



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

**Chester Board of Education Budget Workshop Agenda**

REVISED  
(new items added  
for March 3<sup>rd</sup>)

Please Note: all  
workshops will  
be held at CES

To: Chester Board of Education  
Subject: **Chester Board of Education Budget Workshops: Jan. 30, 2020  
Feb. 11, 2020  
Mar. 03, 2020**  
Time: **6:00 p.m.**  
Place: Chester Elementary School library

Please contact Jennifer Bryan at Central Office email [jbryan@reg4.k12.ct.us](mailto:jbryan@reg4.k12.ct.us) if you are unable to attend.

**Mission Statement**

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

**AGENDA**

**1. Call to order. 6:00 p.m.**

**2. Agenda.**

March 03, 2020 prior to budget discussion:

**Hold the following votes unable to be taken at the Feb. 20, 2020 Joint BOE meeting due to lack of a Chester BOE quorum:**

- a) Possible VOTE to approve Minutes of Regular Joint Board Meeting of December 05, 2019 & Minutes of Special Joint Board Meeting of January 27, 2020 (*encl #1 & #2*)
- b) Possible VOTE to approve the 2020-21 Supervision District budget in the amount of \$7,978,711 as presented (*encl #3*)
- c) Possible VOTE to approve the Superintendent's and Director of Food Services' recommendation to vote "yes" on implementing the healthy food option of C.G.S. Section 10-215f and approve the following motion language for the healthy food option: *Pursuant to C.G.S. Section 10-215f, the board(s) of education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.*
- d) Possible VOTE to approve the Superintendent's and Director of Food Services' recommendation to vote "yes" to allow food and beverage exemptions and approve the

following motion language: *The board(s) of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1)the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2)the sale is at the location of the event; and 3)the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.*

- e) Possible VOTE to approve the *Agreement between The Chester, Deep River, Essex, Region 4 Boards of Education; the Supervision District Committee and the Regional School District No. 4 Administrators Association for July 02, 2020 – June 30, 2023*, as presented (encl #4)
- f) Possible VOTE to approve the Joint BOE Policy Committee’s recommended revisions to the following policy: #5114 Suspension/Expulsion/Due Process (encl #5)

All Dates: discuss 2020-21 proposed Chester Elementary School Budget

- 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. Adjournment**

cc: Town Clerks: Chester

***THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
Joint Board of Education Committee  
December 5, 2019***

A regular meeting of the Joint Board of Education Committee was held on Thursday, December 5, 2019 in the John Winthrop Middle School Library, with the following Board Members present:

CHESTER BOARD OF EDUCATION:	Maria Scherber(8:56pm departure), Tom Englert, Charlene Fearon, David Fitzgibbons, Dale Bernardoni, Rebecca Greenberg-Ellis, Kris Pollock, Rob Bibbiani
DEEP RIVER BOARD OF EDUCATION:	Bob Ferretti, Lenore Gunko, Mary Elizabeth Campbell, Miriam Morrissey, Paula Weglarz,
ESSEX BOARD OF EDUCATION:	Mark Watson(7:48pm departure), DG Fitton, Lon Seidman, Nancy Johnston
REGION 4 BOARD OF EDUCATION:	Jennifer Clark, Jane Cavanaugh, Rick Daniels, Trisha Brookhart, DG Fitton, John Stack, Paula Weglarz, Kate Sandmann

Also in attendance: Mr. Brian White, Superintendent; Dr. Kristina Martineau, Assistant Superintendent, Sarah Smalley, Director of Pupil Services and Kelley Frazier, Substitute Board Clerk.

**CALL TO ORDER**

Joint Board of Education Committee Chair Kate Sandman called the meeting to order at 7:20 p.m.

The Chair of the Region 4, Essex, Deep River and Chester Board of Education called their Boards to order at 7:20 p.m.

**CONSENT AGENDA**

On motion duly made and seconded, the Region 4, Essex, Deep River and Chester Boards of Education **VOTED** to approve the consent agenda consisting of the minutes of the regular Joint Board of Education meeting held on October 3, 2019. Abstentions: Jane Cavanaugh

**PUBLIC COMMENT**

No Comment

## **REPORTS and OTHER ITEMS**

### **Superintendent's Report**

#### **District Update**

The Business Manager has given her resignation. Mr. White discussed what the district is doing to move forward with this position's responsibilities and the long term and short term solutions. An interim manager will be secured after the holidays. The position will be posted in the spring. An extension for the FY 18-19 audit has been completed. The insurance reserve is being analyzed and an update will be given prior to the audit report.

#### **Information and Communication**

A meeting was held regarding the Mislik property. There is an unresolved tax matter with Deep River which is being reviewed. A meeting with the selectmen from all three towns will be scheduled to resolve this matter.

### **Assistant Superintendent's Report**

#### **District Update**

The SBAC data is being reviewed. Dr. Martineau discussed the next generation accountability report. College and career readiness was discussed. Career Clusters will be built into our program of studies.

### **Director of Pupil Services**

#### **District Update**

Ms. Smalley will take questions after her presentation later in the agenda.

### **Business Manager Financial Status Report**

No report.

### **Presentation on Medical Insurance Fund**

Mr. Joe Spurgeon presented an overview of the insurance fund for the district.

### **Special Education Program Overview, Initiatives and Budget Drivers**

Ms. Smalley gave an overview of the special education program and the anticipated and unanticipated costs of this program. This will continue to be reviewed during the budget workshop process.

### **A.L.I.C.E Presentation**

Dr. Martineau discussed the status of the Alice training. There will be a second round of discussions with parents for social and emotional support for this type of training. Age appropriate material is being discussed.

### **Reports and Communication (BOE chair from Chester, Deep River, Essex and Region 4)**

No additional report

### **Committee Reports**

Finance - Next meeting is January 27, 2020

Curriculum – Next meeting is January 16, 2020

Policy – Next meeting is January 27, 2020



### **Policy Committee Report**

#### **Second Reading and Possible VOTE to Approve the Joint BOE Policy Committee's Recommended Revisions to the Following Policy: #5114 Suspension/Expulsion/Due Process**

It was decided that the Committee needs to review the new wording and no vote will be taken.

### **Finance Committee**

An RFP for an asset management company to track and manage assets the district is being reviewed. The criteria for what an asset is will need to be defined. A process for managing assets going out and bringing new assets in needs to be developed.

### **Curriculum Committee**

Discussion was held regarding the charter of the committee and how it may expand. Mr. Stack discussed the FLES program. The recommendation from the Committee is to leave the program as it is structured. Mr. Fitzgibbons would like to continue to discuss this to make sure that this is adequate. The textbook proposal for Spanish 4 was approved to move forward. The estimated cost is \$4,609 based on used textbooks for 36 students.

### **Ad hoc Committees**

#### **School Advisory Committee**

Physical and situational security and the Raptor program was briefly discussed. The security of IT and infrastructure will continue to be a focus.

#### **PUBLIC COMMENTS:**

No comment

#### **FUTURE AGENDA ITEMS**

Next Regular Joint BOE Meeting, February 20, 2020

#### **ADJOURNMENT:**

Upon a motion duly made and seconded, the Essex, Chester and Deep River Boards of Education unanimously **VOTED** to adjourn at 9:12p.m. Region 4 remained in session.

Respectfully Submitted,

Kelley Frazier, Substitute Clerk

**The Region 4 BOE Remained in Session to for the following items:**

## Regional District #4 Board of Education

Regular Meeting

5 December 2019

### Minutes

Attendance: Trish Brookhart, Jane Cavanaugh, Dr Jennifer Clark, Dr Rick Daniels, DG Fitton, Kate Sandmann, John Stack and Paula Weglarz.

Administration: Brian White and Dr Kristina Martineau.

This regular meeting was convened at 9:14pm by Kate Sandmann

### Superintendent's Update

Brian presented an overview of the workshop that was held regarding the Mislick property purchase. There were several questions that were investigated, and he provided information that resulted. These questions and answers will be made public.

### Discussion of Recommendations of the Region 4 Financial Task Force

First Reading of Proposed Region 4 Policy 3171.1 (Capital Reserve Fund).

### Discussion of Board Member Roles and Responsibilities

DG Fitton discussed the current responsibilities of the treasurer, stating that he would like to have these roles and responsibilities reviewed and updated. A sample change, drafted by Shipman and Goodwin, was distributed. The members will review the current and proposed changes for consideration at a future meeting.

### Public Comment

Virginia Carmany explained the reasoning behind the comments that she submitted to Policy 3171.1.

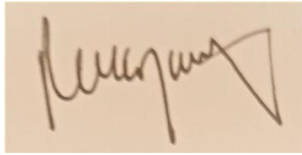
Michael Hammond asked about the information regarding the appropriation process for the Mislick property purchase. He also presented some comments about policy 3171.1, as well as the treasurer's responsibilities.

Richard Strauss discussed the current board policy regarding the disposition of surplus budget funds (3160). He also provided suggestions regarding 3171.1,

### Adjournment

There being no further business, a motion was made by Paula Weglarz and seconded by Trisha Brookhart to adjourn this meeting. APPROVED 8-0.

This regular meeting was adjourned at 9:59pm.

A handwritten signature in brown ink on a light brown rectangular background. The signature is cursive and appears to read "Richard R. Daniels, Jr." followed by a large, stylized flourish that resembles a triangle.

Richard R. Daniels, Jr

Secretary BOE

**Regional School District #4**  
**Running Claim History**  
**Net Paid Claims by Month** <sup>(1)</sup>

	<u>2015 - 2016 <sup>(1)</sup></u>	<u>2016 - 2017</u>	<u>2017 - 2018</u>	<u>2018 - 2019</u>	<u>2019 - 2020</u>
July	\$ 502,261	\$ 435,380	\$ 367,551	\$ 436,675	\$ 506,022
August	\$ 355,500	\$ 466,209	\$ 408,708	\$ 625,078	\$ 558,469
September	\$ 383,398	\$ 317,655	\$ 602,439	\$ 247,541	\$ 571,040
October	\$ 543,371	\$ 473,219	\$ 435,533	\$ 564,373	\$ 539,952
November	\$ 551,386	\$ 351,555	\$ 412,015	\$ 651,844	\$ -
December	\$ 698,563	\$ 420,894	\$ 376,020	\$ 418,723	\$ -
January	\$ 469,138	\$ 579,360	\$ 331,978	\$ 499,490	\$ -
February	\$ 665,090	\$ 495,577	\$ 603,190	\$ 545,905	\$ -
March	\$ 594,559	\$ 461,165	\$ 527,577	\$ 386,629	\$ -
April	\$ 478,907	\$ 546,535	\$ 409,867	\$ 602,769	\$ -
May	\$ 539,650	\$ 498,805	\$ 658,902	\$ 852,946	\$ -
June	\$ 284,194	\$ 455,708	\$ 563,249	\$ 664,813	\$ -
 TOTAL	 \$6,066,017	 \$5,502,062	 \$5,697,027	 \$6,496,787	 \$2,175,484
Per Month	\$ 505,501	\$ 458,505	\$ 474,752	\$ 541,399	\$ 543,871
 Average Contracts	 366	 359	 348	 334	 323
 Average Members	 840	 803	 784	 753	 735
 Average Cost/Contract	 \$16,574	 \$15,326	 \$16,390	 \$19,451	 <i>Annualized</i> \$20,190
 Average Cost/Member	 \$7,221	 \$6,852	 \$7,271	 \$8,627	 \$8,883
 % Change Cost/Contract		-7.5%	6.9%	18.7%	3.8%
 % Change Cost/Member		-5.1%	6.1%	18.6%	3.0%

(1) 2015-2016 Net Claims by Month Not Available-All Excess Reported in June

**Regional School District #4  
Medical, RX and Dental Claims  
Projections vs Actual**

					YTD Thru Oct '19					
					July-June 2019 - 2020					
					July-June 2018 - 2019					
					July-June 2017 - 2018					
					July-June 2016 - 2017					
					July-June 2015 - 2016					
<b>I. Carrier Values</b>										
Expected Claims					\$5,484,948					
Expected Plan YTD					\$6,371,832					
Actual Claims					\$5,901,828					
Gross Claims:					\$6,308,904					
Excess Claims Over Stop Loss:					\$6,490,548					
Actual Net Claims:					\$2,163,516					
Plan Year Differential	\$	581,069	\$	(869,770)	\$	(204,801)	\$	187,883	\$	11,968
% Differential		10.59%		-13.65%		-3.47%		2.98%		0.55%
Individual Stop Loss Premium		\$441,020		\$470,240		\$489,048		\$509,549		\$579,721
Individual Stop Loss Level		\$150K		\$150K		\$150K		\$150K		\$150K
<b>II. Non-Catastrophic/Catastrophic Claims</b>										
Total Employer Paid		\$6,066,017		\$5,502,062		\$5,697,027		\$6,496,787		\$2,175,484
HDC Employer Paid: <sup>(1)</sup>		\$1,695,490		\$1,781,293		\$1,693,739		\$3,059,971		\$991,313
Non-HDC Employer Paid:		\$4,370,527		\$3,720,769		\$4,003,288		\$3,436,816		\$1,184,171
Members:										
Average Total Members:		840		803		784		753		735
HDC Members:		20		21		19		30		11
HDC %:										
\$:		27.95%		32.38%		29.73%		47.10%		45.57%
Members:		2.38%		2.62%		2.43%		3.98%		1.50%
Non HDC PMPM <sup>(3)</sup>		\$433.58		\$386.13		\$425.79		\$380.30		\$402.92
Year-Over-Year % Change				-10.94%		10.27%		-10.68%		5.95%
<b>III. Additional Data</b>										
<b>Claims Over \$50K Bucketed</b>										
\$50k-75K	\$	\$599,716		\$672,468		\$514,351		\$646,464		\$368,193
	#	10		11		9		11		6
\$75-100K	\$	\$412,894		\$339,284		\$367,688		\$450,035		\$83,372
	#	5		4		4		5		1
\$100-125K	\$	\$239,556		\$341,498		\$211,700		\$209,647		\$239,748
	#	2		3		2		2		2
\$125-150K	\$	\$143,324		\$128,043		\$0		\$553,825		\$0
	#	1		1		0		4		0
\$150-175K	\$	\$0		\$154,701		\$171,724		\$502,927		\$165,577
	#	0		1		1		3		1
\$175-200K	\$	\$193,552		\$192,420		\$0		\$396,434		\$0
	#	1		1		0		2		0
\$200-250K	\$	\$0		\$0		\$437,424		\$206,119		\$202,287
	#	0		0		2		1		1
\$250K+	\$	\$259,943		\$0		\$296,311		\$609,202		\$0
	#	1		0		1		2		0
Highest Claimant		\$259,943		\$192,420		\$296,311		\$609,202		\$202,287

'15 & '16 Excess Claims For Different  
Reporting than Buckted Claims  
Results Vary Slightly

(1) HDC = Net High Dollar Claimant (> \$50,000)

## **Self-Funded Health Plans High-Level Reserve Explanation**

In addition to the variable costs (expected paid claims) and fixed costs (administrative/access fees and stop loss premiums) associated with the cost of a self-funded health plan, plans should also have a strategy on funding reserves. Reserves are designed to address budgetary requirements, protect a self-funded health plan's general fund from unfavorable claims experience, and provide budget flexibility.

