



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

Public - please Note:

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

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

Agenda

To: Members of the Regional School District No. 4 Board of Education
Subject: **Region 4 BOE Regular Meeting – Thursday, March 07, 2024**
Time: **6:00 p.m.**
Place: **Valley Regional High School Media Center or Dial (503) 673-9166 PIN: 790 528 929#**

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

Mission Statement

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

AGENDA

1. Call to order 6:00 p.m. – K. Sandmann, Chair

2. Verbal roll call for BOE members

3. Public Comment

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

4. Consent Agenda

- 4.1 Minutes from Regular Meeting of January 04, 2024 (*encl #1*)
- 4.2 Minutes from Special Meeting of January 10, 2024 (*encl #2*)
- 4.3 Minutes from Special Meeting with Town Leadership Discussion on January 23, 2024 (*encl #3*)
- 4.4 Minutes Budget Workshop I on January 24, 2024 (*encl #4*)
- 4.5 Minutes from Special Meeting of January 30, 2024 (*encl #5*)
- 4.6 Minutes from Special Meeting of February 06, 2024 (*encl #6*)
- 4.7 Minutes from Budget Workshop II on February 07, 2024 (*encl #7*)
- 4.8 Minutes from District Meeting / Public Hearing and Special Meeting on February 21, 2024 (*encl #8*)
- 4.9 Accounts Payable Report (*encl #9*)

5. Reports and Other Items

- 5.1 Region 4 Student Representatives
 - a. Middle School Representatives (rotating)
 - b. VRHS Seniors: (Olivia Cunningham, Madeline Morrissey)
- 5.2 R4 Teacher Update – *N. Waz*
- 5.3 Superintendent's Report – *B. White*
 - a. District Update
 - b. Information and Communication
- 5.4 Assistant Superintendent's Report – *S. Brzozowy (none this evening)*
 - a. General Update

5.5 Finance Office Report – *R. Grissom*

- a. Financial Status Updates
 - Current to Date Financial Status Update (*encl #10*)
 - Cafeteria Fund Update (*encl #11*)
 - Medical Reserve Tracking (*encl #12*)
 - Grants update (*as needed*)
 - Capital Reserve update
 - JWMS expenditure update
- b. Discussion and possible VOTE to approve a transfer of funds as presented

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

5.7 Principals' Reports (*as needed*)

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

5.8 Other Items

- a. Discussion and possible VOTE to move the Regional School District No. 4 proposed 2024-25 budget to Public Hearing on April 01, 2024, as presented – *B. White/ R. Grissom*
- b. Discussion and possible VOTE to accept the following donations to be used at the discretion of administration:
 - \$6,000 from Whelan Engineering to benefit Valley's robotics team
 - \$500 from The Lee Company to benefit Valley's robotics team
 - \$200 from Lon.TV LLC- Lon Seidman to benefit Valley's robotics team
 - \$100 from Rotary Club of Chester to benefit Valley's Interact Club
 - \$100 from Rotary Club of Deep River to benefit Valley's Interact Club
 - \$2000 from Case Graber Foundation-John Voege, Trustee to benefit VRMP (high school musical program)
 - \$1000 from Kimberly and John Stack to benefit VRMP (high school musical program)
 - \$6,000 from Region 4 Foundation to benefit VRMP (high school musical program)
 - \$4,000 from Region 4 Foundation to benefit JWMS Musical Program
 - \$6,000 from the Region 4 Foundation to benefit lighting needs in the VRHS art gallery
 - \$8,160 from the Chris Belfoure Memorial Fund, through the Community Foundation of Middlesex County to benefit transportation to and from the airport for student class trips abroad
- c. Presentation regarding information shared on a VRHS transcript – *M. Barile, S. Brzozowy*
- d. Discussion and possible VOTE to approve the Superintendent's recommendation regarding changes to the weighted grading formula for 2024-25 incoming freshman, as presented – *M. Barile, S. Brzozowy*
- e. Discussion and possible VOTE to approve the Heritage Music Festival trip, as presented – *M. Barile, S. Brzozowy*
- f. Discussion and possible VOTE to approve a boy's baseball coop with Westbrook High School – *M. Barile, R. Grissom*

6. Committee Reports

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

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

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

a. Other committee reports

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

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

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

The First Readings on these policies were held at the Feb. 22nd Joint BOE meeting – (the Second Readings and possible Votes to approve will be held at the April 4th Joint BOE meeting).

Update Existing with the following:

Policy #0521 Non Discrimination (*encl #13*)

Policy #3280 Gifts, Grants, and Bequests (*encl #14*)

Policy #5111 Age of Attendance (*encl #15*)

Policy #5131.21 Physical Restraint and Seclusion (*encl #16*)

Adopt New:

Policy #4112.5/4215.5 Employment and Student Teacher Checks (*encl #17*)

Policy #4118.11/4218.11 Non Discrimination (Personnel) (*encl #18*)

Policy #5145.4 Non Discrimination (Students) (*encl #19*)

a.3 Discussion and Possible VOTE to approve the recommendation of the Joint BOE Curriculum Committee to approve course offerings at Valley Regional High School for IB CP Core; IB Film; and IB Sports Exercise and Health Science, as presented – *S. Brzozowy*

7. Public Comment

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

8. Executive Session – Personnel – Superintendent’s Mid-Year Goals Update and Evaluation

9. Future Agenda Items

9.1 Region 4 BOE Budget Public Hearing & Special Meeting, April 01, 2024 @ 7:00 p.m.

9.2 Joint BOE Meeting Thursday, April 04, 2024 @ 6:30 p.m. (R4 stays in session at end, only if needed)

9.3 Regular Region 4 BOE Meeting Thursday, May 02, 2024 @ 6:00 p.m.

9.4 Region 4 BOE Annual Meeting, Monday, May 06, 2024 @ 7:00 p.m. (to move budget to referendum)

9.5 Region 4 BOE Budget Referendum, Tuesday, May 07, 2024 – Town Polling Locations

10. Adjournment



Regional School District 4
Chester – Deep River – Essex – Region 4
Boards of Education Committees – School Year 2023-24 (Updates in Progress)

<u>Joint BOE Standing Committees</u> (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee	R4(Clark/Strauss) CH(Taigen/Scherber) DR(Maikowski/Grunko) ES (Seidman/TBD)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Silva) CH(Bernardoni/Johnson) DR(McIntyre/Whelan) ES (Johnston/Russell)		
*Joint PK-12 Finance Sub-Committee	R4 (Clark/Daniels/Fearon) CH (Rice/Connelly) DR (Rioux/TBD) ES (Seidman/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Sandmann 25 / Cavanaugh 25 / Stack 25) CH (Fitzgibbons 25 / Bernardoni 25 / Greenberg-Ellis 25) DR (Maikowski 25 / Ferretti 25 / Whelan 25) ES (Seidman 25 /Russell 25 / Johnston 25)		
<u>Joint Ad Hoc Committees</u> (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations	<u>Contract duration</u>		<u>Initiate negotiations</u>
- Joint BOE Teacher negotiations	R4 (Daniels/Sandmann/Strauss) CH (Taigen) DR (TBD) ES (Watson)	Expires 7/2025	6/2024
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations		Expires 7/2026
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Techs et al.		Expires 7/2026
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians)	R4 (Daniels/Sandmann/Strauss) CH (Fitzgibbons) DR (Maikowski/Ferretti) ES (Watson)	Expires 7/2026	3/2026
- Cafeteria (all schools)	Expires 7/2025		4/2025
Technology	R4(Seidman), CH(TBD), ES (Seidman), DR (TBD)		
School Calendar	R4(Sandmann/Daniels), CH (TBD), ES (TBD), DR (TBD)		
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 (Johnson), DR (TBD), ES (Seidman Alt.)		
RFP Review	R4(Cavanaugh/Daniels), CH (Scherber), DR (TBD), ES (Seidman/Johnston)		
<u>Individual BOE Ad Hoc Committees</u> (ad hoc committees meet for a designated period or as needed)			
<u>Chester BOE</u>			
CATV Advisory Council (Cable TV)	For Discussion		
<u>Deep River BOE</u>			
Facilities	Ferretti		
CATV Advisory Council (Cable TV)	TBD		
<u>Essex BOE</u>			
Building	Seidman		
Essex Foundation	TBD		
CATV Advisory Council (Cable TV)	TBD		
<u>Region 4 BOE</u>			
Personnel & Negotiations	<u>Contract duration</u>		<u>Initiate negotiations</u>
▪ R4 Secretaries/Nurses	Daniels/Sandmann/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)		
R4 Fields Renovation Advisory Committee	Strauss / Fearon / Stack / Sandmann		

REGIONAL SCHOOL DISTRICT NO. 4 BOARD OF EDUCATION

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

WHO WE ARE:

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

John Stack (CH) Treasurer	2025	Jane Cavanaugh (DR)	2025	Lon Seidman (ES)	2025
Richard Strauss (CH)	2027	Alex Silva (DR)	2027	Jennifer Clark (ES)	2027
Lol Fearon (CH) Vice-Chair	2029	Rick Daniels (DR) Secretary	2029	Kate Sandmann (ES) Chair	2029

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

We are assisted in the meeting by our school administration:

Brian J. White, Superintendent of Schools

Sarah Brzozowy, Ed.D, Assistant Superintendent of Schools

Robert Grissom, Finance Director

Michael Barile, Principal, VRHS

Melissa Morgan-Hostetler, Principal, JWMS

And our student representatives:

Senior Student Representative: **Olivia Cunningham**

Senior Student Representative: **Madeline Morrissey**

Our BOE Clerk is: **Kelley Frazier**

HOW YOU CAN CONTRIBUTE AND PARTICIPATE:

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

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

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

REGULAR MEETINGS:

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

EXECUTIVE SESSION:

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

SPECIAL MEETINGS:

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

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

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
REGIONAL SCHOOL DISTRICT NO. 4 Board of Education Regular Meeting
Valley Regional High School Media Center
January 4, 2024 at 6:00pm**

A regular meeting of the Regional School District No. 4 Board of Education was held on Thursday, January 4, 2024 at 6:00pm in the Valley Regional High School Media Center.

CALL TO ORDER

The meeting was called to order at 6:03pm.

VERBAL ROLL CALL

Region 4 BOE

Lol Fearon
John Stack
Richard Strauss
Jennifer Clark
Kate Sandmann
Jane Cavanaugh
Rick Daniels
Lon Seidman
Absent: Alex Silva

Administration

Brian White
Bob Grissom
Sarah Brzozowy
Mike Barile
Melissa Morgan-Hostetler

Also in attendance: QA+M, Rusty Malik and Carson Collier; Arcadis Kelly Nelli and Jack Butkus. Board Clerk Kelley Frazier.

PUBLIC COMMENT

No Comment

CONSENT AGENDA

On motion duly made and seconded the Region 4 Board of Education **VOTED** to approve the minutes of the Special Informational Meeting of October 30, 2023, the Special Meeting of October 30, 2023, the Regular Meeting of November 2, 2023, the Special Meeting of November 6, 2023, the Special Meeting of November 8, 2023, the Special Meeting of November 29, 2023, the Special Meeting of December 7, 2023 and the accounts payable report as presented.

REPORTS AND OTHER ITEMS

Region 4 Student Representatives Report

Middle School Student Representatives

Students from John Winthrop Middle School gave the update.

VRHS Seniors

Mr. Barile gave an update of events happening at Valley Regional.

R4 Teacher Update

No Report.

Superintendent's Report

District Update/Information and Communication

No report.

Assistant Superintendent's Report

General Update

No Report.

Financial Status Report

Financial Status Update

Current Year to Date Financial Status Update

All financial obligations are expected to be met. This report was prepared as of December 21, 2023. The committed balance is 96% of the budget. Property services is expected to be over budget for repairs and maintenance at John Winthrop. This is a projection of expectations of year end numbers. Work is being done to control expenses. Legal services also have a deficit. This is also pertains to services for the John Winthrop mold issue.

Cafeteria Fund Update

This report is through November 2023. Participation rate is 45-50%. Final bills and installations of equipment is being finalized. The cash balance is \$213,293.

Medical Reserve Tracking

Reporting is through November 2023. Revenue and expense were discussed. Higher claims have been seen in recent months. This will continue to be monitored. The insurance consultant will be attending a Joint Meeting in the near future. He will discuss long term strategies.

Grants Update

No Update.

Capital Reserve Update

The Fund Balance is \$684,373.

JWMS Expenditure Update

Mr. Grissom distributed a handout with year to date numbers. Discussion held regarding the expense numbers and how this affects the current budget. There may be unanticipated expenses. The public and towns need to be aware of the expenses that are being incurred and what to expect. The security project was discussed.

Discussion and possible VOTE to approve transfers as presented

Upon a motion duly made and seconded the Region 4 Board of Education unanimously **VOTED** to approve the transfer as presented by the Director of Finance.

BOE Treasurer Report

No report.

PRINCIPAL'S REPORT

M. Morgan-Hostetler – JWMS

No report.

M. Barile - VRHS

No report.

OTHER ITEMS

JWMS Root Cause Analysis Report

QA+M, Arcadis

An update was given regarding the remediation analysis. An evaluation of the current situation in this school was discussed. The A/C system, insulation, walls, windows and doors were looked at as well as the roof. Thermal scans were done for heat loss in the building. Existing conditions were presented as well as short term and long term solutions. Possible funding options and possible reimbursements from the state were also discussed. The timeline for each option was presented. Board members asked questions. The Department of Education will respond to the Board if a concrete plan is presented. Discussion ensued regarding what options are viable. It was suggested that the public be involved in this process to give feedback. Education of the public is important, but will take time. March may be too soon to go to referendum. Mr. Fearon proposed separating the need to do a temporary solution from the final solution so that the Board can act now on the temporary solution. It was suggested that the Board act now to get more permanent classrooms. March is too soon to educate and get support for a long term proposal. The Board would like to understand a moisture management program. This information needs to be received in the next two weeks. A long term solution should not be made under duress. A joint Region 4 faculty meeting will be held with the administration and staff for the needs for the rest of the year and for next year, if needed. The premise has been to seek a solution to put students back in the building as soon as possible. The discussion tonight has given more things to consider. Difficult questions need to be answered that will have long term impact. Members would like to hear more about Option 6 which is building out the high school to accommodate John Winthrop students.

