



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

DEEP RIVER BOARD OF EDUCATION

AGENDA

To: Members of the Deep River Board of Education
Subject: **Board of Education meeting March 21, 2019**
Time: Board meeting will begin promptly at 7:00 p.m.
Place: Media Center, Deep River Elementary School

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

Mission Statement

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

1. **Call to order 7:00 p.m.** – Chair, Paula Weglarz
2. **Consent agenda.** The following items are to be handled as combined and by single vote. Any Board member may request that an item be pulled out for further discussion.
 - 2.1. Minutes from the regular meeting of January 17, 2019 (*encl #1*)
 - 2.2. Accounts Payable report (*encl #2*)
3. **Student report** – General update by DRES students –
4. **Public comment.** The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters.
5. **Other Items:**
 - 5.1 Principal's Update – *C. Strickland*
 - a. General update
 - 5.2 Possible VOTE to adopt proposed 2019-20 Deep River Elementary Budget for presentation to the Town
6. **Reports.**
 - 6.1. Financial Status Report – (*K. Allen*)
 - a. Financial Status Report and Cafeteria Budget Updates (*encl #3*)

6.2 Committee reports. (*Chair*)

Joint PK-12 Committees – Policy – TBD, Curriculum – T. Dickson, Finance – TBD

| Finance | Policy | Curriculum |
|---|---|---|
| Sept. 25, 2018 Oct. 16 th added as well | Sept. 17, 2018 Re-set to Oct. 15 th | Sept. 17, 2018 |
| Nov. 27, 2018 | Nov. 12, 2018 Re-set to Nov. 27 th | Nov. 12, 2018 Set on 2 nd Mon |
| Jan. 29, 2019 | Jan. 28, 2019 Set on 4 th Mon. | Jan. 29, 2019 Set on 4 th Tues. |
| Feb. TBD 2019 | | |
| Mar. 19, 2019 Re-set to Mar. 25 th 7 pm | Mar. 18, 2019 cancelled | Mar. 26, 2019 |
| Apr. TBD, 2019 | | |
| May 28, 2019 | May 20, 2019 | May 14, 2019 Set on 2 nd Tues. |
| Sept. 24, 2019 | Sept. 16, 2019 | Sept. 17, 2019 |
| Nov. 19, 2019 Set on 3 rd Tues. | Nov. 18, 2019 | Nov. 19, 2019 |

- b. Supervision District Committee Update – *Chair*
- c. DRES Facilities (Buildings and Grounds) Committee – *M. Morrissey, R. Ferretti*
- d. LEARN Committee Update – *I. Munawar*
- e. Other committee reports
 - e.1 Ad Hoc School Security Committee Advisory Committee

6.3 Assistant Superintendent's report (*K. Martineau*)

- a. General update

6.4 Superintendent's report. (*R. Levy*)

- a. District update
 - a.1 Critical and Creative Problem Solving – *standing item*
- b. Information and Communication
 - b.1 Discussion regarding any pending policies - *standing item*

b.1.a. - Discussion of Joint BOE Policy Committee's recommended revisions to the following policies:

- #3260 Business - Sales and Disposal of Books, Equipment and Supplies (*encl #4*)
- #5118 Students - Non Resident Attendance AND related policy #3240 Tuition Fees (*encl #5*)
- #3324 Business – Ordering Goods and Services (Purchase Orders) (*encl #6*)

7. Public comment.

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

8. Executive Session – Personnel – Discuss Superintendent's Recommendations regarding Staff Non-Renewals

9. Action Item – VOTE to approve the Superintendent's Recommendations regarding Staff Non-Renewals

10. Future Agenda Items

- 10.1 Next Joint BOE meeting is Thurs., Apr. 04, 2019
- 10.2 Next Deep River BOE regular meeting is May 16, 2019

11. Adjournment



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

| Joint BOE Standing Committees (standing committees have regularly scheduled meetings) | | | |
|--|--|-------------------|-----------------------|
| *Joint PK-12 Policy Sub-Committee | R4(Sandmann/Clymas/Grow) CH(Iselin/Scherber) DR(Resnisky /Massey) ES (Seidman/McCluskey) | | |
| *Joint PK-12 Curriculum Sub-Comm. | R4(Cavanaugh/Brookhart) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Rotella/McCann) | | |
| *Joint PK-12 Finance Sub-Committee | R4 (Gioco/Clark/Daniels) CH (Stack/Englert) DR (Munawar/Ferretti) ES (TBD/Watson) | | |
| Supervision District Committee (2 yr terms end in Nov. of the year listed after each name) | R4 (Cavanaugh 19 / Gioco 19 / Clark 19) CH (Fearon 19 /Fitzgibbons 19 / Stack 19) DR (Weglarz 19 / Ferretti 19 / Morrissey 19) ES (Fitton 19 /McCluskey 19 / Seidman 19) | | |
| | | | |
| Joint Ad Hoc Committees (ad hoc committees meet for a designated period or as needed) | | | |
| Personnel & Negotiations | | Contract duration | Initiate negotiations |
| - Joint BOE Teacher negotiations | R4 (Daniels/Brookhart Alt.) CH (Stack/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson) | Expires 7/2019 | 6/2018 |
| - Joint BOE Administrator negotiations | Same as ABOVE for Teacher negotiations | Expires 7/2020 | 9/2019 |
| - Joint BOE Paraeducator negotiations | Same as BELOW for Net Tech et al. | Expires 7/2020 | 3/2019 |
| - Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTech/ElemCustodians) | R4 (Daniels/Brookhart Alt.) CH (Fitzgibbons, Stack) DR (Massey/Ferretti Alt.) ES (Fitton/Watson) | Expires 7/2021 | 3/2021 |
| - Cafeteria (all schools) | | Expires 7/2020 | 3/2020 |
| Public Relations & Community Outreach | R4(TBD/TBD), CH (Bibbiani), ES (Seidman), DR (Wegalarz/TBD) | | |
| Technology | R4(Gioco), CH(Englert), ES (Seidman), DR (Munawar) | | |
| School Calendar | R4(Brookhart/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz) | | |
| LEARN Joint BOE representative(s) | R4(Cavanaugh), CH(Myers), ES(Rotella), DR(Munawar) | | |
| School Security Advisory Committee | R4(TBD), CH(Greenberg-Ellis), DR(Weglarz), ES(Fitton) | | |
| Tuition Committee | R4(Grow), CH (Stack), DR (Morrissey), ES (McCluskey/Seidman Alt.)) | | |
| Transportation RFP Bid Review | R4(TBD), CH (Englert), DR (TBD), ES (TBD) | | |
| Legal RFP Bid Review | R4(TBD), CH (Bibbiani), DR (TBD), ES (TBD) | | |
| | | | |
| Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed) | | | |
| <u>Chester BOE</u> | | | |
| Facilities | Englert | | |
| Internal Marketing | TBD | | |
| PTO | Greenberg-Ellis | | |
| CATV Advisory Council (Cable TV) | For Discussion | | |
| <u>Deep River BOE</u> | | | |
| Facilities | Morrissey/Ferretti | | |
| PTO | rotating | | |
| School Improvement Team | Weglarz/Ciaglo | | |
| CATV Advisory Council (Cable TV) | TBD | | |
| <u>Essex BOE</u> | | | |
| Building | Seidman | | |
| PTO | Rotating | | |
| School Improvement Team | TBD | | |
| Essex Foundation | McCluskey / Fitton | | |
| Communications | Rotating | | |
| CATV Advisory Council (Cable TV) | Fitton | | |
| <u>Region 4 BOE</u> | | | |
| Personnel & Negotiations | | Contract duration | Initiate negotiations |
| ▪ R4 Secretaries/Nurses | Daniels/Brookhart Alt. | Expires 7/2020 | 3/2020 |
| ▪ R4 Custodians | Daniels/Brookhart Alt. | Expires 7/2021 | 3/2021 |
| R4 Audit & Finance | Gioco/TBD | | |
| School Improvement Team | TBD/TBD/TBD | | |
| R4 Grounds and Buildings Maintenance and Oversight Committee | Fitton/Gioco/Grow/Clark | | |
| R4 Building Committee | TBD/TBD | | |
| R4 Educational Foundation | TBD | | |
| Region 4 Extra compensation points committee | Clark (only 1 rep needed) | | |
| Public Relations & Outreach | TBD | | |
| R4 Safety | TBD | | |
| R4 Advisory Council (PTO) | For Discussion | | |
| R4 Facilities Study Committee | TBD | | |

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.

| | | | | |
|------------------------|------|--------------------------------------|------|--|
| Lenore Grunko | 2021 | Paula Weglarz , Chair | 2019 | Matt Resnisky , appt. 'til Nov. 2019 (of 2021 term) |
| Robert Ferretti | 2021 | Miriam Morrissey , Vice Chair | 2019 | Tracy Dickson , Secretary |
| Mary Massey | 2021 | Vacancy | 2019 | Imran Munawar |

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

We are assisted in the meeting by our school administration:

Ruth I. Levy, Ed.D., Superintendent of Schools
Kristina Martineau, Ed.D., Assistant Superintendent

Christian Strickland, Principal
Kimberly Allen, Business Manager,

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).

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.

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF EDUCATION MEETING
DEEP RIVER ELEMENTARY SCHOOL BOARD OF EDUCATION
January 17, 2019 5:30pm**

The special meeting of the Deep River Board of Education was held on Thursday, January 17, 2019. In attendance were Miriam Morrissey, Paula Weglarz, Imran Munawar, Matt Resnisky, Lenore Grunko and Tracy Dickson. Also in attendance were Dr. Ruth Levy, Superintendent, Dr. Kristina Martineau, Assistant Superintendent, Christian Strickland, Principal and Kim Allen, Business Manager and Kelley Frazier, Clerk. Absent: Tadhra Ciaglo, Rob Ferretti, Mary Elizabeth Massey

CALL TO ORDER

The meeting was called to order by Chair Weglarz at 5:30p.m.

CONSENT AGENDA

Upon a motion duly made by Tracy Dickson and seconded by Miriam Morrissey the Deep River Board of Education unanimously **VOTED** to approve the minutes from the regular meeting of November 27, 2019 and the Accounts Payable report as written.

STUDENT REPORT

Mr. Strickland introduced Eddie Johnson and Holly Board who gave the student update of events happening at Deep River Elementary School.

PUBLIC COMMENT

The Park and Recreation play is the first weekend of February.

OTHER ITEMS:

Principal's Update

General Update

Mr. Strickland gave a brief update of the events happening this winter at Deep River Elementary School. Jill Shakun, DRES Math Coach, presented math instruction at Deep River Elementary. Mr. Strickland discussed Smarter Balance Assessment.

Possible VOTE to Accept Donation of \$1000 from the Gray Family Foundation to be Used at the Principal's Discretion

Upon a motion made by Tracy Dickson and seconded by Matt Resnisky the Deep River Board of Education unanimously **VOTED** to accept the donation of \$1,000 from the Gray Family Foundation to be used at the Principal's discretion.

REPORTS:

Financial Status Report – Ms. Allen

Ms. Allen gave a brief update on the financial status for Deep River Elementary School. Trends indicate a small deficit at the end of the year. The MBR issue is still not resolved so this deficit may be covered by this. Ms. Allen will remain vigilant of any unforeseen circumstances and we will keep the Board informed of any developments as they arise.

Cafeteria Report – Ms. Allen

Ms. Allen gave an update on the status of the cafeteria budget. Revenue has not been received through December.

Committee Reports

Finance - Next meeting is January 29, 2019. Policy updates are being discussed.

Curriculum – Next meeting is January 29, 2019. I/B resources will be discussed.

Policy – Next meeting is January 28, 2019.