There are both "required" (from an audit prospective) and optional components of a reserve. The required component is a budgetary/audit requirement to show that a health plan has identified and planned for IBNR claims (Incurred But Not Reported). IBNR claims are claims for services performed in a given plan/fiscal year (incurred) but not actually billed and paid until the following plan/fiscal year. This gap between the actual date of service and the date the claim is billed and paid is commonly referred to as claims lag or just lag. Lag is typically around one and one half to two months of claims with the vast majority of lagged claims occurring in one month.

In addition to the IBNR targets, it is recommended that self-funded health plans have a reserve strategy to address optional components of the reserve that can mitigate claim risk. The optional components include a claim corridor and claims fluctuation. The claim corridor is typically targeted to cover a self-funded health plan's liability between the 100% expected claims cost and their full exposure at the aggregate stop loss level (typically 120-125%). Plans that have chosen to go without aggregate stop loss, or go with higher aggregate stop loss levels, may still consider targeting a similar range (120-125%). The claim corridor is intended to protect a self-funded health plan's general fund in years where claims are higher than expected/budgeted. Larger self-funded health plans' claims are more creditable (predictable) and may find lower claim corridor targets are adequate.

Claims fluctuation is another optional component of the reserve. Claims fluctuation provides flexibility in dealing with future plan/fiscal year budgets. Claims fluctuation could be established to help smooth the effect of a negative claim result over several renewal cycles. Not all self-funded health plans will include claims fluctuation in their reserve strategy and for those who do targets will vary. Plans may find that 5% of expected claims provides for adequate budget flexibility without adding undue financial pressure to meet and maintain reserve targets. Smaller self-funded health plans' claims are less creditable and may find a stronger need for claims fluctuation reserves as they are more vulnerable to fluctuations in claims.

Reserves are established through actual budgeting reserve strategies and the retention of favorable fund balances in years where claims outperform expected projections. Once initial target reserve levels are reached future reserve budgeting is tied to the change in reserve to maintain target levels or changes in the plan's reserve strategy.

Each self-funded health plan should establish their own reserve goals based on their risk tolerance and budgetary considerations/pressures. Self-funded health plans with an established reserve strategy or policy are most successful at building and maintaining their targeted reserve.

# Regional School District #4

## Self-Funding Concepts

### Presented by Lindberg & Ripple

29 South Main Street, Suite 215  
West Hartford, CT 06107

[www.linrip.com](http://www.linrip.com)

Presented by: Joe Spurgeon, [ids@linrip.com](mailto:ids@linrip.com) 860.662.4295 (o) 860.334.3653 (c)



Lindberg & Ripple  
Deeper Insights. Better Solutions.™

## □ Fully Insured Funding Arrangements

- Carrier Responsible for All Claim Liability
- Depending on Plan Size; Experience Rated, Demographic Rated, Pooled Rated or Combined (Credibility)
- Carriers Sets Premiums Annually
- No Plan Reserve Requirements
- Typically No Year End Settlement/Reconciliation
- Some Alternative Funding Arrangements
- Tend to be Smaller Plan Sizes (250 lives or less)



## ☐ Self Funded Arrangements

- Plan Responsible for all Claim Liability
- Carrier Serves as 3<sup>rd</sup> Party Administrator-Customer Service, Provider Networking, Claims Adjudicator, Disease/Case Management
- Mostly Experience Rated (Fully Credibility)
- Stop Loss Protects Against Catastrophic Claims (Individual and Aggregate)
- Carrier Performs Claims Projection and Sets Administrative Fee Annually
- Plan Holds Reserves
- Tend to be Larger Plan Sizes (250 lives or more)

## □ Basic Tenets of Self-funding

- Law of Large Numbers-Predictability/Stability
- Managing for the Long Term
- Living with Volatility
- Risk Exposure and Transfer
- Composition of Risk Pool

## □ Self-funding vs. Insuring Your Plan

- Claim Experience History
- Stability in Covered Population
- Fixed vs. Variable Costs

## □ Periodic Review of Funding Alternatives

- Experience Patterns
- Plan Structure

### ☐ Budget Planning for Self-funding

- Variable Cost (Claims)
  - Claim Experience History (typically most recent 12 months)
  - Enrollment Experience History
  - Plan Design Changes/Benefit Adjustments
  - Catastrophic Claimants
  - Trend (Medical Inflation)
- Fixed Costs
  - Administrative Fees
  - Network Access Fees
  - Stop Loss Fees
  - ACA Fees
- Reserve Costs

### ☐ Responding to Experience Shifts

- Current Budget Year
- Subsequent Budget Year

## **□ Reserve Requirements (Protects the General Fund)**

- Incurred But Not Reported (IBNR)
- Corridor Claims (Aggregate S/L)
- Stabilization (Budget)

## **□ Reserve Management**

- Annual Adjustments (Trend)
- Constituency Expectations
- Reserve Policy



## □ Risk Management

- Role of Stop Loss/Reinsurance
  - Protects Against Catastrophic/Unexpected Claims
  - Specific/Individual Stop Loss (ISL)
    - Protects Plan from claims on any one member
    - Typically Medical and RX Claims covered
    - Protection applies when a single member claims exceed a given dollar threshold (Specific Deductible/ISL Attachment Point)
    - Higher Specific Deductible=lower Stop Loss Premium
    - Rates based on group specific large claimant experience, overall risk assumption, carrier's pool
- Aggregate Stop Loss
  - Limits Plan's liability on the total cost of the claims in a given plan year
  - Typically Medical and RX Claims covered however some plans will include Dental
  - Protection applies when total cost of the plan exceed a percentage above expected claims (125% most common)
- Role of Reserves/Fund Balance

## Self-Funded Terms

- **Aggregate Stop Loss:** See Stop Loss: Protects Plan from cost in excess of Expected Claims. Selected as a percentage over Expected Claims (120% and 125% most common).
- **Carrier:** Insurance Provider designated to administer the plan. Provides claims adjudication, plan reporting, plan summaries, enrollment maintenance, network management, disease and case management (including wellness services) and some compliance services. May or may not be the same entity that holds the stop loss contract. Some plans may have multiple carriers for Medical, prescription, dental and vision plans.
- **Claim Lag:** The time delay between when a claim is incurred and when it is submitted and subsequently paid. Claim Lag is primarily due to the time it takes a given provider to submit the claim and for the carrier to review and adjudicate the claim. Pharmacy claims tend to have a shorter Claim Lag as most pharmacy claims are submitted and adjudicated electronically at the point of sale. Hospital claims have a larger claim lag due to length of stay and carrier adjudication and review.
- **Contracts:** Synonymous with "Subscriber" (see below). A Subscriber/Contract is the employee or retiree who the plan offers coverage. When referring to Subscriber/Contract count dependents (spouses/children) are not included (see Members). E.g. An employee with a spouse a two children is one Subscriber/Contract but represents 4 Members.
- **Discount Share:** See Network Access Fee (NAF). Fee charged by most carriers to provide access to the carrier's network. NAF can be set as a percent of claims or as a fixed dollar (flat amount or PEPM). Anthem has renamed NAF as "Discount Share" with some changes in how it is calculated and collected but is intended to address network access cost.
- **Effective Trend:** See Trend
- **Expected Paid Claims:** Projected claim liability for the upcoming plan year. Calculated during the budget process and presented in carrier's renewal projection.
- **Experience Period:** Time frame (typically most recent 12 months) used to calculate the Expected Paid Claims. The key data elements related to the Experience Period include enrollment, claims and large claims.

## Self-Funded Terms

- **Fund Balance:** Funds remaining in the Health Fund after plan costs are paid. In some cases a plan's fund balance may be synonymous with Reserve.
- **Health Fund:** Bank account held by the plan in which the Carrier(s) draw claims incurred by the plan's enrollees. Health funds may include funds in excess of Expected Paid Claims to be used as reserves. See Also: Internal Services Fund, Fund Balance and Reserve.
- **Incurred But Not Reported Claims (IBNR):** Claims that are incurred in a given plan year but, due to Claim Lag, not paid (and often not submitted to the carrier) until a subsequent plan year. IBNR is a reporting requirement on Public Sector Audits. Note: IBNR may be held and/or accounted for separate from other reserve funds. IBNR in certain circumstances may also be referred to as Run-Out Claims (see below).
- **Individual Stop Loss:** See Stop Loss. Protects plan from claims incurred by any one member. A stop loss attachment point is selected. Claims to the stop loss attachment point are the liability of the plan, claims in over the attachment point, referred to as Excess Claims, are the liability of the stop loss carrier. This is a "premium" based product, premium is lower for higher attachment points.
- **Insurance Carrier:** See Carrier
- **Internal Services Fund:** Specific accounting reference to the account/fund for costs associated with the health plan.
- **Lag:** See Claim Lag
- **Members:** Number of enrollees (Subscribers/Contracts and dependents) on the plan. When referring to Member counts all enrollees Subscribers/Contracts and all dependents are included. E.g. An employee with a spouse a two children is one Subscriber/Contract but represents 4 Members.
- **Network Access Fee (NAF):** Fee charged by most carriers to provide access to the carrier's network. NAF can be set as a percent of claims or as a fixed dollar (flat amount or PEPM). Anthem has renamed NAF as "Discount Share" with some changes in how it is calculated and collected but is intended to address network access cost.



## Self-Funded Terms

- **Paid Claims:** Claims incurred by the plan for cost associated with enrollees. Typically Paid Claims reflect the Plan's actual cost after any applicable member cost shares (copay deductibles). Can be reflected as Gross or Net. Gross Paid Claims reflect total Paid Claims prior to removing Excess Claims over the Stop Loss Attachment Point. Net Paid Claims reflect paid claims after adjusting for Excess Claims.
- **PEPM/PEPY or PCPM/PCPY:** Per Member Per Month/Per Member Per Year or Per Contract Per Month/Per Contract Per Year. A capitated calculation of cost reflected on a per Subscriber/Contract. Useful for determining plan cost irrespective of enrollment changes. Also used in perform budget projections. Fixed cost and Stop Loss Premiums often expressed as PEPM/PCPM.
- **PMPM/PMPY:** Per Member Per Month/Per Member Per Year. A capitated calculation of cost reflected on a per enrollee (Subscribers/Contracts and Dependents). Useful for determining plan cost irrespective of enrollment changes. Also used in perform budget projections.
- **Pharmacy Benefit Manager (PBM):** Carrier that specifically administers the prescription drug benefits. In addition to services provided by carriers for other benefits, PBMs also manage the plan's formulary and typically operate the mail order facility. An important aspect of PBMs is to manage the network of pharmacy discounts and also to negotiate rebates from Prescription Drug Manufacturers.
- **Plan/Plan Sponsor:** In most cases the Plan/Plan Sponsor is the employer providing health benefits to their eligible members.
- **Reserve:** Funds designed to address budgetary requirements, protect a self-funded health plan's general fund from unfavorable claims experience, and provide budget flexibility. Reserves typically include Incurred But Not Reported (IBNR) Claims, Claim Corridor/Claim Fluctuation and Budget Stabilization. Note: IBNR may be held and/or accounted for separate from other reserve funds.
- **Run-Out Claims:** See also Incurred But Not Reported Claims (IBNR). The term Run-Out is typically used when changes carriers or changing funding arrangements. When changing carriers the plan is responsible to cover claims incurred under the old carrier in the previous plan year.

## Self-Funded Terms

- Specific Stop Loss: See Individual Stop Loss.
- Stop Loss: Insurance purchased to protect a self-funded plan from catastrophic claims. See Individual and Aggregate Stop Loss.
- Subscribers: Synonymous with "Contract" (see above). A Subscriber/Contract is the employee or retiree who the plan offers coverage. When referring to Subscriber/Contract count dependents (spouses/children) are not included (See Members). E.g. An employee with a spouse a two children is one Subscriber/Contract but represents 4 Members.
- Third Party Administrator (TPA): See Carrier
- Trend: Factor used to project Experience Period Claims to the next plan year. Often referred to the "medical inflation factor" but more accurately refers to expected changes in cost for the plan related not only to price but also changes in utilization rates and medical services. Trend is typically reflected as on annual (12 month) basis, however when projecting claims trend is reflected as Effective Trend to account for the number of months projecting forward.

