



Regional School District #4
Chester – Deep River – Essex – Region 4
JOINT BOARD OF EDUCATION COMMITTEE

To: Members of the Chester, Deep River, Essex, and Region 4 Boards of Education
Subject: **December 05, 2019 Joint Board Committee Meeting**
Time: Joint Board Committee Meetings begin promptly at **7:00 p.m.**
Place: John Winthrop Middle School Library

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

Mission Statement

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

AGENDA

1. Call to order. 7:00 p.m.

- 1.1 The Appointed Chair of the Supervision District Committee acts as the Chair of the Joint Board of Education Committee meeting and calls the meeting to order. (The Vice-Chair of the Supervision District is the alternate in the absence of the Supervision District Chair).
* **Chair of Supervision District rotates each Dec. – Region 4 BOE Chair is now the Supv. Dist. Chair**
- 1.2 The Chester, Deep River, Essex, and Region 4 Board of Education Chairs call their respective Boards to order and report a quorum (# of BOE members needed for a quorum)
Chester (5 members), Deep River (5 members), Essex (4 members), Region 4 (5 members)
- 1.3 Regarding Action Items: the Chair of the Joint Board of Education meeting follows parliamentary procedure on items requiring a vote of the Joint Board of Education. All discussion shall be held with the Joint Board. The Chair of the Joint Board shall call for and record a vote by the respective Boards of Education in alphabetical order. Items are approved only with an affirmative majority vote of each respective Board of Education

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

- 2.1 Minutes of Regular Joint Board Meeting of October 03, 2019 (*encl #1*)

3. Public comment

The public is reminded to state name and town 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 Boards to hear citizen comment related to educational matters.

4. Reports

- 4.1 Superintendent's report (*B. White*)
 - a. District Update
 - b. Information and Communication
- 4.2 Assistant Superintendent's report (*K. Martineau*)
 - a. District Update

4.3 Director of Pupil Services Report (as needed) (*S. Smalley*)

4.4 Business Manager Financial Status Report

4.5 Presentation on Medical Insurance Fund – *J. Spurgeon, Lindberg & Ripple*

4.6 Special Education Program Overview, Initiatives and Budget Drivers – *S. Smalley*

4.7 A.L.I.C.E. presentation – *B. White, K. Martineau*

4.8 Committee reports.

a. Joint PK-12 Committees – (*Comm. Chair*) Policy – *TBD*; Curriculum – *J. Stack*; Finance – *R. Daniels*

Finance	Policy	Curriculum
Jan. 27, 2020	Jan. 27, 2020	Jan.16, 2020
Mar. 16, 2020	Mar. 16, 2020	
May 18, 2020	May 18, 2020	
Sept. 21, 2020	Sept. 21, 2020	
Nov. 16, 2020	Nov. 16, 2020	

b. Policy committee report (8 members). (Chair *TBD*)

b.1 Second Reading and possible VOTE to approve the Joint BOE Policy Committee's recommended revisions to the following policy:

#5114 Suspension/Expulsion/Due Process (*encl #2*)

c. Finance committee report (8 members) (*R. Daniels*)

d. Curriculum committee (9 members) (*J. Stack*)

e. Ad hoc committees (as needed).
School Security Advisory Committee (*D.G. Fitton*)

5. Public comment

The public is reminded to state name and address 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 Boards to hear citizen comment related to educational matters.

6. Future agenda items

- 6.1 Next Regular Joint BOE Meeting, February 20, 2020 @ 7:00 p.m.
- 6.2 Next Generation Science Standards Presentation (Feb.)

7. Adjournment*

***Region 4 Board of Education will stay in session for the following business:**

- Superintendent's Update – *B. White*
- Discuss recommendations of Region 4 Financial Task Force and next steps – *K. Sandmann, R. Daniels, L.A. Clymas; J. Clark*
 - First Reading of Proposed Region 4 Only Policy #3171.1 (Capital Reserve Fund) (*encl #3*)
- Discuss Board member roles and responsibilities – *K. Sandmann*
- Public comment
The public is reminded to state name and address 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 Boards to hear citizen comment related to educational matters.
- Future Agenda Items
- Adjournment



Regional School District 4
Chester – Deep River – Essex – Region 4
Boards of Education Committees – School Year 2019-20 (Updates in Progress)

Joint BOE Standing Committees (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee	R4(Sandmann/Clymas) CH(TBD/Scherber) DR(Resnisky /Campbell) ES (Seidman/McCluskey)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Stack) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Johnston/Sweet)		
*Joint PK-12 Finance Sub-Committee	R4 (Clark/Daniels; Stack Alt.) CH (TBD/Englert) DR (TBD/TBD) ES (Seidman/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Sandmann 21 / Cavanaugh 21 / Stack 21) CH (Fearon 21 /Fitzgibbons 21 / TBD 21) DR (Weglarz 21 / Ferretti 21 / Morrissey 21) ES (Fitton 21 /McCluskey 21 / Seidman 21)		
Joint Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
- Joint BOE Teacher negotiations	R4 (Daniels/Clymas/Fitton.) CH (TBD/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson)	Expires 7/2022	6/2021
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2020	9/2019
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2020	3/2019
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians)	R4 (Daniels/Clymas/Fitton) CH (Fitzgibbons, TBD) DR (Campbell/Ferretti Alt.) ES (Fitton/Watson)	Expires 7/2021	3/2021
- Cafeteria (all schools)		Expires 7/2020	3/2020
Public Relations & Community Outreach	R4(TBD/TBD), CH (Bibbiani), ES (Seidman), DR (Wegalarz/TBD)		
Technology	R4(TBD), CH(Englert), ES (Seidman), DR (TBD)		
School Calendar	R4(Brookhart/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)		
LEARN Joint BOE representative(s)	R4(Brookhart; Cavanaugh Alt.), CH(Myers), ES(Rotella), DR(TBD)		
School Security Advisory Committee	R4(Fitton/Weglarz/Cavanaugh), CH(Greenberg-Ellis), DR(Weglarz), ES(Fitton)		
Tuition Committee	R4(TBD), CH (TBD), DR (Morrissey), ES (McCluskey/Seidman Alt.)		
RFP Transportation Bid Review	R4(Clymas/Daniels/Fitton), CH (Englert), DR (Weglarz), ES (Seidman/Fitton)		
RFP Legal Bid Review	R4(Clymas/Daniels/Fitton), CH (Bibbiani), DR (Weglarz), ES (Seidman/Fitton)		
Wellness Committee (Food Services)	R4(Brookhart), CH (Scherber), DR(Weglarz), ES(TBD)		
Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
<u>Chester BOE</u>			
Facilities	Englert		
Internal Marketing	TBD		
PTO	Greenberg-Ellis		
CATV Advisory Council (Cable TV)	For Discussion		
<u>Deep River BOE</u>			
Facilities	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz		
CATV Advisory Council (Cable TV)	TBD		
<u>Essex BOE</u>			
Building	Seidman		
PTO	Rotating		
School Improvement Team	TBD		
Essex Foundation	McCluskey / Fitton		
Communications	Rotating		
CATV Advisory Council (Cable TV)	Fitton		
<u>Region 4 BOE</u>			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
▪ R4 Secretaries/Nurses	Clymas/Daniels/Fitton	Expires 7/2020	3/2020
▪ R4 Custodians	ClymasDaniels/Fitton	Expires 7/2021	3/2021
R4 Audit & Finance	TBD/TBD		
R4 Financial Task Force	Sandmann/Clark/Daniels/Clymas		
School Improvement Team	TBD/TBD/TBD		
R4 Grounds and Buildings Maintenance and Oversight Committee	Sandmann/Weglarz/Brookhart		
R4 Building Committee	TBD/TBD		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clymas/Fitton/Daniels (only 1 rep needed)		
Public Relations & Outreach	TBD		
R4 Safety	TBD		
R4 Facilities Study Committee	TBD		

