



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

CHESTER BOARD OF EDUCATION

AGENDA

To: Members of the Chester Board of Education
Subject: **Board of Education meeting on Sept 26, 2019**
Time: This Board meeting will begin promptly at **7:00 p.m**
Place: Library, Chester Elementary School

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

Mission Statement

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

1. **Call to order 7:00 p.m.** – Chair, David Fitzgibbons
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 from the Regular Meeting of May 23, 2019 (*encl #1*)
 - 2.2. Accounts Payable report (*encl #2*)
3. **Student report** – General update by CES students (HOLD until November Mtg.)
4. **Public comment.** The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters.
5. **Reports and Other Items:**
 - 5.1. Superintendent's Report – *B. White*
 - a. District update
 - b. Information and communication
 - 5.2. Introduction of New Teachers at CES – *T. Stoddard*
 - 5.3. Assistant Superintendent's Report – *K. Martineau*
 - 5.4. Director of Pupil Services Report – *S. Smalley*
 - 5.5. Financial Status Report – *K. Allen*
 - a. Financial Status and Cafeteria Account Update (*encl #3*)
 - b. Discussion and Possible Vote to approve year-end transfer of funds
 - 5.6. Principal's Update – *T. Stoddard*
 - a. Update on 2019-20 school year opening
 - b. Possible VOTE to accept the following donations to be used at the discretion of Administration:
United Way of Central & Northeastern Connecticut 3 donations of \$95.00; \$224.64 and \$150.52
The Deep River-Chester Lions Club 1 donation of \$100 (*encl #4*)

6.2 Committee reports. (Chair)

- a. Joint PK-12 Committees (*comm. chairs*) – Policy – TBD, Curriculum – T. Dickson, , Finance, J. Clark

Finance	Policy	Curriculum
Sept. 25, 2018 Oct. 16 th added as well	Sept. 17, 2018 Re-set to Oct. 15 th	Sept. 17, 2018
Nov. 27, 2018	Nov. 12, 2018 Re-set to Nov. 27 th	Nov. 12, 2018 Set on 2 nd Mon
Jan. 29, 2019	Jan. 28, 2019 Set on 4 th Mon.	Jan. 29, 2019 Set on 4 th Tues.
Feb. TBD 2019		
Mar. 19, 2019 re-set to Mar. 25 th	Mar. 18, 2019 cancelled	Mar. 26, 2019
May 01, 2019 cancelled	Apr. 24, 2019 added	
May 28, 2019	May 20, 2019	May 14, 2019 Set on 2 nd Tues.
Sept. 24, 2019	Sept. 16, 2019	Sept. 17, 2019
Nov. 19, 2019 Set on 3 rd Tues.	Nov. 18, 2019	Nov. 19, 2019

- b. Supervision District Committee Update – C. Fearon, D. Fitzgibbons, J. Stack
- c. LEARN Committee Update – C. Fearon
- d. Other committee reports
- d.1 Ad Hoc School Security Committee Advisory Committee –
- d.2 Discussion regarding any Pending Policies – *standing item*

The First Reading on these policies was held at the June 6th Joint BOE meetings – the Second Reading and possible Vote to approve will be at the October 3rd Joint BOE meeting:

Policy #3300 Purchasing Authority (*encl #5*)
 Policy #3453 Student Activity (*encl #6*)
 Policy # 5141.21 Administering Medication (*encl #7*)

7. Public Comment

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

8. Future Agenda Items

- 8.1 Next Joint BOE meeting is Thurs., Oct. 03, 2019
- 8.2 Next Chester BOE regular meeting is Mon., Nov. 25, 2019
- 8.3 BOE Self evaluation (TBD)

9. Adjournment



Regional School District 4
Chester – Deep River – Essex – Region 4
Boards of Education Committees – School Year 2018-19 (Updates in Progress)

Joint BOE Standing Committees (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee	R4(Sandmann/Clymas/Grow) CH(TBD/Scherber) DR(Resnisky/Campbell) ES (Seidman/McCluskey)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Brookhart) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Rotella/McCann)		
*Joint PK-12 Finance Sub-Committee	R4 (Gioco/Clark/Daniels) CH (Stack/Englert) DR (Munawar/Berardis) ES (Fitton/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Cavanaugh 19 / Gioco 19 / Clark 19) CH (Fearon 19 /Fitzgibbons 19 / Stack 19) DR (Weglarz 19 / Ferretti 19 / Morrissey 19) ES (Fitton 19 /McCluskey 19 / Seidman 19)		
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/Brookhart Alt.) CH (Stack/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/Brookhart Alt.) CH (Fitzgibbons, Stack) 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(Gioco), CH(Englert), ES (Seidman), DR (Munawar)		
School Calendar	R4(Brookhart/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Myers), ES(Rotella), DR(Munawar)		
School Security Advisory Committee	R4(TBD), CH(Greenberg-Ellis), DR(Weglarz), ES(Fitton)		
Tuition Committee	R4(Grow), CH (Stack), DR (Morrissey), ES (McCluskey/Seidman Alt.))		
RFP Transportation Bid Review	R4(Cavanaugh), CH (Englert), DR (Weglarz), ES (Seidman/Fitton)		
RFP Legal Bid Review	R4(Daniels), CH (Bibbiani), DR (Weglarz), ES (Seidman/Fitton)		
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 (Buildings and Grounds)	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz/Ciaglo		
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	Daniels/Brookhart Alt.	Expires 7/2020	3/2020
▪ R4 Custodians	Daniels/Brookhart Alt.	Expires 7/2021	3/2021
R4 Audit & Finance	Gioco/TBD		
School Improvement Team	TBD/TBD/TBD		
R4 Grounds and Buildings Maintenance and Oversight Committee	Fitton/Gioco/Grow/Clark		
R4 Building Committee	TBD/TBD		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clark (only 1 rep needed)		
Public Relations & Outreach	TBD		
R4 Safety	TBD		
R4 Advisory Council (PTO)	For Discussion		
R4 Facilities Study Committee	TBD		

CHESTER BOARD OF EDUCATION

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

WHO WE ARE:

We are fellow residents of Chester, elected by the community to serve 4 years (6-3 rotation) without compensation.

Theresa Myers (on ballot in 2019) 2021	Rebecca Greenberg-Ellis (on ballot in 2019) 2021	Vacancy as of 06/18/19 2021
Robert Bibbiani Secretary 2021	Maria Scherber 2021	John Stack , Vice-Chair 2019
Tom Englert 2021	Charlene Fearon 2019	David Fitzgibbons , Chair 2019

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

We are assisted in the meeting by our school administration:

Brian J. White, Superintendent of Schools, Region 4 – Chester – Deep River - Essex
Kristina Martineau, Ed.D., Assistant Superintendent of Schools
Kimberly Allen, Business Manager
Tyson Stoddard, Principal

Our board clerk is Ms. Kelley Frazier.

HOW YOU CAN CONTRIBUTE AND PARTICIPATE:

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

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

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

REGULAR MEETINGS:

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

EXECUTIVE SESSION:

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

SPECIAL MEETINGS:

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

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

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF EDUCATION MEETING
CHESTER ELEMENTARY SCHOOL
MAY 23, 2019 7:00pm**

The meeting of the Chester Board of Education was held on Thursday, May 23, 2019. In attendance were David Fitzgibbons, Tom Englert, John Stack, Theresa Myers, Maria Scherber, Rebecca Greenberg-Ellis and Rob Bibbiani. Also in attendance were Dr. Ruth Levy, Superintendent, Kristina Martineau, Assistant Superintendent, Kim Allen, Business Manager, Tyson Stoddard, Principal and Kelley Frazier, Clerk. Absent: Becky Iselin, Charlene Fearon

CALL TO ORDER

Chairman David Fitzgibbons called the meeting to order at 7:00pm.

CONSENT AGENDA

Upon a motion made by Rebecca Greenberg-Ellis and seconded by John Stack the Chester Board of Education **VOTED** unanimously to approve the minutes from the March 28, 2019 regular meeting and the Accounts Payable report as written.

STUDENT REPORT

Mr. Stoddard thanked Ms. Lenz for all that she does at the school and for also coordinating the Broadcast Team at Chester Elementary. Several sixth grade students presented a live broadcast discussing activities happening at Chester Elementary.

PUBLIC COMMENT

No Comment

OTHER ITEMS:

Principal's Update

General Update

Mr. Stoddard discussed the Mission Statement and the overview of the year. He also discussed the goals for next year.

REPORTS:

Financial Status Report – Ms. Allen

Year to Date Budget Status and Cafeteria Status Report

Ms. Allen gave a brief update on the financial status for Chester Elementary School. Trends indicate a surplus at the end of the year. It has been a good year fiscally. Ms. Allen will remain vigilant of any unforeseen circumstances and we will keep the Board informed of any developments as they arise.

Cafeteria Report – Ms. Allen

Ms. Allen discussed in detail the cafeteria report. The FY 17-18 deficit was \$9,442. The cafeteria is becoming more self-sufficient and collection is better.

Committee Reports

Finance - Next meeting is May 28, 2019.

Curriculum – The Committee reviewed the possibility of offering a new elective in the music department to teach piano. There are 12 students interested.

Policy – The Online Course policy is being reviewed. This is specific to Region 4.

OTHER COMMITTEE REPORTS

Supervision District Committee Update

There were 31 completed applications for the open Superintendent position. There will be 8 semi-finalists. They will be interviewed. Two or three finalists will be identified. All board members are invited on June 1st to attend a meeting with the finalists who will make a presentation.

LEARN

At the last meeting discussions centered on the transition of positions within LEARN.

Joint Ad Hoc School Security Advisory Committee

The Committee reviewed the Five Year plan and a plan for the next action steps. Dr. Martineau will review the threat assessment. ALICE training is on-going. ALICE training for students will occur in the fall. It was suggested that this is not an Ad Hoc committee. The committee will continue to meet and should be renamed.

Assistant Superintendent's Report

General Update

This summer a K-6 Report card development group will meet. Ms. Martineau has finished the K-12 priority standards meetings. The teachers understand the standards and the curriculum document. A curriculum cycle is being developed. Assessments are being reviewed so they are aligned to the priority standards. Professional Development will review student data and how to ensure student growth.

SUPERINTENDENT'S REPORT

District Update

Critical and Creative Problem Solving

Vertical alignment is critical to our schools. The district works together well and has the same philosophy and expectation. Graduation is June 14th at 6:00pm. Chester's budget vote will be held on Wednesday. Dr. Levy thanked the Board and Mr. Stoddard and his staff for their cooperation and working together.

Information and Communication

Discussion of Joint BOE Policy Committee's Recommendation of the Following Policies:

No policies to discuss.

PUBLIC COMMENT

No Comment.

EXECUTIVE SESSION –PERSONNEL-Evaluation of Superintendent and Exit Interview

Upon a motion duly made and seconded the Chester Elementary Board of Education unanimously **VOTED** to go into Executive Session at 7:59pm. Dr. Levy was invited to attend.

The Board came out of Executive Session at 8:41pm.

FUTURE AGENDA ITEMS

- Next Joint BOE meeting June 6, 2019
- Next Chester BOE Meeting is September 26, 2019 @ 7:00pm
- BOE Self-evaluation (TBD)

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 8:42p.m.

Respectfully Submitted,

Kelley Frazier, Board Clerk

Encl #2

05/22/2019 08:48
9781dpea

CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

1040
CHESTER CASH



P 1
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INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
418854 05/22/2019 PRD 7738 AERIAL SPECIALISTS Invoice: 6267	05/21/2019	19100430	CH052119	236.00
	CASTERS			
	CHECK	418854	TOTAL:	236.00
418855 05/22/2019 PRD 2836 SYNCB/AMAZON Invoice: 449793578774	05/21/2019	19100386	CH052119	220.01
	CLASSROOM SUPPLIES (FOLDERS, HEADSETS, ETC.)			
	CHECK	418855	TOTAL:	220.01
418856 05/22/2019 PRD 3691 CAMP HAZEN YMCA Invoice: 060719	05/21/2019	19100290	CH052119	1,606.00
	6TH GRADE DAY PROGRAM-6/7/19			
	CHECK	418856	TOTAL:	1,606.00
418857 05/22/2019 PRD 7428 CENTER FOR RESPONSIV Invoice: INV3086	05/21/2019	19100434	CH052119	18.00
	YARDSTICKS GUIDES-KINDERGARTEN			
	CHECK	418857	TOTAL:	18.00
418858 05/22/2019 PRD 2146 CITIZENS BANK - HEAL Invoice: 060119	05/21/2019	19100219	CH052119	45,485.00
	JUN 2019 HEALTH INSURANCE CONTRIB.			
	CHECK	418858	TOTAL:	45,485.00
418859 05/22/2019 PRD 7809 CONNECTICUT AUDUBON Invoice: 12019	05/21/2019	19100292	CH052119	300.00
	RTPEC-GR. 6 WEATHER&CLIMATE PROGRAM			
	CHECK	418859	TOTAL:	300.00
418860 05/22/2019 PRD 2534 DE LAGE LANDEN Invoice: 63491201	05/21/2019	19100077	CH052119	203.00
	MAY 2019 OFFICE COPIER LEASE			
	CHECK	418860	TOTAL:	203.00
418861 05/22/2019 PRD 2168 DEEP RIVER HARDWARE Invoice: 406481	05/21/2019	19100177	CH052119	39.57
	SPRAY & SPRAYER			
	CHECK	418861	TOTAL:	39.57
418862 05/22/2019 PRD 6877 DOGHOUSE PIANOS Invoice: 6682	05/21/2019	19100363	CH052119	150.00
	PIANO TUNING			



05/22/2019 08:48
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL



P 3
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CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

Invoice: 305331

REIMB. FOR NASN DUES

205.34

CHECK 418870 TOTAL:

418871 05/22/2019 PRTH
Invoice: 566667

4651 JULIO MENDOZA 97149 566667

05/21/2019 19100303 CH052119
GR. 6 FIELD TRIP MARIACHI-6/7/19

185.00

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185.00

418872 05/22/2019 PRTH
Invoice: IN122919

5713 NEW ENGLAND INDUSTRI 97150 IN122919

05/21/2019 19100069 CH052119
PAPER TOWELS

48.80

Invoice: IN122838

97151 IN122838

05/21/2019 19100069 CH052119
CORELESS TISSUE

73.00

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121.80

418873 05/22/2019 PRTH
Invoice: 144

4367 PUERTO VALLARTA MEXI 97152 144

05/21/2019 19100304 CH052119
GR. 6 FIELD TRIP-6/7/19

530.40

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530.40

418874 05/22/2019 PRTH
Invoice: 19353018

6292 SCHOLASTIC INC. 97153 19353018

05/21/2019 19100433 CH052119
KG PENGUIN BOOKS

272.72

CHECK 418874 TOTAL:

272.72

418875 05/22/2019 PRTH
Invoice: CEN292194

7180 TREASURER - STATE OF 97154 CEN292194

05/21/2019 19100142 CH052119
APR-JUN 2019 INTERNET SVC

375.00

CHECK 418875 TOTAL:

375.00

418876 05/22/2019 PRTH
Invoice: 060119

2518 TREASURER SUPERVISIO 97155 060119

05/21/2019 19100004 CH052119
JUN 2019 SHARE OF SUPERV. BUDGET

110,017.00

CHECK 418876 TOTAL:

110,017.00

418877 05/22/2019 PRTH
Invoice: I66390703

4765 WB MASON CO., INC 97156 I66390703

05/21/2019 19100390 CH052119
BARE BONES STRIPPER

129.58

Invoice: I66351960

97157 I66351960

05/21/2019 19100199 CH052119
COPY PAPER

564.80

05/22/2019 08:48
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL



P 4
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CHECK 418877 TOTAL: 694.38

