
80154	03/06/2023	PRINTED	008698 AMAZON CAPITAL SERVICES	462.31			
80155	03/06/2023	PRINTED	008768 ATOMIC	140.00			
80156	03/06/2023	PRINTED	005835 CITIZENS BANK - HEALTH B	54,392.33			
80157	03/06/2023	PRINTED	002168 DEEP RIVER HARDWARE CO.	19.14			
80158	03/06/2023	PRINTED	006719 EVERSOURCE	2,471.30			
80159	03/06/2023	PRINTED	002204 FOLLETT SCHOOL SOLUTIONS,	447.91			
80160	03/06/2023	PRINTED	006678 FRONTIER	326.75			
80161	03/06/2023	PRINTED	002175 HOME DEPOT	39.76			
80162	03/06/2023	PRINTED	007441 INTERACTIVE EDUCATIONAL T	500.00			
80163	03/06/2023	PRINTED	008156 IVORYTON PLUMBING LLC	500.87			
80164	03/06/2023	PRINTED	008527 NEW ENGLAND CENTER FOR HE	627.00			
80165	03/06/2023	PRINTED	002221 NEW ENGLAND ENERGY CONTRO	149.70			
80166	03/06/2023	PRINTED	005533 PERMA-BOUND	127.61			
80167	03/06/2023	PRINTED	006292 SCHOLASTIC INC.	307.12			
80168	03/06/2023	PRINTED	002267 SCHOOL SPECIALTY	47.41			
80169	03/06/2023	PRINTED	006624 SOUTHERN CONNECTICUT GAS	4,908.19			
80170	03/06/2023	PRINTED	002436 TREASURER REGIONAL SCHOOL	2,295.96			
80171	03/06/2023	PRINTED	002518 TREASURER SUPERVISION DIS	170,554.67			
80172	03/06/2023	PRINTED	002587 WALTHAM SERVICES, INC	96.00			
80173	03/06/2023	PRINTED	005105 WB MASON	13.86			
80174	03/16/2023	PRINTED	002836 AMAZON CAPITAL SERVICES	53.58			
80175	03/16/2023	PRINTED	008698 AMAZON CAPITAL SERVICES	359.33			
80176	03/16/2023	PRINTED	008786 LAURA BARNARD	100.00			
80177	03/16/2023	PRINTED	006471 RACHEL CARLSON	100.00			
80178	03/16/2023	PRINTED	005433 W. CHE CARTA FALSA	350.00			
80179	03/16/2023	PRINTED	002155 CONNECTICUT WATER CO	784.64			
80180	03/16/2023	PRINTED	002172 DEEP RIVER STUDENT ACTIVI	400.00			
80181	03/16/2023	PRINTED	002197 ESSEX HARDWARE CO	80.74			
80182	03/16/2023	PRINTED	006719 EVERSOURCE	47.72			
80183	03/16/2023	PRINTED	008781 FLOCK THEATER	350.00			
80184	03/16/2023	PRINTED	008246 GLOBAL INDUSTRIAL	99.67			
80185	03/16/2023	PRINTED	008782 HADDAM KILLINGWORTH HIGH	100.00			
80187	03/16/2023	PRINTED	005443 INTEGRATED TECHNICAL SYST	1,146.00			
80188	03/16/2023	PRINTED	005402 KAREN MACAIONE	32.49			
80190	03/16/2023	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	74.90			
80191	03/16/2023	PRINTED	008780 ALISON OAKES CHARBONNIER	100.00			
80192	03/16/2023	PRINTED	005727 PASTA VITA INC	75.00			
80193	03/16/2023	PRINTED	008787 RIVERFIRE GLASS	100.00			
80194	03/16/2023	PRINTED	006226 LINALYNN SCHMELZER	100.00			
80195	03/16/2023	PRINTED	002518 TREASURER SUPERVISION DIS	100.86			
80196	03/16/2023	PRINTED	003554 ROBIN WHALEY	100.00			
80197	03/16/2023	PRINTED	006985 JAMILAH ZEBARTH	200.00			
80198	03/29/2023	PRINTED	002539 ALL WASTE, INC.	459.54			
80199	03/29/2023	PRINTED	002467 ALLSTON SUPPLY CO INC	1,233.23			
80200	03/29/2023	PRINTED	002836 AMAZON CAPITAL SERVICES	53.07			
80201	03/29/2023	PRINTED	008698 AMAZON CAPITAL SERVICES	119.60			
80202	03/29/2023	PRINTED	005835 CITIZENS BANK - HEALTH B	54,392.33			
80203	03/29/2023	PRINTED	002168 DEEP RIVER HARDWARE CO.	68.23			
80204	03/29/2023	PRINTED	002172 DEEP RIVER STUDENT ACTIVI	4.15			