OTHER COMMITTEE REPORTS**Supervision District Committee Update**

There have been several budget workshops. This budget will go to Public Hearing on February 4, 2019. Efficiencies will be realized if Network Techs are moved into Supervision District. It would also allow having multiple techs tackle big issues. Art, Music and FLES are in Supervision District currently. It is suggested that PE also be moved into Supervision District. Health insurance has increased. This is being reviewed.

DRES Facilities Committee Update

A new valve has been installed in the library. The water balance is being tested. The roof is being discussed and will be replaced in sections. Currently, there are no major leaks.

LEARN

Mr. Munawar discussed the services LEARN offers. They are in their new facility in New London.

OTHER COMMITTEE REPORTS**Joint Ad Hoc School Security Advisory Committee**

All five schools have been prioritized as to their security needs. Additional training will be done.

Assistant Superintendent's Report**General Update**

Ms. Martineau gave a brief update. Professional Development will occur tomorrow K-12. The language of assessment is being reviewed. K-12 standards for all content areas is also being reviewed and adjusted as to student needs. Progress Reports and Report Cards will better communicate student progress.

SUPERINTENDENT'S REPORT**District Update****Critical and Creative Problem Solving**

Dr. Levy toured the new facility which LEARN is in. Dr. Levy thanked Mr. Munawar for his work on getting a grant for STEM equipment which will be used in the High School. Legislatively work is being done to make Supervision District an LEA. MBR is also being discussed. Insurance is being reviewed. Work is being done on budgets.

Information and Communication

Discussion Regarding any Pending Policies

First Reading of Joint BOE Policy Committee's Recommended Revisions to the Following Policies

Policies were discussed.

#5141.4 Students – Reporting Suspected Abuse

#5131.81 Students – Use of Private Technology

#3323 Business – Soliciting Prices

PUBLIC COMMENT

No Comment.

FUTURE AGENDA ITEMS

- Next Joint BOE meeting February 21, 2019
- Next Deep River BOE Meeting is March 21, 2019 @ 7:00pm
- Deep River BOE Workshops Jan 30th, Feb 19th, Feb 28th @ 6:00pm at Central Office
- BOE and Community Input for 2019-20 (On-Going)
-

EXECUTIVE SESSION – BOE Self Evaluation

Upon a motion duly made and seconded the Deep River Board of Education unanimously **VOTED** to go into Executive Session at 6:43pm. Dr. Levy was invited to stay. Dr. Levy departed meeting at 6:47pm.

Executive Session ended at 7:00pm. No action taken.

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 7:01p.m.

Respectfully Submitted,

Kelley Frazier, Secretary



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|P |
|apchkrca

REGIONAL SCHOOL DIST # 4
|AP CHECK RECONCILIATION REGISTER

03/12/2019 10:06
9781dpea

FOR CASH ACCOUNT: 2000 1040

FOR: Uncleared

| CHECK # | CHECK DATE | TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
|-----------------------------|------------|---------|----------------------------------|-----------|---------|-------|------------|
| 78002 | 03/12/2019 | PRINTED | 002155 CONNECTICUT WATER CO | 868.10 | | | |
| 78003 | 03/12/2019 | PRINTED | 002178 DEEP RIVER SCHOOL LUNCH P | 26,000.00 | | | |
| 78004 | 03/12/2019 | PRINTED | 002504 LAWSON PRODUCTS, INC. | 1,172.72 | | | |
| 78005 | 03/12/2019 | PRINTED | 005959 LEAF | 1,258.00 | | | |
| 78006 | 03/12/2019 | PRINTED | 002221 NEW ENGLAND ENERGY CONTR | 158.24 | | | |
| 78007 | 03/12/2019 | PRINTED | 002261 SAYBROOK LAWN & POWER EQU | 580.00 | | | |
| 78008 | 03/12/2019 | PRINTED | 002436 TREASURER REGIONAL SCHOOL | 367.26 | | | |
| 78009 | 03/12/2019 | PRINTED | 002518 TREASURER SUPERVISION DIS | 103.84 | | | |
| 78010 | 03/12/2019 | PRINTED | 007030 W.B.MASON CO., INC. | 43.14 | | | |
| 9 CHECKS CASH ACCOUNT TOTAL | | | | 29,551.30 | | | |
| | | | | | | | .00 |



03/12/2019 10:05 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH VOUCHER INVOICE

CHECK NO CHK DATE TYPE VENDOR NAME

| INVOICE DTL DESC | INV DATE | PO | WARRANT | NET |
|---|------------|----------|---------|-----------|
| 78002 03/12/2019 PRD Invoice: 03042019 | 03/12/2019 | 19200159 | 2031219 | 868.10 |
| BLANKET 2018 2019 H20 | | | | |
| Cafe subsidy | 03/12/2019 | 19200467 | 2031219 | 868.10 |
| 78003 03/12/2019 PRD Invoice: 3/15/2019 | 03/12/2019 | 19200467 | 2031219 | 26,000.00 |
| 2178 DEEP RIVER SCHOOL LU 95758 | 3/15/2019 | | | |
| 78004 03/12/2019 PRD Invoice: 9306526180 | 03/12/2019 | 19200224 | 2031219 | 172.72 |
| 2504 LAWSON PRODUCTS, IN 95759 | | | | |
| 78005 03/12/2019 PRD Invoice: 9253735 | 03/12/2019 | 19200249 | 2031219 | 1,258.00 |
| 5959 LEAF | | | | |
| 78006 03/12/2019 PRD Invoice: S-8105 | 03/12/2019 | 19200227 | 2031219 | 1,258.00 |
| 2221 NEW ENGLAND ENERGY C 95763 | | | | |
| 78007 03/12/2019 PRD Invoice: 64946 | 03/12/2019 | 19200229 | 2031219 | 580.00 |
| 2261 SAYBROOK LAWN & POWE 95764 | | | | |
| 78008 03/12/2019 PRD Invoice: 3/7/2019 | 03/12/2019 | 19200303 | 2031219 | 367.26 |
| 2436 TREASURER REGIONAL S 95766 | | | | |
| 78009 03/12/2019 PRD Invoice: FEB 19 | 03/12/2019 | 19200198 | 2031219 | 103.84 |
| 2518 TREASURER SUPERVISIO 95765 | | | | |
| 78010 03/12/2019 PRD Invoice: 164194468 | 03/12/2019 | 19200482 | 2031219 | 43.14 |
| 7050 W.B.MASON CO., INC. 95762 | | | | |

HP 83A (CF283A) BLACK TONER CA



02/25/2019 11:46
9781dpea

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

P 1
apcbkrn

FOR: Uncleared

1040

| CHECK # | CHECK DATE | TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
|------------------------------|------------|---------|----------------------------------|------------|---------|-------|------------|
| 77968 | 02/25/2019 | PRINTED | 002836 SYNCB/AMAZON | 1,963.96 | | | |
| 77969 | 02/25/2019 | PRINTED | 007706 DANA CONCASCIA-KEROP | 7.49 | | | |
| 77970 | 02/25/2019 | PRINTED | 002159 CREC | 900.00 | | | |
| 77971 | 02/25/2019 | PRINTED | 002168 DEEP RIVER HARDWARE CO. | 54.61 | | | |
| 77972 | 02/25/2019 | PRINTED | 002172 DEEP RIVER STUDENT ACTIVI | 11.95 | | | |
| 77973 | 02/25/2019 | PRINTED | 006699 DEMCO,INC | 29.97 | | | |
| 77974 | 02/25/2019 | PRINTED | 006719 EVERSOURCE | 4,442.55 | | | |
| 77975 | 02/25/2019 | PRINTED | 002332 FIRST STUDENTS INC | 100.91 | | | |
| 77976 | 02/25/2019 | PRINTED | 005994 FUSS & O'NEILL ENVIROSCIE | 1,400.00 | | | |
| 77977 | 02/25/2019 | PRINTED | 003086 JW PEPPER & SON, INC | 62.43 | | | |
| 77978 | 02/25/2019 | PRINTED | 002223 GERALD KRUSZEWSKI | 1,021.51 | | | |
| 77979 | 02/25/2019 | PRINTED | 007598 JEREMY MAXWELL | 1,000.00 | | | |
| 77980 | 02/25/2019 | PRINTED | 002221 NEW ENGLAND ENERGY CONTRO | 187.94 | | | |
| 77981 | 02/25/2019 | PRINTED | 002518 TREASURER SUPERVISION DIS | 144,749.00 | | | |
| 77982 | 02/25/2019 | PRINTED | 002297 W.B.MASON | 523.97 | | | |
| 77983 | 02/25/2019 | PRINTED | 002587 WALTHAM SERVICES, INC | 82.00 | | | |
| 16 CHECKS CASH ACCOUNT TOTAL | | | | 156,538.29 | .00 | | |



02/25/2019 11:45
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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

DEEP RIVER CASH

VOUCHER INVOICE

INVOICE DTL DESC

INV DATE PO WARRANT

NET

| | | | | | | | | | | | |
|-----------------------|------------|--------------|------|--------------|-------|--------------|------------|----------|---------|--------------------------------|--------|
| 77968 | 02/25/2019 | PRTD | 2836 | SYNCB/AMAZON | 95239 | 483833579864 | 02/15/2019 | 19200337 | 2021519 | MINNIE AND MOO GO TO PARIS (MI | 153.24 |
| Invoice: 483833579864 | | | | | | | | | | | |
| | Invoice: | 434389968368 | | | 95240 | 434389968368 | 02/15/2019 | 19200392 | 2021519 | LJY 33/4" ROUND DOT STICKERS C | 16.58 |
| | Invoice: | 659953737495 | | | 95241 | 659953737495 | 02/15/2019 | 19200448 | 2021519 | KING'S DEAL CHILDREN'S 20 PCS | 27.40 |
| | Invoice: | 439596869895 | | | 95242 | 439596869895 | 02/15/2019 | 19200435 | 2021519 | TIAMALL 30 FEET TWINE / DARICE | 242.08 |
| | Invoice: | 854389655793 | | | 95243 | 854389655793 | 02/15/2019 | 19200450 | 2021519 | PENDAFLEX SUREHOOK | 124.32 |
| | Invoice: | 446745846646 | | | 95244 | 446745846646 | 02/15/2019 | 19200441 | 2021519 | KINGTOP 3.5 MM COMBO AUDIO ADA | 304.87 |
| | Invoice: | 558734696369 | | | 95247 | 558734696369 | 02/15/2019 | 19200435 | 2021519 | TIAMALL 30 FEET TWINE / DARICE | 923.79 |
| | Invoice: | 687657888947 | | | 95248 | 687657888947 | 02/15/2019 | 19200441 | 2021519 | KINGTOP 3.5 MM COMBO AUDIO ADA | 6.37 |
| | Invoice: | 444485875694 | | | 95249 | 444485875694 | 02/15/2019 | 19200435 | 2021519 | TIAMALL 30 FEET TWINE / DARICE | 5.53 |
| | Invoice: | 954853867859 | | | 95250 | 954853867859 | 02/15/2019 | 19200435 | 2021519 | TIAMALL 30 FEET TWINE / DARICE | 100.44 |
| | Invoice: | 968469767388 | | | 95251 | 968469767388 | 02/15/2019 | 19200451 | 2021519 | CARSON DELLOSA IDEAL NUMBER LI | 23.20 |
| | Invoice: | 899464439348 | | | 95252 | 899464439348 | 02/15/2019 | 19200452 | 2021519 | 3' DRAFT STOP | 36.14 |

CHECK 77968 TOTAL: 1,963.96

77969 02/25/2019 PRTD 7706 DANA CONCASIA-KEROP 95414 2/22/19
Invoice: 2/22/19

02/15/2019 19200476 2021519
REIMBURSEMENT - WALMART - COMP

7.49

CHECK 77969 TOTAL: 7.49

77970 02/25/2019 PRTD 2159 CREC
Invoice: POKDBRMCNEGH

95382 POKDBRMCNEGH

02/15/2019 19200472 2021519
WORKSHOP

450.00

Invoice: PNT6KEOX0BDI

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02/25/2019 11:45
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 2
apesbdsb