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE
December 05, 2019 MEETING
Joint Board of Education Committee**

October 03, 2019

A regular meeting of the Joint Board of Education Committee was held on Thursday, October 03, 2019 in the John Winthrop Middle School Library, with the following Board Members present:

CHESTER BOARD OF EDUCATION:

David Fitzgibbons, Robert Bibbiani, Charlene Fearon, Tom Englert, John Stack, Maria Scherber, Theresa Myers, Rebecca Greenberg-Ellis

DEEP RIVER BOARD OF EDUCATION:

Paula Weglarz, Miriam Morrissey, Tracy Dickson, Lenore Grunko, Robert Ferretti (arrived 7:02), Mary Campbell (arrived 7:03), Matt Resnisky (arrived 7:03)

ESSEX BOARD OF EDUCATION:

Lon Seidman, Mark Watson, Loretta McCluskey (the Essex Board did not have a quorum in attendance)

REGION 4 BOARD OF EDUCATION:

Jennifer Clark, Mario Gioco, Rick Daniels, Trisha Brookhart, Michelle Grow, Lori Ann Clymas

Also in attendance: Brian J. White, Superintendent; Dr. Kristina Martineau, Assistant Superintendent; Kim Allen, Business Manager; Sarah Smalley, Director of Pupil Services, & Jennifer Bryan, Board Clerk.

Audience of Citizens: approx. 10 present

CALL TO ORDER

Supervision District Committee Chair Lon Seidman called the meeting to order at 7:00 p.m.

The Chairs of the Chester, Deep River, and Region 4 Boards of Education called their respective Boards to order at 7:00 p.m. *(the Essex Board had no quorum - all their votes passed by their unanimous consensus, and they will officially take any missed votes at their next meeting.)*

CONSENT AGENDA

On motion duly made and seconded, the Chester and Deep River Boards of Education unanimously, and the Region 4 Board of Education (5 Yes / 0 No / 1 abstention – M. Grow = PASSED) VOTED to approve the consent agenda consisting of the minutes of the June 06, 2019 regular meeting of the Joint Board and the minutes of the June 10, 2019 special meeting of the Joint Board.

PUBLIC COMMENT – no comments were made

REPORTS

Superintendent's Report

Mr. White spoke about the response to the reported threat yesterday at Valley Regional High School. He wanted to make it clear the high school is safe and that Troop F was able to determine there was no immediate threat prior to the start of school that day. He said administration always works to be responsible and responsive to any issues as they arise.

He discussed an upcoming shift in training for staff and students in the event of an intruder in a school building. The training system known as ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is an enhanced version of procedures that have been practiced for years in our schools. Last year the School Security Advisory Committee recommended that this type of training start to be implemented. The updated training is based on new recommendations developed through the study of active shooter situations. Staff members have already been receiving training in this type of enhanced response. Communications regarding this shift in training will be shared in a thoughtful way with parents and communities before training begins with students.

Mr. White reported that the Joint BOE ad hoc Calendar Committee will convene on October 22nd to consider possible revisions to the 2020-21 School Year calendar. This review is being initiated based on feedback he has received from Teacher and PTO leadership. Any recommendations for revisions will be brought before the Supervision District for their consideration.

He shared a bit about his entry plan which will be posted on the website and he noted that his goals as Superintendent will be aligned with the current goals of the strategic plan.

He and Assistant Superintendent Martineau shared an update with the Board on the latest education related legislation. They shared portions of a PowerPoint presentation from Shipman and Goodwin and highlighted the most relevant new legislation in terms of policy implications or potential budgetary impact. He asked the Board to not hesitate to contact him if they had any questions. At the request of Board members, the entire presentation will be sent to them.

The Boards reviewed the proposed Calendar of BOE Meeting for Jan. – Dec. 2020. Lori Ann Clymas requested that the Joint BOE Policy Committee consider meeting monthly, instead of bi-monthly. Paula Weglarz shared her concern for the proposed 9:00 a.m. start time for the Joint BOE Curriculum Committee. Ms. Weglarz fears that in an effort to better accommodate teacher availability, it will not allow some BOE members to participate. Chair Seidman recommended the removal of the Joint BOE Committee schedule from the official BOE meeting calendar and instead allow each Committee to determine their own schedule of meetings when they next meet in November.

On motion duly made and seconded, the Chester, Deep River, and Region 4 Boards of Education unanimously VOTED to approve the Calendar of BOE Meetings for Jan. – Dec. 2020 with the removal of the Joint BOE Committee schedule.

Assistant Superintendent's Report

Dr. Martineau reported on recent and upcoming Professional Development in a variety of areas including curriculum work in science and math; CCPS rubric work by specialist area teachers; and ELA teachers working with math consultants to develop coaching cycles. Secondary teachers have been working on high quality education differentiation assessments and new rubric assessments for CCPS and benchmark creation.

Dr. Martineau also reported that she has been working with the World Language teachers in preparation for an update to the Joint BOE Curriculum Committee as had been requested. Next month she will discuss assessment results at the individual Board meetings.

Director of Pupil Services Report

Sarah Smalley reported on a good start to the school year for students PK – 21 years old served by a variety of our special education programs. She commended her staff for the great work they do to enhance the academic experience for all students, at all ages.

Business Manager Financial Status Report

Kim Allen gave a brief, high level financial update for each district. More detail will be given at the upcoming individual board meetings.

Superintendent White introduced a presentation on the cafeteria program to be given by Mrs. Allen and Thomas Peterlik, Dir. of Food Services. Mr. White explained that based on feedback he has received since arriving in district, they have looked at all aspects of the cafeterias. They have prepared this presentation to provide a comprehensive overview of the cafeteria program, the mandated requirements of the program, and to introduce some early thoughts about the direction they will propose taking during budget development - including changes in how cafeteria services will be budgeted to provide better transparency, understanding, and planning for the program. (please see attached).

Board members thanked the administration for the report and for the efforts to approach this differently in the next budget cycle.

Committee Reports

Joint BOE Policy Committee

There was a First Reading on the following policy: #5114 Suspension/Expulsion/Due Process. This will be on for discussion at individual meetings in November, and a Second Reading and possible Vote at the Joint BOE meeting in December.

There was a Second Reading and chance for discussion regarding the following policies. It was noted that the two business policies had been reviewed and recommended by both the Joint BOE Policy Committee and the Joint BOE Finance Committee:

- #3453** Business - Student Activity
- #3300** Business – Ordering Goods and Services (Purchase Orders)
- #5141.21** Students - Administering Medicine

On motion duly made and seconded, the Chester, Deep River, and Region 4 Boards of Education unanimously VOTED to approve the following policies as presented: #3453 Student Activity; #3300 Ordering Goods and Services; #5141.21 Administering Medicine.