NUMBER OF CHECKS 24 *** CASH ACCOUNT TOTAL *** 163,682.71

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24	163,682.71

TOTAL PRINTED CHECKS

*** GRAND TOTAL *** 163,682.71



05/22/2019 08:48
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CLERK: 9781dpea

YEAR PER	JNL	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE DESC				
2019 11		418					CHESTER ACCOUNTS PAYABLE			163,682.71	
APP 1000-2000	05/22/2019	CH052119	DP				AP CASH DISBURSEMENTS JOURNAL				
APP 1000-1040	05/22/2019	CH052119	DP				CHESTER CASH			163,682.71	
	05/22/2019	CH052119	DP				AP CASH DISBURSEMENTS JOURNAL				
							JOURNAL 2019/11/418	TOTAL		163,682.71	163,682.71



05/22/2019 08:48
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 6
apcsbdb

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2019 11	418	05/22/2019	CHESTER CASH		163,682.71
				CHESTER ACCOUNTS PAYABLE	163,682.71	
				FUND TOTAL	163,682.71	163,682.71

** END OF REPORT - Generated by Dawn Pearson **

06/05/2019 08:37
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000	1040
CHECK NO	CHK DATE
	TYPE
	VEN

CHESTER CASH

VOUCHER INVOICE

INVOICE	DTL	DESC
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418878	06/05/2019	PRTD	5390	CATHERINE ANOUAR	97380	052219	06/03/2019	19100202	CH060319	440.00
REIMB. FOR 8 ROLLS OF STAMPS										
Invoice: 052219										

CHECK	418878	TOTAL:	440.00
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418879	06/05/2019	PRTD	7555 COLCHESTER PET SHOP	97381	558875	06/03/2019	19100251	CH060319	237.97
					Invoice: 558875				
					AQUARIUM SUPPLIES				

CHECK	418879	TOTAL:	237.97
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418880	06/05/2019	PRTD	6593	CRYSTAL ROCK LLC	97382	17730296	052819	06/03/2019	19100186	CH060319	47.96
Invoice: 17730296 052819											
MAY 2019 FILTERED WATER SVC											

CHECK	418880	TOTAL:	47.96
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418881	06/05/2019	PRTD	2534 DE LAGE LANDEN	97383	63711262	06/03/2019	19100077	CH060319	440.00
						MAY 2019 DOWNST. COPIER LEASE			
						Invoices: 63711262			

CHECK	418881	TOTAL:	440.00
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418882	06/05/2019	PRTD	3773	SUSAN DEBLASIO	97384	052919	06/03/2019	19100452	CH060319	59.96
Invoice: 052919										
REIMB. FOR BATTERIES										

CHECK	418882	TOTAL:	59.96
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418883	06/05/2019	PRTD	2197	ESSEX HARDWARE CO	97385	1054977	06/03/2019	19100160	CH060319	89.99
Invoice: 1054977										
MAINT. SUPPLIES										

CHECK	418883	TOTAL:	89.99
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418884 06/05/2019 PRTD 2332 FIRST STUDENTS INC 97386 11584072 06/03/2019 19100263 CH060319 675.65

CHECK	418884	TOTAL:	675.65
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418885	06/05/2019	PRTD	6678	FRONTIER	97387	051919	06/03/2019	19100141	CH060319	187.14
TELEPHONE SERVICE-5/19-6/18/19										
Invoice: 051919										

CHECK	418885	TOTAL:	187.14
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418886	06/05/2019	PRTD	2150	GUMDROP BOOKS	97388	PINVL121969	06/03/2019	15100435	CH060319	486.05
Invoice: PINVL121969										
LIBRARY BOOKS										



P 2
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06/05/2019 08:37 REGIONAL SCHOOL DIST # 4
9781dpea A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000 1040
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INVOICE DTL DESC WARRANT NET

418887	06/05/2019	PRTD	6614 HZ ELECTRIC SUPPLY	97389	SL12372652.001 #2	06/03/2019	19100415	CH060319	182.51
Invoice: SL12372652.001 #2 BULBS & LAMPS									
418888	06/05/2019	PRTD	3086 JW PEPPER & SON, INC	97392	144514956	06/03/2019	19100369	CH060319	107.74
Invoice: 144514956 MUSIC SCORES									
418889	06/05/2019	PRTD	3086 JW PEPPER & SON, INC	97390	152467804	06/03/2019	19100369	CH060319	40.00
Invoice: 152467804 BAND SCORE									
418890	06/05/2019	PRTD	2329 LEARN	97393	20191343	06/03/2019	19100428	CH060319	180.00
Invoice: 20191343 SPRING THINKSHOP REG.									
418891	06/05/2019	PRTD	5686 MARIJANE MANTIE	97395	081818	06/03/2019	19100451	CH060319	119.60
Invoice: 081818 REIMB. FOR GR. 6 CLASSROOM SUPPLIES									
418892	06/05/2019	PRTD	6325 LEANNE MCKENNA	97396	052919	06/03/2019	19100453	CH060319	32.00
Invoice: 052919 REIMB. FOR PAIRS FOR TIDE POOL ACTIVITY									
418893	06/05/2019	PRTD	2225 NYMAN JEWELERS	97397	12886	06/03/2019	19100253	CH060319	31.25
Invoice: 12886 MATH OLYMP. PLAQUE ENGRAVING									
418894	06/05/2019	PRTD	2436 TREASURER REGIONAL S	97398	1902	06/03/2019	19100003	CH060319	2,023.30
Invoice: 1902 OCT 2018-APR 2019 WASTE DISPOSAL									



06/05/2019 08:37
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
CHECK NO CHK DATE

1040
TYPE VENDOR NAME

1040
CHESTER CASH

1040
VOUCHER INVOICE

1040
INV DATE PO WARRANT

1040
NET

INVOICE DTL DESC

CHECK 418894 TOTAL: 2,023.30

418895 06/05/2019 PRD 2518 TREASURER SUPERVISIO 97399 MAY2019 06/03/2019 19100143 CH060319 155.79
Invoice: MAY2019 MAY 2019 CELL PHONE SVC.

CHECK 418895 TOTAL: 155.79

NUMBER OF CHECKS 18 *** CASH ACCOUNT TOTAL *** 5,596.91

COUNT	AMOUNT
18	5,596.91

TOTAL PRINTED CHECKS

*** GRAND TOTAL *** 5,596.91



06/05/2019 08:37
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CLERK: 9781dpea

YEAR PER	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL	DESC		LINE DESC			
2019 12	75				CHESTER ACCOUNTS PAYABLE			
APP 1000-2000	06/05/2019	CH060319	DP		AP CASH DISBURSEMENTS JOURNAL		5,596.91	
APP 1000-1040	06/05/2019	CH060319	DP		CHESTER CASH			5,596.91
					AP CASH DISBURSEMENTS JOURNAL			
					JOURNAL 2019/12/75	TOTAL	5,596.91	5,596.91



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 5
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2019 12	75	06/05/2019	CHESTER CASH		5,596.91
				CHESTER ACCOUNTS PAYABLE	5,596.91	
				FUND TOTAL	5,596.91	5,596.91

** END OF REPORT - Generated by Dawn Pearson **



06/19/2019 12:24
9781dpea

CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

1040
CHESTER CASH

1
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INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
418896 06/19/2019 PRD 2836 SYNCB/AMAZON Invoice: 953679539556	06/19/2019	19100082	CH061919	72.75
UNITS OF STUDY TEXTS				
Invoice: 874776599468	06/19/2019	19100384	CH061919	73.98
HDMI CABLES				
Invoice: 946543777574	06/19/2019	19100364	CH061919	422.94
REPLACEMENT INSTRUMENTS				
Invoice: 795935467498	06/19/2019	19100392	CH061919	429.76
L.A. TEXTS				
Invoice: 697483748499	06/19/2019	19100377	CH061919	845.75
CISCO HANDSET, XEROX PRINTER				
CHECK 418896 TOTAL:				1,845.18
418897 06/19/2019 PRD 5390 CATHERINE ANOUAR Invoice: 061419	06/19/2019	19100307	CH061919	47.29
MILEAGE REIMB.-7/1/18-6/14/19				
418898 06/19/2019 PRD 6115 BRITTEN, INC. Invoice: 19127017	06/19/2019	19100471	CH061919	845.00
7 POLE BANNERS				
CHECK 418897 TOTAL:				47.29
418899 06/19/2019 PRD 2155 CONNECTICUT WATER CO Invoice: 060419	06/19/2019	19100231	CH061919	1,125.12
PUBLIC WATER SUPPLY-2/27-6/3/19				
CHECK 418899 TOTAL:				1,125.12
418900 06/19/2019 PRD 2534 DE LAGE LANDEN Invoice: 63846163	06/19/2019	19100077	CH061919	203.00
JUNE 2019 OFFICE COPIER LEASE				
CHECK 418900 TOTAL:				203.00
418901 06/19/2019 PRD 2168 DEEP RIVER HARDWARE Invoice: 406042	06/19/2019	19100177	CH061919	65.39
MAINT. REPAIR ITEMS				
CHECK 418901 TOTAL:				65.39
418902 06/19/2019 PRD 6617 EASTCONN Invoice: 1825300632	06/19/2019	19100459	CH061919	1,600.00
LITERACY INSTITUTE-8 REGISTRANTS				



					CHECK	418902 TOTAL:	1,600.00
418903	06/19/2019 PRTD Invoice: 1066872	2197 ESSEX HARDWARE CO	97919	1066872	06/19/2019 19100160 CH061919 MAINT. SUPPLIES		92.51
					CHECK	418903 TOTAL:	92.51
418904	06/19/2019 PRTD Invoice: 060519	7696 GRE FUND III PROJECT	97920	060519	06/19/2019 19100420 CH061919 MAY 2019 SOLAR ENERGY SVCS		937.46
					CHECK	418904 TOTAL:	937.46
418905	06/19/2019 PRTD Invoice: 9541195	5959 LEAF	97921	9541195	06/19/2019 19100125 CH061919 JUNE 2019 WORKRM COPIER LEASE		525.00
					CHECK	418905 TOTAL:	525.00
418906	06/19/2019 PRTD Invoice: 34221	5535 MINUTEMAN PRESS	97922	34221	06/19/2019 19100206 CH061919 #10 ENVELOPES		625.74
					CHECK	418906 TOTAL:	625.74
418907	06/19/2019 PRTD Invoice: 90	6522 MORAVELAS PIZZA	97923	90	06/19/2019 19100257 CH061919 MATH OLYMPIAD CELEBR.		40.50
	Invoice: 35 & 38		97924	35 & 38	06/19/2019 19100259 CH061919 LEADERSHIP PIZZA CELEBR.		90.00
					CHECK	418907 TOTAL:	130.50
418908	06/19/2019 PRTD Invoice: 65516	5342 NEW ENGLAND POWER EQ	97925	65516	06/19/2019 19100456 CH061919 LAWN TRACTOR TRANSM. REPAIR		163.46
					CHECK	418908 TOTAL:	163.46
418909	06/19/2019 PRTD Invoice: 061019	7839 PAUL RIGGIO	97926	061019	06/19/2019 19100470 CH061919 REIMB. FOR READING MILESTONES PKG		223.97
					CHECK	418909 TOTAL:	223.97
418910	06/19/2019 PRTD Invoice: 861777/1	2270 SHAGBARK LUMBER	97927	861777/1	06/19/2019 19100469 CH061919 LANDSCAPING TIMBER		452.37



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
CHECK NO CHK DATE

1040
TYPE VENDOR NAME
CHESTER CASH
VOUCHER INVOICE
NET

INVOICE DTL DESC

418911 06/19/2019 PRD 6323 TYSON STODDARD 97928 061819 418910 TOTAL: 452.37

Invoice: 061819
JAN-JUNE 2019 MILEAGE REIMB.

418912 06/19/2019 PRD 5776 THERMOMEDICS, LLC 97929 2441 418911 TOTAL: 357.28

Invoice: 2441
FREEZER REPAIR

418913 06/19/2019 PRD 2436 TREASURER REGIONAL S 97930 061019 418912 TOTAL: 473.31

Invoice: 061019
REIMB. FOR 2018-19 TECH LEASE

418914 06/19/2019 PRD 2518 TREASURER SUPERVISIO 97935 053119 418913 TOTAL: 45,593.00

Invoice: 053119
APR-JUNE 2019 PT SALARY REIMB.

418915 06/19/2019 PRD 7055 WIESER EDUCATIONAL 97934 76904 418914 TOTAL: 2,467.02

Invoice: 76904
PACEMAKER BASIC MATH PKG

NUMBER OF CHECKS 20 *** CASH ACCOUNT TOTAL *** 58,484.83

COUNT AMOUNT
TOTAL PRINTED CHECKS 20 58,484.83

*** GRAND TOTAL *** 58,484.83



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

06/19/2019 12:24
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CLERK: 9781dpea

YEAR PER JNL
SRC ACCOUNT
EFF DATE

CREDIT

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ACCOUNT DESC
LINE DESC

REF 3

REF 2

REF 1

JNL DESC

2019 12 481
APP 1000-2000
06/19/2019 CH061919 DP
APP 1000-1040
06/19/2019 CH061919 DP

58,484.83

58,484.83

58,484.83

58,484.83

CHESTER ACCOUNTS PAYABLE
AP CASH DISBURSEMENTS JOURNAL
CHESTER CASH
AP CASH DISBURSEMENTS JOURNAL
JOURNAL 2019/12/481 TOTAL



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 5
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2019 12	481	06/19/2019	CHESTER CASH CHESTER ACCOUNTS PAYABLE	58,484.83	58,484.83
				FUND TOTAL	58,484.83	58,484.83

** END OF REPORT - Generated by Dawn Pearson **



06/26/2019 13:23
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 1
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CASH ACCOUNT: 1000
CHECK NO CHK DATE

1040
TYPE VENDOR NAME

CHESTER CASH
VOUCHER INVOICE

INVOICE DTL DESC

INV DATE

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WARRANT

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418916	06/26/2019	PRTD	5719	ALLSTATE FIRE EQUIPM	98103	33209	06/26/2019 19100250	CH062619	189.00
		Invoice: 33209	SEMI-ANNUAL INSPECTION OF KIDDE SYSTEM						
418917	06/26/2019	PRTD	2836	SYNCH/AMAZON	98105	779589735994	06/26/2019 19100377	CH062619	170.80
		Invoice: 779589735994	PRINTER ROLLER KIT, CABLE, IPAD CASES						
418918	06/26/2019	PRTD	5390	CATHERINE ANOUAR	98106	062419	06/26/2019 19100202	CH062619	7.35
		Invoice: 062419	REIMB. FOR POSTAGE-STUDENT RECORDS						
		Invoice: 062619	MILEAGE REIMB. -6/15-6/30/19						
418919	06/26/2019	PRTD	3055	B & L CONSTRUCTION,	98107	74607	06/26/2019 19100467	CH062619	782.00
		Invoice: 74607	TOPSOIL						
418920	06/26/2019	PRTD	5261	CES STUDENT ACTIVITY	98108	061419	06/26/2019 19100301	CH062619	38.50
		Invoice: 061419	REIMB. FOR FIELD TRIPS NOT REIMB. BY CES PTO						
418921	06/26/2019	PRTD	2534	DE LAGE LANDEN	98109	64021663	06/26/2019 19100077	CH062619	440.00
		Invoice: 64021663	JUNE 2019 DOWNST. COPIER LEASE						
418922	06/26/2019	PRTD	2168	DEEP RIVER HARDWARE	98110	405735	06/26/2019 19100177	CH062619	625.30
		Invoice: 405735	SCREWS, BOLTS, PAINTING SUPPLIES						
418923	06/26/2019	PRTD	4761	HILARY EVANS	98111	062619C	06/26/2019 19100466	CH062619	63.80
		Invoice: 062619C	MILEAGE REIMB. -6/26/19 EASTCONN INSTITUTE						
			CHECK 418923 TOTAL:						
									63.80



