



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

ESSEX BOARD OF EDUCATION

AGENDA

Date: March 07, 2019

To: Members of the Essex Board of Education
Subject: Board of Education meeting **March 14, 2019**
Time: Board meetings begin promptly at 7:00 p.m.
Place: Media Center, Essex 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, Lon Seidman
- 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 10, 2019 (*encl #1*)
 - 2.2. Accounts Payable Report (*encl #2*)
- 3. Student report** – General update by EES 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 – J. Tousignant
 - a. General Update
 - 5.2. Possible VOTE to adopt proposed 2019-20 Essex Elementary Budget for presentation to the Town
- 6. Reports.**
 - 6.1. Financial Status Report - *K. Allen*
 - a. Financial Status and Cafeteria Budget Updates (*encl #3*)

6.2 Committee reports. (*Chair*)

b. 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 cancelled	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

- c. Supervision District Committee update – *L. Seidman*
- d. Other committee reports
 - c.1 LEARN Committee update – *C. Rotella*
 - c.2 Joint BOE Ad Hoc School Security 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 Thursday, April 04, 2019
- 10.2 Next Essex BOE regular meeting is May 09, 2019 @ 7:00 p.m.
- 10.3 Possible VOTE to renew the Agreement Concerning Interim Collaborative Preschool Program (May)
- 10.4 Possible VOTE to renew afterschool care contract (May)
- 10.5 BOE Self-evaluation (TBD)

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 (Buildings and Grounds)	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz/Ciaglo		
CATV Advisory Council (Cable TV)	TBD		
<u>Essex BOE</u>			
Building	Seidman		
PTO	Rotating		
School Improvement Team	TBD		
Essex Foundation	McCluskey / Fitton		
Communications	Rotating		
CATV Advisory Council (Cable TV)	Fitton		
<u>Region 4 BOE</u>			
Personnel & Negotiations		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		

ESSEX BOARD OF EDUCATION

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

WHO WE ARE:

We are fellow residents of Essex, elected by the community to serve 6 years (2 at each biennial election) without compensation.

Loretta McCluskey , Secretary	2023	Carolyn Rotella	2019	Lon Seidman , Chair	2021
Judie McCann	2023	Mark Watson (appt. to fill vacancy until)	2019	DG Fitton , Vice-Chair	2021

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, Region 4	Jennifer Tousignant , Principal
Kristina Martineau, Ed.D. , Assistant Superintendent	
Kimberly Allen , Business Manager	

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 will 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 second Thursday of every other month, unless there is a conflict with school vacation or a holiday. 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 Region 4. Our agenda is posted a week ahead of time on the bulletin board next to the cafeteria entrance and on the school website at (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 Essex.

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF EDUCATION MEETING
ESSEX ELEMENTARY SCHOOL BOARD OF EDUCATION
January 10, 2019 7:00pm**

The regular meeting of the Essex Board of Education was held on Thursday, January 10, 2019. In attendance were Lon Seidman, Judie McCann, Carolyn Rotella, Mark Watson and Loretta McCluskey. Also in attendance were Dr. Ruth Levy, Superintendent of Schools, Kristina Martineau, Assistant Superintendent, Kim Allen, Business Manager, Jennifer Tousignant, Principal and Kelley Frazier, Clerk. Absent: DG Fitton

CALL TO ORDER

The meeting was called to order by Lon Seidman at 7:00p.m.

CONSENT AGENDA

Upon a motion duly made by Loretta McCluskey seconded by Carolyn Rotella the Essex Board of Education unanimously **VOTED** to approve the minutes from the regular meeting of November 8, 2018 and the Accounts Payable report.

STUDENT REPORT

Ms. Tousignant introduced student leaders Jake Marmelstein, Delny Marsden and Grace Lunz. They discussed hat day at school.

PUBLIC COMMENT

No Comment.

OTHER ITEMS:

Principal's Update

Ms. Tousignant introduced the literacy and math coaches who did a presentation on internal assessments. Ms. Tousignant gave an update on the events happening this winter at Essex Elementary.

REPORTS:

Financial Status Report – Ms. Allen

Ms. Allen gave a brief update on the financial status for Essex Elementary School. Trends indicate a surplus at the end of the year. 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. Income has not been received through December. Essex will not have a deficit this year.

