



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

**DEEP RIVER BOARD OF EDUCATION**

Via Google Meet  
**Dial +1 (617) 675-4444**  
**PIN: 327 673 580 6331#**  
Nov. 19, 2020 @ **7:00 p.m.**

**AGENDA**

To: Members of the Deep River Board of Education  
Subject: **Deep River Board of Education meeting Thursday, November 19, 2020**  
Time: Board meeting will begin promptly at **7:00 p.m.**  
Place: **Via Google Meet – To listen remotely please dial (US)+1 (617) 675-4444 PIN: 327 673 580 6331#**  
(We kindly ask that you **please mute your phone immediately** upon connecting to the meeting as this will improve the audio quality for all participants. Google Meet may do this automatically, depending on the number of people already connected to the call. If so, pressing **\*6** will unmute your phone when it's time to speak)

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

Mission Statement

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

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

**2. Election of Officers** for 1 yr. terms – Supt. White shall open the floor for nominations for the office of chairman

The newly elected Chair shall open the floor for nominations for the following offices:

Vice-Chairman

Secretary

Committee Appointments (Any Standing / Any Ad Hoc Committees as needed)

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

3.1. Minutes from the special meeting of September 29, 2020 (*encl #1*)

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

**4. Public comment.** . (*In the interest of creating the best remote meeting experience for all participating parties, we would ask that you please keep your phone on mute until such time when the Chair calls for Public Comment. Please continue to keep your phone on mute unless you are requesting to be recognized by the Chair to make a comment. Once you have been recognized by the Chair to make your comment, the following standard public comment guidelines will still apply*): **PLEASE NOTE: Upon dialing in, Google Meet may have shared a message that your phone has been automatically muted due to the number of callers on the line and instructed you to press \*6 if you would like to unmute your phone. When you are done speaking, please remember to press \*6 (or your phone's mute button) again to reduce background noise.**

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. Assistant Superintendent's Report – *K. Martineau*

- a. General Update
- b. Grants Update (*encl #3*)
- c. Presentation of 2018-19 Performance Profile Report for DRES (*encl #4*)

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

5.4. Financial Status Report –

- a. Financial Status Updates
  - o Current Year to Date Financial Status Update (*encl #5*)
  - o Cafeteria Fund Update (*encl #6*)
  - o Medical Reserve Tracking (*encl #7*)
- b. Update on EAP (*encl #8*)
- c. ADM Calculation methodology (*encl #9*)

5.5. Principal's Update (as needed) – *L. Feltz*

5.6. Committee Reports (*Chair or designated representative of each Comm.*)

- a. Joint PK-12 Committees – Policy – *TBD*, Curriculum – *J. Stack*, Finance – *R. Daniels*

Finance	Policy	Curriculum
Cancelled – combined w/ Policy for Task Force work Jan. 27, 2020	Cancelled – combined w/ Policy for Task Force work Jan. 27, 2020	Jan. 16, 2020
Cancelled - COVID Mar. 16, 2020	Cancelled - COVID Mar. 16, 2020	Cancelled - COVID Mar. 12, 2020
Cancelled - COVID May 18, 2020	Cancelled - COVID May 18, 2020	Cancelled - COVID May 14, 2020
Cancelled - COVID Sept. 21, 2020	Cancelled - COVID Sept. 21, 2020	TBD
Cancelled - COVID Nov. 16, 2020	Cancelled - COVID Nov. 16, 2020	TBD

- b. Supervision District Committee Update – *Chair*

- c. DRES Facilities (Buildings and Grounds) Committee – *M. Morrissey, R. Ferretti*

- d. LEARN Committee Update – *TBD*

- e. Other committee reports (as needed)

- e.1 Discussion regarding any Pending Policies – *standing item*

None pending

**6. Public comment.**

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

**7. Future Agenda Items**

- 7.1. Next Joint BOE meeting is December 03, 2020 @ 7:00 p.m.
- 7.2. Next Deep River BOE regular meeting is January 21, 2021 @ 7:00 p.m. (if proposed calendar approved by Joint BOE on Dec. 3)

**8. Adjournment**



# Regional School District 4

## Chester – Deep River – Essex – Region 4

### Boards of Education Committees – School Year 2020-21 (Updates in Progress)

<b>Joint BOE Standing Committees</b> (standing committees have regularly scheduled meetings)			
<b>*Joint PK-12 Policy Sub-Committee</b>	R4(Sandmann/Clymas) CH(Bernardoni/Scherber) DR(TBD /Campbell) ES (Seidman/McCluskey)		
<b>*Joint PK-12 Curriculum Sub-Comm.</b>	R4(Cavanaugh/TBD) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES (Johnston/Sweet)		
<b>*Joint PK-12 Finance Sub-Committee</b>	R4 (Clark/Daniels) CH (Pollock/Englert) DR (Hallden/Lewis/Alt. Maikowski) ES (Seidman/Watson)		
<b>Supervision District Committee</b> (2 yr terms end in Nov. of the year listed after each name)	R4 (Cavanaugh 21 / TBD 21 / Clark 21) CH (Fearon 21 /Fitzgibbons 21 / Englert 21) DR (Weglarz 21 / Ferretti 21 / Morrissey 21) ES (Fitton 21 /McCluskey 21 / Seidman 21)		
<b>Joint Ad Hoc Committees</b> (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		Contract duration	Initiate negotiations
- Joint BOE Teacher negotiations	R4 (Daniels/TBD Alt.) CH (TBD/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson)	Expires 7/2022	6/2021
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2023	9/2022
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2020	3/2020
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTech/ElemCustodians)	R4 (Daniels/TBD Alt.) CH (Fitzgibbons, TBD) DR (Campbell/Ferretti Alt.) ES (Fitton/Watson)	Expires 7/2021	3/2021
- Cafeteria (all schools)		Expires 7/2020	3/2020
Public Relations & Community Outreach	R4(TBD/TBD), CH (Bibbiani), ES (Seidman), DR (Wegalarz/TBD)		
Technology	R4(TBD), CH(Englert), ES (Seidman), DR (TBD)		
School Calendar	R4(TBD/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Bernardoni), ES(TBD), DR(TBD)		
School Security Advisory Committee	R4(TBD), CH(Greenberg-Ellis, Bibbiani), DR(Weglarz), ES(Fitton)		
Tuition Committee	R4(TBD), CH (TBD), 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)		
<b>Individual BOE Ad Hoc Committees</b> (ad hoc committees meet for a designated period or as needed)			
<b><u>Chester BOE</u></b>			
Facilities	Englert		
Internal Marketing	TBD		
PTO	Greenberg-Ellis		
CATV Advisory Council (Cable TV)	For Discussion		
<b><u>Deep River BOE</u></b>			
Facilities	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz		
CATV Advisory Council (Cable TV)	TBD		
<b><u>Essex BOE</u></b>			
Building	Seidman		
PTO	Rotating		
School Improvement Team	TBD		
Essex Foundation	McCluskey / Fitton		
Communications	Rotating		
CATV Advisory Council (Cable TV)	Fitton		
<b><u>Region 4 BOE</u></b>			
Personnel & Negotiations		Contract duration	Initiate negotiations
▪ R4 Secretaries/Nurses	Daniels/TBD Alt.	Expires 7/2020	3/2020
▪ R4 Custodians	Daniels/TBD Alt.	Expires 7/2021	3/2021
R4 Audit & Finance	TBD/TBD		
School Improvement Team	TBD/TBD/TBD		
R4 Grounds and Buildings Maintenance and Oversight Committee	Sandmann/Weglarz/TBD		
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		

# DEEP RIVER BOARD OF EDUCATION

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

## WHO WE ARE:

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

<b>Lenore Grunko</b>	2021	<b>Paula Weglarz</b>	2023	<b>Tracy Dickson</b>	2023
<b>Robert Ferretti</b>	2021	<b>Miriam Morrissey</b>	2023	<b>Marc Lewis</b>	(appt. 'til Nov 2021) (of 2023 term)
<b>Mary Campbell</b>	2021	<b>Scott Hallden</b>	appt. 'til Nov. 2021 (of 2021 term)	<b>Pat Maikowski</b>	(appt. 'til Nov 2021) (of 2023 term)

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

We are assisted in the meeting by our school administration:

**Brian J. White**, Superintendent of Schools  
**Kristina Martineau, Ed.D.**, Assistant Superintendent

**Lauren Feltz**, Principal  
**Kelly Sterner**, Finance Director

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

## EXECUTIVE SESSION:

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

## SPECIAL MEETINGS:

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

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



**F.O.I. Compliance** - subject to BOE approval

**DEEP RIVER BOARD of EDUCATION**

**Date:** September 28, 2020

**Special Meeting – REMOTE MEETING**

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

<b>Attendance:</b>	Paula Weglarz	✓	<u>Administration:</u>	<u>Others:</u>
(✓ = attended)	Miriam Morrissey	✓	Brian White	✓
	Tracy Dickson	✓	Kristina Martineau	✓
	Marc Lewis	✓	Kelly Sterner	✓
	Robert Ferretti	✓	Lauren Feltz	✓
	Pat Maikowski	✓	Sarah Smalley	✓
	Mary Elizabeth Campbell	✓		
	Lenore Grunko	✓		
	(after consent agenda vote, but prior to Action Items 5.1 and 5.2)			
	Scott Halden			

Call To Order: approx. 7:00 p.m.

The Board welcomed Pat Maikowski as a newly appointed member of the Board.

Chair Weglarz asked the Board to think about whether or not they would like to consider meeting in person in the future.

**Items/Discussion:**

**Consent Agenda**

On motion duly made and seconded, the Board VOTED (Yes 5 / No 0 / Abstain 2 – M. Campbell & P. Maikowski = Motion Passed) to approve the Consent Agenda consisting of the minutes from the Special Meetings of June 11, July 28 and August 19, 2020 as well as the accounts payable report.

**Superintendent’s Report**

Superintendent White invited new Principal, Lauren Feltz to speak to the Board, as this is only her second meeting since her appointment.

Principal Feltz shared a general update.

Superintendent White shared some brief updates regarding the Grab and Go School Meals Program which has been re-upped through December; an update regarding ongoing contract negotiations that should reach conclusion soon; and an update that installation has started upon receipt of the touchless sinks that the Board approved in June, to be purchased with unexpended 2019-20 funds in the interest of promoting the health and safety of students and staff during this time of COVID-19.

Superintendent White mentioned that the board will also be hearing a request for additional custodial support due to COVID-19 related cleaning needs during the report by the Finance Director.

### **Finance Office Report**

Finance Director Kelly Sterner reviewed board enclosures #5 - #10 in detail. She answered questions from Board members.

### **Possible Action Items:**

There was a discussion regarding the request for temporary additional custodial support and an associated transfer request due to COVID-19 related enhanced cleaning procedures as presented in enclosure #11.

On motion duly made and seconded the Board VOTED (6 Yes / No 1 – M. Lewis / (B. Ferretti lost connection and was unable to vote on this item, but rejoined for the next vote) = Motion Passed) to approve the transfer of funds as requested in the amount of \$12,000 for additional custodial support

Based on the Finance Director's earlier review of enclosure #6 there was a discussion regarding addressing most of the cafeteria deficit from year end 2019-20 using unexpended 2019-20 funds.

On motion duly made and seconded, the Board unanimously VOTED to approve the transfer of unexpended 2019-20 funds in the amount of \$62,363 as presented.

### **Public Comment:**

No comments were made

### **ADJOURNMENT:**

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 7:52 p.m.

Encl #11 (part of minutes from last meeting)

**Deep River Board of Education  
FY 2020-2021**

**Transfer Request 9/24/2020 Temp/Substitute Custodians**

FROM

Account #	Object	Description	Amount		Account #	Object	Description	Amount
26161001	5118	Cafeteria Salary	\$ 12,000		226001	5124	Substitute Custodians	\$12,000
		Total	\$ 12,000				Total	\$12,000

To provide funding for hire of temp full-time (37 hrs/week) through end of December 2020. Requested based on necessary additional cleaning duties related to COVID

Encl #6 Part of  
Minutes from last  
mtg.

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



**Brian J. White**  
Superintendent of Schools  
bwhite@reg4.k12.ct.us

**Sarah Smalley**  
Director of Pupil Services  
ssmalley@reg4.k12.ct.us

**Kristina Martineau, Ed.D.**  
Assistant Superintendent of Schools  
kmartineau@reg4.k12.ct.us

**Kelly Sterner**  
Finance Director  
ksterner@reg4.k12.ct.us

July 28, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director 

RE: Deep River Cafeteria Fund fiscal year end results

Attachment 1 is the revenue and expenditure report for the Deep River cafeteria for the fiscal year July 1, 2019 through June 30, 2020. The net results for the year was a deficit of \$27,804. There are a number of items contributing to the deficit. These include:

- Fixed pricing for meals below breakeven level
- Level of support from Town operating fund
- Closure of schools in March halted café food sales revenue
- Expenditures related to Grab-n-Go food program available at our elementary schools

Attachment 2 shows the participation numbers for the Grab-n-Go program. The Grab-n-Go food support program has been in place since the closure of school in March and will continue through August. State grants provide funding which partially covers the cost of the food. We are seeking funding from other sources such as FEMA, however it remains unknown whether the costs will be considered eligible.

The deficit has been funded through a decrease in cash balances, increased accounts payable, but primarily by an increase in the amount that the café fund owes the Town fund (aka the Due To/Due From accounts). Fiscal year end cash balances of \$33,222 allow us to keep the Grab-n-Go program going and buy inventory for the start of school in the Fall. Here is the running balance between the café fund and Town fund as of June 30<sup>th</sup>:

	Balance due from Café to Town Fund
End of year balance as of 6/30/19	\$41,242.62
Fiscal year 2019-2020 deficit	<u>\$21,766.17</u>
End of year balance as of 6/30/20	\$63,008.79

For fiscal year 2020-2021, the cafeteria staff salaries and fringes have been shifted to the Town budget and appropriately funded. This should alleviate the growing deficit in the fund particularly when food sales resume. This may provide the opportunity to reimburse the deficit over time. An alternative solution that the Town and Board of Education could consider would be a supplemental appropriation for fiscal year 2019-2020 to offset the balance due.

Deep River 2020-2021

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Eligible Students - Free			64	64	64	65	68	68	69	69	69	69	669
Eligible - Reduced			22	13	14	14	14	14	14	14	14	14	147
Eligible - Full Pay			149	158	156	157	155	156	153	153	153	153	1,543
<b>Total Enrollment</b>		<b>0</b>	<b>235</b>	<b>235</b>	<b>234</b>	<b>236</b>	<b>237</b>	<b>238</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>2,359</b>
Breakfast - Free meals served			281	357	335	189	396	356	191	500	589	328	3,522
Breakfast - Reduced meals served			65	85	74	45	76	70	35	0	0	0	450
Breakfast - Full Pay meals served			109	190	198	94	211	167	88	0	0	0	1,057
Lunch - Free meals served			938	992	842	595	1,075	918	465	500	589	318	7,232
Lunch - Reduced meals served			327	262	222	145	251	205	96	0	0	0	1,508
Lunch - Full Pay meals served			1,290	1,419	1,280	893	1,526	1,277	648	0	0	0	8,333
<b>Total Meal Count</b>		<b>0</b>	<b>3,010</b>	<b>3,305</b>	<b>2,951</b>	<b>1,961</b>	<b>3,535</b>	<b>2,993</b>	<b>1,523</b>	<b>1,000</b>	<b>1,178</b>	<b>646</b>	<b>22,102</b>
<b>Object</b>													
4090 Miscellaneous Income	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
4160 Cafeteria Lunch Cash Sales	\$	860	\$	4,348	\$	4,363	\$	4,574	\$	1,926	\$	48	\$
4360 State & Fed Grants - Claims breakfast	\$	-	\$	775	\$	1,006	\$	939	\$	530	\$	920	\$
4360 State & Fed Grants - Claims lunch	\$	-	\$	4,596	\$	4,625	\$	3,949	\$	2,751	\$	1,705	\$
4360 State & Fed Grants - 6 Cent	\$	-	\$	179	\$	187	\$	164	\$	114	\$	35	\$
4360 State & Fed Grants - Healthy Foods	\$	-	\$	-	\$	-	\$	-	\$	1,434	\$	860	\$
4360 State & Fed Grants - CN State Match	\$	-	\$	-	\$	-	\$	-	\$	656	\$	274	\$
4360 State & Fed Grants - School Breakfast	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
4361 USDA commodities	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
4890 Transfer In	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
<b>Total Revenue</b>	\$	-	\$	860	\$	9,898	\$	39,048	\$	9,626	\$	6,086	\$
5111 Administrator Salary	\$	1,462	\$	3,194	\$	1,462	\$	1,170	\$	1,170	\$	1,170	\$
5114 Secretary Salary	\$	-	\$	29	\$	794	\$	637	\$	600	\$	510	\$
5118 Food Service Salary	\$	-	\$	-	\$	4,246	\$	4,507	\$	5,289	\$	4,507	\$
5124 Sub Sec'y Cafeteria	\$	2,000	\$	89	\$	215	\$	132	\$	44	\$	113	\$
5138 OT Cafeteria Salary	\$	1,000	\$	602	\$	154	\$	210	\$	77	\$	97	\$
<b>Total Salaries</b>	\$	1,462	\$	3,222	\$	7,194	\$	6,975	\$	7,400	\$	6,308	\$
5210 Health Insurance	\$	9536.4	\$	956	\$	956	\$	765	\$	765	\$	765	\$
5214 Life Insurance	\$	200	\$	13	\$	16	\$	14	\$	14	\$	14	\$
5222 MERF	\$	11473	\$	201	\$	957	\$	928	\$	998	\$	860	\$
5223 FICA/Medicare	\$	5736.27	\$	109	\$	530	\$	513	\$	550	\$	469	\$
<b>Total Benefits</b>	\$	26946	\$	310	\$	472	\$	2,457	\$	2,327	\$	2,108	\$
<b>Total Salary &amp; Benefit Cost</b>	\$	1,772	\$	3,695	\$	9,651	\$	9,389	\$	9,727	\$	8,416	\$
5430 Repairs & Maintenance	\$	-	\$	50	\$	-	\$	-	\$	-	\$	-	\$
5600 All - Supplies / Energy	\$	212	\$	590	\$	467	\$	190	\$	1,538	\$	503	\$
5601 USDA Donations	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
5610 General Supplies	\$	1,397	\$	4,665	\$	4,379	\$	3,096	\$	2,689	\$	4,261	\$
5800 All - Other Misc. Expense	\$	569	\$	85	\$	113	\$	81	\$	-	\$	81	\$
5890 Other Objects	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
<b>Total Product Cost</b>	\$	-	\$	2,178	\$	5,390	\$	4,959	\$	3,367	\$	4,227	\$
<b>Total Product, salary &amp; Benefit Costs</b>	\$	1,772	\$	5,873	\$	15,041	\$	14,348	\$	13,094	\$	12,643	\$
<b>Profit (Loss)</b>	\$	(1,772)	\$	(5,013)	\$	(5,143)	\$	24,700	\$	(3,468)	\$	(6,557)	\$
Operating Days		0		21		21		18		12		21	
Lunch Participation	#DIV/0!			51.8%		54.2%		55.7%		57.7%		57.3%	
Breakfast Participation	#DIV/0!			9.2%		12.8%		14.4%		11.6%		13.7%	
Meals Product Cost	\$	1.79	\$	1.50	\$	1.14	\$	2.16	\$	1.37	\$	1.56	\$
Labor/Meal	#DIV/0!			3.21	\$	2.84	\$	3.30	\$	4.29	\$	3.41	\$
#DIV/0!	\$	5.00	\$	4.34	\$	4.44	\$	6.45	\$	4.78	\$	4.34	\$
unpaid lunch balances - monthly value	\$	(1,013)	\$	(1,188)	\$	(1,188)	\$	(1,172)	\$	(1,172)	\$	(1,263)	\$
lunch account balances- monthly value	\$	4,066	\$	30,218	\$	29,388	\$	31,865	\$	31,865	\$	31,865	\$
Month End Checking Account Balance	\$	30,218	\$	29,388	\$	31,865	\$	31,865	\$	31,865	\$	31,865	\$