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 3
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NUMBER OF CHECKS	16	*** CASH ACCOUNT TOTAL ***	9,612.88
	COUNT	AMOUNT	
TOTAL PRINTED CHECKS	16	9,612.88	
	*** GRAND TOTAL ***		9,612.88



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JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL

EFF DATE

APP 1000-2000

APP 1000-1040

CREDIT

9,612.88

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9,612.88



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2019 12	593	06/26/2019	CHESTER CASH CHESTER ACCOUNTS PAYABLE	9,612.88	9,612.88
				FUND TOTAL	9,612.88	9,612.88

** END OF REPORT - Generated by Dawn Pearson **

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000	1040
CHECK NO	CHK DATE
	TYPE
	VENUE

1040	CHESTER CASH
TYPE	VENDOR NAME

VOUCHER INVOICE

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CASH ACCOUNT: 1000	CHECK NO	CHK DATE	TYPE	VENDOR NAME	1040	CHESTER CASH	VOUCHER	INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
418938	07/01/2019	PRTD	3584	ASCD			98236	2447292	STODDARD	07/01/2019	20100002	CH070119	59.00
		Invoice: 2447292		STODDARD					BASIC MEMBERSHIP FOR T.S.				
418939	07/01/2019	PRTD	2408	CABE			98237	070119					163.80
		Invoice: 070119							UNEMPLOYMENT COST CONTROL PROGRAM				
		Invoice: 070119		CES			98238	070119		07/01/2019	20100006	CH070119	1,645.00
									MEMBERSHIP DUES FOR 2019/20				
									TOTAL:				1,808.80
418940	07/01/2019	PRTD	2087	CAS			98239	070119		07/01/2019	20100007	CH070119	200.00
		Invoice: 070119							MEMBERSHIP DUES FOR 2019/20				
									TOTAL:				200.00
418941	07/01/2019	PRTD	2357	CIRMA			98240	15426		07/01/2019	20100004	CH070119	4,945.97
		Invoice: 15426							WORKERS' COMP PREMIUM #1 OF 4				
		Invoice: 16170					98241	16170		07/01/2019	20100003	CH070119	11,124.39
									LAP INSURANCE PREMIUM #1 OF 4				
									TOTAL:				16,070.36
418942	07/01/2019	PRTD	5776	THERMOMEDICS, LLC			98244	2450		07/01/2019	20100010	CH070119	4,553.00
		Invoice: 2450							MAINT. SVC. CONTRACT-7/1-9/30/19				
418943	07/01/2019	PRTD	2436	TREASURER REGIONAL S			98242	1902	CES				744.83
		Invoice: 1902							DESTINY LIBRARY LICENSE RENEWAL				
									TOTAL:				744.83
418944	07/01/2019	PRTD	2518	TREASURER SUPERVISIO			98243	070119		07/01/2019	20100009	CH070119	131,102.00
		Invoice: 070119							JULY 2019 SHARE OF SUPERV. BUDGET				
									TOTAL:				131,102.00

NUMBER OF CHECKS	7	*** CASH ACCOUNT TOTAL ***	154,537.99
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	7	154,537.99

*** GRAND TOTAL ***	154,537.99
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JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL

EFF DATE

APP 1000-2000

APP 1000-1040

07/01/2019

DEBIT

CREDIT

154,537.99

154,537.99

1.54,537.99



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 4
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2019 12	696	07/01/2019	CHESTER CASH	154,537.99	154,537.99
				CHESTER ACCOUNTS PAYABLE	154,537.99	
				FUND TOTAL	154,537.99	154,537.99

** END OF REPORT - Generated by Dawn Pearson **



07/01/2019 14:43
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

1040
CHESTER CASH
VOUCHER INVOICE

INVOICE DTL DESC

418934 07/01/2019 PRD 2532 ALARM SYSTEMS 98246 51354 06/30/2019 19100473 CH63019A 1,050.00
Invoice: 51354 HD HIKVISION NETWORK CAMERAS

CHECK 418934 TOTAL: 1,050.00

418935 07/01/2019 PRD 6593 CRYSTAL ROCK LLC 98247 17730296062519 06/30/2019 19100186 CH63019A 47.96
Invoice: 17730296062519 JUNE 2019 FILTERED WATER SVC.

CHECK 418935 TOTAL: 47.96

418936 07/01/2019 PRD 2436 TREASURER REGIONAL S 98248 062719 06/30/2019 19100003 CH63019A 637.10
Invoice: 062719 WASTE DISPOSAL-MAY-JUNE 2019

CHECK 418936 TOTAL: 637.10

418937 07/01/2019 PRD 2518 TREASURER SUPERVISIO 98249 JUNE2019 06/30/2019 19100143 CH63019A 155.46
Invoice: JUNE2019 JUNE 2019 CELL PHONE SVC.

CHECK 418937 TOTAL: 155.46

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 1,890.52

COUNT AMOUNT
TOTAL PRINTED CHECKS 4 1,890.52

*** GRAND TOTAL *** 1,890.52

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 07/01/2019 14:43 REGIONAL SCHOOL DIST # 4 JOURNAL ENTRIES TO BE CREATED
 9781dpea A/P CASH DISBURSEMENTS JOURNAL

CLERK: 9781dpea

 YEAR PER JNL
 SRC ACCOUNT
 EFF DATE

JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T	OB	DEBIT	CREDIT
2019 12	695				CHESTER ACCOUNTS PAYABLE					
APP 1000-2000					AP CASH DISBURSEMENTS JOURNAL				1,890.52	
07/01/2019	CH63019A	DP			CHESTER CASH					1,890.52
APP 1000-1040					AP CASH DISBURSEMENTS JOURNAL					
07/01/2019	CH63019A	DP			JOURNAL 2019/12/695	TOTAL			1,890.52	1,890.52



07/01/2019 14:43
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000	CHESTER	2019 12	695	07/01/2019	CHESTER CASH		1,890.52
	1000-1040				CHESTER ACCOUNTS PAYABLE	1,890.52	
	1000-2000				FUND TOTAL	1,890.52	1,890.52

** END OF REPORT - Generated by Dawn Pearson **



07/17/2019 14:22
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 1000
CHECK NO CHK DATE

1040
TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

418945 07/17/2019 PRD Invoice: INV395503	6432 A&A OFFICE SYSTEMS,	98414 INV395503	06/30/2019 19100232	CH63019B	1,153.72
			COPPER MAINT.-4/18-6/30/19		
418946 07/17/2019 PRD Invoice: 060719 REISSUED	3691 CAMP HAZEN YMCA	98415 060719 REISSUED	CHECK 418945 TOTAL:		1,153.72
			6TH GRADE DAY PROGRAM-6/7/19		
418947 07/17/2019 PRD Invoice: 070319	7696 GRE FUND III PROJECT	98416 070319	CHECK 418946 TOTAL:		1,606.00
			JUNE 2019 SOLAR ENERGY SVC.		
418948 07/17/2019 PRD Invoice: 062519	5026 SHORELINE PEDIATRIC	98417 062519	CHECK 418947 TOTAL:		1,606.00
			STUDENT EVAL		
418949 07/17/2019 PRD Invoice: 103325	2606 WEST MAIN STREET SER	98418 103325	CHECK 418948 TOTAL:		955.81
			GAS/DIESEL FOR EQUIPMENT		

NUMBER OF CHECKS 5 *** CASH ACCOUNT TOTAL *** 7,215.23

COUNT	AMOUNT
5	7,215.23

TOTAL PRINTED CHECKS

*** GRAND TOTAL ***

7,215.23



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07/17/2019 14:22 REGIONAL SCHOOL DIST # 4
9781dpea A/P CASH DISBURSEMENTS JOURNAL
CLERK: 9781dpea JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	LINE DESC				
2020 1 229		CHESTER ACCOUNTS PAYABLE			
APP 1000-2000		AP CASH DISBURSEMENTS JOURNAL		7,215.23	
07/17/2019	CHG3019B DP	CHESTER CASH			7,215.23
APP 1000-1040		AP CASH DISBURSEMENTS JOURNAL			
07/17/2019	CHG3019B DP	JOURNAL 2020/01/229 TOTAL		7,215.23	7,215.23

07/17/2019 14:22
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 3
apcshdsb

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2020 1	229	07/17/2019	CHESTER CASH		7,215.23
				CHESTER ACCOUNTS PAYABLE	7,215.23	
				FUND TOTAL	7,215.23	7,215.23

** END OF REPORT - Generated by Dawn Pearson **



07/17/2019 14:29
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcsbdb

CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

1040
CHESTER CASH

VOUCHER INVOICE
INVOICE DTL DESC

WARRANT
NET

418950	07/17/2019	PRTD	2836	SYNCE/AMAZON	98456	458533984949	07/17/2019	20100042	CH071719		48.97
Invoice: 458533984949											
					98457	433864764433	07/17/2019	20100043	CH071719		53.87
Invoice: 433864764433											
					98458	574969669587	07/17/2019	20100044	CH071719		169.27
Invoice: 574969669587											
							CHECK	418950	TOTAL:		272.11
418951	07/17/2019	PRTD	2116	CAPSS	98459	100219	07/17/2019	20100079	CH071719		100.00
Invoice: 100219											
							CHECK	418951	TOTAL:		100.00
418952	07/17/2019	PRTD	6009	COUGHLAN COMPANIES L	98460	166728	07/17/2019	20100016	CH071719		1,830.00
Invoice: 166728											
							CHECK	418952	TOTAL:		1,830.00
418953	07/17/2019	PRTD	2534	DE LAGE LANDEN	98461	64283158	07/17/2019	20100050	CH071719		203.00
Invoice: 64283158											
							CHECK	418953	TOTAL:		203.00
418954	07/17/2019	PRTD	3004	ERIC ARMIN INCORPORA	98462	INV0945344	07/17/2019	20100056	CH071719		10.70
Invoice: INV0945344											
							CHECK	418954	TOTAL:		10.70
418955	07/17/2019	PRTD	6799	EBSCO	98464	7865297	07/17/2019	20100018	CH071719		145.88
Invoice: 7865297											
							CHECK	418955	TOTAL:		145.88
418956	07/17/2019	PRTD	3078	FLAGHOUSE	98465	V019258201019	07/17/2019	20100027	CH071719		61.00
Invoice: V019258201019											
							CHECK	418956	TOTAL:		61.00
418957	07/17/2019	PRTD	2126	JAMES GRZYBOWSKI	98466	070819	07/17/2019	20100045	CH071719		196.96
Invoice: 070819											

REIMB. FOR AQUARIUM SUPPLIES



07/17/2019 14:29
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 3
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CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

1040 CHESTER CASH

VOUCHER INVOICE

INV DATE PO WARRANT

NET

INVOICE DTL DESC

418966 07/17/2019 PRD Invoice: IN123846	5713 NEW ENGLAND INDUSTRI	98478	IN123846	07/17/2019 20100059	CH071719	425.00
Invoice: IN123897		98479	IN123897	07/17/2019 20100059	CH071719	624.00
Invoice: IN123929		98480	IN123929	07/17/2019 20100059	CH071719	3,905.00
				CHECK 418966 TOTAL:		4,954.00
418967 07/17/2019 PRD Invoice: 233031	4743 READ NATURALLY	98481	233031	07/17/2019 20100015	CH071719	690.00
				CHECK 418967 TOTAL:		690.00
418968 07/17/2019 PRD Invoice: INV17139	2578 ROCHESTER 100, INC.	98482	INV17139	07/17/2019 20100011	CH071719	276.75
				CHECK 418968 TOTAL:		276.75
418969 07/17/2019 PRD Invoice: 3620472-00	2264 SCHOOL HEALTH CORP	98483	3620472-00	07/17/2019 20100026	CH071719	48.35
				CHECK 418969 TOTAL:		48.35
418970 07/17/2019 PRD Invoice: 2447025A	3804 SUPER DUPER INC.	98484	2447025A	07/17/2019 20100025	CH071719	295.61
				CHECK 418970 TOTAL:		295.61
418971 07/17/2019 PRD Invoice: 2308340	2414 TEACHER CREATED MATE	98486	2308340	07/17/2019 20100034	CH071719	57.47
				CHECK 418971 TOTAL:		57.47
418972 07/17/2019 PRD Invoice: 143382	2575 TEACHER'S DISCOVERY	98488	143382	07/17/2019 20100049	CH071719	271.96
				CHECK 418972 TOTAL:		271.96
418973 07/17/2019 PRD Invoice: BA45047-IN	7031 THE MATH LEARNING CE	98475	BA45047-IN	07/17/2019 20100032	CH071719	2,946.78



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
CHECK NO CHK DATE

1040
TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INV DATE PO

WARRANT

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INVOICE DTL DESC

CHECK 418973 TOTAL: 2,946.78

418974 07/17/2019 PRD 2304 THERAPRO INC. 98489 IN480423 07/17/2019 20100020 CH071719 412.12
Invoice: IN480423 OT SUPPLIES

CHECK 418974 TOTAL: 412.12

418975 07/17/2019 PRD 5105 WB MASON CO., INC 98490 200855010 07/17/2019 20100072 CH071719 67.32
Invoice: 200855010 EXPO MARKERS

Invoice: 200857360 98491 200857360 07/17/2019 20100062 CH071719 76.84
FLAGS & EXPO MARKERS

Invoice: 200858864 98492 200858864 07/17/2019 20100065 CH071719 113.91
PENS, MARKERS, POST IT NOTES

CHECK 418975 TOTAL: 258.07

418976 07/17/2019 PRD 5938 WPS 98494 WPS-273056 07/17/2019 20100037 CH071719 304.70
Invoice: WPS-273056 TORC-4 KIT

CHECK 418976 TOTAL: 304.70

NUMBER OF CHECKS 27 *** CASH ACCOUNT TOTAL *** 18,994.44

COUNT AMOUNT

TOTAL PRINTED CHECKS 27 18,994.44

*** GRAND TOTAL *** 18,994.44



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P 5
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07/17/2019 14:29 REGIONAL SCHOOL DIST # 4
9781dpea A/P CASH DISBURSEMENTS JOURNAL
CLERK: 9781dpea JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	LINE DESC	REF 1	REF 2	REF 3	
2020	1	230				
APP 1000-2000	07/17/2019	CH071719	DP			
APP 1000-1040	07/17/2019	CH071719	DP			
		CHESTER ACCOUNTS PAYABLE			18,994.44	
		AP CASH DISBURSEMENTS JOURNAL				
		CHESTER CASH				18,994.44
		AP CASH DISBURSEMENTS JOURNAL				
		JOURNAL 2020/01/230		TOTAL	18,994.44	18,994.44



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9781dpea A/P CASH DISBURSEMENTS JOURNAL apcsndsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000	CHESTER	2020	1	230	07/17/2019	CHESTER CASH		18,994.44
	1000-1040					CHESTER ACCOUNTS PAYABLE	18,994.44	
	1000-2000					FUND TOTAL	18,994.44	18,994.44

** END OF REPORT - Generated by Dawn Pearson **



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9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
CHECK NO CHK DATE