Committee Reports

Finance - Next meeting is January 29, 2019.

Curriculum – Next meeting is January 29, 2019.

Policy – Next meeting is January 28, 2019.

OTHER COMMITTEE REPORTS

Supervision District Committee Update

There have been three budget workshops. Discussions were held regarding FLES. More information is needed before a decision will be made.

LEARN

No report available.

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. The language of assessment is being reviewed. K-12 standards for all content areas is also being reviewed.

SUPERINTENDENT'S REPORT

District Update

Critical and Creative Problem Solving

Work is being done on budgets. Curriculum will be reviewed in the elementary schools to prepare for the I/B program.

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. It was suggested that Finance Policies be reviewed by the Finance Committee.

#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 Essex BOE Meeting is March 14, 2019 @ 7:00pm
- Essex Budget Workshops proposed for: Jan 22nd, Feb 13th, Feb 26th @ 6:00pm at Central Office
- BOE and Community Input for 2019-20 (On-Going)
- Vote on Non-Renewals
- BOE Self-evaluation (TBD)

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 8:43p.m.

Respectfully Submitted,

Kelley Frazier, Secretary

BOE ✓



1
| P
| apchkrn

Encl #2

03/06/2019 11:12 REGIONAL SCHOOL DIST # 4
9781dpea | AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

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

2018-19 Budget

68169	03/06/2019	PRINTED	006432 A&A OFFICE SYSTEMS, INC	1,191.19			
68170	03/06/2019	PRINTED	005719 ALLSTATE FIRE EQUIPMENT	171.00			
68171	03/06/2019	PRINTED	002836 AMAZON/SYNCR	565.62			
68172	03/06/2019	PRINTED	005676 SARA K. BENEDETTO	337.50			
68173	03/06/2019	PRINTED	005852 DEENS, SUZANNE	150.55			
68174	03/06/2019	PRINTED	002332 FIRST STUDENTS INC	100.91			
68175	03/06/2019	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	148.16			
68176	03/06/2019	PRINTED	006678 FRONTIER	97.89			
68177	03/06/2019	PRINTED	002506 GRAINGER	212.46			
68178	03/06/2019	PRINTED	007367 LEAH PAGE	18.66			
68179	03/06/2019	PRINTED	005891 PRECISION FOOD SERVICE IN	2,388.61			
68180	03/06/2019	PRINTED	006624 SCG	5,395.29			
68181	03/06/2019	PRINTED	004016 STEWART'S MUSIC LLC	28.76			
68182	03/06/2019	PRINTED	005171 TCI - ORDER DEPARTMENT	3,836.70			
68183	03/06/2019	PRINTED	004262 TEC CONTROL SYSTEMS	1,900.00			
68184	03/06/2019	PRINTED	002580 UNITED ART & EDUCATION	741.69			
68185	03/06/2019	PRINTED	002297 W.B.MASON	374.34			
68186	03/06/2019	PRINTED	006019 ZORO TOOLS ACCOUNTS RECEI	146.32			

17,805.65

.00

18 CHECKS CASH ACCOUNT TOTAL

BOE Y

02/20/2019 09:16
9781dpeaREGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTERP 1
apchrcn

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME 2018-19 SY UNCLEARED CLEARED BATCH CLEAR DATE