The Joint BOE Finance Committee met on Sept. 24th. Discussion continued regarding the best way to take inventory and/or create a record physical assets. There was some discussion regarding the current health insurance reserves which are lower than desirable following a time of particularly high claims. They will be looking into whether any action is needed to make an adjustment in funding the reserve moving forward.

The Joint BOE Curriculum Committee met on Sept. 17th. Secondary teacher Rachel Rose presented on the World Language program. An elementary teacher has been asked to present at the next Committee meeting. This is part of the Committee's work to examine where we're currently at with the World Language curriculum. Committee representatives will be able to update the Joint Boards at their December 5th meeting.

District Security Advisory Committee

Superintendent White provided an update on Security during his report earlier in the meeting.

PUBLIC COMMENTS:

Chester BOF Chair Virginia Carmany thanked administration for the presentation on the cafeteria report which she said had answered lots of questions that had been raised by the Town of Chester.

FUTURE AGENDA ITEMS

- Next Regular Joint BOE Meeting, December 05, 2019 @ 7:00 p.m.

Chair Seidman reminded everyone that there will be a Joint BOE retreat this weekend, Saturday, Oct. 5th from 9:00 a.m. - noon at JWMS.

ADJOURNMENT*:

On Motion duly made and seconded, the Chester and Deep River Boards of Education unanimously VOTED to adjourn at 8:13 p.m.

Respectfully Submitted,

Jennifer Bryan, Clerk

*The **Region 4 Board** remained in session, but took a 5 minutes recess before reconvening for the following business:

Regional District #4 Board of Education

Regular Meeting

3 October 2019

Minutes

Attendance: Trisha Brookhart, Dr Jennifer Clark, Lori Ann Clymas, Dr Rick Daniels, Mario Gioco and Michelle Grow.

Administration: Brian White, Dr Kristina Martineau and Kim Allen

This meeting was re-convened at 8:20pm by Dr. Jennifer Clark

Executive Session

At 8:22pm, a motion was made by Lori Ann Clymas and seconded by Michelle Grow to go in to executive session to discuss pending litigation. APPROVED 6-0. (including Kevin Roy, Brian White, Kristina Martineau and Kim Allen)

The executive session ended at 8:35pm.

A motion was made by Rick Daniels and seconded by Lori Ann Clymas to withdraw the appeal of the FOIA decision. APPROVED (5 – YES, 1 – ABSTAINING (Grow))

Reserve Fund for Capital and Nonrecurring Expenditures

CT General Statute Sec. 10-51(d)(2) allows for the creation and management of a Reserve Fund for Capital and Nonrecurring Expenditures.

A motion was made by Lori Ann Clymas and seconded by Michelle Grow to create the “Capital Fund”. APPROVED 6-0.

Capital Fund Task Force

The Finance and Policy Committees along with the newly created Task Force will review current policies and procedures in regards to finance..

The composition of the committee will be as follows:

Region 4: Jennifer Clark, Lori Ann Clymas and Rick Daniels

Towns: one member selected by each First Selectman.

Boards of Finance: one member selected by each board.

Budget Transfer – “Other Purchased Services”

A budget transfer has been made for the purchase of databases for the use in the library. The \$8,050 has been transferred from the purchase of library books.

Auditor

Brian White will be meeting with Mahoney Sabol to discuss moving up the timeline for the annual budget. The need for a new RFP will be determined by the outcome of this meeting.

5 Year Capital Plan

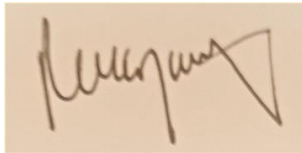
The current capital plan was distributed. There was no changes to the plan discussed.

Public Comment

Virginia Carmany, Michael Hammond, Jim Carey and Miriam Morrissey offered comments on the agenda items.

There being no further business, a motion was made by Michelle Grow and seconded by Lori Ann Clymas to adjourn this meeting. APPROVED 6-0.

This regular meeting was adjourned at 9:55pm.

A handwritten signature in dark ink on a light brown background. The signature is cursive and appears to read "Richard R. Daniels, Jr." followed by a large, stylized "X" or checkmark.

Richard R. Daniels, Jr

Secretary BOE

FOOD SERVICE PROGRAM OVERVIEW

CHESTER ~ DEEP RIVER ~ ESSEX ~ REGION 4

OCTOBER 3, 2019



Cafeteria

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PROGRAM HISTORY AND OVERVIEW

- The mission when I was hired was to change the quality of food provided in all schools and expand menu offerings to students and staff.
- The main focus area:
 - Expand menu offerings in all schools
 - Provide healthy food that is age appropriate, freshly prepared, nutritious, seasonal and local
 - Raise awareness of the positive impact of linking good nutrition with strong academic performance
 - Insurance to adhere to guidelines of the National School Lunch Program and its regulations and changing requirements



ACCOMPLISHMENTS IN FOOD SERVICE DEPARTMENT

Main focus is to provide freshly prepared, healthy, nutritious, local food to students in our community to raise awareness of the positive impact of linking good nutrition with strong academic performance within the guidelines of the national school lunch program and its regulations and changing requirements.

- Initiatives to increase meal participation since 2010
 - Expanded and streamlined menu offerings by “inclusive” menu planning with managers and input from students and parents
 - Ongoing student focused meal events such as food tastings, sampling of new a la carte items
 - Implementation of Salad Bars in all schools (no cost for equipment)
 - Added vegetarian & special meal options to menu offering
 - Smarter Lunchroom program – layout and presentation of food, redesigned cafeteria layout
 - Application for Grants and have been awarded:
 - Salad Bars
 - Smoothie Infrastructure
 - Cooking Demonstration Equipment Grant
- Implementation of the National School Breakfast program in all districts
 - Implemented National School Breakfast Program in 14/15 to all elementary schools
 - Added Smoothie program to all schools (cost neutral)
 - Increased overall program participation
 - Linking nutrition to academic performance
- Successful completion of all triennial comprehensive State of Connecticut Child Nutrition Program Administrative Review of all districts



ACCOMPLISHMENTS IN FOOD SERVICE DEPARTMENT (CONT'D)

- Maximized USDA/ State of Connecticut reimbursement and purchasing programs:
 - **“6 cent” certification in 2014** - The Healthy Hunger-Free Kids Act provides an additional 6-cents per lunch served reimbursement to school districts that certified to be in compliance with the new meal patterns
 - **Healthy Food Certification** - Districts that choose the healthy food option of HFC receive an additional 10 cents per lunch, based on the total number of reimbursable lunches (paid, free, and reduced) served in the prior school year.
 - **DOD Fresh Fruit & Vegetable Program** - The United States Department of Agriculture (USDA) Department of Defense (DoD) Fresh Fruit and Vegetable Program allows schools to use USDA Foods entitlement dollars to buy fresh produce. Entitlement is based on the total number of reimbursable lunches (paid, free, and reduced) served in the prior school year.
 - **USDA commodities allocation** – shifted purchase of proceed foods to basic ingredients and in doing so was able to maximize purchasing volume
- Participation & Recognition for:
 - Chefs Move! to School Launch – invitation from Michelle Obama to visit White House and inaugural event - 2010
 - Person of the Week, Valley Courier, October 2011
 - Various news paper articles in Harford Currant and New London Day in regards to healthy, local nutrition focusing on school meals
 - State of Connecticut General Assembly official citation in recognition of efforts to raise awareness and funds to promote nutrition and healthy lifestyles in Chester, Deep River and Essex