1040
TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INV DATE

PO

WARRANT

NET

INVOICE DTL DESC

418977	08/02/2019	PRTD	2078	ACADEMIC THERAPY PUB	98684	253786	08/01/2019	20100039	CH080119	READING TEXTS	CHECK	418977 TOTAL:	356.95
Invoice: 253786													
418978	08/02/2019	PRTD	5390	CATHERINE ANOUAR	98685	071819	08/01/2019	20100141	CH080119	REIMB. FOR POSTAGE	CHECK	418978 TOTAL:	37.35
Invoice: 071819													
418979	08/02/2019	PRTD	2108	BOOKSOURCE	98686	845001	08/01/2019	20100083	CH080119	BOOKS	CHECK	418979 TOTAL:	293.64
Invoice: 845001													
418979	08/02/2019	PRTD	6593	CRYSTAL ROCK LLC	98687	846676	08/01/2019	20100114	CH080119	KINDERGARTEN BOOKS	CHECK	418979 TOTAL:	357.48
Invoice: 846676													
418980	08/02/2019	PRTD	6593	CRYSTAL ROCK LLC	98688	17730296072319	08/01/2019	20100143	CH080119	JULY 2019 FILTERED WATER SVC.	CHECK	418980 TOTAL:	47.96
Invoice: 17730296072319													
418981	08/02/2019	PRTD	6352	CURRICULUM ASSOC.	98690	90593120	08/01/2019	20100033	CH080119	READY MATH	CHECK	418981 TOTAL:	92.99
Invoice: 90593120													
418982	08/02/2019	PRTD	7870	DAVID KILPATRICK INC	98691	5708	08/01/2019	20100105	CH080119	EQUIPPED FOR READING SUCCESS	CHECK	418982 TOTAL:	50.00
Invoice: 5708													
418983	08/02/2019	PRTD	2534	DE LAGE LANDEN	98692	64416540	08/01/2019	20100050	CH080119	JULY 2019 DOWNSTAIRS COPIER LEASE	CHECK	418983 TOTAL:	440.00
Invoice: 64416540													
418984	08/02/2019	PRTD	3004	ERIC ARMIN INCORPORA	98694	INV0949070	08/01/2019	20100094	CH080119	GR. 6 MATH SUPPLIES	CHECK	418983 TOTAL:	121.67
Invoice: INV0949070													
418984	08/02/2019	PRTD	INV0947490		98695	INV0947490	08/01/2019	20100057	CH080119	GR. 2 MATH SUPPLIES	CHECK	418983 TOTAL:	228.04
Invoice: INV0947490													
418984	08/02/2019	PRTD	INV0949071		98696	INV0949071	08/01/2019	20100092	CH080119		CHECK	418983 TOTAL:	250.35



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

1040
CHESTER CASH
VOUCHER INVOICE

INVOICE DTL DESC

Invoice: INV0949071

GR. 4 MATH SUPPLIES	INVOICE	PO	WARRANT	NET
CHECK 418984 TOTAL:				600.06
08/01/2019 20100087 CH080119				108.90
WEB ORDER #MMYY02044761				
CHECK 418985 TOTAL:				108.90
08/01/2019 20100146 CH080119				49.99
MAINT. SUPPLIES				
CHECK 418986 TOTAL:				49.99
08/01/2019 20100138 CH080119				889.30
ELECTRICITY-6/18-7/18/19				
CHECK 418987 TOTAL:				889.30
08/01/2019 20100144 CH080119				194.12
TELEPHONE SVC.-7/19-8/18/19				
CHECK 418988 TOTAL:				194.12
08/01/2019 20100021 CH080119				538.73
PE EQUIPMENT				
CHECK 418989 TOTAL:				538.73
08/01/2019 20100085 CH080119				181.88
LANGUAGE GROWTH				
CHECK 418990 TOTAL:				181.88
08/01/2019 20100140 CH080119				229.42
REIMB. FOR DRIVER SETS, CASTERS				
CHECK 418991 TOTAL:				229.42
08/01/2019 20100060 CH080119				850.20
BOOKS SHELF & CLUBS SHELF				
08/01/2019 20100060 CH080119				3,063.45
BOOK CLUBS, TEACHER'S PLAYBOOK, ANCHOR NOTES				



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000 1040 CHESTER CASH VOUCHER INVOICE
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC

INVT DATE PO WARRANT

CHECK 418997 TOTAL: 2,972.40

418998 08/02/2019 PRD 6611 SCHOOL SPECIALTY II 98752 208123403070
Invoice: 208123403070

STUDENT PLANNERS

CHECK 418998 TOTAL: 410.00

418999 08/02/2019 PRD 6786 REALLY GOOD STUFF, L 98717 6964613
Invoice: 6964613

READING GAMES/SUPPLIES

CHECK 418999 TOTAL: 293.49

419000 08/02/2019 PRD 6292 SCHOLASTIC INC. 98719 19650434
Invoice: 19650434

PERSONAL POSTERS

CHECK 419000 TOTAL: 10.69

419001 08/02/2019 PRD 2264 SCHOOL HEALTH CORPOR 98722 3628552-01
Invoice: 3628552-01

CLASSROOM LIBRARIES

CHECK 419001 TOTAL: 463.99

419002 08/02/2019 PRD 3789 SCHOOL LIBRARY JOURN 98724 10427406
Invoice: 10427406

GUIDED READING FICTION

CHECK 419002 TOTAL: 2,838.03

ITCH RELIEF LOTION

CHECK 419003 TOTAL: 9.66

419003 08/02/2019 PRD 2267 SCHOOL SPECIALTY 98725 2081234153541
Invoice: 2081234153541

HEALTH OFFICE SUPPLIES

CHECK 419004 TOTAL: 234.13

419004 08/02/2019 PRD 2081233397697 98726 2081233397697
Invoice: 2081233397697

SUBSCRIPTION RENEWAL

CHECK 419005 TOTAL: 243.79

419005 08/02/2019 PRD 208123415347 98727 208123415347
Invoice: 208123415347

PENCILS, MARKERS

CHECK 419006 TOTAL: 136.99

419006 08/02/2019 PRD 2081233397697 98728 2081233397697
Invoice: 2081233397697

BOOK BUDDY BAGS PACK OF 6

CHECK 419007 TOTAL: 34.93

419007 08/02/2019 PRD 208123415351 98729 208123415351
Invoice: 208123415351

DRY ERASE BOARDS

CHECK 419008 TOTAL: 35.07

54.36

68.07



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000 1040
CHECK NO CHK DATE TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INV DATE PO WARRANT

INVOICE DTL DESC

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Invoice: 208123415351	98729	208123412582	CONSUMABLE SUPPLIES	08/01/2019 20100116	CH080119	80.08
Invoice: 208123412582	98732	208123415725	6.25 AND 8.25 IN BALLS	08/01/2019 20100126	CH080119	85.87
Invoice: 208123415725	98733	208123403933	CONSUMABLE SUPPLIES	08/01/2019 20100107	CH080119	296.10
Invoice: 208123403933	98734	208123229584	TEACHERS' CABINET SUPPLIES	08/01/2019 20100073	CH080119	343.31
Invoice: 208123229584	98735	308103342552	READING SUPPLIES	08/01/2019 20100068	CH080119	411.57
Invoice: 308103342552	98736	308103347257	GR. 2 SCIENCE, L.A., SOC. STUDIES SUPPLIES	08/01/2019 20100064	CH080119	520.27
Invoice: 308103347257	98737	308103339957	GR. 6 LANG. ARTS SUPPLIES	08/01/2019 20100067	CH080119	594.27
Invoice: 308103339957	98738	308103355818	GR. 3 MATH, LANG. ARTS SUPPLIES	08/01/2019 20100061	CH080119	675.94
Invoice: 308103355818	98740	20100101	GR. 5 LANG. ARTS SUPPLIES	08/01/2019 20100101	CH080119	910.17
Invoice: 20100101	98743	208123394436	ART SUPPLIES	08/01/2019 20100031	CH080119	1,043.44
Invoice: 208123394436	98753	072419	KINDERGARTEN FLOWER TABLES, CHAIRS	CHECK 419003 TOTAL:		5,153.45
419004 08/02/2019 PRTD Invoice: 072419	98772	071019	REIMB. FOR TRAVEL-FORMATIVE ASSESSMENT CONF.	08/01/2019 20100097	CH080119	428.96
Invoice: 071019	98774	072819	REIMB. FOR MEALS-BRIDGES CONF., DENVER	08/01/2019 20100147	CH080119	38.62
Invoice: 072819			REIMB. FOR MEALS/PKNG.-ASSESSMENT CONF., MARYLAND	08/01/2019 20100097	CH080119	140.91
419005 08/02/2019 PRTD Invoice: 144397	98755	144397	CHECK 419004 TOTAL:	08/01/2019 20100049	CH080119	608.49
			FLES SUPPLIES			9.85



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
CHECK NO CHK DATE

1040
TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

CHECK 419005 TOTAL: 9.85

419006 08/02/2019 PRD 2518 TREASURER SUPERVISIO 98756 080119 08/01/2019 20100009 CH080119 131,050.00
Invoice: 080119 AUG. 2019 SHARE OF SUPERV. BUDGET

419007 08/02/2019 PRD 3459 BSN SPORTS 98758 905545531 08/01/2019 20100022 CH080119 107.99
Invoice: 905545531 MEMORY MAZE

419008 08/02/2019 PRD 5105 WB MASON 98761 201306174 08/01/2019 20100122 CH080119 38.46
Invoice: 201306174 MARKERS, PENCILS

419009 08/02/2019 PRD 5105 WB MASON CO., INC 98759 201253271 08/01/2019 20100069 CH080119 214.94
Invoice: 201253271 TEACHERS' CABINET SUPPLIES

419010 08/02/2019 PRD 6648 WILSON LANGUAGE TRAI 98765 20100054 08/01/2019 20100091 CH080119 291.54
Invoice: 20100054 GR. 4 LANG. ARTS SUPPLIES

419009 08/02/2019 PRD 5105 WB MASON CO., INC 98759 201253271 08/01/2019 20100069 CH080119 4.92
Invoice: 201253271 CRAYONS

419009 08/02/2019 PRD 5105 WB MASON CO., INC 98760 200987841 08/01/2019 20100069 CH080119 32.32
Invoice: 200987841 MARKERS

419009 08/02/2019 PRD 5105 WB MASON CO., INC 98762 200897858 08/01/2019 20100075 CH080119 148.84
Invoice: 200897858 MARKERS

419010 08/02/2019 PRD 6648 WILSON LANGUAGE TRAI 98765 20100054 08/01/2019 20100054 CH080119 186.08
Invoice: 20100054 FUNDATIONS SUPPLIES

419010 08/02/2019 PRD 6648 WILSON LANGUAGE TRAI 98765 20100054 08/01/2019 20100054 CH080119 2,143.69
Invoice: 20100054 FUNDATIONS SUPPLIES

CHECK 419010 TOTAL: 2,143.69

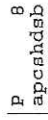


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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS	34	*** CASH ACCOUNT TOTAL ***	157,281.85
		COUNT	AMOUNT
		34	157,281.85
TOTAL PRINTED CHECKS			
		*** GRAND TOTAL ***	157,281.85



AL JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL

YEAR PER JNL

SRC ACCOUNT	EFF DATE
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0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99
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APP 1000-2000

08/02/2019

APP 1000-1040
08/02/2019

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 9
apcshdsb

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER 1000-1040 1000-2000	2020 2	53	08/02/2019	CHESTER CASH		157,281.85
				CHESTER ACCOUNTS PAYABLE	157,281.85	
				FUND TOTAL	157,281.85	157,281.85

** END OF REPORT - Generated by Dawn Pearson **



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742.00

742.00

7.85

7.85

560.00

560 00

100

100

0201070

00.187.

781.00

242.40

242.40

203.00

203.00

187.92

187.92

74 6A



CASH ACCOUNT: 1000 1040
CHECK NO CHK DATE TYPE VENDOR NAME

CHESTER CASH
VOUCHER INVOICE

INV DATE PO WARRANT

INVOICE DTL DESC

NET

74.64

CHECK 419019 TOTAL:

419020 08/21/2019 PRD 2541 ELECTRICAL WHOLESAL 99126 S113691997.001
Invoice: S113691997.001

08/20/2019 20100181 CH082019
CAB CAT6 RISERS

396.00

396.00

CHECK 419020 TOTAL:

419021 08/21/2019 PRD 2481 EDUCATORS PUBLISHING 99127 202501670261
Invoice: 202501670261

08/20/2019 20100109 CH082019
WORDLY WISE 3000 4TH EDITION

334.88

334.88

CHECK 419021 TOTAL:

419022 08/21/2019 PRD 2197 ESSEX HARDWARE CO 99128 1081969
Invoice: 1081969

08/20/2019 20100146 CH082019
CLEANING SUPPLIES

51.96

222.45

08/20/2019 20100146 CH082019
MAINT. SUPPLIES

274.41

CHECK 419022 TOTAL:

419023 08/21/2019 PRD 4761 HILARY EVANS 99130 080919
Invoice: 080919

08/20/2019 20100183 CH082019
REIMB. FOR CLASSROOM RUG

30.00

30.00

CHECK 419023 TOTAL:

419024 08/21/2019 PRD 7696 GRE FUND III PROJECT 99131 080519
Invoice: 080519

08/20/2019 20100139 CH082019
JULY 2019 SOLAR SERVICE

1,095.35

1,095.35

CHECK 419024 TOTAL:

419025 08/21/2019 PRD 2126 JAMES GRZYBOWSKI 99134 080419
Invoice: 080419

08/20/2019 20100185 CH082019
REIMB. FOR ELECTR. SUPPLIES

68.49

290.40

08/20/2019 20100170 CH082019
REIMB. FOR HOTEL FOR ALICE TRAINING

358.89

CHECK 419025 TOTAL:

419026 08/21/2019 PRD 6614 HZ ELECTRIC SUPPLY 99136 S113639364.004
Invoice: S113639364.004

08/20/2019 20100176 CH082019
BULBS - PH1 146852 PL-S 13W

272.52

1,230.00

08/20/2019 20100176 CH082019
LED BULBS

1,230.00

Invoice: S113639364.001



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08/21/2019 10:04
97816pea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

CHECK 419026 TOTAL: 1,502.52

419027 08/21/2019 PRD 2189 INSECT LORE 99138 INV494346 08/20/2019 20100103 CH082019 SCHOOL KIT REFILL VOUCHER 58.49

CHECK 419027 TOTAL: 58.49

419028 08/21/2019 PRD 6998 INSTITUTE FOR MULTI- 99139 72108 08/20/2019 20100110 CH082019 LEVELS 2 & 3 SPELLING PRACTICE 68.45

CHECK 419028 TOTAL: 68.45

419029 08/21/2019 PRD 2748 LAKESHORE 99141 4479870719 08/20/2019 20100098 CH082019 CONSUMABLE SUPPLIES 70.50

CHECK 419029 TOTAL: 70.50

419030 08/21/2019 PRD 5959 LEAF 99144 9725617 08/20/2019 20100077 CH082019 AUG 2019 WORKROOM COPIER LEASE 936.60

CHECK 419030 TOTAL: 936.60

419031 08/21/2019 PRD 7507 MAP OF THE MONTH 99145 2019-0806-08 08/20/2019 20100160 CH082019 USA & CT MAPS 100.00

CHECK 419031 TOTAL: 100.00

419032 08/21/2019 PRD 5713 NEW ENGLAND INDUSTRI 99146 IN124403 08/20/2019 20100059 CH082019 ECOLAB REFILL BOTTLES 44.40

CHECK 419032 TOTAL: 44.40

419033 08/21/2019 PRD 3864 PEARSON 99149 5541788 08/20/2019 20100059 CH082019 FACILIPRO LASER-PHAZER 468.00

CHECK 419033 TOTAL: 468.00

419034 08/21/2019 PRD 5413199 99150 5413199 08/20/2019 20100023 CH082019 ASSESSMENT FORMS 244.65

CHECK 419034 TOTAL: 244.65



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

08/21/2019 10:04
9781dpea

CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

1040
CHESTER CASH

VOUCHER INVOICE

INV DATE PO WARRANT

INVOICE DTL DESC

CHECK 419033 TOTAL: 297.40

419034 08/21/2019 PRPD 6786 REALLY GOOD STUFF, L 99151 6982943

08/20/2019 20100113 CH082019
CHAIR GLIDERS, BINS, CHAIR FOOT COVERS

86.41

419035 08/21/2019 PRPD 6292 SCHOLASTIC INC. 99152 M6721588 9

08/20/2019 20100153 CH082019
CLASSROOM MAGAZINE SUBSCRIPTIONS

1,912.62

419036 08/21/2019 PRPD 2267 SCHOOL SPECIALTY 99153 208123653462

08/20/2019 20100168 CH082019
COMPOSITION BOOKS

11.40

Invoice: 208123473222

208123473222

08/20/2019 20100137 CH082019

20.08

Invoice: 208123441538

208123441538

08/20/2019 20100132 CH082019

35.13

Invoice: 308103391417

308103391417

08/20/2019 20100123 CH082019

47.71

Invoice: 208123443065

208123443065

08/20/2019 20100131 CH082019

92.53

Invoice: 208123438731

208123438731

08/20/2019 20100128 CH082019

94.81

Invoice: 208123652168

208123652168

08/20/2019 20100172 CH082019

95.34

Invoice: 308103369817

308103369817

08/20/2019 20100127 CH082019

96.97

Invoice: 208123438675

208123438675

08/20/2019 20100129 CH082019

99.47

Invoice: 208123443122

208123443122

08/20/2019 20100130 CH082019

101.50

Invoice: 308103388046

308103388046

08/20/2019 20100125 CH082019

104.36

Invoice: 208123442476

208123442476

08/20/2019 20100134 CH082019

110.16

208123567532

08/20/2019 20100155 CH082019

165.54



08/21/2019 10:04
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
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1040
TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INVOICE DTL DESC