Attachment 1

notes

# Attachment 2

## School Shutdown Meal counts

7810

7834

15644

Meal counts	Chester Breakfast	Chester Lunch	Deep River Breakfast	Deep River Lunch	Essex Breakfast	Essex Lunch	daily breakfast total	daily lunch total	total meals served
Tuesday, March 17, 2020	19	19	31	31	17	17	67	67	134
Wednesday, March 18, 2020	25	25	28	28	23	23	76	76	152
Thursday, March 19, 2020	31	31	33	33	32	32	96	96	192
Friday, March 20, 2020	32	32	31	31	40	40	103	103	206
Monday, March 23, 2020	22	22	30	30	47	47	99	99	198
Tuesday, March 24, 2020	27	27	26	26	49	49	102	102	204
Wednesday, March 25, 2020	37	37	26	26	39	39	102	102	204
Thursday, March 26, 2020	39	39	30	30	44	44	113	113	226
Friday, March 27, 2020	37	37	27	27	55	55	119	119	238
Monday, March 30, 2020	35	35	26	26	33	33	94	94	188
Tuesday, March 31, 2020	37	37	34	34	40	40	111	111	222
<b>MARCH Total</b>	<b>341</b>	<b>341</b>	<b>322</b>	<b>322</b>	<b>419</b>	<b>419</b>	<b>1082</b>	<b>1082</b>	<b>2164</b>
Wednesday, April 1, 2020	43	43	35	35	31	31	109	109	218
Thursday, April 2, 2020	35	35	23	23	42	42	100	100	200
Friday, April 3, 2020	42	42	25	25	45	45	112	112	224
Monday, April 6, 2020	45	45	17	17	26	26	88	88	176
Tuesday, April 7, 2020	31	31	18	18	23	23	72	72	144
Wednesday, April 8, 2020	41	41	15	15	43	43	99	99	198
Thursday, April 9, 2020	41	41	7	7	68	68	116	116	232
Friday, April 10, 2020							0	0	0
Monday, April 13, 2020	16	16	2	2	29	29	47	47	94
Tuesday, April 14, 2020	42	42	25	25	38	38	105	105	210
Wednesday, April 15, 2020	31	31	29	29	36	36	96	96	192
Thursday, April 16, 2020	42	42	20	20	37	37	99	99	198
Friday, April 17, 2020	43	43	3	3	40	40	86	86	172
Monday, April 20, 2020	40	40	18	18	47	47	105	105	210
Tuesday, April 21, 2020	49	49	25	25	47	47	121	121	242
Wednesday, April 22, 2020	33	33	41	41	52	52	126	126	252
Thursday, April 23, 2020	42	42	30	30	61	61	133	133	266
Friday, April 24, 2020	51	51	36	36	56	56	143	143	286
Monday, April 27, 2020	37	37	33	33	55	55	125	125	250
Tuesday, April 28, 2020	36	36	33	33	55	55	124	124	248
Wednesday, April 29, 2020	40	40	39	39	52	52	131	131	262
Thursday, April 30, 2020	23	23	26	26	56	56	105	105	210
<b>APRIL Total</b>	<b>803</b>	<b>803</b>	<b>500</b>	<b>500</b>	<b>939</b>	<b>939</b>	<b>2242</b>	<b>2242</b>	<b>4484</b>
Friday, May 1, 2020	42	42	25	25	61	61	128	128	256
Monday, May 4, 2020	38	38	31	31	52	52	121	121	242
Tuesday, May 5, 2020	40	40	30	30	56	56	126	126	252
Wednesday, May 6, 2020	29	29	38	38	60	60	127	127	254
Thursday, May 7, 2020	44	44	35	35	60	60	139	139	278
Friday, May 8, 2020	48	48	39	39	68	68	155	155	310
Monday, May 11, 2020	32	32	34	34	52	52	118	118	236
Tuesday, May 12, 2020	53	49	26	26	52	52	131	127	258
Wednesday, May 13, 2020	43	43	29	29	46	46	118	118	236
Thursday, May 14, 2020	43	43	29	29	59	59	131	131	262
Friday, May 15, 2020	39	39	28	28	56	56	123	123	246
Monday, May 18, 2020	41	41	41	41	52	52	134	134	268
Tuesday, May 19, 2020	55	55	29	29	45	45	129	129	258
Wednesday, May 20, 2020	47	47	25	25	57	57	129	129	258
Thursday, May 21, 2020	48	48	27	27	50	50	125	125	250
Friday, May 22, 2020	54	54	27	27	72	72	153	153	306
Monday, May 25, 2020	0	0	0	0	0	0	0	0	0
Tuesday, May 26, 2020	21	34	17	17	38	38	76	89	165
Wednesday, May 27, 2020	24	31	21	21	54	54	99	106	205
Thursday, May 28, 2020	27	39	27	27	58	58	112	124	236
Friday, May 29, 2020	34	40	31	31	65	65	130	136	266
<b>MAY Total</b>	<b>802</b>	<b>836</b>	<b>589</b>	<b>589</b>	<b>1113</b>	<b>1113</b>	<b>2504</b>	<b>2538</b>	<b>5042</b>

# Attachment 2-continued

Monday, June 1, 2020	38	38	20	20	62	62	120	120	240
Tuesday, June 2, 2020	44	44	23	23	52	52	119	119	238
Wednesday, June 3, 2020	17	17	19	19	44	44	80	80	160
Thursday, June 4, 2020	30	30	24	24	45	45	99	99	198
Friday, June 5, 2020	42	42	19	19	55	55	116	116	232
Monday, June 8, 2020	32	29	18	18	60	60	110	107	217
Tuesday, June 9, 2020	38	31	17	17	56	56	111	104	215
Wednesday, June 10, 2020	26	29	18	18	56	56	100	103	203
Thursday, June 11, 2020	37	40	7	7	45	45	89	92	181
Friday, June 12, 2020	32	36	19	19	60	60	111	115	226
Monday, June 15, 2020	29	29	13	13	48	48	90	90	180
Tuesday, June 16, 2020	28	28	11	1	51	51	90	80	170
Wednesday, June 17, 2020	27	27	14	14	36	36	77	77	154
Thursday, June 18, 2020	32	32	10	10	32	32	74	74	148
Friday, June 19, 2020	22	22	15	15	39	39	76	76	152
Monday, June 22, 2020	29	29	12	12	37	37	78	78	156
Tuesday, June 23, 2020	33	33	14	14	37	37	84	84	168
Wednesday, June 24, 2020	24	24	5	5	41	41	70	70	140
Thursday, June 25, 2020	28	28	15	15	41	41	84	84	168
Friday, June 26, 2020	16	16	16	16	45	45	77	77	154
Monday, June 29, 2020	17	17	8	8	34	34	59	59	118
Tuesday, June 30, 2020	20	20	11	11	37	37	68	68	136
<b>JUNE TOTAL</b>	<b>641</b>	<b>641</b>	<b>328</b>	<b>318</b>	<b>1013</b>	<b>1013</b>	<b>1982</b>	<b>1972</b>	<b>3954</b>

**Deep River Board of Education  
FY 2019-2020**

**Transfer Request    9/29/2020 Cafeteria fye deficit**

FROM

Account #	Object	Description	Amount		Account #	Object	Description	Amount
211151	5123	Substitute Teachers	\$ 8,984		26161001	5118	Food Service/Cafeteria Salaries	\$62,363
various	5223	FICA/Medicare	\$ 6,489					
223102	5250	Unemployment	\$ 3,225					
226004	5412	Electricity	\$ 9,323					
various	5430	Repairs & Maintenance	\$ 5,020					
224104	5440	Rentals	\$ 13,421					
various	5611	Instructional Supplies	\$ 12,044					
222226	5642	Library & Professional Books	\$ 1,119					
various	5730	Equipment	\$ 2,468					
229058	5810	Dues & Fees	\$ 270					
		Total	\$ 62,363				Total	\$62,363

Funding necessary to eliminate cumulative Due From deficit between Deep River operating budget and the Deep River school lunch fund as of fye 2019-2020



Encl #2

FOR CASH ACCOUNT: 2000      1040

CHECK #      CHECK DATE TYPE      VENDOR NAME

FOR:      Uncleared

UNCLEARED      CLEARED      BATCH      CLEAR DATE

78926	11/12/2020	PRINTED	002276	TOWN OF DEEP RIVER	300.00			
			1	CHECKS	300.00			.00
				CASH ACCOUNT TOTAL				



11/12/2020 14:19  
9781dpea

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH  
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE

INVOICE DTL DESC

78926 11/12/2020 PRD 2276 TOWN OF DEEP RIVER 107360 november 2020 11/12/2020 21200250 2111220 300.00  
Invoice: november 2020 REIMBURSEMENT - P.MAIKOWSKI'S

CHECK 78926 TOTAL: 300.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 300.00

COUNT	AMOUNT
1	300.00

TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\* 300.00

11/12/2020 14:19  
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH  
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE

INVOICE DTL DESC

78926 11/12/2020 PRD 2276 TOWN OF DEEP RIVER 107360 november 2020 11/12/2020 21200250 2111220 300.00  
Invoice: november 2020 REIMBURSEMENT - P.MAIKOWSKI'S

CHECK 78926 TOTAL: 300.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 300.00

COUNT	AMOUNT
1	300.00

TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\* 300.00

11/12/2020 14:13 9781dpea REGIONAL SCHOOL DIST # 4 AP CHECK RECONCILIATION REGISTER 1 P apchkrn

FOR CASH ACCOUNT: 2000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
78918	11/12/2020	PRINTED	002467 ALLSTON SUPPLY CO INC	135.20			
78919	11/12/2020	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	429.70			
78920	11/12/2020	PRINTED	004098 RNB ENTERPRISES, INC	210.00			
78921	11/12/2020	PRINTED	003192 RUSSELL HALL CO.	436.22			
78922	11/12/2020	PRINTED	004823 SCHOLASTIC MAGAZINES	284.63			
78923	11/12/2020	PRINTED	002287 STENHOUSE PUBLISHERS	220.00			
78924	11/12/2020	PRINTED	008097 THE FAMILY LAUNDRY	22.00			
78925	11/12/2020	PRINTED	002436 TREASURER REGIONAL SCHOOL	3,837.86			
8 CHECKS CASH ACCOUNT TOTAL				5,575.61			
							.00

CASH ACCOUNT: 2000	CHECK NO	CHK DATE
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1040  
TYPE VEN

DEEP RIVER CASH

VOUCHER INVOICE

INVOICE	DTL	DESC
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11/12/2020	21200131	2111120	135.20
MISC. SUPPLIES - BLEACH, SIMPL			

135.20

78919	11/12/2020	PRTD	5713	NEW ENGLAND INDUSTRI	107326	INI34674	11/12/2020	21200114	2111120	195.00
Invoice: INI34674							2020	2021	BLANKET	

Invoice: IN134467a	107327	IN134467a	11/12/2020	21200114	2111120	234.70
			2020	2021	BLANKET	

429.70

78920	11/12/2020	PRTD	4098	RNB ENTERPRISES, INC	107328	404747	11/12/2020	21200191	2111120	PASS-AROUND MICROPHONE 925H-21	210.00
Invoice: 404747											

210.00

78921	11/12/2020	PRTD	3192	RUSSELL HALL CO.	107329	506748	11/12/2020	21200121	2111120	436.22
Invoice: 506748										
2020 2021 BLANKET										

436.22

78922 11/12/2020 PRD	4823 SCHOLASTIC MAGAZINES 107331	M6917012	11/12/2020	21200254	2111120	284.63
Invoice: M6917012				GRADE 5		

284.63

78923	11/12/2020	PRTD	2287	STENHOUSE PUBLISHERS	107332	012229048	11/12/2020	21200138	2111120	#9781625313485	PATTERNS OF POW	220.00
										Invoice:	012229048	

220.00

78924	11/12/2020	PRTD	8097 THE FAMILY LAUNDRY	107322	0399	11/12/2020	21200161	2111120
						Invoice: 0399	BLANKET - 2020-2021 LAUNDRY	
								11.00

107323	0976	11/12/2020	21200161	2111120	11.00
107323	0976	11/12/2020	21200161	2111120	11.00

22.00

78925	11/12/2020	PRTD	2436	TREASURER REGIONAL S	107335	JULY 2020	11/12/2020	21200245	2111120	REIMBURSEMENT - CAFETERIA SALA	2,251.49
Invoice: JULY 2020											

11/12/2020	21200245	2111120	1.586.37
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AUGUST 2020

1,586.37



11/12/2020 14:10  
978ldpea

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcsbshds

CASH ACCOUNT: 2000 1040  
CHECK NO CHK DATE TYPE VENDOR NAME

DEEP RIVER CASH VOUCHER INVOICE

INV DATE PO WARRANT

INVOICE DTL DESC

Invoice: AUGUST 2020

REIMBURSEMENT - CAFETERIA SALA

CHECK 78925 TOTAL: 3,837.86

NUMBER OF CHECKS 8 \*\*\* CASH ACCOUNT TOTAL \*\*\* 5,575.61

COUNT	AMOUNT
8	5,575.61

TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\* 5,575.61





11/06/2020 09:27 9781dpea REGIONAL SCHOOL DIST # 4 AP CHECK RECONCILIATION REGISTER 1 P apchkrcn

FOR CASH ACCOUNT: 2000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
78898	11/06/2020	PRINTED	006530 MASS MUTUAL	46,051.00			
		1 CHECKS	CASH ACCOUNT TOTAL	46,051.00			.00

11/06/2020 09:26 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL 1 P 1 apcsbdsb

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH VOUCHER INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

78898 11/06/2020 PRD 6530 MASS MUTUAL 107093 PENSION OTHER BENEFITS: PENSION

11/05/2020 21200005 2110520 CHECK 78898 TOTAL: 46,051.00

COUNT 1 46,051.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 46,051.00

TOTAL PRINTED CHECKS 1 46,051.00

\*\*\* GRAND TOTAL \*\*\* 46,051.00

11/06/2020 09:26 REGIONAL SCHOOL DIST # 4 JOURNAL ENTRIES TO BE CREATED  
 9781dpea |A/P CASH DISBURSEMENTS JOURNAL

|P 2  
 |apcshdsb

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
2021 5 123									
APP 2000-2000						DEEP RIVER ACCOUNTS PAYABLE		46,051.00	
11/06/2020	2110520	DP				AP CASH DISBURSEMENTS JOURNAL			
APP 2000-1040						DEEP RIVER CASH			46,051.00
11/06/2020	2110520	DP				AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2021/05/123 TOTAL		46,051.00	46,051.00



FOR CASH ACCOUNT: 2000 1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME UNCLEARED CLEARED BATCH CLEAR DATE

78899	11/06/2020	PRINTED	002539 ALL WASTE, INC.	360.45			
78900	11/06/2020	PRINTED	002467 ALLSTON SUPPLY CO INC	1,952.03			
78901	11/06/2020	PRINTED	002159 CREC	11,118.75			
78902	11/06/2020	PRINTED	002172 DEEP RIVER STUDENT ACTIVI	221.80			
78903	11/06/2020	PRINTED	002197 ESSEX HARDWARE CO	11.79			
78904	11/06/2020	PRINTED	006719 EVERSOURCE	51.72			
78905	11/06/2020	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	515.75			
78906	11/06/2020	PRINTED	006678 FRONTIER	176.19			
78907	11/06/2020	PRINTED	002175 HOME DEPOT	65.75			
78908	11/06/2020	PRINTED	002504 LAWSON PRODUCTS, INC.	110.57			
78909	11/06/2020	PRINTED	002245 MAGNAKLEEN	197.00			
78910	11/06/2020	PRINTED	006530 MASS MUTUAL	2,562.65			
78911	11/06/2020	PRINTED	002777 NASN	141.00			
78912	11/06/2020	PRINTED	002267 SCHOOL SPECIALTY	69.60			
78913	11/06/2020	PRINTED	005171 TCI - ORDER DEPARTMENT	2,216.15			
78914	11/06/2020	PRINTED	002436 TREASURER REGIONAL SCHOOL	4,269.07			
78915	11/06/2020	PRINTED	002518 TREASURER SUPERVISION DIS	449.64			
78916	11/06/2020	PRINTED	007050 W.B.MASON CO., INC.	150.45			
78917	11/06/2020	PRINTED	002587 WALTHAM SERVICES, INC	85.00			
19 CHECKS CASH ACCOUNT TOTAL				24,725.36			
							.00