Discussion and Possible VOTE to add any action items, as needed, or to direct the Superintendent with respect to JWMS related items.

No additional comments.

Committee Reports

Curriculum

IB curriculum is being discussed.

Finance

No comment

Policy

No comment

Other Committee Reports

Supervision District Committee Updates

Budget workshops have begun.

Discussion Regarding any Pending Policy for all BOE's

None for this evening.

PUBLIC COMMENT

Laura Traver, the music teacher from JW, feels educating the public is necessary. Bringing 7-8 grade to Valley is a concern because of shared spaces and a better plan for these activities needs to be developed. The long term health of this building needs to be reviewed.

Kate Schumann, a Chester resident, believes in the long term solution. Parents want to know what the environment will be next year. The teachers have been amazing but exploratories have suffered and parents want to be able to decide where to send their kids next year.

Rebecca Ingmundson, a teacher for 18 years at John Winthrop encourages the Board to keep the trailers which are being used for random meetings. This is not a moisture issue that occurred this year. The humidity has not been easily controlled for many years. She would like to get things out of the school but would like to have input as to what is valued by staff so that money is not spent on cleaning items not needed.

EXECUTIVE SESSION – NEGOTIATIONS

Discussion was held on whether executive session is needed. The process of opening bids and the details may be considered privileged information. Some members felt that vendors do not have an expectation of privacy and that all bids should be discussed outside of executive session. The administration could get clarity from the school attorney. The Board agreed that Executive Session is not needed at this time and bids were reviewed in public session.

Action Items

Discussion and possible VOTE to approve the recommended firm's bid for OPM for Reconstruction of athletic fields at Valley Regional High School and John Winthrop Middle School and to direct the Superintendent or his designee to engage in contract negotiations.

The condition of the fields needs to be addressed. This consists of several large projects. The municipal advisor needs to be secured so work can be executed. The needs of a service provider to design and construct the fields was discussed. A community stakeholder committee was engaged to develop this RFP. The timeline and bid information were discussed.

Upon a motion duly made and seconded the Region 4 Board of Education **VOTED 7 – 1 (NO-Daniels)** to approve Arcadis to serve as OPM for reconstruction of athletic fields at Valley Regional High School and John Winthrop Middle School and to direct the Superintendent or his designee to engage in contract negotiations.

Discussion and possible VOTE to approve the recommended firm's emergency bid for mold remediation services for John Winthrop Middle School for the removal and cleaning of items and to direct the Superintendent, or his designee, to engage in contract negotiations.

Professional services to clean and remove critical items from John Winthrop was discussed. Thresholds were also considered for items. This work could be executed as early as next Tuesday. Local labor will be relied upon for some work. An addendum was sent to the three vendors who responded to the remediation RFP. One vendor responded. Serve Pro from Bloomfield submitted a response. Their cost is \$66,743.49. Details of the bid were discussed. Mr. Daniels would like the administration to consider where the items land and the logistics of moving the items and returning the items back to staff.

Upon a motion duly made and seconded the Region 4 Board of Education unanimously **VOTED** to approve Serve Pro of Bloomfield's emergency bid for mold remediation services for John Winthrop Middle School for the removal and cleaning of items and to direct the Superintendent, or his designee, to engage in contract negotiations.

A special meeting was also suggested for Wednesday January 10, 2024 at Noon.

FUTURE AGENDA ITEMS

- Region 4 BOE Budget Workshops Jan 24, Feb 7, Mar 4, 2024 @ 6:00pm.
- Joint BOE Meeting Thursday, February 22, 2024 @ 6:30 pm
- Regular Region 4 BOE Meeting Thursday, March 7, 2024 @ 6:00pm

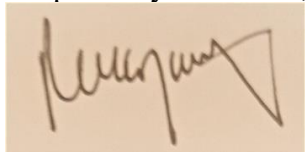
ADJOURNMENT

On motion duly made and seconded the Region 4 Board of Education unanimously **VOTED** to adjourn at 9:57 p.m.

Respectfully Submitted,

Kelley Frazier Clerk

Respectfully submitted,

A handwritten signature in brown ink on a light brown rectangular background. The signature is cursive and appears to read "Kelley Frazier".

Secretary
Regional District #4 Board of Education

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

REGION 4 BOARD OF EDUCATION

Date: January 10, 2024

Special Meeting – REMOTE ONLY – Via Google Meet

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

Attendance:	<u>Region 4 BOE</u>	<u>Administration:</u>	<u>Other:</u>
(√ = attended)	Kate Sandmann √	Brian White √	Kelly Nelli, Arcadis √
	Jennifer Clark √	Sarah Brzozowy √	Jack Butkus, Arcadis √
	Lon Seidman √	Bob Grissom √	Carson Collier, QA+M √
	Lol Fearon √	Mike Barile √	Rusty Malik, QA+M √
	Alex Silva √	Mel Morgan-Hostetler √	Jim Jake √
	Rick Daniels		
	John Stack √		
	Jane Cavanaugh √		
	Richard Strauss √		

Chair Sandmann called the special meeting to order at approx. 12:00 Noon.

Superintendent White shared that the purpose of today’s meeting is to allow the Board to continue their discussion that was started at the January 4th meeting where potential options for mold remediation at JWMS were presented. These options were based on the root cause analysis recently completed by QA+M as directed by the Board and presented on January 4th. The team of experts are back today, and prepared to speak to the scenarios presented; the possibility of some additional different scenarios based on Board feedback from last week’s meeting; as well as some other information requested by the board, to help them better understand the options before them.

Before starting that discussion, Superintendent White did have a few items he wanted to share with the Board since their meeting last week:

- As the Board is aware, there has been a tarp on the Central Office roof since the start of the school year. And now, since winter break, the building has had 2 more significant water intrusions, even with the tarp on the roof. Administration had previously looked into costs to address issues with the roof, and it was estimated at approximately \$30,000, which is available in the Capital Fund. Administration had hoped to delay this work by tarping the roof, but it can no longer be put off. Therefore, Administration will be going to RFP for that work to seek responses and proposals for the roof project. Once administration has responses, they will be coming back to the board with more information for possible action
- Last week administration, with Arcadis and QA+M, met with Deep River Town officials (Fire Marshal, building official, and a health official from CRAHD) to discuss the options presented to the Board at last week’s meeting. At that meeting, the officials did not support options 1, 2, or 3 as they don’t really address the root causes of moisture and mold in the school
- A tri-town leadership meeting has been scheduled for Tues., Jan. 16th with all three towns’ officials (BOS Chairs and BOF Chairs, or their designees). It is not a Board meeting on that evening but a chance for town officials to discuss the options facing the BOE, and to provide their feedback for Board consideration
- Progress is being made on the cleaning and removal of items from JWMS
- Administration is in the process of developing an RFP for a facilities master plan. This was budgeted for this year, before knowing what would happen at JW, and it will allow for the PK-12 master planning process as directed
- He has been in communication with Nick Caruso of CABA to discuss how best to engage the community in future discussions regarding their vision for education

Rusty Malik, QA+M presented additional options to the Board (see attached).

Public Comment:

Robert Kinne, Deep River – He said he is experienced in commercial HVAC and diagnosing sick buildings. He shared his opinion regarding dehumidification needs at JWMS and different ways to accomplish that.

Dennis Colomb, Ivoryton – He expressed his concern about preventative maintenance in the future and wanted to know who would be changed out to ensure a proper maintenance program in the future.

Susan Feaster, Ivoryton – Wants to know who is responsible, but she does think everyone did a great job transitioning the kids to Valley, and she thinks students should stay there until a long term fix has occurred. She thinks regionalization of all schools needs to occur and thinks that future meetings need to occur after the business day.

Wendy Colomb, Ivortyon – Agrees that public needs to be more involved.

Board discussion continued.

On motion duly made and seconded, the Board unanimously VOTED to add another public comment period to the agenda.

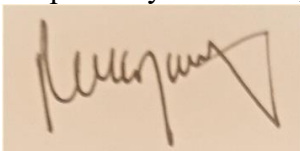
Robert Kinne, Deep River – spoke again to share some temporary options for portable chillers, and other options for mothballing a building.

There was a request from Board members for more options including some showing a renovate as new or expansion of JWMS, to house expanded grades 6,7,8 or 5,6,7,8 at JWMS based on what is best developmentally for kids, and also to look at the repair option in more detail, if the Board does decide they need to mothball the building. There was also a request for additional work by Administration for continued improvement for students housed at VRHS.

Superintendent White shared that he was able to meet with both faculties of JWMS and VRHS yesterday. Everyone committed to the formation of a teacher/administrative committee for addressing teaching and learning needs in the spring, and also for next year if the Board decides that students from JW will remain at Valley at that time.

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 1:34 p.m.

Respectfully submitted,

A handwritten signature in dark ink on a light-colored rectangular background. The signature is stylized and appears to be 'R. Kinne'.

Secretary
Regional District #4 Board of Education

F.O.I. Compliance – Subject to BOE approval**REGION 4 BOARD OF EDUCATION****Date:** January 23, 2024**Special Meeting – VRHS Media Center**

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

Attendance:	<u>Region 4 BOE</u>	<u>Administration:</u>	<u>Other:</u>
(√ = attended)	Kate Sandmann √	Brian White √	Town of Chester Officials
	Jennifer Clark √	Sarah Brzozowy √	Cindy Lignar, First Selectperson √
	Lon Seidman √	Bob Grissom √	John O’Hare, BOF Chair √
	Lol Fearon √	Mike Barile √	John, BOF √
	Alex Silva (arrived at approx.. 5:40 p.m.) √	Mel Morgan-Hostetler √	Dick Leighton, Building Official Deep River & Chester √
	Rick Daniels		
	John Stack √	<u>Other:</u>	Town of Deep River Officials
	Jane Cavanaugh √	Kelly Nelli, Arcadis √	Carol Jones, First Selectperson √
	Richard Strauss √	Jack Butkus, Arcadis √	Duane Gates, BOS √
			Bud Eckenroth, BOF Chair √
			Dick Leighton, Building Official Deep River & Chester √
			Town of Essex Officials
			Norm Needleman, First Selectperson √
			Stacia Libby, BOS √
			Campbell Hudson, BOF Chair √
			Vin Pacileo, BOF √

Chair Sandmann called the special meeting to order at approx. 5:00 p.m.

The Board continued their discussion from January 10, 2024 regarding options for mold remediation at John Winthrop Middle School.

The discussion was then opened up to all town officials present from Chester, Deep River, and Essex.

On motion duly made and seconded, the Board unanimously VOTED to move public comment up earlier on the agenda.

Public Comment:

Robert Kinne, Deep River said he believes the environmental controls are as important as the insulation and controls design should be started as quickly as possible.

Dan Morrissey, Deep River shared his thoughts on school construction funding, the reimbursement rate for state funding, and the importance of having the community on board for any longer term, bigger solutions that are political in nature.

Karen Burzyn, Ivoryton said she was upset and disappointed to be in the situation and said she believes either knocking down John Winthrop, or selling the building should be something considered to help fund this project.

Denise Dalton, Valley Regional High School employee spoke about perceived teacher hardships while JW students are at Valley, and asked the Board to address the smallest issues first to get JW students out of Valley as quickly as possible.

Alfredo Herrera, Deep River, asked if they have looked at any grant funding streams that might be available through federal grants.

A motion was made by John Stack (see below) and discussion ensued.

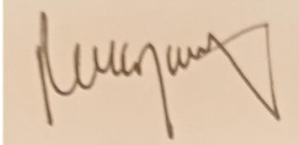
During discussion, John Stack clarified that his motion covers Option 1a, and allows for any additional dehumidification as needed, as well as also addressing ongoing testing, with an aim for opening school at JWMS next fall.

During discussion, it was also clarified that any remediation work will be required by law to be at prevailing wage due to the cost of the project.

On motion duly made and seconded, the Board unanimously VOTED to direct and authorize the administration to pursue a fixed, firm proposal and necessary funding options to remediate the current mold outbreak and repair of the existing HVAC system at John Winthrop Middle School. Scope of the repair authorization is limited to the primary source of building moisture that has resulted in the breakdown of the HVAC pipe insulation and system controls. The administration may also pursue supplemental dehumidification equipment necessary to keep the moisture levels within the parameters as listed below. Regarding the initial remediation of the mold, the administration shall adopt a testing procedure as provided by Enviromed. Post remediation testing shall be in accordance with any CT State air quality standards and recommended humidity levels. If such guidelines are unavailable, the district shall adopt a humidity level standard that will not support the sustained growth of mold. The administration shall provide options for opening John Winthrop Middle School for the 2024-25 academic calendar year.

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 6:46 p.m.

Respectfully submitted,

A handwritten signature in brown ink on a light brown rectangular background. The signature is stylized and appears to read "Alfredo Herrera".

Secretary
Regional District #4 Board of Education

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

REGION 4 BOARD of EDUCATION

Date: January 24, 2024

Budget Workshop I held in the VRHS Media Center

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

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

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

Items/Discussion:

The board reviewed and discussed the proposed Region 4 budget document for 2024-25 (see attached).

PUBLIC COMMENT –

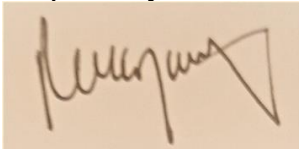
Carolyn from Essex supported the request for the Director of Facilities position and also recommended having outside experts (plumbers, e.g.) perform repairs, as opposed to the custodians.

The next budget workshop will be held February 07, 2024 @ 6:00 p.m.

ADJOURNMENT:

On motion duly made and seconded, the board unanimously VOTED to adjourn at approx. 8:12 p.m.

Respectfully submitted,



Secretary
Regional District #4 Board of Education

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

REGION 4 BOARD OF EDUCATION

Date: January 30, 2024

Special Meeting – VRHS Media Center

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

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

Chair Sandmann called the special meeting to order at approx. 6:05 p.m.

Superintendent White introduced Kelly Nelli of Arcadis, who will be working as the Owner’s Project Manager for the Fields Renovation project, and was present at last week’s R4 Fields Renovation Advisory Committee meeting.