ACCOMPLISHMENTS IN FOOD SERVICE DEPARTMENT (CONT'D)

- Implemented Summer Meal Program:
 - 2016 & 2017 Deep River Elementary School
- Cafeteria Ad Hoc Committee
 - Comprehensive and detailed review of current structure and operations with recommendations to the joint BOE in regards to business structure (service versus business to the community)
- Community Events:
 - Get Fresh For School picnic at Platwood Park (all revenue was made available to the food service department)
 - Dinners at the Farm Donations to the Food Services Department
 - Provided food services during shelter operations in the aftermath of hurricanes Sandy and Irene and snow storms
 - Various “Community Dinners” to the residents of the Tri-Town are to highlight food service offerings
- Operational efficiencies:
 - Actively managed and reduced cost goods versus declining enrollment without CPI inflation adjustments
 - Reduced overall school labor hours and/or positions to operational needs to compensate for efficiency and declining enrollment
 - Increase meal & a la carte prices
 - Expanded the National School Lunch Program Offer vs. Serve to reduce food waste
 - Implemented and increased batch cooking techniques
 - Staff training classes and ongoing employee meetings

OPERATIONAL EFFICIENCIES

- Operational efficiencies:
 - Actively managed and reduced cost goods versus declining enrollment without CPI inflation adjustments
 - Reduced overall school labor hours and/or positions to operational needs to compensate for efficiency and declining enrollment
 - Increase meal & a la carte prices
 - Expanded the National School Lunch Program Offer vs. Serve to reduce food waste
 - Implemented and increased batch cooking techniques
 - Staff training classes and ongoing employee meetings

STRATEGIES IMPLEMENTED TO INCREASE PARTICIPATION

1. Offer Breakfast in all schools:
 - a. Expanded and streamlined menu offerings based on student input and sales on an ongoing basis
 - b. Added Smoothies to all schools through a grant (no cost for equipment)
2. Implementation of Salad Bars in all schools (no cost for equipment)
3. Added vegetarian & special meal options to menu offering
4. Added pre-made Sandwiches & Salads to lunch options (VRHS)
5. Ongoing food sampling of new menu items to students
6. Engaged Students & Cafeteria Staff in menu decision making to include student- approved items
7. Smarter Lunchroom program – layout and presentation of food, redesigned cafeteria layout



STRATEGIES IMPLEMENTED TO INCREASE REVENUE & REDUCE COSTS

1. Secured grant funding:
 - a. Salad Bars
 - b. Smoothies
2. Implemented & participate in USDA offered extra meal re-imbursements:
 - a. "6 cent" certification
 - b. Healthy Food Certification
3. Gradually increase meal & a la carte prices
4. Participated in the DOD Fresh & Fruit Vegetable Program
5. Streamline USDA Commodities program and increased usage
6. Reduced overall labor hours or positions in all schools to compensate for lower enrollment
7. Expanded Offer vs. Serve to reduce food waste
8. Implemented and increased batch cooking techniques



DIRECT CERTIFICATION FOR FREE/REDUCED MEALS

Ways to receive Free or Reduced Meals:

1. APPLICATION

Parents submit household application material detailing income and household size and districts evaluate information based on USDA guidelines

2. DIRECT CERTIFICATION

Federal and State process to certify eligible children, in real time, without application automatically matching enrolled students To lists provided by the Connecticut Department of Social Services (DSS)

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Family Assistance (TFA)
- Other (OT) – Foster Child, Homeless, Runaway or Head Start
- Reduced Medicaid (RM) added in April 2018
- Free Medicaid (FM) added in April 2018

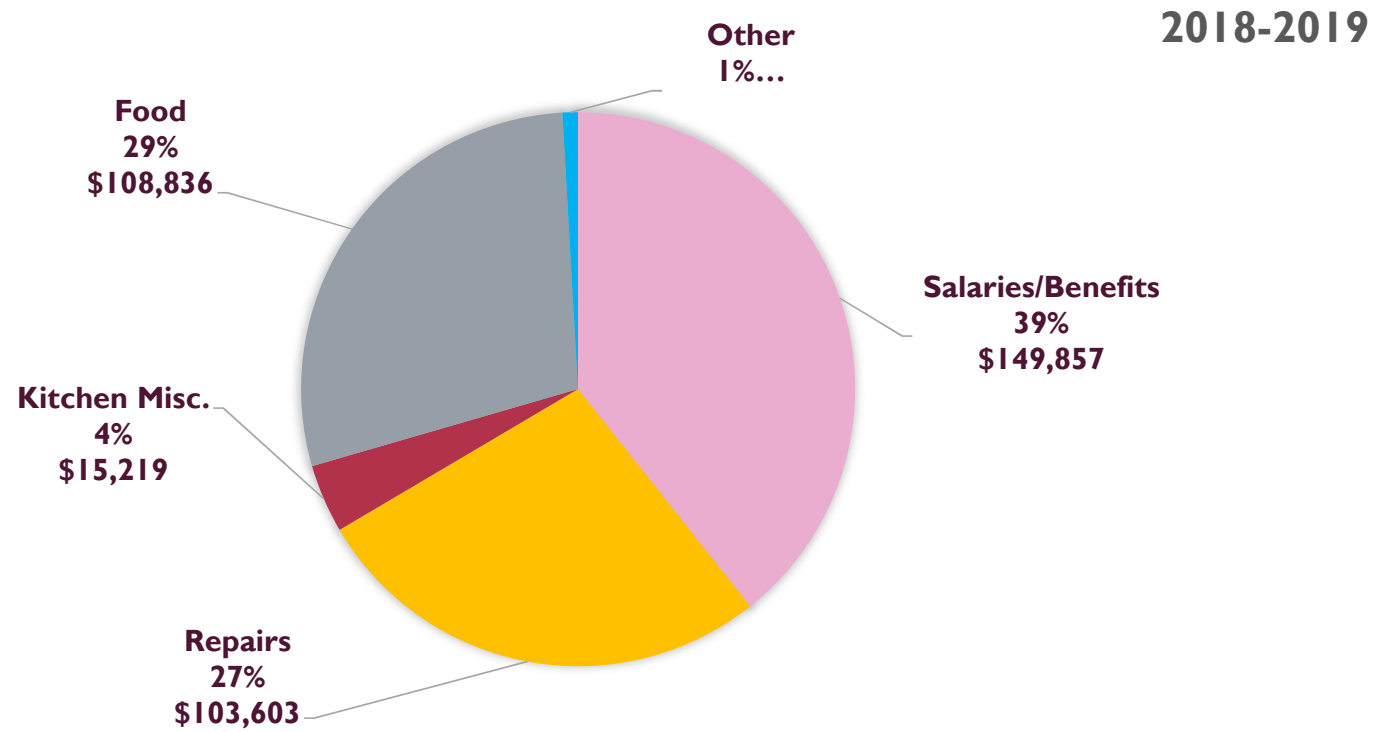
NEW DIRECT CERTIFICATION CATEGORIES INCREASED F/R PERCENTAGE FROM 16% TO 24% DISTRICT-WIDE