# Self-Funding Concepts

## Questions

**Presented by Lindberg & Ripple**

29 South Main Street, Suite 215  
West Hartford, CT 06107

[www.linrip.com](http://www.linrip.com)

Presented by: Joe Spurgeon, [ids@linrip.com](mailto:ids@linrip.com) 860.662.4295 (o) 860.334.3653 (c)



**Lindberg & Ripple**  
Deeper Insights. Better Solutions.™

# Introduction to A.L.I.C.E.



**PTO Meetings October/November 2019**  
**Chester, Deep River, Essex, and Region 4 Schools**

# Current Lockdown Procedure

During the school day, all exterior doors are locked and secured. Persons seeking entry into building must report first to main office.

When a person or situation presents an immediate threat to students and staff in the building, students and staff “lock down” in offices, work areas, and classrooms.

## Lockdown instructions to all staff and students:

- close and lock door (look in hallway for students and direct them to nearest classroom)
- pull down shades
- turn off lights
- move students to a location in the room away from doors and windows
- keep students quiet and calm (reassure nonverbally)
- refrain from opening door until cleared by administration or law enforcement

# **Why are we Changing Lockdown and Response Procedures?**

- During the 2018-2019 school year, the Joint BOE School Security Committee reviewed the latest research and best practices regarding school safety procedures.
- The Joint BOE School Security Committee recommended a new emergency response and new strategies to employ in the event of a violent intruder scenario. The committee specifically recommended A.L.I.C.E.
- The A.L.I.C.E. (Alert-Lockdown-Inform-Counter-Evacuate) training approach is nationally recognized as a safety response approach aligned to federal recommendations from the U.S. Department of Homeland Security, the latest research, and best practices for school safety preparation and procedures.
- Our current lockdown procedure is a passive approach and no longer recommended as the best approach in school safety procedures.
- A.L.I.C.E. provides training and an approach to school safety that trains our staff and students in situational awareness to ensure survival during a dangerous and dynamic event.

# What is A.L.I.C.E.?

A.L.I.C.E., an (non-sequential) acronym for “alert, lockdown, inform, counter, evacuate,” a safety response training program that is based on federal recommendations and research to increase survivability during violent intruder incidents.



## **ALERT**

Initial Alert may be a gunshot, PA announcement, etc...  
Avoid code words.

## **LOCKDOWN**

If Evacuation is not a safe option, barricade entry points.  
Prepare to Evacuate or Counter if needed.

## **INFORM**

Communicate real time information on shooter location.  
Use clear and direct language using any communication means possible.

## **COUNTER**

As a last resort, distract shooters ability to shoot accurately.  
Move toward exits while making noise, throwing objects, or adults swarm shooter.

## **EVACUATE**

Run from danger when safe to do so using non-traditional exits if necessary. Rallying point should be predetermined.

[AliceTraining.com](http://AliceTraining.com)

# What is A.L.I.C.E.?

<b>ALERT</b>	Initial awareness of an event: <ul style="list-style-type: none"><li>-P.A. announcement</li><li>-sensory input (noises heard)</li><li>-text/alert message</li><li>-provide as much information as possible</li></ul>
<b>LOCKDOWN</b>	Traditional lockdown procedure plus additional enhancements: <ul style="list-style-type: none"><li>-barricade door</li><li>-spread out within the room (do not huddle, safe areas of room)</li><li>-alternate escape routes (prepare to evacuate safely and given opportunity)</li><li>-dial 911 when safe to do so</li><li>-first aid supplies in all rooms</li></ul>
<b>INFORM</b>	REAL information communicated (plain language) via PA System, phones, and radios Information communication includes specific What, When, Who and How (no codes)
<b>COUNTER</b>	Last resort Noise and movement as disruptors Using what is available in the room, countering intruder to interrupt/disrupt shooting
<b>EVACUATE</b>	Preferred Response <ul style="list-style-type: none"><li>-occupants must have authority to leave building if safe to do so</li><li>-evacuate to a designated rally point</li></ul>





## Initial Awareness received by:

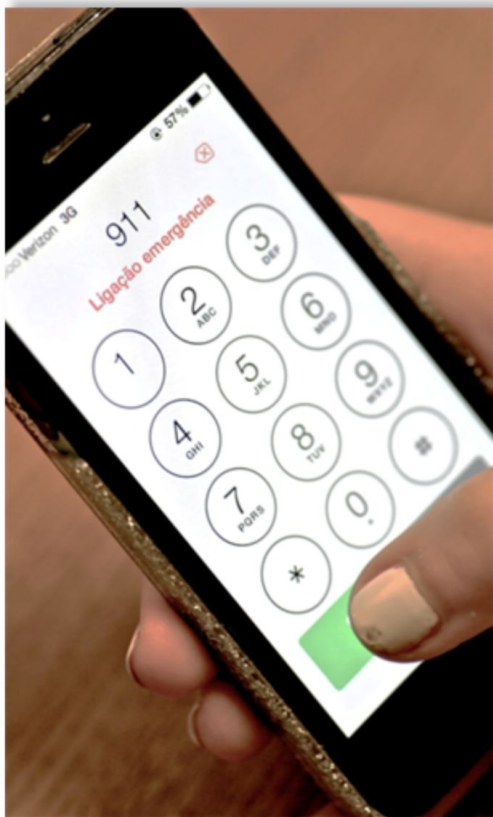
- PA announcement
- Sensory Input- Gunshots, screaming, Loud Noises
- Text or Emergency Notification
- Electronic bulletin boards



=LOCKDOWN

- Barricade the Door
- Spread Out within the room with Counter Devices
- Look for alternative escape routes
- Dial 911 when safe to do so.
- First Aid Supplies





## Pass on real time information

- A continuation of **ALERT**
- What, Where, When, Who, How

## Typical Communication Methods

- PA System
- Phones
- Radios

**New Technology Methods?**



# What is 'COUNTER'

It is NOT ...

- Fighting



It is...

- Taking back Control
- Age appropriate
- Personal Choice

**Follow the KISS principle**



The Preferred Response

# =EVACUATE

Occupants must have authority to leave building

- Leave all belongings behind
- No Vehicles
- Remove as many potential targets
- Removes need for parents to come to scene
- Evacuate to a rally point

# **A.L.I.C.E. Training and Timeline**

## **2018-2019**

**2018-2019**

### **January 2019**

-Building and district level leaders with representatives from each school trained as A.L.I.C.E. certified instructors

### **March/April 2019**

-Online learning component of A.L.I.C.E. training completed by all staff

### **May 2019**

-Teachers and paraeducators trained in A.L.I.C.E. response by certified in-district A.L.I.C.E. instructors

# **A.L.I.C.E. Training and Timeline**

## **2019-2020**

**2019-2020**

### **August 2019**

- All staff trained in A.L.I.C.E. safety response
- Emphasis on Alert, Lockdown (enhanced), Inform, and Evacuate

### **October 2019**

- Additional instructor level training for district administration, teacher leaders, and select staff (all principals, associate principals, and directors trained as certified A.L.I.C.E. instructors/trainers)

### **November 2019-January 2020**

- Faculty meeting updates, training, and drill preparation
- Building-level crisis team develop student education and training

### **February 2020**

- Student education and training about A.L.I.C.E. prior to spring drills

### **March 2020**

- Enhanced lockdown scenario drill #1 (w/students)

### **May 2020**

- Enhanced lockdown scenario drill #2 (w/students)

# Next Steps for 2019-2020

<b>November 2019</b>	A.L.I.C.E. overview PTO presentations at all schools
<b>December 2019</b>	Development of Frequently Asked Questions Document Follow-Up Communications from Principals to Families
<b>January/February 2020</b>	A.L.I.C.E. Communication Tab on District Website (presentation, communications, and FAQ posted/updated)
<b>March 2020</b>	Enhanced Lockdown Drill #1 Follow-Up Communication from Principals to Families
<b>May 2020</b>	Enhanced Lockdown Drill #2 Follow-Up Communication from Principals to Families
<b>June 2020</b>	District Leadership: A.L.I.C.E. 2019-2020 Review and Next Steps for 2020-2021



Joint Board of Education Committee

Special Meeting – 27 January 2020

Attendance:

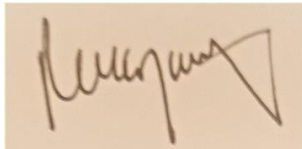
Chester Board of Education:	Dale Bernardoni, Tom Englert, Charlene Fearon, David Fitzgibbons, Kris Pollock and Maria Schreiber
Deep River Board of Education:	Mary Campbell, Rob Ferretti, Lenore Grunko and Miriam Morrissey
Essex Board of Education:	DG Fitton, Nancy Johnston, Loretta McCluskey, Lon Seidman and Mark Watson
Region 4 Board Of Education:	Jane Cavanaugh, Jennifer Clark, Rick Daniels, DG Fitton and Kate Sandmann.
Administration:	Brian White Kristina Martineau, Sara Smalley and Richard Huot
Financial Task Force:	Virginia Carmany, Keith Crehan, Bud Eckenroth, Duane Gates, Kelly Sterner and Terry Stewart
Consultants:	Chip Ward and Joe Spurgeon

This special meeting was called to order at 6:00 pm by chairperson Kate Sandmann

Chip Ward presented an overview of the current self-funded health insurance plan.

Joe Spurgeon then reviewed the recent claim history, as well as the district's funding levels. The data that was provided indicated that claims have been higher than anticipated in several of the recent months. This has put a strain on the plan's reserves. He has suggested that there be an increase in the contribution rates as well additional contributions to re-establish a reserve fund. These changes will be considered during the upcoming budget process.

There being no further business, a motion was made by Rick Daniels and seconded by DG Fitton, to adjourn this meeting. APPROVED unanimously. This special meeting was adjourned at 7:15pm.



Secretary – Region 4 Board of Education

# Health Insurance Fund

# Self Insurance Revenues

- Employer Contributions – set by budget
  - Region 4, Supv Dist, Chester, Deep River, Essex BOE
  - Town of Deep River, Town of Essex
- Employee contributions from payroll – set by contract
- Retiree and COBRA contributions – set by contract
- State Teacher Retiree – set by State Statute
- Total for 18-19 – \$7.080 million

# Self Insurance Expenses

- Claims, Stop Loss Insurance and Admin Fees from Anthem
  - HSA contributions for employees
  - Medicap premiums for retirees
  - Consultant Fees
  - Miscellaneous Expenses
- 
- Total for 18-19 – \$7.859 million
  - Loss for 18-19 of \$779,000

# End of Fiscal Year

- Need to have enough assets for
  - Bills received in June but due in July – generally for Anthem claims after 6/25
    - 18-19: \$315,770
  - Incurred but not Received (IBNR)
    - Costs for medical services for covered employees that have not yet even hit Anthem. Typically runs about 1/12 of the annual cost.
    - So if you switch health plans you have enough funds on hand to pay the claims run out from old plans
    - 18-19: \$643,122
  - Additional Cushion for a bad claims year
    - 18-19: \$0 – never planned for
- Total Asset Need for 18-19: ~\$958,000 plus cushion for a bad year

# Preliminary 2018-19 Year End

- Funds on Hand - \$445,000
  - Cash on Hand - \$55,000
  - Due From Café Fund - \$ 62,000
  - Due from Region 4 - \$328,000
- Funds Needed - \$958,000 plus cushion for bad claims years
- Gap - \$513,000 plus cushion for bad claims years

# Funding Proposals

- Use a conservative budget for FY20-21 Health Expenses as there is no cushion
- Amortize deficit of 5 years – Add \$100,000 to conservative budget for FY20-21 Health Expenses

# Regional School District #4

## Running Claim History

### Net Paid Claims by Month <sup>(1)</sup>

	2015 - 2016 <sup>(1)</sup>	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020
July	\$ 502,261	\$ 435,380	\$ 367,551	\$ 436,675	\$ 506,022
August	\$ 355,500	\$ 466,209	\$ 408,708	\$ 625,078	\$ 558,469
September	\$ 383,398	\$ 317,655	\$ 602,439	\$ 247,541	\$ 571,040
October	\$ 543,371	\$ 473,219	\$ 435,533	\$ 564,373	\$ 539,952
November	\$ 551,386	\$ 351,555	\$ 412,015	\$ 651,844	\$ 484,138
December	\$ 698,563	\$ 420,894	\$ 376,020	\$ 418,723	\$ 455,561
January	\$ 469,138	\$ 579,360	\$ 331,978	\$ 499,490	\$ -
February	\$ 665,090	\$ 495,577	\$ 603,190	\$ 545,905	\$ -
March	\$ 594,559	\$ 461,165	\$ 527,577	\$ 386,629	\$ -
April	\$ 478,907	\$ 546,535	\$ 409,867	\$ 602,769	\$ -
May	\$ 539,650	\$ 498,805	\$ 658,902	\$ 852,946	\$ -
June	\$ 284,194	\$ 455,708	\$ 563,249	\$ 664,813	\$ -
 TOTAL	 \$6,066,017	 \$5,502,062	 \$5,697,027	 \$6,496,787	 \$3,115,182
Per Month	\$ 505,501	\$ 458,505	\$ 474,752	\$ 541,399	\$ 519,197
 Average Contracts	 366	 359	 348	 334	 324
 Average Members	 840	 803	 784	 753	 738
 Average Cost/Contract	 \$16,574	 \$15,326	 \$16,390	 \$19,451	 \$19,239
 Average Cost/Member	 \$7,221	 \$6,852	 \$7,271	 \$8,627	 \$8,438
 % Change Cost/Contract		-7.5%	6.9%	18.7%	-1.1%
 % Change Cost/Member		-5.1%	6.1%	18.6%	-2.2%