Ms. Nelli introduced the rest of her team present this evening and reviewed the presentation with the Board, that she had shared with the R4 Fields Renovation Committee at last Thursday’s meeting to explain the difference between a Design Build vs. a Design-Bid-Build approach to the project (see attached).

Representatives from FieldTurf shared a presentation with the Board regarding their Cooperative Purchasing method and Design Build services (see attached).

There was time for Board discussion and questions.

Public Comment:

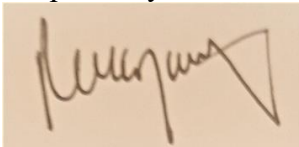
John O’Hare, Chester said he likes everything he’s heard so far, but asked for clarification as to what the fields to be built on the undeveloped land will be used for.

Board discussion continued.

Chair Sandmann stated that there was Board consensus to proceed with cooperative purchasing and direct the Superintendent to negotiate a contract with FieldTurf.

On motion duly made and seconded, the Board unanimously VOTED to adjourn at 8:06 p.m.

Respectfully submitted,



Secretary
Regional District #4 Board of Education

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

REGION 4 BOARD OF EDUCATION

Date: February 06, 2024

Special Meeting – VRHS Media Center

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

Attendance:	<u>Region 4 BOE</u>	<u>Administration:</u>	<u>Other:</u>
(√ = attended)	Kate Sandmann √	Brian White √	Kelly Nelli, Arcadis √
	Jennifer Clark √	Sarah Brzozowy √	Matt Ritter, Shipman & Goodwin √
	Lon Seidman √	Bob Grissom √	
	Lol Fearon √		
	Alex Silva √		
	John Stack (not present for vote left at approx. 6:57 p.m.) √		
	Jane Cavanaugh √		
	Richard Strauss √		
	Rick Daniels		

Chair Sandmann called the special meeting to order at approx. 6:00 p.m.

Kelly Nelli of Arcadis, gave a presentation on scope of services and costs covered by Appropriation Option 1 (not to exceed \$5.8 million) (as presented) or Appropriation Option 2 (not to exceed \$4.5 million) (as presented) regarding JWMS Remediation

There was an extensive Board discussion regarding Appropriation Option 1 and Appropriation Option 2, and a chance for legal counsel, Matt Ritter, to answer procedural questions by the Board.

Public Comment:

Mike Joy, Deep River – Stated that there had been a lot of good discussion and he understands the concern with paying good money to people to do things some people feel we could do ourselves, but the reason for doing that, he understands, is that people are not comfortable with attempting that work, or it is outside their expertise, so it's important to remember that. He said he would recommended moving forward as soon as possible to get students back, but even though it's great to fix the interior and remediate the mold, if we don't fix the actual source of water intrusion, we'll be right back where we started.

John O'Hare, Chester BOF Chair – Shared his thoughts on what will need to be addressed to try to convince the public of whatever appropriation ask the Board will be making. He thanked the Board for what they are doing.

Sarah Field, Deep River – Shared that she believes it's important to look at the root cause and address issues like the roof because roofs do need to be replaced from time to time. It's also important to spend money wisely now, to avoid ending up in the same situation later. Additionally, she stated that custodial staff are there for day to day building maintenance, and not the overall specialists stuff and that we need professionals for certain types of work.

Duane Gates, Deep River Selectman – wants to get kids back into JW and also wants to get the most bang out of our buck. He said the reality is, based on his decades of experience in the field, that the contingencies will likely be absorbed, but he is asking everyone to do their diligence to save as much money as possible.

Board discussion continued.

On motion duly made and seconded the Board VOTED (6 Yes = *K. Sandmann, L. Fearon, R. Strauss, J. Clark, J. Cavanaugh, A. Silva* / 1 No = *L. Seidman* / No abstentions = *motion passed*) VOTED to schedule a District Meeting / Public Hearing for Wednesday, February 21, 2024 to discuss Appropriation Option 1 as listed below:

APPROPRIATION OPTION 1

**WARNING
DISTRICT MEETING - PUBLIC HEARING
REGIONAL SCHOOL DISTRICT NO. 4
TOWNS OF CHESTER, DEEP RIVER AND ESSEX
WEDNESDAY, FEBRUARY 21, 2024**

The electors and citizens qualified to vote in town meetings of the Towns of Chester, Deep River and Essex (the “Member Towns”) are hereby warned that a District Meeting of Regional School District No. 4 (the “District”) will be held on Wednesday, February 21, 2024 at 7:00 P.M. at Valley Regional High School, located at 256 Kelsey Hill Road, Deep River, CT 06417, for the purpose of conducting a public hearing on the following recommendation of the District Board of Education:

1. That \$5,800,000 be appropriated for the remediation of a mold outbreak, repairs to the heating, ventilation and air conditioning (HVAC) system and dehumidification services at John Winthrop Middle School. The projects shall be referred to herein collectively as the “Projects”. The appropriation may be expended for design, construction, renovation and installation costs, dehumidification services, demolition and abatement services, new insulation and ceiling tiles, repairs to HVAC controls system, engineering and professional fees, materials, equipment, purchase costs, legal fees, financing costs, interest expense on temporary borrowings, and other costs related to the Projects. The appropriation shall include any federal or state grants received for the Projects. The Regional School District No. 4 Board of Education shall be authorized to determine the scope and particulars of the Projects and may reduce or modify the scope of the Projects as desirable, and the entire appropriation may be spent on the Projects as so reduced or modified.

2. That \$5,800,000 of bonds, notes or temporary notes of the District be authorized to finance the appropriation. The amount of the bonds authorized shall be reduced by the amount of any federal or state grants received by the District for the Projects.

3. That the Chair of the District Board of Education and the District Treasurer, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.

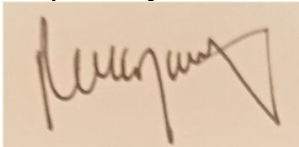
4. That the Superintendent of Schools and the Finance Director be authorized to contract with architects, engineers, contractors and others in the name and on behalf of the District with respect to the Projects, to approve design and construction expenditures for the Projects, and to exercise such others powers as are necessary or appropriate to complete the Projects.

5. That the authorization of the issuance of bonds, notes or temporary notes shall be submitted to a referendum vote by the electors and citizens qualified to vote in town meetings of the Member Towns of the District.

Dated at Deep River, Connecticut this 6th day of February, 2024.

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

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'K. Sandmann', is written over a light brown rectangular background.

Secretary
Regional District #4 Board of Education

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

REGION 4 BOARD of EDUCATION

Date: February 07, 2024

Budget Workshop II held in the VRHS Media Center

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

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

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

Items/Discussion:

On motion duly made and seconded, the Board VOTED (Yes 6 / 0 No / 1 abstention R. Daniels = motion passed) to add a “discussion and possible vote to authorize the Superintendent to submit a grant application to the state as a non-priority project, and create a building committee, and start of the preparations of schematic design and specifications for the JWMS Mold Remediation project” to the agenda.

On motion duly made and seconded, the Board VOTED (Yes 6 / 0 No / 1 abstention R. Daniels = motion passed) to authorize the Superintendent to submit a grant application to the state as a non-priority project, and create a building committee, and start of the preparations of schematic design and specifications for the JWMS Mold Remediation project.

The board reviewed and discussed the proposed Region 4 budget document for 2024-25 (see attached).

PUBLIC COMMENT –

Mike Joy, Deep River shared a comment about decreasing enrollment without a commensurate decrease in staffing.

The next budget workshop is scheduled for March 4th @ 6:00 p.m.

ADJOURNMENT: On motion duly made and seconded, the Board unanimously VOTED to adjourn at approximately 9:55 p.m.

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

REGION 4 BOARD OF EDUCATION

District Meeting / Public Hearing & Special Meeting

Date: February 21, 2024

Location: Valley Regional High School Auditorium

Attendance: (√ = attended)	<u>Region 4 BOE</u> Kate Sandmann √ Jane Cavanaugh √ Lon Seidman √ Jennifer Clark √ Richard Strauss √ Alex Silva √ Rick Daniels John Stack √ Lol Fearon √	<u>Administration:</u> Brian White √ Sarah Brzozowy √ Bob Grissom √	<u>Other:</u> Kelly Nelli, Arcadis √ Jack Butkus, Arcadis √ John Luby, EnviroMed √ Rusty Malik, QA+M √ Ken Hipsky, RZ Design √ Matthew Ritter, Esq. √
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Chair Sandmann called the district meeting / public hearing to order at: 7:00 p.m.

Moderator Tom Englert read the published legal warning for the meeting (see attached).

Superintendent Brian White shared background on the JWMS remediation project and introduced Kelly Nelli of Arcadis who provided an overview of action to date, and reviewed the proposed action as approved by the Board for presentation at this evening's public hearing.

The public was given a chance to ask questions.

The public hearing closed at approx. 9:50 p.m.

Chair Sandmann called the Special Meeting to order at approximately 9:50 p.m.

On motion duly made and seconded, the Board unanimously VOTED to approve RESOLUTION TO APPROPRIATE \$5,800,000 FOR THE REMEDIATION OF A MOLD OUTBREAK, REPAIRS TO THE HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEM AND DEHUMIDIFICATION SERVICES AT JOHN WINTHROP MIDDLE SCHOOL - *(See attached for full Resolution language)*

On motion duly made and seconded, the Board unanimously VOTED to approve RESOLUTION TO SUBMIT TO REFERENDUM THE RESOLUTION TO APPROPRIATE \$5,800,000 FOR THE REMEDIATION OF A MOLD OUTBREAK, REPAIRS TO THE HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEM AND DEHUMIDIFICATION SERVICES AT JOHN WINTHROP MIDDLE SCHOOL AND TO AUTHORIZE THE ISSUANCE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$5,800,000 TO FINANCE THE APPROPRIATION *(see attached for full Resolution language)*

Public Comment: none were made

ADJOURNMENT: On motion duly made and seconded, the Board unanimously VOTED to adjourn at approximately 9:55 p.m.

Respectfully submitted,
Jennifer Bryan

REGIONAL SCHOOL DIST # 4

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
50754	12/22/2023	PRINTED	002168 DEEP RIVER HARDWARE CO.		194.74		01/31/2024
50755	12/22/2023	PRINTED	009014 ESSEX HISTORICAL SOCIETY		800.00		01/31/2024
50756	12/22/2023	PRINTED	003273 GRAINGER		106.48		12/31/2023
50757	12/22/2023	PRINTED	008949 JOANIE DUBOIS		17.61		12/31/2023
50758	12/22/2023	PRINTED	005254 LEARNING A-Z		132.00		12/31/2023
50759	12/22/2023	PRINTED	002805 NEW ENGLAND DOOR CLOSER,		1,310.00		12/31/2023
50760	12/22/2023	PRINTED	005712 PITNEY BOWES, INC		520.99		01/31/2024
50761	12/22/2023	PRINTED	008563 REGIONAL RESTROOMS INC		112.00		12/31/2023
50762	12/22/2023	PRINTED	006808 WARDS SCIENCE		119.83		01/31/2024
50763	12/22/2023	PRINTED	008960 WATER BOY LLC		656.71		01/31/2024
50764	12/22/2023	PRINTED	005105 WB MASON		3,142.74		12/31/2023
50765	01/04/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		35.99		01/31/2024
50766	01/04/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		210.53		01/31/2024
50767	01/04/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		55.05		01/31/2024
50768	01/04/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		48.99		01/31/2024
50769	01/04/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		295.00		01/31/2024
50770	01/04/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		84.88		01/31/2024
50771	01/04/2024	PRINTED	007909 NATIONWIDE SECURITY CORPO		2,355.98		01/31/2024
50772	01/04/2024	PRINTED	002754 PROFESSIONAL FIELD CARE		330.00		01/31/2024
50773	01/04/2024	PRINTED	009003 ADELE MCANDREW		289.44		01/31/2024
50774	01/04/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		543.47		01/31/2024
50775	01/04/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		16.98		01/31/2024
50776	01/04/2024	PRINTED	009010 BARBARA FREE		160.40		01/31/2024
50777	01/04/2024	PRINTED	009017 CHRISTINA LUTJEN	86.46			
50778	01/04/2024	PRINTED	005063 DEB CAMPBELL		112.66		01/31/2024
50779	01/04/2024	PRINTED	009012 NICOLAS STANFORD		325.00		01/31/2024
50780	01/04/2024	PRINTED	008901 PEARSON ASSESSMENTS		175.00		01/31/2024
50781	01/04/2024	PRINTED	006707 PETER FOXEN		125.76		01/31/2024
50782	01/04/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		9.99		01/31/2024
50783	01/04/2024	PRINTED	005848 BANK OF NEW YORK MELLON		749,700.00		01/31/2024
50784	01/04/2024	PRINTED	002849 CURTIN MOTOR LIVERY, INC.		30,746.00		01/31/2024
50785	01/04/2024	PRINTED	007556 DIME OIL, LLC		16,098.25		01/31/2024
50786	01/04/2024	PRINTED	006719 EVERSOURCE		24,936.42		01/31/2024
50787	01/04/2024	PRINTED	002332 FIRST STUDENT INC		23,952.14		01/31/2024
50788	01/04/2024	PRINTED	006678 FRONTIER		342.12		01/31/2024
50789	01/04/2024	PRINTED	007585 GDL SERVICES LLC		550.00		01/31/2024
50790	01/04/2024	PRINTED	004778 GROVE SCHOOL		19,550.00		01/31/2024
50791	01/04/2024	PRINTED	008978 RYAN NETTLETON		25.24		01/31/2024
50792	01/04/2024	PRINTED	002227 PATHWAYS CENTER FOR LEARN		150.00		01/31/2024
50793	01/04/2024	PRINTED	008637 VISTA LIFE INNOVATIONS, I		8,173.00		01/31/2024
50794	01/04/2024	PRINTED	007240 WEX BANK		221.38		01/31/2024
50802	01/12/2024	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU		533.50		01/31/2024
50803	01/12/2024	PRINTED	003767 AIREX FILTER CORP		112.72		01/31/2024
50804	01/12/2024	PRINTED	002539 ALL WASTE, INC.		2,187.16		01/31/2024
50805	01/12/2024	PRINTED	006382 AMANDA MEZICK		51.07		01/31/2024
50806	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		205.38		01/31/2024
50807	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		69.99		01/31/2024
50808	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		85.89		01/31/2024
50809	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		168.72		01/31/2024
50810	01/12/2024	PRINTED	008664 BATTERY JUNCTION		56.91		01/31/2024
50811	01/12/2024	PRINTED	003273 GRAINGER		782.54		01/31/2024
50812	01/12/2024	PRINTED	008949 JOANIE DUBOIS		212.37		01/31/2024