BUDGET DRIVERS

- **EXPENDITURES**
 - **SALARY/BENEFITS**
 - **FOOD PURCHASES**
 - Consumer price index (CPI) adjustments to allow for cost increase
 - Meeting mandated meal requirement standards
 - **SUPPLIES**
 - **EQUIPMENT MAINTENANCE/REPAIR**
 - **STATE & FEDERAL MANDATED TRAINING**
 - SERVSAFE & LOCAL HEALTH DEPARTMENT
 - CDES SPECIFIC (TRIENNIAL REVIEW)
 - CIVIL RIGHTS
 - TRIENNIAL CDES NUTRITION REVIEWS
- **FUNDING/REVENUE**
 - **CASH SALES**
 - **USDA COMMODITIES**
 - **STATE/FEDERAL GRANTS/REIMBURSEMENT**
- **SUBSIDIES**
 - **STATE REGULATIONS**
 - **UNDER BUDGETING FOR KNOWN FIXED COSTS**



REGION 4 EXPENDITURE EXAMPLE



CAFETERIA SUBSIDIES

- What is the Cafeteria Subsidy?
 - Each district budgets an amount each year to cover the salary and benefits of the cafeteria staff.
 - The individual towns are responsible for any balance not covered by the Board per state regulations.
- Why do we need subsidies?
 - The cafeteria is a service to our students by providing breakfast and lunch to our students. We never take food away from a student for any reason.
 - Research shows that students perform better when nutritious meals are consumed.
- Subsidy History

	2016-2017				2017-2018				2018-2019		
	Budgeted	Actual	Surplus/ Deficit		Budgeted	Actual	Surplus/ Deficit		Budgeted	Actual	Surplus/ Deficit
Chester	20,000.00	29,520.32	(9,520.32)		28,000.00	28,000.00	0.00		28,000.00	51,649.97	(23,649.97)
Deep River	20,000.00	17,735.78	2,264.22		26,000.00	9,000.00	17,000.00		26,000.00	43,903.63	(17,903.63)
Essex	25,000.00	33,339.97	(8,339.97)		37,000.00	37,000.00	0.00		35,000.00	57,097.21	(22,097.21)
Region 4	110,000.00	142,446.10	(32,446.10)		125,000.00	65,172.54	59,827.46		100,000.00	194,165.00	(94,165.00)

PAST CAFETERIA FINANCIAL PROCESSES

- PAST PROCEDURES
 - ONLY FOOD AND RELATED CAFETERIA EXPENSES WERE CHARGED TO THE CAFETERIA FUNDS
 - PAYROLL WAS RUN THROUGH THE BOARD OF EDUCATION GENERAL FUNDS
 - EACH TOWN WAS RESPONSIBLE FOR COVERING ANY COSTS THAT WERE NOT COVERED BY THE BUDGETED SUBSIDY
(Note: towns did not budget this expense and posted an “IOU” from the BOE to the town)
 - FINANCIAL REPORTING WAS DIFFICULT AND NOT TRANSPARENT; EXPENDITURES WERE LOCATED ACROSS VARIOUS BUDGETS

NEW CAFETERIA FINANCIAL PROCESSES

- DURING THE 2019-2020 FISCAL YEAR
 - ALL EXPENSES WILL BE CHARGED DIRECTLY TO THE INDIVIDUAL CAFETERIA FUNDS (Payroll, benefits, food, all related expenses)
 - INCREASED TRANSPARENCY IN FINANCIAL REPORTING
 - ALL CAFETERIA EXPENDITURES LOCATED IN ONE PLACE – CAFETERIA FUND
 - CLEAR TRANSFERS OF BOARD SUBSIDIES TO COVER EXPENDITURES
 - BETTER OVERALL VIEW OF THE COST TO OPERATE EACH INDIVIDUAL CAFETERIA
- DURING THE 2020-2021 BUDGET CYCLE
 - DISTRICTS WILL SUBMIT SEPARATE DETAILED BUDGET REQUESTS FOR ALL CAFETERIA EXPENDITURES

FOOD SERVICE PROGRAM OVERVIEW

CHESTER ~ DEEP RIVER ~ ESSEX ~ REGION 4

ADDITIONAL INFORMATION

FIVE-YEAR EXPENDITURE HISTORY (CHESTER)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Salaries (51xx)	44,093.44	43,937.00	47,326.33	47,604.96	49,874.18
Benefits (52xx)	45,706.29	46,590.65	52,407.97	53,527.53	57,149.38
Repairs (5340)	466.90	2,554.00	2,243.80	315.00	626.72
Kitchen Misc (5600)	2,600.01	2,463.69	2,787.24	2,349.99	2,796.48
USDA Donations (5601)	1,943.71	4,868.07	6,681.99	5,719.89	6,268.47
Food (5610)	30,699.04	31,860.88	29,045.57	26,833.10	24,019.13
Dues/Other (5800)	440.97	325.50	437.50	636.04	797.00
TOTAL	125,950.36	132,599.79	140,930.40	136,986.51	141,531.36

FIVE-YEAR REVENUE HISTORY (CHESTER)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Misc (4090)	354.00	653.88	389.94	99.00	632.87
Cash Sales (4160)	53,564.02	48,714.30	42,173.68	69,281.05	40,754.37
State & Federal Grants (4360)	24,296.88	19,207.85	31,049.62	11,663.64	30,901.39
USDA Commodities (4361)	1,943.71	4,868.07	6,681.99	5,719.89	6,268.47
Transfers in/Subsidies (4890)	18,400.21	31,811.59	29,520.32	-	23,649.97
TOTAL	98,558.82	105,255.69	109,815.55	86,763.58	102,207.07

FIVE-YEAR ENROLLMENT BREAKDOWN (CHESTER)

	TOTAL ENROLLMENT (October 1 st)	TOTAL FREE/ REDUCED (October 1 st)	% F/R OF TOTAL ENROLLMENT
2014-2015	219	35	16.0%
2015-2016	211	26	12.3%
2016-2017	206	37	18.0%
2017-2018	205	31	15.1%
2018-2019	194	52	26.8%
AVERAGE	207.00	36.20	17.64%

ENROLLMENT AND PARTICIPATION FIVE YEAR HISTORY (CHESTER)

Chester Elementary School					
data as of last day of school	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15
student free	40	37	24	24	25
student reduced	10	11	9	7	9
student full	141	155	174	183	187
student total enrollment	191	203	207	214	221
student free breakfast	807	610	957	416	984
student reduced breakfast	25	17	112	131	749
student full breakfast	994	1193	1275	1366	2123
total student breakfast served	1826	1820	2344	1913	3856
average student breakfast / enrollment	9.56	8.97	11.32	8.94	17.45
adult breakfast served	0	0	5	3	13
total breakfast served	1826	1820	2349	1916	3869
student free lunch	5240	3405	3256	2399	2932
student reduced lunch	972	474	1139	1041	1464
student full lunch	9092	11916	12230	14235	14275
total student lunch served	15304	15795	16625	17675	18671
average student lunch served / enrollment	80.13	77.81	80.31	82.59	84.48
total student meals served (breakfast & lunch)	17130	17615	18969	19588	22527
	89.69	86.77	91.64	91.53	101.93
total adult lunch served	685	765	951	937	998
TOTAL LUNCHESES SERVED (student & adults)	15989	16560	17576	18612	19669
number of total meals served (breakfast & lunch)	17815	18380	19925	20528	23538
average meals served based on enrollment	93.27	90.54	96.26	95.93	106.51