68146	02/20/2019	PRINTED	002082 ADMINISTRATOR, UNEMPLOYME	42.00		
68147	02/20/2019	PRINTED	002836 AMAZON/SYNCR	248.46		
68148	02/20/2019	PRINTED	005835 CITIZENS BANK - HEALTH B	62,970.00		
68149	02/20/2019	PRINTED	006771 CT SOLAR LEASE 2, LLC	1,315.77		
68150	02/20/2019	PRINTED	006719 EVERSOURCE	3,673.01		
68151	02/20/2019	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	77.48		
68152	02/20/2019	PRINTED	005994 FUSS & O'NEILL ENVIROSCIE	750.00		
68153	02/20/2019	PRINTED	003488 GLOBAL EQUIPMENT CO. INC.	50.00		
68154	02/20/2019	PRINTED	006182 JOHNSON, JUDY	74.99		
68155	02/20/2019	PRINTED	002748 LAKESHORE	55.18		
68156	02/20/2019	PRINTED	005959 LEAF	1,683.81		
68157	02/20/2019	PRINTED	003395 KATHY MORICO	91.92		
68158	02/20/2019	PRINTED	005891 PRECISION FOOD SERVICE IN	470.00		
68159	02/20/2019	PRINTED	002382 RUSTY KIIN POTTERY	191.60		
68160	02/20/2019	PRINTED	002267 SCHOOL SPECIALTY, INC.	667.49		
68161	02/20/2019	PRINTED	005282 SOCIAL THINKING	67.14		
68162	02/20/2019	PRINTED	002432 STAPLES ADVANTAGE	34.45		
68163	02/20/2019	PRINTED	002436 TREASURER REGIONAL SCHOOL	173.20		
68164	02/20/2019	PRINTED	002518 TREASURER SUPERVISION DIS	1.00		
68165	02/20/2019	PRINTED	002297 W.B. NASON	98.34		
68166	02/20/2019	PRINTED	002285 WAL MART COMMUNITY	99.00		
68167	02/20/2019	PRINTED	002587 WALTHAM SERVICES, INC	15,206.10		
68168	02/20/2019	PRINTED	007120 WATERFORD COUNTRY SCHOOL	252,140.51		
23 CHECKS CASH ACCOUNT TOTAL						.00

BOE ✓


 1
 | P
 | apchkrn

 02/06/2019 08:50 REGIONAL SCHOOL DIST # 4
 9781dpea | AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000

VENDOR NAME

1040

CHECK # CHECK DATE TYPE

2018-19 Budget

FOR: Uncleared

CLEARED BATCH CLEAR DATE

UNCLEARED

68121	02/06/2019	PRINTED	005794	ADAMS HOMETOWN MARKETS	22.85
68122	02/06/2019	PRINTED	002836	AMAZON/SYNCE	923.18
68123	02/06/2019	PRINTED	007333	BREAKOUT EDU	50.00
68124	02/06/2019	PRINTED	002135	CONNECTICUT WATER CO	806.56
68125	02/06/2019	PRINTED	002849	CURTIN MOTOR LIVERY, INC.	7,117.80
68126	02/06/2019	PRINTED	004251	E-COMPLETE, LLC	463.68
68127	02/06/2019	PRINTED	002197	ESSEX HARDWARE CO	102.91
68128	02/06/2019	PRINTED	006719	EVERSOURCE	45.75
68129	02/06/2019	PRINTED	006809	FOLLETT SCHOOL SOLUTIONS	595.29
68130	02/06/2019	PRINTED	006678	FRONTIER	97.89
68131	02/06/2019	PRINTED	002550	GIROUX LANDSCAPING, LLC	3,500.00
68132	02/06/2019	PRINTED	002506	GRAINGER	131.29
68133	02/06/2019	PRINTED	007675	KIDS FOR PEACE, INC	438.90
68134	02/06/2019	PRINTED	002748	LAKESHORE	64.38
68135	02/06/2019	PRINTED	006590	OTC BRANDS, INC.	30.79
68136	02/06/2019	PRINTED	006578	PRISM AUTISM EDUCATION AN	4,122.50
68137	02/06/2019	PRINTED	002432	STAPLES ADVANTAGE	1,130.52
68138	02/06/2019	PRINTED	006542	THE FOUNDATION SCHOOL	7,500.00
68139	02/06/2019	PRINTED	006817	JENNIFER TOUSIGNANT	161.82
68140	02/06/2019	PRINTED	002518	TREASURER SUPERVISION DIS	140.98
68141	02/06/2019	PRINTED	002438	TREASURER TOWN OF CHESTER	109.84
68142	02/06/2019	PRINTED	002580	UNITED ART & EDUCATION	1,370.08
68143	02/06/2019	PRINTED	002297	W.B.MASON	4,650.15
68144	02/06/2019	PRINTED	007120	WATERFORD COUNTRY SCHOOL	10,861.50
68145	02/06/2019	PRINTED	006019	ZORO TOOLS ACCOUNTS RECEI	343.41

25 CHECKS

CASH ACCOUNT TOTAL

44,782.07

.00

80E V



1 P
1 apchkrn

01/23/2019 08:52 REGIONAL SCHOOL DIST # 4
9781dpea [AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