REGIONAL SCHOOL DIST # 4

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
50813	01/12/2024	PRINTED	008239 LESLIE FAZZUOLI	15.00			
50814	01/12/2024	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU		756.80		01/31/2024
50815	01/12/2024	PRINTED	008290 OVERDRIVE		660.00		01/31/2024
50816	01/12/2024	PRINTED	005905 PAUL C BUFF INC. ALIENBE		166.22		01/31/2024
50817	01/12/2024	PRINTED	005105 WB MASON CO., INC		308.80		01/31/2024
50818	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		25.45		01/31/2024
50819	01/12/2024	PRINTED	007141 CONNECTICUT COMPUTER SERV		199.00		01/31/2024
50820	01/12/2024	PRINTED	007223 INTERNATIONAL BACCALAUREA		450.00		01/31/2024
50821	01/12/2024	PRINTED	008747 LXXIX PROJECT LAB LLC		1,000.00		01/31/2024
50822	01/12/2024	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU		262.00		01/31/2024
50823	01/12/2024	PRINTED	003332 INGRID WALSH		584.69		01/31/2024
50824	01/12/2024	PRINTED	005105 WB MASON CO., INC		772.48		01/31/2024
50825	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		202.91		01/31/2024
50826	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		50.00		01/31/2024
50827	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		101.36		01/31/2024
50828	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		231.96		01/31/2024
50829	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		119.96		01/31/2024
50830	01/12/2024	PRINTED	009011 ARCADIS U.S., INC.		4,428.64		01/31/2024
50831	01/12/2024	PRINTED	005317 CDW GOVERNMENT, INC		2,500.00		01/31/2024
50832	01/12/2024	PRINTED	009009 DANIEL JUNIOR		195.00		01/31/2024
50833	01/12/2024	PRINTED	007556 DIME OIL, LLC		16,488.20		01/31/2024
50834	01/12/2024	PRINTED	002601 THE EAGLE LEASING COMPANY	2,143.20			
50835	01/12/2024	PRINTED	006719 EVERSOURCE		169.32		01/31/2024
50836	01/12/2024	PRINTED	006678 FRONTIER		467.43		01/31/2024
50837	01/12/2024	PRINTED	009026 KRISTEN ROSECRANS		3,141.00		01/31/2024
50838	01/12/2024	PRINTED	005959 LEAF		4,174.00		01/31/2024
50839	01/12/2024	PRINTED	006353 MAHONEY SABOL & COMPANY,		14,000.00		01/31/2024
50840	01/12/2024	PRINTED	008812 NORWICH FREE ACADEMY		140.00		01/31/2024
50841	01/12/2024	PRINTED	009020 SHEA, DRISCOLL & LITTLE,		250.00		01/31/2024
50842	01/12/2024	PRINTED	002429 SHIPMAN & GOODWIN		17,274.00		01/31/2024
50843	01/12/2024	PRINTED	008056 THOMAS SCHULTZ		80.00		01/31/2024
50844	01/12/2024	PRINTED	002518 TREASURER SUPERVISION DIS		1,093.20		01/31/2024
50845	01/12/2024	PRINTED	007910 TYPING AGENT	1,965.60			
50846	01/12/2024	PRINTED	005934 US ROWING		600.00		01/31/2024
50847	01/12/2024	PRINTED	003296 VALLEY SHORE YMCA		2,520.00		01/31/2024
50848	01/12/2024	PRINTED	002539 ALL WASTE, INC.	100.00			
50849	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		79.99		01/31/2024
50850	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		25.12		01/31/2024
50851	01/12/2024	PRINTED	008698 AMAZON CAPITAL SERVICES		32.42		01/31/2024
50852	01/12/2024	PRINTED	008207 AVANTI SPRINGS		20.97		01/31/2024
50853	01/12/2024	PRINTED	009010 BARBARA FREE		246.51		01/31/2024
50854	01/12/2024	PRINTED	005063 DEB CAMPBELL	33.96			
50855	01/12/2024	PRINTED	002175 HOME DEPOT		10.98		01/31/2024
50856	01/12/2024	PRINTED	009023 MARYBETH ACEVEDO		51.96		01/31/2024
50857	01/12/2024	PRINTED	002404 PEARSON EDUCATION		1,218.32		01/31/2024
50858	01/12/2024	PRINTED	004016 STEWART'S MUSIC LLC		240.00		01/31/2024
50859	01/12/2024	PRINTED	007568 SULLIVAN, JENNIFER		274.75		01/31/2024
50860	01/12/2024	PRINTED	005105 WB MASON CO., INC		211.53		01/31/2024
50861	01/19/2024	PRINTED	002352 FLINN SCIENTIFIC		459.73		01/31/2024
50862	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	195.00			
50863	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	12.59			
50864	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	112.93			

REGIONAL SCHOOL DIST # 4

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
50865	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	31.58			
50866	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	399.80			
50867	01/26/2024	PRINTED	005407 REGION 4 CAFETERIA		499.02		01/31/2024
50868	01/26/2024	PRINTED	008563 REGIONAL RESTROOMS INC	96.00			
50869	01/26/2024	PRINTED	009004 ALISON CHARBONNIER		500.00		01/31/2024
50870	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	16.98			
50871	01/26/2024	PRINTED	002127 CAROLINA BIOLOGICAL SUPPL		322.96		01/31/2024
50872	01/26/2024	PRINTED	007252 DENISE DALTON		117.96		01/31/2024
50873	01/26/2024	PRINTED	009028 FW WEBB COMP		1,359.30		01/31/2024
50874	01/26/2024	PRINTED	008949 JOANIE DUBOIS		221.59		01/31/2024
50875	01/26/2024	PRINTED	003086 JW PEPPER & SON, INC	65.97			
50877	01/26/2024	PRINTED	003343 RACKLIFFE LOCK AND SAFE C		175.00		01/31/2024
50878	01/26/2024	PRINTED	005407 REGION 4 CAFETERIA		81.50		01/31/2024
50879	01/26/2024	PRINTED	008981 RENEE FRAGOLA	20.99			
50880	01/26/2024	PRINTED	008720 NICK STANFORD		552.50		01/31/2024
50881	01/26/2024	PRINTED	003134 CONCETTA STODDARD		251.99		01/31/2024
50882	01/26/2024	PRINTED	008420 TRAFERA	1,541.88			
50883	01/26/2024	PRINTED	005105 WB MASON CO., INC		308.80		01/31/2024
50884	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	244.00			
50885	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	499.27			
50886	01/26/2024	PRINTED	005450 JOHN WINTHROP CAFETERIA		200.63		01/31/2024
50887	01/26/2024	PRINTED	002704 JUNIOR LIBRARY GUILD	2,716.22			
50888	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	148.72			
50889	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	144.53			
50890	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	18.90			
50891	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	9.95			
50892	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	183.27			
50893	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	36.03			
50894	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	28.74			
50895	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	220.15			
50896	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	193.43			
50897	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	293.49			
50898	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	297.11			
50899	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	124.22			
50900	01/26/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	7.58			
50901	01/26/2024	PRINTED	008997 CMEA ALL STATE	560.00			
50902	01/26/2024	PRINTED	008678 LYDIA HECKS	173.70			
50903	01/26/2024	PRINTED	005450 JOHN WINTHROP CAFETERIA		27.16		01/31/2024
50904	01/26/2024	PRINTED	008626 MELISSA MORGAN-HOSTETLER		235.95		01/31/2024
50905	01/26/2024	PRINTED	009007 ONE CIRCLE FOUNDATION	310.38			
50906	01/26/2024	PRINTED	005983 TRAVER, LAURA		60.99		01/31/2024
50907	01/26/2024	PRINTED	008730 ERICA REMBISZ	97.08			
50908	01/26/2024	PRINTED	005983 TRAVER, LAURA		134.00		01/31/2024
50909	01/26/2024	PRINTED	002920 BENHAVEN	12,790.00			
50910	01/26/2024	PRINTED	006771 CT SOLAR LEASE 2, LLC	800.50			
50911	01/26/2024	PRINTED	007556 DIME OIL, LLC	16,229.11			
50912	01/26/2024	PRINTED	002601 THE EAGLE LEASING COMPANY	1,411.35			
50913	01/26/2024	PRINTED	002332 FIRST STUDENT INC	822.08			
50914	01/26/2024	PRINTED	004778 GROVE SCHOOL	1,487.50			
50915	01/26/2024	PRINTED	005959 LEAF		995.00		01/31/2024
50916	01/26/2024	PRINTED	008523 A LITTLE COMPASSION INC.	1,250.00			
50917	01/26/2024	PRINTED	007614 ANB PTSMA HOLDINGS, INC	852.50			

REGIONAL SCHOOL DIST # 4

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 4000 1040

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50918	01/26/2024	PRINTED	008128 QA & M ARCHITECTS	27,093.35			
50919	01/26/2024	PRINTED	008826 SAYBROOK READING		315.00		01/31/2024
50920	01/26/2024	PRINTED	006542 THE FOUNDATION SCHOOL		8,100.00		01/31/2024
50921	01/26/2024	PRINTED	003326 VRHS CAFETERIA		116.64		01/31/2024
50922	01/26/2024	PRINTED	008411 CHSCA		70.00		01/31/2024
50923	01/26/2024	PRINTED	006719 EVERSOURCE		628.03		01/31/2024
50924	01/26/2024	PRINTED	002332 FIRST STUDENT INC	15,611.64			
50925	01/26/2024	PRINTED	008073 INTENSIVE EDUCATION ACADE		13,338.97		01/31/2024
50926	01/26/2024	PRINTED	009029 JAIMIE BICKELHAUPT		140.00		01/31/2024
50927	01/26/2024	PRINTED	002851 JOSTENS, INC.	4,368.97			
50929	01/26/2024	PRINTED	008826 SAYBROOK READING		315.00		01/31/2024
50930	01/26/2024	PRINTED	006544 SHORELINE READING, INC.	2,968.42			
50931	01/26/2024	PRINTED	004646 STADIUM SYSTEMS, INC		73.00		01/31/2024
50932	01/26/2024	PRINTED	009008 THE LEARNING CONSULTANTS		570.00		01/31/2024
50933	01/26/2024	PRINTED	002276 TOWN OF DEEP RIVER	2,937.00			
50934	01/26/2024	PRINTED	003296 VALLEY SHORE YMCA	1,280.00			
50935	01/26/2024	PRINTED	008637 VISTA LIFE INNOVATIONS, I	8,173.00			
50936	01/26/2024	PRINTED	007120 WATERFORD COUNTRY SCHOOL		32,115.00		01/31/2024
50937	01/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	231.39			
50938	01/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	87.89			
50939	01/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	80.00			
50940	01/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	24.68			
50941	01/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	287.59			
50942	01/29/2024	PRINTED	005712 PITNEY BOWES, INC	546.24			
50943	02/01/2024	PRINTED	006432 UBEO LLC	203.84			
50944	02/01/2024	PRINTED	002539 ALL WASTE, INC.	2,187.16			
50945	02/01/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	49.40			
50946	02/01/2024	PRINTED	007890 ANDERSON TURF IRRIGATION,	825.00			
50947	02/01/2024	PRINTED	009034 BLACK ROCK THEATER	485.00			
50948	02/01/2024	PRINTED	002323 ESSEX PRINTING	280.50			
50949	02/01/2024	PRINTED	008022 IBSOURCE INC.	49.00			
50950	02/01/2024	PRINTED	007223 INTERNATIONAL BACCALAUREA	450.00			
50951	02/01/2024	PRINTED	008949 JOANIE DUBOIS	209.36			
50952	02/01/2024	PRINTED	002329 LEARN	80.00			
50953	02/01/2024	PRINTED	005981 MARINO, JENNIFER	30.15			
50954	02/01/2024	PRINTED	002805 NEW ENGLAND DOOR CLOSER,	1,442.00			
50955	02/01/2024	PRINTED	004827 THURSTON FOODS	241.69			
50956	02/01/2024	PRINTED	009003 ADELE MCANDREW	12.00			
50957	02/01/2024	PRINTED	008770 AIR TEMP MECHANICAL SERVI	855.00			
50958	02/01/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	287.04			
50959	02/01/2024	PRINTED	009010 BARBARA FREE	175.01			
50960	02/01/2024	PRINTED	009032 COURTNEY ODELL-PIPER	45.41			
50961	02/01/2024	PRINTED	004519 FOLLETT SCHOOL SOLUTIONS,	218.47			
50962	02/01/2024	PRINTED	009033 LYDIA RYAN	599.00			
50963	02/01/2024	PRINTED	004016 STEWART'S MUSIC LLC	114.80			
50964	02/01/2024	PRINTED	005105 WB MASON	556.95			
50965	02/01/2024	PRINTED	005105 WB MASON CO., INC	267.90			
50966	02/01/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	26.43			
50967	02/01/2024	PRINTED	008927 BARTLETT LAW, LLC	835.92			
50968	02/01/2024	PRINTED	006999 CT COMPUTER SERVICES, INC	2,310.00			
50969	02/01/2024	PRINTED	009030 CT UCC STATEMENT SERVICE	90.00			
50970	02/01/2024	PRINTED	007885 CONNECTICUT COASTAL ACADE	8,645.00			

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AP CHECK RECONCILIATION REGISTER