05/02/2023 10:59  
9781rgri

REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

P 2  
apchkrcn

FOR CASH ACCOUNT: 2000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
80205	03/29/2023	PRINTED	003088 DUMOUCHEL PAPER CO.	134.92			
80206	03/29/2023	PRINTED	006719 EVERSOURCE	2,548.81			
80207	03/29/2023	PRINTED	002332 FIRST STUDENTS INC	139.26			
80208	03/29/2023	PRINTED	006678 FRONTIER	695.51			
80209	03/29/2023	PRINTED	006998 INSTITUTE FOR MULTI-SENSO	365.00			
80210	03/29/2023	PRINTED	008790 LING-FEI KANG	100.00			
80211	03/29/2023	PRINTED	006072 KIDS DISCOVER	192.00			
80212	03/29/2023	PRINTED	005959 LEAF	3,031.00			
80213	03/29/2023	PRINTED	008741 MAXIMU SOUND & SECURITY	124.35			
80214	03/29/2023	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	58.50			
80215	03/29/2023	PRINTED	002249 REGIONAL SCHOOL DISTRICT	276.58			
80216	03/29/2023	PRINTED	006624 SOUTHERN CONNECTICUT GAS	3,919.53			
80217	03/29/2023	PRINTED	008623 TOWN OF DEEP RIVER WPCA	9,243.75			
80218	03/29/2023	PRINTED	002436 TREASURER REGIONAL SCHOOL	2,221.63			
80219	03/29/2023	PRINTED	002518 TREASURER SUPERVISION DIS	174,424.34			
80220	03/29/2023	PRINTED	002587 WALTHAM SERVICES, INC	2,317.00			
80221	03/29/2023	PRINTED	005105 WB MASON	1,510.12			
80222	04/03/2023	PRINTED	008698 AMAZON CAPITAL SERVICES	521.88			
80223	04/03/2023	PRINTED	006719 EVERSOURCE	47.70			
80224	04/03/2023	PRINTED	005959 LEAF	190.00			
80225	04/03/2023	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	48.00			
80226	04/28/2023	PRINTED	006432 A&A OFFICE SYSTEMS, INC	567.37			
80227	04/28/2023	PRINTED	002467 ALLSTON SUPPLY CO INC	227.80			
80228	04/28/2023	PRINTED	002836 AMAZON CAPITAL SERVICES	129.00			
80229	04/28/2023	PRINTED	008698 AMAZON CAPITAL SERVICES	373.16			
80230	04/28/2023	PRINTED	003655 CENTRAL SYSTEMS, INC.	300.00			
80231	04/28/2023	PRINTED	005835 CITIZENS BANK - HEALTH B	54,392.33			
80232	04/28/2023	PRINTED	002155 CONNECTICUT WATER CO	800.86			
80233	04/28/2023	PRINTED	004450 CRF INC. INTERIOR SYSTEM	2,250.00			
80234	04/28/2023	PRINTED	002168 DEEP RIVER HARDWARE CO.	10.58			
80235	04/28/2023	PRINTED	006524 DUCT DIAGNOSTICS, LLC	4,000.00			
80236	04/28/2023	PRINTED	003088 DUMOUCHEL PAPER CO.	341.23			
80237	04/28/2023	PRINTED	002197 ESSEX HARDWARE CO	9.99			
80238	04/28/2023	PRINTED	006678 FRONTIER	606.52			
80239	04/28/2023	PRINTED	005959 LEAF	1,434.30			
80240	04/28/2023	PRINTED	002221 NEW ENGLAND ENERGY CONTRO	521.70			
80241	04/28/2023	PRINTED	002249 REGIONAL SCHOOL DISTRICT	1,747.08			
80242	04/28/2023	PRINTED	006624 SOUTHERN CONNECTICUT GAS	3,360.35			
80243	04/28/2023	PRINTED	002284 STAPLES CREDIT PLAN	12.17			
80244	04/28/2023	PRINTED	002518 TREASURER SUPERVISION DIS	100.86			
80245	04/28/2023	PRINTED	008777 UNIVERSITY OF CONNECTICUT	120.00			
80246	04/28/2023	PRINTED	002587 WALTHAM SERVICES, INC	346.00			
80247	04/28/2023	PRINTED	008745 YARD GOATS GROUP	464.75			
95 CHECKS CASH ACCOUNT TOTAL				575,731.73	.00		