CHECK # CHECK DATE TYPE VENDOR NAME

2018-19 Budget

FOR: Uncleared

CLEARED BATCH CLEAR DATE

UNCLEARED

68105	01/23/2019	PRINTED	002082	ADMINISTRATOR, UNEMPLOYME	979.57		
68106	01/23/2019	PRINTED	002836	AMAZON/SINCB	2,505.81		
68107	01/23/2019	PRINTED	002836	SYNCS/AMAZON	24.16		
68108	01/23/2019	PRINTED	005835	CITIZENS BANK - HEALTH B	62,970.00		
68109	01/23/2019	PRINTED	006719	EVERSOURCE	3,919.03		
68110	01/23/2019	PRINTED	005959	LEAF	1,883.81		
68111	01/23/2019	PRINTED	007367	LEAH PAGE	1,279.50		
68112	01/23/2019	PRINTED	005891	PRECISION FOOD SERVICE IN	50.00		
68113	01/23/2019	PRINTED	002267	SCHOOL SPECIALTY, INC.	18.65		
68114	01/23/2019	PRINTED	006624	SCG	4,375.78		
68115	01/23/2019	PRINTED	003325	STATE SUPPLY CO.	128.88		
68116	01/23/2019	PRINTED	002575	TEACHER'S DISCOVERY	239.86		
68117	01/23/2019	PRINTED	006542	THE FOUNDATION SCHOOL	7,500.00		
68118	01/23/2019	PRINTED	002518	TREASURER SUPERVISION DIS	163,959.00		
68119	01/23/2019	PRINTED	002297	W.B.MASON	62.95		
68120	01/23/2019	PRINTED	002285	WAL MART COMMUNITY	188.71		

16 CHECKS CASH ACCOUNT TOTAL 249,885.51

.00

80E ✓



IP 1
| apchkrch

01/08/2019 12:30 REGIONAL SCHOOL DIST # 4
9781dpea | AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

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

68066	01/08/2019	PRINTED	005794 ADAMS HOMETOWN MARKETS	20.02			
68067	01/08/2019	PRINTED	002539 ALL WASTE, INC..	560.00			
68068	01/08/2019	PRINTED	002490 ARAMARK	99.94			
68069	01/08/2019	PRINTED	002087 CAS	135.00			
68070	01/08/2019	PRINTED	002155 CONNECTICUT WATER CO	806.48			
68071	01/08/2019	PRINTED	006771 CT SOLAR LEASE 2, LLC	1,104.33			
68072	01/08/2019	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	5,184.00			
68073	01/08/2019	PRINTED	002195 ESSEX ELEMENTARY SCHOOL C	108.75			
68074	01/08/2019	PRINTED	006719 EVERSOURCE	43.40			
68075	01/08/2019	PRINTED	007520 EVERYDAY SPEECH	149.99			
68076	01/08/2019	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	20.26			
68077	01/08/2019	PRINTED	006678 FRONTIER	97.89			
68078	01/08/2019	PRINTED	003159 HIGH NOON BOOKS	87.94			
68079	01/08/2019	PRINTED	002743 OLSEN'S SANITATION CO., L	490.00			
68080	01/08/2019	PRINTED	003291 PIONEER VALLEY EDUCATIONA	24.00			
68081	01/08/2019	PRINTED	002267 SCHOOL SPECIALTY, INC.	780.76			
68082	01/08/2019	PRINTED	004895 SETON IDENTIFICATION PROD	159.15			
68083	01/08/2019	PRINTED	007180 TREASURER - STATE OF CONN	900.00			
68084	01/08/2019	PRINTED	005776 THERMOMEDICS, LLC	5,158.86			
68085	01/08/2019	PRINTED	002436 TREASURER REGIONAL SCHOOL	1,301.57			
68086	01/08/2019	PRINTED	003459 US GAMES/SPORT SUPPLY GRO	227.42			
68087	01/08/2019	PRINTED	002297 W.B. MARSON	74.64			
68088	01/08/2019	PRINTED	002587 WALTHAM SERVICES, INC	99.00			

23 CHECKS CASH ACCOUNT TOTAL

17,633.40

.00

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
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 14, 2019
Re: Essex 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 changes and long-term substitutes.