CASH ACCOUNT: 2000
CHECK NO CHK DATE TYPE VENDOR NAME

1040
DEEP RIVER CASH
VOUCHER INVOICE

INV DATE PO WARRANT

INVOICE DTL DESC

| | | CHECK | 77970 TOTAL: | 900.00 |
|---|---------------------------|------------------------|---|----------|
| 77971 02/25/2019 PRD Invoice: 406551 | 2168 DEEP RIVER HARDWARE | 95383 406551 | 02/15/2019 19200161 2021519 2018 2019 BLANKET | 54.61 |
| 77972 02/25/2019 PRD Invoice: 4715 | 2172 DEEP RIVER STUDENT A | 95417 4715 | 02/15/2019 19200164 2021519 USPS 2018 2019 BLANKET | 54.61 |
| 77973 02/25/2019 PRD Invoice: 437369386786 | 6699 DEMCO, INC | 95245 437369386786 | 02/15/2019 19200440 2021519 BOOK CARE BOOKMARK SET 2" X 6" | 11.95 |
| 77974 02/25/2019 PRD Invoice: 51732582002 2/25 | 6719 EVERSOURCE | 95392 51732582002 2/25 | 02/15/2019 19200166 2021519 2018 2019 BLANKET ELECTRICITY | 11.95 |
| 77975 02/25/2019 PRD Invoice: 11551892 | 2332 FIRST STUDENTS INC | 95418 11551892 | 02/15/2019 19200167 2021519 GRADE 6- FILES | 29.97 |
| 77976 02/25/2019 PRD Invoice: 0209476 | 5994 FUSS & O'NEILL ENVIR | 95415 0209476 | 02/15/2019 19200218 2021519 2018 2019 BLANKET ASBESTOS SUR | 4,442.55 |
| 77977 02/25/2019 PRD Invoice: 01V00640 | 3086 JW PEPPER & SON, INC | 95385 01V00640 | 02/15/2019 19200469 2021519 THE ELEMENTS OF MUSIC ANCHOR C | 100.91 |
| 77978 02/25/2019 PRD Invoice: 358 | 2223 GERALD KRUSZEWSKI | 95309 358 | 02/15/2019 19200220 2021519 2018 2019 BLANKET REPAIRS | 100.91 |
| | Invoice: 350 | 95310 350 | 02/15/2019 19200220 2021519 2018 2019 BLANKET REPAIRS | 1,400.00 |
| | | | CHECK 77976 TOTAL: | 62.43 |
| | | | CHECK 77977 TOTAL: | 594.01 |
| | | | CHECK 77978 TOTAL: | 427.50 |



02/25/2019 11:45 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL P 3 apcsbdb

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

CHECK NO CHK DATE TYPE VENDOR NAME INVOICE INVOICE DTL DESC

77979 02/25/2019 PRD 7598 JEREMY MAXWELL 95313 JAN - 19 CHECK 77978 TOTAL: 1,021.51

Invoice: JAN - 19 STUDENT TUITION REIMBURSEMENT 02/15/2019 19200415 2021519 1,000.00

77980 02/25/2019 PRD 2221 NEW ENGLAND ENERGY C 95390 S-8039 CHECK 77979 TOTAL: 1,000.00

Invoice: S-8039 2018 2019 BLANKET CONTRACT RE 02/15/2019 19200227 2021519 187.94

77981 02/25/2019 PRD 2518 TREASURER SUPERVISIO 95314 MARCH 2019 CHECK 77980 TOTAL: 187.94

Invoice: MARCH 2019 SALARIES 02/15/2019 19200199 2021519 144,749.00

77982 02/25/2019 PRD 2297 W.B.MASON 95311 I63443530 CHECK 77981 TOTAL: 144,749.00

Invoice: I63443530 hp61 black ink 02/15/2019 19200463 2021519 29.98

77983 02/25/2019 PRD 2587 WALTHAM SERVICES, IN 95386 2429010 04-NE I63446025 HP 80X (CF280X) BLACK TONER 02/15/2019 19200464 2021519 493.99

Invoice: 2429010 04-NE Invoice: I63446025 2018 2019 BLANKET MONTHLY INSE 02/15/2019 19200242 2021519 82.00

NUMBER OF CHECKS 16 *** CASH ACCOUNT TOTAL *** 156,538.29

TOTAL PRINTED CHECKS 16 156,538.29

*** GRAND TOTAL *** 156,538.29



02/25/2019 11:45
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 4
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CLERK: 9781dpea

YEAR PER JNL
SRC ACCOUNT

| EFF DATE | JNL | DESC | REF 1 | REF 2 | REF 3 | ACCOUNT DESC LINE DESC | T OB | DEBIT | CREDIT |
|--------------------------------|-----|------|-------|-------|-------|--------------------------------|------|------------|------------|
| 2019 8 278 | | | | | | | | | |
| APP 2000-2000 | | | | | | DEEP RIVER ACCOUNTS PAYABLE | | 155,621.71 | |
| 02/25/2019 2021519 | DP | | | | | AP CASH DISBURSEMENTS JOURNAL | | | |
| APP 2000-1040 | | | | | | DEEP RIVER CASH | | | 156,538.29 |
| 02/25/2019 2021519 | DP | | | | | AP CASH DISBURSEMENTS JOURNAL | | | |
| APP 2230-2000 | | | | | | ACCOUNTS PAYABLE | | 16.58 | |
| 02/25/2019 2021519 | DP | | | | | AP CASH DISBURSEMENTS JOURNAL | | | |
| APP 2510-2000 | | | | | | ACCOUNTS PAYABLE | | 900.00 | |
| 02/25/2019 2021519 | DP | | | | | AP CASH DISBURSEMENTS JOURNAL | | | |
| GENERAL LEDGER TOTAL | | | | | | | | 156,538.29 | 156,538.29 |
| | | | | | | | | | |
| APP 2000-1430 | | | | | | DUE FROM / DUE TO REAP | | 16.58 | |
| 02/25/2019 2021519 | DP | | | | | DUE FROM/DUE TO DEEP RIVER | | | 16.58 |
| APP 2230-1412 | | | | | | DUE FROM/DUE TO DEEP RIVER | | | |
| 02/25/2019 2021519 | DP | | | | | DUE FROM FEDERAL & STATE GRANT | | 900.00 | |
| APP 2000-1421 | | | | | | DUE FROM/DUE TO DEEP RIVER | | | 900.00 |
| 02/25/2019 2021519 | DP | | | | | DUE FROM/DUE TO DEEP RIVER | | | |
| APP 2210-1412 | | | | | | DUE FROM/DUE TO DEEP RIVER | | | |
| 02/25/2019 2021519 | DP | | | | | DUE FROM/DUE TO DEEP RIVER | | | |
| SYSTEM GENERATED ENTRIES TOTAL | | | | | | | | 916.58 | 916.58 |
| | | | | | | | | | |
| JOURNAL 2019/08/278 TOTAL | | | | | | | | 157,454.87 | 157,454.87 |



02/25/2019 12:05
9781dpea

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 2000 1040 VENDOR NAME
CHECK # CHECK DATE TYPE

FOR: Uncleared
Cleared BATCH CLEAR DATE

UNCLEARED

77987 02/25/2019 PRINTED 002146 CITIZENS BANK - HEALTH BE
1 CHECKS CASH ACCOUNT TOTAL

46,072.00
46,072.00

.00

1
apchkan



02/25/2019 12:03
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CASH ACCOUNT: 2000
CHECK NO CHK DATE TYPE VENDOR NAME

1040
DEEP RIVER CASH VOUCHER INVOICE

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

77987 02/25/2019 PRD 2146 CITIZENS BANK - HEAL 95421 MARCH 2, 2019

Invoice: MARCH 2, 2019

INVOICE DTL DESC

2018 2019 HELATH INSURANCE CON

CHECK 77987 TOTAL:

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

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 46,072.00

*** GRAND TOTAL ***

46,072.00

46,072.00

46,072.00

NET

P 1

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02/14/2019 11:55
9781dpea

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 2000 1040

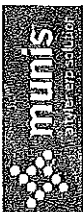
FOR: Uncleared

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

| | | | | | | | |
|-------|------------|---------|----------------------------------|----------|--|--|--|
| 77953 | 02/14/2019 | PRINTED | 003634 BARTH REPAIR SERVICE | 245.00 | | | |
| 77954 | 02/14/2019 | PRINTED | 002087 CAS | 116.00 | | | |
| 77955 | 02/14/2019 | PRINTED | 002172 DEEP RIVER STUDENT ACTIVI | 19.91 | | | |
| 77956 | 02/14/2019 | PRINTED | 002158 HEINEMANN PUBLISHING | 27.00 | | | |
| 77957 | 02/14/2019 | PRINTED | 002940 HEINEMANN/RAINTREE | 573.65 | | | |
| 77958 | 02/14/2019 | PRINTED | 003684 KILLINGWORTH TRUE VA | 121.46 | | | |
| 77959 | 02/14/2019 | PRINTED | 005959 LEAF | 56.00 | | | |
| 77960 | 02/14/2019 | PRINTED | 002329 LEARN | 150.00 | | | |
| 77961 | 02/14/2019 | PRINTED | 002245 MAGNAKLEEN | 244.50 | | | |
| 77962 | 02/14/2019 | PRINTED | 002221 NEW ENGLAND ENERGY CONTRO | 298.39 | | | |
| 77963 | 02/14/2019 | PRINTED | 002618 REALLY GOOD STUFF | 300.92 | | | |
| 77964 | 02/14/2019 | PRINTED | 006358 TOP NOTCH ELECTRICAL SERV | 170.00 | | | |
| 77965 | 02/14/2019 | PRINTED | 002436 TREASURER REGIONAL SCHOOL | 173.20 | | | |
| 77966 | 02/14/2019 | PRINTED | 002518 TREASURER SUPERVISION DIS | 207.54 | | | |
| 77967 | 02/14/2019 | PRINTED | 002297 W.B.MASON | 1,178.62 | | | |

15 CHECKS CASH ACCOUNT TOTAL

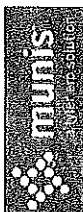
3,882.19 .00



02/14/2019 11:53 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL 1040 DEEP RIVER CASH VOUCHER INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