11/06/2020 09:48  
9781dpea

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO WARRANT

NET

INVOICE DTL DESC

			CHECK	78903 TOTAL:	11.79
78904	11/06/2020 PRD	6719 EVERSOURCE	107154	51471482018 10/26	
	Invoice: 51471482018	10/26		2020 2021 BLANKET ELECTRICITY	51.72
				CHECK	78904 TOTAL:
					51.72
78905	11/06/2020 PRD	6809 FOLLETT SCHOOL SOLUT	107157	760382	
	Invoice: 760382			SEE ATTACHED ORDER TO BE SHIPP	515.75
				CHECK	78905 TOTAL:
					515.75
78906	11/06/2020 PRD	6678 FRONTIER	107160	8605266425 11/12	
	Invoice: 8605266425	11/12		2020 2021 BLANKET TELEPHONE	176.19
				CHECK	78906 TOTAL:
					176.19
78907	11/06/2020 PRD	2175 HOME DEPOT	107162	9522755	
	Invoice: 9522755			11/05/2020 21200107 2110620	65.75
				2020 2021 BLANKET GENERAL MAIN	
				CHECK	78907 TOTAL:
					65.75
78908	11/06/2020 PRD	2504 LAWSWON PRODUCTS, IN	107168	9307968143	
	Invoice: 9307968143			11/05/2020 21200111 2110620	110.57
				2020 2021 BLANKET	
				CHECK	78908 TOTAL:
					110.57
78909	11/06/2020 PRD	2245 MAGNAKLEEN	107169	2081740	
	Invoice: 2081740			MOP/RUG RENTAL	98.50
	Invoice: 2076721		107170	2076721	
				MOP/RUG RENTAL	98.50
				CHECK	78909 TOTAL:
					197.00
78910	11/06/2020 PRD	6530 MASS MUTUAL	107176	2020 2021	
	Invoice: 2020 2021			OTHER BENEFITS: PENSION	2,562.65
				CHECK	78910 TOTAL:
					2,562.65
78911	11/06/2020 PRD	2777 NASN	107177	999471	
	Invoice: 999471			11/05/2020 21200222 2110620	141.00
				MEMBERSHIP	



11/06/2020 09:48  
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
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CASH ACCOUNT: 2000  
CHECK NO CHK DATE

1040  
DEEP RIVER CASH  
VOUCHER INVOICE

NET

INVOICE DTL DESC

		CHECK	78911 TOTAL:	141.00	
78912	11/06/2020 PRD Invoice: 208126394148	2267 SCHOOL SPECIALTY	107179	208126394148	69.60
		see attached	11/05/2020	21200227	2110620
		CHECK	78912 TOTAL:	69.60	
78913	11/06/2020 PRD Invoice: 69023	5171 TCI - ORDER DEPARTME	107180	69023	2,216.15
		6701 REGIONS & PEOPLE: PLACARD	11/05/2020	21200076	2110620
		CHECK	78913 TOTAL:	2,216.15	
78914	11/06/2020 PRD Invoice: 10/14	2436 TREASURER REGIONAL S	107181	10/14	2,127.50
		REIMBURSEMENT - CAFETERIA SALA	11/05/2020	21200245	2110620
		REIMBURSEMENT - CAFETERIA SALA	11/05/2020	21200245	2110620
		CHECK	78914 TOTAL:	4,269.07	
78915	11/06/2020 PRD Invoice: 2518	2518 TREASURER SUPERVISIO	107184	2518	449.64
		CATALYST LICENSE	11/05/2020	21200242	2110620
		CHECK	78915 TOTAL:	449.64	
78916	11/06/2020 PRD Invoice: 214788496	7050 W.B.MASON CO., INC.	107171	214788496	75.40
		2020 2021 BLANKET	11/05/2020	21200129	2110620
		2020 2021 BLANKET	11/05/2020	21200129	2110620
		2020 2021 BLANKET	11/05/2020	21200129	2110620
		2020 2021 BLANKET	11/05/2020	21200129	2110620
		2020 2021 BLANKET	11/05/2020	21200129	2110620
		CHECK	78916 TOTAL:	150.45	
78917	11/06/2020 PRD Invoice: 2637766	2587 WALTHAM SERVICES, IN	107185	2637766	85.00
		2020 2021 BLANKET	11/05/2020	21200128	2110620
		CHECK	78917 TOTAL:	85.00	

11/06/2020 09:48  
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
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NUMBER OF CHECKS	19	*** CASH ACCOUNT TOTAL ***	24,725.36
	COUNT	AMOUNT	
TOTAL PRINTED CHECKS	19	24,725.36	
	*** GRAND TOTAL ***		24,725.36

10/23/2020 12:42 9781dpea REGIONAL SCHOOL DIST # 4 AP CHECK RECONCILIATION REGISTER 1 P |apchkrcn

FOR CASH ACCOUNT: 2000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
78887	10/23/2020	PRINTED	006432 A&A OFFICE SYSTEMS, INC	425.96			
78888	10/23/2020	PRINTED	003061 A-DEC COMMUNICATIONS, LLC	675.00			
78889	10/23/2020	PRINTED	002836 SYNCB/AMAZON	84.31			
78890	10/23/2020	PRINTED	002708 CT ASSOC OF SCHOOL LIBRAR	30.00			
78891	10/23/2020	PRINTED	005835 CITIZENS BANK - HEALTH B	54,392.00			
78892	10/23/2020	PRINTED	006719 EVERSOURCE	4,199.12			
78893	10/23/2020	PRINTED	006530 MASS MUTUAL	48,613.65			
78894	10/23/2020	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	744.90			
78895	10/23/2020	PRINTED	008132 SOUTHERN CONNECTICUT GAS	1,013.38			
78896	10/23/2020	PRINTED	005780 TOLEDO PHYSICAL EDUCATION	152.00			
78897	10/23/2020	PRINTED	002518 TREASURER SUPERVISION DIS	160,342.92			
11 CHECKS CASH ACCOUNT TOTAL				270,673.24			
							.00

10/23/2020 12:24  
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 2000  
CHECK NO CHK DATE TYPE VENDOR NAME

1040 DEEP RIVER CASH  
VOUCHER INVOICE

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P 1  
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INVOICE DTL DESC				INV DATE	PO	WARRANT	NET
78887	10/23/2020	PRTD	6432 A&A OFFICE SYSTEMS,	106843	INV459046	10/23/2020 21200001 2102320 BLANKET/OVERAGE COLOR COPIES 2	425.96
Invoice: INV459046						CHECK 78887 TOTAL:	425.96
78888	10/23/2020	PRTD	3061 A-DEC COMMUNICATIONS	106845	10/20	10/23/2020 21200236 2102320 VERTEX 5 WATT RADIO	675.00
Invoice: 10/20						CHECK 78888 TOTAL:	675.00
78889	10/23/2020	PRTD	2836 SYNCB/AMAZON	106846	485367637599	10/23/2020 21200230 2102320 WIRELESS LAVALIER MICROPHONE	48.99
Invoice: 485367637599						10/23/2020 21200224 2102320 PENDAFLEX	14.34
Invoice: 866833665973						10/23/2020 21200094 2102320 2020 2021 BLANKET MISC. SUPPLI	20.98
Invoice: 454974787758						CHECK 78889 TOTAL:	84.31
78890	10/23/2020	PRTD	2708 CT ASSOC OF SCHOOL L	106850	00791	10/23/2020 21200237 2102320 MEMBERSHIP RENEWAL 2020 2021	30.00
Invoice: 00791						CHECK 78890 TOTAL:	30.00
78891	10/23/2020	PRTD	5835 CITIZENS BANK - HEA	106851	NOVEMBER 2020	10/23/2020 21200054 2102320 HEALTH INSURANCE 2020 2021	54,392.00
Invoice: NOVEMBER 2020						CHECK 78891 TOTAL:	54,392.00
78892	10/23/2020	PRTD	6719 EVERSOURCE	106852	10/19/20	10/23/2020 21200009 2102320 2020 2021 BLANKET ELECTRICITY	4,199.12
Invoice: 10/19/20						CHECK 78892 TOTAL:	4,199.12
78893	10/23/2020	PRTD	6530 MASS MUTUAL	106853	CHECK #1	10/23/2020 21200005 2102320 OTHER BENEFITS: PENSION	46,051.00
Invoice: CHECK #1						10/23/2020 21200005 2102320 OTHER BENEFITS: PENSION	2,562.65
Invoice: CHECK #2						CHECK 78893 TOTAL:	48,613.65





10/23/2020 12:24 9781dpea REGIONAL SCHOOL DIST # 4 | A/P CASH DISBURSEMENTS JOURNAL | P 2 | apcsdhsb

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH VOUCHER INVOICE CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC

78894 10/23/2020 PRD 5713 NEW ENGLAND INDUSTRI 106854 IN134344 10/23/2020 21200238 2102320 744.90  
Invoice: IN134344 SURGICAL MASK, WIPES, HAND SAN

CHECK 78894 TOTAL: 744.90

78895 10/23/2020 PRD 8132 SOUTHERN CONNECTICUT 106856 05000113173665 12/14 10/23/2020 21200016 2102320 1,013.38  
Invoice: 05000113173665 12/14 2020 2021 BLANKET

CHECK 78895 TOTAL: 1,013.38

78896 10/23/2020 PRD 5780 TOLEDO PHYSICAL EDUC 106857 286943-00 10/23/2020 21200225 2102320 152.00  
Invoice: 286943-00 #KBK02 8-1/2" WAKA KICKBALL

CHECK 78896 TOTAL: 152.00

78897 10/23/2020 PRD 2518 TREASURER SUPERVISIO 106858 NOVEMBER 2020 SALARIES 10/23/2020 21200040 2102320 160,342.92  
Invoice: NOVEMBER 2020

CHECK 78897 TOTAL: 160,342.92

NUMBER OF CHECKS 11 \*\*\* CASH ACCOUNT TOTAL \*\*\* 270,673.24

COUNT AMOUNT  
TOTAL PRINTED CHECKS 11 270,673.24

\*\*\* GRAND TOTAL \*\*\* 270,673.24





10/23/2020 12:24 REGIONAL SCHOOL DIST # 4 JOURNAL ENTRIES TO BE CREATED

9781dpea |A/P CASH DISBURSEMENTS JOURNAL

|P 4  
|apcshdsb

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
2000	DEEP RIVER	2021	4	326	10/23/2020			
	2000-1040					DEEP RIVER CASH		270,673.24
	2000-1421					DUE FROM FEDERAL & STATE GRANT	1,468.89	
	2000-2000					DEEP RIVER ACCOUNTS PAYABLE	269,204.35	
						FUND TOTAL	270,673.24	270,673.24
2210	DEEP RIVER SPECIAL REVENUE FUN	2021	4	326	10/23/2020			
	2210-1412					DUE FROM/DUE TO DEEP RIVER		1,468.89
	2510-2000					ACCOUNTS PAYABLE	1,468.89	
						FUND TOTAL	1,468.89	1,468.89

10/23/2020 12:24 9781dpea REGIONAL SCHOOL DIST # 4 JOURNAL  
 JOURNAL ENTRIES TO BE CREATED

P 5  
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FUND	DUE TO	DUE FROM
2000 DEEP RIVER	1,468.89	1,468.89
2210 DEEP RIVER SPECIAL REVENUE FUN		
	TOTAL	
	1,468.89	1,468.89

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



10/23/2020 08:21 9781dpea REGIONAL SCHOOL DIST # 4 AP CHECK RECONCILIATION REGISTER P 1 apchkrcn

FOR CASH ACCOUNT: 2000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
78886	10/23/2020	PRINTED	002442 WINSUPPLY ESSEX CT CO	867.82			
		1 CHECKS	CASH ACCOUNT TOTAL	867.82			.00

10/23/2020 08:21  
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REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER



P 2  
apchkrcn

UNCLEARED CLEARED

1 CHECKS FINAL TOTAL 867.82 .00

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



10/23/2020 08:20 978ldpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL 1 P apcshdsb

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH VOUCHER INVOICE CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC

78886 10/23/2020 PRD 2442 WINSUPPLY ESSEX CT C 106836 432773-01 10/22/2020 20200443 2102220 867.82  
LABOR FOR COVID-19 I.E. TOUCHL

CHECK 78886 TOTAL: 867.82

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 867.82

COUNT AMOUNT  
TOTAL PRINTED CHECKS 1 867.82

\*\*\* GRAND TOTAL \*\*\* 867.82

4

YEAR PER JNL

EFF DZ

2021	4	308
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10/23/2020

10/23/2020

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**JOURNAL ENTRIES TO BE CREATED**

ACCOUNT	DESC
LINE	DESC

DEBIT

**T OB**

867.82

DEEP RIVER ACCOUNTS PAYABLE

AP CASH DISBURSEMENTS JOURNAL

DEEP RIVER CASH

AP CASH DISBURSEMENTS JOURNAL

JOURNAL 2021/04/308 TOTAL

JOURNAL 2021/04/308

TOTAL

867.82

867-82

867-82



10/23/2020 08:20 9781dpea REGIONAL SCHOOL DIST # 4 JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
2000	DEEP RIVER	2021	4	308	10/23/2020	DEEP RIVER CASH		
	2000-1040					DEEP RIVER ACCOUNTS PAYABLE	867.82	867.82
	2000-2000					FUND TOTAL	867.82	867.82

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



FOR CASH ACCOUNT: 2000

1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME UNCLEARED CLEARED BATCH CLEAR DATE

78865	10/21/2020	PRINTED	002836	SYNCE/AMAZON	517.54		
78866	10/21/2020	PRINTED	002625	APPLE COMPUTER INC.	494.95		
78867	10/21/2020	PRINTED	003655	CENTRAL SYSTEMS, INC.	300.00		
78868	10/21/2020	PRINTED	006187	CLASSROOM PRODUCTS LLC	3,297.80		
78869	10/21/2020	PRINTED	002155	CONNECTICUT WATER CO	753.66		
78870	10/21/2020	PRINTED	002157	CONTINENTAL MATHEMATICS L	340.00		
78871	10/21/2020	PRINTED	002172	DEEP RIVER STUDENT ACTIVI	8.40		
78872	10/21/2020	PRINTED	006809	FOLLETT SCHOOL SOLUTIONS	693.13		
78873	10/21/2020	PRINTED	002158	HEINEMANN PUBLISHING	1,358.50		
78874	10/21/2020	PRINTED	002166	HIGH HOPES	1,721.00		
78875	10/21/2020	PRINTED	002504	LAWSON PRODUCTS, INC.	178.26		
78876	10/21/2020	PRINTED	005959	LEAF	2,455.32		
78877	10/21/2020	PRINTED	002329	LEARN	45.00		
78878	10/21/2020	PRINTED	002245	MAGNAKLEEN	197.00		
78879	10/21/2020	PRINTED	008173	NAVIGATE360, LLC	695.00		
78880	10/21/2020	PRINTED	003864	NCS PEARSON, INC.	254.15		
78881	10/21/2020	PRINTED	002249	REGIONAL SCHOOL DISTRICT	3,667.93		
78882	10/21/2020	PRINTED	008097	THE FAMILY LAUNDRY	23.40		
78883	10/21/2020	PRINTED	002518	TREASURER SUPERVISION DIS	101.02		
78884	10/21/2020	PRINTED	007050	W.B.MASON CO.,INC.	190.14		
78885	10/21/2020	PRINTED	005105	WB MASON	5,785.39		
21 CHECKS					23,077.59		
CASH ACCOUNT TOTAL						.00	

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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
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CASH ACCOUNT: 2000  
CHECK NO CHK DATE TYPE VENDOR NAME

1040 DEEP RIVER CASH

VOUCHER INVOICE

INV DATE PO WARRANT

NET

INVOICE DTL DESC

78865	10/21/2020	PRTD	2836	SYNCB/AMAZON	106746	655353338894	10/14/2020	21200063	2101620	27.68
Invoice: 655353338894							MATH WORKSHOP IN ACTION STRATE			
					106749	488653489546	10/14/2020	21200194	2101620	209.96
Invoice: 488653489546							WEN 73004 500# CART			
					106756	494594998987	10/14/2020	21200232	2101620	139.95
Invoice: 494594998987							5 BX FACE MASKS INV. 494594998			
					106757	4853676e7599	10/14/2020	21200232	2101620	139.95
Invoice: 4853676e7599							5 BX FACE MASKS INV. 494594998			
							CHECK 78865 TOTAL:			517.54
78866	10/21/2020	PRTD	2625	APPLE COMPUTER INC.	106626	ac40012856	10/14/2020	21200220	2101620	494.95
Invoice: ac40012856							G.C. CRACKED SCREEN			
							CHECK 78866 TOTAL:			494.95
78867	10/21/2020	PRTD	3655	CENTRAL SYSTEMS, INC	106737	8944	10/14/2020	21200095	2101620	300.00
Invoice: 8944							2020 2021 BLANKET - SPRINKLER			
							CHECK 78867 TOTAL:			300.00
78868	10/21/2020	PRTD	6187	CLASSROOM PRODUCTS	106628	137063	10/14/2020	21200211	2101620	3,297.80
Invoice: 137063							COUGH GUARD AND SNEEZE GUARD F			
							CHECK 78868 TOTAL:			3,297.80
78869	10/21/2020	PRTD	2155	CONNECTICUT WATER CO	106629	9320	10/14/2020	21200007	2101620	753.66
Invoice: 9320							2020 2021 BLANKET WATER			
							CHECK 78869 TOTAL:			753.66
78870	10/21/2020	PRTD	2157	CONTINENTAL MATHEMAT	106630	57728	10/14/2020	21200006	2101620	340.00
Invoice: 57728							2021 CML GRADES 3-6			
							CHECK 78870 TOTAL:			340.00
78871	10/21/2020	PRTD	2172	DEEP RIVER STUDENT A	106631	4833	10/14/2020	21200015	2101620	8.40
Invoice: 4833							2020 2021 BLANKET USFS			
							CHECK 78871 TOTAL:			8.40

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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
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CASH ACCOUNT: 2000 1040 DEEP RIVER CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO WARRANT