Line 5115 Custodian Salary surplus due to staff changes after budget approved.

Benefits: Anticipated surplus.

Line 5223 FICA surplus because of salary surplus.

Purchased Services: Anticipated surplus

Line 5330 Other Purchase Services surplus anticipated for reduced student needs.

Rentals/Repairs: Anticipated surplus.

Line 5430/5440 Surplus currently shown but anticipate general facility maintenance will use funds by the end of the school year.

Other Outside Services: Anticipated surplus

Line 5561 OOD Tuition surplus will cover deficits in transportation and communications.

Supplies: The district currently anticipates spending all budgeted funds.

Equipment: The district currently anticipates spending all budgeted funds.

Other: Anticipated surplus.

ESSEX SCHOOL DISTRICT
FY2017-2018 BUDGET STATUS REPORT
through FEBRUARY 28, 2019

ACCOUNT DESCRIPTION	2018-2019 APPROVED BUDGET	2018-2019 YTD EXPENDED	2018-2019 ENCUMBERED	2018-2019 AVAILABLE BUDGET	% USED
5111 ADMINISTRATOR SALARY	144,892	101,588	43,304	0	100.00%
5113 TEACHER SALARY	2,113,917	1,137,363	952,482	24,072	98.86%
5114 SECRETARY SALARY	143,468	92,710	45,451	5,306	96.30%
5115 CUSTODIAN SALARY	230,227	142,759	66,016	21,451	90.68%
5116 NURSE SALARY	52,785	31,032	21,859	(106)	100.20%
5118 FOOD SERVICE SALARY	35,000	0	35,000	0	100.00%
5119 PARA-EDUCATOR SALARY	442,276	287,120	180,889	(25,734)	105.82%
5120 NETWORK TECHNICIAN SALARY	46,122	30,572	12,824	2,726	94.09%
5123 SUBSTITUTE TEACHER SALARY	55,000	15,603	39,397	0	100.00%
5124 SUB SECTY\ PARA-ED\CAFE	8,000	10,436	0	(2,436)	130.45%
5125 SUB CUSTODIAN SALARY	3,000	5,345	0	(2,345)	178.18%
5126 SUMMER CUST SALARY	14,500	6,459	0	8,041	44.54%
5133 COACH\MENTOR\EXTRA-CURRIC	13,893	7,858	6,035	0	100.00%
5134 SECRETARY OT\ BOE CLERK	1,700	339	1,000	361	78.77%
5135 CUSTODIAN OVERTIME SALARY	4,500	4,336	164	0	100.00%
5198 SUPERVISION DISTRICT SALARY	1,291,094	968,305	322,789	0	100.00%
SUBTOTAL SALARY	4,600,374	2,841,826	1,727,211	31,338	99.32%
5210 HEALTH INSURANCE	755,642	566,730	188,912	0	100.00%
5214 LIFE INSURANCE	4,759	2,705	2,054	0	99.99%
5223 FICA/MEDICARE	101,359	60,375	39,244	1,740	98.28%
5250 UNEMPLOYMENT COMPENSATION	30,000	1,204	28,796	0	100.00%
5260 WORKER'S COMPENSATION	36,620	23,733	11,911	976	97.33%
5290 OTHER EMPLOYEE BENEFITS	62,181	62,181	0	0	100.00%
5291 ANNUITIES	12,437	7,948	4,489	0	100.00%
5298 SUPV DISTRICT FRINGE BENEFITS	367,653	266,897	100,756	0	100.00%
SUBTOTAL BENEFITS	1,370,651	991,772	376,162	2,717	99.80%
5322 STAFF TRAINING	7,000	1,280	0	5,721	18.28%
5330 OTHER PROFESSIONAL SERVICES	111,245	43,969	61,565	5,710	94.87%
5398 SUPV DISTRICT PURCHASED SVCS	49,031	36,777	12,254	0	100.00%
SUBTOTAL PURCHASED SERVICES	167,276	82,026	73,819	11,431	93.17%
5411 WATER	8,900	4,204	4,696	0	100.00%
5412 ELECTRICITY	78,334	38,635	39,699	0	100.00%
5430 REPAIRS & MAINTENANCE	204,285	148,717	55,568	0	100.00%
5440 RENTALS	101,705	17,788	81,436	2,481	97.56%
5498 SUPV DIST PURCHASED PROP	4,121	3,092	1,029	0	100.00%
SUBTOTAL REPAIRS/MAINTENANCE	397,345	212,436	182,428	2,481	99.38%