05/02/2023 10:59  
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REGIONAL SCHOOL DIST # 4  
 AP CHECK RECONCILIATION REGISTER

P 3  
 apchkrcn

		UNCLEARED	CLEARED
95 CHECKS	FINAL TOTAL	575,731.73	.00

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

Deep River Board of Education  
FY 2022-2023 Year-to-date Report as of 4-30-2023

Object	Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<b><u>OBJECT 100 - SALARIES:</u></b>							
TOTAL SALARIES		3,711,413	-	3,711,413	3,015,774	653,544	42,095
<b><u>OBJECT 200 - EMPLOYEE BENEFITS:</u></b>							
TOTAL EMPLOYEE BENEFITS		1,193,877	-	1,193,877	1,021,606	100,696	71,574
<b><u>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</u></b>							
TOTAL PURCHASED & TECHNICAL SERVICES		136,600	-	136,600	94,040	6,926	35,634
<b><u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u></b>							
TOTAL PURCHASED PROPERTY SERVICES		252,323	-	252,323	180,971	70,877	475
<b><u>OBJECT 500 - OTHER PURCHASED SERVICES:</u></b>							
TOTAL OTHER PURCHASED SERVICES		214,691	-	214,691	188,423	21,167	5,100
<b><u>OBJECT 600 - SUPPLIES:</u></b>							
TOTAL SUPPLIES		171,481	-	171,481	130,230	20,019	21,232
<b><u>OBJECT 700 - PROPERTY:</u></b>							
TOTAL PROPERTY		4,050	-	4,050	3,542	228	280
<b><u>OBJECT 800 - OTHER OBJECTS:</u></b>							
TOTAL OTHER OBJECTS		5,077	-	5,077	4,543	143	391
<b>SUBTOTAL</b>		<b>5,689,512</b>	<b>-</b>	<b>5,689,512</b>	<b>4,639,128</b>	<b>873,601</b>	<b>176,783</b>

Deep River Board of Education  
FY 2022-2023 Year-to-date Report as of 4-30-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<b>OBJECT 100 - SALARIES:</b>								
5111		Administration	159,543	-	159,543	125,102	21,478	12,963
5113		Teachers' Salaries	1,354,675	-	1,354,675	993,154	345,190	16,331
5114		Secretary Salaries	108,714	-	108,714	92,752	19,575	(3,614)
5115		Custodial Salaries	175,168	-	175,168	146,251	31,491	(2,574)
5116		Nurse Salary	56,767	-	56,767	44,519	14,903	(2,655)
5118		Food Service Dir/Bookkeeper/Cafeteria Salaries	61,680	-	61,680	54,385	18,561	(11,266)
5119		Para Educators	283,362	-	283,362	233,695	56,538	(6,870)
5123		Substitute Teachers	46,800	-	46,800	28,724	-	18,076
5124		Substitute Secretary/Para-Educators	4,000	-	4,000	1,726	-	2,274
5133		Coaches/Extra-Curricular	34,367	-	34,367	10,776	-	23,591
5134		Secretary OT	600	-	600	1,657	-	(1,057)
5135		Custodian OT	3,100	-	3,100	1,506	-	1,594
5138		Cafeteria OT	-	-	-	2,483	-	(2,483)
5190		Building Rental Reimbursable Salaries	-	-	-	2,216	-	(2,216)
5198		Supervision District Salary	1,422,637	-	1,422,637	1,276,828	145,809	-
<b>TOTAL SALARIES</b>			<b>3,711,413</b>	<b>-</b>	<b>3,711,413</b>	<b>3,015,774</b>	<b>653,544</b>	<b>42,095</b>
<b>OBJECT 200 - EMPLOYEE BENEFITS:</b>								
5210		Health Insurance	652,708	-	652,708	598,316	54,392	-
5214		Life Insurance	3,039	-	3,039	2,522	25	491
5222		MERF	-	-	-	9,633	1,599	(11,231)
5223		FICA/Medicare	69,000	-	69,000	58,295	781	9,924
5250		Unemployment Compensation	5,000	-	5,000	-	5,000	-
5260		Worker's Compensation	16,900	-	16,900	16,184	-	716
5290		Other Employee Benefits	71,440	-	71,440	650	650	70,140
5291		Annuities	2,600	-	2,600	1,066	-	1,534
5298		Supervision District Fringe Benefits	373,190	-	373,190	334,941	38,249	-
<b>TOTAL EMPLOYEE BENEFITS</b>			<b>1,193,877</b>	<b>-</b>	<b>1,193,877</b>	<b>1,021,606</b>	<b>100,696</b>	<b>71,574</b>