NET

INVOICE DTL DESC

78872	10/21/2020	PRTD	6809 FOLLETT SCHOOL SOLUT	106633	743639	10/14/2020	21200202	2101620	693.13
	Invoice: 743639						SEE ATTACHED ORDER TO BE SHIPP		
							CHECK	78872 TOTAL:	693.13
78873	10/21/2020	PRTD	2158 HEINEMANN PUBLISHING	106634	7249710	10/14/2020	21200205	2101620	1,358.50
	Invoice: 7249710						SKU: E09658 ISBN: 978-0-325-09		
							CHECK	78873 TOTAL:	1,358.50
78874	10/21/2020	PRTD	2166 HIGH HOPES	106636	6007-INV	10/14/2020	21200219	2101620	1,721.00
	Invoice: 6007-INV						INV.#6007-INV 8/30/18 J.M. THE		
							CHECK	78874 TOTAL:	1,721.00
78875	10/21/2020	PRTD	2504 LAWSON PRODUCTS, IN	106637	9307905755	10/14/2020	21200111	2101620	178.26
	Invoice: 9307905755						2020 2021 BLANKET		
							CHECK	78875 TOTAL:	178.26
78876	10/21/2020	PRTD	5959 LEAF	106638	11121069 NO LATE FEE	10/14/2020	21200002	2101620	2,455.32
	Invoice: 11121069 NO LATE FEE						2020 2021 LEASE FOR COPIERS		
							CHECK	78876 TOTAL:	2,455.32
78877	10/21/2020	PRTD	2329 LEARN	106639	20210161	10/14/2020	21200217	2101620	45.00
	Invoice: 20210161						ROUNDTABLE PRINCIPAL MEMBERSHI		
							CHECK	78877 TOTAL:	45.00
78878	10/21/2020	PRTD	2245 MAGNAKLEEN	106640	2071403	10/14/2020	21200010	2101620	98.50
	Invoice: 2071403						MOP/RUG RENTAL		
	Invoice: 2066693						10/14/2020 21200010 2101620		
							MOP/RUG RENTAL		
							CHECK	78878 TOTAL:	197.00
78879	10/21/2020	PRTD	8173 NAVIGATE360, LLC	106649	E-9285	10/14/2020	21200212	2101620	695.00
	Invoice: E-9285						ALICE INSTRUCTOR CERTIFICATION		
							CHECK	78879 TOTAL:	695.00



10/21/2020 08:48  
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 2000 1040 DEEP RIVER CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO WARRANT NET

INVOICE DTL DESC

78880 10/21/2020 PRD Invoice: 11605714	3864 NCS PEARSON INC.	106650	11605714	10/14/2020 21200190 2101620 DRA2 4-8 BENCHMARK BOOK DIGITA	254.15
				CHECK 78880 TOTAL:	254.15
78881 10/21/2020 PRD Invoice: 581798	2249 REGIONAL SCHOOL DIST	106759	581798	10/14/2020 21200198 2101620 2020 2021 LEGAL FEES	3,667.93
				CHECK 78881 TOTAL:	3,667.93
78882 10/21/2020 PRD Invoice: 0998	8097 THE FAMILY LAUNDRY	106651	0998	10/14/2020 21200161 2101620 BLANKET - 2020-2021 LAUNDRY	11.70
Invoice: 908		106652	908	10/14/2020 21200161 2101620 BLANKET - 2020-2021 LAUNDRY	11.70
				CHECK 78882 TOTAL:	23.40
78883 10/21/2020 PRD Invoice: AUG 2020	2518 TREASURER SUPERVISIO	106738	AUG 2020	10/14/2020 21200013 2101620 2020 2021 BLANKET CELL PHONE	50.51
Invoice: SEPT 2020		106739	SEPT 2020	10/14/2020 21200013 2101620 2020 2021 BLANKET CELL PHONE	50.51
				CHECK 78883 TOTAL:	101.02
78884 10/21/2020 PRD Invoice: 214090520	7050 W.B.MASON CO., INC.	106642	214090520	10/14/2020 21200129 2101620 2020 2021 BLANKET	28.99
Invoice: 214221025		106643	214221025	10/14/2020 21200129 2101620 2020 2021 BLANKET	161.15
				CHECK 78884 TOTAL:	190.14
78885 10/21/2020 PRD Invoice: 214273150	5105 WB MASON	106645	214273150	10/14/2020 21200210 2101620 12"X12"X20", .030 STUDENT SHIE	248.59
Invoice: 214319297		106646	214319297	10/14/2020 21200210 2101620 12"X12"X20", .030 STUDENT SHIE	5,526.00
Invoice: 214336993		106648	214336993	10/14/2020 21200215 2101620 #TOP80264 STENO BOOKS	10.80
				CHECK 78885 TOTAL:	5,785.39

10/21/2020 08:48  
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL



P 4  
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NUMBER OF CHECKS 21 \*\*\* CASH ACCOUNT TOTAL \*\*\* 23,077.59

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	21	23,077.59

\*\*\* GRAND TOTAL \*\*\* 23,077.59

78865	10/21/2020	PRINTED	002836	SYNCB/AMAZON	517.54			
78866	10/21/2020	PRINTED	002625	APPLE COMPUTER INC.	494.95			
78867	10/21/2020	PRINTED	003655	CENTRAL SYSTEMS, INC.	300.00			
78868	10/21/2020	PRINTED	006187	CLASSROOM PRODUCTS LLC	3,297.80			
78869	10/21/2020	PRINTED	002155	CONNECTICUT WATER CO	753.66			
78870	10/21/2020	PRINTED	002157	CONTINENTAL MATHEMATICS L	340.00			
78871	10/21/2020	PRINTED	002172	DEEP RIVER STUDENT ACTIVI	8.40			
78872	10/21/2020	PRINTED	006809	FOLLETT SCHOOL SOLUTIONS	693.13			
78873	10/21/2020	PRINTED	002158	HEINEMANN PUBLISHING	1,358.50			
78874	10/21/2020	PRINTED	002166	HIGH HOPES	1,721.00			
78875	10/21/2020	PRINTED	002504	LAWSWON PRODUCTS, INC.	178.26			
78876	10/21/2020	PRINTED	005959	LEAF	2,455.32			
78877	10/21/2020	PRINTED	002329	LEARN	45.00			
78878	10/21/2020	PRINTED	002245	MAGNAKLEEN	197.00			
78879	10/21/2020	PRINTED	008173	NAVIGATE360, LLC	695.00			
78880	10/21/2020	PRINTED	003864	NCS PEARSON INC.	254.15			
78881	10/21/2020	PRINTED	002249	REGIONAL SCHOOL DISTRICT	3,667.93			
78882	10/21/2020	PRINTED	008097	THE FAMILY LAUNDRY	23.40			
78883	10/21/2020	PRINTED	002518	TREASURER SUPERVISION DIS	101.02			
78884	10/21/2020	PRINTED	007050	W.B.MASON CO.,INC.	190.14			
78885	10/21/2020	PRINTED	005105	WB MASON	5,785.39			
21 CHECKS					23,077.59			
CASH ACCOUNT TOTAL								.00

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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 2000  
CHECK NO CHK DATE TYPE VENDOR NAME

DEEP RIVER CASH

VOUCHER INVOICE

INV DATE PO

WARRANT

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INVOICE DTL DESC

78865	10/21/2020	PRTD	2836 SYNCB/AMAZON	106746	655353338894	10/14/2020	21200063	2101620	27.68
	Invoice: 655353338894					MATH WORKSHOP IN ACTION STRATE			
	Invoice: 488653489546			106749	488653489546	10/14/2020	21200194	2101620	209.96
	Invoice: 494594998987			106756	494594998987	10/14/2020	21200232	2101620	139.95
	Invoice: 4853676e7599			106757	4853676e7599	10/14/2020	21200232	2101620	139.95
						CHECK	78865	TOTAL:	517.54
78866	10/21/2020	PRTD	2625 APPLE COMPUTER INC.	106626	ac40012856	10/14/2020	21200220	2101620	494.95
	Invoice: ac40012856					G.C. CRACKED SCREEN			
						CHECK	78866	TOTAL:	494.95
78867	10/21/2020	PRTD	3655 CENTRAL SYSTEMS, INC	106737	8944	10/14/2020	21200095	2101620	300.00
	Invoice: 8944					2020 2021 BLANKET - SPRINKLER			
						CHECK	78867	TOTAL:	300.00
78868	10/21/2020	PRTD	6187 CLASSROOM PRODUCTS	106628	137063	10/14/2020	21200211	2101620	3,297.80
	Invoice: 137063					COUGH GUARD AND SNEEZE GUARD F			
						CHECK	78868	TOTAL:	3,297.80
78869	10/21/2020	PRTD	2155 CONNECTICUT WATER CO	106629	9320	10/14/2020	21200007	2101620	753.66
	Invoice: 9320					2020 2021 BLANKET WATER			
						CHECK	78869	TOTAL:	753.66
78870	10/21/2020	PRTD	2157 CONTINENTAL MATHEMAT	106630	57728	10/14/2020	21200006	2101620	340.00
	Invoice: 57728					2021 CML GRADES 3-6			
						CHECK	78870	TOTAL:	340.00
78871	10/21/2020	PRTD	2172 DEEP RIVER STUDENT A	106631	4833	10/14/2020	21200015	2101620	8.40
	Invoice: 4833					2020 2021 BLANKET USPS			
						CHECK	78871	TOTAL:	8.40



CASH ACCOUNT: 2000  
CHECK NO    CHK DATE

1040  
TYPE VENIDEEP RIVER CASH  
NAME

**VOUCHER INVOICE**

INVOICE	DTL	DESC
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78872 10/21/2020 PRTD	6809 FOLLETT SCHOOL SOLUT	106633	743639	10/14/2020	21200202	2101620	693.13
Invoice: 743639	SEE ATTACHED ORDER TO BE SHIPP						

CHECK 78872 TOTAL: 693.13

78873 10/21/2020 PRD 2158 HEINEMANN PUBLISHING 106634 7249710 10/14/2020 21200205 2101620 1,358.50  
Invoice: 7249710 SKU: E09658 ISBN: 978-0-325-09

CHECK	78873 TOTAL:	1,358.50
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78874	10/21/2020	PRTD	2166	HIGH	HOPES	106636	6007-INV	10/14/2020	21200219	2101620	1,721.00
Invoice: 6007-INV											
INV.#6007-INV 8/30/18 J.M. THE											

CHECK	78874 TOTAL:	1.721.00
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78875	10/21/2020	PRTD	2504	LAWSON PRODUCTS, IN	106637	9307905755	10/14/2020	21200111	2101620	178.26
Invoice: 9307905755			2020 2021 BLANKET							

CHECK 78875 TOTAL: 178.26

78876	10/21/2020	PRTD	5959	LEAF	106638	11121069	NO LATE FEE	10/14/2020	21200002	2101620	2,455.32
Invoice: 11121069 NO LATE FEE											
2020 2021 LEASE FOR COPIERS											

CHECK	78876	TOTAL:	2,455.32
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78877	10/21/2020	PRTD	2329	LEARN	106639	20210161	10/14/2020	21200217	2101620	45.00
Invoice: 20210161										
ROUNDTABLE PRINCIPAL MEMBERSHI										

CHECK	78877	TOTAL:	45.00
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78878	10/21/2020	PRTD	2245	MAGNAKLEEN	106640	2071403	10/14/2020	21200010	2101620	98.50
							MOP/RUG RENTAL			
Invoice: 2071403										

2020 21200010 2101620 98-50

CHECK	78878	TOTAL:	197.00
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78879	10/21/2020	PRTD	8173 NAVIGATE360, LLC	106649	E-9285	10/14/2020	21200212	2101620	695.00
						ALICE INSTRUCTOR CERTIFICATION			
Invoice: E-9285									

CHECK	78879 TOTAL:	695 00
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 2000  
CHECK NO CHK DATE TYPE VENDOR NAME

1040 DEEP RIVER CASH  
VOUCHER INVOICE

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apcshdsb

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INVOICE DTL DESC

78880 10/21/2020 PRD 3864 NCS PEARSON INC. 106650 11605714 10/14/2020 21200190 2101620 254.15  
Invoice: 11605714 DRA2 4-8 BENCHMARK BOOK DIGITA

CHECK 78880 TOTAL: 254.15

78881 10/21/2020 PRD 2249 REGIONAL SCHOOL DIST 106759 581798 10/14/2020 21200198 2101620 3,667.93  
Invoice: 581798 2020 2021 LEGAL FEES

CHECK 78881 TOTAL: 3,667.93

78882 10/21/2020 PRD 8097 THE FAMILY LAUNDRY 106651 0998 10/14/2020 21200161 2101620 11.70  
Invoice: 0998 BLANKET - 2020-2021 LAUNDRY

Invoice: 908 106652 908 10/14/2020 21200161 2101620 11.70  
BLANKET - 2020-2021 LAUNDRY

CHECK 78882 TOTAL: 23.40

78883 10/21/2020 PRD 2518 TREASURER SUPERVISIO 106738 AUG 2020 10/14/2020 21200013 2101620 50.51  
Invoice: AUG 2020 2020 2021 BLANKET CELL PHONE

Invoice: SEPT 2020 106739 SEPT 2020 10/14/2020 21200013 2101620 50.51  
2020 2021 BLANKET CELL PHONE

CHECK 78883 TOTAL: 101.02

78884 10/21/2020 PRD 7050 W.B.MASON CO., INC. 106642 214090520 10/14/2020 21200129 2101620 28.99  
Invoice: 214090520 2020 2021 BLANKET

Invoice: 214221025 106643 214221025 10/14/2020 21200129 2101620 161.15  
2020 2021 BLANKET

CHECK 78884 TOTAL: 190.14

78885 10/21/2020 PRD 5105 WB MASON 106645 214273150 10/14/2020 21200210 2101620 248.59  
Invoice: 214273150 12"X12"X20", .030 STUDENT SHIE

Invoice: 214319297 106646 214319297 10/14/2020 21200210 2101620 5,526.00  
12"X12"X20", .030 STUDENT SHIE

Invoice: 214336993 106648 214336993 10/14/2020 21200215 2101620 10.80  
#TOP80264 STENO BOOKS

CHECK 78885 TOTAL: 5,785.39

10/21/2020 08:48  
9781dpea

REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL



P 4  
apcsb

NUMBER OF CHECKS 21 \*\*\* CASH ACCOUNT TOTAL \*\*\* 23,077.59

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	21	23,077.59

\*\*\* GRAND TOTAL \*\*\* 23,077.59

10/15/2020 09:30 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL 1 P apcshdsb

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH VOUCHER INVOICE INVOICE DTL DESC WARRANT NET

78864 10/15/2020 PRD 8156 IVORYTON PLUMBING LL 106625 10/7 & 12 LABOR FOR COVID-19 I.E. TOUCHL 1,000.00

CHECK 78864 TOTAL: 1,000.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 1,000.00

COUNT	AMOUNT
1	1,000.00

TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\* 1,000.00



10/15/2020 09:31 9781dpea REGIONAL SCHOOL DIST # 4 AP CHECK RECONCILIATION REGISTER P 1 apchkrcn

FOR CASH ACCOUNT: 2000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
78864	10/15/2020	PRINTED	008156 IVORYTON PLUMBING LLC	1,000.00			
		1 CHECKS	CASH ACCOUNT TOTAL	1,000.00			.00

10/08/2020 08:20  
9781mzup

REGIONAL SCHOOL DIST # 4  
ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrrnt

DATE: 10/08/2020 WARRANT: 2100820 AMOUNT: \$ 8,883.55

SIGNATURE: 

2019 2020

CASH ACCOUNT: 2000

1040

DEEP RIVER CASH

WARRANT: 2100820

10/08/2020

DUE DATE: 10/08/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
7016 WINSUPPLY	5610	00000	20200438	INV	10/08/2020	43099401	87222	106553	
1 224106		DR PRIN OF		GEN SUP OP		8,883.55			
		Invoice Net				8,883.55			
						CHECK TOTAL			-----
						8,883.55			
1 INVOICES									
						WARRANT TOTAL			
						8,883.55			
						CASH ACCOUNT BALANCE			
						-4,985,652.26			



WARRANT: 2100820 10/08/2020		DUE DATE: 10/08/2020	
FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
2000 224106	DEEP RIVER SUPPLIE 2000-20-000-2410-000-0-0-6-5610	8,883.55	471.75
CASH ACCOUNT 2000 1040	BALANCE -4,985,652.26	8,883.55	
GENERAL SUPPLIES-P/O			
FUND TOTAL			
WARRANT SUMMARY TOTAL		8,883.55	
GRAND TOTAL		8,883.55	

WARRANT: 2100820 10/08/2020		DUE DATE: 10/08/2020		
VOUCHER	VENDOR VENDOR NAME	DOCUMENT	PO	TYPE DUE DATE
106553	7016 WINSUPPLY	87222	20200438	INV 10/08/2020
		WARRANT TOTAL		
				8,883.55 PLUMBING SUPPLIES / CO
				8,883.55

\*\* END OF REPORT - Generated by Meg Zupan \*\*



10/07/2020 10:04  
9781dpea

REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 2000

CHECK # CHECK DATE TYPE

1040

VENDOR NAME

FOR: Uncleared

CLEARED BATCH CLEAR DATE

UNCLEARED

78861 10/07/2020 PRINTED 002467 ALLSTON SUPPLY CO INC  
78862 10/07/2020 PRINTED 008156 IVORYTON PLUMBING LLC

2 CHECKS

CASH ACCOUNT TOTAL

670.00  
2,000.00  
2,670.00

.00

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a byterep solution

P 1  
apchkrcn



10/07/2020 10:03 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL 1 P 1 apcshdsb

CASH ACCOUNT: 2000 CHECK NO CHK DATE TYPE VENDOR NAME 1040 DEEP RIVER CASH VOUCHER INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

78861	10/07/2020	PRTD	2467	ALLSTON SUPPLY CO IN	106515	126661A	10/06/2020	20200186	2100620	670.00
		Invoice: 126661A					2019	2020	BLANKET	
							CHECK		78861 TOTAL:	670.00
78862	10/07/2020	PRTD	8156	IVORYTON PLUMBING LL	106510	10/3&4	10/06/2020	20200443	2100620	1,000.00
		Invoice: 10/3&4					LABOR FOR COVID-19	I.E.	TOUCHL	
		Invoice: 9/28&30			106512	9/28&30	10/06/2020	20200443	2100620	1,000.00
							LABOR FOR COVID-19	I.E.	TOUCHL	
							CHECK		78862 TOTAL:	2,000.00
							*** CASH ACCOUNT TOTAL	***		2,670.00

NUMBER OF CHECKS	2	COUNT	2	AMOUNT	2,670.00
TOTAL PRINTED CHECKS					

\*\*\* GRAND TOTAL \*\*\* 2,670.00



10/06/2020 09:43  
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REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