INV DATE PO WARRANT

NET

Invoice: 2081233567532

Invoice: 2081233543897

Invoice: 308103380101

419037 08/21/2019 PRD
Invoice: 318417

419038 08/21/2019 PRD
Invoice: INV55591

419039 08/21/2019 PRD
Invoice: 201391724

Invoice: 201841069

Invoice: 201708289

Invoice: 201392778

Invoice: 201842331

Invoice: 201345557

Invoice: 201339949

Invoice: 201675225

Invoice: 201841289

Invoice: 201347972

EASEL PADS, NOTEBOOKS, TAGBOARD

08/20/2019 20100095 CH082019

08/20/2019 20100071 CH082019

CHECK 419036 TOTAL:

08/20/2019 20100151 CH082019

ANNUAL FIRE EXT. INSPECTION

CHECK 419037 TOTAL:

08/20/2019 20100104 CH082019

SCIENCE REFERENCE TEXTS

CHECK 419038 TOTAL:

08/20/2019 20100106 CH082019

BORDERS

08/20/2019 20100106 CH082019

LITERARY POCKETS

08/20/2019 20100106 CH082019

BORDERS

08/20/2019 20100135 CH082019

SEALING TAPE, DRY ERASE MARKERS

08/20/2019 20100119 CH082019

CLASSPACK MARKERS

08/20/2019 20100133 CH082019

EASEL PADS, MARKERS, HILITERS

08/20/2019 20100108 CH082019

PENCILS, STICKY NOTES

08/20/2019 20100156 CH082019

MARKERS, MASKING TAPE

08/20/2019 20100108 CH082019

CRAYONS

08/20/2019 20100135 CH082019

PRINCIPAL'S OFFICE SUPPLIES



08/21/2019 10:04
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
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TYPE VENDOR NAME

CHESTER CASH

VOUCHER INVOICE

INVOICE DTL DESC

INV DATE PO WARRANT

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Invoice: 2081233567532

Invoice: 2081233543897

Invoice: 308103380101

419037 08/21/2019 PRD
Invoice: 318417

419038 08/21/2019 PRD
Invoice: INV55591

419039 08/21/2019 PRD
Invoice: 201391724

Invoice: 201841069

Invoice: 201708289

Invoice: 201392778

Invoice: 201842331

Invoice: 201345557

Invoice: 201339949

Invoice: 201675225

Invoice: 201841289

Invoice: 201347972

EASEL PADS, NOTEBOOKS, TAGBOARD

08/20/2019 20100095 CH082019

08/20/2019 20100071 CH082019

CHECK 419036 TOTAL:

08/20/2019 20100151 CH082019

ANNUAL FIRE EXT. INSPECTION

CHECK 419037 TOTAL:

08/20/2019 20100104 CH082019

SCIENCE REFERENCE TEXTS

CHECK 419038 TOTAL:

08/20/2019 20100106 CH082019

BORDERS

08/20/2019 20100106 CH082019

LITERARY POCKETS

08/20/2019 20100106 CH082019

BORDERS

08/20/2019 20100135 CH082019

SEALING TAPE, DRY ERASE MARKERS

08/20/2019 20100119 CH082019

CLASSPACK MARKERS

08/20/2019 20100133 CH082019

EASEL PADS, MARKERS, HILITERS

08/20/2019 20100108 CH082019

PENCILS, STICKY NOTES

08/20/2019 20100156 CH082019

MARKERS, MASKING TAPE

08/20/2019 20100108 CH082019

CRAYONS

08/20/2019 20100135 CH082019

PRINCIPAL'S OFFICE SUPPLIES



08/21/2019 10:04
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000
CHECK NO CHK DATE

1040 TYPE VENDOR NAME
CHESTER CASH

VOUCHER INVOICE
INVOICE DTL DESC

NET

WARRANT

PO

INV DATE

CH082019

MR. JINX CLEANER

08/20/2019

20100148

339.64

1,515.09

WARRANT

PO

INV DATE

CH082019

TWIN POWER #17, EARTH SENSE #16

08/20/2019

20100148

1,515.09

2,422.20

WARRANT

PO

INV DATE

CH082019

CHECK 419039 TOTAL:

08/20/2019

20100030

16.79

247.51

WARRANT

PO

INV DATE

CH082019

WRITING & GRAMMAR SKILLS

08/20/2019

20100030

247.51

264.30

WARRANT

PO

INV DATE

CH082019

SPELLING BOOK & TOMA-3 KIT

08/20/2019

20100030

264.30

2,430.00

WARRANT

PO

INV DATE

CH082019

FIX LEAKS, REPLACE CLASSROOM TOILET

08/20/2019

20100175

2,430.00

471.00

WARRANT

PO

INV DATE

CH082019

HYDRAULIC HOSE

08/20/2019

20100186

471.00

125,925.02

WARRANT

PO

INV DATE

CH082019

*** CASH ACCOUNT TOTAL ***

08/20/2019

20100186

125,925.02

32

WARRANT

PO

INV DATE

CH082019

NUMBER OF CHECKS

08/20/2019

20100186

32

125,925.02

WARRANT

PO

INV DATE

CH082019

TOTAL PRINTED CHECKS

08/20/2019

20100186

32

125,925.02

WARRANT

PO

INV DATE

CH082019

*** GRAND TOTAL ***

08/20/2019

20100186

125,925.02



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

CLERK: 9781dpea
YEAR PER JNL
SRC ACCOUNT

EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2020 2	274									
APP 1000-2000						CHESTER ACCOUNTS PAYABLE			125,925.02	
08/21/2019	CH082019	DP				AP CASH DISBURSEMENTS JOURNAL				
APP 1000-1040						CHESTER CASH				125,925.02
08/21/2019	CH082019	DP				AP CASH DISBURSEMENTS JOURNAL				
JOURNAL 2020/02/274 TOTAL									125,925.02	125,925.02



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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apcsbdb

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000 CHESTER	2020	2	274	08/21/2019		
1000-1040				CHESTER CASH	125,925.02	125,925.02
1000-2000				CHESTER ACCOUNTS PAYABLE		
				FUND TOTAL	125,925.02	125,925.02

** END OF REPORT - Generated by Dawn Pearson **



09/10/2019 08:06
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcsdshsb

CASH ACCOUNT: 1000 1040
CHECK NO CHK DATE TYPE VENDOR NAME CHESTER CASH

INVOICE	INVOICE	VOUCHER	INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
419043 09/10/2019 PRD 2836 SYNCB/AMAZON Invoice: 595844899963	595844899963	99506	595844899963	SOCIAL DEV BOOKS	09/09/2019	20100164	CH090919	27.38
Invoice: 4457469996377	4457469996377	99508	4457469996377	GIANTEX ROLLING STORAGE CART	09/09/2019	20100163	CH090919	45.00
Invoice: 947965656899	947965656899	99509	947965656899	STORAGE CONTAINER/CARPET MARKERS	09/09/2019	20100099	CH090919	48.79
Invoice: 434676833659	434676833659	99510	434676833659	ETHERNET SWITCH/DUST-OFF	09/09/2019	20100149	CH090919	91.76
Invoice: 946488345654	946488345654	99512	946488345654	SOC DEV MATERIALS	09/09/2019	20100150	CH090919	105.12
Invoice: 467775389665	467775389665	99513	467775389665	GR. 5 CONSUMABLE SUPPLIES	09/09/2019	20100117	CH090919	105.94
Invoice: 454697685358	454697685358	99514	454697685358	LANG. ARTS/READING MATERIALS	09/09/2019	20100086	CH090919	107.88
Invoice: 445989789676	445989789676	99515	445989789676	READING SUPPLIES	09/09/2019	20100074	CH090919	158.89
Invoice: 647395964876	647395964876	99516	647395964876	SPEECH/LANG. SUPPLIES	09/09/2019	20100024	CH090919	161.93
Invoice: 745689846689	745689846689	99517	745689846689	ETHERNET SWITCH & HEADPHONES	09/09/2019	20100089	CH090919	172.54
Invoice: 443559797754	443559797754	99518	443559797754	ADAPTER, IPAD COVERS	09/09/2019	20100161	CH090919	259.51
Invoice: 438963673359	438963673359	99519	438963673359	RYOBI CORDLESS CONTRACTOR'S KIT/CHARGER	09/09/2019	20100162	CH090919	260.57
Invoice: 438684687333	438684687333	99520	438684687333	LANG. ARTS/MATH SUPPLIES	09/09/2019	20100066	CH090919	263.70
Invoice: 637938449886	637938449886	99522	637938449886	KINDERGARTEN BOOKS	09/09/2019	20100111	CH090919	279.87
Invoice: 873998377579	873998377579	99523	873998377579	LANG. ARTS TEXTS	09/09/2019	20100115	CH090919	398.37
Invoice: 855365546965	855365546965	99524	855365546965	LA/SCIENCE/MATH SUPPLIES; SCIENCE TEXTS	09/09/2019	20100088	CH090919	494.73
Invoice: 776736385574	776736385574	99525	776736385574	HEADPHONES/STORAGE BOX	09/09/2019	20100082	CH090919	554.90
	467836983786	99526	467836983786		09/09/2019	20100042	CH090919	583.81



09/10/2019 08:06 REGIONAL SCHOOL DIST # 4
9781dpea A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 1000 1040
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INVOICE DTL DESC

SPED TEXTS, BALANCE CHAIR, DRY ERASE BDS

99527 883378676935 09/09/2019 20100043 CH090919

99528 498349595485 09/09/2019 20100047 CH090919

99529 498349595485 09/09/2019 20100043 CH090919

419044 09/10/2019 PRD 2422 CECA 09/09/2019 20100200 CH090919

419045 09/10/2019 PRD 2357 CIRMA 09/09/2019 20100004 CH090919

419046 09/10/2019 PRD 2146 CITIZENS BANK - HEAL 09/09/2019 20100182 CH090919

419047 09/10/2019 PRD 7555 COLCHESTER PET SHOP 09/09/2019 20100215 CH090919

419048 09/10/2019 PRD 6593 CRYSTAL ROCK LLC 09/09/2019 20100143 CH090919

419049 09/10/2019 PRD 2534 DE LAGE LANDEN 09/09/2019 20100050 CH090919

99530 883378676935 09/09/2019 20100043 CH090919

99531 498349595485 09/09/2019 20100047 CH090919

99532 498349595485 09/09/2019 20100043 CH090919

419044 09/10/2019 PRD 2422 CECA 09/09/2019 20100200 CH090919

419045 09/10/2019 PRD 2357 CIRMA 09/09/2019 20100004 CH090919

419046 09/10/2019 PRD 2146 CITIZENS BANK - HEAL 09/09/2019 20100182 CH090919

419047 09/10/2019 PRD 7555 COLCHESTER PET SHOP 09/09/2019 20100215 CH090919

419048 09/10/2019 PRD 6593 CRYSTAL ROCK LLC 09/09/2019 20100143 CH090919

419049 09/10/2019 PRD 2534 DE LAGE LANDEN 09/09/2019 20100050 CH090919

99533 883378676935 09/09/2019 20100043 CH090919

99534 498349595485 09/09/2019 20100047 CH090919

99535 498349595485 09/09/2019 20100043 CH090919

419044 09/10/2019 PRD 2422 CECA 09/09/2019 20100200 CH090919

419045 09/10/2019 PRD 2357 CIRMA 09/09/2019 20100004 CH090919

419046 09/10/2019 PRD 2146 CITIZENS BANK - HEAL 09/09/2019 20100182 CH090919

419047 09/10/2019 PRD 7555 COLCHESTER PET SHOP 09/09/2019 20100215 CH090919

419048 09/10/2019 PRD 6593 CRYSTAL ROCK LLC 09/09/2019 20100143 CH090919

419049 09/10/2019 PRD 2534 DE LAGE LANDEN 09/09/2019 20100050 CH090919

99536 883378676935 09/09/2019 20100043 CH090919

99537 498349595485 09/09/2019 20100047 CH090919

99538 498349595485 09/09/2019 20100043 CH090919

419044 09/10/2019 PRD 2422 CECA 09/09/2019 20100200 CH090919

419045 09/10/2019 PRD 2357 CIRMA 09/09/2019 20100004 CH090919

419046 09/10/2019 PRD 2146 CITIZENS BANK - HEAL 09/09/2019 20100182 CH090919

419047 09/10/2019 PRD 7555 COLCHESTER PET SHOP 09/09/2019 20100215 CH090919

419048 09/10/2019 PRD 6593 CRYSTAL ROCK LLC 09/09/2019 20100143 CH090919

419049 09/10/2019 PRD 2534 DE LAGE LANDEN 09/09/2019 20100050 CH090919



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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apcsdshb

CASH ACCOUNT: 1000
CHECK NO CHK DATE TYPE VENDOR NAME

1040
INVOICE DTL DESC

NET

INVOICE	DTL	DESC	WARRANT	PO	INV DATE	CHECK	419049 TOTAL:	807.05
419050	09/10/2019	PRTD 2541 ELECTRICAL WHOLESALE 99537 Invoice: S113692022.001	VOUCHER INVOICE	OMNI J662304-01 23/4PR CAT6 CMR	09/09/2019	20100181 CH090919	341.00	341.00
419051	09/10/2019	PRTD 2197 ESSEX HARDWARE CO 99538 Invoice: 1083285/3635/3821	CHESTER CASH	MAINT. SUPPLIES	09/09/2019	20100146 CH090919	341.00	341.00
419052	09/10/2019	PRTD 4761 HILARY EVANS 99539 Invoice: 082919		REIMB. FOR CLASSROOM SUPPLIES	09/09/2019	20100223 CH090919	109.44	109.44
419053	09/10/2019	PRTD 6719 EVERSOURCE 99540 Invoice: 081919		ELECTRICITY-7/18-8/19/19	09/09/2019	20100138 CH090919	1,803.60	1,803.60
419054	09/10/2019	PRTD 6678 FRONTIER 99541 Invoice: 81919		TELEPHONE SVC-8/19-9/18/19	09/09/2019	20100144 CH090919	194.12	194.12
419055	09/10/2019	PRTD 2126 JAMES GRZYBOWSKI 99542 Invoice: 082919		REIMB. FOR LUNCH TOTES	09/09/2019	20100222 CH090919	69.12	69.12
419056	09/10/2019	PRTD 2158 HEINEMANN PUBLISHING 99543 Invoice: 7107002		GR. 4 TEXTS	09/09/2019	20100157 CH090919	61.00	61.00
419057	09/10/2019	PRTD 2365 INTERSTATE ALL BATTE 99544 Invoice: 1919501012412		C AND D 1.5V ALK BATTERIES	09/09/2019	20100213 CH090919	62.96	62.96