Deep River Board of Education  
FY 2022-2023 Year-to-date Report as of 4-30-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<b>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</b>								
5300		Building Study	-	-	-	-	-	-
5322		Professional Development Programs	28,240	-	28,240	9,061	200	18,979
5330		<b>Other Professional Services</b>						
	2134	Health	400	-	400	-	-	400
	2135	Occupational Therapy	24,419	-	24,419	12,163	-	12,256
	2310	Other Services	25,000	-	25,000	20,274	726	4,000
		TOTAL OTHER PROF SERVICES	49,819	-	49,819	32,438	726	16,656
5398		Supervision District Purchased Svcs	58,541		58,541	52,541	6,000	-
<b>TOTAL PURCHASED &amp; TECHNICAL SERVICES</b>			136,600	-	136,600	94,040	6,926	35,634
<b>OBJECT 400 - PURCHASED PROPERTY SERVICES:</b>								
5411		Water	6,500	-	6,500	4,617	1,883	-
5412		Electricity	45,451	-	45,451	34,811	8,640	2,000
5413		Energy Conservation Note	26,733	-	26,733	-	26,000	733
5430		<b>Repairs &amp; Maintenance</b>						
	1101	Art	60	-	60	61	-	(1)
	1109	Music	1,600	-	1,600	41	-	1,559
	1114	Computer Education	-	-	-	-	-	-
	2134	Health	90	-	90	-	-	90
	2223	Audio/Visual	495	-	495	-	-	495
	2410	Contracts	1,000	-	1,000	-	-	1,000
	2600	Plant Operations Repairs	102,137	-	102,137	67,448	33,582	1,107
	2601	Security	2,265	-	2,265	625	-	1,640
		TOTAL REPAIRS & MAINTENANCE	107,647	-	107,647	68,175	33,582	5,889
5440		Leases	62,299	-	62,299	70,053	393	(8,147)
5498		Supervision District Purchased Property Services	3,693		3,693	3,315	378	-
<b>TOTAL PURCHASED PROPERTY SERVICES</b>			252,323	-	252,323	180,971	70,877	475