P 1  
apchkrn

FOR CASH ACCOUNT: 2000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
78841	10/06/2020	PRINTED	002539 ALL WASTE, INC.	360.45			
78842	10/06/2020	PRINTED	002148 ALL STATE ALARM SERVICES	79.35			
78843	10/06/2020	PRINTED	002467 ALLSTON SUPPLY CO INC	271.02			
78844	10/06/2020	PRINTED	002836 SYNCB/AMAZON	197.46			
78845	10/06/2020	PRINTED	002168 DEEP RIVER HARDWARE CO.	59.39			
78846	10/06/2020	PRINTED	006719 EVERSOURCE	47.85			
78847	10/06/2020	PRINTED	006678 FRONTIER	269.36			
78848	10/06/2020	PRINTED	008156 IVORYTON PLUMBING LLC	250.00			
78849	10/06/2020	PRINTED	006008 IXL LEARNING	2,125.00			
78850	10/06/2020	PRINTED	004658 KENDALL-HUNT PUBLISHING C	1,184.38			
78851	10/06/2020	PRINTED	006821 LAKESHORE LEARNING	249.00			
78852	10/06/2020	PRINTED	002373 MATHCOUNTS FOUNDATION	150.00			
78853	10/06/2020	PRINTED	002221 NEW ENGLAND ENERGY CONTRO	834.58			
78854	10/06/2020	PRINTED	007170 PITNEY, ALLYSON	1,410.00			
78855	10/06/2020	PRINTED	002264 SCHOOL HEALTH CORPORATION	49.98			
78856	10/06/2020	PRINTED	002267 SCHOOL SPECIALTY	194.20			
78857	10/06/2020	PRINTED	002276 TOWN OF DEEP RIVER	9,243.75			
78858	10/06/2020	PRINTED	007050 W.B. MASON CO. INC.	394.00			
78859	10/06/2020	PRINTED	002587 WALTHAM SERVICES, INC	85.00			
78860	10/06/2020	PRINTED	002792 WILSON LANGUAGE TRAINING	1,067.80			
20 CHECKS CASH ACCOUNT TOTAL				18,522.57			
							.00

10/06/2020 09:42 REGIONAL SCHOOL DIST # 4  
 9781dpea | A/P CASH DISBURSEMENTS JOURNAL

 CASH ACCOUNT: 2000 1040  
 CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
78841 10/06/2020 PRD 2539 ALL WASTE, INC. Invoice: 58811-6-0920	09/29/2020 2020 2021 BLANKET (RUBBISH REM)	21200092	2092920	360.45
	CHECK	78841	TOTAL:	360.45
78842 10/06/2020 PRD 2148 ALL STATE ALARM SERV 106298 Invoice: 6146857	09/29/2020 2020 2021 BLANKET	21200091	2092920	79.35
	CHECK	78842	TOTAL:	79.35
78843 10/06/2020 PRD 2467 ALLSTON SUPPLY CO IN 106299 Invoice: 131344	09/29/2020 MISC. SUPPLIES - BLEACH, SIMPL	21200131	2092920	68.82
	09/29/2020 MISC. SUPPLIES - BLEACH, SIMPL	21200131	2092920	202.20
Invoice: 128226	CHECK	78843	TOTAL:	271.02
78844 10/06/2020 PRD 2836 SYNCB/AMAZON Invoice: 855586575863	09/29/2020 SEE ATTACHED ART SUPPLIES	21200141	2092920	9.01
	09/29/2020 SEE ATTACHED ART SUPPLIES	21200141	2092920	71.00
Invoice: 4737938468896	09/29/2020 YAMAHA PSRE360 61 KEY TOUCH SEN	21200185	2092920	117.45
Invoice: 5887735454949	CHECK	78844	TOTAL:	197.46
78845 10/06/2020 PRD 2168 DEEP RIVER HARDWARE 106305 Invoice: 433767	09/29/2020 2020 2021 BLANKET	21200099	2092920	59.39
	CHECK	78845	TOTAL:	59.39
78846 10/06/2020 PRD 6719 EVERSOURCE Invoice: 41471482018 9/24	09/29/2020 2020 2021 BLANKET ELECTRICITY	21200009	2092920	47.85
	CHECK	78846	TOTAL:	47.85
78847 10/06/2020 PRD 6678 FRONTIER Invoice: 8605266425 10/13	09/29/2020 2020 2021 BLANKET TELEPHONE	21200014	2092920	269.36
	CHECK	78847	TOTAL:	269.36



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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
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CASH ACCOUNT: 2000 1040 DEEP RIVER CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO WARRANT

INVOICE DTL DESC

NET

78848	10/06/2020	PRTD	8156	IVORYTON PLUMBING LL	106308	9/16			09/29/2020	21200206	2092920	170.00
	Invoice: 9/16								WORK ON TWO TOILETS / SPUDS RE			
	Invoice: 9/23				106309	9/23			SPUDS			80.00
									CHECK	78848	TOTAL:	250.00
78849	10/06/2020	PRTD	6008	IXL LEARNING	106310	S373685			09/29/2020	21200201	2092920	2,125.00
	Invoice: S373685								1 YEAR IXL SERVICE SITE LICENSE			
									CHECK	78849	TOTAL:	2,125.00
78850	10/06/2020	PRTD	4658	KENDALL-HUNT PUBLISH	106446	12502821			09/29/2020	21200195	2092920	1,184.38
	Invoice: 12502821								#978-1-7924-0185-5 GRADE 6 STU			
									CHECK	78850	TOTAL:	1,184.38
78851	10/06/2020	PRTD	6821	LAKESHORE LEARNING	106455	5066890920			09/29/2020	21200204	2092920	249.00
	Invoice: 5066890920								#JJ185 ALL-PURPOSE TEACHING CA			
									CHECK	78851	TOTAL:	249.00
78852	10/06/2020	PRTD	2373	MATHCOUNTS FOUNDATIO	106448	ORDER 1826			09/29/2020	21200213	2092920	150.00
	Invoice: ORDER 1826								REGISTRATION FEE FOR J.SHAKUNZ			
									CHECK	78852	TOTAL:	150.00
78853	10/06/2020	PRTD	2221	NEW ENGLAND ENERGY C	106456	S-9908			09/29/2020	21200216	2092920	239.88
	Invoice: S-9908								2020 2021 BLANKET REPAIRS PLOW			
	Invoice: S-9998				106457	S-9998			09/29/2020	21200216	2092920	360.00
	Invoice: S-9843				106458	S-9843			09/29/2020	21200216	2092920	234.70
									2020 2021 BLANKET REPAIRS PLOW			
									CHECK	78853	TOTAL:	834.58
78854	10/06/2020	PRTD	7170	PITNEY, ALLYSON	106317	8/24/20			09/29/2020	21200207	2092920	1,410.00
	Invoice: 8/24/20								COURSE REIMBURSEMENT			
									CHECK	78854	TOTAL:	1,410.00

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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
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CASH ACCOUNT: 2000 1040 DEEP RIVER CASH  
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE

INV DATE PO WARRANT NET

INVOICE DTL DESC

78855	10/06/2020	PRTD	2264	SCHOOL HEALTH CORPORA	106318	3792069-03	09/29/2020	21200053	2092920	49.98
Invoice: 3792069-03							20051 ARM SPLINT (CHILD)			
							CHECK 78855 TOTAL:			49.98
78856	10/06/2020	PRTD	2267	SCHOOL SPECIALTY	106454	208125971662	09/29/2020	21200149	2092920	194.20
Invoice: 208125971662							9245680689 CRAYOLA WATERCOLORS			
							CHECK 78856 TOTAL:			194.20
78857	10/06/2020	PRTD	2276	TOWN OF DEEP RIVER	106451	NOVEMBER 2020	09/29/2020	21200126	2092920	9,243.75
Invoice: NOVEMBER 2020							SEWER USAGE			
							CHECK 78857 TOTAL:			9,243.75
78858	10/06/2020	PRTD	7050	W.B.MASON CO., INC.	106311	214003341	09/29/2020	21200129	2092920	75.00
Invoice: 214003341							2020 2021 BLANKET			
Invoice: 213957587							2020 2021 BLANKET			279.90
Invoice: 213800575							09/29/2020 21200189 2092920			39.10
							DYMO LABELMANAGER 160P, 2 LINE			
							CHECK 78858 TOTAL:			394.00
78859	10/06/2020	PRTD	2587	WALTHAM SERVICES, IN	106319	2620411	09/29/2020	21200128	2092920	85.00
Invoice: 2620411							2020 2021 BLANKET			
							CHECK 78859 TOTAL:			85.00
78860	10/06/2020	PRTD	2792	WILSON LANGUAGE TRAI	106355	1815673	09/29/2020	21200020	2092920	548.32
Invoice: 1815673							#SKU f2STCTPK SUNDATIONS STUDE			
Invoice: 1820608							09/29/2020 21200146 2092920			519.48
							LEVEL K AT HOME STUDENT PACKET			
							CHECK 78860 TOTAL:			1,067.80

10/06/2020 09:42  
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REGIONAL SCHOOL DIST # 4  
A/P CASH DISBURSEMENTS JOURNAL



P 4  
apcsbhsb

NUMBER OF CHECKS 20 \*\*\* CASH ACCOUNT TOTAL \*\*\* 18,522.57

COUNT	AMOUNT
20	18,522.57

TOTAL PRINTED CHECKS

\*\*\* GRAND TOTAL \*\*\* 18,522.57





09/30/2020 09:00 9781dpea REGIONAL SCHOOL DIST # 4 |A/P CASH DISBURSEMENTS JOURNAL 1 P apcshdsb

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH VOUCHER INVOICE INVOICE DTL DESC NET

CHECK NO CHK DATE TYPE VENDOR NAME

78840 09/30/2020 PRD 2467 ALLSTON SUPPLY CO IN 106321 126661 09/29/2020 20200186 2092220 2,305.65

Invoice: 126661 2019 2020 BLANKET CHECK 78840 TOTAL: 2,305.65

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 2,305.65

COUNT AMOUNT  
TOTAL PRINTED CHECKS 1 2,305.65

\*\*\* GRAND TOTAL \*\*\* 2,305.65



09/30/2020 09:00 REGIONAL SCHOOL DIST # 4 JOURNAL ENTRIES TO BE CREATED

9781dpea | A/P CASH DISBURSEMENTS JOURNAL | P 3 | apcshdsb

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
2000	DEEP RIVER	2021	3	402	09/30/2020			
	2000-1040					DEEP RIVER CASH		2,305.65
	2000-2000					DEEP RIVER ACCOUNTS PAYABLE	2,305.65	
						FUND TOTAL	2,305.65	2,305.65

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





09/30/2020 09:01 9781dpea REGIONAL SCHOOL DIST # 4 AP CHECK RECONCILIATION REGISTER P 1 apchkren

FOR CASH ACCOUNT: 2000 1040 FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
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78840	09/30/2020	PRINTED	002467 ALLSTON SUPPLY CO INC	2,305.65			
		1 CHECKS	CASH ACCOUNT TOTAL	2,305.65			.00

# REGIONAL SCHOOL DISTRICT No. 4

## CHESTER • DEEP RIVER • ESSEX

**Brian J White**  
Superintendent of Schools  
bwhite@reg4.k12.ct.us

**Sarah Smalley**  
Director of Pupil Services  
ssmalley@reg4.k12.ct.us



**Kristina Martineau, Ed.D.**  
Assistant Superintendent of Schools  
kmartineau@reg4.k12.ct.us

**Kelly Sterner**  
Finance Director  
ksterner@reg4.k12.ct.us

TO: Brian J. White, Superintendent of Schools  
FROM: Kristina Martineau, Ed.D., Assistant Superintendent of Schools  
DATE: November 4, 2020  
SUBJECT: Deep River School District Grants for 2020-2021

The table below provides information related to the 2020-2021 grant awards for Deep River Elementary School, including allocation amounts and expenditure requests approved by the Connecticut State Department of Education.

Grant	Allocation Amount	Allocation Expenditure
Coronavirus Relief Funds	\$95,801 (pending CSDE approval)	*must be expended by 12/30/2020 <b>Academic Personnel:</b> \$11,734 for building substitute <b>Cleaning/PPE/Health/Safety Personnel:</b> \$8,737 for temporary custodian <b>Cleaning/PPE/Health/Safety Non-Personnel:</b> \$75,330 for touchless faucets, cleaning equipment and supplies, hand sanitizer stations and sanitizer, water bottle filling stations, desk shields, masks, plexiglass, microphones, access points, etc.
ESSER The Elementary and Secondary School Emergency Relief Fund	\$27,888	Instructional support for students during staff absences related to Covid-19 (building substitute for additional school days beyond December 2020)
Title I	\$33,305	Salaries for staff supporting students in literacy skills instruction. 1.5 FTE Reading paraeducators
Title II	\$5,590	Professional development services for math coach and elementary teachers K-6 to improve mathematics instruction for students.  Professional development services for ELA coach and elementary teachers K-6 to improve reading instruction for students.  Professional development to support administrator growth in the area of instructional coaching to improve teaching and learning.
Title III	\$533 (\$486.27 to DRES)	Supplemental texts, including online texts, to support the language development needs of English language learners in the reading workshop model and with one-on-one reading language instruction with our instructional coaches.
Title IV	\$10,000	Funds will be utilized to purchase online resources to support blended learning and technology integration approaches in grades K-6.
REAP	\$23,822	Funds are utilized to purchase instructional materials for K-6 reading, math, and science to support student growth in grade level standards in these areas.

# SCHOOL PROFILE AND PERFORMANCE REPORT FOR SCHOOL YEAR 2018–19



## Deep River Elementary School Deep River School District

860-526-5319 • <http://www.reg4.k12.ct.us>

### School Information

Grade Range  
EnrollmentPK-6  
242

### Community Information

[AdvanceCT Town Profiles](#) provide summary demographic and economic information for Connecticut's municipalities

### Contents

Students.....	1
Educators.....	2
Instruction and Resources.....	2
Performance and Accountability.....	3

### Notes

Unless otherwise noted, all data are for 2018-19 and include all grades offered by the school.

In most tables, data are displayed only for the three major race/ethnicity categories. For additional race/ethnicity categories, please visit [edsight.ct.gov](http://edsight.ct.gov).

For district totals, please see the district profile.

\* When an asterisk is displayed, data have been suppressed to safeguard student confidentiality, or to ensure that statistics based on a very small sample size are not interpreted as equally representative as those based on a sufficiently larger sample size.

N/A is displayed when a category is not applicable for a district or school.

### Students

#### October 1, 2018 Enrollment

	Count	School Percent of Total (%)	District Percent of Total (%)
Female	117	48.3	48.3
Male	125	51.7	51.7
American Indian or Alaska Native	0	0.0	0.0
Asian	*	*	*
Black or African American	*	*	*
Hispanic or Latino of any race	21	8.7	8.7
Native Hawaiian or Other Pacific Islander	0	0.0	0.0
Two or More Races	10	4.1	4.1
White	205	84.7	84.7
English Learners	9	3.7	3.7
Eligible for Free or Reduced-Price Meals	90	37.2	37.2
Students with Disabilities <sup>1</sup>	33	13.6	13.6

<sup>1</sup>Students in this category are students with an individualized education program (IEP) only. This category does not include students with Section 504 plans or services plans.

*NOTE: To protect student privacy, gender counts are suppressed (\*) when fewer than 6 students enrolled in the school identify as non-binary.*

#### Chronic Absenteeism and Suspension/Expulsion

	Chronic Absenteeism <sup>2</sup>		Suspension/ Expulsion <sup>3</sup>	
	Count	Rate (%)	Count	Rate (%)
Female	*	*	0	0.0
Male	*	*	*	*
Black or African American	*	*	*	*
Hispanic or Latino of any race	0	0.0	0	0.0
White	*	*	*	*
English Learners	0	*	0	*
Eligible for Free or Reduced-Price Meals	6	6.2	*	*
Students with Disabilities	*	*	*	*
School	7	2.9	*	*
District		2.9		*

**Number of students in 2017-18 qualified as truant under state statute: Fewer than 6**

**Number of school-based arrests: Fewer than 6**

<sup>2</sup>A student is chronically absent if they miss ten percent or greater of the total number of days enrolled in the school year for any reason. Pre-Kindergarten students are excluded from this calculation.

<sup>3</sup>This column displays the count and percentage of students who receive at least one in-school suspension, out-of-school suspension or expulsion.

# School Profile and Performance Report for School Year 2018-19

## Deep River Elementary School

### Deep River School District

## Educators

### Full-Time Equivalent (FTE)<sup>1</sup> Staff

	FTE
<b>General Education</b>	
Teachers and Instructors	20.5
Paraprofessional Instructional Assistants	3.6
<b>Special Education</b>	
Teachers and Instructors	4.3
Paraprofessional Instructional Assistants	7.2
<b>Administrators, Coordinators and Department Chairs</b>	
School Level	1.0
<b>Library/Media</b>	
Specialists (Certified)	1.0
Support Staff	0.0
Instructional Specialists Who Support Teachers	2.0
Counselors, Social Workers and School Psychologists	1.5
School Nurses	0.9
Other Staff Providing Non-Instructional Services/Support	8.2

<sup>1</sup>In the full-time equivalent count, staff members working part-time in the school are counted as a fraction of full-time. For example, a teacher who works half-time in a school contributes 0.50 to the school's staff count.

### Educators by Race/Ethnicity

	Count	School Percent of Total (%)	District Percent of Total (%)
American Indian or Alaska Native	0	0.0	0.0
Asian	0	0.0	0.0
Black or African American	0	0.0	0.0
Hispanic or Latino of any race	2	6.1	5.1
Native Hawaiian or Other Pacific Islander	0	0.0	0.0
Two or More Races	0	0.0	0.0
White	31	93.9	94.9

### Classroom Teacher Attendance, 2017-18

	School	District
Average # of FTE Days Absent Due to Illness or Personal Time	9.7	9.7

## Instruction and Resources

### School Schedule

<b>Days of Instruction</b>	180
<b>Hours of Instruction Per Year</b>	
Grades 1-12 and Full-Day Kindergarten	1019
Half/Extended Day Kindergarten	N/A

<b>School Hours for Students</b>	
Start Time	08:25 AM
End Time	03:00 PM

### Students with Disabilities Who Spend 79.1 to 100 Percent of Time with Nondisabled Peers<sup>3</sup>

	Count	Rate (%)
Autism	*	*
Emotional Disturbance	N/A	N/A
Intellectual Disability	N/A	N/A
Learning Disability	17	*
Other Health Impairment	9	*
Other Disabilities	*	*
Speech/Language Impairment	*	*
School	31	93.9
District		91.2

<sup>3</sup>This table includes students ages 6-21 with an IEP or services plan.