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CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
50971	02/01/2024	PRINTED	007556 DIME OIL, LLC	22,882.62			
50972	02/01/2024	PRINTED	009031 EHS ACTIVITY FUND	350.00			
50973	02/01/2024	PRINTED	006719 EVERSOURCE	134.90			
50974	02/01/2024	PRINTED	002332 FIRST STUDENT INC	3,066.93			
50975	02/01/2024	PRINTED	005099 THE FRANKLIN GRP FOR PSYC	5,000.00			
50976	02/01/2024	PRINTED	007874 MICHAEL LUSTICK, M.D.	800.00			
50977	02/01/2024	PRINTED	004646 STADIUM SYSTEMS, INC	1,325.00			
50978	02/01/2024	PRINTED	006358 TOP NOTCH ELECTRICAL SERV	19,145.00			
50979	02/01/2024	PRINTED	002518 TREASURER SUPERVISION DIS	31,659.89			
50980	02/01/2024	PRINTED	008960 WATER BOY LLC	2,333.32			
50981	02/01/2024	PRINTED	007240 WEX BANK	193.36			
50982	02/02/2024	PRINTED	002754 PROFESSIONAL FIELD CARE	10,446.67			
50983	02/05/2024	PRINTED	002197 ESSEX HARDWARE CO	74.52			
50984	02/05/2024	PRINTED	003273 GRAINGER	103.43			
50985	02/05/2024	PRINTED	002851 JOSTENS, INC.	2,611.00			
50986	02/05/2024	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	682.75			
50987	02/05/2024	PRINTED	004016 STEWART'S MUSIC LLC	44.98			
50988	02/05/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	19.95			
50989	02/05/2024	PRINTED	009011 ARCADIS U.S., INC.	7,950.00			
50990	02/05/2024	PRINTED	009009 DANIEL JUNIOR	115.00			
50991	02/05/2024	PRINTED	007556 DIME OIL, LLC	16,290.53			
50992	02/05/2024	PRINTED	006719 EVERSOURCE	24,356.38			
50993	02/05/2024	PRINTED	002332 FIRST STUDENT INC	15,440.08			
50994	02/05/2024	PRINTED	006678 FRONTIER	592.73			
50995	02/05/2024	PRINTED	002550 GIROUX LANDSCAPING, LLC	28,350.00			
50996	02/05/2024	PRINTED	008643 LEWIS PAPPARIELLA	71.02			
50997	02/05/2024	PRINTED	007180 ST OF CT DEPT ADMIN SERVI	4,830.00			
50998	02/05/2024	PRINTED	008056 THOMAS SCHULTZ	40.00			
50999	02/05/2024	PRINTED	006838 UTICA MUTUAL INSURANCE CO	6,904.00			
51000	02/08/2024	PRINTED	009003 ADELE MCANDREW	59.66			
51001	02/08/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	163.26			
51002	02/08/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	8.99			
51003	02/08/2024	PRINTED	008207 AVANTI SPRINGS	20.97			
51004	02/08/2024	PRINTED	009010 BARBARA FREE	71.37			
51005	02/08/2024	PRINTED	002352 FLINN SCIENTIFIC	27.33			
51006	02/08/2024	PRINTED	005450 JOHN WINTHROP CAFETERIA	36.50			
51007	02/08/2024	PRINTED	003086 JW PEPPER & SON, INC	336.63			
51008	02/08/2024	PRINTED	007298 Rainbow Book Company	959.21			
51009	02/08/2024	PRINTED	008420 TRAFERA	355.97			
51010	02/08/2024	PRINTED	002919 ACES	20,198.88			
51011	02/08/2024	PRINTED	002153 CONNECTICUT PEDIATRIC NEU	3,500.00			
51012	02/08/2024	PRINTED	007885 CONNECTICUT COASTAL ACADE	9,100.00			
51013	02/08/2024	PRINTED	007657 EUGENE ROBIDA	40.00			
51014	02/08/2024	PRINTED	006719 EVERSOURCE	22.72			
51015	02/08/2024	PRINTED	002332 FIRST STUDENT INC	1,812.12			
51016	02/08/2024	PRINTED	004778 GROVE SCHOOL	9,775.00			
51017	02/08/2024	PRINTED	005959 LEAF	4,174.00			
51018	02/08/2024	PRINTED	008253 MARCIA BRENNER ASSOCIATES	1,700.00			
51019	02/08/2024	PRINTED	003019 OSHS TRACK	350.00			
51020	02/08/2024	PRINTED	007614 ANB PTSMA HOLDINGS, INC	756.25			
51021	02/08/2024	PRINTED	005604 SHARP TRAINING, INC	5,253.00			
51022	02/08/2024	PRINTED	002429 SHIPMAN & GOODWIN	4,697.00			

REGIONAL SCHOOL DIST # 4

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51023	02/08/2024	PRINTED	005026 SHORELINE PEDIATRIC NEROP	300.00			
51024	02/08/2024	PRINTED	006542 THE FOUNDATION SCHOOL	8,100.00			
51025	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	107.80			
51026	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	70.23			
51027	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	211.21			
51028	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	462.31			
51029	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	209.78			
51030	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	36.89			
51031	02/15/2024	PRINTED	004356 DATTCO, INC.	1,670.00			
51032	02/15/2024	PRINTED	002385 BLICK ART MATERIALS	489.71			
51033	02/15/2024	PRINTED	008121 ENCORE FIRE PROTECTION	543.00			
51034	02/15/2024	PRINTED	002197 ESSEX HARDWARE CO	209.88			
51035	02/15/2024	PRINTED	009028 FW WEBB COMP	27.19			
51036	02/15/2024	PRINTED	003273 GRAINGER	381.63			
51037	02/15/2024	PRINTED	007223 INTERNATIONAL BACCALAUREA	450.00			
51038	02/15/2024	PRINTED	003086 JW PEPPER & SON, INC	466.38			
51039	02/15/2024	PRINTED	009036 MARISA BRENNER ASSOCIATES	985.00			
51040	02/15/2024	PRINTED	008563 REGIONAL RESTROOMS INC	237.00			
51041	02/15/2024	PRINTED	004016 STEWART'S MUSIC LLC	321.80			
51042	02/15/2024	PRINTED	008420 TRAFERA	1,723.87			
51043	02/15/2024	PRINTED	008759 VIVI LLC	796.64			
51044	02/15/2024	PRINTED	005105 WB MASON CO., INC	1,047.28			
51058	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	59.40			
51059	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	258.51			
51060	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	27.96			
51061	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	2,452.86			
51062	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	8.99			
51063	02/15/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	62.99			
51064	02/15/2024	PRINTED	002173 DEMCO, INC.	524.63			
51065	02/15/2024	PRINTED	008121 ENCORE FIRE PROTECTION	408.00			
51066	02/15/2024	PRINTED	008643 LEWIS PAPPARIELLA	28.14			
51067	02/15/2024	PRINTED	002267 SCHOOL SPECIALTY	197.40			
51068	02/15/2024	PRINTED	005983 TRAVER, LAURA	315.00			
51069	02/15/2024	PRINTED	008759 VIVI LLC	497.90			
51070	02/15/2024	PRINTED	008650 ARBITERSPORTS, LLC	7,000.00			
51071	02/15/2024	PRINTED	003444 CAAD	130.00			
51072	02/15/2024	PRINTED	006771 CT SOLAR LEASE 2, LLC	557.43			
51073	02/15/2024	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	34,147.00			
51074	02/15/2024	PRINTED	007556 DIME OIL, LLC	16,070.78			
51075	02/15/2024	PRINTED	002601 THE EAGLE LEASING COMPANY	731.85			
51076	02/15/2024	PRINTED	006678 FRONTIER	237.04			
51077	02/15/2024	PRINTED	004778 GROVE SCHOOL	612.50			
51078	02/15/2024	PRINTED	008073 INTENSIVE EDUCATION ACADE	12,929.74			
51079	02/15/2024	PRINTED	005959 LEAF	995.00			
51080	02/15/2024	PRINTED	002754 PROFESSIONAL FIELD CARE	10,446.67			
51081	02/15/2024	PRINTED	008128 QA & M ARCHITECTS	16,233.84			
51082	02/15/2024	PRINTED	002429 SHIPMAN & GOODWIN	3,169.51			
51083	02/15/2024	PRINTED	006544 SHORELINE READING, INC.	6,572.93			
51084	02/15/2024	PRINTED	009008 THE LEARNING CONSULTANTS	1,140.00			
51085	02/15/2024	PRINTED	002991 TOWN OF CHESTER	840.00			
51086	02/15/2024	PRINTED	002518 TREASURER SUPERVISION DIS	815.34			
51087	02/15/2024	PRINTED	008637 VISTA LIFE INNOVATIONS, I	8,173.00			

REGIONAL SCHOOL DIST # 4

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51088	02/15/2024	PRINTED	007120 WATERFORD COUNTRY SCHOOL	20,855.00			
51089	02/16/2024	PRINTED	008940 ENVIROMED SERVICES, INC.	5,628.50			
51090	02/16/2024	PRINTED	009010 BARBARA FREE	158.52			
51091	02/16/2024	PRINTED	002385 BLICK ART MATERIALS	835.94			
51092	02/22/2024	PRINTED	005844 KEVIN LAM	67.00			
51093	02/23/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	430.50			
51094	02/23/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	404.92			
51095	02/23/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	53.09			
51096	02/23/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	13.49			
51097	02/23/2024	PRINTED	008997 CMEA ALL STATE	425.00			
51098	02/23/2024	PRINTED	007223 INTERNATIONAL BACCALAUREA	450.00			
51099	02/23/2024	PRINTED	008949 JOANIE DUBOIS	149.88			
51100	02/23/2024	PRINTED	003301 PITMAN, BRAD	551.00			
51101	02/23/2024	PRINTED	008563 REGIONAL RESTROOMS INC	96.00			
51102	02/23/2024	PRINTED	009038 WORLDSTRIDES PERFORMING A	1,000.00			
51103	02/23/2024	PRINTED	002919 ACES	29,810.00			
51104	02/23/2024	PRINTED	009011 ARCADIS U.S., INC.	11,250.00			
51105	02/23/2024	PRINTED	002920 BENHAVEN	12,790.00			
51106	02/23/2024	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	6,302.00			
51107	02/23/2024	PRINTED	009009 DANIEL JUNIOR	190.00			
51108	02/23/2024	PRINTED	007556 DIME OIL, LLC	16,118.77			
51109	02/23/2024	PRINTED	002812 EASTERN ANALYTICAL LAB IN	127.50			
51110	02/23/2024	PRINTED	006719 EVERSOURCE	23,498.77			
51111	02/23/2024	PRINTED	002332 FIRST STUDENT INC	1,129.20			
51112	02/23/2024	PRINTED	008905 LINETTE SPANER	90.00			
51113	02/23/2024	PRINTED	004646 STADIUM SYSTEMS, INC	315.00			
51114	02/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	272.75			
51115	02/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	571.89			
51116	02/29/2024	PRINTED	002087 CAS	429.00			
51117	02/29/2024	PRINTED	003871 CONNECTICUT SCHOOL COUNSE	60.00			
51118	02/29/2024	PRINTED	002385 BLICK ART MATERIALS	403.65			
51119	02/29/2024	PRINTED	007273 EDVOTEK	286.38			
51120	02/29/2024	PRINTED	007351 ENVIRONMENTAL SYSTEMS COR	1,206.00			
51121	02/29/2024	PRINTED	008533 FOLLETT CONTENT SOLUTIONS	67.44			
51122	02/29/2024	PRINTED	003273 GRAINGER	92.68			
51123	02/29/2024	PRINTED	005940 GULL ASSOCIATES	664.00			
51124	02/29/2024	PRINTED	008949 JOANIE DUBOIS	117.64			
51125	02/29/2024	PRINTED	002851 JOSTENS, INC.	698.95			
51126	02/29/2024	PRINTED	002949 LEQUIRE, CHRIS	242.05			
51127	02/29/2024	PRINTED	008903 NASSP	385.00			
51128	02/29/2024	PRINTED	008663 OLD LYME HARDWARE	50.00			
51129	02/29/2024	PRINTED	005712 PITNEY BOWES, INC	520.99			
51130	02/29/2024	PRINTED	005407 REGION 4 CAFETERIA	128.24			
51131	02/29/2024	PRINTED	006858 SHORELINE ELECTRONICS REP	4,972.50			
51132	02/29/2024	PRINTED	008420 TRAFERA	308.98			
51133	02/29/2024	PRINTED	009042 VR MUSIC	2,925.00			
51134	02/29/2024	PRINTED	005105 WB MASON CO., INC	254.56			
51135	02/29/2024	PRINTED	002539 ALL WASTE, INC.	2,187.16			
51136	02/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	334.70			
51137	02/29/2024	PRINTED	003081 B&H PHOTO - VIDEO, INC.	195.15			
51138	02/29/2024	PRINTED	002352 FLINN SCIENTIFIC	100.63			
51139	02/29/2024	PRINTED	003273 GRAINGER	198.27			

REGIONAL SCHOOL DIST # 4

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 4000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
51140	02/29/2024	PRINTED	005105 WB MASON CO., INC	308.86			
51141	02/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	53.99			
51142	02/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	24.99			
51143	02/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	150.72			
51144	02/29/2024	PRINTED	002168 DEEP RIVER HARDWARE CO.	62.05			
51145	02/29/2024	PRINTED	008121 ENCORE FIRE PROTECTION	537.00			
51146	02/29/2024	PRINTED	002323 ESSEX PRINTING	397.22			
51147	02/29/2024	PRINTED	004519 FOLLETT SCHOOL SOLUTIONS,	557.44			
51148	02/29/2024	PRINTED	008420 TRAFERA	343.97			
51149	02/29/2024	PRINTED	006432 UBEO LLC	392.12			
51150	02/29/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	452.00			
51151	02/29/2024	PRINTED	005559 COVER SPORTS USA	370.42			
51152	02/29/2024	PRINTED	002601 THE EAGLE LEASING COMPANY	1,411.35			
51153	02/29/2024	PRINTED	006719 EVERSOURCE	803.45			
51154	02/29/2024	PRINTED	002332 FIRST STUDENT INC	7,390.36			
51155	02/29/2024	PRINTED	006678 FRONTIER	224.29			
51156	02/29/2024	PRINTED	004366 SHORE PUBLISHING, LLC	150.00			
51157	02/29/2024	PRINTED	004646 STADIUM SYSTEMS, INC	630.00			
51158	02/29/2024	PRINTED	007240 WEX BANK	2.88			
4291523	01/02/2024	MANUAL	002518 TREASURER SUPERVISION DIS	202,114.17			
4291524	01/02/2024	MANUAL	005835 CITIZENS BANK - HEALTH B	191,580.00			
4291525	01/24/2024	MANUAL	002518 TREASURER SUPERVISION DIS	202,114.17			
4291526	02/01/2024	MANUAL	005835 CITIZENS BANK - HEALTH B	191,580.00			
4291527	02/09/2024	MANUAL	002082 ADMIN, UNEMPLOYMENT COMPE	5,803.00			
4291528	02/12/2024	MANUAL	005835 CITIZENS BANK - HEALTH B	191,580.00			
4291529	02/16/2024	MANUAL	002518 TREASURER SUPERVISION DIS	202,114.17			
390 CHECKS CASH ACCOUNT TOTAL				1,899,337.19	1,029,309.71		