Deep River Board of Education  
FY 2022-2023 Year-to-date Report as of 4-30-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<b>OBJECT 500 - OTHER PURCHASED SERVICES:</b>								
5511		Out-of-District Transportation	-	-	-	-	-	-
5515		Field Trips & School Events	7,897	-	7,897	4,597	1,766	1,533
5520		Comprehensive Insurance	22,850	-	22,850	19,747	-	3,103
5530		Communications	6,427	-	6,427	7,905	933	(2,411)
5540		Advertising	500	-	500	-	-	500
5580		Travel & Conferences	4,586	-	4,586	1,416	795	2,375
5598		Supervision District Other Purchased Services	172,431	-	172,431	154,758	17,673	-
<b>TOTAL OTHER PURCHASED SERVICES</b>			<b>214,691</b>	<b>-</b>	<b>214,691</b>	<b>188,423</b>	<b>21,167</b>	<b>5,100</b>
<b>OBJECT 600 - SUPPLIES:</b>								
5610		Office Supplies	10,150	-	10,150	8,993	219	938
5611		<b>Instructional Supplies</b>						
	1101	Art	3,924	-	3,924	3,744	-	180
	1103	Language Arts	3,283	-	3,283	2,357	18	908
	1104	Foreign Language (FLES)	193	-	193	-	-	193
	1107	Kindergarten	1,384	-	1,384	1,154	230	-
	1108	Mathematics	5,688	-	5,688	3,318	533	1,837
	1109	Music	248	-	248	225	-	23
	1110	Physical Education	1,520	-	1,520	1,525	-	(5)
	1111	Reading	16,690	-	16,690	14,525	119	2,046
	1112	Science	2,157	-	2,157	1,900	30	228
	1113	Social Studies	1,892	-	1,892	805	-	1,087
	1114	Technology Ed	11,514	-	11,514	7,421	1,208	2,884
	1190	Testing	12,500	-	12,500	9,752	1,589	1,159
	1215	Special Education	1,816	-	1,816	1,530	-	286
	2134	Health	1,600	-	1,600	1,140	-	460
	2222	Library	1,150	-	1,150	1,000	-	150
	2223	Audio Visual	772	-	772	713	-	59
<b>TOTAL INSTRUCTIONAL SUPPLIES</b>			<b>66,331</b>	<b>-</b>	<b>66,331</b>	<b>51,109</b>	<b>3,727</b>	<b>11,496</b>
5613		Operations Maintenance Supplies	11,775	-	11,775	6,192	5,583	-
5624		Heating Fuel Natural Gas	37,500	-	37,500	30,116	7,384	-
5640		Library Periodicals	347	-	347	-	117	230

Deep River Board of Education  
FY 2022-2023 Year-to-date Report as of 4-30-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
5641		<b>Instructional Materials</b>						
	1108	Mathematics	1,223	-	1,223	-	-	1,223
	1109	Music	1,395	-	1,395	661	112	622
	1111	Reading	14,876	-	14,876	14,457	271	148
	1215	Special Education	3,453	-	3,453	541	7	2,904
		TOTAL INSTRUCTIONAL MATERIALS	20,947	-	20,947	15,659	390	4,897
5642		Library	9,663	-	9,663	4,908	1,085	3,670
5698		Supervision District Supplies	14,768	-	14,768	13,253	1,514	1
<b>TOTAL SUPPLIES</b>			171,481	-	171,481	130,230	20,019	21,232
<b>OBJECT 700 - PROPERTY:</b>								
5730		Equipment	4,050	-	4,050	3,542	228	280
5798		Supervision District Equipment	-	-	-	-	-	-
<b>TOTAL PROPERTY</b>			4,050	-	4,050	3,542	228	280
<b>OBJECT 800 - OTHER OBJECTS:</b>								
5810		<b>Dues &amp; Fees</b>						
	1207	Computer Technology	-	-	-	-	-	-
	2134	Health	145	-	145	-	-	145
	2222	Library	232	-	232	30	-	202
	2410	Principal's Office	3,303	-	3,303	3,259	-	44
	2905	Projects	-	-	-	-	-	-
		TOTAL DUES & FEES	3,680	-	3,680	3,289	-	391
5898		Supervision District Other Objects	1,397	-	1,397	1,254	143	-
<b>TOTAL OTHER OBJECTS</b>			5,077	-	5,077	4,543	143	391
		<b>SUBTOTAL</b>	<b>5,689,512</b>	<b>-</b>	<b>5,689,512</b>	<b>4,639,128</b>	<b>873,601</b>	<b>176,783</b>