# School Profile and Performance Report for School Year 2018-19

## Deep River Elementary School

### Deep River School District

## Performance and Accountability

### School Performance Index (SPI)

A School Performance Index (SPI) is the average performance of students in a subject area (i.e., ELA, Mathematics or Science) on the state summative assessments. The SPI ranges from 0-100. An SPI is reported for all students tested in a school and for students in each individual student group. Connecticut's ultimate target for an SPI is 75.

	English Language Arts (ELA)		Math		Science	
	Count	SPI	Count	SPI	Count	SPI
American Indian or Alaska Native	0	N/A	0	N/A	0	N/A
Asian	*	*	*	*	0	N/A
Black or African American	*	*	*	*	*	*
Hispanic or Latino of any race	12	*	12	*	*	*
Native Hawaiian or Other Pacific Islander	0	N/A	0	N/A	0	N/A
Two or More Races	6	*	6	*	0	N/A
White	128	78.2	128	79.0	28	74.4
English Learners	10	*	10	*	*	*
Non-English Learners	141	78.2	141	79.5	*	*
Eligible for Free or Reduced-Price Meals	53	73.6	53	75.2	12	*
Not Eligible for Free or Reduced-Price Meals	98	80.0	98	81.2	21	78.2
Students with Disabilities	22	57.3	22	58.6	*	*
Students without Disabilities	129	81.2	129	82.6	*	*
High Needs	67	70.8	67	72.3	15	*
Non-High Needs	84	83.3	84	84.5	18	*
School	151	77.8	151	79.1	33	73.4

### National Assessment of Educational Progress (NAEP): Percent At or Above Proficient<sup>1</sup>

	NAEP 2019		NAEP 2013
	Grade 4	Grade 8	Grade 12
<b>READING</b>			
Connecticut	40	41	50
National Public	34	32	36
<b>MATH</b>			
Connecticut	45	39	32
National Public	40	33	25

<sup>1</sup>NAEP is often called the "Nation's Report Card." It is sponsored by the U.S. Department of Education. This table compares Connecticut's performance to that of national public school students. Performance standards for state assessments and NAEP are set independently. Therefore, one should not expect performance results to be the same across Smarter Balanced and NAEP. Instead, NAEP results are meant to complement other state assessment data. To view performance on NAEP by student group, [click here](#).

### Physical Fitness Tests: Students Reaching Health Standard<sup>2</sup>

	Percent of Students by Grade <sup>3</sup> (%)				All Tested Grades	
	4	6	8	HS	Count	Rate (%)
Sit & Reach	95.2	90.2	N/A	N/A	83	92.8
Curl Up	95.2	97.6	N/A	N/A	83	96.4
Push Up	90.5	87.8	N/A	N/A	83	89.2
Mile Run/PACER	95.2	100.0	N/A	N/A	83	97.6
All Tests - School	85.7	82.9	N/A	N/A	83	84.3
All Tests - District	85.7	82.9	N/A	N/A		84.3

<sup>2</sup>The Connecticut Physical Fitness Assessment (CPFA) is administered to students in Grades 4, 6, 8 and High School (HS). The health-related fitness scores gathered through the CPFA should be used to educate and motivate children and their families to increase physical activity and develop lifetime fitness habits.

<sup>3</sup>Only students assessed in all four areas are included in this calculation.

# School Profile and Performance Report for School Year 2018-19

## Deep River Elementary School

### Deep River School District

#### Next Generation Accountability Results

Connecticut's Next Generation Accountability System is a broad set of 12 indicators that help tell the story of how well a district/school is preparing its students for success in college, careers, and life. It moves beyond test scores and graduation rates to provide a more holistic, multifactor perspective of district and school performance.

Indicator		Index/Rate	Target	Points Earned	Max Points	% Points Earned	State Average Index/Rate
ELA Performance Index	All Students	77.8	75	50.0	50	100.0	67.7
	High Needs Students	70.8	75	47.2	50	94.4	58.1
Math Performance Index	All Students	79.1	75	50.0	50	100.0	63.1
	High Needs Students	72.3	75	48.2	50	96.4	52.7
Science Performance Index	All Students	73.4	75	48.9	50	97.8	63.8
	High Needs Students	.	75	.	.	.	54.2
ELA Academic Growth	All Students	63.4%	100%	63.4	100	63.4	59.9%
	High Needs Students	53.3%	100%	53.3	100	53.3	55.1%
Math Academic Growth	All Students	78.5%	100%	78.5	100	78.5	62.5%
	High Needs Students	65.4%	100%	65.4	100	65.4	55.2%
Progress Toward English Proficiency	Literacy	.	100%	.	.	.	60.0%
	Oral	.	100%	.	.	.	52.1%
Chronic Absenteeism	All Students	2.9%	<=5%	50.0	50	100.0	10.4%
	High Needs Students	5.1%	<=5%	49.8	50	99.7	16.1%
Preparation for CCR	% Taking Courses	.	75%	.	.	.	80.0%
	% Passing Exams	.	75%	.	.	.	42.6%
On-track to High School Graduation		.	94%	.	.	.	88.0%
4-year Graduation All Students (2018 Cohort)		.	94%	.	.	.	88.3%
6-year Graduation - High Needs Students (2016 Cohort)		.	94%	.	.	.	83.3%
Postsecondary Entrance (Class of 2018)		.	75%	.	.	.	70.9%
Physical Fitness (estimated part rate) and (fitness rate)		100.0%   84.3%	75%	50.0	50	100.0	96.4%   52.9%
Arts Access		.	60%	.	.	.	51.9%
<b>Accountability Index</b>				<b>654.6</b>	<b>800</b>	<b>81.8</b>	

NOTE: A dot (.) appears in the table above when there are fewer than 20 students in the student group or the indicator is not applicable based on grades served.

Gap Indicators	Non-High Needs Rate <sup>1</sup>	High Needs Rate	Size of Gap	State Gap Mean +1 Stdev <sup>2</sup>	Is Gap an Outlier? <sup>2</sup>
Achievement Gap Size Outlier?					N
ELA Performance Index Gap	75.0	70.8	4.2	15.3	
Math Performance Index Gap	75.0	72.3	2.7	17.4	
Science Performance Index Gap	.	.	.	16.3	
Graduation Rate Gap	.	.	.	.	

<sup>1</sup>If the Non-High Needs Rate exceeds the ultimate target (75 for Performance Index and 94% for graduation rate), the ultimate target is used for gap calculations.

<sup>2</sup>If the size of the gap exceeds the state mean gap plus one standard deviation, the gap is an outlier.

NOTE: A dot (.) appears in the table above when there are fewer than 20 students in at least one of the student groups used to calculate the gap measure or the indicator is not applicable based on grades served.

Subject/Student Group		Participation Rate (%) <sup>3</sup>
ELA	All Students	100.0
	High Needs Students	100.0
Math	All Students	100.0
	High Needs Students	100.0
Science	All Students	100.0
	High Needs Students	.

<sup>3</sup>Minimum participation standard is 95%.

#### Supporting Resources

[Two-page FAQ](#)

[Detailed Presentation](#)

[Using Accountability Results to Guide Improvement](#)



Deep River Board of Education  
FY 2020-2021 Year-to-Date Report as of November 12, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
<b>OBJECT 100 - SALARIES:</b>							
TOTAL SALARIES		3,441,198	-	3,441,198	1,061,347	2,038,022	341,829
<b>OBJECT 200 - EMPLOYEE BENEFITS:</b>							
TOTAL EMPLOYEE BENEFITS		1,222,846	-	1,222,846	500,179	642,211	80,456
<b>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</b>							
TOTAL PURCHASED & TECHNICAL SERVICES		110,172	-	110,172	40,983	31,560	37,629
<b>OBJECT 400 - PURCHASED PROPERTY SERVICES:</b>							
TOTAL PURCHASED PROPERTY SERVICES		269,124	-	269,124	70,793	98,383	99,948
<b>OBJECT 500 - OTHER PURCHASED SERVICES:</b>							
TOTAL OTHER PURCHASED SERVICES		269,059	-	269,059	72,521	147,255	49,282
<b>OBJECT 600 - SUPPLIES:</b>							
TOTAL SUPPLIES		141,506	4,144	145,650	50,689	52,808	42,153
<b>OBJECT 700 - PROPERTY:</b>							
TOTAL PROPERTY		5,345	-	5,345	210	-	5,135
<b>OBJECT 800 - OTHER OBJECTS:</b>							
TOTAL OTHER OBJECTS		4,905	-	4,905	3,824	715	366
<b>TOTAL</b>		5,464,155	4,144	5,468,299	1,800,547	3,010,954	656,798

Deep River Board of Education  
FY 2020-2021 Year-to-Date Report as of November 12, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
<b>OBJECT 100 - SALARIES:</b>							
5111	Administration	152,227	-	152,227	54,825	97,986	(584)
5113	Teachers' Salaries	1,274,276	-	1,274,276	284,722	949,074	40,480
5114	Secretaries Salaries	96,408	-	96,408	34,451	70,748	(8,791)
5115	Custodial Salaries	161,378	-	161,378	55,798	107,906	(2,327)
5116	Nurse Salary	53,534	-	53,534	12,654	40,411	460
5118	Food Service Dir/Bookkeeper/Cafeteria Salaries	75,084	(12,000)	63,084	13,901	14,898	34,285
5119	Para Educators	249,543	-	249,543	56,451	-	193,092
5123	Substitute Teachers	40,000	-	40,000	6,710	-	33,290
5124	Substitute Secretary/Para-Educators/Custodian	4,000	12,000	16,000	549	-	15,451
5133	Coaches/Extra-Curricular	31,936	-	31,936	-	-	31,936
5134	Secretary OT	600	-	600	198	-	402
5135	Custodian OT Salary	4,500	-	4,500	364	-	4,136
5198	Supervision District Salary	1,297,712	-	1,297,712	540,713	756,999	-
<b>TOTAL SALARIES</b>		<b>3,441,198</b>	<b>-</b>	<b>3,441,198</b>	<b>1,061,347</b>	<b>2,038,022</b>	<b>341,829</b>
<b>OBJECT 200 - EMPLOYEE BENEFITS:</b>							
5210	Health Insurance	652,708	-	652,708	251,389	380,748	20,571
5212	Health Insurance Reserve Fund	20,571	-	20,571	20,571	-	-
5214	Life Insurance	2,734	-	2,734	702	86	1,946
5223	FICA/Medicare	75,112	-	75,112	17,295	1,182	56,635
5250	Unemployment Compensation	5,000	-	5,000	-	5,000	-
5260	Worker's Compensation	15,517	-	15,517	-	15,517	-
5290	Other Employee Benefits	64,234	-	64,234	51,772	17,848	(5,385)
5291	Annuities	6,689	-	6,689	-	-	6,689
5298	Supervision District Fringe Benefits	380,281	-	380,281	158,450	221,831	-
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>1,222,846</b>	<b>-</b>	<b>1,222,846</b>	<b>500,179</b>	<b>642,211</b>	<b>80,456</b>

Deep River Board of Education  
FY 2020-2021 Year-to-Date Report as of November 12, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
<b>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</b>							
5322	Professional Development						
	School-Wide Enrichment Program	6,608	-	6,608	490	-	6,118
	Teacher Course Reimbursement	5,000	-	5,000	1,410	-	3,590
5330	Other Professional Services						
	Special Education	8,722	-	8,722	1,721	-	7,001
	Health	400	-	400	-	-	400
	Testing & Therapy	12,622	-	12,622	11,119	-	1,503
	Board of Education	25,000	-	25,000	4,652	1,332	19,016
5398	Supervision District Professional Services	51,820	-	51,820	21,592	30,228	-
<b>TOTAL PURCHASED &amp; TECHNICAL SERVICES</b>		<b>110,172</b>	<b>-</b>	<b>110,172</b>	<b>40,983</b>	<b>31,560</b>	<b>37,629</b>
<b>OBJECT 400 - PURCHASED PROPERTY SERVICES:</b>							
5411	Water	6,450	-	6,450	1,195	5,255	-
5412	Electricity	40,000	-	40,000	18,548	21,452	-
5413	Town Energy Efficiency Project Loan	26,733	-	26,733	-	-	26,733
5430	Repairs & Maintenance						
	Art	220	-	220	194	25	0
	Music	1,600	-	1,600	-	800	800
	Technology	5,500	-	5,500	495	-	5,005
	Health	85	-	85	75	-	10
	Library	475	-	475	491	-	(16)
	Principal's Office	400	-	400	-	-	400
	Plant Operations Repairs	113,261	-	113,261	39,558	56,573	17,130
	Security	2,265	-	2,265	1,750	-	515
5440	Rentals						
	Technology Leases	48,567	-	48,567	-	-	48,567
	Principal's Office Rentals	15,333	-	15,333	5,397	9,133	803
	Custodian Rentals	2,000	-	2,000	493	1,508	-
5498	Supervision District Purchased Services	6,235	-	6,235	2,598	3,637	-
<b>TOTAL PURCHASED PROPERTY SERVICES</b>		<b>269,124</b>	<b>-</b>	<b>269,124</b>	<b>70,793</b>	<b>98,383</b>	<b>99,948</b>

Deep River Board of Education  
FY 2020-2021 Year-to-Date Report as of November 12, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
<b>OBJECT 500 - OTHER PURCHASED SERVICES:</b>							
5511	Out-of-District Transportation	3,330	-	3,330	-	-	3,330
5515	Field Trips & School Events	4,467	-	4,467	(159)	-	4,626
5520	Comprehensive Insurance	41,989	-	41,989	-	41,989	-
5530	Communications	6,000	-	6,000	912	5,088	0
5540	Advertising	500	-	500	-	-	500
5561	In State Tuition	40,231	-	40,231	-	725	39,506
5580	Travel & Conferences	2,050	-	2,050	730	-	1,320
5598	Supervision District Other Purchased Services	170,492	-	170,492	71,038	99,454	(0)
<b>TOTAL OTHER PURCHASED SERVICES</b>		<b>269,059</b>	<b>-</b>	<b>269,059</b>	<b>72,521</b>	<b>147,255</b>	<b>49,282</b>
<b>OBJECT 600 - SUPPLIES:</b>							
5610	General Supplies	11,680	4,144	15,824	1,508	7,560	6,756
5611	Instructional Supplies						
	Art	3,486	-	3,486	2,651	823	12
	Language Arts	5,551	-	5,551	3,859	425	1,267
	Foreign Language (FLES)	220	-	220	-	-	220
	Kindergarten	1,022	-	1,022	962	-	60
	Mathematics	6,950	-	6,950	1,478	5,387	85
	Music	1,515	-	1,515	900	136	479
	Physical Education	2,005	-	2,005	152	76	1,777
	Reading	8,551	-	8,551	5,214	3,214	123
	Science	2,994	-	2,994	1,747	-	1,247
	Social Studies	2,851	-	2,851	2,683	137	31
	Technology Education	6,109	-	6,109	2,790	1,405	1,914
	General Instruction	12,500	-	12,500	4,035	517	7,947
	Special Education	2,482	-	2,482	1,071	768	643
	Health	1,650	-	1,650	422	43	1,185
	Library	1,650	-	1,650	249	84	1,317
	Audio Visual	912	-	912	-	154	758
	<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>60,448</b>	<b>-</b>	<b>60,448</b>	<b>28,213</b>	<b>13,168</b>	<b>19,067</b>
5613	Operations Maintenance Supplies	11,775	-	11,775	2,523	460	8,792
5624	Heating Fuel-Natural Gas	22,400	-	22,400	1,919	20,481	-
5640	Periodicals	850	-	850	-	-	850

Deep River Board of Education  
FY 2020-2021 Year-to-Date Report as of November 12, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
5641	<b>Instructional Materials</b>						
	Language Arts	840	-	840	-	-	840
	Mathematics	100	-	100	-	-	100
	Reading	6,233	-	6,233	3,938	962	1,333
	Science	258	-	258	-	-	258
	Social Studies	143	-	143	-	-	143
	Special Education	1,656	-	1,656	171	-	1,485
	<b>TOTAL INSTRUCTIONAL MATERIALS</b>	<b>9,230</b>	<b>-</b>	<b>9,230</b>	<b>4,109</b>	<b>962</b>	<b>4,159</b>
5642	Library & Professional Books	8,773		8,773	5,605	639	2,529
5698	Supervision District Supplies	16,350	-	16,350	6,813	9,538	-
<b>TOTAL SUPPLIES</b>		<b>141,506</b>	<b>4,144</b>	<b>145,650</b>	<b>50,689</b>	<b>52,808</b>	<b>42,153</b>
<b>OBJECT 700 - PROPERTY:</b>							
5730	<b>Equipment</b>						
	Art	4,046	-	4,046	-	-	4,046
	Kindergarten	426	-	426	-	-	426
	Music	273	-	273	-	-	273
	Special Education	600	-	600	210	-	390
<b>TOTAL PROPERTY</b>		<b>5,345</b>	<b>-</b>	<b>5,345</b>	<b>210</b>	<b>-</b>	<b>5,135</b>
<b>OBJECT 800 - OTHER OBJECTS:</b>							
5810	<b>Dues &amp; Fees</b>						
	Health/Nurse	141	-	141	141	-	-
	Library	162		162	30	-	132
	School Dues: Institutional Membership	3,377	-	3,377	3,143	-	234
<b>TOTAL DUES &amp; FEES</b>		<b>3,680</b>	<b>-</b>	<b>3,680</b>	<b>3,314</b>		<b>366</b>
5898	Supervision District Dues & Fees	1,225	-	1,225	510	715	-
<b>TOTAL OTHER OBJECTS</b>		<b>4,905</b>	<b>-</b>	<b>4,905</b>	<b>3,824</b>	<b>715</b>	<b>366</b>
<b>TOTAL</b>		<b>5,464,155</b>	<b>4,144</b>	<b>5,468,299</b>	<b>1,800,547</b>	<b>3,010,954</b>	<b>656,798</b>