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

09/10/2019 08:06
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CASH ACCOUNT: 1000
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CHESTER CASH

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INV DATE PO

WARRANT

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INVOICE DTL DESC

419058	09/10/2019	PRTD	6589	JUNIOR LIBRARY GUILD	99545	473992	09/09/2019	20100046	CH090919	847.60
Invoice: 473992										
419059	09/10/2019	PRTD	2748	LAKESHORE	99546	1224330819		CHECK	419058 TOTAL:	847.60
Invoice: 1224330819										
419060	09/10/2019	PRTD	7303	LIPIN DIETZ, ASSOCIA	99547	1000255	09/09/2019	20100001	CH090919	75.00
Invoice: 1000255										
419061	09/10/2019	PRTD	7903	MAGIC BY GEORGE	99548	090619	09/09/2019	20100226	CH090919	550.00
Invoice: 090619										
419062	09/10/2019	PRTD	2373	MATHCOUNTS FOUNDATIO	99549	244998-244999	09/09/2019	20100198	CH090919	180.00
Invoice: 244998-244999										
419063	09/10/2019	PRTD	5535	MINUTEMAN PRESS	99550	34728	09/09/2019	20100052	CH090919	373.70
Invoice: 34728										
					99551	34676	09/09/2019	20100052	CH090919	2,051.13
Invoice: 34676										
419064	09/10/2019	PRTD	2605	MOEMS	99552	64269	09/09/2019	20100174	CH090919	119.00
Invoice: 64269										
419065	09/10/2019	PRTD	3503	POSITIVE PROMOTIONS	99553	06360807	09/09/2019	20100096	CH090919	613.68
Invoice: 06360807										
								CHECK	419065 TOTAL:	613.68



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 1000
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1040
CHESTER CASH

VOUCHER INVOICE

INVOICE DTL DESC

NET

419066	09/10/2019	PRTD	7822	RAPTOR TECHNOLOGIES, 99554	114065	09/09/2019 20100219 CH090919	1,725.00
Invoice: 114065							
419067	09/10/2019	PRTD	6786	REALLY GOOD STUFF, L 99555	7044424	09/09/2019 20100173 CH090919	39.98
Invoice: 7044424							
419068	09/10/2019	PRTD	2382	RUSTY KILN POTTERY 99556	724	09/09/2019 20100100 CH090919	309.40
Invoice: 724							
419069	09/10/2019	PRTD	2267	SCHOOL SPECIALTY 99557	208123691605	09/09/2019 20100178 CH090919	7.25
Invoice: 208123691605							
					208123828468	09/09/2019 20100193 CH090919	25.20
Invoice: 208123828468							
					208123692443	09/09/2019 20100179 CH090919	48.26
Invoice: 208123692443							
					208123782868	09/09/2019 20100090 CH090919	60.64
Invoice: 208123782868							
					308103409056	09/09/2019 20100090 CH090919	386.82
Invoice: 308103409056							
419070	09/10/2019	PRTD	7902	SCIENCETELLERS 99562	10658	09/09/2019 20100225 CH090919	400.00
Invoice: 10658							
419071	09/10/2019	PRTD	7431	SETON 99563	9340990548	09/09/2019 20100205 CH090919	115.35
Invoice: 9340990548							
419072	09/10/2019	PRTD	5026	SHORELINE PEDIATRIC 99564	081219	09/09/2019 20100212 CH090919	400.00
Invoice: 081219							



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 6
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CASH ACCOUNT: 1000
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1040
TYPE VENDOR NAME

CHESTER CASH
VOUCHER INVOICE

INV DATE PO WARRANT
INVOICE DTL DESC

NET

419073	09/10/2019	PRTD	6323	TYSON STODDARD	99565	082419		09/09/2019	20100210	CH090919		400.00
	Invoice: 082419								REIMB. -FIRST DAY MTG SUPPLIES&PD			142.71
									CHECK 419073 TOTAL:			142.71
419074	09/10/2019	PRTD	7901	SUPERIOR, INC.	99566	50264-1		09/09/2019	20100224	CH090919		512.75
	Invoice: 50264-1								LINE PAINTER RENTAL			512.75
									CHECK 419074 TOTAL:			512.75
419075	09/10/2019	PRTD	2380	TIME FOR KIDS	99567	4081286173		09/09/2019	20100152	CH090919		297.00
	Invoice: 4081286173								SUBSCRIPTIONS FOR GR. 3 & 4			297.00
									CHECK 419075 TOTAL:			297.00
419076	09/10/2019	PRTD	2518	TREASURER SUPERVISIO	99568	INV00161536		09/09/2019	20100220	CH090919		114.00
	Invoice: INV00161536								REIMB. FOR MS OFFICE LICENSES			114.00
	Invoice: JULY2019				99569	JULY2019		09/09/2019	20100214	CH090919		157.17
	Invoice: EES1-7 CES				99570	EES1-7 CES		09/09/2019	20100221	CH090919		485.67
	Invoice: 090119				99571	090119		09/09/2019	20100009	CH090919		131,050.00
									SEPT. 2019 SHARE OF SUPERV. BUDGET			131,050.00
									CHECK 419076 TOTAL:			131,806.84
419077	09/10/2019	PRTD	5775	VAN IWAARDEN ASSOCIA	99572	090519		09/09/2019	20100211	CH090919		1,200.00
	Invoice: 090519								EST. ACTUARY SERVICES FOR GASB 75			1,200.00
									CHECK 419077 TOTAL:			1,200.00
419078	09/10/2019	PRTD	5105	WB MASON	99573	201944824		09/09/2019	20100177	CH090919		25.80
	Invoice: 201944824								DIVIDER TABS			25.80
	Invoice: 202485247				99574	202485247		09/09/2019	20100192	CH090919		27.21
	Invoice: 202388867				99575	202388867		09/09/2019	20100124	CH090919		33.23
	Invoice: 202388867				99576	202443547		09/09/2019	20100192	CH090919		45.35



09/10/2019 08:06 REGIONAL SCHOOL DIST # 4 P 7
978idpea A/P CASH DISBURSEMENTS JOURNAL apcshdsb

CASH ACCOUNT: 1000 1040
CHECK NO CHK DATE TYPE VENDOR NAME CHESTER CASH VOUCHER INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

Invoice: 202443547									
TWO POCKET FOLDERS									
Invoice: 202411123									
99577 202411123 09/09/2019 20100192 CH090919 266.97									
ATOMIC CLOCKS									
Invoice: 202024753									
99578 202024753 09/09/2019 20100148 CH090919 1,792.72									
EARTH SENSE #18									
CHECK 419078 TOTAL: 2,191.28									
419079 09/10/2019 PRD 3456 WINSLOW PLUMBING 599.00									
Invoice: 3005 KITCHEN VALVE/PIPING/FAUCETS									
CHECK 419079 TOTAL: 599.00									
NUMBER OF CHECKS 37 *** CASH ACCOUNT TOTAL *** 226,218.28									

COUNT		AMOUNT	
TOTAL PRINTED CHECKS		37	226,218.28

*** GRAND TOTAL *** 226,218.28

09/10/2019 08:06 REGIONAL SCHOOL DIST # 4
9781dpea A/P CASH DISBURSEMENTS JOURNAL
CLERK: 9781dpea JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL	DESC	DESC	DESC	LINE DESC			
2020 3	107					CHESTER ACCOUNTS PAYABLE			
APP 1000-2000	09/10/2019	CH090919	DP			AP CASH DISBURSEMENTS JOURNAL		226,218.28	
APP 1000-1040	09/10/2019	CH090919	DP			CHESTER CASH			226,218.28
						AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2020/03/107	TOTAL	226,218.28	226,218.28

REGIONAL SCHOOL DISTRICT NO. 4
CHESTER • DEEP RIVER • ESSEX

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Assistant Superintendent of Schools
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Kim Allen
Business Manager
kallen@reg4.k12.ct.us

To: Brian J. White, Superintendent
From: Kim Allen, Business Manager
Date: September 26, 2019
Re: Chester 2018-2019 Year-End Budget Status Report, through June 30, 2019

Attached is the Year-End 2018-2019 status report.

Chester will end the year with an overall surplus of \$102,871. Please note that this amount is unaudited and will be finalized after the completion of the annual audit.

Object Details

100 - Salaries (overall surplus)

Turnover in staff and reduced substitute numbers both contributed to a savings in salaries.

200 - Benefits (overall surplus)

Savings in salaries directly affects benefits because lower salaries equates to lower benefits.

300 - Purchased Services (overall surplus)

A savings in certified staff tuition reimbursement and reduced testing services helped offset deficits in physical therapy and audit services.

400 - Rentals/Repairs (overall surplus)

Electricity and other repair lines showed a savings across the rental/repair lines.

500 - Other Outside Services (overall surplus)

Savings in field trips, advertising and travel reimbursements added to the overall surplus.

600 - Supplies (overall surplus)

Many instructional and textbooks supply lines showed a savings to contribute to the overall surplus in supplies.

700 - Equipment (overall surplus)

Budgeted items obtained at lower than budgeted costs.

Other (overall surplus)

Overall memberships were lower than budgeted for the year.

Chester Elementary School
FY19 Year-End Financial Report
through 6/30/19

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-2019 Total Expenditures	2018-2019 Surplus (Deficit)
OBJECT 100 - SALARIES:						
5111	School Administrator	149,739	115	149,854	149,854	-
5113	Teachers Salaries	1,288,086	(9,130)	1,278,956	1,275,177	3,779
5114	Secretary Salaries	96,230	2,611	98,841	98,841	0
5115	Custodian Salaries	183,328		183,328	177,463	5,865
5116	Nurse Salary	51,735	342	52,077	52,194	(117)
5118	Cafeteria Subsidy	28,000		28,000	51,650	(23,650)
5119	Para Educators Salaries	249,676	(5,125)	244,551	216,553	27,998
5120	Network Technician Salary	46,597	3,061	49,658	49,658	(0)
5123	Substitute Teachers Salary	25,000	(153)	24,847	23,534	1,313
5124	Substitute Secretary/Para-Educators/Custodians	9,000	2,756	11,756	8,584	3,172
5133	Coaches/Mentor/Extra-Curricular Salary	23,788	1,685	25,473	20,600	4,873
5134	Board Of Education Clerk	600	105	705	705	(0)
5135	Custodian Overtime	6,000	787	6,787	6,845	(58)
5198	Supervision District	887,966		887,966	887,966	-
TOTAL SALARIES		3,045,745	(2,946)	3,042,799	3,019,623	23,176
OBJECT 200 - EMPLOYEE BENEFITS:						
5210	Health Insurance	545,732		545,732	545,732	-
5214	Life Insurance	2,930	317	3,247	2,938	309
5223	FICA/Medicare	73,912	(328)	73,584	65,706	7,878
5250	Unemployment Compensation	6,500	(727)	5,773	24	5,749
5260	Worker's Compensation	21,149	727	21,876	21,876	(0)
5290	Other Employee Benefits	-		-		-
5291	Annuities	7,500	11	7,511	6,356	1,155
5298	Supervision District	246,098		246,098	246,098	-
TOTAL EMPLOYEE BENEFITS		903,821	0	903,821	888,731	15,090

Chester Elementary School
FY19 Year-End Financial Report
through 6/30/19

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-019 Total Expenditures	2018-2019 Surplus (Deficit)
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:						
5322	Professional Development	0				
1190	Professional Development	10,881	(2,381)	-	1,280	-
2213	Teacher Course Reimbursement	10,881	(2,381)	8,500	1,280	7,221
	TOTAL OTHER PROFESSIONAL SERVICES			8,500		7,221
5330	Other Professional Services					
1215	Special Education	0	2,133	2,133	2,563	(430)
2134	Health	450	(450)	-	-	-
2135	Physical Therapy	10,065	(10,452)	(387)	8,856	(9,243)
2140	Psychological Services	16,000	11,150	27,150	3,948	23,202
2222	Library	0		-		-
2310	Board of Education	20,000		20,000	25,789	(5,789)
2600	Facilities	0		-		-
	TOTAL OTHER PROFESSIONAL SERVICES	46,515	2,381	46,763	41,156	7,739
5398	Supervision District	32,117		32,117	32,117	-
	TOTAL PURCHASED & TECHNICAL SERVICES	89,513	0	89,513	74,553	14,960

Chester Elementary School
FY19 Year-End Financial Report
through 6/30/19

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-019 Total Expenditures	2018-2019 Surplus (Deficit)
OBJECT 400 - PURCHASED PROPERTY SERVICES:						
5411	Water	3,200	800	4,000	3,757	243
5412	Electricity	63,928	(1,300)	62,628	46,483	16,145
5430	Repairs & Maintenance					
1109	Music	600		600	573	27
1110	Physical Education	1,000	140	1,140	-	1,140
1114	Computer Education	3,100	(140)	2,960	1,469	1,491
1215	Phonak FM Maintenance	300	(300)	-	-	-
2134	Health	660	(585)	75	75	-
2222	Library	750	-	750	728	23
2410	Principal's Office	9,000	(1,300)	7,700	6,606	1,094
2600	Plant Operations	56,764	5,631	62,395	62,447	(52)
	TOTAL REPAIRS & MAINTENANCE	72,174	3,446	75,620	71,898	3,722
5440	Leases	61,625		61,625	60,922	703
5498	Supervision District	2,699		2,699	2,699	-
	TOTAL PURCHASED PROPERTY SERVICES	203,626	2,946	206,572	185,759	20,814
OBJECT 500 - OTHER PURCHASED SERVICES:						
5510	Out-of-District Transportation	-		-		-
5515	Field Trips & School Events	13,245		13,245	8,366	4,879
5520	Comprehensive Insurance	42,487		42,487	41,734	753
5530	Communications	5,700		5,700	5,588	112
5540	Advertising	500		500	-	500
5561	Tuition					
1215	Out-of-District Tuition	13,000	3,045	16,045	16,045	(0)
	TOTAL TUITION	13,000	3,045	16,045	16,045	(0)
5580	Travel & Conference					
2213	Staff Travel & Conferences	7,070	(3,045)	4,025	3,953	72
2310	Board of Education	300		300	0	300
2410	Admin. Travel & Conferences	1,000		1,000	654	346
	TOTAL TRAVEL & CONFERENCES	8,370	(3,045)	5,325	4,606	719
5598	Supervision District	144,274		144,274	144,274	-
	TOTAL OTHER PURCHASED SERVICES	227,576	0	227,576	220,613	6,963

Chester Elementary School
FY19 Year-End Financial Report
through 6/30/19

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-2019 Total Expenditures	2018-2019 Surplus (Deficit)
OBJECT 600 - SUPPLIES:						
5610	General Supplies					
	2310 Board of Education	300	(300)	-	0	-
	2410 Principal's Office	7,990	19	8,009	7,216	793
	TOTAL GENERAL SUPPLIES	8,290	(281)	8,009	7,216	793
5611	Instruction Materials:					
	1101 Art	3,700	(35)	3,665	3,649	16
	1103 Language Arts	7,623	(91)	7,532	6,002	1,530
	1104 Foreign Language (FLES)	824	0	824	683	141
	1107 Kindergarten	799	(41)	758	758	(0)
	1108 Mathematics	2,059	(94)	1,965	1,725	240
	1109 Music	1,377	0	1,377	1,345	32
	1110 Physical Education	1,135	0	1,135	1,115	19
	1111 Reading	5,000	42	5,042	3,696	1,346
	1112 Science	4,510	22	4,532	3,148	1,384
	1113 Social Studies	2,138	0	2,138	1,761	377
	1114 Technology Education	3,500	0	3,500	2,568	932
	1190 Other Instruction & Testing	15,000	330	15,330	10,903	4,427
	1207 Technology	13,000	(63)	12,937	12,492	445
	1210 Social-Wide Enrichment / G&T	3,039	10	3,049	1,818	1,231
	1215 Special Education	3,320	282	3,602	3,602	(0)
	2134 Health	4,090	(74)	4,016	1,942	2,074
	2213 Social Development	5,990	(1)	5,989	4,821	1,168
	2150 Speech & Language	890	(88)	802	689	113
	2222 Library	1,250		1,250	361	889
	TOTAL INSTRUCTION MATERIALS	79,243	199	79,442	63,080	16,362
5613 5624 5626	Operations Maintenance Supplies	23,000		23,000	23,470	(470)
	Heating Fuel Oil	27,860		27,860	26,610	1,250
	Gasoline	600		600	331	269