## Deep River Cafeteria Expense and Revenue Tracking

Deep River 2022-2023	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Eligible Students - Free	0	0	50	46	46	46	47	50	51	53	0	0	389
Eligible Students - Reduced	0	0	18	16	19	20	21	21	20	20	0	0	155
Eligible Students - Full Pay	0	0	124	130	128	130	127	124	124	124	0	0	1,011
<b>Total Enrollment</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>192</b>	<b>193</b>	<b>196</b>	<b>195</b>	<b>195</b>	<b>195</b>	<b>197</b>	<b>0</b>	<b>0</b>	<b>1,555</b>
Breakfast - Free meals served	0	0	312	415	371	298	445	357	574	351	0	0	3,123
Breakfast - Reduced meals served	0	0	111	142	143	149	182	163	225	146	0	0	1,261
Breakfast - Full Pay meals served	0	0	463	604	602	528	695	300	734	478	0	0	4,404
Lunch - Free meals served	0	0	738	704	649	563	759	640	902	529	0	0	5,484
Lunch - Reduced meals served	0	0	271	260	263	250	323	283	388	231	0	0	2,269
Lunch - Full Pay meals served	0	0	1,395	1,456	1,403	1,252	1,544	908	1,658	1,071	0	0	10,687
object <b>Total Meal Count</b>	<b>0</b>	<b>0</b>	<b>3,290</b>	<b>3,581</b>	<b>3,431</b>	<b>3,040</b>	<b>3,948</b>	<b>2,651</b>	<b>4,481</b>	<b>2,806</b>	<b>0</b>	<b>0</b>	<b>27,228</b>
4090 Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4160 Café Lunch Cash Sales	\$ -	\$ 12	\$ 34	\$ 30	\$ 76	\$ 125	\$ 814	\$ 4,079	\$ 409	\$ 259	\$ -	\$ -	\$ 5,837
4360 State & Fed Grants - Claims breakfast	\$ -	\$ -	\$ 1,328	\$ 1,747	\$ 1,630	\$ 1,413	\$ 1,967	\$ 1,490	\$ 2,433	\$ 1,522	\$ -	\$ -	\$ 13,529
4360 State & Fed Grants - Claims lunch	\$ -	\$ -	\$ 5,335	\$ 5,191	\$ 4,924	\$ 4,385	\$ 5,745	\$ 4,583	\$ 6,707	\$ 4,023	\$ -	\$ -	\$ 40,893
4360 State & Fed Grants - 6 Cent	\$ -	\$ -	\$ 192	\$ 194	\$ 185	\$ 165	\$ 210	\$ 146	\$ 236	\$ 146	\$ -	\$ -	\$ 1,475
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	\$ -	\$ -	\$ 6,113	\$ 6,641	\$ 6,449	\$ 5,747	\$ 7,189	\$ -	\$ 7,718	\$ 4,986	\$ -	\$ -	\$ 44,842
4360 State & Fed Grants - Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ 8,377	\$ -	\$ -	\$ -	\$ 6,404	\$ -	\$ -	\$ -	\$ 14,781
4360 State & Fed Grants - Emerg. Oper. Costs Reimb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628
4361 USDA commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 12</b>	<b>\$ 13,001</b>	<b>\$ 13,802</b>	<b>\$ 21,642</b>	<b>\$ 11,835</b>	<b>\$ 16,553</b>	<b>\$ 10,297</b>	<b>\$ 23,907</b>	<b>\$ 10,936</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 121,985</b>
5111 Administrator Salary													\$ -
5114 Secretary Salary													\$ -
5118 Food Service Salary													\$ -
5124 Sub Secty\ Café													\$ -
5138 OT Cafeteria Salary													\$ -
<b>Total Salaries</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5210 Health Insurance													\$ -
5214 Life Insurance													\$ -
5222 MERF													\$ -
5223 Fica/Medicare													\$ -
<b>Total Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Salary &amp; Benefit Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5430 Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,215	\$ 710	\$ -	\$ -	\$ -	\$ 1,925
5600 All - Supplies / Energy	\$ -	\$ -	\$ 1,344	\$ 308	\$ 551	\$ 845	\$ 730	\$ 563	\$ 440	\$ 337	\$ -	\$ -	\$ 5,118
5601 USDA Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5610 General Supplies	\$ -	\$ -	\$ 8,114	\$ 5,536	\$ 3,217	\$ 4,976	\$ 5,087	\$ 3,704	\$ 5,964	\$ 3,589	\$ -	\$ -	\$ 40,186
5800 All - Other Misc. Expense	\$ -	\$ 1	\$ 99	\$ 86	\$ 108	\$ 3	\$ 150	\$ 149	\$ 66	\$ -	\$ -	\$ -	\$ 661
5890 Other Objects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Product Cost</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 9,557</b>	<b>\$ 5,929</b>	<b>\$ 3,876</b>	<b>\$ 5,823</b>	<b>\$ 5,967</b>	<b>\$ 5,631</b>	<b>\$ 7,181</b>	<b>\$ 3,926</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,890</b>
<b>Total Product, salary &amp; Benefit Costs</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 9,557</b>	<b>\$ 5,929</b>	<b>\$ 3,876</b>	<b>\$ 5,823</b>	<b>\$ 5,967</b>	<b>\$ 5,631</b>	<b>\$ 7,181</b>	<b>\$ 3,926</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,890</b>
<b>Profit (Loss)</b>	<b>\$ -</b>	<b>\$ 11</b>	<b>\$ 3,444</b>	<b>\$ 7,873</b>	<b>\$ 17,766</b>	<b>\$ 6,011</b>	<b>\$ 10,586</b>	<b>\$ 4,667</b>	<b>\$ 16,726</b>	<b>\$ 7,011</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,095</b>
Operating Days	0	0	20	19	18	16	20	17	23	14	22	11	180
Lunch Participation	#DIV/0!	#DIV/0!	62.6%	66.3%	66.6%	65.8%	67.3%	55.2%	65.7%	66.4%	#DIV/0!	#DIV/0!	6.6%
Breakfast Participation	#DIV/0!	#DIV/0!	23.1%	31.8%	32.1%	31.1%	33.9%	24.7%	34.2%	35.4%	#DIV/0!	#DIV/0!	3.1%
Meals Product Cost	#DIV/0!	#DIV/0!	\$ 2.90	\$ 1.66	\$ 1.13	\$ 1.92	\$ 1.51	\$ 2.12	\$ 1.60	\$ 1.40	#DIV/0!	#DIV/0!	
Labor/M meal	#DIV/0!	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	
	#DIV/0!	#DIV/0!	\$ 2.90	\$ 1.66	\$ 1.13	\$ 1.92	\$ 1.51	\$ 2.12	\$ 1.60	\$ 1.40	#DIV/0!	#DIV/0!	
unpaid lunch balances - monthly value			\$ (264)	\$ (267)	\$ (264)	\$ (227)	\$ (503)	\$ (409)	\$ (419)				
lunch account balances- monthly value			\$ 1,767	\$ 1,765	\$ 2,176	\$ 2,894	\$ 3,425	\$ 3,680	\$ 3,714				
Month End Checking Account Balance			\$ 203,685	\$ 194,158	\$ 209,650	\$ 219,671	\$ 228,478	\$ 238,301	\$ 255,808	\$ 173,555			