FIVE-YEAR EXPENDITURE HISTORY (DEEP RIVER)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Salaries (51xx)	58,476.09	59,351.35	61,881.22	61,964.09	62,391.16
Benefits (52xx)	48,828.14	49,376.83	55,176.97	55,412.21	59,376.76
Repairs (5340)	196.57	198.00	190.00	539.00	1,258.30
Kitchen Misc (5600)	4,445.08	5,036.88	4,580.78	3,350.65	2,937.78
USDA Donations (5601)	1,943.71	9,730.28	10,004.41	9,969.40	8,878.82
Food (5610)	48,862.14	59,050.91	53,746.75	45,772.01	39,300.85
Dues/Other (5800)	-	3,116.09	947.00	948.25	1,287.34
TOTAL	162,751.73	185,860.34	186,527.13	177,955.61	175,431.01

FIVE-YEAR REVENUE HISTORY (DEEP RIVER)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Misc (4090)	515.25	622.34	1,674.90	274.52	515.88
Cash Sales (4160)	64,938.90	66,008.64	58,986.04	59,083.85	49,693.36
State & Federal Grants (4360)	41,482.64	47,046.86	68,924.67	38,851.04	58,378.06
USDA Commodities (4361)	2,738.21	9,730.28	10,004.41	9,969.40	8,878.82
Transfers in/Subsidies (4890)	27,111.81	27,623.18	17,735.78	-	17,903.63
TOTAL	136,786.81	151,031.30	157,325.80	108,178.81	135,369.75

FIVE-YEAR ENROLLMENT BREAKDOWN (DEEP RIVER)

	TOTAL ENROLLMENT (October 1 st)	TOTAL FREE/ REDUCED (October 1 st)	% F/R OF TOTAL ENROLLMENT
2014-2015	316	62	19.6%
2015-2016	306	54	17.6%
2016-2017	285	68	23.9%
2017-2018	276	79	28.6%
2018-2019	242	90	37.2%
AVERAGE	285.00	70.60	25.39%

ENROLLMENT AND PARTICIPATION FIVE YEAR HISTORY (DEEP RIVER)

Deep River Elementary School					
data as of last day of school	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15
student free	70	73	48	50	50
student reduced	28	31	26	13	11
student full	147	169	212	248	253
student total enrollment	245	273	286	311	314
student free breakfast	2952	3469	2858	2511	2806
student reduced breakfast	617	394	1325	904	501
student full breakfast	1023	1458	2613	2805	2136
total student breakfast served	4592	5321	6796	6220	5443
average student breakfast / enrollment	18.74	19.49	23.76	20.00	17.33
adult breakfast served	0	2	0	1	3
total breakfast served	4592	5323	6796	6221	5446
student free lunch	8769	8686	7183	6958	7161
student reduced lunch	3313	3137	3698	1913	1745
student full lunch	11936	13689	16068	19797	18903
total student lunch served	24018	25512	26949	28668	27809
average student lunch served / enrollment	98.03	93.45	94.23	92.18	88.56
total student meals served (breakfast & lunch)	28610	30833	33745	34888	33252
average meals served based on enrollment	116.78	112.94	117.99	112.18	105.90
total adult lunch served	188	329	399	473	422
TOTAL LUNCHESES SERVED (student & adults)	24206	25841	27348	29141	28231
number of total meals served (breakfast & lunch)	28798	31164	34144	35362	33677
average meals served based on enrollment	117.54	114.15	119.38	113.70	107.25

FIVE-YEAR EXPENDITURE HISTORY (ESSEX)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Salaries (51xx)	68,811.76	68,872.58	71,343.01	67,267.90	64,082.86
Benefits (52xx)	36,954.42	37,266.33	41,138.73	39,956.89	58,997.53
Repairs (5340)					
Kitchen Misc (5600)	4,270.80	4,567.42	4,571.96	3,930.62	3,977.28
USDA Donations (5601)	3,056.70	6,007.09	10,558.60	9,786.23	9,956.97
Food (5610)	51,743.27	52,082.28	43,574.32	48,817.54	45,271.28
Dues/Other (5800)	-	1,022.91	760.49	1,020.00	7,068.75
TOTAL	164,836.95	169,818.61	171,947.11	170,779.18	189,354.67

FIVE-YEAR REVENUE HISTORY (ESSEX)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Misc (4090)	1,922.79	806.48	379.37	21.08	2,553.04
Cash Sales (4160)	86,311.06	80,678.57	72,207.58	111,489.27	75,553.55
State & Federal Grants (4360)	33,379.30	33,120.62	40,218.57	35,297.52	36,980.35
USDA Commodities (4361)	3,056.70	6,007.09	10,558.60	9,786.23	9,956.97
Transfers in/Subsidies (4890)	26,666.34	36,046.76	33,339.97	-	22,097.21
TOTAL	151,336.19	156,659.52	156,704.09	156,594.10	147,141.12

FIVE-YEAR ENROLLMENT BREAKDOWN (ESSEX)

	TOTAL ENROLLMENT (October 1 st)	TOTAL FREE/ REDUCED (October 1 st)	% F/R OF TOTAL ENROLLMENT
2014-2015	454	43	9.5%
2015-2016	420	44	10.5%
2016-2017	371	41	11.1%
2017-2018	346	46	13.3%
2018-2019	335	78	23.3%
AVERAGE	385.20	50.40	13.52%

ENROLLMENT AND PARTICIPATION FIVE YEAR HISTORY (ESSEX)

Essex Elementary School					
data as of last day of school	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15
student free	64	64	28	31	36
student reduced	15	10	19	16	11
student full	265	280	334	372	421
student total enrollment	344	354	381	419	468
student free breakfast	1578	1726	739	1007	1255
student reduced breakfast	421	87	305	404	178
student full breakfast	1352	1854	215	276	710
total student breakfast served	3351	3667	1259	1687	2143
average student breakfast / enrollment	9.74	10.36	3.30	4.03	4.58
adult breakfast served	9	89	4	20	5
total breakfast served	3360	3756	1263	1707	2148
student free lunch	5085	4510	3423	3241	4051
student reduced lunch	1864	712	1988	2068	1209
student full lunch	17955	20496	21673	22285	23751
total student lunch served	24904	25718	27084	27594	29011
average student lunch served / enrollment	72.40	72.65	71.09	65.86	61.99
total student meals served (breakfast & lunch)	28255	29385	28343	29281	31154
	82.14	83.01	74.39	69.88	66.57
total adult lunch served	1200	1980	2238	2216	2024
TOTAL LUNCHES SERVED (student & adults)	26104	27698	29322	29810	31035
number of total meals served (breakfast & lunch)	29464	31454	30585	31517	33183
average meals served based on enrollment	85.65	88.85	80.28	75.22	70.90

FIVE-YEAR EXPENDITURE HISTORY (REGION 4)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Salaries (51xx)	149,635.20	146,422.29	153,903.27	155,358.45	149,856.96
Benefits (52xx)					
Repairs (5340)	97,708.75	100,036.15	94,183.71	96,558.56	103,603.10
Kitchen Misc (5600)	12,032.91	10,946.02	15,252.02	21,395.36	15,218.93
USDA Donations (5601)	4,388.10	12,161.30	18,250.23	10,444.35	-
Food (5610)	147,838.38	140,213.71	139,269.83	118,837.65	108,836.33
Dues/Other (5800)	-	4,209.61	407.06	2,371.67	3,457.68
TOTAL	411,603.34	413,989.08	421,266.12	404,966.04	380,973.00