CASH ACCOUNT: 2000 CHECK NO CHK DATE TYPE VENDOR NAME

| | | | | | | | | | | | |
|-------|------------|------|------|-----------------------|-------|--------------|--------------------------------|------------|----------|---------|---------------|
| 77953 | 02/14/2019 | PRTD | 3634 | BARTH REPAIR SERVICE | 95142 | 22541 | REPAIR DISHWASHER | 02/11/2019 | 19200465 | 2021419 | 245.00 |
| | | | | Invoice: 22541 | | | | | CHECK | 77953 | TOTAL: 245.00 |
| 77954 | 02/14/2019 | PRTD | 2087 | CAS | 95184 | BOC/ELCA25/1 | REGISTRATION: Elementary Cele | 02/11/2019 | 19200429 | 2021419 | 116.00 |
| | | | | Invoice: BOC/ELCA25/1 | | | | | CHECK | 77954 | TOTAL: 116.00 |
| 77955 | 02/14/2019 | PRTD | 2172 | DEEP RIVER STUDENT A | 95185 | 4712 | WALMART - BUNGEE CORDS = PETE | 02/11/2019 | 19200466 | 2021419 | 19.91 |
| | | | | Invoice: 4712 | | | | | CHECK | 77955 | TOTAL: 19.91 |
| 77956 | 02/14/2019 | PRTD | 2158 | HEINEMANN PUBLISHING | 95145 | 7032597 | dku e08885 word detectives tra | 02/11/2019 | 19200449 | 2021419 | 27.00 |
| | | | | Invoice: 7032597 | | | | | CHECK | 77956 | TOTAL: 27.00 |
| 77957 | 02/14/2019 | PRTD | 2940 | HEINEMANN/RAINTREE | 95146 | 7026686 | SKU: E07433 ISBN 978-0-325-074 | 02/11/2019 | 19200434 | 2021419 | 573.65 |
| | | | | Invoice: 7026686 | | | | | CHECK | 77957 | TOTAL: 573.65 |
| 77958 | 02/14/2019 | PRTD | 3684 | KILLINGWORTH TRUE VA | 95147 | 1714970 | 2018 2019 BLANKET MISC. SUPPL | 02/11/2019 | 19200223 | 2021419 | 121.46 |
| | | | | Invoice: 1714970 | | | | | CHECK | 77958 | TOTAL: 121.46 |
| 77959 | 02/14/2019 | PRTD | 5959 | LEAF | 95157 | 9160590 | 2018 2019 RENTAL COPIERS | 02/11/2019 | 19200249 | 2021419 | 56.00 |
| | | | | Invoice: 9160590 | | | | | CHECK | 77959 | TOTAL: 56.00 |
| 77960 | 02/14/2019 | PRTD | 2329 | LEARN | 95158 | 20190946 | REGISTRATION: NICOLE DOLAN TO | 02/11/2019 | 19200358 | 2021419 | 150.00 |
| | | | | Invoice: 20190946 | | | | | CHECK | 77960 | TOTAL: 150.00 |
| 77961 | 02/14/2019 | PRTD | 2245 | MAGNAKLEEN | 95159 | 1843470 | 2018 2019 BLANKET MOP/CARPET R | 02/11/2019 | 19200182 | 2021419 | 81.50 |
| | | | | Invoice: 1843470 | | | | | CHECK | 77961 | TOTAL: 81.50 |



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 2
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CASH ACCOUNT: 2000
CHECK NO CHK DATE

1040
TYPE VENDOR NAME

DEEP RIVER CASH

INV DATE PO WARRANT

NET

INVOICE DTL DESC

Invoice: 1837162

2018 2019 BLANKET MOP/CARPET R

Invoice: 1848661

95161 1848661

02/11/2019 19200182 2021419
2018 2019 BLANKET MOP/CARPET R

81.50

CHECK 77961 TOTAL:

244.50

77962 02/14/2019 PRD
Invoice: S-7979

2221 NEW ENGLAND ENERGY C 95165

S-7979

02/11/2019 19200227 2021419
2018 2019 BLANKET CONTRACT RE

298.39

CHECK 77962 TOTAL:

298.39

77963 02/14/2019 PRD
Invoice: 6815480

2618 REALLY GOOD STUFF

6815480

02/11/2019 19200454 2021419
DR. SEUSS BOOKMARKS #158593

300.92

CHECK 77963 TOTAL:

300.92

77964 02/14/2019 PRD
Invoice: 7000

7000

02/11/2019 19200461 2021419
WIRE UP GENERATOR FOR HEAT TO

170.00

CHECK 77964 TOTAL:

170.00

77965 02/14/2019 PRD
Invoice: 12/18

2436 TREASURER REGIONAL S 95186

12/18

02/11/2019 19200303 2021419
2018 2019 LEGAL FEES

173.20

CHECK 77965 TOTAL:

173.20

77966 02/14/2019 PRD
Invoice: 12/18

2518 TREASURER SUPERVISIO 95168

12/18

02/11/2019 19200198 2021419
2018 2019 BLANKET CELL PHONES

103.70

Invoice: 1/19

95170

02/11/2019 19200198 2021419
2018 2019 BLANKET CELL PHONES

103.84

CHECK 77966 TOTAL:

207.54

77967 02/14/2019 PRD
Invoice: 163316632

2297 W.B.MASON

163316632

02/11/2019 19200462 2021419
#CH100010 C-LINE TRADITIONAL P

47.74

Invoice: 163009632

95163

02/11/2019 19200243 2021419
2018 2019 BLANKET - MISC. SUPP

12.88

Invoice: 163270389

95164

02/11/2019 19200460 2021419
BLZ41200 PAPER, LTR, 98BRT, WH

1,118.00

02/14/2019 11:53
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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL



P 3
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CHECK 77967 TOTAL: 1,178.62

NUMBER OF CHECKS 15 *** CASH ACCOUNT TOTAL *** 3,882.19

| COUNT | AMOUNT |
|-------|----------|
| 15 | 3,882.19 |

TOTAL PRINTED CHECKS

*** GRAND TOTAL *** 3,882.19



01/31/2019 10:36
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

| | | | | | | | | |
|--------------------|------------|---------|--------|---------------------------|-----------|------------|--|-----|
| 77942 | 01/31/2019 | PRINTED | 002467 | ALLSTON SUPPLY CO INC | UNCLEARED | 170.49 | | |
| 77943 | 01/31/2019 | PRINTED | 002152 | CITIZENS BANK | | 41.68 | | |
| 77944 | 01/31/2019 | PRINTED | 002168 | DEEP RIVER HARDWARE CO. | | 48.58 | | |
| 77945 | 01/31/2019 | PRINTED | 002172 | DEEP RIVER STUDENT ACTIVI | | 204.10 | | |
| 77946 | 01/31/2019 | PRINTED | 003088 | DUMOUCHEL PAPER CO. | | 31.68 | | |
| 77947 | 01/31/2019 | PRINTED | 006719 | EVERSOURCE | | 51.43 | | |
| 77948 | 01/31/2019 | PRINTED | 004519 | FOLLETT SCHOOL SOLUTIONS, | | 280.79 | | |
| 77949 | 01/31/2019 | PRINTED | 006678 | FRONTIER | | 148.32 | | |
| 77950 | 01/31/2019 | PRINTED | 007092 | STAPLES CREDIT PLAN | | 4.99 | | |
| 77951 | 01/31/2019 | PRINTED | 002518 | TREASURER SUPERVISION DIS | | 144,749.00 | | |
| 77952 | 01/31/2019 | PRINTED | 002438 | TREASURER TOWN OF CHESTER | | 109.84 | | |
| 11 CHECKS | | | | | | 145,840.90 | | |
| CASH ACCOUNT TOTAL | | | | | | | | .00 |



01/31/2019 10:35 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 2000 1040 DEEP RIVER CASH VOUCHER INVOICE

CHECK NO CHK DATE TYPE VENDOR NAME

77942 01/31/2019 PRD 2467 ALLSTON SUPPLY CO IN 94812 112466A

Invoice: 112466A

2018 2019 BLANKET MISC. SUPPLI

CHECK 77942 TOTAL:

170.49

77943 01/31/2019 PRD 2152 CITIZENS BANK 94813 1/28

Invoice: 1/28

FEES

CHECK 77943 TOTAL:

41.68

77944 01/31/2019 PRD 2168 DEEP RIVER HARDWARE 94814 426207

Invoice: 426207

2018 2019 BLANKET

CHECK 77944 TOTAL:

48.58

77945 01/31/2019 PRD 2172 DEEP RIVER STUDENT A 94815 4711

Invoice: 4711

USPS 2018 2019 BLANKET

CHECK 77945 TOTAL:

204.10

77946 01/31/2019 PRD 3088 DUMOUCHEL PAPER CO. 94816 056645

Invoice: 056645

2018 2019 BLANKET

CHECK 77946 TOTAL:

31.68

77947 01/31/2019 PRD 6719 EVERSOURCE 94817 51471482018 1/24

Invoice: 51471482018 1/24

2018 2019 BLANKET ELECTRICITY

CHECK 77947 TOTAL:

51.43

77948 01/31/2019 PRD 4519 FOLLETT SCHOOL SOLUT 94818 358510F

Invoice: 358510F

SEE ATTACHED QUOTE#9733496 TO

CHECK 77948 TOTAL:

280.79

77949 01/31/2019 PRD 6678 FRONTIER 94823 86052664252.12

Invoice: 86052664252.12

2018 2019 BLANKET

CHECK 77949 TOTAL:

148.32

77950 01/31/2019 PRD 7092 STAPLES CREDIT PLAN 94822 1/19

Invoice: 1/19

BINDER CLIP

CHECK 77949 TOTAL:

4.99

NET

170.49

41.68

48.58

204.10

31.68

51.43

280.79

148.32

148.32

4.99



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CASH ACCOUNT: 2000
CHECK NO CHK DATE TYPE VENDOR NAME

1040
DEEP RIVER CASH VOUCHER INVOICE

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

77951 01/31/2019 PRD 2518 TREASURER SUPERVISIO 94821 2/2019

Invoice: 2/2019

77952 01/31/2019 PRD 2438 TREASURER TOWN OF CH 94819 JAN2019DRES

Invoice: JAN2019DRES

NUMBER OF CHECKS 11 *** CASH ACCOUNT TOTAL ***

145,840.90

COUNT AMOUNT
TOTAL PRINTED CHECKS 11 145,840.90

*** GRAND TOTAL *** 145,840.90

NET

WARRANT

PO

INV DATE

INVOICE DTL DESC

CHECK 77950 TOTAL: 4.99

CHECK 77951 TOTAL: 144,749.00

CHECK 77952 TOTAL: 109.84

CHECK 77952 TOTAL: 109.84

CHECK 77952 TOTAL: 145,840.90

CHECK 77952 TOTAL: 145,840.90

CHECK 77952 TOTAL: 145,840.90

CHECK 77952 TOTAL: 145,840.90

CHECK 77952 TOTAL: 145,840.90

CHECK 77952 TOTAL: 145,840.90



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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

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FOR: Uncleared

1040

| CHECK # | CHECK DATE | CHECK TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
|------------------------------|------------|------------|----------------------------------|------------|---------|-------|------------|
| 77922 | 01/24/2019 | PRINTED | 002467 ALLSTON SUPPLY CO INC | 513.24 | | | |
| 77923 | 01/24/2019 | PRINTED | 002836 AMAZON/SYNCR | 152.25 | | | |
| 77924 | 01/24/2019 | PRINTED | 002836 SYNCR/AMAZON | 320.59 | | | |
| 77925 | 01/24/2019 | PRINTED | 003655 CENTRAL SYSTEMS, INC. | 900.00 | | | |
| 77926 | 01/24/2019 | PRINTED | 002146 CITIZENS BANK - HEALTH BE | 46,072.00 | | | |
| 77927 | 01/24/2019 | PRINTED | 002168 DEEP RIVER HARDWARE CO. | 99.74 | | | |
| 77928 | 01/24/2019 | PRINTED | 002172 DEEP RIVER STUDENT ACTIVI | 60.00 | | | |
| 77929 | 01/24/2019 | PRINTED | 006699 DEMCO, INC | 95.15 | | | |
| 77930 | 01/24/2019 | PRINTED | 006719 EVERSOURCE | 4,360.05 | | | |
| 77931 | 01/24/2019 | PRINTED | 003029 GUITAR CENTER | 79.99 | | | |
| 77932 | 01/24/2019 | PRINTED | 005443 INTEGRATED TECHNICAL SYST | 495.00 | | | |
| 77933 | 01/24/2019 | PRINTED | 002106 JONES SCHOOL SUPPLY | 61.95 | | | |
| 77934 | 01/24/2019 | PRINTED | 003086 JW PEPPER & SON, INC | 90.99 | | | |
| 77935 | 01/24/2019 | PRINTED | 005959 LEAF | 1,353.00 | | | |
| 77936 | 01/24/2019 | PRINTED | 002221 NEW ENGLAND ENERGY CONTRO | 1,299.48 | | | |
| 77937 | 01/24/2019 | PRINTED | 002261 SAYBROOK LAWN & POWER EQU | 351.27 | | | |
| 77938 | 01/24/2019 | PRINTED | 004278 SCHOLASTIC BOOK CLUBS | 253.82 | | | |
| 77939 | 01/24/2019 | PRINTED | 002518 TREASURER SUPERVISION DIS | 144,749.00 | | | |
| 77940 | 01/24/2019 | PRINTED | 002297 W.B.MASON | 131.52 | | | |
| 77941 | 01/24/2019 | PRINTED | 002587 WALTHAM SERVICES, INC | 82.00 | | | |
| 20 CHECKS CASH ACCOUNT TOTAL | | | | 201,521.04 | | | |
| | | | | | | | .00 |