## Deep River Cafeteria Expense and Revenue Tracking

#6	Deep River 2020-2021						July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total							
	Eligible Students - Free						236	236	71	63											606					
	Eligible - Reduced						0	0	15	15											30					
	Eligible - Full Pay						0	0	133	138											271					
Total Enrollment							236	236	219	216	0	0	0	0	0	0	0	0	907							
Breakfast - Free meals served							184	143	190	507											1,024					
Breakfast - Reduced meals served							0	0	0	0											0					
Breakfast - Full Pay meals served							0	0	0	0											0					
Lunch - Free meals served							184	143	310	1,524											2,161					
Lunch- Reduced meals served							0	0	0	0											0					
Lunch - Full Pay meals served							0	0	0	0											0					
object	Total Meal Count						368	286	500	2,031	0	0	0	0	0	0	0	0	3,185							
4090	Miscellaneous Income	\$	-	\$	-	\$	-	\$	-											\$	-					
4160	Café Lunch Cash Sales	\$	-	\$	5	\$	266	\$	181											\$	452					
4360	State & Fed Grants - Claims breakfast	\$	416	\$	323	\$	429	\$	1,146											\$	2,314					
4360	State & Fed Grants - Claims lunch	\$	646	\$	502	\$	1,088	\$	5,349											\$	7,585					
4360	State & Fed Grants - 6 Cent	\$	13	\$	10	\$	22	\$	107											\$	151					
4360	State & Fed Grants - Healthy Foods	\$	-	\$	-	\$	-	\$	-											\$	-					
4360	State & Fed Grants - CN State Match	\$	-	\$	-	\$	-	\$	-											\$	-					
4360	State & Fed Grants - State School Breakfast	\$	-	\$	-	\$	-	\$	-											\$	-					
4361	USDA commodities	\$	-	\$	-	\$	-	\$	-											\$	-					
4890	Transfer In	\$	-	\$	-	\$	-	\$	-											\$	-					
Total Revenue							\$	1,075	\$	841	\$	1,805	\$	6,783	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,503
5111	Administrator Salary																		\$	-						
5114	Secretary Salary																		\$	-						
5118	Food Service Salary																		\$	-						
5124	Sub Secty\ Café																		\$	-						
5138	OT Cafeteria Salary																		\$	-						
Total Salaries							0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-			
5210	Health Insurance																		\$	-						
5214	Life Insurance																		\$	-						
5222	MERF																		\$	-						
5223	Fica/Medicare																		\$	-						
Total Benefits							0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-			
Total Salary & Benefit Cost							0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-			
5430	Repairs & Maintenance	\$	-	\$	-	\$	-	\$	-											\$	-					
5600	All - Supplies / Energy	\$	-	\$	-	\$	148	\$	854											\$	1,003					
5601	USDA Donations	\$	-	\$	-	\$	-	\$	-											\$	-					
5610	General Supplies	\$	503	\$	1,078	\$	391	\$	3,249											\$	5,220					
5800	All - Other Misc. Expense	\$	122	\$	-	\$	65	\$	304											\$	491					
5890	Other Objects	\$	-	\$	-	\$	-	\$	-											\$	-					
Total Product Cost							\$	625	\$	1,078	\$	604	\$	4,407	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,713
Total Product, salary & Benefit Costs							\$	625	\$	1,078	\$	604	\$	4,407	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,713
Profit (Loss)							\$	450	\$	(237)	\$	1,201	\$	2,375	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,789
Operating Days							22	17	20	21											58					
Lunch Participation							3.5%	3.6%	7.1%	33.6%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.1%							
Breakfast Participation							3.5%	3.6%	4.3%	11.2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.9%								
Meals Product Cst							\$	1.70	\$	3.77	\$	1.21	\$	2.17	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
Labor/Meal							\$	-	\$	-	\$	-	\$	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
							\$	1.70	\$	3.77	\$	1.21	\$	2.17	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
unpaid lunch balances - monthly value										\$	(806)	\$	(776)													
lunch account balances- monthly value										\$	2,959	\$	3,095													
Month End Checking Account Balance							\$	24,441	\$	36,926	\$	371,268	\$	38,377												

## Region 4

## Medical Reserve Tracking

2020-2021

Expenses	July	August	Sept.	October	Nov.	Dec.	January	February	March	April	May	June	Total
First Week	66,826	86,057	67,443	95,622									315,947
2nd Week	322,925	218,030	143,857	242,838									927,650
3rd Week	74,341	74,247	80,233	39,791									268,613
4th Week	32,710	94,033	119,007	76,994									322,744
5th week		26,420											26,420
H S A Payments	220,490	29,429	15,876	26,612									292,408
Medicare Supp.	9,186		12,538	14,179									35,903
Miscellaneous exp	1,527	10,000		10,000				10,000			10,000		41,527
<b>Total Expenses</b>	<b>717,292</b>	<b>528,216</b>	<b>438,954</b>	<b>506,037</b>		-	-	-	-	-	-	-	<b>2,190,498</b>
Monthly Revenue	July	August	Sept.	October	Nov.	Dec.	January	February	March	April	May	June	Total
Supv Dist.	103,364	103,364	103,364	103,364	103,368	103,369	103,370	103,371	103,372	103,373	103,374	103,375	1,240,428
Reg 4	329,834	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	2,952,289
Chest. BOE	76,790	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	631,279
Deep River BOE	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	652,704
Essex BOE	118,784	85,260	85,260	85,260	85,260	85,260	85,260	85,260	85,260	85,260	85,260	85,260	1,056,644
First Pay EE	679		51,794	62,314	67,600	67,600	67,600	67,600	67,600	67,600	67,600	67,600	655,588
Second Pay EE			62,380	67,600	67,600	67,600	67,600	67,600	67,600	67,600	67,600	67,600	670,780
TRB	12,274			14,474									26,748
Retirees	58,363	19,741	23,169	31,505									132,778
Other Rev.													-
<b>Total Revenue</b>	<b>754,480</b>	<b>558,551</b>	<b>676,153</b>	<b>714,704</b>									<b>8,019,238</b>
Net Rev/Exp/Month	37,189	30,335	237,199	208,667	-	-	-	-	-				
Self Insured cash balance at month end	\$ 1,115,568	\$ 1,003,654	\$ 1,250,117	\$ 1,518,673									

Revenue 8,019,238  
Expenses 2,190,498  
Net Position 5,828,739

## Health Savings Account Policy

CGS 10-183 (T) requires that retired/certified employees be given the opportunity to purchase the Health insurance of the last employing BOE at the group rate.

This document is a working projection of medical revenue and expenses as a tool for projecting the District's fiscal position.

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



**Brian J. White**  
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**Kelly Sterner**  
Finance Director  
ksterner@reg4.k12.ct.us

October 28, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director 

**RE: Employee Assistance Program (EAP)**

While many school districts offer an Employee Assistance Program (EAP) as part of their employee benefits, according to our insurance agent Joe Spurgeon of Lindberg and Ripple who has served as our agent for many years, Regional School District No 4 has never provided such a program.

The increased job stress for employees and their families, due in particular to COVID, has emphasized the need for such a program. Working with Joe Spurgeon, we have identified a robust and economical EAP to offer our employees. Please reference the attached proposal that provides an overview of the services. The program is through Anthem and cost \$1.09 per employee/per month or \$13.08 per employee annually. With a current total workforce of 340 employees, the total cost for the remainder of this fiscal year will total \$2,964.80 and will be funded by our self-insured health benefits account.

The EAP benefits are available not only to the employee, but include all household members. Working closely with Anthem, we plan to roll out the program as of November 1, 2020.

# Anthem Employee Assistance Program

## Regional School District #4

### **An Integrated Approach to Care**

At Anthem, our philosophy is guided by the knowledge that an integrated approach to care is the most effective way to help an individual. As such, our goal is to create and deliver high quality services that address physical and emotional well-being. Anthem's Employee Assistance Program (EAP) plays a key role in this strategy. Our EAP integrates with our Medical, Clinical, and Behavioral Health programs to provide a suite of services that meet every day needs as well as more complex, co-morbid conditions.

With access to an extensive network of licensed professionals, Anthem EAP offers a broad array of services to assist members with life's challenges, including personal, legal, financial, and dependent care needs. The EAP is available 24/7 by phone or website, providing confidential access to customer care specialists and licensed clinicians at any time. Help is just a call or click away.

In addition to helping members, our EAP offers employer services that strengthen your organization's response to workplace issues. An EAP helps to improve productivity and employee engagement; reduce workplace absenteeism and unplanned absences; and aids in managing the effect of critical events in the workplace.<sup>1</sup> With our EAP your organization will have a suite of tools and resources to help address these important concerns.

## **Anthem EAP – A History of Excellence**

We have provided robust and comprehensive EAP and work-life services combined with superior clinical expertise and account management for more than 30 years to thousands of employers (large and small, public and private, domestic and international) and serving millions of their employees and family members. Our EAP is uniquely positioned to support and enhance Anthem's complete line of behavioral, medical, wellness and life and disability products to help all Anthem members on their journey to total wellbeing. More importantly, our EAP gets results. Anthem Analytics compared members with Anthem medical and our EAP versus those with an external EAP. Our integrated approach to care resulted in a \$7.00 per member per month medical cost savings<sup>2</sup>. In other studies 67% of those using the EAP were able to resolve their concerns without using the behavioral health benefit<sup>3</sup> while 90% reported better workplace performance<sup>4</sup>.

## **Our Proposal**

We are pleased to present this proposal to you as a comprehensive overview of our proven program capabilities. Our proposal describes how we can meet the needs of your employees, provide resources for leaders, improve your organization's productivity, and help support your overall approach to health and wellness. Services that are available through our EAP include the following:

- 24/7 telephone accessibility for consultation and referral
- Counseling sessions, in-person or virtually via LiveHealth Online
- Work-life services, including child and elder care resources
- Unlimited access to the EAP website for tools, information and referral
- One legal consultation, up to 30 minutes per issue per benefit year
- Telephone financial consultations
- Identity monitoring
- Printed member material including a brochure, flyers and poster
- myStrength, an online and mobile app to help manage stress, depression and other concerns
- Case management consultation for mandatory referrals and return-to-work cases
- On-site training seminars including supervisor orientations
- Critical Incident Response (CIR) coordination
- EAP utilization report
- A designated EAP client consultant

## **Always Accessible**

Anthem's EAP provides immediate, confidential access to information, referrals and crisis assistance for employees and their household members 24 hours a day, seven days a week. Callers to the EAP never receive a busy signal, ensuring direct access to a customer care representative or clinician. In addition, services may be accessed via the EAP website.

## **Routine Contacts**

Our EAP customer care representatives serve all members with sensitivity as they collect demographic information and refer them to available providers typically located near home or work.



The member may contact one or several providers to determine which one will best meet their needs. Many of our EAP providers offer evening and weekend appointments, and most routine appointments occur within three days.

## **Counseling Visits: Face-to face or Online**

Our EAP has always offered the opportunity to meet with a clinical professional for face-to-face sessions. However, in today's connected world more and more people are interested in receiving health services in innovative formats. As part of our drive to meet this need we are now offering online video EAP counseling sessions via LiveHealth Online. Members can simply call the EAP toll free number and request online counseling, which can be accessed from a computer, tablet, or smartphone.

## **Emergencies**

We offer immediate telephonic consultation 24/7 with a Master's level EAP clinician for individuals in crisis. The EAP clinician de-escalates the caller and connects them with an appropriate resource for in-person services.

## **Other Languages and Contact Options**

We maximize our communications capabilities via CyraCom telephonic translation, which offers translation support for more than 100 different languages. Regardless of language needs, any EAP member may communicate easily with Anthem's associates through this toll-free service. We train all member-facing associates how to communicate with members from diverse backgrounds.

Providing EAP services in a culturally competent manner allows us to ensure members receive the services they need to improve their well-being. Many of our EAP providers speak more than one language, and our EAP customer care representatives are well versed in matching members to providers with whom they are most comfortable communicating. Nationally, nearly 3,500 EAP providers offer clinical services to a multicultural population. In addition, our EAP network includes more than 1,000 providers who speak at least one language other than English.

The EAP has fully navigable versions of the website in English and Spanish. Our representatives and clinicians can assist hearing-impaired members through TDD and TTY services, and provide large-print and Braille print materials upon request.

## **Nationwide Provider Networks**

Our nationwide network of over 23,000 EAP professionals means your employees and their families have a choice, whether at home, away at school or traveling throughout the United States, Puerto Rico or the U.S. Virgin Islands.

Anthem's EAP providers consist of psychologists, social workers, marriage and family therapists, counselors and psychiatric nurses who have successfully completed the network selection and credentialing criteria for participating providers.

In addition, 93% of EAP providers are also members of the BlueCard® PPO network for mental health/substance abuse providers. The remaining providers are EAP experts who choose to specialize in mandated referrals, substance abuse evaluations, return-to-work transitions and other workplace issues.

## Continuity of Care

In a given year approximately one in five adults aged 18 or older (43.8 million or 18.6% of the U.S. population) experiences a mental illness and of these only 17.5 million (40%) receive mental health services.<sup>5</sup> Anthem's integrated approach to care can help address this gap. Our care management teams can easily connect members with EAP services during the course of their interaction, making sure they get the emotional support and practical resources they need.

For members with behavioral health benefits, our EAP associates and providers assist in navigating the system and coordinating care among all available benefits and services. If needed, EAP members may remain in counseling with the same provider through their behavioral health benefit after exhausting their EAP counseling sessions.

Anthem's EAP providers are members of the community who can help members identify appropriate and affordable resources within their local area. This often includes referrals to local service agencies or other resources if an individual does not have health insurance or cannot afford a copayment.

## EAP Website – Tools and Resources

### Orientation Webcast

Our online orientation introduces employees, managers and family members to EAP services. Viewers learn how the EAP works, and when and how to contact us, all while emphasizing program confidentiality.

### Online Resources

Our comprehensive website features highly intuitive navigation of seven content categories: Aging, Balancing, Living, Parenting, Thriving, Working and International. Members can log on at any time to find information on these topics as well as child and elder care resources, convenience services, and more. In addition, the website provides a suite of tools for managers and supervisors to help them support employee productivity.

### Online EAP Provider Locator

Members can log on anytime of the day or night to our new EAP Member Center to find an EAP provider who is in both the Anthem EAP and behavioral health networks. Visitors can also review their previous activities, such as provider searches or inquiries to the EAP.

### Online Centers

EAP online centers include articles, resource links, calculators, self-assessments, audio and video files, online courses and online seminars, as well as these special areas:

- ❶ Monthly Promotions provides updated articles, resource links and a poll that supports the monthly promotional theme
- ❷ The Legal/Financial/ID Monitoring Center collects financial and legal items into one place for member convenience
- ❸ Critical Event Support materials that can help your organization and your employees cope after a traumatic event
- ❹ An Addiction and Recovery Center with tools and resources to help members address these complex concerns

- Our Savings Center is a discount shopping program offering discounts of up to 25% on name brand, practical and luxury items
- The Let's Talk Depression Center which offers support and education on this important topic

Our Enhanced EAP offers the ability to add customized Centers for topics your organization would like to promote

## myStrength

Our EAP offers access to myStrength, a "health club for the mind." myStrength provides a tailored online experience to help members address stress, anxiety, depression, substance abuse and other issues related to emotional wellbeing. It brings together Cognitive Behavioral Therapy applications, mindfulness based techniques and self-help resources to create a sophisticated, technology driven experience. myStrength includes inspirational videos, mood mapping, e-learning modules, and other engagement focused activities, all focused on meeting member needs.

## Work-Life Services

More adults report that their stress is increasing rather than decreasing. Significant sources of stress include money (75%), work (70%), the economy (67%), relationships (58%), family responsibilities (57%), family health problems (53%), personal health concerns (53%), job stability (49%), and housing costs (49%).<sup>6</sup> Our work-life services help address these concerns by providing tangible resources to assist members. We can help with locating legal or financial professionals, finding appropriate care for a loved one, accessing moving and relocation resources, connecting with nearby contractors for home repair, quitting smoking and more. Services include:

## Financial Consultations

Members requesting financial services will be warm transferred to qualified financial counselors and educators. Members can receive a telephonic consultation without an appointment Monday through Friday during both day and evening hours with pre-scheduled sessions available on Saturday. Counselors do not sell or endorse specific products and make referrals only to non-profit services. If desired by the caller, an appointment convenient to his or her schedule may be made for a detailed consultation (usually lasting about one hour) regarding the caller's most pressing financial issues. The financial counselor will send the caller any worksheets and educational materials related to the topic of their scheduled conversation and a reminder of the appointment date.

After the appointment is finished, the counselor will e-mail and/or mail a summary of goals and steps to the caller, along with any additional, applicable, educational materials, as well as a quality survey.

The most common financial issues addressed include:

- Bankruptcy
- Budgeting (to cope with reduction in household earnings, to reduce debt, to save, and household budgeting)
- Buying a home for the first time
- Major life event planning (wedding, adoption, divorce)
- College fund planning
- Credit card debt (lowering rates, consolidating debt)
- Retirement planning

- Foreclosure prevention

Additionally, for members requesting financial planning services beyond the initial consultation, Anthem EAP can provide a referral for a meeting with a Certified Financial Planner (CFP). CFPs do not sell any financial products, so any suggestions are offered objectively, with only the individual's financial well-being in mind.

Prior to the appointment, we will mail the individual a comprehensive financial analysis form that the CFP will use to assess the employee's current financial status. With this background information, the CFP is able to maximize the time allotted.

Please note that this is primarily an educational service and the CFP will not advocate for any particular fund or investment. CFP services are provided at an additional cost.

## Identity Monitoring

This service helps members quickly recover from identity theft and learn how to avoid it in the future. It is accessed via the EAP website, where members complete a brief, online registration in order to initiate the service. We encourage all members to register once EAP is implemented in order to maximize the effectiveness of this service. Once a member is enrolled the program offers:

- Educational materials to help avoid the pitfalls of identity theft
- An online monitoring feature where the member receives alerts regarding potential threats to their identification, such as applications for loans or credit cards.
- Telephone consultation with a specialist if identification theft does occur. Enrolled members can contact us for services regarding full restoration so their identity is returned to its pre-theft status.

During the consultation, the member may choose to obtain their credit reports online and review them with the specialist to determine if the member is a victim of identity theft. The specialist advises the member of available options, coaches the member on how to report and resolve the situation on his/her own and provides the forms used by the Federal Trade Commission to report identity theft, and those required by credit card companies and credit reporting agencies.