(1) 2015-2016 Net Claims by Month Not Available-All Excess Reported in June



**Regional School District #4**  
**Medical, RX and Dental Claims**  
**Projections vs Actual**

**YTD**  
**Thru Dec '19**

	July-June 2015 - 2016	July-June 2016 - 2017	July-June 2017 - 2018	July-June 2018 - 2019	July-June 2019 - 2020
<b>I. Carrier Values</b>					
Expected Claims	\$5,484,948	\$6,371,832	\$5,901,828	\$6,308,904	\$6,490,548
Expected Plan YTD					\$3,245,274
Actual Claims					
Gross Claims:	\$6,219,512	\$5,550,650	\$6,002,486	\$7,011,468	\$3,259,321
Excess Claims Over Stop Loss:	<u>-\$153,495</u>	<u>-\$48,588</u>	<u>-\$305,459</u>	<u>-\$514,681</u>	<u>-\$144,139</u>
Actual Net Claims:	\$6,066,017	\$5,502,062	\$5,697,027	\$6,496,787	\$3,115,182
Plan Year Differential	\$ 581,069	\$ (869,770)	\$ (204,801)	\$ 187,883	\$ (130,092)
% Differential	10.59%	-13.65%	-3.47%	2.98%	-4.01%
Individual Stop Loss Premium	\$441,020	\$470,240	\$489,048	\$509,549	\$579,721
Individual Stop Loss Level	\$150K	\$150K	\$150K	\$150K	\$150K
<b>II. Non-Catastrophic/Catastrophic Claims</b>					
Total Employer Paid	<b>\$6,066,017</b>	<b>\$5,502,062</b>	<b>\$5,697,027</b>	<b>\$6,496,787</b>	<b>\$3,115,182</b>
HDC Employer Paid: <sup>(1)</sup>	\$1,695,490	\$1,781,293	\$1,693,739	\$3,059,971	\$1,381,996
Non-HDC Employer Paid:	\$4,370,527	\$3,720,769	\$4,003,288	\$3,436,816	\$1,733,186
Members:					
Average Total Members:	840	803	784	753	738
HDC Members:	20	21	19	30	13
HDC %:					
\$:	27.95%	32.38%	29.73%	47.10%	44.36%
Members:	2.38%	2.62%	2.43%	3.98%	1.76%
Non HDC PMPM <sup>(3)</sup>	\$433.58	\$386.13	\$425.79	\$380.30	\$391.24
Year-Over-Year % Change		-10.94%	10.27%	-10.68%	2.87%
<b>III. Additional Data</b>					
<b>Claims Over \$50K Bucketed</b>					
\$50k-75K	\$ 599,716	\$672,468	\$514,351	\$646,464	\$188,863
#	10	11	9	11	3
\$75-100K	\$ 412,894	\$339,284	\$367,688	\$450,035	\$268,039
#	5	4	4	5	3
\$100-125K	\$ 239,556	\$341,498	\$211,700	\$209,647	\$341,793
#	2	3	2	2	3
\$125-150K	\$ 143,324	\$128,043	\$0	\$553,825	\$283,301
#	1	1	0	4	2
\$150-175K	\$ 0	\$154,701	\$171,724	\$502,927	\$164,903
#	0	1	1	3	1
\$175-200K	\$ 193,552	\$192,420	\$0	\$396,434	\$0
#	1	1	0	2	0
\$200-250K	\$ 0	\$0	\$437,424	\$206,119	\$0
#	0	0	2	1	0
\$250K+	\$ 259,943	\$0	\$296,311	\$609,202	\$279,236
#	1	0	1	2	1
<b>Highest Claimant</b>	<b>\$259,943</b>	<b>\$192,420</b>	<b>\$296,311</b>	<b>\$609,202</b>	<b>\$279,236</b>

'15 & '16 Excess Claims For Different  
Reporting than Buckted Claims  
Results Vary Slightly

(1) HDC = Net High Dollar Claimant (> \$50,000)

**RSD 4**  
**2020 Projection Highlights**  
**January 27, 2020**

**I. Projection thru November 2019 (Previous Year Dec 2018)**

**A. Enrollment**

1. Average Employee Counts Over the Period are Down 3.1% from 339.75 to 329.33
2. Employee Counts as of the Last Month are Down 3.3% from 336 to 326

**B. Experience Period Paid Claims**

1. Up 12.7% on a total dollar basis from \$6.41M to \$7.23M
2. Up 16.3% on a per employee basis

**C. Large Claims**

1. 28 Members over \$50K (up 6 from Previous yr. experience)
2. Up 33% to \$3.66M
3. 8 Claimants over \$150K Stop Loss Level (up 2 from previous yr. experience)
4. \$726K in claims over \$150K (up 18.6% from previous yr. experience)

**D. Trend**

1. Annual Trend Range: 8.78% to 11.24% (aggressive to conservative)
2. 19 Month Trend Range: 14.3% to 18.4% (aggressive to conservative)

**E. Expected Claims**

1. Up 13-17.1% on a total dollar basis to \$7.33M-\$7.6M
2. Up 16.8-21% on a per employee basis

**F. Admin/NAF Fees/Stop Loss--ESTIMATED-Awaiting Official Anthem Renewal**

1. Conservative Estimate \$1M
2. Up 30% on a per employee basis (assumes large stop loss increase)

**H. Total Cost**

1. Up 14.3-18.1% on a total dollar basis to \$8.3M-8.6M
2. Up 18.3-22.1% on a per employee basis

# **SUPERVISION DISTRICT**

**Supporting the Chester, Deep River, Essex and Region 4 Schools**

**2020-2021 BUDGET REQUEST**

**FOR SUPERVISION DISTRICT COMMITTEE AND JOINT BOE VOTE FEBRUARY 20, 2020**



**DRAFT**

***A Mission-Driven Learning Community with a PK-12 Line of Sight***

Brian J. White, Superintendent of Schools

Kristina Martineau, Ed.D, Assistant Superintendent

Sarah Smalley, Director of Pupil Services

Richard Huot, Interim Business Manager



***Regional School District 4***  
***Chester - Deep River - Essex - Region 4***

**2020-2021 School Year Budget Request**

**SUPERVISION DISTRICT**

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Supervision District	1
Strategic Goals	2
Average Daily Membership	3
Enrollment Projection	4
Budget Pie Chart Summary	5
Budget Summary	6
Budget by Object Code	7 - 11
Staffing Projection	12
Town Budget Allocation	13 - 18



# ***Regional School District 4***

## ***Chester - Deep River - Essex - Region 4***

### **2020-2021 School Year Budget Request**

### **SUPERVISION DISTRICT**

---

#### **What is the Supervision District?**

---

The Boards of Education of Chester, Deep River, Essex, and Region 4 endeavor to work together as multiple Boards of Education to support the Region's mission and strategic goals. High-achieving school districts intentionally align school goals, district goals, and Board goals to cultivate a mission-driven organization. The development of a cohesive educational program pre-kindergarten through grade twelve is a fundamental condition for educational excellence.

The Supervision District is unique to the educational system in Chester, Deep River, and Essex due to the complex multiple-board organizational structure. It is a key element facilitating regional cohesiveness. The Supervision District Committee provides oversight of the budget for the Central Administrative Office, which consists of the Superintendent, Assistant Superintendent, Director of Pupil Services, Director of Technology, and the Business Manager.

The Supervision District provides essential shared services to all of the Region's schools including administrative and fiscal services, curricular organization, professional development, the provision of special services, legal support, personnel services, student transportation, and best practices. The Supervision District also provides teachers and staff who work, or are available to work, in any of the Region's schools such as special education, preschool services, gifted and talented support, summer school, and elementary world language, music, and art teachers.

Chartered through an agreement in 1964 among the Boards of Education of Chester, Deep River, Essex, and Region 4, and modified in 2000, the Supervision District was established to fund those programs and services best shared across our schools. A committee composed of three members each from the Chester, Deep River, Essex, and Region 4 Boards of Education govern the Supervision District. The town Boards of Education govern each town's elementary school. The Region 4 Board of Education governs John Winthrop Middle School and Valley Regional High School. The Supervision District Committee chair rotates annually among the chairs of the Boards of Education.

The annual contributions required for each of the Boards is established by the Supervision committee in accordance with the agreement, and allocates each expense in the approved budget according to an accepted methodology. This methodology includes one or more of the following allocation methods:

- 1.) A 3-way allocation based on elementary student populations
- 2.) A 4-way allocation based on total K-12 student populations
- 3.) 1-way allocation for expenses benefiting only one board
- 4.) Use allocation for expenses which can be segregated by frequency or volume of use.



***Regional School District 4***  
***Chester - Deep River - Essex - Region 4***

**2020-2021 School Year Budget Request**

**SUPERVISION DISTRICT**

**District Strategies for 2017-2022**

All schools and staff will be dedicated to pursuing and implementing the strategies that the strategic planning team identified as the most crucial to the improvement of student success in our priority identified skills. They are:

1. Operationalize a three community, unified focus: Pre-K to 12 on critical and creative thinking for solving difficult problems and to focus and align the districts' goal setting processes with these priorities across towns, building and grades.
2. Clarify/unify the assessment philosophy of the districts and comprehensively audit the use of assessment resources to ensure they are consistently applied throughout the districts and then build/use the assessment capacity of the districts to enable reliable assessment and data reporting of student proficiency in the priority skills (3 Year Process).
  - Data collection across the districts
  - Assessment Audit
  - Assessment Philosophy
3. Support teachers in the enhancement of their capacity (professional learning, development, support and feedback) to teach and assess higher order thinking skills (critical and creative problem-solving) in a digital learning environment. - (Educator Evaluation Rubric 3B and 3C).



## Regional School District 4 Chester - Deep River - Essex - Region 4

### 2020-2021 School Year Budget Request

#### SUPERVISION DISTRICT

##### Average Daily Membership

##### What is Average Daily Membership (ADM)?

The Supervision District provides essential shared services to the Chester, Deep River, Essex, and Region 4 schools. The costs associated with Supervision District are assigned to member districts using a three-way allocation for shared elementary services. A four-way allocation is used for services shared by all member districts including Region 4. The allocations are based on the Average Daily Membership (ADM) among the participating Boards of Education. Preschool special needs students (minus typical peers) are counted and assigned to the home district. Students who are educated out of district are assigned to the home district (special education, vocational agriculture); this does not include students who attend technical high schools or adult education.

Average Daily Membership for the subsequent budget year is determined by the total number of students in each district grades K-6 or 7-12 based upon the Connecticut State Department of Education October 1 census of actual enrollment in the current year.

##### Average Daily Membership Calculation for the 2020/2021 Budget

###### ■ Average Daily Membership based upon a three-way allocation to the elementary districts

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>
School Year 2020/2021	25.88%	32.61%	41.51%
School Year 2019/2020	26.26%	33.16%	40.58%
Change	-0.38%	-0.55%	0.93%

###### ■ Average Daily Membership based upon a four-way allocation to the districts

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Region 4</u>
School Year 2020/2021	11.92%	15.02%	19.12%	53.94%
School Year 2019/2020	11.76%	14.85%	18.18%	55.20%
Change	0.16%	0.17%	0.94%	-1.26%



## Regional School District 4 Chester - Deep River - Essex - Region 4

### 2020-2021 School Year Budget Request

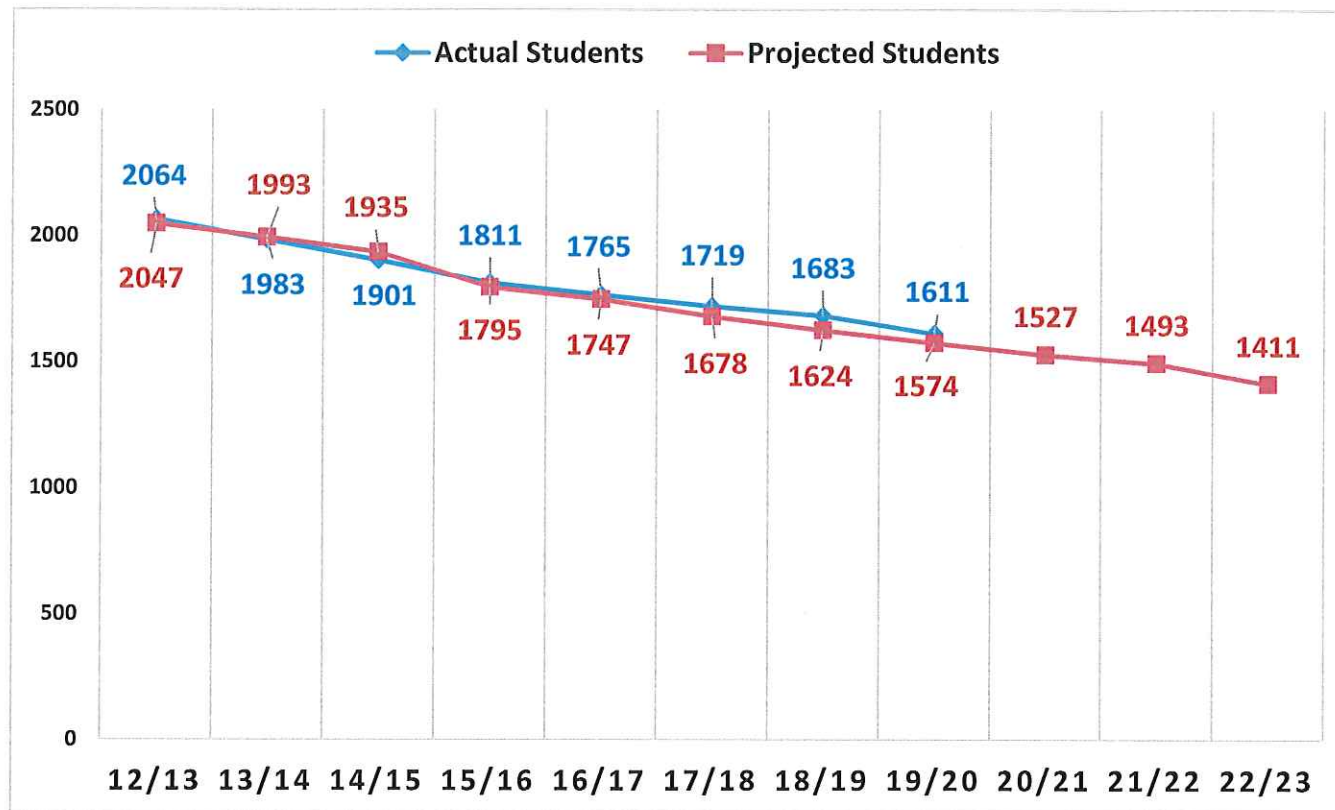
#### SUPERVISION DISTRICT

#### Total: Chester, Deep River, Essex, Region 4

Enrollment and Projections (Grades K-12)