01/24/2019 09:08
9781dpea

REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

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

| INVOICE | DTL | DESC | INV DATE | PO | WARRANT | NET |
|--------------------------------|------------|--------------------------------------|---------------|----------|---------|-----------|
| 77922 | 01/24/2019 | PRTD 2467 ALLSTON SUPPLY CO IN 94655 | 112466 | | | 513.24 |
| Invoice: 112466 | | | | | | |
| 2018 | 2019 | BLANKET MISC. SUPPLI | 01/17/2019 | 19200246 | 2011819 | 513.24 |
| CHECK 77922 TOTAL: | | | | | | 513.24 |
| 77923 | 01/24/2019 | PRTD 2836 AMAZON/SYNCB | 94699 | | | 152.25 |
| Invoice: 986983574838 | | | | | | |
| 2018 | 2019 | BLANKET MISC. SUPPLI | 01/17/2019 | 19200209 | 2011819 | 152.25 |
| CHECK 77923 TOTAL: | | | | | | 152.25 |
| 77924 | 01/24/2019 | PRTD 2836 SYNCB/AMAZON | 94656 | | | 30.42 |
| Invoice: 894968345477 | | | | | | |
| 2018 | 2019 | MINNIE AND MOO GO TO PARIS (MI | 01/17/2019 | 19200337 | 2011819 | 30.42 |
| STISSORS / ART | | | | | | |
| 2018 | 2019 | LUCKY TOOTH TREASURE CHEST - 2 | 01/17/2019 | 19200425 | 2011819 | 34.93 |
| SEE ATTACHED BOOK RODER FOR J. | | | | | | |
| 2018 | 2019 | SEE ATTACHED BOOK RODER FOR J. | 01/17/2019 | 19200395 | 2011819 | 15.93 |
| 2018 2019 BLANKET MISC. SUPPLI | | | | | | 7.46 |
| APPLE USB-C DIGITAL AV MULTIFO | | | | | | |
| 2018 | 2019 | APPLE USB-C DIGITAL AV MULTIFO | 01/17/2019 | 19200437 | 2011819 | 9.45 |
| 2018 2019 BLANKET MISC. SUPPLI | | | | | | 62.99 |
| 2018 2019 BLANKET MISC. SUPPLI | | | | | | 81.14 |
| SEE ATTACHED BOOK LIST | | | | | | |
| 2018 | 2019 | SEE ATTACHED BOOK LIST | 01/17/2019 | 19200430 | 2011819 | 78.27 |
| CHECK 77924 TOTAL: | | | | | | 320.59 |
| 77925 | 01/24/2019 | PRTD 3655 CENTRAL SYSTEMS, INC 94717 | 8433 | | | 900.00 |
| Invoice: 8433 | | | | | | |
| 2018 | 2019 | BLANKET SPRINKLER AL | 01/17/2019 | 19200210 | 2011819 | 900.00 |
| CHECK 77925 TOTAL: | | | | | | 900.00 |
| 77926 | 01/24/2019 | PRTD 2146 CITIZENS BANK - HEAL 94658 | FEBRUARY 2019 | | | 46,072.00 |
| Invoice: FEBRUARY 2019 | | | | | | |
| 2018 | 2019 | HEALTH INSURANCE CON | 01/17/2019 | 19200302 | 2011819 | 46,072.00 |
| CHECK 77926 TOTAL: | | | | | | 46,072.00 |



01/24/2019 09:08 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL 1040 DEEP RIVER CASH VOUCHER INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

CASH ACCOUNT: 2000 CHECK NO CHK DATE TYPE VENDOR NAME

| | | | | | | | | | | | |
|-------|------------|------|------|----------------------|-------|------------------|--------------------------------|------------|----------|---------|----------|
| 77927 | 01/24/2019 | PRTD | 2168 | DEEP RIVER HARDWARE | 94668 | 502192 | 2018 2019 BLANKET | 01/17/2019 | 19200161 | 2011819 | 99.74 |
| | | | | | | | | CHECK | 77927 | TOTAL: | 99.74 |
| 77928 | 01/24/2019 | PRTD | 2172 | DEEP RIVER STUDENT A | 94659 | 7631 | SITE LICENSE 1 YEAR | 01/17/2019 | 19200439 | 2011819 | 60.00 |
| | | | | | | | | CHECK | 77928 | TOTAL: | 60.00 |
| 77929 | 01/24/2019 | PRTD | 6699 | DEMCO, INC | 94729 | 6530478 | BOOK CARE BOOKMARK SET 2" X 6" | 01/17/2019 | 19200440 | 2011819 | 95.15 |
| | | | | | | | | CHECK | 77929 | TOTAL: | 95.15 |
| 77930 | 01/24/2019 | PRTD | 6719 | EVERSOURCE | 94730 | 51732582002 1/17 | 2018 2019 BLANKET ELECTRICITY | 01/17/2019 | 19200166 | 2011819 | 4,360.05 |
| | | | | | | | | CHECK | 77930 | TOTAL: | 4,360.05 |
| 77931 | 01/24/2019 | PRTD | 3029 | GUITAR CENTER | 94660 | ARINV46729267 | 1390836359263 FENDER RUMBLE 15 | 01/17/2019 | 19200445 | 2011819 | 79.99 |
| | | | | | | | | CHECK | 77931 | TOTAL: | 79.99 |
| 77932 | 01/24/2019 | PRTD | 5443 | INTEGRATED TECHNICAL | 94718 | IN20698 | 2018 2019 BLANKET FIRE ALARM I | 01/17/2019 | 19200175 | 2011819 | 495.00 |
| | | | | | | | | CHECK | 77932 | TOTAL: | 495.00 |
| 77933 | 01/24/2019 | PRTD | 2106 | JONES SCHOOL SUPPLY | 94720 | 1638265 | GOLD (SCIENCE) SPINNER MEDAL | 01/17/2019 | 19200447 | 2011819 | 61.95 |
| | | | | | | | | CHECK | 77933 | TOTAL: | 61.95 |
| 77934 | 01/24/2019 | PRTD | 3086 | JW PEPPER & SON, INC | 94731 | 01U78667 | 10490311 LOW RIDER - ARR. JOHN | 01/17/2019 | 19200444 | 2011819 | 90.99 |
| | | | | | | | | CHECK | 77934 | TOTAL: | 90.99 |
| 77935 | 01/24/2019 | PRTD | 5959 | LEAF | 94661 | 9067729 | 2018 2019 RENTAL COPIERS | 01/17/2019 | 19200249 | 2011819 | 1,353.00 |



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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL

P 3
apashdsb

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

INVOICE DTL DESC

CHECK 77935 TOTAL: 1,353.00

77936 01/24/2019 PRD 2221 NEW ENGLAND ENERGY C 94663 S-7931 01/17/2019 19200227 2011819 1,111.54
Invoice: S-7931 2018 2019 BLANKET CONTRACT RE

Invoice: S-7937 94664 S-7937 01/17/2019 19200227 2011819 187.94
2018 2019 BLANKET CONTRACT RE
CHECK 77936 TOTAL: 1,299.48

77937 01/24/2019 PRD 2261 SAYBROOK LAWN & POWE 94665 64753 01/17/2019 19200229 2011819 351.27
Invoice: 64753 2018 2019 BLANKET PARTS/REPAIR

77938 01/24/2019 PRD 4278 SCHOLASTIC BOOK CLUB 94666 191955608 8710 01/17/2019 19200349 2011819 253.82
Invoice: 191955608 8710 SEE ATTACHED
CHECK 77937 TOTAL: 351.27

77939 01/24/2019 PRD 2518 TREASURER SUPERVISIO 94667 FEBRUARY 2019 01/17/2019 19200199 2011819 144,749.00
Invoice: FEBRUARY 2019 SALARIES
CHECK 77938 TOTAL: 253.82

77940 01/24/2019 PRD 2297 W.B.MASON 94662 162292509 01/17/2019 19200243 2011819 131.52
Invoice: 162292509 2018 2019 BLANKET - MISC. SUPP
CHECK 77940 TOTAL: 131.52

77941 01/24/2019 PRD 2587 WALTHAM SERVICES, IN 94732 2421707 01/17/2019 19200242 2011819 82.00
Invoice: 2421707 2018 2019 BLANKET MONTHLY INSE
CHECK 77941 TOTAL: 82.00

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REGIONAL SCHOOL DIST # 4
A/P CASH DISBURSEMENTS JOURNAL



P 4
apcsbdsb

NUMBER OF CHECKS 20 *** CASH ACCOUNT TOTAL *** 201,521.04

| | COUNT | AMOUNT |
|----------------------|-------|------------|
| TOTAL PRINTED CHECKS | 20 | 201,521.04 |

*** GRAND TOTAL *** 201,521.04



1
lapchkrn

01/09/2019 08:32 REGIONAL SCHOOL DIST # 4
9781dpea |AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 2000 1040

FOR: Uncleared

| CHECK # | CHECK DATE | TYPE | VENDOR NAME | UNCLEARED | CLEARED | BATCH | CLEAR DATE |
|------------------------------|------------|---------|----------------------------------|-----------|---------|-------|------------|
| 77901 | 01/09/2019 | PRINTED | 006432 A&A OFFICE SYSTEMS, INC | 517.76 | | | |
| 77902 | 01/09/2019 | PRINTED | 005768 ALLSTATE ALARM SERVICES | 4.50 | | | |
| 77903 | 01/09/2019 | PRINTED | 002155 CONNECTICUT WATER CO | 712.17 | | | |
| 77904 | 01/09/2019 | PRINTED | 005231 CONNECTICUT INVENTION CON | 135.00 | | | |
| 77905 | 01/09/2019 | PRINTED | 002168 DEEP RIVER HARDWARE CO. | 57.97 | | | |
| 77906 | 01/09/2019 | PRINTED | 006719 EVERSOURCE | 4,607.56 | | | |
| 77907 | 01/09/2019 | PRINTED | 003078 FLAGHOUSE | 288.00 | | | |
| 77908 | 01/09/2019 | PRINTED | 006678 FRONTIER | 148.34 | | | |
| 77909 | 01/09/2019 | PRINTED | 002158 HEINEMANN PUBLISHING | 101.69 | | | |
| 77910 | 01/09/2019 | PRINTED | 002175 HOME DEPOT | 111.24 | | | |
| 77911 | 01/09/2019 | PRINTED | 005443 INTEGRATED TECHNICAL SYST | 1,040.30 | | | |
| 77912 | 01/09/2019 | PRINTED | 005524 JOHNSON CONTROLS, INC | 186.00 | | | |
| 77913 | 01/09/2019 | PRINTED | 002504 LAWSON PRODUCTS, INC. | 272.82 | | | |
| 77914 | 01/09/2019 | PRINTED | 005959 LEAF | 1,202.00 | | | |
| 77915 | 01/09/2019 | PRINTED | 002245 MAGNALEEN | 163.00 | | | |
| 77916 | 01/09/2019 | PRINTED | 007598 JEREMY MAXWELL | 1,000.00 | | | |
| 77917 | 01/09/2019 | PRINTED | 002267 CLASSROOM DIRECT/SCHOOL S | 247.42 | | | |
| 77918 | 01/09/2019 | PRINTED | 007180 TREASURER - STATE OF CONN | 375.00 | | | |
| 77919 | 01/09/2019 | PRINTED | 002436 TREASURER REGIONAL SCHOOL | 1,992.20 | | | |
| 77920 | 01/09/2019 | PRINTED | 002518 TREASURER SUPERVISION DIS | 5,237.08 | | | |
| 77921 | 01/09/2019 | PRINTED | 002587 WALTHAM SERVICES, INC | 82.00 | | | |
| 21 CHECKS CASH ACCOUNT TOTAL | | | | 18,482.05 | | | |
| | | | | | .00 | | |