ESSEX SCHOOL DISTRICT
FY2017-2018 BUDGET STATUS REPORT
through FEBRUARY 28, 2019

ACCOUNT DESCRIPTION	2018-2019 APPROVED BUDGET	2018-2019 YTD EXPENDED	2018-2019 ENCUMBERED	2018-2019 AVAILABLE BUDGET	% USED
5511 IN-STATE TRANSPORTATION	65,861	40,168	30,091	(4,398)	106.68%
5515 FIELD TRIPS	2,400	110	2,400	(110)	104.58%
5520 COMPREHENSIVE INSURANCE	25,411	23,863	6,909	(5,361)	121.10%
5530 COMMUNICATIONS	6,800	3,509	3,291	0	100.00%
5561 IN STATE TUITION	254,858	143,696	84,773	26,389	89.65%
5580 TRAVEL & CONFERENCE	9,650	5,270	4,380	0	100.00%
5598 SUPV DIST OTHR PURCH SERVICES	244,839	183,630	61,209	0	100.00%
SUBTOTAL OUTSIDE SERVICES	609,819	400,246	193,053	16,520	97.29%
5610 GENERAL SUPPLIES	20,400	11,943	8,457	0	100.00%
5611 INSTRUCTIONAL SUPPLIES	44,215	27,027	17,188	0	100.00%
5613 MAINTENANCE SUPPLIES	20,000	4,358	15,642	0	100.00%
5624 HEATING OIL	30,000	14,932	15,068	0	100.00%
5626 GASOLINE / FUEL OIL	200	0	200	0	100.00%
5629 OTHER SUPPLIES/BID LIST	21,230	6,330	14,901	0	100.00%
5641 TEXTBOOKS & WORKBOOKS	47,556	36,637	10,919	0	100.00%
5698 SUPERVISION DISTRICT SUPPLIES	20,991	15,744	5,247	0	100.00%
SUBTOTAL SUPPLIES	204,592	116,970	87,621	0	100.00%
5730 EQUIPMENT	15,149	12,179	725	1,149	85.18%
SUBTOTAL EQUIPMENT	15,149	12,179	725	1,149	85.18%
5810 DUES & FEES	3,929	3,068	350	511	87.00%
5898 SUPV DISTRICT OTHER OBJECT	1,610	1,208	402	0	100.00%
SUBTOTAL OTHER	5,539	4,276	752	511	90.78%
GRAND TOTAL	7,370,745	4,661,731	2,641,770	66,148	99.09%

ESSEX CAFETERIA BUDGET
FY2018-2019 BUDGET STATUS REPORT
through FEBRUARY 28, 2018

ACCOUNT DESCRIPTION	2018-2019 YTD ACTUAL	2018-2019 AVAILABLE BUDGET
4090 MISCELLEANEOUS INCOME	976.47	976.47
4160 CAFE LUNCH CASH SALES	43,353.64	43,353.64
4360 STATE & FED GRANTS	15,456.55	15,456.55
TOTAL REVENUE	59,786.66	59,786.66
5111 ADMINISTRATOR SALARY	1,750.00	(1,750.00)
5114 SECRETARY SALARY	6,769.02	(6,769.02)
5118 FOOD SERVICE SALARY	27,081.67	(33,227.44)
5124 SUB SECTY\ PARA-ED\CUST\C	4,257.77	(4,257.77)
5138 OT CAFETERIA SALARY	1,179.80	(1,179.80)
5214 LIFE INSURANCE	38.64	(38.64)
5222 MERF	3,216.93	(3,216.93)
5223 FICA/MEDICARE	2,201.90	(2,201.90)
5600 ALL - SUPPLIES/ENERGY	1,776.71	(1,776.71)
5610 GENERAL SUPPLIES	26,604.58	(26,604.58)
5800 ALL - OTHER MISC. EXPENSE	649.00	(649.00)
TOTAL EXPENDITURES	75,526.02	(81,671.79)
GRAND TOTAL BALANCE		(21,885.13)

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