2012/13 through 2022/23

(enrollment based upon SDE October 1 census PSIS report)



\*Pete Prowda projections used for years 12/13 through 18/19; 20/21 through 22/23

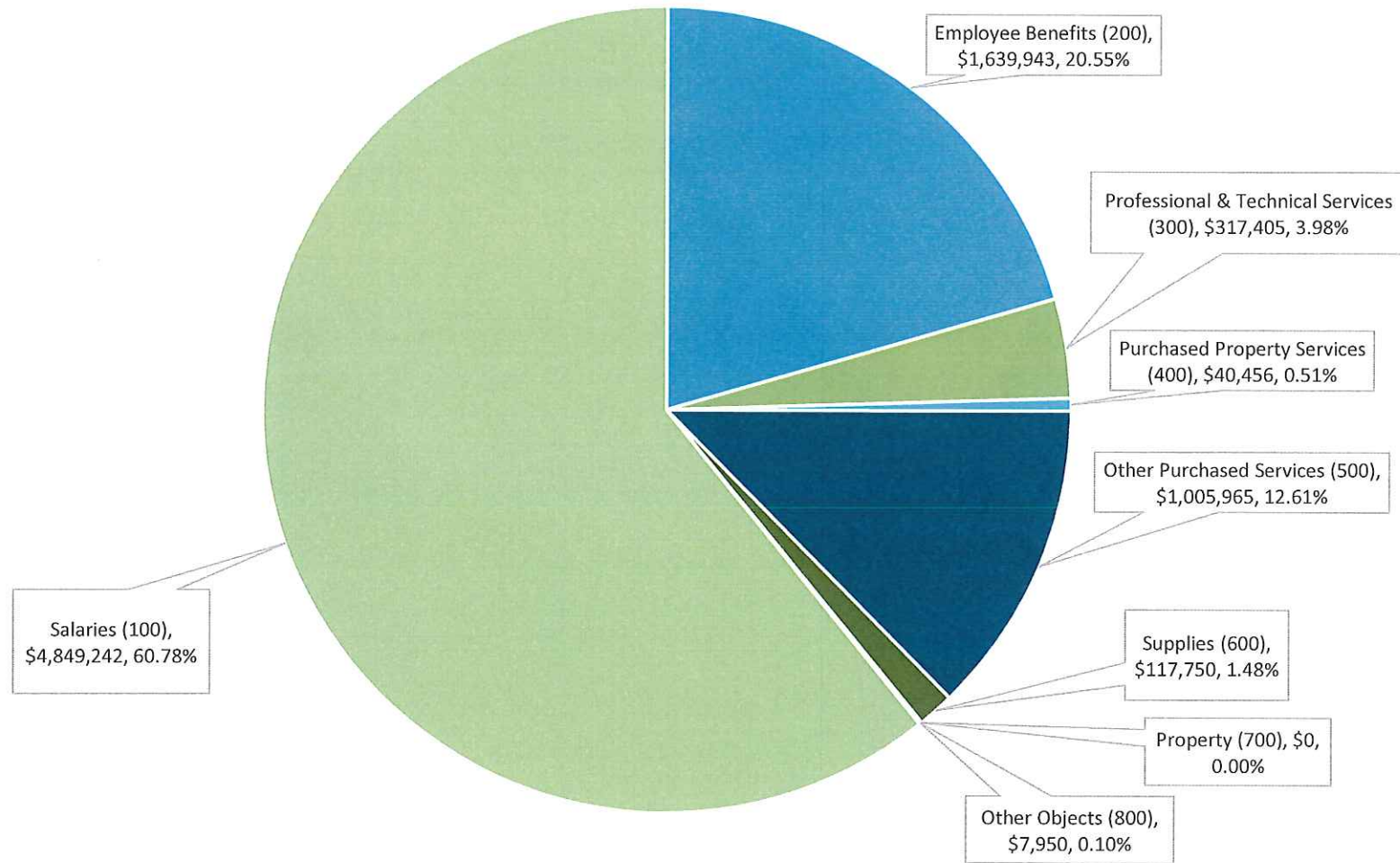
\* Principal's projections used for year 19/20

\* School data used for projections for 20/21-22/23



SUPERVISION DISTRICT  
Chester - Deep River - Essex - Region 4  
Proposed Budget for School Year 2020-2021

2020-2021 Analysis of Requested Budget by Object  
Total Budget Request: \$7,978,711





Regional School District 4  
 Chester – Deep River – Essex – Region 4  
 Proposed Budget for School Year 2020-2021  
 SUPERVISION DISTRICT  
 BUDGET SUMMARY

<b>BUDGET SUMMARY</b>	<b>2017-18 Approved Budget</b>	<b>2017-18 Actual Expenses</b>	<b>2018-19 Approved Budget</b>	<b>2018-19 Actual Expenses</b>	<b>2019-2020 Approved Budget</b>	<b>2020-2021 Requested Budget</b>	<b>% Change over 2020</b>	<b>\$ Change over 2020</b>	<b>Object Description</b>
<b>EXPENDITURES BY OBJECT CODE</b>									
Salaries (100)	4,222,872	4,201,575	4,248,750	4,136,853	4,774,662	<b>4,849,242</b>	1.56%	74,580	Includes regular and extra compensatory wages for employees
Employee Benefits (200)	1,224,304	1,165,511	1,359,519	1,347,630	1,522,480	<b>1,639,943</b>	7.72%	117,462	Contractual Benefits for employees including medical, life insurance, annuities and FICA/Medicare. Additionally, includes Worker's & Unemployment Compensation
Professional & Technical Services (300)	251,140	250,689	259,277	336,258	282,481	<b>317,405</b>	12.36%	34,924	Legal, consulting, rehabilitative, and professional development services performed by outside contractors.
Purchased Property Services (400)	22,852	38,337	22,852	22,386	39,300	<b>40,456</b>	2.94%	1,156	Expenditures from these accounts are used for upkeep and repairs of school buildings and equipment.
Other Purchased Services (500)	944,725	911,717	967,597	937,882	989,134	<b>1,005,965</b>	1.70%	16,831	Expenditures from these accounts are used primarily for student transportation for all districts, communications, travel, and conferences.
Supplies (600)	116,577	145,772	110,072	115,915	112,422	<b>117,750</b>	4.74%	5,328	Includes supplies, materials, textbooks, utilities such as propane heat and diesel fuel for the student buses.
Property (700)	0	0	0	0	0	<b>0</b>	0%	0	Funds from these accounts are used for new and replacement equipment.
Other Objects (800)	8,649	10,990	8,924	8,241	8,924	<b>7,950</b>	-11%	-974	These accounts are used to budget for professional memberships.
<b>TOTAL</b>	<b>6,791,119</b>	<b>6,724,591</b>	<b>6,976,991</b>	<b>6,905,167</b>	<b>7,729,403</b>	<b>7,978,711</b>	<b>3.23%</b>	<b>249,309</b>	
<b>SUBTOTAL</b>	<b>6,791,119</b>	<b>6,724,591</b>	<b>6,976,991</b>	<b>6,905,167</b>	<b>7,729,403</b>	<b>7,978,711</b>			
<b>Revenues *</b>	<b>30,000</b>	<b>17,178</b>	<b>30,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>			
<b>GRAND TOTAL</b>	<b>6,761,119</b>	<b>6,707,413</b>	<b>6,946,991</b>	<b>6,890,167</b>	<b>7,714,403</b>	<b>7,963,711</b>			

**3.23%**  
**249,309**

\* The regular education typical peers would pay a tuition to participate in the preschool program and miscellaneous revenue.





Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT  
BY OBJECT CODE

BY OBJECT CODE		2017-2018 Approved Budget	2017-2018 Actual Expenses	2018-2019 Approved Budget	2018-2019 Actual Expenses	2018-2019 Surplus (Deficit)	2019-2020 Approved Budget	2020-2021 Requested Budget	% Change over 2020	\$ Change over 2020	Object Description
<b>OBJECT 100 - SALARIES:</b>											
5111	Administration	856,681	845,916	878,294	900,459	(17,217)	923,998	948,206	2.62%	24,208	Includes salaries of the Superintendent, Asst. Superintendent, Business Manager, Director of Technology, Director of Pupil Services, Supervisor of Pupil Services
5113	Teachers	2,760,431	2,753,274	2,856,004	2,701,860	154,144	3,097,800	3,120,606	0.74%	22,806	Contractual salaries for special education and special area teachers.
5114	Bookkeepers/Secretaries	443,422	442,309	429,698	448,354	(22,341)	482,024	502,529	4.25%	20,505	Salaries for Bookkeepers and Secretaries in the Central Office
5115	Custodial Service	8,541	8,321	8,541	1,519	7,022	0	0	0%	0	Part-time custodial service for the Central Office. Moved to Purchased Services in 19/20.
5116	Nurse Coordinator Stipend	3,000	3,000	3,000	3,000	0	3,000	3,000	0%	0	Stipend for a nurse to coordinate the district-wide nursing staff.
5120	Managemnt System Admin. & Network Technicians	122,347	122,346	47,685	46,924	526	245,340	247,401	0.84%	2,061	Salary for Management System Administrator and Network Technicians.
5123	Substitute Teachers	24,750	24,841	20,000	26,293	(6,293)	20,000	25,000	25.00%	5,000	To provide coverage for when teachers are absent from school.
5124	Substitute Secretary	1,000	0	500	0	500	500	500	0%	0	To provide coverage for when secretaries are absent.
5134	Secretary OT	1,500	0	1,000	7,895	(6,895)	2,000	2,000	0%	0	Overtime necessary for projects to remain on a timely basis.
5135	Board of Education Clerk	1,200	1,187	1,200	0	0	0	0			To provide wages for Board of Education Clerk.
<b>TOTAL SALARIES</b>		<b>4,222,872</b>	<b>4,201,575</b>	<b>4,245,922</b>	<b>4,136,853</b>	<b>111,897</b>	<b>4,774,662</b>	<b>4,849,242</b>	<b>1.56%</b>	<b>74,580</b>	
<b>OBJECT 200 - EMPLOYEE BENEFITS:</b>											
5210	Health Insurance	902,712	880,550	921,796	1,066,265	920,868	1,205,864	1,240,364	2.86%	34,500	To provide contractual health insurance to supervision employees.
5212	Appropriation: Health Insurance Reserve Fund							40,381	100%	40,381	Appropriation: Health Insurance Reserve Fund
5214	Life Insurance	7,082	6,634	7,496	6,972	524	7,818	8,603	10.04%	785	To provide contractual life insurance to supervision employees.
5222	MERF - Municipal Employee Retirement Fund	108,218	95,579	84,938	89,639	(4,701)	97,198	132,517	36.34%	35,319	To provide contractual contribution to the State's Municipal Employees Retirement Fund for non-certified employees. Underbudgeted in 2019-2020
5223	FICA/Medicare	124,028	120,199	121,989	113,694	8,295	131,119	118,090	-9.94%	(13,029)	Required by statute for all non-certified personnel and certified personnel hired after 4/1/1986.
5250	Unemployment Compensation	18,000	285	10,000	3,653	6,347	5,000	4,000	-20%	0	Payments for actual unemployment claims filed by former Supervision District employees.
5260	Worker's Compensation Insurance	34,764	34,764	35,807	35,807	0	36,881	37,988	3.00%	1,106	Premium payments, required by statute, for all Supervision employees.
5291	Annuities	29,500	27,500	29,500	31,600	(4,000)	38,600	58,000	50.26%	19,400	Contractual contributions to annuity contracts.
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>1,224,304</b>	<b>1,165,511</b>	<b>1,211,526</b>	<b>1,347,630</b>	<b>927,333</b>	<b>1,522,480</b>	<b>1,639,943</b>	<b>7.72%</b>	<b>117,462</b>	





Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT  
BY OBJECT CODE

BY OBJECT CODE	2017-2018 Approved Budget	2017-2018 Actual Expenses	2018-2019 Approved Budget	2018-2019 Actual Expenses	2018-2019 Surplus (Deficit)	2019-2020 Approved Budget	2020-2021 Requested Budget	% Change over 2020	\$ Change over 2020	Object Description
<b>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</b>										
<b>5322 Instructional Program Improvement</b>										
Prof Development Programs	51,000	44,737	51,000	54,464	(3,464)	51,000	35,000	-31%	(16,000)	Services performed by persons to assist teachers and supervisors to enhance the quality of the teaching process. Professional development for PK-12 activities.
Curriculum Writing	28,000	33,105	28,000	27,092	908	28,000	20,000	-29%	(8,000)	Curriculum development and revision across all content areas.
Teacher Course Reimbursement	10,740	15,314	10,740	10,236	504	7,000	16,385	134.07%	9,385	Contractual reimbursement for courses.
<b>TOTAL INSTR. PROGRAM</b>	<b>89,740</b>	<b>93,155</b>	<b>89,740</b>	<b>91,791</b>	<b>(2,051)</b>	<b>86,000</b>	<b>71,385</b>	<b>-16.99%</b>	<b>(14,615)</b>	
<b>5330 Other Professional Services</b>										
Summer School	32,000	32,136	35,000	35,088	(88)	30,000	23,000	-23.33%	(7,000)	To provide enrichment and remedial support services during the summer.
Management Information Systems	86,400	81,209	91,537	116,296	(24,759)	118,981	151,878	27.65%	32,897	Annual maintenance and support for the districts management information systems such as MUNIS, Powerschool Student Database, Frontline, virus and other software.
Legal/Audit/Other Prof Serv	41,500	40,987	41,500	86,194	(44,694)	41,500	37,500	-10%	(4,000)	Legal and Audit services for the Supervision District. Includes the districtwide medical advisor and enrollment projection services.
Custodial Services						6,000	8,642	44.03%	2,642	Moved from Salary Object - purchased service through Region 4. MERF underbudgeted for 2019-2020
Professional Services	1,500	3,202	1,500	6,889	(5,389)	0	25,000	100%	25,000	To provide outside professional support for fiscal operations.
<b>TOTAL OTHER PROF SERVICES</b>	<b>161,400</b>	<b>157,534</b>	<b>169,537</b>	<b>244,467</b>	<b>(74,930)</b>	<b>196,481</b>	<b>246,020</b>	<b>25%</b>	<b>49,539</b>	
<b>TOTAL PURCH/TECH SERVICES</b>	<b>251,140</b>	<b>250,689</b>	<b>259,277</b>	<b>336,258</b>	<b>(76,981)</b>	<b>282,481</b>	<b>317,405</b>	<b>12.36%</b>	<b>34,924</b>	
<b>OBJECT 400 - PURCHASED PROPERTY SERVICES:</b>										
5412 Electricity	7,800	6,280	7,800	6,000	1,800	7,800	7,956	2.00%	156	To provide electrical energy to the Central Office.
<b>5430 Repairs &amp; Maintenance</b>										
General Tech Repairs	3,500	1,365	3,500	0	3,500	3,500	3,500	0%	0	To provide repairs to technology equipment
Instructional Repairs	500	0	500	0	500	500	500	0%	0	To provide repairs to Special Education equipment
Central Office Repairs	1,000	16,885	1,000	7,439	(6,439)	15,000	15,000	0%	0	To provide repairs to the Central Office; front entry reconfiguration
Non-Instructional Repairs	1,000	0	1,000	0	1,000	1,000	1,000	0%	0	To provide repairs to non-instructional district equipment
<b>TOTAL REPAIRS &amp; MAINT</b>	<b>6,000</b>	<b>18,250</b>	<b>6,000</b>	<b>13,439</b>	<b>361</b>	<b>20,000</b>	<b>20,000</b>	<b>0%</b>	<b>0</b>	





Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT  
BY OBJECT CODE

BY OBJECT CODE		2017-2018 Approved Budget	2017-2018 Actual Expenses	2018-2019 Approved Budget	2018-2019 Actual Expenses	2018-2019 Surplus (Deficit)	2019-2020 Approved Budget	2020-2021 Requested Budget	% Change over 2020	\$ Change over 2020	Object Description
<b>5440</b>	<b>Leases</b>										
	Technology Lease	0	3,531	0	0	0	3,500	3,500	0%	0	To provide the lease purchase of technology for the district.
	Central Office Rentals	9,052	10,277	9,052	8,948	104	8,000	9,000	13%	1,000	Equipment lease agreements for the postage meter and Central Office copy machines.
	<b>TOTAL LEASES</b>	<b>9,052</b>	<b>13,808</b>	<b>9,052</b>	<b>8,948</b>	<b>104</b>	<b>11,500</b>	<b>12,500</b>	<b>9%</b>	<b>1,000</b>	
	<b>TOTAL PURCH PROPERTY SERVICES</b>	<b>22,852</b>	<b>38,337</b>	<b>22,852</b>	<b>22,386</b>	<b>466</b>	<b>39,300</b>	<b>40,456</b>	<b>2.94%</b>	<b>1,156</b>	
<b>OBJECT 500 - OTHER PURCHASED SERVICES:</b>											
5510	Daily Transportation	701,539	708,938	722,585	723,868	(1,283)	744,263	774,034	4.00%	29,771	Contractual bus service for public elementary, middle and high schools.
5513	Sp Ed. In-District Transportation	119,450	111,796	123,034	129,087	(6,053)	126,725	131,794	4.00%	5,069	Contractual bus service for special education transportation includes 3 pre-school and 1 "tri-town" mini bus.
5515	Sp Ed. Extended School Year	33,042	26,063	34,033	19,809	14,224	35,054	26,456	-24.53%	(8,598)	Transportation for mandatory summer program.
5520	Comprehensive Insurance	5,355	126	4,679	2,626	2,053	4,819	5,093	5.68%	274	Supervision's portion of premium payments for Property and Liability Insurance.
5530	Communications	52,371	32,341	50,000	31,550	18,450	45,000	35,000	-22.22%	(10,000)	Includes districtwide telephone, FAX and cellular services.
5540	Advertising	750	839	750	1,395	(645)	750	750	0%	0	Provides for typical advertising needs.
<b>5580</b>	<b>Travel &amp; Conference</b>										
	Professional Development	2,800	3,413	2,800	2,357	443	2,500	2,500	0%	0	Conferences/training for Supervision District Staff.
	Central Office Travel & Conf	19,500	17,714	19,500	16,350	3,150	19,500	19,500	0%	0	Contractual travel and conference allowances for Central Office staff.
	Courier Service	9,918	10,489	10,216	10,310	(94)	10,522	10,838	3%	316	Provides the inter-building and post office courier service.
	<b>TOTAL TRAVEL &amp; CONF</b>	<b>32,218</b>	<b>31,615</b>	<b>32,516</b>	<b>29,017</b>	<b>30,246</b>	<b>32,522</b>	<b>32,838</b>	<b>1%</b>	<b>316</b>	
	<b>TOTAL OTHER PURCH SERVICES</b>	<b>944,725</b>	<b>911,717</b>	<b>967,597</b>	<b>937,351</b>	<b>30,246</b>	<b>989,134</b>	<b>1,005,965</b>	<b>1.70%</b>	<b>16,831</b>	
<b>OBJECT 600 - SUPPLIES:</b>											
<b>5610</b>	<b>General Supplies</b>										
	Printing & Admin Supplies	2,500	3,135	2,500	3,438	(938)	2,500	2,500	0%	0	To provide funds for the printing and distribution of regional publications & misc admin supplies.
	General Office Supplies	15,500	30,237	10,000	10,713	(713)	10,000	15,000	50.00%	5,000	To provide the supplies necessary to conduct the business of the Central Office. Underbudgeted 2019-2020
	Fiscal Services Supplies	1,000	1,219	1,000	924	76	1,000	1,000	0%	0	To provide the supplies necessary to conduct the business of the Business Office.
	<b>TOTAL GENERAL SUPPLIES</b>	<b>19,000</b>	<b>34,591</b>	<b>13,500</b>	<b>15,074</b>	<b>(1,574)</b>	<b>13,500</b>	<b>18,500</b>	<b>37%</b>	<b>5,000</b>	





Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT  
BY OBJECT CODE

BY OBJECT CODE		2017-2018 Approved Budget	2017-2018 Actual Expenses	2018-2019 Approved Budget	2018-2019 Actual Expenses	2018-2019 Surplus (Deficit)	2019-2020 Approved Budget	2020-2021 Requested Budget	% Change over 2020	\$ Change over 2020	Object Description
<b>5611</b>	<b><u>Instructional Supplies</u></b>										
	Occupational Therapy Supplies	722	722	722	603	119	722	600	-17%	(122)	To provide for consumable materials and other supplies necessary to conduct special education and pupil services.
	PreK Special Education Supplies	3,000	3,099	3,000	2,914	86	3,000	3,000	0%	0	Consumable materials and other supplies necessary to conduct the preschool special education program.
	Social Work Services Supplies	500	309	500	0	500	500	250	-50%	(250)	To provide for consumable materials and other supplies necessary to for the District's social workers.
	Speech & Language Supplies	450	904	450	450	(450)	450	400	-11%	(50)	To provide for consumable materials and other supplies necessary to for the District's speech and language program.
	Staff Recognition	100	186	100	0	100	100	0	-100%	(100)	To provide for funding for recognition and awards for staff special achievements.
	<b>TOTAL INSTRUCT SUPPLIES</b>	<b>4,772</b>	<b>5,220</b>	<b>4,772</b>	<b>3,967</b>	<b>355</b>	<b>4,772</b>	<b>4,250</b>	<b>-11%</b>	<b>(522)</b>	
5613	Maintenance Supplies	1,000	0	1,000	1,032	(32)	1,000	1,200	20%	200	To provide for maintenance and cleaning supplies for Central Office.
5624	Heating Fuel	7,505	30,729	6,500	9,053	(2,553)	5,400	5,400	0%	0	To provide gas to heat the Central Office.
5626	Diesel Fuel	82,000	74,458	82,000	85,549	(3,549)	85,000	87,000	2.35%	2,000	Fuel necessary for our daily transportation.
	<b>Total Maintenance/Diesel</b>				<b>95,634</b>	<b>(6,134)</b>	<b>91,400</b>	<b>93,600</b>	<b>2.41%</b>	<b>2,200</b>	
<b>5641</b>	<b><u>Textbooks &amp; Workbooks</u></b>										
	Preschool Special Education	750	472	750	85	665	750	500	-33%	(250)	To provide for the preschool SPED program new and replacement textbooks, workbooks and periodicals.
	Social Work Services	150	0	150	0	150	150	0	-100%	(150)	To provide for the social work program new and replacement textbooks, workbooks and periodicals.
	Psychological Services	400	302	400	357	43	400	400	0%	0	Pupil service programs new/replacement textbooks, workbooks, periodicals and testing supplies.
	Speech & Language	0	0	0	0	450	450	0	-100%	(450)	Special education and pupil service programs new and replacement textbooks, workbooks and periodicals used in the classroom.
	<b>TOTAL TEXT &amp; WORKBOOKS</b>	<b>1,300</b>	<b>774</b>	<b>1,300</b>	<b>442</b>	<b>1,308</b>	<b>1,750</b>	<b>900</b>	<b>-49%</b>	<b>(850)</b>	
5642	Professional Books	1,000	0	1,000	798	202	1,000	500	-50%	(500)	To provide professional materials for staff to support instructional improvement.
<b>TOTAL SUPPLIES</b>		<b>116,577</b>	<b>145,772</b>	<b>110,072</b>	<b>115,915</b>	<b>(5,843)</b>	<b>112,422</b>	<b>117,750</b>	<b>4.74%</b>	<b>5,328</b>	



Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT  
BY OBJECT CODE

BY OBJECT CODE	2017-2018 Approved Budget	2017-2018 Actual Expenses	2018-2019 Approved Budget	2018-2019 Actual Expenses	2018-2019 Surplus (Deficit)	2019-2020 Approved Budget	2020-2021 Requested Budget	% Change over 2020	\$ Change over 2020	Object Description
<b>OBJECT 700 - PROPERTY:</b>										
5730 Equipment	0	0	0	0	0	0	0	0%	0	To provide new and replacement equipment for the Central Office.
<b>TOTAL PROPERTY</b>	0	0	0	0	0	0	0	100%	0	
<b>OBJECT 800 - OTHER OBJECTS:</b>										
<b>5810 Dues &amp; Fees</b>										
Library Dues & Fees	448	381	448	364	84	448	350	-22%	(98)	To provide for Central Office and district-wide dues and fees.
Superintendent's Office	7,576	9,709	7,576	6,666	910	7,576	6,500	-14%	(1,076)	To provide for Central Office and district-wide dues and fees.
Fiscal Services Dues & Fees	625	900	900	1,212	(312)	900	1,100	22%	200	To provide for Fiscal Services dues and fees.
<b>TOTAL DUES &amp; FEES</b>	8,649	10,990	8,924	8,241	683	8,924	7,950	-11%	(974)	
5811 Undesignated Funds	0	0	0	0	0	0	0	0%	0	
<b>TOTAL OTHER OBJECTS</b>	8,649	10,990	8,924	0	0	8,924	7,950	0%	(974)	
<b>TOTAL</b>	6,791,119	6,724,591	6,826,170	6,904,636	987,800	7,729,403	7,978,711	3.23%	249,309	
<b>GRAND TOTAL</b>	6,791,119	6,724,591	6,826,170	6,904,636	987,800	7,729,403	7,978,711			
<b>Revenues *</b>	30,000	17,178	30,000	15,000	15,000	15,000	15,000			
<b>GRAND TOTAL</b>	6,761,119	6,707,413	6,796,170	6,889,636	972,800	7,714,403	7,963,711			
* The regular education typical peers would pay a tuition to participate in the preschool program and miscellaneous revenue.										3.23% 249,309



Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT

**SUPERVISION DISTRICT STAFFING ANALYSIS**

<b>LOCALLY FUNDED</b>		<b>18-19</b>	<b>19/20</b>	<b>20/21 Proposed</b>	<b>Adjustments</b>
<b>Position</b>	<b>Description</b>				
<b>5111</b>	<b>Administration</b>				
	Superintendent	1.00	1.00	1.00	0.00
	Assistant Superintendent	1.00	1.00	1.00	0.00
	Business Manager	1.00	1.00	1.00	0.00
	Director of Technology	1.00	1.00	1.00	0.00
	Director of Pupil Services	0.85	0.90	0.90	0.00
	Pupil Services Supervisor	1.00	1.00	1.00	0.00
	<b>Total Administration</b>	<b>5.85</b>	<b>5.90</b>	<b>5.90</b>	<b>0.00</b>
<b>5113</b>	<b>Teachers</b>				
	Art (PK-6)	2.80	2.50	2.50	0.00
	FLES (PK-6)	2.00	2.00	2.00	0.00
	Music (PK-6)	5.00	4.60	4.60	0.00
	PE (PK-6)	0.00	2.50	2.50	0.00
	Media Specialist	0.00	2.70	2.70	0.00
	Gifted and Talented (6-12)	1.00	0.00	0.00	0.00
	Special Education (K-6)	11.80	11.80	11.30	-0.50
	Dyslexia Specialist (K-6)	0.00	0.00	0.00	0.00
	Behavior Analyst (BCBA) (K-6)	0.70	0.70	0.70	0.00
	Psychologists (PK-12)	2.60	2.60	2.60	0.00
	Social Workers (PK-6)	1.80	1.80	1.80	0.00
	Occupational Therapist (PK-12)	1.40	1.40	1.40	0.00
	Speech & Language (PK-6)	4.30	4.30	4.30	0.00
	Preschool (PK)	3.00	3.00	3.00	0.00
	<b>Total Teachers</b>	<b>36.40</b>	<b>39.90</b>	<b>39.40</b>	<b>-0.50</b>
<b>5114</b>	<b>Secretaries/Bookkeepers</b>				
	Fiscal Services	2.60	2.80	2.80	0.00
	Central Office	4.00	4.00	4.00	0.00
	<b>Total Secretaries/Bookkeepers</b>	<b>6.60</b>	<b>6.80</b>	<b>6.80</b>	<b>0.00</b>
<b>5119</b>	<b>Para-educators</b>				
	Elementary Special Education	0.00	0.00	0.00	0.00
<b>5120</b>	<b>Technology</b>				
	Management System Administrator	0.75	0.75	0.75	0.00
	Technology Integration Specialist	0.00	0.00	0.00	0.00
	Network Technicians		4.00	4.00	0.00
	<b>Total Technology Personnel</b>	<b>0.75</b>	<b>4.75</b>	<b>4.75</b>	<b>0.00</b>
	<b>TOTAL LOCALLY FUNDED</b>	<b>49.60</b>	<b>57.35</b>	<b>56.85</b>	<b>-0.50</b>
<b>GRANT FUNDED</b>					
<b>5111</b>	<b>Administration</b>	0.15	0.10	0.10	0.00
<b>5113</b>	<b>Teachers</b>	1.50	1.50	1.50	0.00
<b>5119</b>	<b>Para-educators - Special Education (PK)</b>	6.50	6.50	6.50	0.00
	<b>TOTAL GRANT FUNDED</b>	<b>8.15</b>	<b>8.10</b>	<b>8.10</b>	<b>0.00</b>





Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT

Budget Allocation - 2020-2021

Obj #	Func #	Proposed Amount	Description	ADM Split					
					Chester	Deep River	Essex	Region #4	Total
				1 District	0.00%	0.00%	0.00%	100.00%	100.00%
				Elementary	25.88%	32.61%	41.51%	0.00%	100.00%
				4 Districts	11.92%	15.02%	19.12%	53.94%	100.00%
<b>100 - SALARIES:</b>									
5111	1207	116,259	Technology Director	4	13,858	17,462	22,229	62,710	116,259
5111	1215	302,783	Student Services	4	36,092	45,478	57,892	163,321	302,783
5111	2321	529,164	Superintendent/Asst Super/Bus Mgr	4	63,076	79,480	101,176	285,431	529,164
TOTAL 5111		948,206	Administration		113,026	142,420	181,297	511,462	948,206
5113	1101	182,509	Art	Use	50,921	71,268	60,320		182,509
5113	1104	174,783	Foreign Language	Use	43,589	61,110	70,084		174,783
5113	1109	376,555	Music	Use	82,175	118,812	175,568		376,555
5113	1110	199,567	PE	Use	69,743	51,150	78,674		199,567
5113	1123	196,942	Media Specialist	Use	42,316	87,604	67,022	-	196,942
5113	1215	834,258	Special Ed	Use	284,279	304,811	245,168		834,258
5113	2135	163,340	Occupational Therapy	Use	26,886	26,886	82,683	26,886	163,340
5113	2113	145,159	Social Work	Use	53,618	91,541	-	-	145,159
5113	2140	205,937	Psychological Services	Use	33,930	33,930	82,186	55,892	205,937
5113	2150	358,262	Speech/Language	Use	72,871	93,012	130,525	61,854	358,262
5113	1215	49,398	Related Services - BCBA	4	5,888	7,420	9,445	26,645	49,398
5113	1290	233,895	Pre-Kindergarten	3	60,532	76,273	97,090	-	233,895
TOTAL 5113		3,120,606	Teachers		826,748	1,023,816	1,098,764	171,278	3,120,606
5114	2321	502,529	Secretary / Bookkeeping	4	59,901	75,480	96,084	271,064	502,529
5116	2435	3,000	Health Services	4	358	451	574	1,618	3,000
5120	2321	53,245	PowerSchool Administrator	4	6,347	7,997	10,180	28,720	53,245
5120	2321	194,156	Network Techs	4	23,143	29,162	37,123	104,728	194,156
5123	1215	25,000	Sub Teachers	3	6,470	8,153	10,378	-	25,000
5124	1215	500	Sub Secty/Aide	3	129	163	208	-	500
5134	2321	2,000	OT Secty/Aides	4	238	300	382	1,079	2,000
100		4,849,242	<b>Salaries</b>		1,036,362	1,287,943	1,434,990	1,089,949	4,849,242
			% of salaries per individual budget		21.37%	26.56%	29.59%	22.48%	100.00%



Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT

Obj #	Func #	Proposed Amount	Description	ADM Split					
					Chester	Deep River	Essex	Region #4	Total
				1 District	1	0.00%	0.00%	0.00%	100.00%
				Elementary	3	25.88%	32.61%	41.51%	0.00%
				4 Districts	4	11.92%	15.02%	19.12%	53.94%
									100.00%
<b>200 - BENEFITS</b>									
5210	2321	236,429	Supt Office / Admin	4	28,182	35,512	45,205	127,530	236,429
5210	1101	85,875	Art	3	22,224	28,004	35,647	-	85,875
5210	1104	34,824	Foreign Language	3	9,013	11,356	14,456	-	34,824
5210	1109	122,750	Music	3	31,768	40,029	50,953	-	122,750
5210	1110	34,579	PE	3	8,949	11,276	14,354	-	34,579
5210	1215	223,441	Special Education	3	57,827	72,864	92,750	-	223,441
5210	1215	34,824	Occupational Therapy	4	4,151	5,231	6,658	18,784	34,824
5210	1290	85,875	Preschool	3	22,224	28,004	35,647	-	85,875
5210	1215	32,610	Social Work	3	12,046	20,564	-	-	32,610
5210	1215	54,587	Psychological Services	4	6,507	8,199	10,437	29,444	54,587
5210	1215	74,103	Speech & Language	4	8,833	11,130	14,169	39,971	74,103
5210	2321	88,804	Secretaries / Bookkeepers	4	10,585	13,338	16,979	47,901	88,804
5210		131,663	Media Specialist & Tech	4	15,694	19,776	25,174	71,019	131,663
		1,240,364	Total Health Insurance		238,004	305,282	362,429	334,649	1,240,364
5212		40,381	Appropriation: Health Insurance Reserve	4	4,814	6,065	7,721	21,781	40,381
5214	2321	3,981	Supt / Admin	4	474	598	761	2,147	3,981
5214	1101	266	Art	3	69	87	110	-	266
5214	1104	177	Foreign Language	3	46	58	74	-	177
5214	1109	443	Music	3	115	144	184	-	443
5214	1110	177	PE	3	46	58	74	-	177
5214		266	Media Specialist	3	69	87	110	-	266
5214	1215	974	Special Education	3	252	318	404	-	974
5214	2135	89	Occupational Therapy	4	11	13	17	48	89
5214	1290	266	Preschool	3	69	87	110	-	266
5214	2113	89	Social Work	3	33	56	-	-	89
5214	2140	89	Psychological Services	4	11	13	17	48	89
5214	2150	443	Speech & Language	4	53	67	85	239	443
5214	1207	411	Technology	4	49	62	79	222	411
5214	2321	935	Secretaries / Bookkeepers	4	111	140	179	504	935



Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT

Obj #	Func #	Proposed Amount	Description	ADM Split					
					Chester	Deep River	Essex	Region #4	Total
				1 District	0.00%	0.00%	0.00%	100.00%	100.00%
				Elementary	25.88%	32.61%	41.51%	0.00%	100.00%
				4 Districts	11.92%	15.02%	19.12%	53.94%	100.00%
214	2600	-	Custodial Service	4	-	-	-	-	-
5214		48,984	Total Life Insurance		6,220	7,851	9,924	24,989	48,984
222	1207	15,962	Technology Director	4	1,903	2,398	3,052	8,610	15,962
222	1207	27,476	Technology Technician	4	3,275	4,127	5,253	14,821	27,476
222	2321	48,149	Admin	4	5,739	7,232	9,206	25,972	48,149
222	2321	40,929	Secretary/Bookkeeping	4	4,879	6,148	7,826	22,077	40,929
222	2321	-	"Service Amortization"	4	-	-	-	-	-
222	2600	-	Custodial Service	4	-	-	-	-	-
		132,517	Total MERF	4	15,796	19,904	25,337	71,480	132,517
223	2321	-	Supt / Admin	4	-	-	-	-	-
5223	1101	2,432	Art	3	629	793	1,009	-	2,432
5223	1104	2,439	Foreign Language	3	631	795	1,012	-	2,439
5223	1109	5,127	Music	3	1,327	1,671	2,129	-	5,127
5223	1110	2,830	PE	3	732	922	1,176	-	2,830
5223		2,728	Media Specialist	3	706	890	1,132	-	2,728
5223	1215	15,866	Special Education	3	4,106	5,174	6,586	-	15,866
5223	1215	12,504	Occupational Therapy	4	1,490	1,878	2,391	6,744	12,504
5223	1215	3,391	Pre-k	3	878	1,106	1,408	-	3,391
5223	1215	2,105	Social Work (1)	Use	778	1,327	-	-	2,105
5223	2134	230	Nurse	4	27	34	44	124	230
5223	1215	2,986	Psychological Services (2)	4	356	449	571	1,611	2,986
5223	1215	5,195	Speech & Language	4	619	780	993	2,802	5,195
5223	2321	26,352	Admin / Secretaries / Bookkeepers	4	3,141	3,958	5,039	14,214	26,352
5223	1116	1,913	Substitute Teachers	3	495	624	794	-	1,913
5223	1207	26,026	Technology	4	3,102	3,909	4,976	14,038	26,026
5223	2321	1,760	Summer School	4	210	264	336	949	1,760
5223	2321	4,208	PD & Curriculum Writing	4	502	632	804	2,270	4,208
5223		118,090	Total FICA / Medicare		19,731	25,206	30,401	42,752	118,090



Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT

Obj #	Func #	Proposed Amount	Description	ADM Split					
					Chester	Deep River	Essex	Region #4	Total
				1 District	1	0.00%	0.00%	0.00%	100.00%
				Elementary	3	25.88%	32.61%	41.51%	100.00%
				4 Districts	4	11.92%	15.02%	19.12%	100.00%
<b>Unemployment &amp; Worker's Compensation:</b>									
5250 &	2321	41,988	Workers Comp/Unemployment Comp	4	5,005	6,307	8,028	22,648	41,988
5291	2310	58,000	Admin Annuities	4	6,914	8,712	11,090	31,285	58,000
<b>200</b>		<b>1,639,943</b>	<b>Employee Benefits</b>		<b>291,669</b>	<b>373,262</b>	<b>447,209</b>	<b>527,802</b>	<b>1,639,942</b>
			% of benefits per individual budget		17.79%	22.76%	27.27%	32.18%	100%
<b>300 - PURCHASED SERVICES:</b>									
5322	1190	35,000	Prof Development Programs	4	4,172	5,257	6,692	18,879	35,000
5322	2213	20,000	Summer Curriculum	4	2,384	3,004	3,824	10,788	20,000
5322	2310	16,385	Teacher Course Reimbursement	3	4,240	5,343	6,801	-	16,385
5330	1116	23,000	Summer School	4	2,742	3,455	4,398	12,406	23,000
5330	1207	151,878	Technology	4	18,104	22,812	29,039	81,923	151,878
5330	2310	37,500	Legal /Audit	4	4,470	5,633	7,170	20,228	37,500
5330	2310	8,642	Custodial	4	1,030	1,298	1,652	4,661	8,642
5330		25,000	Consultants	4	2,980	3,755	4,780	13,485	25,000
<b>300</b>		<b>317,405</b>	<b>Purchased Services</b>		<b>40,122</b>	<b>50,556</b>	<b>64,356</b>	<b>162,370</b>	<b>317,405</b>
			% of purchased services per individual budget		12.64%	15.93%	20.28%	51.16%	100%
<b>400 - PURCHASED PROPERTY SERVICES:</b>									
5412	2600	7,956	Electricity	4	948	1,195	1,521	4,291	7,956
5430	1207	3,500	General Tech Repairs	4	417	526	669	1,888	3,500
5430	2150	500	Speech Repairs	4	60	75	96	270	500
5430	2321	15,000	Central Office Building	4	1,788	2,253	2,868	8,091	15,000
5430	2510	1,000	Non-Instructional (Fiscal)	4	119	150	191	539	1,000
5440	2321	12,500	Copy Machine	4	1,490	1,878	2,390	6,743	12,500
<b>400</b>		<b>40,456</b>	<b>Purchased Property Services</b>		<b>4,822</b>	<b>6,077</b>	<b>7,735</b>	<b>21,822</b>	<b>40,456</b>
			% of purchased property services per individual budget		11.92%	15.02%	19.12%	53.94%	100%
<b>500 - OTHER PURCHASED SERVICES:</b>									





Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT

Obj #	Func #	Proposed Amount	Description	ADM Split		Chester	Deep River	Essex	Region #4	Total
				1 District	1					
				Elementary	3					
				4 Districts	4					
5510	2700	774,034	Daily Transportation	Use		106,662	106,662	189,174	371,536	774,034
5513	2700	131,794	2 Mini Bus (SpEd)	3		34,108	42,978	54,708	-	131,794
5515	2700	26,456	SpEd Trips & Summer School	3		6,847	8,627	10,982	-	26,456
5520	2310	5,093	Insurance	4		607	765	974	2,747	5,093
5530	2321	35,000	Communications	4		4,172	5,257	6,692	18,879	35,000
5540	2321	750	Advertising	4		89	113	143	405	750
5580	2213	2,500	Travel - Prof. Development	4		298	376	478	1,349	2,500
5580	2321	19,500	Travel - Superintendent's Office	4		2,324	2,929	3,728	10,518	19,500
5580	2321	10,838	Courier Service	4		1,292	1,628	2,072	5,846	10,838
<b>500</b>		<b>1,005,965</b>	<b>Other Purchased Services</b>			<b>156,400</b>	<b>169,334</b>	<b>268,952</b>	<b>411,280</b>	<b>1,005,966</b>
			% of other purchased services per individual budget			15.55%	16.83%	26.74%	40.88%	100%

**600 - SUPPLIES:**

5610	2310	2,500	Publish Regional Publication	4		298	376	478	1,349	2,500
5610	2321	15,000	General Office Supplies	4		1,788	2,253	2,868	8,091	15,000
5610	2510	1,000	Fiscal Svcs	4		119	150	191	539	1,000
5611	1215	600	Occupational Therapy	4		72	90	115	324	600
5611	1290	3,000	Pre-K SpEd	3		776	978	1,245	-	3,000
5611	2113	250	Social Work	3		65	82	104	-	250
5611	2150	400	Speech & Language	3		104	130	166	-	400
5613	2600	1,200	Maintenance Supplies	4		143	180	229	647	1,200
5624	2600	5,400	Heating Fuel	4		644	811	1,032	2,913	5,400
5626	2700	87,000	Transportation Fuel	USE		10,875	10,875	21,750	43,500	87,000
5641	1290	500	Pre-K SpEd	3		129	163	208	-	500
5641	2140	400	Psych Svcs	4		48	60	76	216	400
5642	2321	500	Professional Books	4		60	75	96	270	500
<b>600</b>		<b>117,750</b>	<b>Supplies</b>			<b>15,120</b>	<b>16,224</b>	<b>28,559</b>	<b>57,848</b>	<b>117,750</b>
			% of supplies per individual budget			12.84%	13.78%	24.25%	49.13%	100%

**700 - PROPERTY:**



Regional School District 4  
Chester – Deep River – Essex – Region 4  
Proposed Budget for School Year 2020-2021  
SUPERVISION DISTRICT

Obj #	Func #	Proposed Amount	Description	ADM Split	Deep River				
					Chester	Essex	Region #4	Total	
			1 District	1	0.00%	0.00%	0.00%	100.00%	100.00%
			Elementary	3	25.88%	32.61%	41.51%	0.00%	100.00%
			4 Districts	4	11.92%	15.02%	19.12%	53.94%	100.00%
5730	2510	-	Technology	4	-	-	-	-	-
		-			-	-	-	-	-
TOTAL									
700		0.00	Property		-	-	-	-	-
% of property per individual budget					0%	0%	0%	0%	0%
800 - OTHER OBJECTS:									
5810	2222	350	Library Co-op	4	42	53	67	189	350
5810	2321	6,500	Superintendent's Office	4	775	976	1,243	3,506	6,500
5810	2510	1,100	Fiscal Services	4	131	165	210	593	1,100
800		7,950	Other Objects		948	1,194	1,521	4,287	7,950
% of other objects per individual budget					11.92%	15.02%	19.13%	53.93%	100%
7,978,711 TOTAL 2019-2020 BUDGET					1,545,442	1,904,589	2,253,321	2,275,358	7,978,711
		-	Additional Services		-	-	-	-	-
	(15,000)	Revenues			(3,882)	(4,892)	(6,227)	-	(15,000)
		7,963,711	GRAND TOTAL 20-21 REQUESTED BUDGET		1,541,561	1,899,698	2,247,094	2,275,358	7,963,711
% of total per individual budget					19.36%	23.85%	28.22%	28.57%	100%

	Chester	Deep River	Essex	Region 4	
2020-2021 Supervision District Allocation	1,541,561	1,899,698	2,247,094	2,275,358	7,963,711
2019-2020 Allocation	1,570,027	1,974,726	2,172,505	2,002,146	7,719,403
\$ change over 2019-2020	(28,466)	(75,028)	74,589	273,212	249,308
% Change over 2019-2020	-1.81%	-3.80%	3.43%	13.65%	3.2%



**Chester Board of Education, Deep River Board of Education, Essex Board of Education, Regional School District No. 4 Board of Education, Regional School District No. 4 Supervision District**

**Key Provisions of Settlement with Regional School District No. 4 Administrators' Association**

**February 13, 2020**

<b><u>Issue</u></b>	<b><u>Agreement</u></b>
Duration	The proposed new agreement represents a three (3) year term, effective July 1, 2020 through June 30, 2023.
Insurance	<p>Effective July 1, 2020 the following changes to the insurance plans go into effect:</p> <p>The Health Savings Account/High Deductible Health Care Plan (HSA) will become the only available health insurance plan.</p> <p>Currently, administrators choosing the HSA Plan pay twenty percent (20%) of the premium costs associated with the Plan. Under the proposed agreement, administrators will pay twenty and one-half (20.5%) effective July 1, 2020, twenty-one percent (21%) effective July 1, 2021, and twenty-two percent (22%) effective July 1, 2022.</p> <p>The Boards currently contribute 50% of the deductible for the HSA plan and will continue to do so through the life of the proposed agreement.</p>
Salary	<p>The parties agreed to the following salary increases for the term of the proposed agreement:</p> <p><u>Overall</u> 7.0% total cost over the three (3) year term, as follows:</p> <p>Year 1 - Step movement plus 2.25% general salary increase  Year 2 - Step movement plus 2.25% general salary increase  Year 3 - Step movement plus 2.50% general salary increase</p>

<u>Issue</u>	<u>Agreement</u>
	The statewide average settlement for administrative groups this negotiations season is 7.21% overall.
Evaluation	The parties agreed to clarify that administrator evaluations may be conducted by not only the Superintendent, but also his or her appropriate designee.
Separation Payments	Currently, there is extensive language related to banked leave time payout at resignation. At negotiations, the parties agreed to make this benefit only available to current administrators and not any new hires moving forward.
Clerical	In addition to the substantive changes listed above, the parties agreed to a number of clerical and reference changes.



## Students

### Suspension and Expulsion/Due Process

#### I. Definitions

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

## Students

### Suspension and Expulsion/Due Process

device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

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

## Students

### Suspension and Expulsion/Due Process

- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.

Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

## II. Scope of the Student Discipline Policy

### A. Conduct on School Grounds or at a School-Sponsored Activity:

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property; ~~or~~ is seriously disruptive of the educational process; ~~or that~~ and violates a publicized policy of the Board.

### B. Conduct off School Grounds:

1. Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the impartial hearing board may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the impartial hearing board may also consider whether such off-campus conduct involved the illegal use of drugs.

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

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. A walkout from or a sit-in within a classroom or school building or school grounds.
7. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, or ancestry.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
10. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether

## Students

### Suspension and Expulsion/Due Process

functional or not, or any other dangerous object or instrument, including pepper spray. The possession and/or use of any object or device that has been converted or modified for use as a weapon.

11. Possession of any ammunition for any weapon described in paragraph 10 above.
12. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
13. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this paragraph, the term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
15. Unauthorized possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in paragraph 13 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended

**Students****Suspension and Expulsion/Due Process**

or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

16. The destruction of real, personal or school property, such as, cutting defacing or otherwise damaging property in any way.
17. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
18. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution, or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and inappropriate use of a cellular telephone, iPod, iPad, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie, smart phone, mobile or handheld device or similar

## Students

### Suspension and Expulsion/Due Process

electronic device on school grounds or at a school-sponsored activity that is disruptive of the educational process, in violation of Board policy and/or administrative regulations regulating the use of such devices. (Please see Policy 5131.81 Addendum for VRHS)

28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of any school computer, computer system, computer software, internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer.
31. Hazing.
32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
  - a. causes physical or emotional harm to such student or damage to such student's property;
  - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - c. creates a hostile environment at school for such student;
  - d. infringes on the rights of such student at school; or
  - e. substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or

**Students****Suspension and Expulsion/Due Process**

expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
35. Any action prohibited by any federal or state law.
36. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means, or recording by electronic means acts of violence for purposes of later publication.
37. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
38. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
39. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
40. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.



**Students****Suspension and Expulsion/Due Process****IV. Procedures Governing Removal from Class**

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

**V. Procedures Governing Suspension**

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section III of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the steps defined in Regulation 5114.1 shall be followed.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before an impartial hearing board. The principal or designee shall report the student to the Superintendent or designee and request a formal hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

**VI. Procedures Governing In-School Suspension**

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.

## Students

### Suspension and Expulsion/Due Process

- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

## VII. Expulsion

- A. Procedures Governing Expulsion Recommendation
  - 1. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at Sections II.A. and II.B., above.
  - 2. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
    - a. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
    - b. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or

## Students

### Suspension and Expulsion/Due Process

- c. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278.
  3. The terms “dangerous instrument,” “deadly weapon,” “electronic defense weapon,” “firearm,” and “martial arts weapon,” are defined above in Section I.
  4. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to an impartial hearing board as established by this policy.
  5. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) full calendar year for the conduct described in subdivisions (a), (b), and (c) in subsection (2), above. For any mandatory expulsion offense, the impartial hearing board may modify the term of expulsion on a case-by-case basis.
  6. A period of expulsion may extend into the next school year.
- B. Procedures Governing Expulsion Hearing
1. Emergency Exception:
- Except in an emergency situation, the impartial hearing board shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

## **Students**

### **Suspension and Expulsion/Due Process**

2. Hearing Panel:

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

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

3. The expulsion hearing procedures shall be conducted in accordance with Regulation 5114.1.

### **VIII. Alternative Educational Opportunities for Expelled Students**

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

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

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

The Board of Education shall provide an alternative education to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen (16) and eighteen (18).

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

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

## **Students**

### **Suspension and Expulsion/Due Process**

- D. Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”):

Notwithstanding Sections VIII.A through VIII.C above, if the Board of Education expels a student who has been identified as eligible for services under the IDEA, it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

- E. Students for whom an alternative educational opportunity is not required:

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required as described in this policy.

### **IX. Procedures Governing Suspensions and Expulsions for Students Eligible under the IDEA or Section 504 of the Rehabilitation Act of 1973 (“Section 504”).**

Notwithstanding any contrary provisions of this policy, the procedures governing the suspension and expulsion of students eligible under the IDEA or Section 504 shall be those outlined in Sections III and IV, respectively, of Regulation 5114.1.

### **X. Procedures Governing Expulsions for Students Committed to a Juvenile Detention Center**

- A. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the impartial hearing board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.
- B. If a student who committed an expellable offense seeks to return to a school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and such student has not been expelled by the Board of Education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

**Students****Suspension and Expulsion/Due Process****XI. Early Readmission to School**

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

**XII. Dissemination of Policy**

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

**XIII. Compliance with Documentation and Reporting Requirements**

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

## Students

### Suspension and Expulsion/Due Process

#### Legal Reference:

##### Connecticut General Statutes:

P.A. 19-91, An Act Concerning Various Revisions and Additions to the Education Statutes

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act

§§ 10-233a through 10-233e Suspension and expulsion of students

§ 10-233f In-school suspension of students

§ 21a-408a through 408p Palliative Use of Marijuana

§ 29-38 Weapons in vehicles

§ 53a-3 Definitions

§ 53a-206 (definition of “weapon”)

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998)

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006)

State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008)

##### Federal law:

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

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

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

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

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

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

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

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

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

Board Policy cross-reference: 5131.8 Conduct off School Grounds

Policy Revised: October 02, 2014

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

## REGIONAL SUPERVISION DISTRICT