AP CHECK RECONCILIATION REGISTER

		UNCLEARED	CLEARED
390 CHECKS	FINAL TOTAL	1,899,337.19	1,029,309.71

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

Regional School District 4
FY 2023-2024 Year-to-Date Report as of 2.29.2024

Object	Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
<u>OBJECT 100 - SALARIES:</u>							
	TOTAL SALARIES	11,647,715	(89,498)	11,558,217	6,516,069	4,601,209	440,939
<u>OBJECT 200 - EMPLOYEE BENEFITS:</u>							
	TOTAL EMPLOYEE BENEFITS	3,576,714	-	3,576,714	2,610,517	936,319	29,879
<u>OBJECT 300 - PURCHASED & TECHNICAL SERVICES:</u>							
	TOTAL PURCHASED & TECHNICAL SERVICES	621,613	-	621,613	398,074	92,130	131,409
<u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u>							
	TOTAL PURCHASED PROPERTY SERVICES	1,164,174	234,698	1,398,872	1,012,245	367,490	19,137
<u>OBJECT 500 - OTHER PURCHASED SERVICES:</u>							
	TOTAL OTHER PURCHASED SERVICES	3,004,899	-	3,004,899	1,865,436	1,101,132	38,331
<u>OBJECT 600 - SUPPLIES:</u>							
	TOTAL SUPPLIES	909,651	-	909,651	598,995	175,789	134,867
<u>OBJECT 700 - PROPERTY:</u>							
	TOTAL PROPERTY	57,240	-	57,240	24,446	31,625	1,170
<u>OBJECT 800 - OTHER OBJECTS:</u>							
	TOTAL OTHER OBJECTS	362,785	-	362,785	312,260	15,698	34,826
	SUBTOTAL	21,344,791	145,200	21,489,991	13,338,041	7,321,392	830,558
	DEBT SERVICE	909,600	(145,200)	764,400	764,400	-	-
	TOTAL EXPENDITURES	<u>22,254,391</u>	<u>-</u>	<u>22,254,391</u>	<u>14,102,441</u>	<u>7,321,392</u>	<u>830,558</u>

Regional School District 4
FY 2023-2024 Year-to-Date Report as of 2.29.2024

Object		Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
OBJECT 100 - SALARIES:								
5111		Administration	762,721	-	762,721	510,295	292,312	(39,886)
5112		Department Coordinators Salary	84,653	-	84,653	40,572	37,899	6,183
5113		Teachers	6,673,823	-	6,673,823	3,535,895	3,001,888	136,040
5114		Secretary Salary	422,141	-	422,141	245,000	117,199	59,942
5115		Custodial Service	621,612	(28,095)	593,517	388,873	178,734	25,911
5116		Nurse Salary	125,118	-	125,118	80,333	40,506	4,278
5118		Cafeteria Salary	141,137	-	141,137	93,438	50,504	(2,805)
5119		Para Educators	868,634	(61,403)	807,231	326,282	276,987	203,961
5123		Substitute Teachers	236,250	-	236,250	135,131	77,326	23,793
5124		Substitute Secretary/Para-ed	7,750	-	7,750	23,354	-	(15,604)
5133		Extra-Curricular	496,466	-	496,466	217,369	232,500	46,598
5134		Secretary OT/ BOE Clerk Salary	7,987	-	7,987	300	-	7,687
5135		Custodian OT	15,000	-	15,000	7,807	-	7,193
5138		Cafeteria OT	3,000	-	3,000	21,877	-	(18,877)
5141		Early Retirement	-	-	-	-	-	-
5190		Building Rental - Reimbursable	-	-	-	3,475	-	(3,475)
5198		Supervision District Salary	1,181,423	-	1,181,423	886,067	295,356	-
TOTAL SALARIES			11,647,715	(89,498)	11,558,217	6,516,069	4,601,209	440,939
OBJECT 200 - EMPLOYEE BENEFITS:								
5210		Health Insurance	2,298,960	-	2,298,960	1,724,220	574,740	-
5214		Life Insurance	13,447	-	13,447	6,856	-	6,591
5222		MERF	256,777	-	256,777	147,142	98,095	11,540
5223		FICA/Medicare	333,117	-	333,117	172,647	115,098	45,372
5250		Unemployment Compensation	15,000	-	15,000	13,819	1,197	(16)
5260		Worker's Compensation	80,940	-	80,940	118,716	9,758	(47,534)
5291		Annuities	28,750	-	28,750	14,824	-	13,926
5298		Supervision District Fringe Benefits	549,723	-	549,723	412,292	137,431	-
TOTAL EMPLOYEE BENEFITS			3,576,714	-	3,576,714	2,610,517	936,319	29,879

Regional School District 4
FY 2023-2024 Year-to-Date Report as of 2.29.2024

Object		Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:								
5321		Purchased Services						
	1109	Music	700	-	700	325	-	375
	2410	Principal's Office	5,000	-	5,000	3,691	809	500
	2904	National Honor Society	2,000	-	2,000	1,359	-	641
		TOTAL PURCHASED SERVICES	7,700	-	7,700	5,375	809	1,516
5322		Instructional Program Improvement						
	1103	English	1,850	-	1,850	-	-	1,850
	1190	After School Program & Assembly Speakers	7,750	-	7,750	-	-	7,750
	2120	Assembly Program (Substance Abuse)	1,000	-	1,000	-	-	1,000
	2213	Staff Training	1,500	-	1,500	11,500	-	(10,000)
	2310	Teacher Course Reimbursement	87,920	-	87,920	3,966	-	83,954
		TOTAL INSTR. PROGRAM IMPROVE	100,020	-	100,020	15,466	-	84,554
5330		Other Professional Services						
	1203	Homebound Instruction	33,000	-	33,000	12,912	-	20,088
	1215	Special Education	57,600	-	57,600	41,277	1,050	15,273
	2134	Health	-	-	-	-	-	-
	2135	Occ/Phys Therapy	2,250	-	2,250	1,093	-	1,157
	2310	Purchased Services	39,000	-	39,000	8,319	3,679	27,002
	2901	Athletics	65,161	-	65,161	34,120	821	30,220
		TOTAL OTHER PROF SERVICES	197,011	-	197,011	97,721	5,550	93,740
5340		Technical Services						
	2310	Board of Education / Legal	123,995	-	123,995	142,346	40,184	(58,534)
	2600	Plant Services	30,560	-	30,560	15,421	5,006	10,134
		TOTAL TECHNICAL SERVICES	154,555	-	154,555	157,767	45,189	(48,401)
5398		Supervision District Purchased Svcs	162,327	-	162,327	121,745	40,582	-
TOTAL PURCHASED & TECHNICAL SERVICES			621,613	-	621,613	398,074	92,130	131,409

Regional School District 4
FY 2023-2024 Year-to-Date Report as of 2.29.2024

Object		Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
OBJECT 400 - PURCHASED PROPERTY SERVICES:								
5412		Electricity	339,000	-	339,000	230,525	108,327	147
5422		Snow Plowing	56,700	-	56,700	56,700	-	-
5430		<u>Repairs & Maintenance</u>						
	1101	Art	-	-	-	514	362	(876)
	1105	Life Management	900	-	900	-	-	900
	1106	Technical Education	5,900	-	5,900	2,197	113	3,590
	1109	Music	3,540	-	3,540	947	54	2,539
	1112	Science	4,500	-	4,500	-	-	4,500
	1207	Technology	5,500	-	5,500	4,448	-	1,052
	2410	Principal's Office	20,264	-	20,264	2,231	1,049	16,984
	2600	Plant Operations/Security	389,950	234,698	624,648	496,755	169,589	(41,697)
	2901	Athletics	38,660	-	38,660	14,318	17,120	7,222
		TOTAL REPAIRS & MAINTENANCE	469,214	234,698	703,912	521,410	188,288	(5,785)
5440		<u>Rentals</u>						
	1190	Copiers	69,000	-	69,000	47,348	18,287	3,365
	1207	Technology Lease	200,514	-	200,514	141,775	38,429	20,310
	2410	Principal's Office	6,300	-	6,300	3,277	5,023	(2,000)
	2600	Plant Operations	1,000	-	1,000	-	-	1,000
	2903	Graduation	7,500	-	7,500	-	5,400	2,100
		TOTAL LEASES	284,314	-	284,314	192,400	67,139	24,775
5498		Supervision District Purchased Property Services	14,946	-	14,946	11,210	3,737	-
TOTAL PURCHASED PROPERTY SERVICES			1,164,174	234,698	1,398,872	1,012,245	367,490	19,137
OBJECT 500 - OTHER PURCHASED SERVICES:								
5510		Transportation Voc Ed	59,436	-	59,436	44,313	15,123	-
5511		Out-of-District Transportation	558,921	-	558,921	235,931	212,078	110,912
5515		Field Trips	13,050	-	13,050	12,801	515	(266)
5516		Athletic Transportation	93,659	-	93,659	47,730	52,129	(6,200)
5517		Late Bus	20,743	-	20,743	8,297	12,446	-
5520		Comprehensive Insurance	115,359	-	115,359	129,348	10,045	(24,034)
5530		Communications	13,500	-	13,500	12,582	4,418	(3,500)
5540		Advertising	2,500	-	2,500	1,240	-	1,260
5560		Magnet & VoAg Tuition	47,636	-	47,636	19,641	-	27,995
5561		Out-of-District Tuition	1,602,184	-	1,602,184	1,006,204	679,719	(83,740)
5580		Travel & Conferences	25,450	-	25,450	8,003	1,543	15,903
5598		Supervision District Other Purchased Services	452,461	-	452,461	339,346	113,115	-
TOTAL OTHER PURCHASED SERVICES			3,004,899	-	3,004,899	1,865,436	1,101,132	38,331

Regional School District 4
FY 2023-2024 Year-to-Date Report as of 2.29.2024

Object		Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
		OBJECT 600 - SUPPLIES:						
5610		General Supplies	85,376	-	85,376	75,079	17,361	(7,064)
5611		<u>Instructional Supplies</u>						
	1101	Art	21,065	-	21,065	14,030	2,162	4,873
	1102	Business	5,248	-	5,248	899	921	3,428
	1103	English	1,400	-	1,400	557	2,007	(1,164)
	1104	World Languages	1,202	-	1,202	305	117	780
	1105	Life Management	13,161	-	13,161	7,194	2,446	3,520
	1106	Technical Education	43,322	-	43,322	20,377	7,991	14,954
	1108	Math	2,070	-	2,070	1,453	78	539
	1109	Music	7,300	-	7,300	3,992	832	2,475
	1110	Physical Ed/Health	2,902	-	2,902	993	-	1,909
	1111	Reading	1,883	-	1,883	220	188	1,475
	1112	Science	13,070	-	13,070	4,823	129	8,118
	1113	Social Studies	829	-	829	382	46	401
	1114	Computer Education	1,000	-	1,000	127	473	400
	1190	Other Education	31,915	-	31,915	7,904	12,470	11,541
	1207	Technology Services	24,000	-	24,000	5,858	4,868	13,273
	1210	Gifted & Talented	1,713	-	1,713	(250)	494	1,469
	1215	Special Ed	28,055	-	28,055	12,106	1,770	14,179
	1220	Social Development	700	-	700	-	-	700
	2113	Social Worker	200	-	200	-	-	200
	2120	Guidance & Testing (AP Exams / IB Exams / Guidance Supp)	23,180	-	23,180	11,368	752	11,060
	2134	Health	1,713	-	1,713	183	-	1,530
	2222	Library	8,475	-	8,475	3,126	2,591	2,758
	2223	Audio/Visual/ Tech Services	8,290	-	8,290	4,323	-	3,967
	2410	Principal's Office	2,600	-	2,600	191	322	2,087
	2901	Athletics	74,472	-	74,472	56,182	11,192	7,097
		TOTAL GENERAL SUPPLIES	319,765	-	319,765	156,343	51,849	111,573
5613		Maintenance Supplies	59,000	-	59,000	39,862	24,715	(5,577)
5623		Bottled Gas	750	-	750	-	-	750
5624		Heating Fuel	274,306	-	274,306	230,419	53,975	(10,088)
5626		Gasoline	9,000	-	9,000	842	8,024	134

Regional School District 4
FY 2023-2024 Year-to-Date Report as of 2.29.2024

Object		Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
5641		<u>Textbooks & Workbooks</u>						
	1101	Art	600	-	600	-	-	600
	1102	Business	7,330	-	7,330	1,019	843	5,469
	1103	English	6,130	-	6,130	1,565	-	4,565
	1104	World Languages	7,402	-	7,402	1,636	185	5,581
	1105	Life Management	231	-	231	-	-	231
	1106	Technical Education	263	-	263	84	-	179
	1108	Math	11,259	-	11,259	4,825	-	6,434
	1109	Music	1,750	-	1,750	1,603	158	(11)
	1110	Physical Ed/Health	370	-	370	-	-	370
	1112	Science	13,407	-	13,407	214	-	13,193
	1113	Social Studies	8,335	-	8,335	5,023	857	2,456
	1114	Computer Education	1,263	-	1,263	120	-	1,143
	1190	Other Education	12,810	-	12,810	19,226	-	(6,416)
	1210	Gifted & Talented	525	-	525	-	-	525
	1215	Special Ed	13,254	-	13,254	7,295	2,193	3,766
	2120	Guidance & Testing	368	-	368	110	-	258
		TOTAL TEXTBOOK & WORKBOOKS	85,297	-	85,297	42,718	4,235	38,343
5642		Library & Professional Books	17,040	-	17,040	9,394	850	6,796
5698		Supervision District Supplies	59,117	-	59,117	44,338	14,779	-
TOTAL SUPPLIES			909,651	-	909,651	598,995	175,789	134,867
OBJECT 700 - PROPERTY:								
5730		<u>Equipment</u>						
	1101	Art	820	-	820	-	-	820
	1105	Life Management	-	-	-	-	-	-
	1106	Technical Education	12,460	-	12,460	3,005	3,610	5,845
	1108	Math	400	-	400	324	-	76
	1109	Music	7,550	-	7,550	2,506	-	5,044
	1110	Physical Education	5,142	-	5,142	-	-	5,142
	1112	Science	4,000	-	4,000	-	-	4,000
	1113	Social Studies	1,968	-	1,968	-	-	1,968
	1215	Special Ed	5,400	-	5,400	3,033	-	2,367
	2120	Guidance	1,000	-	1,000	-	-	1,000
	2600	Plant Operations	18,500	-	18,500	15,125	26,530	(23,155)
	2901	Athletics	-	-	-	452	1,485	(1,937)
		TOTAL EQUIPMENT	57,240	-	57,240	24,446	31,625	1,170
5798		Supervision District Equipment	-	-	-	-	-	-
TOTAL PROPERTY			57,240	-	57,240	24,446	31,625	1,170