01/09/2019 08:31 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL

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

| INVOICE DTL DESC | INV DATE | PO | WARRANT | NET |
|---|--------------------------------|----------|---------|--------|
| 77901 01/09/2019 PRD 6432 A&A OFFICE SYSTEMS, Invoice: inv364260 | 01/04/2019 | 19200257 | 2010818 | 517.76 |
| | 2018 2019 BLANKET / OVERAGE IN | | | |
| | CHECK | 77901 | TOTAL: | 517.76 |
| 77902 01/09/2019 PRD 5768 ALLSTATE ALARM SERVI Invoice: 4615985 | 01/04/2019 | 19200207 | 2010818 | 4.50 |
| | 2018 2019 BLANKET - BURGLAR AL | | | |
| | CHECK | 77902 | TOTAL: | 4.50 |
| 77903 01/09/2019 PRD 2155 CONNECTICUT WATER CO Invoice: 00099235 12/31/18 | 01/04/2019 | 19200159 | 2010818 | 712.17 |
| | BLANKET 2018 2019 H2O | | | |
| | CHECK | 77903 | TOTAL: | 712.17 |
| 77904 01/09/2019 PRD 5231 CONNECTICUT INVENTIO Invoice: 963 | 01/04/2019 | 19200158 | 2010818 | 135.00 |
| | CT INVENTION CONVENTION REGIST | | | |
| | CHECK | 77904 | TOTAL: | 135.00 |
| 77905 01/09/2019 PRD 2168 DEEP RIVER HARDWARE Invoice: 426660 | 01/04/2019 | 19200161 | 2010818 | 57.97 |
| | 2018 2019 BLANKET | | | |
| | CHECK | 77905 | TOTAL: | 57.97 |
| 77906 01/09/2019 PRD 6719 EVERSOURCE Invoice: 51471482018 | 01/04/2019 | 19200166 | 2010818 | 52.07 |
| | 2018 2019 BLANKET ELECTRICITY | | | |
| | CHECK | 77906 | TOTAL: | 52.07 |
| 77907 01/09/2019 PRD 3078 FLAGHOUSE Invoice: po79465001012 | 01/04/2019 | 19200296 | 2010818 | 288.00 |
| | 15353 SOFT & SAFE SCOOTER HOCK | | | |
| | CHECK | 77907 | TOTAL: | 288.00 |
| 77908 01/09/2019 PRD 6678 FRONTIER Invoice: 52664250521985 12/19 | 01/04/2019 | 19200170 | 2010818 | 148.34 |
| | 2018 2019 BLANKET | | | |
| | CHECK | 77908 | TOTAL: | 148.34 |



01/09/2019 08:31 9781dpea REGIONAL SCHOOL DIST # 4 A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO CHK DATE TYPE VENDOR NAME

| | | | | | |
|--|---------------------------------|---------------------|---|--------------------|----------|
| 77909 01/09/2019 PRD Invoice: 6940678 | 2158 HEINEMANN PUBLISHING 94346 | 6940678 | 01/04/2019 19200202 2010818 #E05375 ISBN: 978 0 325 05375- | CHECK 77909 TOTAL: | 101.69 |
| 77910 01/09/2019 PRD Invoice: 603322024934972 1/2 | 2175 HOME DEPOT 94334 | 603322024934972 1/2 | 01/04/2019 19200221 2010818 2018 2019 BLANKET SUPPLIES | CHECK 77910 TOTAL: | 111.24 |
| 77911 01/09/2019 PRD Invoice: in20587 | 5443 INTEGRATED TECHNICAL 94396 | in20587 | 01/04/2019 19200175 2010818 2018 2019 BLANKET FIRE ALARM I | CHECK 77911 TOTAL: | 1,040.30 |
| 77912 01/09/2019 PRD Invoice: 85505151 | 5524 JOHNSON CONTROLS, IN 94397 | 85505151 | 01/04/2019 19200436 2010818 REPAIR CLOCKS | CHECK 77912 TOTAL: | 186.00 |
| 77913 01/09/2019 PRD Invoice: 9306364453 | 2504 LAWSON PRODUCTS, IN 94335 | 9306364453 | 01/04/2019 19200224 2010818 2018 2019 BLANKET | CHECK 77913 TOTAL: | 272.82 |
| 77914 01/09/2019 PRD Invoice: 9027751 | 5959 LEAF 94336 | 9027751 | 01/04/2019 19200249 2010818 2018 2019 RENTAL COPIERS | CHECK 77914 TOTAL: | 1,202.00 |
| 77915 01/09/2019 PRD Invoice: 1826293 | 2245 MAGNAKLEEN 94343 | 1826293 | 01/04/2019 19200182 2010818 2018 2019 BLANKET MOP/CARPET R | CHECK 77915 TOTAL: | 81.50 |
| 77916 01/09/2019 PRD Invoice: 1831954 | 7598 JEREMY MAXWELL 94337 | 1831954 | 01/04/2019 19200182 2010818 2018 2019 BLANKET MOP/CARPET R | CHECK 77916 TOTAL: | 81.50 |
| 77917 01/09/2019 PRD Invoice: 1831954 | 7598 JEREMY MAXWELL 94337 | 1831954 | 01/04/2019 19200415 2010818 STUDENT TUITION REIMBURSEMENT | CHECK 77917 TOTAL: | 163.00 |
| 77918 01/09/2019 PRD Invoice: 1831954 | 7598 JEREMY MAXWELL 94337 | 1831954 | 01/04/2019 19200415 2010818 STUDENT TUITION REIMBURSEMENT | CHECK 77918 TOTAL: | 1,000.00 |



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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

77917 01/09/2019 PRD 2267 CLASSROOM DIRECT/SCH 94339 208122184843
Invoice: 208122184843

01/04/2019 19200426 2010818
CARPETS FOR KIDS LEARNING BLOC

CHECK 77917 TOTAL:

247.42

77918 01/09/2019 PRD 7180 TREASURER - STATE OF 94398 CEN305192
Invoice: CEN305192

01/04/2019 19200196 2010818
INTERNET

CHECK 77918 TOTAL:

375.00

77919 01/09/2019 PRD 2436 TREASURER REGIONAL S 94411 548786
Invoice: 548786

01/04/2019 19200303 2010818
2018 2019 LEGAL FEES

CHECK 77919 TOTAL:

1,992.20

77920 01/09/2019 PRD 2518 TREASURER SUPERVISIO 94340
Invoice: OCT 2018 & NOV 2018

01/04/2019 19200198 2010818
2018 2019 BLANKET CELL PHONES

CHECK 77920 TOTAL:

207.40

Invoice: 2018 / 2019

01/04/2019 19200432 2010818
REIMBURSEMENT FOR STACIE BOYD

CHECK 77921 TOTAL:

5,029.68

77921 01/09/2019 PRD 2587 WALTHAM SERVICES, IN 94342 2414082
Invoice: 2414082

01/04/2019 19200242 2010818
2018 2019 BLANKET MONTHLY INSE

CHECK 77921 TOTAL:

82.00

NUMBER OF CHECKS 21 *** CASH ACCOUNT TOTAL *** 18,482.05

COUNT AMOUNT
TOTAL PRINTED CHECKS 21 18,482.05

*** GRAND TOTAL *** 18,482.05

Encl #3

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

Ruth I. Levy, Ed.D.
Superintendent of Schools
rlevy@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

Kim Allen
Business Manager
kallen@reg4.k12.ct.us

To: Ruth I. Levy, Ed.D. Superintendent

From: Kim Allen, Business Manager

Date: March 21, 2019

Re: Deep River Elementary School 2018-2019 Year to Date Budget Status Report, through February 28, 2019

Attached is 2018-2019 YTD Budget Status Report through February 28, 2019. Explanations follow for the expected budget surplus/deficit figures

Salaries: Anticipated surplus.

Line 5113 Teacher Salary surplus due to staff LOA/LTS.

Line 5115 Custodian deficit due to final contract approval.

Line 5116 Nurse surplus due to final contract approval.

Line 5119 Para-educator deficit due to staff changes after the budget approved.

Line 5120 Network Technician surplus due to final contract approval.

Benefits: The district currently anticipates spending all budgeted funds.

Purchased Services: Anticipated deficit

Line 5330 Other Professional Services deficit due to new SPED student needs.

Rentals/Repairs: Anticipated surplus

Line 5440 Rentals due to reduced expected costs.

Other Outside Services: Anticipated Deficit

Line 5520 Comprehensive Insurance costs actually higher than anticipated during the budget process.

Supplies: Anticipated surplus to cover unforeseen SPED costs.

Equipment: Anticipated surplus to cover unforeseen SPED costs.

Other: The district currently anticipates spending all budgeted funds.

DEEP RIVER ELEMENTARY SCHOOL
FY2018-2019 STATUS REPORT
through DECEMBER 31, 2018

| ACCOUNT DESCRIPTION | 2018-2019 ORIGINAL BUDGET | 2018-2019 YTD EXPENDED | 2018-2019 ENCUMBERED | 2018-2019 AVAILABLE BUDGET | % USED |
|------------------------------------|---------------------------------|---------------------------|-------------------------|----------------------------------|----------------|
| 5111 ADMINISTRATOR SALARY | 147,739 | 101,791 | 45,948 | 0 | 100.00% |
| 5113 TEACHER SALARY | 1,423,406 | 766,764 | 649,345 | 7,297 | 99.49% |
| 5114 SECRETARY SALARY | 96,229 | 65,105 | 35,795 | (4,671) | 104.85% |
| 5115 CUSTODIAN SALARY | 164,259 | 102,283 | 60,434 | 1,542 | 99.06% |
| 5116 NURSE SALARY | 52,335 | 27,465 | 25,002 | (132) | 100.25% |
| 5118 FOOD SERVICE SALARY | 26,000 | 0 | 26,000 | 0 | 100.00% |
| 5119 PARA-EDUCATOR SALARY | 243,350 | 158,204 | 80,024 | 5,122 | 97.90% |
| 5120 NETWORK TECHNICIAN SALARY | 50,868 | 31,284 | 18,795 | 789 | 98.45% |
| 5123 SUBSTITUTE TEACHER SALARY | 40,000 | 20,782 | 19,218 | 0 | 100.00% |
| 5124 SUB SECTY\ PARA-ED\CUST\CAFE | 4,000 | 2,976 | 0 | 1,024 | 74.40% |
| 5133 COACH\MENTOR\EXTRA-CURRIC | 22,351 | 9,880 | 12,471 | 0 | 100.00% |
| 5134 SECRETARY OT\ BOE CLERK | 600 | 307 | 293 | 0 | 99.94% |
| 5135 CUSTODIAN OVERTIME SALARY | 4,500 | 1,463 | 3,037 | 0 | 99.99% |
| 5190 BUILDING RENTAL REIMBURSA | 0 | (250) | 0 | 250 | #DIV/0! |
| 5198 SUPERVISION DISTRICT SALARY | 1,190,249 | 892,674 | 297,575 | 0 | 100.00% |
| SUBTOTAL SALARY | 3,465,886 | 2,180,726 | 1,273,937 | 11,223 | 99.68% |
| 5210 HEALTH INSURANCE | 552,863 | 414,648 | 138,215 | 0 | 100.00% |
| 5214 LIFE INSURANCE | 3,042 | 1,772 | 1,270 | 0 | 100.00% |
| 5223 FICA/MEDICARE | 77,057 | 41,255 | 35,802 | 0 | 100.00% |
| 5250 UNEMPLOYMENT COMPENSATION | 6,500 | 251 | 6,249 | 0 | 100.00% |
| 5260 WORKER'S COMPENSATION | 15,965 | 0 | 15,965 | 0 | 100.00% |
| 5290 OTHER EMPLOYEE BENEFITS | 66,079 | 66,079 | 0 | 0 | 100.00% |
| 5291 ANNUITIES | 5,300 | 4,870 | 0 | 430 | 91.89% |
| 5298 SUPV DISTRICT FRINGE BENEFITS | 329,499 | 239,247 | 90,252 | 0 | 100.00% |
| SUBTOTAL FRINGE BENEFITS | 1,056,305 | 768,123 | 287,753 | 430 | 99.96% |
| 5322 PROFESSIONAL DEVELOPMENT | 13,590 | 5,520 | 6,740 | 1,330 | 90.21% |
| 5330 OTHER PROFESSIONAL SERVICES | 4,295 | 32,734 | 2,479 | (30,918) | 819.87% |
| 5398 SUPV DISTRICT PURCHASED SVCS | 43,648 | 32,742 | 10,906 | 0 | 100.00% |
| SUBTOTAL PURCHASED SERVICES | 61,533 | 70,996 | 20,125 | (29,588) | 148.08% |
| 5411 WATER | 6,410 | 3,092 | 3,318 | 0 | 100.00% |
| 5412 ELECTRICITY | 53,965 | 37,792 | 16,173 | 0 | 100.00% |
| 5430 REPAIRS & MAINTENANCE | 108,782 | 47,240 | 61,542 | 0 | 100.00% |
| 5440 RENTALS | 47,856 | 12,813 | 20,147 | 14,896 | 68.87% |
| 5498 SUPV DIST PURCHASED PROP | 3,668 | 2,754 | 914 | 0 | 100.00% |
| SUBTOTAL RENTAL/REPAIRS | 220,681 | 103,692 | 102,093 | 14,896 | 93.25% |