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

2022-2023

As of: 04.30.2023

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
<b>Total Expenses</b>	<b>768,504</b>	<b>475,336</b>	<b>564,976</b>	<b>392,855</b>	<b>564,161</b>	<b>403,339</b>	<b>725,144</b>	<b>710,526</b>	<b>757,204</b>	<b>437,028</b>	<b>-</b>	<b>-</b>	<b>5,799,073</b>
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.													-
													-
<b>Total Revenue</b>	<b>611,934</b>	<b>562,729</b>	<b>708,464</b>	<b>680,130</b>	<b>682,488</b>	<b>694,559</b>	<b>691,345</b>	<b>673,294</b>	<b>699,928</b>	<b>675,033</b>	<b>-</b>	<b>-</b>	<b>6,679,905</b>
<b>Net Rev/Exp/Month</b>	<b>(156,569)</b>	<b>87,392</b>	<b>143,488</b>	<b>287,275</b>	<b>118,328</b>	<b>291,220</b>	<b>(33,799)</b>	<b>(37,233)</b>	<b>(57,276)</b>	<b>238,004</b>	<b>-</b>	<b>-</b>	
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

**Background**

Chester, Deep River and Essex jointly employ the Superintendent of schools through the Supervision District. Employing the Superintendent through a committee is authorized under CGS 10-157(a) which specifically deals with the sharing of a Superintendent of Schools:

The boards of education of any two or more towns, or the board of education of any regional school district and the board of education of one or more of the towns comprising the district, or a committee formed and authorized by agreement of such boards on behalf of such boards may jointly employ a superintendent of schools, and said superintendent of schools shall have the powers and duties for each of said boards as provided in section 10-157.