Regional School District 4
FY 2023-2024 Year-to-Date Report as of 2.29.2024

Object		Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
OBJECT 800 - OTHER OBJECTS:								
5810		Dues & Fees						
	1101	Art	2,514	-	2,514	340	560	1,614
	1102	Business	-	-	-	-	-	-
	1103	English	350	-	350	-	-	350
	1104	World Languages	1,195	-	1,195	1,170	-	25
	1105	Home Economics	-	-	-	-	-	-
	1106	Technical Education	820	-	820	-	-	820
	1108	Math	395	-	395	99	-	296
	1109	Music	8,525	-	8,525	7,555	1,590	(620)
	1111	Reading	-	-	-	-	-	-
	1112	Science	3,000	-	3,000	-	-	3,000
	1113	Social Studies	715	-	715	187	-	528
	1210	Gifted & Talented	7,428	-	7,428	425	1,135	5,868
	1215	Special Ed	3,640	-	3,640	780	-	2,860
	2120	Guidance	2,117	-	2,117	1,297	300	520
	2122	Naviance	-	-	-	-	-	-
	2222	Library	18,186	-	18,186	17,116	75	995
	2310	BOE	4,666	-	4,666	5,319	-	(653)
	2410	Principal's Office	22,337	-	22,337	14,080	5,290	2,967
	2600	Plant Operations	3,150	-	3,150	920	-	2,230
	2901	Athletics	28,876	-	28,876	26,409	5,405	(2,938)
	2908	Virtual High School/IB Program	29,498	-	29,498	12,533	-	16,965
		TOTAL DUES & FEES	137,412	-	137,412	88,231	14,355	34,826
5930		Transfers Out						
	3100	Capital Projects	185,000	-	185,000	185,000	-	-
	3200	Capital Reserve Fund	35,000	-	35,000	35,000	-	-
		TOTAL DUES & FEES	220,000	-	220,000	220,000	-	-
5898		Supervision District Other Objects	5,373	-	5,373	4,030	1,343	-
TOTAL OTHER OBJECTS			362,785	-	362,785	312,260	15,698	34,826
		SUBTOTAL	21,344,791	145,200	21,489,991	13,338,041	7,321,392	830,558
		DEBT SERVICE	909,600	(145,200)	764,400	764,400	-	-
		TOTAL EXPENDITURES	<u>22,254,391</u>	<u>-</u>	<u>22,254,391</u>	<u>14,102,441</u>	<u>7,321,392</u>	<u>830,558</u>

Region 4 Cafeteria Expense and Revenue Tracking

Reg 4 2022-2023		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Eligible Students - Free		0	142	147	129	135	137	143	0	0	0	0	0	833
Eligible Students - Reduced		0	60	58	51	51	54	55	0	0	0	0	0	329
Eligible Students - Full Pay		0	500	500	525	518	512	505	0	0	0	0	0	3,060
Total Enrollment		0	702	705	705	704	703	703	0	0	0	0	0	4,222
Breakfast - Free meals served		0	9	655	931	780	599	760	0	0	0	0	0	3,734
Breakfast - Reduced meals served		0	3	278	318	306	208	284	0	0	0	0	0	1,397
Breakfast - Full Pay meals served		0	12	1676	2,761	2,462	1,897	2,216	0	0	0	0	0	11,024
Lunch - Free meals served		0	175	1,539	1,715	1,458	1,152	1,453	0	0	0	0	0	7,492
Lunch - Reduced meals served		0	69	641	587	515	401	504	0	0	0	0	0	2,717
Lunch - Full Pay meals served		0	427	3,729	4,631	4,034	3,013	3,654	0	0	0	0	0	19,488
object	Total Meal Count	0	695	8,518	10,943	9,555	7,270	8,871	0	0	0	0	0	45,852
4090	Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ 4,416	\$ 774	\$ 1,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,636
4160	Café Lunch Cash Sales	\$ -	\$ 1,338	\$ 16,114	\$ 18,799	\$ 15,739	\$ 17,205	\$ 13,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,027
4360	State & Fed Grants - Claims breakfast	\$ -	\$ -	\$ 2,712	\$ 3,802	\$ 3,320	\$ 2,498	\$ 3,137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,469
4360	State & Fed Grants - Claims lunch	\$ -	\$ -	\$ 11,680	\$ 11,401	\$ 9,793	\$ 7,645	\$ 9,577	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,097
4360	State & Fed Grants - 6 Cent	\$ -	\$ -	\$ 526	\$ 555	\$ 481	\$ 365	\$ 449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,376
4360	State & Fed Grants - Healthy Foods	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	State & Fed Grants - CN State Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	State & Fed Grants - State School Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	State & Fed Grants - STABLE Funds	\$ -	\$ -	\$ 3,576	\$ 5,576	\$ 4,976	\$ 3,827	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,954
4360	State & Fed Grants - Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,567	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,567
4360	State & Fed Grants - Emerg. Oper. Costs Assist.	\$ -	\$ -	\$ -	\$ 1,306	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,306
4361	USDA commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue		\$ -	\$ 1,338	\$ 34,608	\$ 41,438	\$ 38,724	\$ 53,883	\$ 28,441	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198,432
5111	Administrator Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5114	Secretary Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5118	Food Service Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5124	Sub Secty\ Café	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5138	OT Cafeteria Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5210	Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5214	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5222	MERF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5223	Fica/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Salary & Benefit Cost		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5430	Repairs & Maintenance	\$ 26,395	\$ 387	\$ 28,295	\$ -	\$ -	\$ 495	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,572
5600	All - General Supplies	\$ -	\$ 15	\$ 4,316	\$ 1,865	\$ 106	\$ 2,166	\$ 1,495	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,962
5601	USDA Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5610	General Supplies	\$ -	\$ 13,715	\$ 16,000	\$ 19,526	\$ 19,628	\$ 12,689	\$ 17,717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,276
5800	All - Other Misc. Expense	\$ -	\$ 393	\$ 588	\$ 653	\$ 607	\$ 1,734	\$ 362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,336
5890	Other Objects-Dues & Fees	\$ -	\$ -	\$ -	\$ -	\$ 30,552	\$ -	\$ 1,047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,599
Total Product Cost		\$ 26,395	\$ 14,510	\$ 49,199	\$ 22,043	\$ 50,893	\$ 17,084	\$ 20,621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,745
Total Product, Salary & Benefit Costs		\$ 26,395	\$ 14,510	\$ 49,199	\$ 22,043	\$ 50,893	\$ 17,084	\$ 20,621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,745
Profit (Loss)		\$ (26,395)	\$ (13,172)	\$ (14,591)	\$ 19,395	\$ (12,168)	\$ 36,799	\$ 7,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,313)
Operating Days		0	2	19	21	18	15	20	18	19	17	22	9	180
Lunch Participation		0.0%	0.0%	44.1%	46.8%	47.4%	43.3%	39.9%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.9%
Breakfast Participation		0.0%	0.0%	19.5%	27.1%	28.0%	25.6%	23.2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2.1%
Meals Product Cost		\$ -	\$ -	\$ 5.78	\$ 2.01	\$ 5.33	\$ 2.35	\$ 2.32	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Labor/Meal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
		\$ -	\$ -	\$ 5.78	\$ 2.01	\$ 5.33	\$ 2.35	\$ 2.32	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
unpaid lunch balances - monthly value		\$ -	\$ (406)	\$ (2,329)	\$ (4,877)	\$ (5,680)	\$ (6,188)	\$ (7,705)						
lunch account balances- monthly value		\$ 11,895	\$ 17,612	\$ 17,142	\$ 16,655	\$ 15,622	\$ 15,451	\$ 15,444						
Month End Checking Account Balance		\$ 236,709	\$ 249,792	\$ 259,367	\$ 230,951	\$ 213,893	\$ 257,918	\$ 274,492						

Medical Reserve Tracking
Chester, Deep River, Essex, Regional School
District No. 4, and the Supervision District
As of: 2.29.2024

2023-2024

Monthly Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
First Week	68,153	55,608	96,577	9,287	50,414	55,444	53,485	91,252					480,219
2nd Week	171,769	153,805	114,680	227,404	199,354	359,717	171,388	231,778					1,629,896
3rd Week	100,774	68,488	96,861	142,191	294,007	139,050	93,164	170,324					1,104,860
4th Week	34,431	138,013	58,230	111,499	58,751	116,245	188,784	67,845					773,797
5th week	75,766			89,834			126,396						291,996
H S A Payments	177,205	22,037	128,693	51,404	31,996	29,782	121,461						562,579
Medicare Supp.	7,883	7,754	8,271	8,271	8,229	8,224	8,614	8,144					65,390
Miscellaneous exp	1,272				10,000			10,000					21,272
Total Expenses	637,254	445,705	503,311	639,891	652,750	708,462	763,292	579,343	-	-	-	-	4,930,008
Monthly Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
Supv Dist.	110,659	110,659	110,659	110,659	110,659	110,659	110,659	110,659					885,271
Reg 4	191,580	191,580	191,580	191,580	191,580	191,580	191,580	191,580					1,532,640
Chest. BOE	50,647	50,647	50,647	50,647	50,647	50,647	50,647	50,647					405,178
Deep River BOE	55,557	55,557	55,557	55,557	55,557	55,557	55,557	55,557					444,459
Essex BOE	73,604	73,604	73,604	73,604	73,604	73,604	73,604	73,604					588,829
First Pay EE	-	-	56,389	64,851	64,242	64,432	63,525	64,086					377,525
Second Pay EE	238	-	64,862	65,869	64,646	64,106	63,477	63,867					387,066
TRB			18,959			19,399							38,359
Retirees	27,624	16,903	8,310	19,076	16,171	14,603	24,141	8,179					135,008
Other Rev.													-
Total Revenue	509,910	498,950	630,568	631,844	627,106	644,588	633,191	618,180	-	-	-	-	4,794,336
Net Rev/Exp/Month	(127,344)	53,245	127,257	(8,047)	(25,644)	(63,874)	(130,101)	38,836	-	-	-	-	
Self Insured cash													
balance at month end	\$ 6,822,206	\$ 7,086,296	\$ 7,064,974										

Revenue (YTD) 4,794,336
Expenses (YTD) 4,930,008
Net Position (135,672)

NON-DISCRIMINATION

Protected Class Discrimination Prohibited:

It is the policy of the Chester, Deep River, Essex and Region 4 Boards of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the Chester, Deep River, Essex, and Region 4 Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, school-sponsored activities, as well as the district website. When the Board has created a limited public forum, the Board shall provide equal access to groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

The following definitions apply for purposes of this policy:

A. **Discrimination:** Discrimination in violation of this policy occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual's actual or perceived membership in a Protected Class.

B. **Harassment:** Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT 06417
(860) 526-2417**

C. **Gender identity or expression:** Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or

treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

D. Sexual orientation: Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

E. Veteran: A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

F. Race: The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and 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.

G. Domestic violence: Domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to

commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability- based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy #4118.11/4218.11, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), or Policy #5145.51, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in this policy.

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the Assistant Superintendent, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any individual who believes a community member has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the Assistant Superintendent in accordance with the Board's complaint procedures.

Reporting to State and Federal Agencies:

In addition to reporting to District officials in accordance with this policy, individuals also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Equal Employment Opportunity Commission (employees only):

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;
OR
2. wishes to request or discuss accommodations based on religion; OR

3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any District administrator or the following District official:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT 06417
(860) 526-2417**

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT 06417
(860) 526-2417**

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT 06417
(860) 526-2417**

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"
defined
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment

Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination
Statutes”

ADOPTED: _____

REVISED: _____

9/29/23

APPENDIX A

DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law)

Name of the reporter _____

Name of the complainant/victim _____

School/program and grade of the complainant/victim _____

Reporter's Relationship to the complainant/victim _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy _____

Business

Gifts, Grants and Bequests

A donor who wishes to present a gift to the Public Schools Of Chester, Deep River, Essex, Regional School District No. 4 and Supervision District will submit a letter identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education. *Stewardship of any gift or bequest shall be administered by the Superintendent consistent with the wishes of the donor. If it is not possible to obtain guidance from the donor, written guidelines shall be developed by the Superintendent and approved by the Board of Education.*

The Superintendent is authorized to accept a donation valued at \$1000 or less, and shall inform the Board of Education of such donation at an upcoming meeting.

To be accepted, a gift must satisfy the following criteria:

- The use of the gift will be consistent with the goals of the educational program;
- The donor represents an acceptable group, organization or individual;
- The gift will become the property of the school system, and may be assigned to a particular school or program.

The letter from the donor and the proposed gift will be evaluated on the following criteria:

- The gift will comply with the provisions of local policies or regulations as well as applicable State and Federal laws;
- The gift will not require new or more personnel to use this gift;
- The gift will not require the assumption of the responsibilities for a new program by the Boards of Education, if it is unable to support this project once the gift has been used;
- The gift will not produce hidden or undesirable, new financial expenses;
- The gift will not introduce unusual restrictions, inequities or limitations upon the existing school program or table of allowances;
- The gift will be appropriate to the best education of students;
- The gift will not imply endorsement of any business or product;
- The gift will not violate the principal of equal opportunity for all students at a given grade level and/or would not create significant inequities among district schools of similar grade levels.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Policy revised: TBD

Policy reviewed: May 21, 2018

Policy approved: April 30, 1997

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

Students**Age of Attendance**

The Chester, Deep River, Essex, and Region 4 Boards of Education (the “Board”) complies with its legal obligation to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the Board’s jurisdiction to attend school in accordance with Connecticut General Statutes § 10-184.