DEEP RIVER ELEMENTARY SCHOOL
FY2018-2019 STATUS REPORT
through DECEMBER 31, 2018

| ACCOUNT DESCRIPTION | 2018-2019 ORIGINAL BUDGET | 2018-2019 YTD EXPENDED | 2018-2019 ENCUMBERED | 2018-2019 AVAILABLE BUDGET | % USED |
|------------------------------------|---------------------------------|---------------------------|-------------------------|----------------------------------|----------------|
| 5515 FIELD TRIPS | 4,079 | 101 | 1,753 | 2,225 | 45.45% |
| 5520 COMPREHENSIVE INSURANCE | 25,206 | 41,989 | 5,594 | (22,377) | 188.78% |
| 5530 COMMUNICATIONS | 6,122 | 2,457 | 4,178 | (512) | 108.37% |
| 5540 ADVERTISING | 500 | 0 | 0 | 500 | 0.00% |
| 5561 IN STATE TUITION | 28,864 | 26,156 | 5,000 | (2,292) | 107.94% |
| 5580 TRAVEL & CONFERENCE | 4,185 | 718 | 3,142 | 325 | 92.23% |
| 5598 SUPV DIST OTHR PURCH SERVICES | 160,322 | 120,240 | 40,082 | 0 | 100.00% |
| SUBTOTAL OUTSIDE SERVICES | 229,278 | 191,661 | 59,749 | (22,132) | 109.65% |
| 5610 GENERAL SUPPLIES | 11,680 | 4,802 | 6,878 | 0 | 100.00% |
| 5611 INSTRUCTIONAL SUPPLIES | 55,918 | 29,773 | 26,145 | 0 | 100.00% |
| 5613 MAINTENANCE SUPPLIES | 11,775 | 3,616 | 8,159 | 0 | 100.00% |
| 5624 HEATING OIL | 10,500 | 3,098 | 7,402 | 0 | 100.00% |
| 5640 BOOKS & PERIODICALS | 900 | 0 | 900 | 0 | 100.00% |
| 5641 TEXTBOOKS & WORKBOOKS | 23,504 | 18,458 | 5,046 | 0 | 100.00% |
| 5642 LIBRARY & PROFESSIONAL BOOKS | 8,773 | 2,917 | 5,856 | 0 | 100.00% |
| 5698 SUPERVISION DISTRICT SUPPLIES | 18,681 | 14,013 | 4,668 | 0 | 100.00% |
| SUBTOTAL SUPPLIES | 141,731 | 76,677 | 65,053 | 0 | 100.00% |
| 5730 EQUIPMENT | 15,602 | 2,832 | 0 | 12,770 | 18.15% |
| SUBTOTAL EQUIPMENT | 15,602 | 2,832 | 0 | 12,770 | 18.15% |
| 5810 DUES & FEES | 3,345 | 3,212 | 0 | 133 | 96.02% |
| 5898 SUPV DISTRICT OTHER OBJECTS | 1,432 | 1,071 | 361 | 0 | 100.00% |
| SUBTOTAL OTHER | 4,777 | 4,283 | 361 | 133 | 97.21% |
| GRAND TOTAL | 5,195,793 | 3,398,988 | 1,809,071 | (12,266) | 100.24% |

**DEEP RIVER CAFETERIA BUDGET
FY2018-2019 BUDGET STATUS REPORT
through FEBRUARY 28, 2018**

| ACCOUNT DESCRIPTION | 2018-2019 YTD ACTUAL | 2018-2019 AVAILABLE BUDGET |
|--------------------------------|-------------------------|-------------------------------|
| 4090 MISCELLEANEOUS INCOME | 205.75 | 205.75 |
| 4160 CAFE LUNCH CASH SALES | 28,610.63 | 28,610.63 |
| 4360 STATE & FED GRANTS | 25,516.31 | 25,516.31 |
| TOTAL REVENUE | 54,332.69 | 54,332.69 |
| 5111 ADMINISTRATOR SALARY | 1,750.00 | (1,750.00) |
| 5114 SECRETARY SALARY | 6,769.07 | (6,769.07) |
| 5118 FOOD SERVICE SALARY | 28,517.63 | (42,304.77) |
| 5124 SUB SECTY\ PARA-ED\CUST\C | 3,745.91 | (3,745.91) |
| 5138 OT CAFETERIA SALARY | 1,062.92 | (1,062.92) |
| 5214 LIFE INSURANCE | 38.64 | (38.64) |
| 5222 MERF | 3,454.71 | (3,454.71) |
| 5223 FICA/MEDICARE | 2,419.56 | (2,419.56) |
| 5430 REPAIRS & MAINTENANCE | 361.05 | (361.05) |
| 5600 ALL - SUPPLIES/ENERGY | 1,320.10 | (1,320.10) |
| 5610 GENERAL SUPPLIES | 22,181.53 | (22,181.53) |
| 5800 ALL - OTHER MISC. EXPENSE | 649.20 | (649.20) |
| TOTAL EXPENDITURES | 72,270.32 | (86,057.46) |
| GRAND TOTAL BALANCE | | (31,724.77) |

**Expenditures through February 2019*

**Reimbursements/Revenue through January 2019*

Encl #4 Both the Joint BOE Policy and Finance Committees recommend the red-lined revisions below. First Reading was held at Feb 21st Joint BOE meeting

3260(a)

Business

Sales & Disposal of Books, Equipment & Supplies

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorize their sale, trade-in or disposal ~~or trade-in~~ in a manner to the district's best advantage.

Disposition of Outdated Books

The Superintendent of Schools may authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.

Disposition of Equipment and Materials

Items with a market value may be traded in or be appropriately advertised to the general public in an attempt to produce a sale at fair market value. The proceeds of the sale shall be deposited to the General Fund.

1. The method of advertising and sale shall be determined by the Superintendent of Schools or his/her representative.
2. The Board shall be notified by the Superintendent of Schools prior to the sales of any item or items having an estimated value in excess of \$500.

Items without market value may be disposed of in such manner as the responsible building principal shall determine, with the prior approval of the Superintendent of Schools or his/her representative.

Disposition of Funds

When books, equipment or materials are sold either to used book vendors or shredders, this money must be returned to the General Fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

Business

Sales & Disposal of Books, Equipment & Supplies (continued)

Legal Reference: Connecticut General Statutes

 10-220 Duties of boards of education.

 10-240 Control of schools.

 10-241 Powers of school districts.

Policy reviewed: May 21, 2018

Revised: TBD

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

Encl #5 The Joint BOE Policy Committee recommends the following red-line revisions for both #5118 (and its related policy #3240 which follows at the end of this enclosure). First Reading was held at Feb 21st Joint BOE meeting

5118(a)

Students

Resident/Non-Resident Attendance

Except as noted below, to be eligible to attend the public schools of Chester, Deep River, Essex, or Region 4 Schools, a student must reside within the legal boundaries of that town with parent(s) or legal guardian(s). In addition, a student may also reside with relatives or non-relatives when it is the intention of such parties and of the children or their parents or guardians that such residence be permanent, provided without pay and not for the sole purpose of obtaining an education. Documentation of residence or the conditions of residence will be required by the Board of Education. Such documentation may include affidavit of residency and/or guardianship papers.

The Board of Education authorizes the Superintendent to accept non-resident students in the public schools of Chester, Deep River, Essex and Region 4 in accordance with the criteria set forth in this policy.

I. General Provisions:

The following terms and conditions are to be used as guidelines when determining eligibility of non-resident students enrolling or continuing in the public schools of Chester, Deep River, Essex and Region 4:

- A. The Superintendent or his/her designee may recommend the initial enrollment or approve the continuation of a non-resident student in attendance if class size and other considerations such as the availability of resources permit. Decisions regarding class size and/or the availability of resources shall be made by the Superintendent. The Superintendent shall make a recommendation to the Board regarding the initial enrollment of a non-resident student. The Board shall vote to approve the initial enrollment of a non-resident student.
- B. The Superintendent or his/her designee shall not hire additional staff to permit enrollment or continuation of non-resident students under this policy.
- C. Non-resident students shall be assigned to ~~whatever~~ whichever class the Superintendent or his/her designee deems appropriate.
- D. Non-resident student attendance shall be for one school year or less.
- E. Non-resident student attendance may be extended from year to year at the discretion of the Superintendent or his/her designee.
- F. This policy does not obligate the Board of Education to provide special education programs or services or create unique programs for students. If a

Students

Resident/Non-Resident Attendance (continued)

non-resident student is enrolled or continued in enrollment in the public schools of Chester, Deep River, Essex or Region 4, and such student is eligible for services under the Individuals with Disabilities Education Act ("IDEA"), the Board of Education shall not act as the local education agency for such child. In instances where special or additional services are provided for a non-resident student, a supplemental tuition or fee will be charged, when allowable, based upon the actual costs associated with providing the special or additional services.

G. Application for initial or continued enrollment of a non-resident student shall be made in writing on a form supplied by the Superintendent or his/her designee.

H. The Superintendent or his/her designee shall review the application and may interview the non-resident student and/or the student's past principal or responsible school personnel for consideration of initial enrollment.

I. Upon recommendation by the Superintendent, the Board shall vote upon the approval of a non-resident student's initial enrollment.

J. Application for continued enrollment shall be made on an annual basis, in writing on a form supplied by the Superintendent or his/her designee.