FIVE-YEAR REVENUE HISTORY (REGION 4)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Misc (4090)	26,045.73	26,350.11	25,894.59	75,224.74	140,324.22
Payroll Reimbursement (4100)	10,500.00	10,500.00	9,450.00	10,500.00	1,050.00
Cash Sales (4160)	186,671.88	184,605.09	169,921.87	177,324.67	196,960.27
State & Federal Grants (4360)	65,318.45	70,444.73	70,257.60	47,409.48	88,116.88
USDA Commodities (4361)	4,388.10	12,161.30	18,250.23	10,444.35	
Transfers in/Subsidies (4890)	134,766.98	127,280.19	142,446.10	-	94,165.00
TOTAL	427,691.14	431,341.42	436,220.39	320,903.24	520,616.37

FIVE-YEAR ENROLLMENT BREAKDOWN (REGION 4)

	TOTAL ENROLLMENT (October 1 st)	TOTAL FREE/ REDUCED (October 1 st)	% F/R OF TOTAL ENROLLMENT
2014-2015	974	93	9.5%
2015-2016	928	89	9.6%
2016-2017	952	112	11.8%
2017-2018	924	112	12.1%
2018-2019	897	161	17.9%
AVERAGE	935.00	113.40	12.19%

ENROLLMENT AND PARTICIPATION FIVE YEAR HISTORY (REGION 4)

Region 4					
data as of last day of school	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15
student free	143	123	80	89	74
student reduced	43	47	33	19	24
student full	690	742	833	804	871
student total enrollment	876	912	946	912	969
student free breakfast	3312	1859	2205	2430	1264
student reduced breakfast	561	30	404	293	507
student full breakfast	1663	755	5279	5465	3726
total student breakfast served	5536	2644	7888	8188	5497
average student breakfast / enrollment	6.32	2.90	8.34	8.98	5.67
adult breakfast served	367	123	256	147	108
total breakfast served	5903	2767	8144	8335	5605
student free lunch	13036	9815	9203	10877	8202
student reduced lunch	3583	2080	3127	1740	2261
student full lunch	35970	38889	41739	43381	43486
total student lunch served	52589	50784	54069	55998	53949
average student lunch served / enrollment	60.03	55.68	57.16	61.40	55.67
total student meals served (breakfast & lunch)	58125	53428	61957	64186	59446
	66.35	58.58	65.49	70.38	61.35
total adult lunch served	3870	3911	3933	3457	3602
TOTAL LUNCHES SERVED (student & adults)	56459	54695	58002	59455	57551
number of total meals served (breakfast & lunch)	62362	57462	66146	67790	63156
average meals served based on enrollment	71.19	63.01	69.92	74.33	65.18

MEAL PRICE HISTORY

Elementary schools	breakfast	student lunch	adult lunch
2013/2014	not offered	\$ 2.75	\$ 3.75
2014/2015	\$ 1.25	\$ 2.75	\$ 3.75
2015/2016	\$ 1.25	\$ 2.75	\$ 3.75
2016/2017	\$ 1.25	\$ 2.75	\$ 3.75
2017/2018	\$ 1.25	\$ 3.00	\$ 4.50
2018/2019	\$ 1.25	\$ 3.00	\$ 4.50
2019/2020	\$ 1.25	\$ 3.00	\$ 4.50
John Winthrop Middle School	breakfast	student lunch	adult lunch
2013/2014	\$ 1.25	\$ 2.75	\$ 3.75
2014/2015	\$ 1.25	\$ 2.75	\$ 3.75
2015/2016	\$ 1.25	\$ 2.75	\$ 3.75
2016/2017	\$ 1.25	\$ 2.75	\$ 3.75
2017/2018	\$ 1.25	\$ 3.25	\$ 4.50
2018/2019	\$ 1.25	\$ 3.25	\$ 4.50
2019/2020	\$ 1.25	\$ 3.25	\$ 4.50
Valley Regional High School	breakfast	student lunch	adult lunch
2013/2014	\$ 1.25	\$ 2.75	\$ 3.75
2014/2015	\$ 1.25	\$ 2.75	\$ 3.75
2015/2016	\$ 1.25	\$ 2.75	\$ 3.75
2016/2017	\$ 1.25	\$ 2.75	\$ 3.75
2017/2018	\$ 1.25	\$ 3.50	\$ 4.50
2018/2019	\$ 1.25	\$ 3.50	\$ 4.50
2019/2020	\$ 1.25	\$ 3.50	\$ 4.50

**Note: began serving breakfast March 2014*

MEAL PRICE COMPARISONS

Neighboring Towns		Breakfast	Lunch	Milk	Adult	Food Service
Old Saybrook	Elem	\$ 2.00	\$ 3.25	\$ 0.65	\$ 4.75	self op
	Mid	\$ 2.25	\$ 3.50	\$ 0.65	\$ 4.75	
	High	\$ 2.75	3.75/4.50	\$ 0.65	\$ 4.75	
Westbrook	Elem	\$ 1.25	\$ 2.75			self op
	Mid	\$ 1.50	\$ 3.00			
	High	\$ 1.55	\$ 3.25			
Clinton	Elem	\$ 1.75	\$ 3.00	\$ 0.75		self op
	Mid		\$ 3.25	\$ 0.75		
	High		\$ 3.25	\$ 0.75	\$ 4.00	
Haddam	Elem	\$ 2.00	\$ 3.25	\$ 0.65	\$ 5.00	self op
REG 17	Mid	\$ 2.50	\$ 3.50	\$ 0.65	\$ 5.00	
	High	\$ 2.50	\$ 3.50	\$ 0.65	\$ 5.00	
East Haddam	Elem	\$ 1.60	\$ 3.00	\$ 0.50		ARAMARK
	Mid	\$ 1.60	\$ 3.25	\$ 0.50		see HK
	High	\$ 1.60	\$ 3.50	\$ 0.50		see HK
Killingworth	Elem	\$ 2.00	\$ 3.00	\$ 0.65	\$ 5.00	
REG 17	Mid	\$ 2.50	\$ 3.50	\$ 0.65	\$ 5.00	
	High	\$ 2.50	\$ 3.50	\$ 0.65	\$ 5.00	

Border Towns		Breakfast	Lunch	Milk	Adult	Food Service
*Lyme /Old Lyme	Elem		\$ 3.00	\$ 0.50		Chartwells
REG 18	Mid		3.50/4.25	\$ 0.50		
	High	\$ 3.00	3.50/4.25	\$ 0.50		
*Madison	Elem		\$ 3.25	\$ 0.50		Chartwells
	Brown		\$ 3.50	\$ 0.50		
	Polson	\$ 3.00	\$3.50 - \$5.50	\$ 0.50		
	DHHS	\$ 3.00	\$3.50 - \$5.50	\$ 0.50		
Middletown	Elem	\$ 1.25	\$ 2.50			Sodexo?
	Mid	\$ -	\$ -			
	High	\$ 1.50	\$ 3.00			
East Hampton	Elem	\$ 1.75	\$ 3.00	\$ 0.50		self op
	Mid	\$ 2.00	\$ 3.25	\$ 0.50		
	High	\$ 2.00	\$ 3.50	\$ 0.50		
Durham	Elem	\$ 2.00	\$ 3.50	\$ 0.60		
	Mid	2.50-3.25	\$ 3.50	\$ 0.60		
	High	2.50-3.25	\$3.25 - \$4.50	\$ 0.60		salads, hot meals
Colchester	Elem	\$ 1.80	\$ 3.00	\$ 0.65		
	Mid	\$ 1.80	\$ 3.00	\$ 0.65		
	High	\$ 2.15	\$3.30 - \$3.75	\$ 0.65		hot or deli
Salem	Elem	\$ 1.50	\$ 3.00			ARAMARK
	Mid	\$ 1.50	\$ 3.00			
	High	\$ 1.50	\$ 3.00		\$ 4.00	
East Lyme	Elem	\$ 1.75	\$ 2.75	\$ 0.60		self op
	Mid	\$ 2.00	\$ 3.25			
	High	\$ 2.25	\$ 3.50			