Effective July 1, 2024, the Chester, Deep River, and Essex Public Schools (the “District”) shall be open to resident children five years of age and over who reach age five on or before the first day of September of any school year. For children who will not reach the age of five on or before the first day of September of the school year, the child’s parent or guardian may submit a written request to the principal of the school seeking early admission to the District. Upon receipt of such written request, the principal and an appropriate certified staff member shall assess such child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final.

The Superintendent or designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate.

Legal Reference:**Connecticut General Statutes**

10-15c	Discrimination by public schools prohibited. School attendance for five-year-olds
10-220	Duties of boards of education
10-221	Board of education to prescribe rules, policies, and procedures
10-184	Duties of parents. School attendance age requirements

Public Act 23-208, “An Act Making Certain Revisions to the Education Statutes.”

ADOPTED: _____

REVISED: _____

10/3/23

Students**Physical Restraint and Seclusion of Students**

The Chester, Deep River, Essex and Region 4 Boards of Education (the “Board”) seeks to foster a safe and positive learning environment for all students. Board employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. The Board also regulates the use of exclusionary time out in accordance with this policy and accompanying regulations and applicable law.

The Board authorizes the Superintendent or his/her designee to develop and implement administrative regulations in accordance with this policy and applicable law. The Board mandates compliance with this policy and the associated administrative regulations at all times. Violations of this policy and/or associated administrative regulations by a Board staff member or other individual working at the direction of, or under the supervision of, the Board, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within the associated administrative regulations shall be construed to interfere with the Board’s responsibility to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220. Under no circumstances shall employees or individuals under the supervision of the Board use corporal punishment with students or physically manage students for purposes of discipline.

Legal References:

Conn. Gen. Stat. § 10-76b
Conn. Gen. Stat. § 10-76d
Conn. Gen. Stat. § 10-236b
Conn. Gen. Stat. §§ 53a-18 to 53a-22
Reg. Conn. State Agencies. §§ 10-76b-5 to 10-76b-11

Other References:

Restraint and Seclusion: Resource Document, United States Department of Education, available at <http://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.

Understanding the Laws and Regulations Governing the Use of Restraint and Seclusion,
Connecticut State Department of Education (July 2018).

Guidance Related to Recent Legislation Regarding Restraint and Seclusion, Connecticut
State Department of Education (Revised, July 2018).

APPROVED:

REVISED:

7/26/18

Technical Rev. 7/28/20

Personnel

Employment And Student Teacher Checks

As set forth below, each applicant for a position with the Chester, Deep River, Essex, and Region 4 Public Schools (the “District”), and each student who is enrolled in a teacher preparation program with the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience in the District (collectively referred to as “applicants”), shall be asked to provide in writing: (1) whether the applicant has ever been convicted of a crime; (2) whether there are any criminal charges pending against the applicant at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”).

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. An employment application form that contains any question concerning the criminal history of the applicant shall contain the following notice, in clear and conspicuous language:

Pursuant to section 31-51i(d) of the Connecticut General Statutes, the applicant is hereby notified that (1) the applicant is not required to disclose the existence of any erased criminal history record information, (2) erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

In addition, the District shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

“Sexual misconduct” means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments,

self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

A. The District shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the District:

1. Requiring the applicant:

- a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:
 - (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
 - (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.
- b. to submit a written authorization that
 - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
 - (ii) consents to and authorizes disclosure by the Connecticut State Department of Education (the “Department”) of the information requested under paragraph I.A.3 of this policy and the release of related records by the Department, and

- (iii) releases those employers and the Department from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
 - c. to submit a written statement of whether the applicant
 - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
 - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
 - (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
- 2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department, which shall request the following:
 - a. the dates employment of the applicant, and
 - b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or

- (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the District receives a request for such information about an employee or former employee, the District shall respond with such information. The District may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (g), such employer shall respond not later than five (5) business days after receiving such request.

- 3. Requesting information from the Department concerning:
 - a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
 - b. whether the Department has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
 - c. whether the Department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, if the District receives information that an applicant for a position with or an employee of the District has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of such information.
- C. The District shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The District may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the District's review of information received under this section, provided:
 - 1. The applicant complied with paragraph I.A.1 of this policy;
 - 2. The District has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the District; and

3. The applicant affirms that the applicant is not disqualified from employment with the District.
- E. The District shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 2. Affects the ability of the District to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
 3. Requires the District to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the District, unless, after investigation, such allegation is dismissed or found to be false.
- F. The District shall not offer employment to a person as a substitute teacher, unless such person and the District comply with the provisions of paragraph I.A.1 of this policy. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the District as a substitute teacher, as described in paragraph III.B.2 of this policy, provided the District does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the District, either telephonically or through written communication. If the District receives such information, it shall determine whether such employee of the contractor may work in a position involving direct student contact at any school in the District. No determination by the District that any such employee of the contractor

shall not work under any such contract in any such position shall constitute a breach of such contract.

- H. Any applicant/employee who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the District that may include:
 - 1. denial of employment, or
 - 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151, or
 - 3. termination of a non-certified employee in accordance with applicable law and/or any applicable collective bargaining agreement, contract or District policy.
- I. If the District provides information in accordance with paragraph I.A.2 or I.G of this policy, the District shall be immune from criminal and civil liability, provided the District did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (g) of Conn. Gen. Stat. § 31-51i, the District shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the District has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the District shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.
- L. The District shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the District, and before a student who is enrolled in a teacher preparation program in the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience, the District shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

The District shall request information from the Registry promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF, with a copy to the Superintendent or the Superintendent's designee. Failure of the applicant to submit the signed form to DCF within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or the Superintendent's designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or the Superintendent's designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or the Superintendent's designee shall revoke the offer of employment and/or terminate the applicant's employment if the applicant has already commenced working for the District.

III. Criminal Records Check Procedure

- A. Each person hired by the District shall be required to submit to state and national criminal records checks within thirty (30) calendar days from the date of employment. Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, shall be required to submit to state and national criminal records checks within sixty (60) calendar days

from the date such student begins to perform such student teaching experience. Record checks will be processed according to the following procedure:*

1. No later than five (5) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the a local law enforcement agency. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal records checks. The Superintendent or the Superintendent's designee will also provide each applicant with the following notifications before the applicant obtains the applicant's fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
2. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by a local law enforcement. Failure of the applicant to have the applicant's fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal records checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.
4. Upon receipt of a criminal records check indicating a previously undisclosed conviction, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal records check. The affected applicant/employee may notify the Superintendent or the Superintendent's designee in writing within five (5) calendar days that the affected applicant/employee will challenge such individual's criminal history records check. Upon written notification to the Superintendent or the Superintendent's designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or the Superintendent's designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or the Superintendent's designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case

basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in paragraph III.A.5 of this policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this policy, above.

B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the District must submit to state and national criminal history records checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history records checks for a substitute teacher have been completed within one year prior to the date the District hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history records checks to be forwarded to the Superintendent or the Superintendent's designee, then the substitute teacher will not be required to submit to another criminal history records check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history records checks upon being hired by the District, then the substitute teacher will not be required to submit to another criminal history records check so long as the substitute teacher is continuously employed by the District, that is, employed for at least one day of each school year, by the District, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

District personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the District.

V. Credit Checks

The District may also ask a prospective employee for a credit report for employment for certain District positions, where the District's receipt of a credit report is substantially related to the employee's potential job. "Substantially related to the current or potential job" is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated because of the position." Prior to asking for a credit report, the District will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be

a managerial position which involves setting the direction or control of the District; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the District, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or District debit or credit card; or (5) involve access to the District's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the District will provide written notification to the prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the District may use the information in the consumer credit report to make decisions related to the individual's employment.

The District will obtain consent before performing the credit or other background checks. If the District intends to take an action adverse to a potential employee based on the results of a credit report, the District must provide the prospective employee with a copy of the report on which the District relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The District will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the District's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the District receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the District shall send such notice to the State Board of Education. In complying with this requirement, the District shall not disseminate the results of any national criminal history records check.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the District shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of this policy, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the District, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the District.

A. During the course of an employment check, the District may not:

1. request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing a personal online account;
 2. request or require that an applicant authenticate or access a personal online account in the presence of District personnel; or
 3. require that an applicant invite a supervisor employed by the District or accept an invitation from a supervisor employed by the District to join a group affiliated with any personal online account of the applicant.
- B. The District may request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing:
1. any account or service provided by District or by virtue of the applicant's employment relationship with the District or that the applicant uses for the District's business purposes, or
 2. any electronic communications device supplied or paid for, in whole or in part, by the District.
- C. In accordance with applicable law, the District maintains the right to require an applicant to allow the District to access the applicant's personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or
 2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the District's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Certain Individuals

This policy shall not apply to:

- A. A student employed by the District who attends a District school.
- B. A person employed by the District as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for such position.

X. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

ADOPTED: _____

REVISED: _____

1/4/2023

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits the applicant's fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain the applicant's record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct the applicant's record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.⁴ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated person information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.⁵
- You must be advised in writing of the procedures for obtaining a change, correction, or updating of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁶
- If you need additional information or assistance, please contact:

Connecticut Records:
Department of Emergency Services and Public Protection
State Police Bureau of Identification (SPBI)
1111 Country Club Road
Middletown, CT 06457
860-685-8480

Out-of-State Records:
Agency of Record
OR
FBI CJIS Division-Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

⁴ Written notification includes electronic notification, but excludes oral notification.

⁵ <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

⁶ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Federal Bureau of Investigation
Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 3/30/2018

4118.11

4218.11

Personnel**Non-Discrimination*****Protected Class Discrimination Prohibited:***

The Chester, Deep River, Essex, and Region 4 Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”), except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Chester, Deep River, Essex, and Region 4 Public Schools (the “District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Discrimination on the Basis of Erased Criminal History Prohibited:

The Board will not discriminate against any employee or applicant for employment solely on the basis of the individual’s erased criminal history record information, as defined in Conn. Gen. Stat. § 46a-80a.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination

It is illegal for employers to treat employees differently in relation to hiring, discharging, compensating, or providing the terms, conditions, and privileges of employment because of such employee's actual or perceived membership in a Protected Class.

B. Harassment

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment is unwelcome conduct that is based on an employee's actual or perceived membership in a Protected Class. Harassment constitutes unlawful discrimination when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to an intimidating, hostile, or abusive environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or

- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board Policy #4118.112 / #4218.112, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel). For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

C. Genetic information

The information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

D. Veteran

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity, or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

E. Gender identity or expression

Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence

including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

F. Sexual orientation

Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

G. Race

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and 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.

H. Domestic violence

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any employee who believes they or another employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the Assistant in accordance with the Board's complaint procedures.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

If a complaint involves allegations of discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy #4118.112 / #4218.112, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel).

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance with the procedures set forth in Board Policy #0521.

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and

C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any employee also may file a complaint with the following:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building

475 Government Center
Boston, MA 02203
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any employee who:

1. has questions or concerns about this policy or its accompanying regulations;
2. wishes to request or discuss accommodations based on religion; OR
3. would like a copy the Board's complaint procedures or complaint forms related to claims of discrimination or harassment

should contact the following District official:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

Any employee who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex/sexual orientation/pregnancy/gender identity or expression applicable to employees should contact the District's Title IX Coordinator:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

Any employee who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to employees; OR
2. wishes to request an accommodation on the basis of disability

should contact the Assistant Superintendent:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008,
Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n, “Gender Identity or Expression”
defined
Connecticut General Statutes § 10-153, Discrimination on the basis of sex,
gender or expression or marital status prohibited
Connecticut General Statutes § 27-103
Connecticut General Statutes § 31-51i
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-80a
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination
Statutes”

ADOPTED:_____

REVISED:_____

9/29/2023

Students**Non-Discrimination*****Protected Class Discrimination Prohibited:***

The Chester, Deep River, Essex, and Region 4 Boards of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Chester, Deep River, Essex, and Region 4 Public Schools (the “District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities)

are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination:

With respect to students, unlawful discrimination occurs when a student is denied participation in, or the benefits of, a program or activity of the Board because of such student's actual or perceived membership in a Protected Class.

B. Harassment:

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board Policy #5145.51, Policy Regarding Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

C. Veteran:

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

D. Gender identity or expression:

Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

E. Sexual Orientation:

Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

F. Race:

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and 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.

G. Domestic Violence:

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Biased Conduct:

The Board recognizes that certain student conduct or communications may be indicative of bias towards individuals who are members of a Protected Class, even when such conduct or communications do not rise to the level of discrimination and/or harassment. The Board directs the District administration to address any such biased conduct or communications in a manner consistent with the Board's legal obligations under state and federal law and Board policy, including free speech considerations, in order to promote a school environment that is welcoming and safe for all individuals.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the Assistant Superintendent in accordance with the Board's complaint. Students are encouraged to

immediately report concerns about Protected Class discrimination, harassment, or retaliation.

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any school employee.

If a complaint involves allegations of discrimination or harassment of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy #5145.51, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy #0521. In the event reported conduct allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a student, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to,

- supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
 - D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
 - E. Supports for the complainant; and
 - F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

District staff members and administrators will work with students and parents/guardians to take steps designed to prevent acts of discrimination, harassment and retaliation.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any student and/or parent/guardian also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member who:

1. has questions or concerns about this policy or its accompanying regulations;
 2. wishes to request or discuss accommodations for a student based on religion;
- may contact:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board's policies regarding discrimination or harassment of students on the basis of gender/sex, gender identity, pregnancy or sexual orientation may contact the District's Title IX Coordinator:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

Any parent, student, staff member, Board member or community member who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; OR
2. wishes to request an accommodation for a student on the basis of disability

may contact the Assistant Superintendent:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT
(860) 526-2417**

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"
defined
Connecticut General Statutes § 10-15c
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, "An Act Revising the State's Antidiscrimination
Statutes"

ADOPTED: _____

REVISED: _____

9/29/2023