K. No student applying for enrollment pursuant to subsection G, shall be enrolled in the public schools of Chester, Deep River, Essex or Region 4 until the Board has received tuition payment on behalf of such student in accordance with Section II. below

~~K. L.~~ The Superintendent shall determine approval for continued enrollment on an annual basis, based on class size and other considerations such as the availability of resources and whether or not, in his or her opinion, continuation is in the best interest of the school system or the student.

~~L. M.~~ All non-resident students or their parents or guardians, or the school district of residence, shall provide necessary transportation to and from school.

~~M. N.~~ A non-resident student's continuation in the public schools of Chester, Deep River, Essex or Region 4 will be contingent upon the student's compliance with all applicable rules and regulations of the Board of Education and the individual school, satisfactory academic progress, and the availability of staff and school resources. The Superintendent or his/her designee may terminate the non-resident student's enrollment at any time where, in his or her opinion, continuation is not in the best interest of the school system or the student.

Students

Resident/Non-Resident Attendance

~~N. — Notwithstanding the foregoing, if the application of this non-resident student admission policy conflicts with the Board of Education's obligations under the McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., the Board of Education shall act in a manner consistent with its obligations thereunder.~~

Only non-resident students who meet the criteria set forth in this policy may enroll or continue in enrollment within the public schools of Chester, Deep River, Essex and Region 4.

II. Tuition Students:

A. Tuition ~~or~~ and additional fees, if applicable, ~~must be paid in advance on or before the first day of the school year, and on or before January 1st. must be paid in advance on or before August 15 and January 15 in accordance with a signed tuition agreement.~~ In the event a student withdraws or is terminated from enrollment in the middle of the school year, pro-rata fees will be refunded. Tuition may be paid by the school district of residence or by the parent(s)/guardian(s) of the non-resident student.

B. An annual tuition rate shall be set by the Board of Education, ~~based on the average per pupil cost, of the enrolling district. Students requiring additional educational services will be charged additional fees based on the cost of the services provided. The tuition fee for special education students will be determined based on the annual cost of the regular education program plus the actual cost of special education services provided.~~

C. Transportation beyond that normally provided for students living within Chester, Deep River or Essex shall not be provided for non-resident students.

III. Waiver of Tuition for Certain Students:

Upon written parental request, if the general conditions above are met, non-resident students may be allowed by the Superintendent of Schools in his/her discretion to attend district schools without tuition under one or more of the following ~~conditions~~ circumstances:

A. A student whose parent or legal guardian purchases or leases property in Chester, Deep River or Essex and expects to occupy such property within sixty (60) days of the student's registration will be allowed to register in the public schools of Chester, Deep River, Essex or Region 4, provided that the sufficient documentation is provided, as determined by the Superintendent or his/her designee.

Students

Resident/Non-Resident Attendance

B. A student whose parent or guardian moves from Chester, Deep River or Essex on or after April 15 of the relevant school year, or a student in the twelfth grade whose parent or guardian moves from Chester, Deep River or Essex on or after February 1 of the relevant school year, will be permitted to finish the school year in the school the student had attended with written permission of the Superintendent of Schools.

C. A student whose parent or guardian has moved from Chester, Deep River or Essex may continue in the public schools of Chester, Deep River or Essex or Region 4, in the school the student had attended, until the end of the current marking period with the written permission of the Superintendent of Schools.

Related policy - red-line revision below is needed to match recommended language revision in policy 5118. First Reading was held at Feb 21st Joint BOE meeting

3240

Business

Tuition Fees

Regular Day School

When an out-of-district pupil is given special Board of Education permission to attend the Chester, Deep River, Essex or Regional School District No. 4 Public Schools, the tuition fee shall be ~~the average cost per pupil of the previous year plus 10%~~ **determined by the Board of Education.**

Semi-annual tuition must be paid in advance on or before August 15 and January 15. In the event a student withdraws from the Chester, Deep River, Essex or Regional School District No. 4 Public Schools, tuition for the semester in progress will not be refunded.

Non-resident students or their parents or guardians shall provide all necessary transportation to and from school. The district will not be responsible for any transportation to and from school.

A non-resident student's continued enrollment in the Chester, Deep River, Essex or Regional School District No. 4 Public Schools will be contingent upon compliance with all academic and disciplinary requirements, satisfactory academic progress, exemplary behavior, and the availability of staff and resources.

Legal Reference: Connecticut General Statutes

10-33 Tuition in towns in which no high school is maintained.

10-35 Notice of discontinuance of high school service to nonresidents.

10-55 Pupils to attend regional school.

10-220 Duties of boards of education.

10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

10-266 Reimbursement for education of pupils residing in state property.

Policy revised:

~~June 07, 2018~~

TBD

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

Encl #6 Both the Joint BOE Finance and Policy Committees recommend that this be removed from the Policy Manual. The Table of Contents for this document [*Ordering Goods and Services (Purchase Orders)*] shall simply reference the current Business Manual (similar to how some policy subjects are covered under current Contract(s) - e.g. look in the Online Policy Manual at the Table of Contents for the 4000 series. See the heading for 4111.2 & the legend at the end of the Table of Contents - there is no written policy for *Vacancies* - you are instead referred to consult current contracts for that topic (T/A = refer to Teachers & Administrators contracts).

3324(a)

First Reading for
removal held at
Feb 21st Joint
BOE meeting

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure

1. Phase 1 - Distribution of Purchase Orders and Record Keeping
 - A. Each location principal will be allotted a reasonable number of purchase orders as often as necessary.
 - B. Purchase orders should be utilized in the numerical sequence in which they are distributed.
 - C. Purchase orders filled out in error, or canceled by an administrator, shall be voided at the location, with this indicated on the voided P.O. Voided purchase orders must be submitted to the Business Office for the void record which will be filed in the closed P.O. file.
2. Phase 2 - Purchase Requisitions shall be completely filled out, including all required Budget Coding Information.
 - A. The requesting agent, (teacher, clerk, custodian, nurse, etc), shall present such request upon the purchase requisition form to the building principal for his/her approval.
 - B. The purchase requisition must include the following:
 - (1) Item and number requested.
 - (2) Unit item (i.e. per dozen, per 100, etc.)
 - (3) Description of item and catalog item number if available.
 - (4) Catalog or list cost of the item.
 - (5) Appropriate vendor with address.
 - (6) Appropriate budget code number.
 - C. Upon approval, the location principal shall verify the code number and also verify that there is ample funding for orders via budget printout. He/she also must verify its being budgeted or its necessity. His/her approval is indicated by his/her signature on the requisition.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

3. Phase 3 - Purchase Orders are to be completely filled out at the school after Phase 2 has been completed.
 - A. The purchase order must be typed and include all the information categorized in Phase 2, item B.
 - B. The principal must approve of the purchase order (this is a re-approval of the requisition).
 - (1) The principal's or authorized administrative person's approval signature must appear in the appropriate location on the completed purchase order.
 - (2) The location principal or administrator is responsible for seeing to it that orders do not exceed budget allocation.
 - C. Principal/administrator must maintain record of the order (this may be done with a purchase order.)
 - D. The order should be complete with four copies and carbons left intact. The fifth copy (yellow) is retained by the school.
4. Phase 4 - Purchase Orders Received at the Business Office
 - A. Purchase order is scrutinized to insure the form is properly completed with appropriate signature (if it is in error, it will be returned to the requestor.)
 - B. Funding verification is made via computer system. If insufficient funds are present, the purchase order will be returned to the requestor.
 - C. Purchase order is then forwarded to the Business Manager or Principal for review and final approval.
 - D. If there are any significant adjustments to be made in price, or change in product specifications, the Business Manager or Principal or his/her designee will notify the appropriate administrator on how to proceed.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

4. Phase 4 - Purchase Orders Received at the Business/Principal's Office (continued)
 - E. If no beneficial adjustments are necessary, the Business Manager or Principal approves the purchase order by affixing his/her signature to the document.
 - F. Purchase order is logged into the computer system.
 - G. Distribution of the five (5) part purchase order is as follows:
 - (1) Page 1 is given to the vendor.
 - (2) Pages 2 (green) and 3 (yellow) are retained by the school.
 - (3) Page 4 (pink) shall be placed in a numerical file.
 - (4) Page 5 (gold) shall be sent to the requesting principal or administrator who shall, upon receipt of goods and/or service, sign it, certifying acceptance of the goods and/or service and return it to the Business Office.
5. Phase 5 - Receipt of Order by Requesting School
 - A. When shipment arrives, the principal or his/her designate will check and verify contents against the original copy of the purchase order.
 - (1) When the order is complete, he/she will write complete, with signature, and attach the packing slip(s) to the copy of the P.O. and send it to the Business Office for payment.
 - (2) When the order is incomplete the principal will check off and initial those items that have arrived. He/she should hold this purchase order and packing slip until the balance of the order is shipped, and then forward the gold copy to the Business Office. A recommendation for payment of partial orders may be requested from the Business Office and approved/denied by the Principal/Administrator for valid reasons.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

5. Phase 5 - Receipt of Order by Requesting School (continued)

- (3) If the remaining portion of the order is not filled within ninety (90) days then the remaining portion of the unfilled order should be canceled with a letter from the principal to the vendor. A copy of such cancellation notice shall be maintained by the principal and a copy forwarded to the Business Office with the purchase order and packing slip to indicate recommendation of payment for items received. (The principal may re-order these items if he/she wishes.)
- (4) If anything is received damaged it should be noted on the purchase order and packing slip sent to the Business Office. The principal should contact the trucking company when damage occurs and receive the proper credits or adjustments.

- B. The gold copy should be returned to the Business Office as soon as possible after receiving the order.

6. Phase 6 - Receipt of Invoice and Purchase Order, Copy with Packing Slip from Principal

- A. Upon receipt of the invoice from the vendor and certification of receipt of goods and/or services from the building principal, the purchase order copies shall be matched and made ready for payment.

- (1) When paid, the encumbrance record is credited and the expenditure record is debited by the amount.

- B. Upon acceptance for payment, checks will be produced by computer and signed by check signer.

- (1) Upon payment to the vendor, page 5 (gold), shall be refiled alphabetically with page 3 (yellow) and all other pertinent information.
- (2) Page 4 (pink) is already filed numerically - nothing happens.
- (3) Page 2 (green) shall be forwarded to the requesting principal with an indication of amount of payment and as confirmation to payment.
- (4) In the case of items eligible for reimbursement from federal funds, page 5 (gold) shall be forwarded to the appropriate authority as evidence of purchase.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

7. Phase 7 - Bills

A. Regular monthly bills shall include the following:

- (1) The appropriate account numbers will be included for such items as utilities, insurance, services, etc.
- (2) Installment payments on services shall be made out on one purchase order with the monthly payments listed for the entire year. This way the entire amount will be encumbered and such encumbrance will be reduced by each payment that is made. Each payment will be made against this one purchase order indicating payment against the appropriate installment. (Expenditure is debited and encumbrance is credited.)

8. Phase 8 - Maintenance, Repairs & Petty Cash

A. When an emergency situation arises whereby a purchase of materials or services is required immediately, the principal shall authorize such purchase to remedy the situation.

- (1) The Superintendent or Business Manager should be notified as soon as possible of such situation, preferably prior to such authorization if possible.
- (2) The building principal shall then complete the required purchase order with costs as soon as possible in conformance with Phase 2 of these regulations and submit it immediately to the Business Office indicating on the purchase order that it was an emergency purchase.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure

8. Phase 8 - Maintenance, Repairs & Petty Cash (continued)
 - (3) The principal shall have authority over this fund and distribute the funds as necessary and request appropriate receipts for purchases made.
 - (4) When the fund is nearly depleted, the principal shall request reimbursement by completing a purchase order with all receipts attached and appropriate account numbers for all such purchases followed by the dollar amounts charged to each account. (Phase 3 through Phase 6 of these regulations shall apply to requests for such reimbursement).

For Removal and referencing only

CHESTER PUBLIC SCHOOLS
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