## Legal Consultations

As part of our work-life services, we provide access to legal consultations. Members most commonly use the legal service in order to address concerns related to:

- Divorce/custody issues
- Criminal
- Estate planning/wills/trusts
- Real estate
- Landlord/tenant
- Bankruptcy
- Personal injury/malpractice
- Small claims
- Adoption
- Will preparation

We offer two types of legal services to ensure that all of the member's legal needs are addressed in an appropriate manner:

- **Advice:** More than 80% of members requiring legal assistance do not want or need to retain a lawyer. Their concerns can be resolved through a free telephonic advice service. In these situations, the member will be transferred to a qualified attorney for a consultation. The telephonic advice attorney will be located in the state of the member's residence to ensure familiarity with varying state laws.
- **Local Referral:** For members who have an immediate need for in-person legal consultation, we refer to a conveniently located lawyer with the appropriate expertise. Our team contacts the local lawyer first to confirm their availability, their area of expertise and their willingness to accept the case prior to providing the names to the member. This extra step facilitates an easy connection for the member. These local lawyers provide a free half-hour consultation per issue per year, and agree to discount their hourly fees by up to 25% if additional assistance is required.

Please note, matters involving disputes or actions between members and their employer or other work related issues, malpractice issues or issues involving Anthem or its parent company or affiliated companies are specifically excluded from this service. Also excluded are matters that – in the opinion of the attorney – lack merit. Court costs, filing fees, fines and costs incurred beyond the initial consultation are the responsibility of the member. Members are eligible for one legal consultation, up to 30 minutes per issue per benefit year.

## Care Consultations

As part of the EAP, members can also speak with a work-life consultant. During the intake process, the care consultant obtains demographic and search criteria. The consultant then searches our database for options or suggests additional resources to meet the member's needs. Our care consultants can offer resources for a variety of issues, including:

- Child Care providers such as licensed day care centers, licensed family day care homes, in-home care (nanny agencies), summer camps, before/after school care, and more.
- Elder Care providers including skilled nursing facilities, assisted living facilities, home health agencies, community resources, Meals-on-Wheels programs, etc.
- Adoption providers including national and international agencies, adoption attorneys, state specialists, support groups, etc.
- Educational providers including public and private elementary and secondary schools, preparatory colleges, colleges, universities, etc.
- Community Resources for daily living such as housing information, pet care, financial assistance, health care, travel, etc.

## Employer Services

In addition to services for employees and their families, Anthem's EAP helps equip your organization's managers and Human Resources professionals with the tools and resources to manage their teams.

## Online Tools

Our online EAP management resources for managers and supervisors include Webcast management training, employer legal and policy information and a host of articles and information to support employee productivity.



This special site offers an engaging way for your leadership to learn new skills on managing others, how to respond appropriately to typical workplace and employee issues and how the EAP can serve as an advisor. This area also includes such tools as interactive training programs, a manager's library, manager orientation Webcast, sample job performance questionnaires and more tools for managers.

## **Telephone Consultations**

The EAP includes unlimited telephone consultations for supervisors and managers dealing with troubled employees or workplace situations, including management referrals to the EAP. The supervisor or manager simply calls the toll-free EAP number to receive immediate guidance from our EAP clinical professionals.

## **Management Referrals**

Some employers require employees to comply with EAP recommendations as a condition of employment following a positive drug test or other specified employment-related conditions. The EAP has established processes based on our significant experience coordinating and managing formal management referrals. Whenever possible, we request the employer inform us of any mandatory referral and the employee's name prior to intervention.

## **Trainings and Orientations**

Our Enhanced EAP includes a bank of hours that may be used for manager and employee workshops. Additional hours may be purchased on a fee for service basis. Anthem's EAP Client Consultant works with representatives from your organization to coordinate educational opportunities most effectively.

### ***Management Training and Seminars***

A comprehensive EAP includes trainings that help managers respond to the needs of employees as well as the workplace. Our Enhanced EAP offers a comprehensive series of seminars and workshops to help with these concerns. We can design and deliver these topics to make efficient use of time and resources, including on-site training, electronic and print materials, webcast seminars and train-the-trainer programs. Understanding the multiple challenges facing society and the workplace, we can help your leadership understand the drivers, the effects and the ways to survive and thrive in an ever-changing, often stressful workplace. They, in turn, help their teams succeed during these times of uncertainty.

### ***Supervisor Orientation***

The supervisor orientation offered by the Enhanced EAP focuses on issue prevention by enhancing supervisory skills and offering new approaches to help improve the supervisor/employee relationship. The orientation also teaches managers how to recognize employees experiencing personal or behavioral issues, how to approach the person and how to make a formal or informal referral to the EAP to maximize employee work performance.

### ***Employee Workshops***

The Enhanced EAP offers employee workshops focusing on areas that may affect work performance. We conduct hundreds of these workshops annually throughout the U.S. for both public and private employers. Some of our most popular workshops reflect the current economic climate, including stress management, job loss and financial education. Your EAP Client Consultant coordinates these programs with a representative from your organization to ensure proper topical fit, presentation style and scheduling.

### ***Employee Orientations***

Our proposal includes employee orientations to introduce our services and provide information on accessing them. Employee Orientations are an important component of an overall plan to ensure the EAP is promoted in the workplace. Your EAP Client Consultant coordinates these programs with a representative from your organization.

### **Critical Incident Response Coordination**

Occasionally an incident – such as an employee death, accident or incident of workplace violence – occurs that affects employees' sense of safety and well-being. During these crises, EAP clinical professionals can provide Critical Incident Response (CIR) recommendations to help leadership respond to the incident and return employees to a firm psychological foundation.

In the case of a devastating incident that negatively affects the entire workforce and/or community, our specialists consult with representatives from your organization to determine the most appropriate response to help assure effective outcomes. This could include crisis phone consultation for individuals or the provision of educational materials and website resources for your organization to distribute to members. In addition we can send trained counselors and professional facilitators on-site for direct intervention and assistance.

We are experts in providing critical incident response services, having responded to high profile tragedies as well as incidents affecting individual companies. We regularly provide counselors on-site who assist employees and management in response to:

- Mergers, company closings or layoffs
- The death of a key employee
- Natural disasters that affect the entire community as well as the employer
- Robberies or other criminal activities
- Incidents of workplace violence

Depending on the incident, the EAP client consultant works with your organization's leadership to develop an effective response plan that can include telephonic and/or on-site counseling, special training for managers, grief counseling and coordination with local service agencies as appropriate. The EAP includes a bank of hours that can be used for on-site CIR services; additional hours may be purchased on a fee for service basis

### **Substance Abuse Policy Consultation**

70% of alcohol and illicit drug users are employed leading to a variety of issues in the workplace including increased rates of injuries, accidents, and absenteeism as well as a decrease in productivity.<sup>7</sup> As a result we consider the identification and appropriate referral of alcohol and substance abuse problems to be one of the core functions of an EAP. Many employers need to maintain substance abuse policies and potential treatment plans. Through the EAP, your Human Resources professionals can receive assistance in developing such policies and coordinating treatment plans, including return-to-work and treatment referrals.

For employers who need to adhere to federally mandated regulations, such as Department of Transportation regulations, our EAP can provide information and resources related to Substance Abuse Professional (SAP) services. Generally, formal SAP referrals include:

- An initial evaluation by the SAP

- Formulation of an appropriate treatment plan
- Ongoing contact with subsequent treatment professionals to monitor and document compliance
- Follow-up discussion with the SAP
- Ongoing follow-up discussions with the designated employer representative as required

We have significant experience customizing our programs according to client policies and procedures. We note all policies in our system, allowing us to provide services consistent with the client's procedures.

## Communication Materials

The EAP's success in increasing employee productivity and decreasing absenteeism depends on active promotion to your organization's workforce. To serve diverse work environments the EAP offers many avenues for orientation, education and promotion. We provide introductory communication materials for all employees to one location for distribution, as well as monthly and quarterly electronic communications. The EAP client consultant works closely with representative from your organization to communicate our services most effectively.

We communicate EAP services via the following media:

- Each employee receives an introductory brochure to explain the EAP and how to access services.
- EAP posters prominently displayed in central locations remind employees of their available EAP services and include the website address and telephonic contact information.
- One page fliers on a variety of topics.
- To increase awareness and use of online resources, we e-mail a monthly promotion to a designated contact for distribution to employees as part of the EAP. The e-mail reminds employees of EAP services, introduces a new monthly topic and educates employees about the helpful resources, tools and links available on the website.
- Our EAP includes an electronic quarterly newsletter sent to a designated contact on topics such as depression, anxiety, culture changes and care giving for distribution to employees.

## Quality Assurance

Anthem's EAP strives to exceed your expectations as we provide the highest quality service. To maintain this quality standard, we continually measure our performance in the following ways:

- Monitor EAP intake and referral functions at multiple levels. Supervisors monitor answer timeliness, associate availability, hold times and abandonment rates daily. Supervisors share data for these measures with the team weekly, informing and involving them in plans for improvement. We conduct monthly system documentation audits and silent monitoring sessions to ensure quality.
- We use an internally developed satisfaction survey to assess the member's experience with our services. EAP associates ask all members if they would be willing to participate in a survey. We mail the surveys monthly and analyze them quarterly.
- Every three years the EAP obtains updated licenses, malpractice data and any changes to our network providers' information necessary for referrals.

## Confidentiality

Confidentiality is one of our most important standards. Our EAP is HIPAA compliant and adheres to applicable state and federal laws, as well as professional licensure standards pertaining to confidentiality and privilege. All information between the EAP counselor and the member is confidential, consistent with federal and state regulations.

Employees must sign and date a detailed authorization to release confidential information upon referral to formal case management. We maintain secure administrative systems for clinical tracking, EAP claims payment, provider network management, customer billing, reporting and quality assurance. We do not track individual use of our website.

## Account Management

Our EAP includes the services of a designated EAP client consultant who assists with all administrative aspects of the program. This EAP subject matter expert serves as a member of the Anthem Account Management team, providing in-depth consultation regarding the program and how we can help your organization achieve its health and wellness goals. The EAP client consultant is an experienced professional who will:

- Serve as a primary point of contact for needs related to the administration of the EAP
- Provide consultation and review of your organization's workplace policies as related to EAP areas (substance abuse, workplace violence and sexual harassment)
- Provide clinical consultation to Supervisors, Managers, Human Resources representatives and other leaders in regards to employee workplace or work performance concerns
- Provide clinical consultation during traumatic workplace incidents; aid in developing an effective response
- Coordinate onsite trainings including EAP orientations, supervisory training and employee wellness seminars
- Coordinate EAP publicity campaigns
- Present EAP utilization reports with data and trend analysis; recommend program strategies based on this analysis including promotional activities

## Utilization Reports

Our EAP takes a proactive and preventative stance in identifying trends in the workplace. The EAP client consultant will contact a designated representative from your organization to review and discuss the report, which we deliver via e-mail or hardcopy on a quarterly basis. The report includes an analysis of utilization trends as well as data on the types of services provided. Confidential information or information that may identify an employee is not included in these reports. Utilization reports frequently become the basis of program planning for workshops, special training or serve to alert an employer to areas of concern without violating individual confidentiality. The EAP utilization report also includes comparative data against our overall book of business.

# EAP Plan Design

Effective date: 12/1/2020 – 11/30/21  
Population: 300 employees

Employer contribution: 100% paid  
Participation: 100% (non-voluntary)

Service Description	Comment
Toll-free 24/7 telephone consultation and referral	✓
Counseling visits, face-to-face or online via LiveHealth Online, per employee / household member per issue	Selection of a 4 or 6 session plan design
Legal / Financial consultations	✓
Identity monitoring	✓
Child and Elder care resources	Online self-search Consultation with a work/life specialist
Convenience services	Online self-search Consultation with a work/life specialist
EAP website resources	✓
myStrength	✓
Supervisor / Employee trainings	Annual bank of 6 hours
Critical Incident Responses	Annual bank of 4 hours
Supervisor / Manager telephone consultation	✓
Substance abuse policy consultation	✓
EAP promotional materials – posters, fliers, brochures	✓
Utilization reports (to employer)	Quarterly
Designated EAP client consultant	✓
Pricing (per employee per month)	4 session: \$1.09 pepm 6 session: \$1.55 pepm

- EAP rates are good for 180 days from the date offered. Pricing may be subject to revision should assumptions detailed above change.
- Additional EAP training services (U.S) are available for \$250/hour. Additional CIRs (U.S.) are available at \$300/hour per facilitator and location. Travel billed at cost.
- We can provide separate pricing for international services based on available resources upon request
- We will ship printed materials to a central location for distribution. Shipping to additional locations is available for an additional fee.

Anthem EAP Services do not include the following:

- EAP Service Provider is not responsible for the inclusion or exclusion of any particular service or benefit under an EAP participant's other coverage, such as a group health plan or health benefit/insurance plan
- Evaluations or reports for a legal proceeding
- Fitness-For-Duty Evaluations
- Substance Abuse Professional evaluations and treatment recommendations
- Authorizations for an employee to take a leave of absence or time off from the workplace
- Counseling mandated by a court of law or government agency
- Determinations or reports related to Family Medical Leave Act or Short/Long Term Disability
- Specialized treatment or evaluations required as a condition of parole, probation, custody, visitation or forensic evaluations

#### References

- <sup>1</sup>"Work-Life and Employee Assistance Programs," U.S. Office of Personnel Management, [www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/](http://www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/)
- <sup>2</sup>2018 EAP Program Evaluation
- <sup>3</sup>2017 EAP Medical/Behavioral Impact Study
- <sup>4</sup>2017 EAP Member Satisfaction Survey
- <sup>5</sup>"Mental Health Facts," National Alliance on Mental Illness, [www.nami.org/Learn-More/Mental-Health-By-the-Numbers](http://www.nami.org/Learn-More/Mental-Health-By-the-Numbers)
- <sup>6</sup>"Stress in America Survey 2011," American Psychological Association, [/www.apa.org/news/press/releases/stress/2011/](http://www.apa.org/news/press/releases/stress/2011/)
- <sup>7</sup>"Drugs and Alcohol in the Workplace," National Council on Alcoholism and Drug Dependence, [www.ncadd.org/about-addiction/addiction-update/drugs-and-alcohol-in-the-workplace](http://www.ncadd.org/about-addiction/addiction-update/drugs-and-alcohol-in-the-workplace)



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# REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

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Kelly Sterner  
Finance Director  
ksterner@reg4.k12.ct.us

October 29, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director

A handwritten signature in blue ink, likely belonging to Kelly Sterner, is placed next to the 'From' line.

**RE: Average Daily Membership (ADM) Methodology**

Average daily membership (ADM) reflects resident students of fiscal responsibility to a municipality. It is the allowed method for regional school districts to allocate budgets. Per the State of Connecticut, students attending the Connecticut Technical High School System or state charter schools are not included in ADM. The ADM allocation rates for a given budget year are based on the October 1 student count of the prior year. For example, the ADM rates for fiscal year 2021-2022 are based on the October 1, 2020 student count.

Our methodology to calculate the ADM each year starts with PowerSchool data. A report of student enrollment by school district as of October 1 must be submitted to the CT State Department of Education annually. This same data serves as the primary basis of the ADM calculation. The report to the state counts students by the school district attended. The ADM is based on each student's town of residence so the data is resorted/reallocated by town. The Pre-K is the best example of this. As the program is housed at Essex Elementary, all students are reported to the state as part of the Essex school district. For ADM purposes, Pre-K students are included in their town of residence.

The PowerSchool data includes Out of District (OOD) placements. These are verified with the data from pupil services. Not included in the PowerSchool data are the students attending Magnet schools, Middletown VoAg and Vinal Technical High School. Working with the schools and pupil services, the Magnet school and VoAg students are added to the counts for their respective towns. These final student counts are used to calculate the Region 4 ADM rates and the Supervision District 3-way and 4-way allocation rates.

The ADM results are reviewed and double-checked to ensure accuracy prior to their release.

**AVERAGE DAILY MEMBERSHIP  
FOR BUDGET YEAR 2021-2022**

Based on October 1 2020 State Reporting

**SUPERVISION DISTRICT**

Grade*	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
Pre-K	10	12	11	33
Kindergarten	25	21	32	78
1st	32	28	39	99
2nd	27	30	34	91
3rd	29	25	42	96
4th	33	36	38	107
5th	21	37	47	105
6th	32	44	47	123
<b>PK - 6 ADM TOTAL</b>	<b><u>209</u></b>	<b><u>233</u></b>	<b><u>290</u></b>	<b><u>732</u></b>

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
Oct 1 2020 total count	209	233	290	732
<b>2021-2022 ADM 3-way</b>	<b>28.55%</b>	<b>31.83%</b>	<b>39.62%</b>	<b>100.00%</b>
2020-2021 ADM 3-way	25.88%	32.61%	41.51%	100.00%
<b>Change over prior year</b>	<b>2.67%</b>	<b>-0.78%</b>	<b>-1.89%</b>	

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>R4</u>	<u>Total</u>
Oct 1 2020 total count	209	233	290	853	1,585
<b>2021-2022 ADM 4-Way</b>	<b>13.18%</b>	<b>14.70%</b>	<b>18.30%</b>	<b>53.82%</b>	<b>100.00%</b>
2020-2021 ADM 4-way	11.92%	15.02%	19.12%	53.94%	100.00%
<b>Change over prior year</b>	<b>1.26%</b>	<b>-0.32%</b>	<b>-0.82%</b>	<b>-0.12%</b>	

\*Grade totals include OOD placements

**AVERAGE DAILY MEMBERSHIP  
FOR BUDGET YEAR 2021-2022**

Based on October 1 2020 State Reporting

**REGION 4**

**JWMS**

Grade	Chester	Deep River	Essex	Total
7th	23	34	64	121
8th	35	43	45	123
School Total*	58	77	109	244
Magnet	-	-	1	1
<b>JWMS ADM TOTAL</b>	58	77	110	245

**Valley**

Grade	Chester	Deep River	Essex	Total
9th	29	57	53	139
10th	33	46	51	130
11th	40	59	74	173
12th	38	55	62	155
School Total*	140	217	240	597
Magnet	3	3	1	7
VoAg	1	1	2	4
<b>VALLEY ADM TOTAL</b>	144	221	243	608

<b>R4 ADM GRAND TOTAL</b>	<b>202</b>	<b>298</b>	<b>353</b>	<b>853</b>
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**R4 ADM ALLOCATION**

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
<b>2021-2022 R4 ADM</b>	<b>23.68%</b>	<b>34.94%</b>	<b>41.38%</b>	<b>100.00%</b>
2020-2021 R4 ADM	24.42%	35.83%	39.75%	100.00%
<b>Change over prior year</b>	<b>-0.74%</b>	<b>-0.89%</b>	<b>1.63%</b>	

\*School totals include OOD placements and Transition Academy