FINAL 19/20 - MAY 7, 2019

School	Capital Project	Project Budget	Future Bond	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Total
John Winthrop	Curbing & Sidewalk Replacement								-
John Winthrop	HVAC Coil Replacement	41,000		11,000		10,000	10,000	10,000	41,000
John Winthrop	Flooring Replacement	50,000			20,000	10,000	10,000	10,000	50,000
John Winthrop	Soccer Field Irrigation	20,000				20,000			20,000
John Winthrop	Soccer Field Repair	10,000				10,000			10,000
John Winthrop	Chiller Replacement	115,000			75,000	40,000			115,000
John Winthrop	Carpet Replacement	30,000			10,000	10,000	10,000		30,000
John Winthrop	Life Skills Renovation	15,000			15,000				15,000
John Winthrop	Parking Lot Crack Sealing & Repair	25,000			25,000				25,000
John Winthrop	Gym Floor Replacement	150,000				50,000	50,000	50,000	150,000
John Winthrop	Science Lab Renovation		500,000						
John Winthrop	Security Vestibule ("Man Trap")								
	JW Subtotal	456,000	500,000	11,000	145,000	150,000	80,000	70,000	456,000
Valley Regional	330G UGST Tech Ed Remove & Replace								
Valley Regional	Sr. Parking Lot Lighting	5,000		5,000					5,000
Valley Regional	Curbing & Sidewalk Replacement	25,000		25,000					25,000
Valley Regional	Competition Field Irrigation	40,000		40,000					40,000
Valley Regional	Competition Field Repair	25,000			25,000				25,000
Valley Regional	HVAC Coil Replacement	10,000			10,000				10,000
Valley Regional	Flooring Replacement	15,000			15,000				15,000
Valley Regional	Track Resurface	40,000			10,000	10,000	10,000	10,000	40,000
Valley Regional	Carpet Replacement	75,000			25,000	25,000	25,000		75,000
Valley Regional	Chimney Repair	40,000			10,000	10,000	10,000	10,000	40,000
Valley Regional	Life Skills Renovation	50,000		50,000					50,000
Valley Regional	Field Development	60,000			15,000	15,000	15,000	15,000	60,000
Valley Regional	Scoreboard		660,000						
Valley Regional	Repave Student Parking Lot	40,000			10,000	15,000	15,000		40,000
Valley Regional	Repave West Side	50,000			10,000	25,000	15,000		50,000
Valley Regional	Chiller	30,000			10,000	10,000	10,000		30,000
Valley Regional	Science Lab Renovation	105,000				15,000	25,000	65,000	105,000
Valley Regional	Tennis Court Maintenance/Replacement		x						
Valley Regional	Tech Ed Connect		500,000						
	VR Subtotal	610,000	1,160,000	120,000	140,000	125,000	125,000	100,000	610,000
	CO Subtotal								
	GRAND TOTAL	1,066,000		131,000	285,000	275,000	205,000	170,000	1,066,000

120,000 Projects to be completed in fiscal year 2019-2020

11,000 Funds to be deposited into capital fund for future project completion once total funds available

131,000

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.

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- 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.

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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

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functional or not, or any other dangerous object or instrument. 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

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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

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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.

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- 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

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- 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.

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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.

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- 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.

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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

3171.1

Business and Non-Instructional Operations

Non-Lapsing Education Fund (Reserve Fund for Capital and Nonrecurring Expenditures)

On Oct 03, 2019 the Regional School District #4 Board of Education (the “Board”) approved a resolution to create a reserve fund for capital and nonrecurring expenditures pursuant to Section 10-51(d)(2) of the Connecticut General Statutes (the “Capital Reserve Fund”).

The following policy will govern the Capital Reserve Fund:

1. The aggregate amount of annual and supplemental appropriations to the Capital Reserve Fund shall not exceed one percent (1%) of the annual district budget in any given fiscal year. Annual appropriations to the Capital Reserve Fund shall be included in the share of net expenses paid by each member town. In addition, supplemental appropriations to the Capital Reserve Fund shall be approved by a vote of the Board and may be made from any estimated fiscal year end surplus in operating funds as allowed by state statute and Region 4 policy.
2. Interest and investment earnings received with respect to amounts held in the Capital Reserve Fund shall be credited to the Capital Reserve Fund. The Capital Reserve Fund shall be a separate, non-lapsing account and such funds shall be held in a separate account from operating funds.
3. Unanticipated non-emergency expenditures of more than \$250,000, such as an opportunity to make a purchase not previously anticipated, shall be presented to the public in a regional public hearing, prior to Board action. Pursuant to state statute, expenditures over \$500,000 shall be presented to the public in a regional public hearing, followed by a district meeting or referendum.
4. No later than October 1 of each year, the Board shall submit a complete and detailed report of the condition of the Capital Reserve Fund to the First Selectman, Finance Director (or equivalent), and the Chairperson of the Board of Finance of each member town. Such report shall contain: (i) the total dollar amount of the Capital Reserve Fund at the end of the prior fiscal year; (ii) the total amount of interest or investment earnings deposited into the Capital Reserve Fund in the prior fiscal year; (iii) a list of all projects that are being financed in whole or in part by the Capital Reserve Fund and that are not yet completed; and (iv) any additional information that the Board approves for inclusion in the report. Additional information may include expenditures by project, original appropriations, approved expenditures, expenditures incurred by year to date or project to date, and remaining balance.

5. Upon the recommendation and approval of the Board, any part or the whole of the Capital Reserve Fund may be used for capital and nonrecurring expenditures, but such use shall be restricted to the funding of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment. Upon the approval of any such expenditure, an appropriation shall be set up, plainly designated for the project or acquisition for which it has been authorized, and such unexpended appropriation may be continued until such project or acquisition is completed. Notice of approval of expenditures shall be communicated electronically to the First Selectmen, the Chair of the Board of Finance and the Finance Director (or equivalent) of each member town within five business days of such approval. Any unexpended portion of such appropriation remaining after such completion shall remain in the Capital Reserve Fund.
6. If any authorized appropriation is set up pursuant to this policy and through unforeseen circumstances the completion of the project or acquisition for which such appropriation has been designated is impractical to attain or is no longer in the best interests of the District, the Board, by a majority vote of its entire membership, may terminate such appropriation which then shall no longer be in effect. Any remaining funds for such project or acquisition shall remain in the Capital Reserve Fund for reallocation.
7. The Capital Reserve Fund may be discontinued, after the recommendation and approval by a majority vote of the entire membership of the Board, and any amounts held in the Capital Reserve Fund shall be transferred to the general fund of the District.
8. This policy shall be reviewed by a committee of the Region 4 Board at least once every five years. Said committee shall include Town officials from each member town.

Policy Approved: TBD

Regional School District No. 4