Chester Elementary School
FY19 Year-End Financial Report
through 6/30/19

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-019 Total Expenditures	2018-2019 Surplus (Deficit)
5641	<u>Textbooks & Workbooks</u>	2,142	0	2,142	2,139	3
	1103 Language Arts	0		-	0	-
	1104 Foreign Language (FLES)	1,350	(170)	1,180	700	480
	1107 Kindergarten	4,604	272	4,876	4,876	(1)
	1108 Mathematics	9,100	(20)	9,080	8,395	685
	1111 Reading	5,000	0	5,000	3,955	1,045
	1114 Software	0	0	-	-	-
	1210 Gifted & Talented	2,609		2,609	2,476	134
	1215 Special Education					
	TOTAL INSTRUCTION MATERIALS	24,805	82	24,887	22,541	2,346
5642	Library & Professional Books	10,067		10,067	9,071	997
5698	Supervision District	13,726		13,726	13,736	(10)
	TOTAL SUPPLIES	187,591	0	187,591	166,055	21,536
	OBJECT 700 - PROPERTY:					
5730	<u>Equipment</u>	1,800		1,800	1,772	28
	2600 Plant Operations	1,800	0	1,800	1,772	28
	TOTAL EQUIPMENT					
5798	Supervision District	-				
	TOTAL PROPERTY	1,800	0	1,800	1,772	28
	OBJECT 800 - OTHER OBJECTS:					
5810	<u>Dues & Fees</u>	150		150	141	9
	2134 Health/Nurse	1,809		1,809	1,809	0
	2310 Board of Education	564		564	269	295
	2410 Principal's Office	300		300	300	-
	2905 Projects	2,823	0	2,823	2,519	304
	TOTAL DUES & FEES					
5898	Supervision District	1,054		1,054	1,054	-
	TOTAL OTHER OBJECTS	3,877	0	3,877	3,573	304
	TOTAL	4,663,549	0	4,663,549	4,560,678	102,871

GRAND TOTAL	4,663,549	0	4,663,549	4,560,678	102,871
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REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

Brian J. White
Superintendent of Schools
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Assistant Superintendent of Schools
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Kim Allen
Business Manager
kallen@reg4.k12.ct.us

To: Brian J. White, Superintendent
From: Kim Allen, Business Manager
Date: September 26, 2019
Re: Chester 2019-2020 Budget Status Report through August 31, 2019

Attached is the FY20 Chester financial report through August 31, 2019.

The Chester budget is currently being forecasted to end with a surplus of \$67,826. Please note that teachers and staff did not return to school until August 24, 2019 and they will encumber additional services for the year that are not reflected in this current forecasted year-end surplus.

Object Details

100 - Salaries (overall surplus)

Savings in teacher salaries is due to staff turnover.

200 - Benefits (overall surplus)

Savings expected in district unemployment costs.

300 - Purchased Services (overall surplus)

Savings projected in the teacher tuition reimbursement and student services.

400 - Rentals/Repairs (overall surplus)

- We forecast a small savings in electricity again this year.
- Budgeted security items were purchased at a lower than budgeted amount.

500 - Other Outside Services (overall surplus)

Savings projected in tuition costs.

600 – Supplies

The district is on budget as of 8/31/19.

Other

The district is on budget as of 8/31/19.

Chester Elementary School
FY20 Financial Report
through 8/31/19

BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 100 - SALARIES:								
5111	School Administrator Salaries	153,724		153,724	29,015	121,862	2,847	0
5113	Teachers Salaries	1,221,106		1,221,106	43,369	1,084,214	78,426	15,098
5114	Secretary Salaries	98,110		98,110	11,035	87,970		(896)
5115	Custodian Salaries	183,795		183,795	30,444	149,648		3,703
5116	Nurse Salary	52,253		52,253	1,971	49,282		1,000
5118	Cafeteria Subsidy	25,000		25,000			25,000	0
5119	Para Educators Salaries	234,976		234,976	1,454	230,857		2,665
5123	Substitute Teachers Salary	25,000		25,000			20,000	5,000
5124	Substitute Secretary/Para-Educators/Custodians	9,000		9,000	5,626			3,374
5133	Coaches/Mentor/Extra-Curricular Salary	22,609		22,609			22,609	0
5134	Board Of Education Clerk	600		600			600	0
5135	Custodian Overtime	6,000		6,000	1,862		3,138	1,000
5198	Supervision District	1,045,557		1,045,557	174,296	871,260		1
TOTAL SALARIES		3,077,730	0	3,077,730	299,072	2,595,093	152,620	30,945
OBJECT 200 - EMPLOYEE BENEFITS:								
5210	Health Insurance	640,686		640,686	106,781	533,905		0
5214	Life Insurance	2,581		2,581			2,500	81
5223	FICA/Medicare	71,045		71,045	4,930		64,930	1,185
5250	Unemployment Compensation	2,000		2,000				2,000
5260	Worker's Compensation	21,008		21,008	4,946	14,838		1,224
5291	Annuities	7,790		7,790			7,790	0
5298	Supervision District	318,274		318,274	53,044	265,230		0
TOTAL EMPLOYEE BENEFITS		1,063,384	0	1,063,384	169,701	813,973	75,220	4,490

Chester Elementary School
FY20 Financial Report
through 8/31/19

BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:								
5322	<u>Professional Development</u>							
	1190 Professional Development	0		0				0
	2213 Teacher Course Reimbursement	6,000		6,000			5,000	1,000
	TOTAL OTHER PROFESSIONAL SERVICES	6,000	0	6,000	0	0	5,000	1,000
5330	<u>Other Professional Services</u>							
	2134 Health	450		450				450
	2135 Physical Therapy	10,965		10,965			10,000	965
	2140 Psychological Services	16,000		16,000			16,000	0
	2310 Board of Education	20,000		20,000			20,000	0
	2600 Facilities	0		0				0
	TOTAL OTHER PROFESSIONAL SERVICES	47,415	0	47,415	0	0	46,000	1,415
5398	<u>Supervision District</u>							
		34,241		34,241	5,711	28,530		0
	TOTAL PURCHASED & TECHNICAL SERVICES	87,656	0	87,656	5,711	28,530	51,000	2,415
OBJECT 400 - PURCHASED PROPERTY SERVICES:								
5411	<u>Water</u>							
5412	Electricity	3,200		3,200			3,000	200
5430	<u>Repairs & Maintenance</u>	53,928		53,928	1,985	48,015		3,928
	1109 Music	600		600				600
	1110 Physical Education	1,140		1,140			1,140	0
	1114 Computer Education	3,100		3,100			3,100	0
	2134 Health	660		660		75		585
	2222 Library	800		800				55
	2410 Principal's Office	9,000		9,000			9,000	0
	2600 Security	5,000		5,000	1,725			3,275
	2600 Plant Operations	59,464		59,464	8,321	23,765	23,738	3,640
	TOTAL REPAIRS & MAINTENANCE	79,764	0	79,764	10,791	23,840	36,978	8,155
5440	<u>Leases</u>	65,134		65,134	2,356	13,489	49,289	0
5498	<u>Supervision District</u>	4,622		4,622	772	3,850		0
	TOTAL PURCHASED PROPERTY SERVICES	206,648	0	206,648	15,903	89,195	89,267	12,283

Chester Elementary School
FY20 Financial Report
through 8/31/19

BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 500 - OTHER PURCHASED SERVICES:								
5510	Out-of-District Transportation	-		0				0
5515	Field Trips & School Events	13,245		13,245				0
5520	Comprehensive Insurance	42,989		42,989	11,124	33,373	13,245	(1,508)
5530	Communications	5,700		5,700	194	2,206		3,300
5540	Advertising	-		0				0
5561	Tuition			0				0
	Out-of-District Tuition (Magnet)	16,045		16,045			7,920	8,125
	TOTAL TUITION	16,045	0	16,045	0	0	7,920	8,125
5580	<u>Travel & Conference</u>							
2213	Staff Travel & Conferences	7,070		7,070	999		6,000	71
2310	Board of Education	300		300				300
2410	Admin. Travel & Conferences	1,000		1,000				1,000
	TOTAL TRAVEL & CONFERENCES	8,370	0	8,370	999	0	6,000	1,371
5598	Supervision District	154,813		154,813	25,803	129,010		0
	TOTAL OTHER PURCHASED SERVICES	241,162	0	241,162	38,120	164,589	27,165	11,288

Chester Elementary School
FY20 Financial Report
through 8/31/19

BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 600 - SUPPLIES:								
5610	<u>General Supplies</u>							
	2310 Board of Education	300		300				300
	2410 Principal's Office	7,990		7,990	384	4,490	3,000	115
	TOTAL GENERAL SUPPLIES	8,290	0	8,290	384	4,490	3,000	415
5611	<u>Instruction Materials:</u>							
	1101 Art	3,665		3,665	1,049	346	2,270	0
	1103 Language Arts	7,538		7,538	4,405	998	2,135	0
	1104 Foreign Language (FLES)	820		820	808	10		2
	1107 Kindergarten	799		799	666		133	0
	1108 Mathematics	2,059		2,059	1,387	192	481	0
	1109 Music	1,251		1,251			1,251	0
	1110 Physical Education	1,015		1,015	647		369	0
	1111 Reading	4,260		4,260	3,292	747	222	0
	1112 Science	4,510		4,510	1,357	953	2,199	0
	1113 Social Studies	2,138		2,138	1,144	297	697	0
	1114 Technology Education	3,500		3,500		709	2,791	0
	1190 Other Instruction & Testing	15,000		15,000	2,657	297	12,046	0
	1207 Technology	12,575		12,575		524	12,051	0
	1210 Social-Wide Enrichment / G&T	3,039		3,039		119	2,920	0
	1215 Special Education	3,215		3,215	1,716	477	1,022	0
	2134 Health	4,090		4,090	453	18	3,619	0
	2213 Social Development	5,990		5,990	0	1,684	4,306	0
	2150 Speech & Language	890		890	405	446	39	0
	2222 Library	1,250		1,250		174	1,076	0
	TOTAL INSTRUCTION MATERIALS	77,604	0	77,604	19,986	7,991	49,623	2
5613	Operations Maintenance Supplies	24,000		24,000	14,089	4,916		4,995
5624	Heating Fuel Oil	30,860		30,860			30,860	0
5626	Gasoline	600		600			500	100

Chester Elementary School
FY20 Financial Report
through 8/31/19

BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
5641	<u>Textbooks & Workbooks</u>							
	1103 Language Arts	2,199		2,199	604	1,390	205	0
	1107 Kindergarten	1,250		1,250	772	280	198	0
	1108 Mathematics	3,772		3,772	3,820			(48)
	1111 Reading	7,700		7,700	7,627			73
	1112 Science	836		836	59	170	607	0
	1114 Software	5,250		5,250	2,690		2,560	0
	1215 Special Education	2,000		2,000	1,199	720	80	0
	TOTAL INSTRUCTION MATERIALS	23,007	0	23,007	16,772	2,560	3,649	26
5642	Library & Professional Books	10,067		10,067	2,113	848	7,000	107
5698	Supervision District	14,097		14,097	2,347	11,750		0
	TOTAL SUPPLIES	188,525	0	188,525	55,691	32,555	94,632	5,649
OBJECT 700 - PROPERTY:								
5730	<u>Equipment</u>							
	TOTAL EQUIPMENT	0	0	0	0	0	0	0
5798	Supervision District	-		0				0
	TOTAL PROPERTY	0	0	0	0	0	0	0
OBJECT 800 - OTHER OBJECTS:								
5810	<u>Dues & Fees</u>							
	2134 Health/Nurse	150		150				150
	2222 Library	0		0				0
	2310 Board of Education	1,809		1,809	1,809			0
	2410 Principal's Office	564		564	259			305
	2905 Projects	300		300				300
	TOTAL DUES & FEES	2,823	0	2,823	2,068	0	0	755
5898	Supervision District	1,049		1,049	179	870		0
	TOTAL OTHER OBJECTS	3,872	0	3,872	2,247	870	0	755
	TOTAL	4,868,977	0	4,868,977	586,445	3,724,805	489,904	67,826
	GRAND TOTAL	4,868,977	0	4,868,977	586,445	3,724,805	489,904	67,826



a WebCorp solution

09/10/2019 08:06
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 9
apcshdsb

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1000	CHESTER	2020	3	107	09/10/2019	CHESTER CASH		226,218.28
	1000-1040					CHESTER ACCOUNTS PAYABLE	226,218.28	
	1000-2000					FUND TOTAL	226,218.28	226,218.28

** END OF REPORT - Generated by Dawn Pearson **

Encl #4

Chester Elementary School

23 Ridge Road
Chester, Connecticut 06412

Telephone: (860) 526-5797
FAX: (860) 526-3570

Tyson M. Stoddard, Principal
tstoddard@reg4.k12.ct.us

MEMORANDUM

TO: Brian White

FROM: Tyson Stoddard *TS*




RE: United Way & Deep River-Chester Lions Club Donations

DATE: September 3, 2019


United Way of Central & Northeastern Connecticut sent three donation checks to Chester Elementary School in the respective amounts of \$95.00, \$224.64 and \$150.52. The Deep River-Chester Lions Club also sent a donation check to Chester Elementary School in the amount of \$100.00.

Thank you letters will be forwarded to the United Way and the Lions Club, pending Chester Board of Education approval.

Please do not hesitate to contact me with any questions.

		United Way of Central & Northeastern Connecticut AGENCY PAYOUT 30 LAUREL STREET HARTFORD, CONNECTICUT 06106		WEBSTER BANK HARTFORD, CT 06103 61-70102111 103		110424							
PAY		***Ninety Five US dollars and 0/100		<table border="1"><tr><th>CHECK DATE</th><th>CHECK NO.</th></tr><tr><td>05/21/2019</td><td>110424</td></tr></table>		CHECK DATE	CHECK NO.	05/21/2019	110424	<table border="1"><tr><th>CHECK AMOUNT</th></tr><tr><td>\$*****95.00</td></tr></table>		CHECK AMOUNT	\$*****95.00
CHECK DATE	CHECK NO.												
05/21/2019	110424												
CHECK AMOUNT													
\$*****95.00													
TO THE ORDER OF		Chester Elementary School - CT 23 Ridge Road Chester, CT 06412				AUTHORIZED SIGNATURE							
													

- Continued -



United Way of Central & Northeastern Connecticut
 AGENCY PAYOUT
 30 LAUREL STREET
 HARTFORD, CONNECTICUT 06106

WEBSTER BANK
 HARTFORD, CT 06103
 51-7010211
 133


112074

CHECK DATE	CHECK NO.
08/06/2019	112074


PAY *****Two Hundred Twenty Four US dollars and 64/100

CHECK AMOUNT
\$*****224.64

TO THE ORDER OF
 Chester Elementary School - CT
 23 Ridge Road
 Chester, CT 06412


 AUTHORIZED SIGNATURE

112074 15211170101110 19180495011



United Way of Central & Northeastern Connecticut
 AGENCY PAYOUT
 30 LAUREL STREET
 HARTFORD, CONNECTICUT 06106

WEBSTER BANK
 HARTFORD, CT 06103
 51-7010211
 133


114691

CHECK DATE	CHECK NO.
08/20/2019	114691

PAY *****One Hundred Fifty US dollars and 52/100

CHECK AMOUNT
\$*****150.52

TO THE ORDER OF
 Chester Elementary School - CT
 23 Ridge Road
 Chester, CT 06412



 AUTHORIZED SIGNATURE

114691 15211170101110 19180495011


DEEP RIVER - CHESTER LIONS CLUB
 P.O. BOX 232
 DEEP RIVER, CT 06417

96
 51-70372111
 6-3-19
 Date

Pay to the Order of **CHESTER ELEMENTARY SCHOOL** \$ **100.00**
 ONE HUNDRED & 00/100 Dollars


ESSEX SAVINGS BANK

For **DONATION-BACK PACKS**


 AUTHORIZED SIGNATURE

15211170372111 800 665 898 0096

Business

Purchasing Authority

~~All expenditures for school purposes from Town appropriations shall be requested through and handled by the Superintendent, or his/her designee.~~

~~The Superintendent shall have the power, within the limits of major appropriations approved by the Board of Finance and by the Town Meeting, to approve and direct all purchases and expenditures.~~

The Boards of Education confer authority and accountability to the Superintendent or his/her designee as defined below to make expenditures within the amounts and scope of the accounts allocated in the budget that is approved by the Board of Finance and by Town Meetings, Annual Meetings, or Referendum.