The law gives the committee authority to develop and approve a contract of employment:

Such boards of education or such committee shall specify in a written agreement the term of office of such superintendent, which shall not exceed three years, and the proportionate share and limits of authorized expenditures for the salary of such superintendent and other necessary expenses, and any other pertinent matters, and shall provide for the evaluation of the superintendent pursuant to section 10-157

Our Supervision District agreement does not have language specific to an employment agreement so the practice has varied throughout the years. However the committee was authorized under 10-157a to conduct the process as it sees fit to do so. Single board districts do need to vote as a group to approve an employment agreement.

Currently the Supervision agreement only refers to the "Election of Superintendent" and the "Evaluation of the Superintendent:"

3.2 Election of Superintendent. The election of a Superintendent of Schools shall be a function of the four Boards of Education acting in concert, not the Committee. Such election shall be in accordance with the provisions of Connecticut general Statute 10-157a. Should the need arise for the election of a Superintendent, the Boards acting in concert shall determine the search process.

3.3 Evaluation of Superintendent. The Superintendent shall be evaluated annually by the several Boards of Education, using a process mutually agreed upon by the Superintendent and the Boards, and in accordance with Connecticut General Statute 10-157a.

It should be noted that CGS 10-157 stipulates the election is a function of Boards, which is why the Supervision agreement requires the boards to each vote separately. However 10-157(a) gives the committee the authority to negotiate the contract.

In the absence of a contract process in the Supervision agreement the Superintendent's Contract does have language referring to a renewal process:

The term of this Agreement is for three years. The Superintendent, the Member Boards and the District agree that they shall adhere to the following procedures to extend the Superintendent's employment under this contract for an additional period of three years: prior to the end of the first year of a three year agreement, the District at the request of the Superintendent may vote for a new three year agreement.

It should be noted that the Superintendent's contract refers to the "District" as the Supervision District and refers to the boards as "Member Boards."

The Boards' only direct employee is the Superintendent of Schools. We have a good existing practice for collecting and processing feedback for the purposes of evaluation. In almost every school district, including ours, the Board Chair as the elected representative of the board members is the day-to-day liaison between members and the Superintendent.

Few, if any, boards throughout the state involve the entire board in the contract negotiation. Most leave that task either to the Board Chair, the Board Executive committee, or appoints a small committee that reports back to the main body. It should be noted that all single board districts are required to vote to *approve* the contract unless they are part of a collaboration per 10-157(a).

Because of our unique configuration the following proposal is being made for your consideration. (next page):

**Proposal:**

1. Amend the Supervision District Agreement to reflect the following:
  - a. At the April meeting of the Supervision District an executive session will be held to give the Superintendent the opportunity to discuss the year in review (per policy). This meeting will also give the Superintendent the opportunity to propose any changes to their contract and help set expectations for a contract negotiation.
  - b. Per policy, a formal evaluation meeting is held with the Board Chairs and the Superintendent in June prior to the regularly scheduled Supervision District meeting. At that meeting the Board Chairs and Superintendent may negotiate and draft a renewed contract for consideration.
  - c. At the regular Supervision District meeting in June the Board Chairs will present the proposed contract renewal to the Supervision District members for discussion and vote. Should the vote be approved, the contract will be sent to the Member Boards for their approval. Should all boards approve the contract will be in effect on the renewal.
  - d. In the case of a newly elected Superintendent, the Board Chairs will meet with the candidate to negotiate the initial contract. The Supervision District will vote to approve the contract which will then be sent to Member Boards for their approval. Should all boards approve the contract will be in effect on the renewal.

## **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.

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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.

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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, non-medical 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 – Local Board of Education

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