Signing authority is delegated by virtue of appointment to a position. Regardless of any delegation of signing authority made, financial accountability rests with the individual with the original signing authority. Signing officers will not authorize procurements or payments when they are the direct or indirect beneficiaries, or for expenses that may have a personal benefit to them (e.g. travel expense claims). The person of next higher authority must approve such transactions. Signing officers must comply with the intent of this policy. In particular, staff shall not circumvent the established limits by subdividing payment, invoices or contracts into smaller amounts. The operation of these accounts is governed by the policies and standards established by the Boards of Education.

Signing Authority Levels

<u>Position</u>	<u>Up to \$5,000</u>	<u>Between \$5,001 and \$25,000</u>	<u>Between \$25,001 and \$50,000</u>	<u>Over \$50,000*</u>
<u>School Administrator/Principal</u>	<u>Y</u>			
<u>Business Manager</u>		<u>Y</u>		
<u>Superintendent of Schools</u>			<u>Y</u>	
<u>Board of Education</u>				<u>Y</u>

*all capital expenditures regardless of amount

Goods and Services Purchasing

All purchases from Town appropriations shall be approved by the Superintendent or his/her ~~designate~~ designee in accordance with the established Delegation of Authority.

Expense Reimbursements

The Superintendent is authorized to approve travel and travel expense within budget appropriations, by employees on official business.

Policy reviewed:

May 21, 2018

Policy revised: TBD

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

Business and Non-Instructional Operations

Student Activity Funds

One student activity account/fund shall be maintained for each school. These accounts will be maintained in accordance with Section 10-237 of the Connecticut General Statutes. Each school's student activity account/fund will be ~~managed/administered in the Board of Education central office.~~ **administered at the individual school and reviewed/audited monthly by Central Office.**

The Principal will be designated as the account Treasurer in accordance with Section 10-237. The regulations governing the collection and dispersion of all funds as well as cash and bank statement reconciliation shall be established by the Business Office as part of the Business Procedures Manual and shall comply with all auditing requirements.

Sub-accounts shall be maintained for each student activity as by the approved Board of Education and a general cumulative account ledger shall also be maintained for handling funds collected in the name of each school. The Business Office shall provide the Boards of Education with mid-year and end-of-year reports.

A class in its final year, or an organization that is disbanding, shall determine at a regularly scheduled or specially called meeting, its preference for the disposition of any funds remaining after all financial obligations have been discharged. Such disposition shall be subject to the review and approval of the administration. In the event that disposition has not been resolved within 90 days of graduation or disbanding, the remaining funds shall be transferred to the general account of the school activity fund.

Gifts, grants, and bequests in cash or checks shall be deposited in the student activity fund and used for the educational benefit of students.

The accounts of the student activity fund shall be considered BOE accounts and audited in the same manner as all other BOE accounts.

Legal Reference: Connecticut General Statutes

[10-237](#) School activity funds

~~Policy revised April 07, 2011~~
Policy Revised TBD

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

Encl #7 For Discussion (after Joint BOE First Reading in June) of revised policy recommended by Joint BOE Policy Committee for approval. The Current policy may be found immediately following the recommended policy.

5141.21(a)

Students

Administering Medications

A. Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

Before or After School Program means any child care program operated and administered by a local or regional board of education exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or board of education enhancement programs and extra-curricular activities.

Cartridge Injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Coach means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before-and-after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

(1) the failure to do any of the following as ordered:

- (a) administer a medication to a student;
- (b) administer medication within the time designated by the prescribing physician;
- (c) administer the specific medication prescribed for a student;
- (d) administer the correct dosage of medication;
- (e) administer medication by the proper route;
- (f) administer the medication according to generally accepted standards of practice; or

Students

Administering Medications (continued)

- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth in Sections D and E below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests that are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of

Students

Administering Medications (continued)

the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational Therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board of employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Boards excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the local or regional board of education as the supervisor or, if no designation has been made by the board, the lead or coordinating nurse assigned by the boards.

Students

Administering Medications (continued)

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by the Boards who has met the minimum standards as established by the Boards for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies On Administration of Medications

- (1) Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber;
 - (b) the written authorization of the student's parent or guardian or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
- (3) Except as provided in Section D, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:
 - (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
 - (b) students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:

Students

Administering Medications (continued)

- (i) an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
 - (ii) there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
 - (iii) the school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
 - (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan;
 - (v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
 - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and
 - (vii) controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;

Students

Administering Medications (continued)

- (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
 - (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

Students

Administering Medications (continued)

- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (e) a student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:
 - (i) the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and
 - (ii) a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.
- (f) a coach of intramural or interscholastic athletic events or licensed athletic trainer who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
 - (i) the school nurse has determined that a self-administration plan is not viable;
 - (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section K of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
 - (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section H of this policy, when appropriate.
- (g) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, except as provided in Section D below, and the following additional conditions are met:

Students

Administering Medications (continued)

- (i) there is written authorization from the student's parents/guardian to administer the medication in school;
 - (ii) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;
 - (iii) medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor and under the supervision of the school nurse;
 - (iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
 - (v) the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.
- (h) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Boards, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
- (i) there is written authorization from the student's parents/guardians to administer the medication;
 - (ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;
 - (iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Boards, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication;
 - (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Boards, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School

Students

Administering Medications (continued)

Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and

- (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Boards, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (i) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
 - (i) only to a child enrolled in such program; and
 - (ii) in accordance with Section L of this policy.
- (j) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
 - (i) training in administration of medications as part of their basic nursing program;
 - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
 - (iii) supervised experience in the administration of medication while employed in a health care facility.
- (4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.
- (5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

- (1) The Chester, Deep River, Essex & Region 4 Boards of Education (the "Boards") permit blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing.

Students

Administering Medications (continued)

- (2) The Boards will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such child is capable of conducting self-testing on school grounds.
- (3) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
 - (a) The student's parent or guardian has provided written authorization;
 - (b) A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;
 - (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional;
 - (d) The school nurse shall provide general supervision to the selected school employee;
 - (e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon;
 - (f) The school nurse and school medical advisor have attested in writing that selected school employee completed the required training; and
 - (g) The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section D, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day.
- (2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

Students

Administering Medications (continued)

- (a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.
 - (b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
- (3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Boards, coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine in cartridge injectors for the purpose of emergency first aid as described in Paragraph (2) above, in the absence of the school nurse.
 - (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.
 - (c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.
- (4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (3) above shall be on the grounds of each school during regular school hours.
 - (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
 - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall send an email to all staff indicating that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine.
- (6) The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and

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Administering Medications (continued)

disposal of medication, and the Regulations adopted by the Department of Education.

- (6) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.
 - (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine.
 - (b) The Boards shall annually notify parents or guardians of the need to provide such written notice.
- (7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
 - (ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.
 - (b) A medication administration record shall be:
 - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section E of this policy.

E. Naloxone for Purposes of Emergency First Aid

- (1) Pursuant to a standing order of the Boards' medical advisor and authorization from the Superintendent of Schools, and in accordance with Connecticut law and this policy, a school nurse may maintain naloxone, for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose.

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- (a) The school nurse, in consultation with the Boards' medical advisor, shall determine the supply of naloxone that shall be maintained in the individual school.
 - (b) The school nurse shall be responsible for the safe storage of naloxone maintained in a school and shall ensure any supply of naloxone maintained is stored in accordance with the manufacturer's instructions.
 - (c) The school nurse shall be responsible for maintaining an inventory of naloxone maintained in the school, tracking the date(s) of expiration of the supply of naloxone maintained in a school, and, as appropriate, refreshing the supply of naloxone maintained in the school.
- (2) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Boards' policies and procedures regarding the emergency administration of naloxone in the event of a known or suspected opioid overdose.
- (3) A school nurse shall be approved to administer naloxone for the purpose of emergency first aid, as described in Paragraph (1) above, in the event of a known or suspected opioid overdose, provided that such nurse has completed appropriate training, as identified by the Board's medical advisor, which shall include training in the identification of opioid abuse and overdose.
- (3) The administration of naloxone pursuant to this section must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Boards' medical advisor.
- (4) Following the emergency administration of naloxone by a school nurse:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The Boards' medical advisor; and

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Administering Medications (continued)

- (ii) The Superintendent; and
 - (iii) The student's parent or guardian.
- (b) A medication administration record shall be:
 - (i) Maintained by the school nurse who administered the naloxone as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy.

F. Documentation and Record Keeping

- (1) Each school or before-and-after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
 - (a) the name of the student;
 - (b) the student's state-assigned student identifier (SASID);
 - (c) the name of the medication;
 - (d) the dosage of the medication;
 - (e) the route of the administration, (i.e. oral, topical, inhalant, etc.);
 - (f) the frequency of administration;
 - (g) the name of the authorized prescriber;
 - (h) the dates for initiating and terminating the administration of medication, including extended-year programs;
 - (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (j) the date the medication is to be reordered (if any);
 - (k) any student allergies to food and/or medication(s);
 - (l) the date and time of each administration or omission, including the reason for any omission;
 - (m) the dose or amount of each medication administered;
 - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; and
 - (o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.

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Administering Medications (continued)

- (3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.
- (5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.
 - (a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities, so long as it is superseded by a summary on the student health record.
 - (b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.
- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained in the athletic offices;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

Students

Administering Medications (continued)

G. Errors In Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
 - (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary;
 - (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s); and
 - (c) the principal shall notify the Superintendent or the Superintendent's designee.
- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.
- (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

H. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;
 - (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) administration of emergency medication in accordance with this policy;

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Administering Medications (continued)

- (d) contact with a poison control center; and
 - (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

I. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to, the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders and communicate these to personnel designated to give medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given properly;
 - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
 - (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;
 - (v) provide appropriate follow-up to ensure the administration of medication plan

results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and

- ## J. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who are designated to administer medications shall at least annually receive training in their safe administration, and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, shall be allowed to administer medications.

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Administering Medications (continued)

- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, shall include, but is not necessarily limited to, the following:
 - (a) the general principles of safe administration of medication;
 - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Boards, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.
- (4) The Boards shall maintain documentation of medication administration training as follows:
 - (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (5) Licensed practical nurses may not conduct training in the administration of medication to another individual.

K. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(f) above, and epinephrine or naloxone to be used for

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Administering Medications (continued)

emergency first aid in accordance with Sections D and E above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(f) above.

- (2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections D and E above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
- (3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine and naloxone intended for emergency first aid in accordance with Sections D and E above.
- (4) Emergency Medications
 - (a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse or, in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication.
 - (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- (5) All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- (6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.
- (7) All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
- (7) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One

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Administering Medications (continued)

set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.

- (9) Medications that must be refrigerated shall be stored in a refrigerator at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box that is affixed to the refrigerator shelf.
- (10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
 - (a) non-controlled drugs shall be destroyed in the presence of at least one witness;
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and
 - (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue, and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.
- (11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
 - (a) in containers for the exclusive use of holding medications;
 - (b) in locations that preserve the integrity of the medication;
 - (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.
- (12) In no event shall a school store more than a three (3) month supply of a medication for a student.

Students

Administering Medications (continued)

L. School Readiness Programs and Before-and-After School Programs

- (1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before-and-after school programs run by the Boards, which are exempt from licensure by the Office of Early Childhood:
 - (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
 - (b) Except as provided by Sections D and E above, no medication shall be administered in these programs without:
 - (i) the written order of an authorized prescriber; and
 - (ii) the written authorization of a parent or guardian or an eligible student.
 - (c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before-and-after school program, additional nursing services are required for these programs.
 - (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.
 - (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.
 - (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision-making regarding medication administration.
 - (g) Cartridge injector medications may be administered by a director, lead teacher or

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Administering Medications (continued)

school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

- (2) Local poison control center information shall be readily available at these programs.
- (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.
- (4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section J of this policy.
- (5) All medications must be handled and stored in accordance with Section K of this policy. Where possible, a separate supply of medication shall be stored at the site of the before-and-after or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- (6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained by the program;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.
- (7) The procedures for the administration of medication at school readiness programs and before-and-after school programs shall be reviewed annually by the school medical advisor, if any, and school nurse supervisor.

M. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a(a)(2), the Boards shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, if

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any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the

policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:

Connecticut General Statutes:

- Section 10-206
- Section 10-212
- Section 10-212a
- Section 10-220j
- Section 19a-900
- Section 21a-240
- Section 52-557b

Public Act 18-185, "An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools"

Regulations of Conn. State Agencies:

Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)

Policy revised: TBD

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

5141.21(a)

Students

Administering Medications

Medicinal preparations shall be administered in the schools only when it is not possible to achieve the desired effects by home administration during other than school hours and only upon written authorization of the attending physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant and written authorization of the parent or guardian.

Personnel authorized to administer medicinal preparations shall be limited to the school district medical advisor (M.D.), a school nurse (RN), or a licensed practical nurse (L.P.N.) if approved to do so by the school district medical advisor or school nurse. In the absence of these medical personnel, the principal or a teacher designated in writing by the principal shall be permitted to administer authorized medicinal preparations upon completion of training in the safe administration of medicinal preparations and be familiar with policy and regulations relating thereto. School health aides are not allowed to administer medicinal preparations. In an emergency, if the student's physician or the school district medical advisor is not immediately available, any physician (M.D.) may be called to take appropriate emergency measures.

Students in grades 7 through 12 may carry and self-administer medicinal preparations, provided that:

1. A physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant provides written orders for self-administration of medication;
2. There is written authorization for self-administration of medication from the student's parent or guardian;
3. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan of general supervision of such self-medication;
4. The student and school nurse have developed a plan for reporting and supervising self-administration of medications by students and teacher notification;
5. The principal and appropriate teachers are informed that the student is self-administering prescribed medication;
6. Medication is transported and maintained under student control within guidelines. Authorized medicinal preparations may be administered during school activities as well as during school hours.

The Board of Education with the advice and assistance of the school district medical advisor and the school nurse supervisor, shall review and revise this policy, and its attendant regulation, as necessary and at least biennially and submit it to the Connecticut Department of Health Services as required by Connecticut Regulations of State Agencies.

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Administering Medications (continued)

Each school wherein any controlled drug is administered under the provisions of this policy shall maintain such records as are required of hospitals under the provisions of subsections (f) and (h) of section 21a-254 and shall store such drug in such a manner as the Commissioner of Health Services shall, by regulation, require.

Legal Reference: Connecticut General Statutes

10-212a Administration of medicines by school personnel.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-7

Policy adopted: November 10, 1997

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